HISTORY DEPARTMENT INTERNSHIP INFORMATION

WHAT IS AN INTERNSHIP?
An internship provides an invaluable learning experience, an opportunity to explore a potential career field, a chance to learn and teach history beyond the classroom, and a vehicle for gaining hands-on experience that will enhance any resume, graduate school application, or law school application, regardless of the nature of the internship itself.

The details and duties of any internship will vary according to the student, the site, and the site supervisor, but in general an internship will require 120 hours of work related to the site’s operations (an average of 8 hours per week over the course of a 15-week semester).

Ideally, an internship will supplement, enhance, and allow you to apply what you’ve learned in your history classes. You might work in a museum, at a historic site, in a local library or archive, with a historic organization, or with a local government agency. You’ll enter your internship as a history student, but you’ll quickly learn that “history” outside of an academic setting means much more than lectures, books, papers, and grades.

Questions? Contact: Dr. Benjamin Cawthra (bcawthra@fullerton.edu) or (657) 278-7893

HOW DO I GET (AND COMPLETE) AN INTERNSHIP?
The Internship Coordinator can assist you in finding an internship, but here are some steps you should take:

1. Think about what kind of place you would like to work. (A museum? An archive? A historic site?)
2. Do what all good historians do: research. (Visit websites to find out what kinds of activities potential sites undertake.)
3. Make contact. (Tell the person you talk to that you are a CSUF History student, that you’re interested in an internship, that you’ll receive course credit, and that, if they’re accepting interns, you’d like to submit an application.)
4. Determine if you’ve found an internship opportunity you would like to take.
5. Register! (Schedule an appointment with the Internship Coordinator to enroll in History 498 or 596.)
6. In conjunction with your site supervisor, fill out preliminary paperwork you will receive from the Internship Coordinator (including an articulation of responsibilities and learning objectives). Return this to the Coordinator.
7. Go to work. (Plan your schedule, remembering that you need to log at least 120 hours by the end of the semester.)
8. Stay in touch with the Coordinator. (Plan to attend a mid-semester intern meeting and share news of your progress.)
9. After you complete your internship, write a reflective essay and submit it to the Internship Coordinator. Your supervisor’s evaluations, this essay, and any products of your internship will be the basis for the grade you receive.
WHAT PLACES MIGHT ACCEPT AN INTERN?
In recent semesters, Cal State Fullerton History students have undertaken internships throughout Southern California, across the country, and in Europe. Host sites and institutions have included the Los Angeles Museum of the Holocaust, the Autry National Center of the American West, Manzanar National Historic Site, the National Baseball Hall of Fame, the College Football Hall of Fame, the Museum of Tolerance, Ulysses S. Grant National Historic Site, Crystal Cove State Park, the Royal Air Force Museum, the German Historical Institute in Washington, DC, Harper’s Ferry National Historical Park, the National Archives and Records Administration, the Nixon Library and Museum, the San Diego Historical Society, the Santa Ana Public Library, the Wende Museum, the Old Courthouse Museum, and Cal State Fullerton’s own Center for Oral and Public History, Heritage House, and Orange County Agricultural and Nikkei Heritage Museum.

The following list is not comprehensive; it’s a starting point. Most of the sites and institutions below are located in Orange County or in the LA area, but if you are able to cast your net wider, the History Department encourages you to seek out opportunities anywhere that might interest you.

