

**History 461 – Internship
Fall, 2010**

Dear Interns,

This message contains important information about your internship this semester. Please keep this or print it out for your records, as you will need to fulfill the requirements listed below in order to receive credit for this experience. It is your responsibility to see that all of these requirements are met.

- You must be registered for History 461 for 2 credits. This internship does not fulfill a Foundation requirement and it will not count as a 400-level seminar in the history major.
- You must make contact with your supervisor at your internship site and devise your own work schedule.
- You must contact me and schedule an individual meeting with me for the **week of October 11**, to discuss how the internship is going.
- You must work a total of 140 hours over the course of the semester, and you must submit a typewritten log of these hours (either printed or sent via email) to me by **Thursday, December 16, 2010**. Your log should include the date you worked, number of hours worked that day, and a brief phrase describing what you did.
- You must submit to me a 1000-1500 word reflective essay, in which you outline your initial expectations, describe your actual experiences, and reflect on how this experience fits with your Rhodes education and your future plans. You must submit this to me (either printed or sent via email) by **Thursday, December 16, 2010**.
- You do NOT need to attend any classes sessions or purchase any books for this internship.

Please don't hesitate to contact me should you have any questions.

Best wishes,

Tim Huebner
Professor and Chair



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