HIST467-01X – Public History Internship
COURSE SYLLABUS: Summer 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Mylynka Cardona
You may address me as either Professor Cardona or Dr. Cardona
Office Location: Ferguson 146
Office Hours:
By appointment – schedule here
(https://calendly.com/dr_cardona/30min)

University Email Address:
mylynka.cardona@etamu.edu
Preferred Form of Communication:
ETAMU email
Communication Response Time: 24-48 hours

COURSE INFORMATION

Course Materials: All course materials will be available via links in this syllabus or in D2L

Course Description

This internship and capstone project is designed as a significant demonstration of the student's ability to combine theory and practice in a project that has to be approved by and under the supervision of the certificate program Director. Prerequisites: HIST. 462: Introduction to Public History and satisfactory submission of a project proposal OR approval of instructor.

Student Learning Outcomes

Students will leave the course with an understanding of how their current internships fit within the "bigger picture" of Public History and take with them a concrete set of resources for professional and scholarly development.

This is a working document. The syllabus and schedule are subject to change.

COURSE REQUIREMENTS & GRADING

Assessments:

As this course is an *applied internship*, I calculate the final grades using the following percentages:

- Internship/Supervisor Evaluation: 60%
- Bi-Weekly Journal Entries 20%
- Final Internship Reflection Paper 20%

This course is based on a 100-point system. All assignments are worth 100 points.

Final grades are determined on the following scale:
100 –90 = A, 89 –80 = B, 79 –70 = C, 69 –60 = D, 59 and below = F

Journal entries are due every two weeks <u>on Saturday</u>. The entries should be at least two pages in length, 12pt. Times New Roman, and comprise of the activities you participated in during the previous two weeks of your internship. This is a space to keep me apprised of what work you are doing, skills you are acquiring, and the overall impression of your experience for those weeks.

The final reflection paper is a culmination of your internship experience. This paper is not a rehash of your journals, though may contain similar content. This is where you will examine the institution where you interned, its mission, its role in public history, and how you fit into their programming. This is where you will discuss your overall role during your internship, projects you worked on, and how this internship prepared you for a future in a public history career. This paper should be 5-7 pages.

The bulk of your grade comes from evaluation from your supervisor at the internship. These will be solicited by me and sent directly to me.

Required Readings for the Waters Library Archives interns
Brown, Stephanie Willen, "The Reference Interview: Theories and Practice." Published Works 13 (2008).
    (http://digitalcommons.uconn.edu/libr_pubs/13) **Week 3**
Hunter, Gregory S. *Developing and Maintaining Practical Archives*. Third edition. Chicago: ALA Neil-Schuman, 2020.
    Chapter 6 Arrangement p. 95-108 **Week 1**
    Chapter 7 Description p. 109-128 **Week 2**
    Chapter 10 Access, Reference, Outreach, and Advocacy p. 187-210 **Week 3**
Millar, Laura A. *Archives: Principles and Practices*. Second edition. Chicago: ALA Neil-Schuman, 2017.
    Chapter 11 Arranging and Describing Archives p. 213-242. **Week 1**
    Chapter 12 Making Archives Available p. 243-262. **Week 2**

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List of Recommended Informational Readings for all internships:

Boulware, Jenny and Elizabeth Satterfield. "Public history: yours, mine, & ours". *History @ Work.* January 3rd, 2018. http://ncph.org/history-at-work/public-history-yours- mine-ours/

Carson, Cary. "The End of History Museums: What's Plan B?" *The Public Historian* 30, No. 4 (Fall 2008), 9-27. **PDF in D2L**

Grele, Ronald J. "Whose Public? Whose History? What Is the Goal of a Public Historian?" *The Public Historian*, Vol. 3 No. 1, Winter, 1981; (pp. 40-48) DOI: 10.2307/3377160

Hillman, Meghan. "On unpaid internships, professional ethical standards, and the NCPH jobs page". *History @ Work.* December 4th, 2017. http://ncph.org/history-at-work/on-unpaid-internships-professional-ethical-standards-and-the-ncph-jobs-page/

Krugler, John D. "Behind the Public Presentations: Research and Scholarship at Living History Museums of Early America". *The William and Mary Quarterly*, Third Series, 48:3 (1991), pp. 347-386. http://www.jstor.org/stable/2938141.