• Assemblyman Mike Morrell
  Internship designed to give students a broad understanding of how a legislative staff operates. Duties may include, but are not limited to, representing the Assemblyman at events and meetings, public relations, researching information for constituents, letter writing, word processing, and data input.
  Contact: Christian Zaragoza  Christian.Zaragoza@asm.ca.gov / 909 466-9096
  Mail:  Assemblyman Mike Morrell c/o Christian Zaragoza, 10604 Trademark Parkway, Suite 308, Rancho Cucamonga, CA 91730

• Brea Historical Society, Brea Museum and Heritage Center
  Internship opportunities related to the operation and maintenance of Brea’s history museum.
  Website: www.breamuseum.org
  Contact: 714-256-2283 / breamuseum@gmail.com

• Bowers Kidseum, Santa Ana
  Work with after school students in leading educational projects. Organize artifacts.
  Contact: Jennifer Alvarado, Director of Kidseum/ jalvarado@bowers.org/ 714-567-3670

• Bowers Museum, Santa Ana, Collections and Exhibition Development
  Internship opportunities with research and databases, record management, and archives.
  Contact: Julie Perlin Lee, VP of Collections, Exhibition Development/ 714-567-3656/jplee@bowers.org

• Center for Oral and Public History, CSUF – MCAS El Toro Oral History Project
  Interns will conduct research related to the operations of Marine Corps Air Station El Toro and conduct oral histories with men and women whose lives were shaped by service at the base as Marines or civilians. Students with training in oral history (or willingness to learn) preferred. Note: This internship is full for spring 2013.
  Website: coph.fullerton.edu
  Contact: Dr. Natalie Fousekis / 657-278-2763 / nfousekis@fullerton.edu

• Center for Social Justice and Civil Liberties, Riverside
  Internship opportunities doing research at National Archives and other locations on topics and individuals related to the center’s archival collections.
  Contact: Hillary Jenks, Director/ 951-222-8846/ hillary.jenks@rccd.edu

• Center for Oral and Public History, CSUF – Archives
  Interns will be introduced to standard practices in archival management, with a focus on the management of oral history collections.
  Website: coph.fullerton.edu
  Contact: Stephanie George / 657-278-3693 / sgeorge@fullerton.edu

• Fullerton Arboretum – Heritage House
Interns will assist in all aspects of the operation of the Heritage House (originally the Victorian-era home of Dr. George C. Clark, an Orange County pioneer physician).

Website: fullertonarboretum.org/museum_heritage.php
Contact: Harriet Bouldin, Volunteer Coordinator: hbouldin@exchange.fullerton.edu / 657-278-4798

• Fullerton Arboretum – Orange County Agricultural and Nikkei Heritage Museum
Interns will serve as docents for exhibitions.

Website: fullertonarboretum.org/museum_nikkei.php
Contact: Harriet Bouldin, Volunteer Coordinator: hbouldin@exchange.fullerton.edu / 657-278-4798

• Garden Grove Historical Society, Stanley Ranch Museum Historical Village
Internship opportunities related to operations of a historical village.

Website: www.ci.garden-grove.ca.us/?q=/HistoricalSociety
Contact: 714-530-8871

• George Key Ranch Historical Park (Placentia)
Internship opportunities available in all aspects of the site’s operations, including management of the site’s permanent collections, development of rooms/displays, preparation of interpretive signs and brochures, preservation of dry-farming equipment.

Website: www.ocparks.com/keyranch
Contact: 714-973-3191 / keyranch@ocparks.com

• Heritage Museum of Orange County (Santa Ana)
Internship opportunities available in all aspects of the museum’s operations.

Website: www.heritagemuseumoc.org
Contact: Pat Bedson / 714-540-0404, ext. 226 / pbedson@heritagemuseumoc.org

• Huntington Beach Public Library
Internship opportunities related to public programming and patron services.

Website: www hbpl.org
Contact: Barbara Richardson / 714-374-5338 / richardb@hbpl.org

• Huntington Beach Historical Society, Newland House Museum
Internship opportunities related to maintenance and operation of the Newland House Museum.

Website: hbnews.us/nwhouse.html
Contact: 714-962-5777

• International Surfing Museum (Huntington Beach)
Internship opportunities in multiple aspects of the museum’s operations, including exhibit construction.

Website: www.surfingmuseum.org
Contact: 714-960-3483

• Irvine Historical Society, Irvine Historical Museum
Internship opportunities in multiple aspects of the museum’s operations, including docent work and collections care.

