

**CAREER DIVERSITY INTERN FELLOWSHIP
FOR PHD IN HISTORY**



THE UNIVERSITY *of*
NEW MEXICO

**AHA-Mellon Career Diversity for Historians
Intern Fellowship Review Subcommittee
AHA-Mellon Faculty Advisory Board**
Department of History, MSC06 3760
1 University of New Mexico
Albuquerque, NM 87131

Dr. Virginia Scharff
Career Diversity, Project Director

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*All Career Diversity Fellowship forms can be found on the Career Diversity homepage @
<http://history.unm.edu/career-diversity>*

INTERN FELLOWSHIP OVERVIEW

Department of History University of New Mexico

WHO

PhD: Graduate students who have completed at least 9 hours in the doctoral program of studies.

WHY / SO THAT

The Career Diversity for Historians (CDH) Intern Fellowship offers graduate students a “hands on” experience during the school year as well as in the summer months. Fellows will apply historical ideas, knowledge and skills in public, private, and non-profit organizations. Combining practical experience with historical training helps doctoral students to become better faculty members, promotes individual success beyond the academy, and extends the influence of historical scholarship in the world.

CDH Fellows will bring the critical thinking, writing, researching, and language skills they develop in their academic training to new endeavors. The intern fellowship program also promotes four skill sets that the American Historical Association has identified as crucial to professional success: communication, collaboration, quantitative literacy, and intellectual self-confidence. Under the guidance of their faculty advisors, the CDH Project Assistant, and a sponsoring organization supervisor, the fellow will gain practical work experience to better equip them as future faculty members and to prepare them to deploy their historical training within and outside the professoriate.

Benefits of a fellowship ~ in a CDH Intern Fellowship you will:

- Apply historical knowledge and thinking in extended practice outside the classroom—in public, private, and non-profit institutions.
- Develop marketable skills—students with fellowship experience stand out in the job market.
- Foster new contacts, which will help you as you look for a job. Your supervisor and colleagues can serve as references in your job search.
- Receive feedback from your employer, your faculty advisor, and the CDH Project Assistant—additional tools to assess your capabilities and goals.
- Broaden your exposure and practical experience.
- Create space to integrate broader practical experience with academic study.
- Participate in an encouraging, challenging, and evaluative mentor relationship.
- Develop communication, collaboration, quantitative literacy, and intellectual self-confidence.

WHEN

Fellowships can take place any semester (after having completed 9 hours in Ph.D. program of studies). Fellowships can range in duration from 5 weeks to 8 weeks long or longer, depending on the nature of the project.

WHERE

Fellowship projects should draw on historical knowledge and the skills of research, writing, analysis, and communication. **Students should seek fellowships** that are consistent with their historical research and interests. Current fellowship opportunities and resources will be made available on the CDH website, through emails, and posted in the office. Visit with your advisor, the CDH Project Director (Dr. Virginia Scharff, MVH 2059), or the CDH Project Assistant (Jennifer McPherson, MVH 2081) to explore fellowship possibilities.

WHAT / WHAT FOR / HOW

SUPERVISOR: A supervisor at the intern fellowship site is required. This person will outline the fellow's responsibilities, supervise the student through regular meetings, and complete a final evaluation of the student's fellowship.

BLOG & REPORTS: The student will be expected to write a blog entry for the CDH blog series, submit a final assessment report, and complete a final site evaluation. Fellows are encouraged to share weekly with the CDH Project Assistant, via email, what they are learning, pose any questions or concerns, or to comment on the progress of their experience. We also encourage fellows to share these reports and blogs with their faculty advisor throughout the project.

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)
 - 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)
- __Schedule public presentation with the CDH Office

RESPONSIBILITIES OF THE SUPERVISOR

Department of History
University of New Mexico

The Career Diversity for Historians Intern Fellowship focuses on skill development over the course of a project. The sponsoring organization's supervisor will serve as example and guide for the work experience. The supervisor helps the student apply his/her historical skills to the organization's project/endeavors, providing a plan that incorporates historical knowledge and thinking and the development of communication, collaboration, digital/quantitative skills, and confidence building.

The student and her/his supervisor should meet together one-on-one throughout the duration of the internship as to best help the student gain experience and knowledge from the supervisor.

Supervisor requirements for CDH Intern Fellowship:

- __Negotiate a written **statement of expectations and responsibilities (job duties)** with the student. This statement of responsibilities must be signed by the supervisor and the student. A copy must then be submitted to the CDH Project Assistant for the student's files.

- __Provide evaluation and feedback to the student and the CDH Office through a final written evaluation.

FINAL ASSESSMENT AND INTEGRATION REPORT

Department of History
University of New Mexico

Write a report (approximately five pages), typed, and double-spaced, answering the following questions. It is due one month following the completion of the intern fellowship to the Career Diversity for Historians Office (please email the report to histahamellon@unm.edu) It is also recommended that this report be shared with your faculty advisor.

