ASU Public History Program: Professional Experience Guidelines

Introduction

The Professional Experience is a critical component to ASU's public history curriculum. The Professional Experience complements coursework by providing students with public history work experience in which a practicing public historian or other history professional supervises student work. The Professional Experience is designed to be a stand-out on a student's resume; it should enhance a student's professional history skills and should provide the student with valuable opportunities to network with other practitioners in the field. **Graduate students seeking to earn a public history certificate are required to complete a Professional Experience**. Graduate students seeking or considering a public history career should also complete a professional experience.

While the public history program may support students, it is ultimately the student's responsibility to find opportunities for professional experience positions. There are a variety of resources available to aid in the search.

Students must complete minimum requirements for their programs before they take part in a Professional Experience:

History MA: Completed 9 credit hours, including at least 1 Core Course (HST 502, HST 640, HST 641, HST 643). Ideally students should complete HST 502 and additional core course prior to Professional Experience.

Public History Graduate Certificate: HST 502 (recommended) or 1 other Core Course.

World War II MA: The first three core courses (WWS 460: World War II, WWS 561 Decision Points I, WWS 562 Decision Points II)

Holocaust and Genocide Graduate Certificate: HST 570 Reading in Holocaust & Genocide Studies

The Professional Experience Course is 3 units/hours of credit for 180 hours of work. Students may not count more than 6 hours of HST 585 professional experience courses (i.e. two courses) toward the degree or certificate.

Students interested in the professional experience should feel free to contact any member of the public history leadership team for assistance in developing an experience, identifying possible opportunities, and for advice in constructing their proposal. Sometimes, HST 585 professional experience courses are offered more formally as courses.

The identification, approval, and enrollment process is as follows:

1. Identify a possible internship experience and meet with the program directors or coordinator. This meeting should occur at least 10 weeks prior to starting the

experience. This meeting will be used to evaluate the internship possibility, outline best practices and next steps, and answer any questions. (Without appropriate notice there may not be time to plan and approve the professional experience; and under no circumstances will professional experience credit be given in arrears or for experiences that have started).

2. After meeting with the program coordinator, students will submit a proposal to the Instructor of Record. The default Instructor of Record will be the Director or Manager of the Public History Program. Other faculty may also serve in the role if the internship aligns with their area of expertise. The Proposal must include the following:
    - The name, email, and contact information of the institutional sponsor.
    - A detailed description of the student's tasks and responsibilities.
    - Expectations of the supervisor and sponsoring organization.
    - A letter or email to the Program Coordinator and Experience Instructor from the site supervisor stating that they agree to serve as the student's Professional Experience mentor and to approve hours (180 hours) and provide a letter of evaluation.
3. The Public History Program Director will review and approve the proposal. Revisions are frequently requested.
4. Once approved, the Program Coordinator will contact the student and their academic advisor/graduate success coordinator so that they can register for HST585. Students may register for Spring, Summer or Fall, any session (A,B,C). Online students will register for an online course; immersion students will register for an iCourse or Tempe course.
5. The professional experience comes with a Canvas shell that tracks student progress in their professional experience. All modalities will use the same Canvas shell.

****Note:** Previous employment or "volunteer" hours **may not** retroactively be applied to the Professional Experience**.** Current employment may be considered **only** if the proposed Professional Experience adds substantively and in a new way to the student's skills as a public historian. *Family may not serve as a Professional Experience site supervisor or mentor.* The HST 585: Professional Experience is not a directed research experience, nor is it a teacher-training opportunity.

<u>Completing the Professional Experience</u>

Communicate these materials to both the Instructor & Academic advisor. A Canvas shell will be used to maintain these materials.

- Enroll in History 585: Professional Experience.
- Complete the required History 585 Professional Experience coursework.
- Submit a timesheet signed by the Professional Experience site mentor that documents the completed 180 hours.

- Submit a final report on the Professional Experience to the Professional Experience instructor.
- Request the site mentor submit a letter of evaluation to the Professional Experience Instructor.
- Based on completed coursework and hours, the student will receive a pass/fail grade for History 585: Professional Experience.

If a student is unable to complete the required 180 hours during the allotted course period, the student will receive an "Z."

Once the student submits his or her final report, signed timesheet, and the Professional Experience instructor receives an evaluation from the student's site mentor, the "Z" will be changed to a "Y."

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