



## HIS498Y5 Internship in History Application Form

**HIS498Y5** is an **internship** course for History specialists, majors and minors entering their fourth year (applicants from other years may also be considered). The course offers students with research abilities an opportunity to apply them in work settings outside the university such as museums, historical societies and public archives. This is a chance to develop skills, contribute to the historical record, and make contact with the local historical community. The **minimum requirement** is a 3.0 CGPA and five completed history credits. Because there are a limited number of placements, interested students should fill out the attached **application** as soon as possible. Return it to Professor Elspeth Brown ([elspeth.brown@utoronto.ca](mailto:elspeth.brown@utoronto.ca)) by email before **May 15<sup>th</sup>** for priority consideration.

### **How does the Internship work?**

**I. The Class Component:** It meets as a class several times at UTM (3 class meetings at the beginning of term, and then another 2-3 throughout the year, with a full day event in April). Class meetings introduce students to the field of public history and working in applied history outside the university; we have guests who offer workshops on doing local history and writing for digital projects (for example); and we share progress, challenges and successes with each other in a supportive environment. Student assessment includes: writing a field journal; writing blog posts for the course website; presenting a January “work in progress” slideshow to the class; producing a final project for the community placement, which can take a number of forms (walking tour script; magazine articles for a historical society; exhibition panel text; GIS mapping of historical artifacts; digital exhibition, etc.). The course culminates when the Interns make oral presentations of their projects to Community Supervisors and others at a group meeting in April.

**II. The On-Site Placement Component:** You will work at your placement on a volunteer basis for **150** hours between September and late March, via a schedule that you will agree upon with your on-site supervisor. This is equivalent to **.75 day per week** during the school year. However, there is flexibility in how this commitment is fulfilled. (For example after initial meetings you and your supervisor might decide that working a few hours twice per week, or concentrating some of the work during term breaks, is a more suitable arrangement). You will be responsible for getting yourself to your workplace. In some cases, you will work on site; in other cases you will do much of the work independently. You will have insurance coverage for the time you spend at the placement.

It is crucial that you conduct yourself professionally in all dealings as representative of UTM in the community. Your work is expected to make a real contribution. Please note that no money is involved; this is an academic placement only.



Historical Studies

UNIVERSITY OF TORONTO

MISSISSAUGA

Over the past several years, students have been placed at: Heritage Mississauga; Heritage Toronto; the Oakville Museum; the Holocaust Library; the Canadian Arab Institute; Peel Art Gallery, Museum, and Archives (PAMA); the Royal Ontario Museum; The Canadian Lesbian and Gay Archives; the City of Mississauga, Ministry of Indigenous Relations, among others. For more information about their experiences before the current academic year, explore the course website at <http://sites.utm.utoronto.ca/historyinternships/>

Students who are accepted into the program will connect with Prof. Brown in May-June to discuss research interests and background; she will work with you to find a placement that, ideally, matches your goals. As part of this process, you will also meet with the potential on-site supervisor. Ideally, all students are matched by the start of term in September.

*Should students from abroad wish to participate in a paid or unpaid Internship, Community Engaged Service Learning (CESL) courses, and/or to conduct on-campus research, it is **highly recommended that the UTM International Education Centre (IEC) be contacted early on** to ensure that you are applying for the proper documentation as the process differs for undergraduate and graduate students. Please contact Cristina Puha, International Immigration Student Advisor [cristina.puha@utoronto.ca](mailto:cristina.puha@utoronto.ca) to determine your eligibility.*

If you have further questions about the Internships, you are welcome to contact the History Internship Coordinator, Professor Brown, at [elspeth.brown@utoronto.ca](mailto:elspeth.brown@utoronto.ca).



**HIS498Y5 Internship in History Application Form**

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Programs: (indicate Spec/Major/Minor): \_\_\_\_\_

Phone number (s): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

What locale is most convenient for you? (e.g. Mississauga, Toronto, etc.) Where are you willing to travel for your placement?

\_\_\_\_\_

Do you have access to a car? Yes \_\_\_\_\_ No \_\_\_\_\_  
 (necessary for some placements but not for all)

Do you work well independently, or prefer close supervision?

\_\_\_\_\_

\_\_\_\_\_

If you have a preference for a particular type of internship, or placement in a particular cultural or historical organization, please indicate here:

\_\_\_\_\_

\_\_\_\_\_

Do you have a sense of what your post-graduate plans are? Career goals? If so, please indicate here:

\_\_\_\_\_

Also attach a copy of your most recent ROSI marks printout. A copy of your resumé is welcome but not essential. *Please note that five previous history credits and a cumulative GPA of 3.0 or higher are required.* We will inform you of your admission into the program by **May 15th**.

Thank You, we will be in touch.  
 Dr. Elspeth Brown