

American Studies Internship
AMST 25001
Prof. Annie Coleman, Director of Undergraduate Studies

American Studies majors may earn one credit for an internship experience of 3-5 hour per week for 10 weeks upon approval from the Director of Undergraduate Studies. Students are required to provide a goals and objectives statement and to obtain a letter of offer for the internship in advance of beginning the internship, to keep a daily journal over the course of the internship, to have their supervisor provide a letter of evaluation upon completion of duties, and to submit a final essay describing and evaluating the experience in light of personal, professional, and departmental goals. This course will be graded satisfactory/unsatisfactory and will be used for elective credit only.

Requirements for earning AMST credit:

1. Students must submit a 2-3 page **goals and objectives statement** outlining the nature of the work you will be performing. List at least three specific goals and objectives you wish to meet with this internship and what you expect to gain from the experience. You may include personal and professional goals; you must include at least one disciplinary (American Studies) goals. To that end, please consider the issues raised by the different tracks within our departmental curriculum: <http://americanstudies.nd.edu/programs/>, as well as our departmental learning objectives: <http://americanstudies.nd.edu/programs/learning-objectives/>.
2. Once you find an internship, you will need to submit an offer letter from the person who will act as your supervisor. The letter should outline the duties for which you will be responsible and the approximate dates and times you are expected to work.
3. While you are working, you must keep a daily journal of your activities. Use this to keep track of exactly what you accomplished and how specific projects relate to your larger goals. This journal and the final essay (see below) are due the last class day of the semester if the internship is taken during the academic year and during the first week of the fall semester if taken over the summer.
4. Upon completion of the internship students will submit a final essay (5-7 pages) reflecting on their original goals and objectives. Essays should describe a specific project or projects you accomplished and how that work (and the overall work experience) contributed to the company, industry, or enterprise as well as to your own personal, professional, and academic development. What insights did you gain from this experience?
5. Finally, students must have their supervisor send a letter of evaluation to the Director of Undergraduate Studies, Department of American Studies, 1047 Flanner Hall, University of Notre Dame, Notre Dame, IN 46556.