Lindsey, Anne. "#Virtual Tourist: Embracing Our Audience through Public History Web Experience," *The Public Historian*, Vol. 35, No. 1, pp. 67–86 (February 2013). **PDF in D2L**

Lubar, Stephen. "Curator as Auteur," *The Public Historian,* Vol. 36 No. 1, February 2014; (pp. 71-76). **PDF in D2L**

Sherman, Aliza. "How Tech Is Changing the Museum Experience," *Mashable.* September 14th, 2011. http://mashable.com/2011/09/14/high-tech-museums/#_XiWNatsQkqf

East Texas A&M Supports Students' Mental Health

The Counseling Center at ETAMU, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit **www.tamuc.edu/counsel**

Interaction with Professor Statement

You are strongly encouraged to interact with me. The more you let me know what is going on with you, the better I can help you. Beyond the classroom, the best way to get in touch with me is through ETAMU email. I am also available during my office hours. If you have a situation arise during the semester that will impede your ability to succeed in the class, COME TALK TO ME SOONER RATHER THAN LATER. I will be better equipped to help you in whatever ways I can the sooner you talk to me. If you wait until the very last minute, my hands will likely be tied and my options will be more limited as far as help is concerned. I can help you get/find the resources you may need on campus or in the community. We can meet in-person or via Zoom.

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History Librarian:
Our librarian for History is. She is available to assist you in your research, whether it is using the library or identifying and locating sources. Please take advantage of this assistance as you need it. Her contact information is as follows:

Inbar Michael
Velma K. Waters Library, Room 147G
Inbar.Michael@tamuc.edu

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Internship Behavior

All students are expected to observe basic tenets of common decency and acceptable behavior conducive to a positive leaning environment (See Student's Guide Handbook, Policies, and Procedures, Conduct). During your internship, I expect college-level professionalism & course engagement. This means putting away cell phones, and any other forms of distraction, for the duration of the assigned time of your shift (exceptions will be allowed with advance permission of the professor/supervisor).

Arrive on time and plan to stay for the entire shift you are scheduled. Coming late and/or disrupting the work environment shows disrespect for your professor/supervisor, your colleagues, and the internship in which you are engaged. If you must leave early, please let your professor/supervisor know as soon as possible

I encourage you to meet me during my office hours, to get to know me, and to keep me informed of any issues you might have that would affect your performance in this class (see above statement on Interaction with Professor).

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AI Use in Courses

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors 'guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty

Late Work

All written assignments are due as indicated in this syllabus. Late assignments may be accepted at the discretion of the professor and may be assessed a penalty. If you know you will be away when something is due, please notify the professor *in advance or plan to turn the assignment in early.* I can be very understanding and flexible with you, but only if you come to talk to me in advance. To pass this class, all assignments must be completed. Any missing assignments at the end of the course will be given a grade of zero (0).

Syllabus Change Policy

The syllabus is a working document and a guide. Circumstances and events, including class progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Statement on Student Grievances

Students who have questions or concerns about the Instructor's course policies or the conduct either of the Instructor or a classmate should first consult with the Instructor. In the event of a lack of resolution or satisfaction on the matter, the student may bring their concerns to the head of the History Department, Sharon Kowalsky (Sharon.Kowalsky@tamuc.edu). If this does not result in a satisfactory conclusion to the matter, students may bring the issue to the attention of the Associate Dean of Students per procedures outlined on pp. 15-19 of the Student Guide Book.

University Specific Procedures

The syllabus/schedule is subject to change.

Student Conduct
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: https://www.britannica.com/topic/netiquette

ETAMU Attendance
For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
- http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx
- http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13studen ts/academic/13.99.99.R0.01.pdf

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Academic Integrity
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Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03
Undergraduate Student Academic Dishonesty Form

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf

Graduate Student Academic Dishonesty Form

http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Students with Disabilities - ADA Statement
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

> Office of Student Disability Resources and
> Services Velma K. Waters Library- Room 162
> Phone (903) 886-5150 or (903) 886-5835

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Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndSer vices/

Nondiscrimination Notice
East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement*
Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.
- http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/3 4Safety OfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

*Please see the regulations for the institutions where you will intern as their policies may differ.

TECHNOLOGY REQUIREMENTS - LMS
All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_s upport.htm YouSeeU Virtual Classroom Requirements:
https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

ACCESS AND NAVIGATION

The syllabus/schedule is subject to change.

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a ETAMU campus open computer lab, etc.

COMMUNICATION AND SUPPORT
If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support
If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here: https://community.brightspace.com/support/s/contactsupport

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