1. Summarize what the “hands on” experience taught you about your history career goals and about the need to broaden the influence and presence of historians. Have your academic or career goals changed? If so, how?
2. What are you learning about your *strengths* as a historian? Have there been circumstances when you clearly applied historical theory, context, or skill to the organization’s project? Please describe one circumstance.
3. What are you learning about your *limitations* as a historian? Have there been circumstances in which you wanted to apply historical theory, context, or skill to the organization’s project but were unable to do so? Please describe one circumstance.
4. What new skills and knowledge did you gain which will be helpful in future career as a historian? How did you develop the four necessary skills as laid out by the American Historical Association (communication, collaboration, quantitative literacy, and intellectual self-confidence)? Name at least one thing you have learned from your supervisor professionally and from the organization that will help you as a future faculty member and/or as a professional historian.
5. What practical issues did you encounter or observe? What did you learn about these issues from your experiences and conversations with your supervisor and other staff members? Comment on any other general things you’ve learned about “history in practice” that will be helpful for you in the future.
6. In what ways could your fellowship experience have been improved?
 - a. By you?
 - b. By the fellowship site?
 - c. By the department?
7. As a conclusion, answer the following: “What are you learning about history as a profession?”

Send to:

Career Diversity for Historians
Mesa Vista Hall 2081
Department of History, MSC06 3760
1 University of New Mexico
Albuquerque, NM 87131
histahamellon@unm.edu

BLOG GUIDELINES

Department of History
University of New
Mexico

By the end of the intern fellowship you are required to write a **blog** for submission to the department's blog series on Career Diversity for Historians. The blog should be no more than 800 words in length and may include links to other articles, images, and video. Some of the blogs may be selected for publication on *AHA Today*. Please see the *AHA Today* resource on blog guidelines on the Career Diversity for Historians forms page: <http://history.unm.edu/career-diversity/fellowships/forms.html>

The purpose of writing the blog is to document lessons observed and learned, to make sense of the work experience and how historical training benefits the position, to help compose the final assessment and integration report, and to help historians reach audiences they have not previously reached.

The blog is due to the CDH Office (please email to histahamellon@unm.edu) one month following the completion of the intern fellowship. It is encouraged that you share this entry with your Faculty Advisor.

Blog Guidelines

There are three areas that may be addressed in your blog. The questions following the area titles are **suggested questions** to consider when blogging. **It is not required for you to answer these specific questions.**

- 1) **Career Diversity for Historians Goal(s)**: How is the fellowship experience specifically helping or not helping you fulfill your career diversity goal(s)? What is your internship experience teaching you about the importance of a broader understanding of “history in practice”?
- 2) **Future History Career**: What are you learning about history as a profession? How has this experience impacted your professional goals? What are your strengths and weaknesses in the practical “hands on” experience? What skills are you learning? How have you applied historical skills to this work experience?
- 3) **Expectations and Responsibilities**: What are the major events and activities and what is your role in them? What would you do again? What would you do differently?

INTERN FELLOWSHIP SITE EVALUATION
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COMPLETED BY STUDENT AFTER THE FELLOWSHIP IS FINISHED. EVALUATION IS SUBMITTED WITH THE FINAL ASSESSMENT REPORT 1-MONTH FOLLOWING THE FELLOWSHIP.

Date: _____

Name: _____

Fellowship Site: _____

Site Address: _____

Supervisor: _____

Why would you recommend this organization for future fellowships?

Why would you not recommend this organization for future fellowships?

Send to:

Career Diversity for Historians
Mesa Vista Hall 2081
Department of History, MSC06 3760
1 University of New Mexico
Albuquerque, NM 87131
histahamellon@unm.edu

SUPERVISOR EVALUATION

(To be completed by the supervisor at the end of Intern Fellowship)

Please Email or Send to:

Career Diversity for Historians
 Mesa Vista Hall 2081
 Department of History, MSC06 3760
 1 University of New Mexico
 Albuquerque, NM 87131
histahamellon@unm.edu

Name of Student _____ Dates of Fellowship _____ to _____

Organization _____ Student's Position _____

Student's Main Duties and Responsibilities: _____

Name of Supervisor _____

Supervisor's Position _____

Date _____

Evaluation may be: <input type="checkbox"/> Shared with student <input type="checkbox"/> Used with discretion <input type="checkbox"/> Not shown to student
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Please check one rating for each area of assessment:

Area of Assessment	Needs Improvement	Met Expectations	Exceeds Expectations
Takes Initiative			
Shows judgment about when to seek guidance and when to be self-reliant			
Accepts and makes positive use of criticism			
Demonstrates problem solving skills			
Adjusts to a variety of new circumstances, expectations, and people			
Collaborates with others			
Is teachable and open to suggestions by supervisor or project staff			

Any further comments, remarks, suggestions, or observations:

STUDENT GUIDELINES FOR FELLOWSHIPS

A Career Diversity for Historians Intern Fellowship provides an opportunity for you to integrate your graduate historical training with practical “hands on” experience in public, private, and non-profit sectors. It is a supervised experience intended to enhance your professional history career goals.

