**Internships**

Another way to add focus to your major is to undertake an internship, to help you prepare for employment in a particular field. I HUM 495 (1 to 6 credits) is an option during your senior year. The possibilities are varied, because they could be related to your humanities background (such as an internship at a museum based on study of art history), or to a minor or an area you’ve studied in depth. Internships may be paid or unpaid (paid ones are rare); should relate to your academic work; must be arranged well in advance (at least 6 months) through your academic adviser; and are overseen by a site supervisor at the organization employing you and by a faculty member here. While internships by nature are “hands-on” experiences, we require that they be educational also–that you not be just a “gofer” or copy-machine operator, but actually use your academic background and learn on the job about specific professional, intellectual, creative, aesthetic, ethical, or social skills. You may not receive any internship credit for work that you already do, because this is a chance to learn. In order to apply for an internship, you need to fill out the internship application form at the end of this Handbook on pages 13-14.

 Internships are excellent opportunities to find out if a particular type of work is right for you; to acquire specific job-related skills; to make connections in the field you want to enter; to acquire experience with relevant technologies; and to obtain a reference for later employment. They also help you learn more about yourself, what your strengths are, and what skills you need to reinforce–at a point when you still have access to all the resources of the University and the College and can change directions, refine your later job search, or undertake further study as needed.

Examples of past internships undertaken by our majors include:

* Summer office, backstage, and fund-raising work for Open Stage of Harrisburg;
* Writing materials for the Pennsylvania Turnpike Commission;
* Summer writing and curatorial assistance at a historical site of the Pennsylvania Historical and Museums Commission (with course work in American Studies);
* Managerial work (in combination with a Business Administration minor) at Hershey Foods;
* Writing and analysis of employee feedback for the Pennsylvania Department of Transportation;
* Writing and promotional work for a local professional sports team.

If you are considering an internship, plan ahead. Talk to your academic adviser or the program coordinator; consult the information on existing internships available from the School’s staff assistants; find out what preparation is needed for the kind of position you want and be sure to take the appropriate courses before you apply.

Required *before* you register for an internship:

* Completion of at least 78 credits toward your degree;
* An overall *minimum* GPA of 2.5 (preferably higher), at the time of application;
* Permission of a faculty internship supervisor (your academic adviser, or another program faculty member); the Interdisciplinary Humanities program coordinator; and the School Director; and
* An approved internship site selection and arrangements for site work that meet our academic standards as well as the site’s needs.

*No credit for I HUM 495 will be allowed unless you meet all these criteria.*

You are responsible for identifying appropriate internship sites, initiating contacts with them, and arranging interviews with their personnel. Allow enough time in advance. Advance preparation serves your interests, because there is often competition for the most desirable internship sites.

Required during the internship:

* A 6-credit internship entails about 15 to 20 hours of work a week during a regular semester; summer internships might involve fewer weeks with more hours per week. A 3-credit internship requires 8 to 10 hours of work a week.
* An accurate time log of your hours worked per day/week, to be submitted to your faculty internship supervisor several times during the internship.
* A journal, updated regularly, of what you observed, produced, or accomplished during each day of your participation, which also must be provided to your faculty internship supervisor several times.
* Regular contact with the faculty supervisor by a means acceptable to both of you (in person, by phone or e-mail), to discuss any problems, progress, and plans.
* A comprehensive portfolio, project, or paper due at the end of the semester, to summarize the results of your experience.

Your faculty supervisor will likely arrange one or more site visits during the internship. If problems arise with your work–e.g., if you are asked to perform inappropriate tasks, or do something unethical–your faculty supervisor is your resource person to assist you in addressing the issues with the employer. While rare, such problems have occasionally resulted in termination of an internship that was not providing a productive learning experience.