

## **HISTORY DEPARTMENT INTERNSHIP INFORMATION**

### **WHAT IS AN INTERNSHIP?**

An internship provides an invaluable learning experience, an opportunity to explore a potential career field, a chance to learn and teach history beyond the classroom, and a vehicle for gaining hands-on experience that will enhance any resume, graduate school application, or law school application, regardless of the nature of the internship itself.

The details and duties of any internship will vary according to the student, the site, and the site supervisor, but in general, an internship will require 120 hours of work related to the site's operations (an average of 8 hours per week over the course of a 15-week semester).

Ideally, an internship will supplement, enhance, and allow you to apply what you have learned in your history classes. You might work in a museum, at a historic site, in a local library or archive, with a historical organization, or with a local government agency. You will enter your internship as a history student, but you will quickly learn that "history" outside of an academic setting means much more than lectures, books, papers, and grades.

Students will enroll in either HIST 498 (undergraduate internship) or HIST 596 (graduate internship) to receive credit for their work. Both courses are offered as 3 unit classes but do not meet in a traditional classroom setting.

Questions? Contact the Department of History main office at (657) 278-3474 or email a staff member to connect with the current internship coordinator.

### **How Do I Get (and Complete) an Internship?**

The Internship Coordinator can assist you in finding an internship, but here are some steps you should take:

1. Think about what kind of place you would like to work. (A museum? An archive? A historic site?)
2. Do what all good historians do: research. (Visit websites to find out what kinds of activities potential sites undertake.)
3. Make contact. (Inform the site that you are a CSUF History student, that you are interested in an internship, that you will receive course credit, and that, if they accept interns, you would like to submit an application.)
4. Determine if you have found an internship opportunity you would like to take.
5. Register! (Schedule an appointment with the Internship Coordinator to enroll in History 498 or 596.)
6. In conjunction with your site supervisor, fill out preliminary paperwork you will receive from the Internship Coordinator (including an articulation of responsibilities and learning objectives). Return this to the Coordinator.
7. Go to work. (Plan your schedule, remembering that you need to log at least 120 hours by the end of the semester.)
8. Stay in touch with the Coordinator. (Plan to attend a mid-semester intern meeting and share news of your progress.)
9. After you complete your internship, write a reflective essay and submit it to the Internship Coordinator. Your supervisor's evaluations, this essay, and any products of your internship will be the basis for the grade you receive.

## **WHAT PLACES MIGHT ACCEPT AN INTERN?**

In recent semesters, Cal State Fullerton History students have undertaken internships throughout Southern California, across the country, and in Europe. Host sites and institutions have included: the Los Angeles Museum of the Holocaust, the Autry National Center of the American West, Manzanar National Historic Site, the National Baseball Hall of Fame, the College Football Hall of Fame, the Museum of Tolerance, Ulysses S. Grant National Historic Site, Crystal Cove State Park, the Royal Air Force Museum, the German Historical Institute in Washington, DC, Harper's Ferry National Historical Park, the National Archives and Records Administration, the Nixon Library and Museum, the San Diego Historical Society, the Santa Ana Public Library, the Wende Museum, the Old Courthouse Museum, and Cal State Fullerton's own Lawrence de Graaf Center for Oral and Public History, Heritage House, and Orange County Agricultural and Nikkei Heritage Museum.

Students may also look into teaching internships with current faculty in the Department of History at CSUF. These internships are designed to introduce students to the standards and expectations required of potential college faculty. The intern is a person working under the supervision of a faculty member, but this is primarily a learning experience, to provide the student with skills and experience applicable to a career or job; the assistance it provides to the supervisor should be substantial, but a secondary purpose. Tasks assigned should be mutually beneficial to both the supervisor and the intern.

The following list is not comprehensive; it is a starting point. Contacts for each site may be different by the time you seek a location, so be sure that you research the location prior to calling or sending an email. Most of the sites and institutions below are located in Orange County or in the LA area, but if you are able to cast your net wider, the History Department encourages you to seek out opportunities anywhere that might interest you.

- **Assemblyman Mike Morrell**

Internship designed to give students a broad understanding of how a legislative staff operates. Duties may include, but are not limited to, representing the Assemblyman at events and meetings, public relations, researching information for constituents, letter writing, word processing, and data input.

**Contact:** **Melissa Boyd** [Melissa.Boyd@sen.ca.gov](mailto:Melissa.Boyd@sen.ca.gov) / **909-919-7731**

**Mail:** Assemblyman Mike Morrell c/o Christian Zaragoza, 10604 Trademark Parkway, Suite 308, Rancho Cucamonga, CA 91730

- **Brea Historical Society, Brea Museum and Heritage Center**

Internship opportunities related to the operation and maintenance of Brea's history museum.

