HistoryCorps is a program of the UCLA History Department’s Public History Initiative (PHI) that offers a unique opportunity for UCLA History majors and minors to apply their learning beyond the classroom and participate in community-driven historical projects in the greater Los Angeles area.

Successful applicants to HistoryCorps are referred as potential interns to the internship site of their choice. Please review the list of Fall 2017 Internship Sites on the PHI website. Each site offers interns the opportunity to develop transferable skills, network with professionals, and participate on upcoming projects. As projects frequently change, it is important for applicants to review the most recent site information and expectations.

During the internship, interns will work closely with a site supervisor to learn about the site’s mission, develop best practices, and contribute to the site’s growth and development. Please note that internships are intended as a professional learning experience. All interns are expected to employ their historical training—critical thinking, problem-solving, textual analysis, verbal and written communication skills—throughout the course of the internship. Interns will receive job related training at the site. Interns are also encouraged to contribute their input and ideas to help the site best serve its mission and the community.

Internship Requirements

1. All interns are required to commit to and keep a regular schedule with the internship site for a minimum total of 80-100 hours over the quarter or 8-10 hours/week.

2. To earn 4-credits towards the History major, interns must enroll in H-195CE offered by the UCLA Center for Community Learning. On boarding for H-195CE must be done in person with H-195CE TA Araceli Centanino acentanino@college.ucla.edu no later than Friday of Week 2 of the internship quarter. Space is limited, so early enrollment is encouraged.

3. Alongside the internship, HistoryCorps interns must complete all of the course requirements for H-195CE as listed on the syllabus, including (1) weekly response papers, (2) five biweekly meetings with the H-195CE TA Araceli Centanino, (3) 8-10 page final research paper, and (4) signed timesheet reflecting completion of 80-100 hours of internship work. Final research papers could be considered for publication.

4. At the internship site, HistoryCorps interns are expected to dress appropriately, arrive on time, and behave professionally. HistoryCorps interns represent UCLA and the History Department.
Application Procedure

(1) Read the internship descriptions and site expectations thoroughly before applying. Visit organization websites to learn more about their work bringing history to the public. Note: If you will be traveling to the site via public transportation, review the public transportation guide to make sure that you can keep a regular schedule and commit to the required 80-100 hours.

(2) Submit the application form and all required materials as a single pdf file to phi@history.ucla.edu by the Fall deadline: September 30, 2017.

_____ Application Form
_____ Class and Work Schedule
_____ Statement of Purpose (one paragraph)
_____ Resume (one page)
_____ Cover Letter (one page)
_____ Site Statements (two paragraphs)
_____ Supplemental Materials (check site for details)
_____ Additional Information (Optional)

Review Process

Your applications will be reviewed immediately following the application deadline and, if accepted, you will be called in for an interview with PHI Program Coordinator Dr. Kristina Markman shortly after submission of your application.

Following your interview, a referral will be made to the internship site and your application will be forwarded to the site contact.

Once your receive notice of referral and the information of the site contact, it is your responsibility to contact the site to schedule an interview.

After you secure an internship, you must contact the Araceli Centanino acentanino@college.ucla.edu at the UCLA Center for Community Learning to schedule an intake appointment for H-195CE so that you receive academic credit towards your major for the internship. The deadline to add the class is Friday of Week 2. You will receive directions on how to add the class at your intake appointment. Visit the Center's website for more information.

Please note, Fall quarter applications and referrals are done on a first come, first serve basis. The earlier you submit your application, the earlier you will be interviewed and can begin your internship and H-195CE onboarding. If you wait until September 30 to submit your application, all internships may already be filled.

Contact
Program Coordinator: Dr. Kristina Markman phi@history.ucla.edu
6341 Bunche Hall
(310) 825-4702
https://phi.history.ucla.edu/whatwedo/