

Student Application for Internship Credit

Instructions

1. Once you have secured an internship position, enter the information on this page.
2. In consultation with your supervisor at the agency/organization compose the essay and provide the initials required on the second page.
3. Save your changes and email the completed application *and* a copy of your unofficial JMU transcript as attachments to Dr. Andrew Witmer: witmerad@jmu.edu
4. Once approved, you will receive a “permission to enroll” email from the History Department Office. You may then enroll in HIST 340 History Internship via MyMadison prior to the course add/drop deadline.

JMU
Department
of History

Name:_____ Student ID:_____ Email:_____

Internship Agency/Organization:_____

Address:

Phone Number:

Supervisor's Name:

Supervisor's email:

Notes or additional information:

Approved by:

Date:

Internship Coordinator, Department of History

In consultation with your supervisor, either in person or through a virtual meeting, consider and summarize in a brief essay below:

- The planned project/s or activities in which you will be primarily involved.
- The history skills you anticipate applying and developing during the internship.
- How this internship will further the mission or objectives of the agency/organization.
- Your expected professional/educational growth from this internship.
- Your anticipated weekly schedule for completing the required 140 hours of internship work.
- The frequency and means of meeting with your supervisor to receive feedback on your work.

By initialing here, **the student** agrees to:

- *Fulfill obligation to work the agreed upon schedule and complete the required hours.
- *Perform all assigned tasks to the best of your ability within agency rules, policies.
- *Complete any required modules on Canvas for HIST 340.

By initialing here, **the internship supervisor** agrees to:

- *Provide practical work experience related to the History Major.
- *Provide clear guidelines and expectations, discussing any difficulties with the student.
- *Notify the Faculty promptly if a problem or issue arises with the student's performance.
- *Complete & return the Evaluation of Intern form provided near the end of the internship.