Website: www.irvineranchhistory.com
Contact: Gail Daniels / 949-786-4112 / gail@irvineranchhistory.com

• La Habra Historical Museum
Interns will assist with all aspects of this new museum’s operations, including research, curation, design, installation, and maintenance of temporary and permanent exhibitions, education, marketing, fundraising, and public programming.

Website: www.lahabrahistoriclmuseum.blogspot.com
Contact: Carlota Haider / cracbrea@roadrunner.com
• Mission San Juan Capistrano
  Internship opportunities available in all aspects of the site’s operations, including collections management and docent work.
  Website: www.missionsjc.com
  Contact: Pat March / 949-234-1322 / pmarch@missionsjc.com

• Mission Viejo Heritage Committee
  Internship opportunities related to operations of the Heritage House and the historical research room at the Mission Viejo Library.
  Website: cityofmissionviejo.org/DepartmentPage.aspx?id=2456
  Contact: 949-470-3061

• Modjeska Historic Home and Garden (Lake Forest)
  Internship opportunities related to operations of the Modjeska Home.
  Website: www.ocparks.com/modjeskahouse
  Contact: 949-923-2230 / ardenmodjeska@ocparks.com

• National Archives–Pacific Region (Riverside)
  Interns will assist researchers and contribute to archival preservation projects.
  Website: www.archives.gov/pacific/riverside
  Contact: Randy Thompson / 951-956-2043 / randy.thompson@nara.gov

• Newport Harbor Nautical Museum (Newport Beach)
  Internship opportunities related to the preservation and interpretation of maritime heritage and culture.
  Website: www.nhnm.org
  Contact: vols@nhnm.org

• Nixon Presidential Library and Museum (Yorba Linda)
  Interns will contribute directly to the life of the Library by helping with conceptualizing and installing exhibits, tracking inventory of museum artifacts, and helping to preserve the Library’s collection of priceless Nixon papers.
  Website: www.nixonlibrary.gov/aboutus/joinus/internships.php
  Contact: Ira Pemstein / ira.pemstein@nara.gov / 714-983-9133

• Nixon Presidential Library and Museum (Yorba Linda)
  Education interns will help research, prepare, and conduct guided tours for school groups. These tours are interactive, factually correct, interesting, and challenging.
  Contact: Mindy Farmer / 714-983-9138 / NixonEducation@nara.gov

• Old Courthouse Museum (Santa Ana)
  Interns will assist with all aspects of the museum’s operations, including maintenance of the museum’s permanent exhibitions, installation and maintenance of temporary exhibitions, public and educational programming, and preparation for future exhibitions.
  Website: www.ocparks.com/oldcourthouse
  Contact: 714-973-6605

• Olinda Oil Museum and Trail (Brea)
  Working closely with rangers from California State Parks and staff from the City of Brea, interns would work as docents, conduct research for exhibitions, and staff the museum.
  Website: www.ci.brea.ca.us/article.cfm?id=940
  Contact: Sean Matlock / 714-671-4447 / seanm@cityofbrea.net

• Placentia Historical Committee
Interns would assist the Historical Committee in its activities, including exhibition, oral history, and photo digitization projects.

**Contact:** Jeanette Gardner / jgaardner@aol.com

- **Ramon Peralta Adobe Historic Site (Anaheim)**
  Internship opportunities related to the maintenance of a historic house museum.
  **Website:** www.ocparks.com/peraltaadobe
  **Contact:** 714-973-3190

- **Ranchos Los Cerritos Foundation (Long Beach)**
  Internship opportunities related to museum work, including collections management, research, digitization, and public programming. Other opportunities related to educational and public programming.
  **Website:** www.rancholoscerritos.org
  **Contact:** 562-570-1755

