



HISTORYCORPS

A Public History Internship Program for UCLA Undergraduates

Spring 2018 – Application

Deadline: Marche 2, 2018

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 Spring 2018 [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) Minimum 3.0 GPA
- (2) 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.
- (3) 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.
- (4) 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 in [Quaestio](#), the UCLA undergraduate history journal. Students may also submit their papers to the Annual Undergraduate History Conference.

- (5) HistoryCorps interns represent UCLA and the History Department. At the internship site, HistoryCorps interns are expected to dress appropriately, arrive on time, and behave professionally. Interns must also check their e-mail regularly and respond to all correspondence in a timely manner.
- (6) Interns must track their monthly hours and report to Dr. Kristina Markman at the end of each monthly cycle to submit timesheets. Appointments with Dr. Markman should be scheduled via e-mail: phi@history.ucla.edu.

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 route and 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 Spring deadline: **March 2, 2018**.

- _____ Application Form
- _____ Class and Work Schedule
- _____ Statement of Purpose (one page)
- _____ Resume (one page)
- _____ Cover Letter (one page)
- _____ Site Statements (two paragraphs or ½ page each)
- _____ 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 during the **week of March 2, 2017**.

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

Once you receive notice of referral and the information of the site contact, it is your responsibility to contact the site to schedule an interview. Interviews must be completed no later than **April 2, 2018**

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.

Contact

Program Coordinator: Dr. Kristina Markman phi@history.ucla.edu

6341 Bunche Hall

(310) 825-4702

<https://phi.history.ucla.edu/whatwedo/>