

GRADUATE INTERNSHIP GUIDELINES
GRADUATE PROGRAM IN HISTORIC PRESERVATION
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 hands-on bridge between Year One's content courses and those course's applied relevance to the field of Historic Preservation.

During Winter term of the first year, students enroll in a two-credit Internship Practicum course (AAAP 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 a three-credit Internship Seminar course (AAAP 607) during the Fall term, in which they are required to make a presentation and submit a portfolio of their work.

Winter Quarter: Internship Practicum (AAAP 609)

As part of the two-credit Internship Practicum, start defining for yourself (and in concert with advisors) what your preservation goals are; where you see yourself as a future professional; define what makes certain aspects of the field resonate with you; reflect on what research interests are emerging? Look ahead at what you will need to do to build a professional profile in line with your career goals.

Deadlines and application processes vary. Once you secure an internship position, **obtain an internship form from the Historic Preservation Office** (<http://hp.uoregon.edu/index.cfm?mode=resources>) and work out an agreement contract with your supervisor. The form needs to be returned to the HP Program no later than one month prior to beginning the internship.

Fall Quarter: Internship Seminar (AAAP 607)

As part of the three-credit Internship Seminar, students are required to make a 15-20 minute PowerPoint presentation and submit a portfolio by the end of the quarter. First year students are encouraged to attend the presentation, so offer insights for them whenever possible. The presentation and portfolio should address the following questions: What leadership or presentation skills do supervisors possess that you can build on; what resources (books/preservation briefs/internet links) make them most effective? How is the organization structured? What role in the organization most interests you?

Internship Portfolio

The internship portfolio assists students in developing and articulating 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
- Printed power point presentation
- Letter of assessment from internship supervisor
- Photographs
- Three interviews (which address the same questions)
- Journal (typed chronicle of your observations about the organization)
- Organizational chart (which outlines how the organization is structured hierarchically)
- Other relevant materials about the organization

Resources

Internship announcements can be found on the Historic Preservation Bulletin Board and at www.preservenet.cornell.edu. Opportunities will also be discussed in the Internship Practicum.