- **Reagan Presidential Library, Simi Valley**
  Internship opportunities related to administrative program coordination, professional development for educators and film programs for high school students
  **Contact:** Mira Cohen, Director of Education, 805-577-4019, mira.cohen@nara.gov

- **Riverside County Regional Parks**
  Internships available in volunteer management, coordination, and training.
  **Contact:** Ann Dixson, Parks Supervisor, adixson@rivcoparks.org

- **San Bernardino County Museum Archeological Information Center**
  Interns assist with processing historic structure reports, mapping, and general historic preservation work.
  **Contact:** Robin Laska, Assistant Curator/ rlaska@sbcm.sbcounty.gov

- **Santa Ana Historical Preservation Society**
  Internship opportunities related to society functions, including management of the Howe-Waffle House
  **Website:** www.santaanahistory.com
  **Contact:** 714-547-9645

- **Santa Ana History Room, Santa Ana Public Library**
  Interns would assist in all aspects of the History Room’s operations, including archival management and research assistance.
  **Website:** www.ci.santa-ana.ca.us/library/history/sahrmission.asp
  **Contact:** 714-647-5280

- **South Central Coastal Information Center, CSUF campus**
  For **graduate students** interested in careers in public history (historic preservation) or public archaeology (cultural resource management). Interns will conduct record searches, create maps, generate bibliographies, examine historic maps for evidence of human activity, record archaeological site locations, and process incoming reports.
  **Website:** anthro.fullerton.edu/sccic
  **Contact:** Stacy St. James / 657-278-5395 / sccic@fullerton.edu

- **Surfing Heritage Foundation (San Clemente)**
  Interns will assist with all aspects of the Foundation’s oral history program, including transcribing and digitizing a backlog of oral histories, conducting research, creating new oral histories, and preparing an oral history workshop for members of the community. No background in oral history necessary, but a willingness to learn is expected.
  **Website:** www.surfingheritage.org
  **Contact:** Jed Justeson / 949-388-0313 / jed@surfingheritage.org
• **Susanna Bixby Bryant Ranch House and Museum (Yorba Linda)**  
  Interns would assist the Yorba Linda Historical Society in its efforts to manage archival collections related to this site (documents, photographs, and ephemera).
  
  **Website:**  [www.ylpl.lib.ca.us/sbb.php](http://www.ylpl.lib.ca.us/sbb.php)  
  **Contact:**  714-694-0235

• **Tustin Area Historical Society**  
  Internship opportunities related to operations of the Tustin Area Museum.
  
  **Website:**  [www.tustinhistory.com](http://www.tustinhistory.com)  
  **Contact:**  Bill Finken / 714-731-5701 / tustinmuseum@att.net

• **Wende Museum**  
  A museum and research institute dedicated to preserving cultural artifacts and personal histories of Cold War-era Eastern Europe in Culver City, CA. Interns work in one of the Wende’s departments—collections, research, or administration.
  
  **Website:**  [www.wendemuseum.org](http://www.wendemuseum.org)  
  **Contact:**  Cristina Cuevas-Wolf: CCuevaswolf@wendemuseum.org / 310-216-1600
General Principles on History 596 Graduate Internships

1. The intern is a person working under the supervision of a faculty member, but this is primarily a learning experience, to provide the student with skills and experience applicable to a career or job; the assistance it provides to the supervisor should be substantial, but a secondary purpose. Tasks assigned should be mutually beneficial both to the supervisor and the intern.

2. The intern should be expected to put into Hist. 596 time equivalent to that which other graduate-level courses require. Interns should also be provided intellectual challenges, accumulations of knowledge and its interpretation that are equivalent to other graduate-level courses. An undergraduate volunteer intern is expected to serve 8-10 hours per week for the entire semester. This should be a floor (but not a ceiling) for expectations of a graduate intern.

3. Supervisors (faculty) bear the responsibility of training interns for the activities assigned to them on an ongoing basis. They should regularly monitor and review intern’s work to assure it meets the standards of potential college faculty. They should inform interns of incorrect or ineffective methods of performing activities, so as to maximize their learning experience.

