

## **Department of Classical Studies**

### **Guidelines for CLAS C498 Internship in Classical Studies**

An internship can provide an opportunity to develop your skills and knowledge about the ancient Greek and Roman world through working with professionals in Classical Studies and related areas.

#### **Arranging an Internship**

1. Find an internship opportunity on or off campus and meet with the person who will supervise your work. Together, you and your supervisor should draw up a written description and schedule of the work that you will be doing during the internship as well as the method and schedule for evaluating your work. Your supervisor should give you a written description of the responsibilities and expectations of the internship as well as his/her contact information. If the supervisor is not an IUB faculty member, the student must find a faculty member in Classical Studies to co-sponsor the internship.
2. Write a page-long proposal outlining your plan for the internship. Your proposal should cover the following topics:
  - the work you will do during your internship, including a description of the analytical writing or presentations that you will complete during your internship.
  - your goals for the internship, how it fits into your Classical Studies major and why it is an important component in your academic career.
  - how many credit hours (1, 2, or 3) you would like to earn for your internship (see below). Credit hours for your internship are based on the number of hours that you work over the semester: 50 hours of work = 1 credit hour of credit, 100 = 2 cr., 150 = 3 cr.
  - how you will record the hours that you work (be sure to agree on this with your employer/supervisor)
3. Submit this proposal along with your supervisor's description of the internship to the Director of Undergraduate Studies, Ballantine Hall 547.
4. If your proposal is approved by the Undergraduate Committee, you will be authorized to register for an appropriate number of credit hours of CLAS C498 Internship in Classical Studies.

It is a good idea to meet with the Academic Advisor in Classical Studies to discuss your plans for an internship!

#### **Earning Academic Credit for Internships**

To earn academic credit, there are several requirements.

1. All work for the internship must be completed during the semester for which you are registered for CLAS C498.
2. All written work must be submitted to the Undergraduate Committee in Classical Studies for review no later than the last day of classes in the semester during which you are registered for CLAS C498.

3. The work for your internships must include analytical writing or presentation that demonstrates acquaintance with recent scholarship in the area of the internship. If the work takes the form of a presentation, the student must make his research materials (slides, annotated bibliography, notes) available to the Undergraduate Committee for review upon request.
4. Your written work must include:
  - bi-weekly log sheets detailing the number of hours worked and signed by your supervisor.
  - all your written work (including a self-evaluation)
  - your supervisor's evaluation of your work
  - your report on the sponsor of your internship

In the self-evaluation paper at the end of your internship, you reflect on the experience and how it has contributed to your understanding of the Classical world and how it relates to your other coursework in Classical Studies. You should address such questions as: did you learn what you expected? What was different from expectations? What was not? Were there any surprises? How has the experience made you think differently about your career plans? In order to earn academic credit for your internship, you must write a reflective paper about your experience.

Your report on the sponsor of your internship should evaluate the site where you worked and the organization of your internships. How did your work fit into the organization? Were goals and procedures clearly explained? How well did the staff communicate? Were there any problems? If so, of what sort and how were they resolved? Would you work for this organization again? Why or why not?

After your work has been evaluated by the Undergraduate Committee, the Director of Undergraduate Studies will submit a grade for CLAS C498, if your work meets the criteria. Internships will be graded S/F.

### **Course Description**

**C498 Internship in Classical Studies (1-3 cr.)** P: Major standing; minimum GPA of 3.500; prior arrangement with faculty member or supervisor; departmental authorization. Supervised experience in teaching Latin, Greek, or classical civilization at the undergraduate level or supervised internship in a museum. May be repeated once for a maximum of 6 credit hours; only 3 credit hours may count toward the major with approval of the undergraduate advisor.