MEIS - Internship Information / Application Form

Name _____________________________________________

N# _______________________________________________

eMail _____________________________________________

Semester _________________________________________

Internship site ______________________________________

Supervisor / Contact Information ________________________

Requirements:
Students who wish to engage in history-related work in an agency or institute within or outside New York University (eg. UN agency, an archive, museum or library, philanthropy, a publishing house or an appropriate television program) may apply to the Director of Undergraduate Studies for 4 points of course credit.

The application must accompany:

1. A 250-word proposal or description of the work.

2. A letter from a sponsor agreeing to supervise and evaluate the intern’s activities and accomplishments during the internship. The employer should understand that interns are not entitled to wages during the internship (meal/travel stipends are not considered wages.)

The work may be done on campus or at other sites domestically and overseas. Interns must devote a minimum of 8 hours a week to their work.

To complete the internship and receive a grade, the student must submit the following to the MEIS Director of Undergraduate Studies by the last day of classes for the semester.

1. An 8-10 page paper on the internship, which may be submitted as a daily log or a more traditional, thematically organized paper. This paper MUST be received by the last week of classes.

2. A supervisor’s evaluation (at least 250 words) which must include a proposed grade for the internship.

Director of Undergraduate Studies ________________________ Date___________