

## CDH INTERN FELLOWSHIP: STUDENT CHECK LIST

All forms mentioned below can be found on the Career Diversity for Historians website (<http://history.unm.edu/career-diversity>)

Department of History  
University of New Mexico

### PHASE I

**PHD:** AFTER YOU HAVE COMPLETED 9 HOURS AND THE SEMESTER BEFORE THE PROPOSED FELLOWSHIP

- \_\_Obtain the CDH Intern Fellowship packet (CDH Office MVH 2081 ~ or online)
- \_\_Initiate the process of locating a potential internship site. **Meet with or call CDH Project Assistant.** Visit the CDH Office (or online @ <http://history.unm.edu/career-diversity>) to explore internship opportunities. Informally, discuss the internship site guidelines and job description and duties with the potential site supervisor. Pick up Supervisor packet from the CDH Project Assistant (also online).
- \_\_Schedule an advising meeting with your Faculty Advisor to review your intern fellowship application and intentions.
- \_\_Complete and sign the *Intern Fellowship Application*
- \_\_Schedule a time to give the *Intern Fellowship Application* to the CDH Project Assistant.
- \_\_Receive confirmation of your fellowship acceptance by the Intern Fellowship Review Subcommittee.
- \_\_After intern fellowship is granted, meet with your Faculty Advisor and inform them of the internship and meet with your Internship Site Supervisor to formally sign off on the job requirements and duties (i.e., *Statement of Expectations and Responsibilities*). The CDH office will need a signed copy.
- \_\_Schedule an appointment with the CDH Project Assistant to submit:
  - \_\_Signed job description and duties form (1-2pp.)

### PHASE II

**DURING THE FELLOWSHIP:**

- \_\_Meet with your Site Supervisor as needed or required.
- \_\_Share progress reports, concerns, or updates with the CDH project assistant ([histahamellon@unm.edu](mailto:histahamellon@unm.edu)) and your Faculty Advisor

**AT THE MID-POINT OF THE FELLOWSHIP:**

- \_\_If fellowship is within 60 miles of UNM it is your responsibility to initiate a site visit by the CDH Project Assistant.

**AT THE END OF THE FELLOWSHIP:**

- \_\_The Internship Site Supervisor must complete an evaluation form & turn it into the CDH Project Assistant ([histahamellon@unm.edu](mailto:histahamellon@unm.edu))
- \_\_Write a thank you letter to your Site Supervisor and to those with whom you may have interacted with at the site.

### PHASE III

**1-MONTH FOLLOWING THE FELLOWSHIP:**

- \_\_Complete and submit the following to the CDH Project Assistant (CC: Faculty Advisor)
  - o \_\_Final Assessment and Integration Report
  - o \_\_Blog
  - o \_\_Intern Fellowship Site Evaluation (completed by student)
  - o \_\_Evaluation form completed by the Site Supervisor (should already have been emailed to [histahamellon@unm.edu](mailto:histahamellon@unm.edu))
- \_\_Schedule public presentation with the CDH Office