**Website:** [www.breamuseum.org](http://www.breamuseum.org)

**Contact:** **714-256-2283 / breamuseum@gmail.com**

- **Bowers Kidseum, Santa Ana**

Work with after school students in leading educational projects. Organize artifacts.

**Contact:** **Jennifer Alvarado, Director of Kidseum/** [jalvarado@bowers.org](mailto:jalvarado@bowers.org) / **714-567-3670**

- **Bowers Museum, Santa Ana, Collections and Exhibition Development**

Internship opportunities with research and databases, record management, and archives.

**Contact:** **Julie Perlin Lee, VP of Collections, Exhibition Development/** [714-567-3656/jplee@bowers.org](mailto:714-567-3656/jplee@bowers.org)

- **Center for Social Justice and Civil Liberties, Riverside**

Internship opportunities doing research at National Archives and other locations on topics and individuals related to the center's archival collections.

**Contact:** **Hillary Jenks, Director/** [951-222-8846](tel:951-222-8846) / [hillary.jenks@rccd.edu](mailto:hillary.jenks@rccd.edu)

- **Fullerton Arboretum – Heritage House**

Interns will assist in all aspects of the operation of the Heritage House (originally the Victorian-era home of Dr. George C. Clark, an Orange County pioneer physician).

**Website:** [fullertonarboretum.org/museum\\_heritage.php](http://fullertonarboretum.org/museum_heritage.php)

**Contact:** **Harriet Bouldin, Volunteer Coordinator:** [hbouldin@exchange.fullerton.edu](mailto:hbouldin@exchange.fullerton.edu) / **657-278-4798**

- **Fullerton Arboretum – Orange County Agricultural and Nikkei Heritage Museum**  
Interns will serve as docents for exhibitions.  
Website: [fullertonarboretum.org/museum\\_nikkei.php](http://fullertonarboretum.org/museum_nikkei.php)  
Contact: Harriet Bouldin, Volunteer Coordinator: [hbouldin@exchange.fullerton.edu](mailto:hbouldin@exchange.fullerton.edu) / 657-278-4798
- **Garden Grove Historical Society, Stanley Ranch Museum Historical Village**  
Internship opportunities related to operations of a historical village.  
Website: [www.ci.garden-grove.ca.us/?q=/HistoricalSociety](http://www.ci.garden-grove.ca.us/?q=/HistoricalSociety)  
Contact: 714-530-8871
- **George Key Ranch Historical Park (Placentia)**  
Internship opportunities available in all aspects of the site's operations, including management of the site's permanent collections, development of rooms/displays, preparation of interpretive signs and brochures, preservation of dry-farming equipment.  
Website: [www.ocparks.com/keyranch](http://www.ocparks.com/keyranch)  
Contact: 714-973-3191 / [keyranch@ocparks.com](mailto:keyranch@ocparks.com)
- **Heritage Museum of Orange County (Santa Ana)**  
Internship opportunities available in all aspects of the museum's operations.  
Website: [www.heritagemuseumoc.org](http://www.heritagemuseumoc.org)  
Contact: Stefany Navarro / 714-909-3381 / [archives@heritagemuseumoc.org](mailto:archives@heritagemuseumoc.org)
- **Huntington Beach Public Library**  
Internship opportunities related to public programming and patron services.  
Website: [www.hbpl.org](http://www.hbpl.org)  
Contact: Barbara Richardson / 714-374-5338 / [richardb@hbpl.org](mailto:richardb@hbpl.org)
- **Huntington Beach Historical Society, Newland House Museum**  
Internship opportunities related to maintenance and operation of the Newland House Museum.  
Website: [hbnews.us/nwhouse.html](http://hbnews.us/nwhouse.html)  
Contact: 714-962-5777
- **International Surfing Museum (Huntington Beach)**  
Internship opportunities in multiple aspects of the museum's operations, including exhibit construction.  
Website: [www.surfingmuseum.org](http://www.surfingmuseum.org)  
Contact: 714-960-3483
- **Irvine Historical Society, Irvine Historical Museum**  
Internship opportunities in multiple aspects of the museum's operations, including docent work and collections care.  
Website: [www.irvineranchhistory.com](http://www.irvineranchhistory.com)  
Contact: Gail Daniels / 949-786-4112 / [gail@irvineranchhistory.com](mailto:gail@irvineranchhistory.com)
- **La Habra Historical Museum**  
Interns will assist with all aspects of this new museum's operations, including research, curation, design, installation, and maintenance of temporary and permanent exhibitions, education, marketing, fundraising, and public programming.  
Website: [www.lahabrahistoricalmuseum.blogspot.com](http://lahabrahistoricalmuseum.blogspot.com)  
Contact: Carlota Haider / [cracbrea@roadrunner.com](mailto:cracbrea@roadrunner.com)
- **Lawrence de Graaf Center for Oral and Public History, CSUF – Archives**  
Interns will be introduced to standard practices in archival management, with a focus on the management of oral history collections.  
Website: <http://coph.fullerton.edu/currentprojects/>  
Contact: Natalie Garcia / 657-278-3693 / [nngarcia@fullerton.edu](mailto:nngarcia@fullerton.edu)

