

**Humanities Graduate Programs**  
**MA Graduate Internship/Ph.D. Professional Project Guidelines**  
**Humanities 650-03**

**Please review these guidelines carefully.**

**At least 30 days before the semester in which you will do the Internship:**

1. Consult with your graduate advisor and the Program Director about possibilities.
2. Review the list of agencies or courses, available on the website.
3. Meet with the supervisor from the agency or university who will be working with you on the internship.
4. Using the internship form, determine the times for working and the method of evaluation.
5. Leave a copy of the internship guidelines with the supervisor, so that they are aware of the entire process, evaluation included.
6. Have the supervisor sign the Hum 650-03 form and the Memo of Understanding form and staple your Statement of Intent to them. The **Statement of Intent** should be a brief outline (10-15 lines) of the work you will do during the internship and an explanation of why it is an important practical training for you to gain. It is written by the student and approved by the agency supervisor.
7. Make three copies of the following **(4) documents**: 1. Statement of Intent; 2. Professional Project Form (HUM 650-03); 3. Memo of Understanding; 4. Student Internship Agreement. Give one copy to the supervisor, one to the Program Director, and keep one for your own records.
8. When the internship is completed, the supervisor will review and assess the material according to the method selected and will communicate the final grade to the Program Director.
9. **Assessment.** There are different types of assessment:
  - **Written Report on the history and activities of agency/organization/classroom**  
The written report should include a description of the history and main activities of the agency as well as an analysis of your own activities during the internship. At the end of the project, include a final page exploring how your work for the project ties into your chosen field.
  - **Journal Report of work accomplished organized week by week**  
The weekly journal should be a thoughtful analysis of your experiences during your internship and how those experiences have furthered your understanding of your chosen field.
  - **Academic Research Project** - Due on the last day of regularly scheduled classes. The topic of the research paper should be discussed with the Academic Advisor. The research paper should consist of 15 to 20 pages with a bibliography attached (MLA citation format). The research paper can address many different areas of your experience.
  - The Supervisor will write a short assessment (**a sample form is available on website**) and send it to the Program Director before the last day of final exams for the assignment of a grade.
10. All evaluative material and the supervisor's assessment should be sent to the Program Director **before the last day of regularly scheduled classes** for the assignment of a grade.