



HIST567-01E – Internship in Public History

COURSE SYLLABUS: Fall 2026

INSTRUCTOR INFORMATION

Instructor: Dr. Mylynka Kilgore Cardona

Please address me as either Professor Cardona or Dr. Cardona

Office Location: Ferguson Social Sciences (SS) 146

Office Hours: Monday 3 - 6 pm, Wednesday 10 am – 12 pm, or by appointment

Office Hours link: https://calendly.com/dr_cardona/30min

University Email Address: mylynka.cardona@etamu.edu

Communication Response Time: 24-48 hrs.

I do not check email after 6 pm M-F or on the weekends/holidays.

COURSE INFORMATION

Course Description

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

Course Description

This internship 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. To register for the internship, the student must have completed HIST 564 and have passed the master's qualifying exam.

Prerequisites: HIST 564 and successful passing of the master's qualifying exam.

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.

COURSE REQUIREMENTS

Instructional Methods and Assessment

Assignments, Student Responsibilities, Expectations, and Tips for Success

Instructional / Methods / Activities Assessments

Assessments:

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

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

This course is based on the 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 on Saturday. The entries should be at least two pages in length, 12pt. Times New Roman, and comprises the activities you participated in during the previous two weeks of your internship. This is a space to keep me apprised of the work you are doing, the skills you are acquiring, and your overall impression of your experience during those weeks.

The final reflection paper is a culmination of your internship experience. This paper is not a rehash of your journals, though it 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 its programming. This is where you will discuss your overall role during your internship, the projects you worked on, and how this internship prepared you for a future in public history. This paper should be 10-12 pages.

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

List of Recommended Informational Readings:

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**

The syllabus/schedule is subject to change.

- 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>

Instructional Methods

This class is face-to-face (via Zoom) with additional assignments in D2L Brightspace.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Student Responsibilities or Tips for Success in the Course

Tips for Success in the Course

The major assignment for this semester will be a historiographical paper. All citations must be formatted according to Turabian/Chicago style. Please refer to Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018). If you do not have a copy of this work, you should acquire one ASAP.

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 your Leomail. 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.

History Librarian:

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

Inbar Michael
Ferguson, Room 144
Inbar.Michael@etamu.edu

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may necessitate the instructor's modification of 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 of either 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@etamu.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**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.etamu.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.etamu.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

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.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

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

ETAMU AI Use Policy

East Texas A&M University acknowledges that there may be 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 instructor's 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.

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 Rm 162

Phone (903) 886-5150 or (903) 886-5835

Email: studentdisabilityservices@etamu.edu

Website: [Office of Student Disability Resources and Services](http://www.etamu.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<http://www.etamu.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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 East Texas A&M 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.

Web url:

<http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M 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.**

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East Texas A&M Supports Students' Mental Health

The Counseling Center at East Texas A&M, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connections 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.etamu.edu/counsel



<http://telusproduction.com/app/5108.html>

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 the 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_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

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@etamu.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all coursework 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, an 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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