- **Lawrence de Graaf Center for Oral and Public History, CSUF – MCAS El Toro Oral History Project**  
Interns will conduct research related to the operations of Marine Corps Air Station El Toro and conduct oral histories with men and women whose lives were shaped by service at the base as Marines or civilians. Students with training in oral history (or willingness to learn) preferred.  
**Website:** <http://coph.fullerton.edu/currentprojects/>  
**Contact:** Natalie Garcia / 657-278-3693 / [nngarcia@fullerton.edu](mailto:nngarcia@fullerton.edu)

- **Mission San Juan Capistrano**  
Internship opportunities available in all aspects of the site's operations, including collections management and docent work.  
**Website:** [www.missionsjc.com](http://www.missionsjc.com)  
**Contact:** Pat March / 949-234-1322 / [pmarch@missionsjc.com](mailto:pmarch@missionsjc.com)

- **Mission Viejo Heritage Committee**  
Internship opportunities related to operations of the Heritage House and the historical research room at the Mission Viejo Library.  
**Website:** [cityofmissionviejo.org/DepartmentPage.aspx?id=2456](http://cityofmissionviejo.org/DepartmentPage.aspx?id=2456)  
**Contact:** 949-470-3061

- **Modjeska Historic Home and Garden (Lake Forest)**  
Internship opportunities related to operations of the Modjeska Home.  
**Website:** [www.ocparks.com/modjeskahouse](http://www.ocparks.com/modjeskahouse)  
**Contact:** 949-923-2230 / [ardenmodjeska@ocparks.com](mailto:ardenmodjeska@ocparks.com)

- **National Archives–Pacific Region (Riverside)**  
Interns will assist researchers and contribute to archival preservation projects.  
**Website:** [www.archives.gov/pacific/riverside](http://www.archives.gov/pacific/riverside)  
**Contact:** Randy Thompson / 951-956-2043 / [randy.thompson@nara.gov](mailto:randy.thompson@nara.gov)

- **Newport Harbor Nautical Museum (Newport Beach)**  
Internship opportunities related to the preservation and interpretation of maritime heritage and culture.  
**Website:** [www.nhnrm.org](http://www.nhnrm.org)  
**Contact:** [vols@nhnrm.org](mailto:vols@nhnrm.org)

- **Nixon Presidential Library and Museum (Yorba Linda)**  
Interns will contribute directly to the life of the Library by helping with conceptualizing and installing exhibits, tracking inventory of museum artifacts, and helping to preserve the Library's collection of priceless Nixon papers.  
**Website:** [www.nixonlibrary.gov/aboutus/joinus/internships.php](http://www.nixonlibrary.gov/aboutus/joinus/internships.php)  
**Contact:** Ira Pemstein / [ira.pemstein@nara.gov](mailto:ira.pemstein@nara.gov) / 714-983-9133

- **Nixon Presidential Library and Museum (Yorba Linda)**  
Education interns will help research, prepare, and conduct guided tours for school groups. These tours are interactive, factually correct, interesting, and challenging.  
**Contact:** Mindy Farmer / 714-983-9138 / [NixonEducation@nara.gov](mailto:NixonEducation@nara.gov)

- **Old Courthouse Museum (Santa Ana)**  
Interns will assist with all aspects of the museum's operations, including maintenance of the museums permanent exhibitions, installation and maintenance of temporary exhibitions, public and educational programming, and preparation for future exhibitions.  
**Website:** [www.ocparks.com/oldcourthouse](http://www.ocparks.com/oldcourthouse)  
**Contact:** 714-973-6605

- **Olinda Oil Museum and Trail (Brea)**  
Working closely with rangers from California State Parks and staff from the City of Brea, interns would work as docents, conduct research for exhibitions, and staff the museum.  
**Website:** [www.ci.brea.ca.us/article.cfm?id=940](http://www.ci.brea.ca.us/article.cfm?id=940)  
**Contact:** Sean Matlock / 714-671-4447 / [seanm@cityofbrea.net](mailto:seanm@cityofbrea.net)

- **Placentia Historical Committee**

Interns would assist the Historical Committee in its activities, including exhibition, oral history, and photo digitization projects.