4. The intern shall arrange a schedule of hours and duties with the supervisor at the beginning of the semester. This schedule shall be reviewed by the internship coordinator. Interns shall adhere to this schedule unless compelling reasons arise for not doing so. As a court of last resort; the internship coordinator (and of course, ultimately, the chair) may be appealed to concerning alleged breaches of hours or duties, but experience suggests that such intervention should be rare.

5. The intern should not anticipate that this internship will lead directly to paid employment. Nonetheless, supervisors, in conjunction with the internship coordinator, should devote time to exploring the possible outlets for post-internship work and to acquaint students with other persons, organizations, or groups which might enhance the prospects of employment.

6. At the end of the internship, the supervisor will write an evaluation of the intern’s work, and that evaluation will be one basis of the grade assigned. The supervisor will also put this in the form of a letter of recommendation (or non-recommendation) that the intern might use in applying for work.

Duties of Teaching Intern

1. The substantial part of an intern’s duties should involve activities that relate to the gathering of historical information, or its writing and interpretation. Such routines as roll-taking, photocopying, etc. should be a minor part, if any, of the intern’s duties.

2. The intern should not be considered as a substitute or stand-in for the faculty member teaching the course. The intern is in the class to gain experience in various teaching activities and eventually to share in them. He/she is not there to relieve the instructor of what normally would be the duties of a professor.
One partial exception to this would be the use of an intern as a “strategies” assistant to tutor students who desire such assistance, outside of the regular class meetings, in such skills as note-taking, writing essay exams, etc. However, Hist. 596 teaching interns are not primarily “strategies” aids, so this type of activity should be a minor part of the internship.

3. Supervisors should not divert the activities of teaching interns into research projects unless that research is directly related to some facet of instruction in the course or subject matter in which the intern is working.

4. Interns should receive a sequence of activities designed initially to acquaint them with tasks requiring little experience or preparation, then progressing to activities which either logically build upon those or require greater familiarity with teaching and/or greater amounts of preparation.

While there is no rigid model for such a sequence, the following phases are suggested:

a. Phase I: Construction and grading of quizzes or tests of factual information; preparation of review sheets for same; reading course texts and such related materials as seem necessary; attendance of classes and review of the organization of material and its presentation in class; counseling students on note taking and other skills and/or on material covered in text and lectures.

b. Phase II: Construction of essay questions or other evaluative devices calling for analysis and interpretation in written form; construction of review sheets for same; leading or assisting in review sessions with students for major examination(s); grading of essays and/or whole examination.

c. Phase III: Preparation and delivery of one or more (but rarely more than three) lectures, class discussions, or other class session; construction of outside assignment(s), including guideline sheets for student; grading of outside assignments.

d. Phase IV: Possibly after course ends, review of syllabus with supervisor and discussion of revisions and alternatives to course organization; review of texts and instructional materials, similarly with discussion of changes or alternatives.

5. While the above activities may be deemed sufficient to fulfill the requirements of this course, the supervisor may also assign the intern to summarize his/her experiences in an essay or other appropriate form and submit that assignment as part of the basis for the course grade. Such an assignment is often facilitated by asking the intern to keep a weekly log of activities and a portfolio of materials prepared, a bibliography of readings, and such other material as would enhance the educational effects of this course.

Non-Teaching Internships

Non-teaching internships are sometimes conducted at our Program for Oral and Public History, or through public history institutions outside of CSUF. As with teaching internships, the student should work at least 8-10 hours per week. The internship should provide practical experience within the context of training for employment in a history.

The student should:
1) Carefully document the number of hours worked.
2) Provide a written report at the end of the semester explaining their duties and the benefits gained from the experience.
3) The student should also make sure that their internship supervisor provides a corroborating report, and a grade for the work.