

**GRADUATE INTERNSHIP GUIDELINES
HISTORIC PRESERVATION PROGRAM
UNIVERSITY OF OREGON**

Candidates for the master's degree in Historic Preservation at the University of Oregon are required to complete a 180-hour internship during the summer between the first and second years of the program and to complete two courses in the Practicum/Internship series. The internship serves as a bridge between academic coursework and its application to the field of Historic Preservation.

During winter term of the first year, students enroll in the two-credit Practicum Internship I course (AAP 609) in preparation for identifying and securing their Internship sites, and optimizing their internship experience with regard to personal, professional and research goals. Students enroll in the three-credit Internship Seminar II course (AAP 607) during fall term, in which they synthesize their experience and develop a presentation, poster, and portfolio of their work and present it to peers, colleagues and the school-wide community.

Winter Quarter: Practicum Internship I (AAP 609)

This two credit course is designed to acquaint students with researching and applying to internship opportunities. Students will learn how their current academic learning experience can inform and enrich the on-site internship as well as the importance of researching, networking, negotiation, and creating strong application materials.

Students will clarify their interests and skills, complete a résumé and cover letter, research and apply to potential internship sites, conduct informational interviews to promote exploration and networking, develop work-learning goals as part of internship agreement, and develop an on-site data collection strategy for their summer experience.

Internship deadlines and application processes vary. During the search, students should connect with the HP Director to discuss how their targeted internship sites complement their overall educational plan. Once an internship position is secured, in collaboration with the site supervisor, students will complete a learning agreement. This agreement needs to be returned to the Office of Outreach and Professional Development for Students (PODS) prior to the beginning of the internship.

Fall Quarter: Internship Seminar II (AAP 607)

Upon returning from summer internship, students enroll in a three-credit Internship Seminar in which they will develop an internship portfolio as well as a ten-minute professional presentation and informational poster synthesizing key elements of the internship learning experience. Second year students will present this information to faculty and first year HP students during the fall term. Members of the larger A&AA community are also invited to attend.

Internship Portfolio: The portfolio assists students in developing and articulating their internship experience as well as highlighting their skills, interests, and professional goals. The portfolios are archived within the department and serve as a learning aid for future students. The portfolio should contain the following:

- Two paragraph abstract
- Power point presentation
- Letter of assessment from internship supervisor
- Photographs
- Three informational interviews
- Journal chronicling observations about the organization
- Organizational chart (which outlines how the organization is structured hierarchically)
- Other relevant materials about the organization