Contact: Jeanette Gardner / [jgaardner@aol.com](mailto:jgaardner@aol.com)

- **Ramon Peralta Adobe Historic Site (Anaheim)**

Internship opportunities related to the maintenance of a historic house museum.

Website: [www.ocparks.com/peraltaadobe](http://www.ocparks.com/peraltaadobe)

Contact: 714-973-3190

- **Ranchos Los Cerritos Foundation (Long Beach)**

Internship opportunities related to museum work, including collections management, research, digitization, and public programming. Other opportunities related to educational and public programming.

Website: [www.rancholoscerritos.org](http://www.rancholoscerritos.org)

Contact: 562-570-1755

- **Reagan Presidential Library, Simi Valley**

Internship opportunities related to administrative program coordination, professional development for educators and film programs for high school students

Contact: Mira Cohen, Director of Education, 805-577-4019, [mira.cohen@nara.gov](mailto:mira.cohen@nara.gov)

- **Riverside County Regional Parks**

Internships available in volunteer management, coordination, and training.

Contact: Ann Dixson, Parks Supervisor, [adixson@rivcoparks.org](mailto:adixson@rivcoparks.org)

- **San Bernardino County Museum Archeological Information Center**

Interns assist with processing historic structure reports, mapping, and general historic preservation work.

Contact: Robin Laska, Assistant Curator/ [raska@sbcn.sbccounty.gov](mailto:raska@sbcn.sbccounty.gov)

- **Santa Ana Historical Preservation Society**

Internship opportunities related to society functions, including management of the Howe-Waffle House

Website: [www.santaanahistory.com](http://www.santaanahistory.com)

Contact: 714-547-9645

- **Santa Ana History Room, Santa Ana Public Library**

Interns would assist in all aspects of the History Room's operations, including archival management and research assistance.

Website: [www.ci.santa-ana.ca.us/library/history/sahrmission.asp](http://www.ci.santa-ana.ca.us/library/history/sahrmission.asp)

Contact: 714-647-5280

- **South Central Coastal Information Center, CSUF campus**

For graduate students interested in careers in public history (historic preservation) or public archaeology (cultural resource management). Interns will conduct record searches, create maps, generate bibliographies, examine historic maps for evidence of human activity, record archaeological site locations, and process incoming reports.

Website: [anthro.fullerton.edu/sccic](http://anthro.fullerton.edu/sccic)

Contact: Stacy St. James / 657-278-5395 / [sccic@fullerton.edu](mailto:sccic@fullerton.edu)

- **Surfing Heritage Foundation (San Clemente)**

Interns will assist with all aspects of the Foundation's oral history program, including transcribing and digitizing a backlog of oral histories, conducting research, creating new oral histories, and preparing an oral history workshop for members of the community. No background in oral history necessary, but a willingness to learn is expected.

Website: [www.surfingheritage.org](http://www.surfingheritage.org)

Contact: Jed Justeson / 949-388-0313 / [jed@surfingheritage.org](mailto:jed@surfingheritage.org)

- **Susanna Bixby Bryant Ranch House and Museum (Yorba Linda)**

Interns would assist the Yorba Linda Historical Society in its efforts to manage archival collections related to this site (documents, photographs, and ephemera).

**Website:** [www.ylpl.lib.ca.us/sbb.php](http://www.ylpl.lib.ca.us/sbb.php)

**Contact:** 714-694-0235

- **Tustin Area Historical Society**

Internship opportunities related to operations of the Tustin Area Museum.

**Website:** [www.tustinhistory.com](http://www.tustinhistory.com)

**Contact:** Bill Finken / 714-731-5701 / [tustinmuseum@att.net](mailto:tustinmuseum@att.net)

- **Wende Museum**

A museum and research institute dedicated to preserving cultural artifacts and personal histories of Cold War-era Eastern Europe in Culver City, CA. Interns work in one of the Wende's departments—collections, research, or administration.

**Website:** [www.wendemuseum.org](http://www.wendemuseum.org)

**Contact:** Cristina Cuevas-Wolf: CCuevaswolf@wendemuseum.org / 310-216-1600