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) 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)
☐ 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)
  ○ Final Assessment and Integration Report
  ○ Blog
  ○ Intern Fellowship Site Evaluation (completed by student)
  ○ Evaluation form completed by the Site Supervisor (should already have been emailed to histahamellon@unm.edu)
☐ Schedule public presentation with the CDH Office