



Internship Information & Application

Requirements:

Students who wish to engage in history-related work in an agency or institute within or outside New York University may apply to the Director of Undergraduate Studies for **2 points of course credit**. In rare circumstances, interns may apply to receive 4 points of credit, with the understanding that they will be expected to work at least 8 hours per week and submit a total of 20 pages of writing.

The work may be done on campus or at other sites domestically and overseas, and may be either paid or unpaid. **Interns must devote a minimum of 4 hours a week for a 2 credit internship (56 total hours).**

To apply, submit this application form to the Undergraduate Program Administrator (history.undergrad@nyu.edu) along with the following:

1. A 250-word proposal or description of the work.
2. A letter from the sponsor at the internship site agreeing to supervise and evaluate the intern's activities and accomplishments during the internship. The letter must be either on letterhead and signed by the sponsor, or sent via email from the sponsor.

To complete the internship and receive a grade, the student must submit items below **by the last day of classes** to the faculty's Internship Advisor (see course schedule) and copy the Undergraduate Program Administrator (history.undergrad@nyu.edu).

1. An 8–10 page paper on the internship. The student should discuss the content of the paper with the Internship Advisor prior to writing the essay.
2. A daily log of the student's work. The log can be just a few sentences for each entry and should focus on the content of the work accomplished.
3. A supervisor's evaluation (at least 250 words), which must include a proposed grade for the internship.

Please submit this application form with your proposal and sponsor letter.

Name: _____ N#: _____ Email: _____

Semester / Year for Internship: _____ Number of Credits for Internship (2 or 4): _____

Internship Site: _____

Supervisor Name / Contact Information:

Please list any other internships or independent studies you have received credit for in the History Department and/or CAS:

Please email history.undergrad@nyu.edu or call 212-998-8647 with any questions.