History Internship Course HIST 501/502

HIST 501/6.0 History/Queen's Archives Internship
A research based practicum (only recommended for upper-year students with a certain amount of familiarity with the archives already). Students work with a collection of their own choosing over the term and write a longer report or create an exhibit (virtual or otherwise) at the end reflecting the research they have done with the papers. Archival research will be supervised by Heather Home of the Queen’s Archives. Students will have the opportunity to meet with a History graduate student supervisor, appointed to the course by the Department, as they work on the paper. The graduate student supervisor will read the final paper.

HIST 502/3.0 History/Queen's Archives Internship
Will generally take the form of a student undertaking an assigned project(s) in consultation with an archivist. Working to further describe, preserve and make more readily available archival fonds we have here at the archives. This project will give the student hands-on experience working in an archives in consultation with an archivist on staff. There are a number of projects that are available from conservation-focused work, to prepping material for digitization, to assisting in the research and processing of new collections or accruals. These experiences are accompanied with a journaling aspect about the experience reflecting insights the student has gained during the process. Students will also be asked to select one archival document or object to discuss in an extended write up (two to three pages), for submission.

Application Process
Interested students should familiarize themselves with the protocols of this course offered through the Department of History. Queen’s University Archives regularly works with interns, who support various aspects of our research, processing, exhibition development, collection care and documentation, digitization and operations. To explore an internship under either History credit HIST501 or 502, Queen’s University undergraduate students are encouraged to apply to Archives Internship Administrator Heather Home (home@queensu.ca) with whom they will be working.

To apply, please send:
1. a cover letter (may be via email) with an expression of interest outlining the reasons for pursuing this opportunity, long term goals etc, and identifying your preferred semester(s)
2. a current academic transcript.
3. a CV.

If the Archives staff member is able to provide an applied learning experience and supervision for an intern, applicants will be invited to explore tasks, timing and research focus of the
internship, seeking a mesh between the Archives activities and student knowledge/experience/aims. If a mutually compelling internship project is identified, a short description will be developed by Archives advisor and the student for approval by the Undergraduate Chair of the Department of History. This description should be appended to the Queen’s Archives Internship Application form and submitted to the Department of History for final approval and registration in the course. Note that students are responsible for completing all requirements for course registration.

**Project Requirements:**

In keeping with the Department of History course requirements, students are expected to spend 10 hours per week on site during the full term(s) (12 or 24 weeks).

Written assignments: Students will maintain a *journal of activities*, to be submitted at the end of term. The journal will document time, date & tasks. In addition, a summary *research report* of about 1000 words is required as part of the independent project (HIST 501). Other written material may also be required such as file lists, record descriptions, etc.