General Guidelines

1. The intern fellowship experience should be a new, educationally rewarding one rather than a continuation or repeat of a current or previous work experience. It is a short-term position.
2. An intern fellowship work experience should involve a challenging project which will draw on the fellow’s historical knowledge, critical thinking, research and writing skills, and develop the skills of communication, collaboration, digital and quantitative competence, and intellectual self-confidence.
3. Receiving pay for the fellowship will be dependent on the employing organization’s policy and the available funds of the Career Diversity for Historians program.
4. Fellows will not be placed in businesses owned by family members or in organizations where the supervisor is a relative.
5. The Intern Fellowship Review Subcommittee may approve internships at farther distance, or outside the United States.

Fellowship Eligibility and Requirements

1. Doctoral students must have completed at least 9 hours in their Program on Studies before seeking a fellowship. Fellows must be in good academic standing. ABDs should demonstrate continuing progress in their dissertation research and writing, based on the Dissertation Committee Chair’s recommendation.
2. While you are participating in the fellowship, you are expected to communicate with your faculty advisor and the CDH Intern Fellowship Review Subcommittee (histahamellon@unm.edu) regarding the progress of your experience. You will write a blog, and complete a final assessment report, which summarizes and evaluates the experience. Reports and blogs should describe how you integrated your graduate history training with the work experience.
3. All fellows must meet with the faculty advisors and the CDH Project Assistant at least three times—once before the fellowship begins to discuss expectations for the fellowship, once during the internship, and once at the end of the internship to summarize and evaluate your experience.
4. Students should arrange with the CDH Project Assistant for a committee member(s) to visit the project site for all fellowships located within a 60-mile radius of Albuquerque.
5. On completion of the intern fellowship, all fellows must schedule a public presentation (at UNM or off-site) with the CDH Project Assistant.

Fellowship Change, Drop, or Termination

1. Students will be expected to complete the fellowship in accordance with the dates provided on their fellowship application. Any changes to these dates need to be communicated to the CDH Intern Fellowship Review Subcommittee (histahamellon@unm.edu) in writing as soon as possible after the date change is known to the fellow.
 - Prior to **20%** of the fellowship clock hours being completed, the CDH Advisory Committee may withhold 100% of fellowship funding.
 - Once **20-70%** of the fellowship clock hours are complete, the CDH Advisory Committee may withhold 50% of fellowship funding. *The public presentation is still required.
 - Once **more than 70%** of the fellowship clock hours are complete, the CDH Advisory Committee will distribute 100% of fellowship funding. *The public presentation is still required.
2. Termination by the employer for cause or a student knowingly and materially misrepresenting the fellowship to the Department of History will result in the student being denied 100% of the Fellowship funding, regardless of the percentage of the fellowship completed.

APPLICATION FOR INTERN FELLOWSHIP

Department of History
University of New Mexico

This application must be completed, with approval signatures, before a student can petition for an intern fellowship.

- Please read the “Guidelines” sheet carefully before completing this form.
- Submit completed application to the Career Diversity for Historians Office (MVH 2081) or bring to the Department of History if the office is closed.

Name _____ Student ID# _____

Total PhD Hours Completed _____ Hours in Process _____ Advanced to Candidacy : _____

Fellowship for: Fall ___ Spring ___ Summer ___ 20___

Academic Advisor _____

Full name and address of organization where you will be doing your fellowship:

City _____ State _____ Zip _____ Country _____

Work Supervisor _____ Phone # _____

Fellowship dates: From _____ To _____

Total number of clock hours you will put in on your fellowship _____

Will the organization provide you with a stipend or an hourly wage? _____ If yes, what amount? _____

Check all **contexts** that apply to the fellowship:

- Education (Public or Private)
 - Primary
 - Secondary
 - HigherEd
 - ContinuingEd
 - Other _____
- Non-Government Organization
- Non-Profit Agency
- Private Organization/Enterprise
- Public History
- Other

Check all **responsibilities** that apply:

- Curriculum Development
- Experiential Education
- Leading
- Planning
- Program Development
- Research
- Teaching
- Writing
- Other _____

Please answer the following questions in a separate document. Remember to attach the document to your final application.

1. Briefly describe the proposed fellowship. Include why it will be a new experience. **(250 words max.)**
2. What duties will you be performing during your fellowship and how are they related to your academic training? **(250 words max.)**
3. What courses or work experience have you have that will assist you in this fellowship? **(250 words max.)**
4. How will this intern fellowship experience integrate your previous academic employment experiences, with current learning experiences and your future career goals as a historian? **(A CV/Resume must be attached to application) (250 words max.)**
5. Explain how this work experience will foster the skills of communication, collaboration, digital/quantitative literacy, and intellectual self-confidence. **(250 words max.)**

Approval Signatures:

1. Faculty Advisor _____ Date _____
2. Department Chair _____ Date _____
3. Fellowship Supervisor _____ Date _____
4. Student _____ Date _____

It is my responsibility to find my intern fellowship site and supervisor. The Department of History at the University of New Mexico did not assign me there. They may have helped me in considering an intern fellowship site, but I ultimately decided that it was a reputable site in accordance with my professional career goals and historical interests.

Student Signature

Date

Career Diversity for Historians Office Only:

Date Application Received: _____ Date Sent to Committee for Approval: _____