This documentation works in conjunction with the history department graduate handbook.

- **Graduate Student Handbook**

All information is available on the history department website and the public history website.

- [http://www.txstate.edu/history/](http://www.txstate.edu/history/)
- [http://publichistory.history.txstate.edu/degrees-programs/graduate.html](http://publichistory.history.txstate.edu/degrees-programs/graduate.html)

Department of History Faculty

[http://www.txstate.edu/history/people/faculty-by-specialization-.html](http://www.txstate.edu/history/people/faculty-by-specialization-.html)
How to set up a Texas State ID

http://www.tr.txstate.edu/itac/netid.html

<table>
<thead>
<tr>
<th>Texas State ID (e.g., A12345678)</th>
<th>Net ID (e.g. zzz99)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use your Texas State ID and Self Service PIN to access these services on <strong>Texas State Self-Service</strong>:</td>
<td>Your NetID is made up of your initials followed by numbers. Formats: zz99, zzz99, zz999 z_z99, zz9999</td>
</tr>
<tr>
<td>Class registration</td>
<td>BobcatMail e-mail</td>
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<tr>
<td>Add or drop classes</td>
<td>Online Toolkit</td>
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<td>Student balances</td>
<td>TRACS</td>
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<td>Check holds</td>
<td>Library services</td>
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<td>View final grades</td>
<td>Res hall Internet access</td>
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<td>Degree audits &amp; transcripts</td>
<td>Answers</td>
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<tr>
<td>Personal Info updates</td>
<td>ePortfolio</td>
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<tr>
<td>View financial aid status</td>
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<tr>
<td>View loan applications</td>
<td></td>
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<tr>
<td>Make payments</td>
<td></td>
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<tr>
<td>Housing &amp; meal plans</td>
<td></td>
</tr>
<tr>
<td>Accept financial aid awards</td>
<td></td>
</tr>
</tbody>
</table>

How to Navigate the TRACS Site

http://www.tr.txstate.edu/itac/netid.html
Registering for Public History Classes

Your advisor is Dr. Lynn Denton, TMH 203 (pd16@txstate.edu)
Your Graduate Assistant is - Nabila Aikawa, TMH 202 (na1120@txstate.edu)

General information:

- You are STRONGLY encouraged to take the Introduction to Public History (HIST 5371) during your first semester since it is a pre-requisite for several other public history courses.
- You may take any other combination of public history and AMERICAN history courses at the same time.
- You are STRONGLY encouraged to take Historiography (HIST 5360) during your first year. It is also required.
- Once courses have been posted for the upcoming semester and you have identified your choices, you may either email or meet with Dr. Denton to discuss.
- A public history course planner is posted on the Public History web page. http://publichistory.history.txstate.edu/courses/course-planner.html
  This is not a required order for taking classes but a tool for you to use in looking ahead at course availability.

To Register:

- ALL PUBLIC HISTORY CLASSES REQUIRE SPECIAL APPROVAL. This is to ensure that we have enough seats for public history students.
- Historiography and General Research Seminar also require special approval.
- The Special Approval form is on the history website under History Resources. Click the link “Graduate course wait list/Special Approval Form.” (See attached). After filling out the form, you will receive an email letting you know when you can register for class.

Internship and Project Classes

- You must have completed HIST 5371 and at least 6 hours of public history classes before you are eligible for an internship or project class.
- Dr. Denton is the Public History Program Internship Coordinator.
- At least one semester PRIOR to seeking an internship, review the Public History Internship Checklist found on the web site: http://publichistory.history.txstate.edu/degrees-programs/graduate/internship.html

- PRIOR to contacting any potential internship sites, complete the Internship Request Form and submit it with an attached CV/Resume to Dr. Denton.
- If you DO NOT have a CV/Resume, Dr. Denton can provide you with a template.
- Meet with Dr. Denton to identify potential sites, deadlines and application requirements.
- Once your internship site has been confirmed, complete and submit for signatures the Internship Approval Form. This completed form allows you to register for the internship course.

Registration for a public history project class requires consent of the instructor.
Graduate Course Waitlist/Special Approval Form
Thank you for filling out the Graduate Course Wait List / Special Approval Form. Submitting this form does not guarantee you a place in a class. You will be notified if you are granted approval to enroll in a course, at which time you will be responsible for registering for the course. The Department will not register for you.

**Name:**

**Student ID Number:**

**Texas State Email (must use Texas State Email Address):**

**Major:**

**Focus:**

Please select

**Semester:**

Please select

**Number of courses you plan to take this semester:**

Please select

- [ ] Waiting List
- [ ] Special Approval
- [ ] *Special Thesis B Section

**Special Approval Only**

Course Number and Section (example History 5371.251)

Course CRN Number

Waiting List Only

Waiting List Priority (Course Number, Section, and CRN)
Master of Arts Degree with specialization in Public History
36 hours of graduate history, or 30 hours of graduate history with an optional six hour
cognate in a discipline approved by the director of graduate studies and the director of
the Public History Program.

3 hours United States historiography [5360]
3 hours The Practice of Public History [5371]
3 hours Internship [5374]
3 hours Public History Project [5377] (if possible)
9 - 12 hours of elective public history courses
9 - 15 hours of United States history seminars
6 hours outside cognate (optional, on approval, as indicated above)
Written or oral comprehensive examination

Master of Arts Degree with specialization in Public History (thesis option)
39 hours of graduate level history, or
33 hours of graduate level history with an optional six hour cognate in a discipline
outside of history approved by the director of graduate studies and the director of the
Public History Program.

3 hours - United States historiography [5360]
3 hours - The Practice of Public History [5371]
3 hours - Internship [5374]
3 hours - Public History Project [5377] (if offered)
3 hours – General Research Seminar
6 hours – Thesis Credit
9-12 hours of Elective public history courses
9 hours of United States history seminars
6 hours (optional) outside cognate
Comprehensive examination (thesis defense and public history oral exam)

Public History Courses
normally, the program requires 18 hours in public history, including 15 hours of course
work and three hours of internship. Available courses include:
* The Practice of Public History
* Local and Community History
* The Practice of Museum Studies
* Historic Preservation
* Cultural Resource Management
* Topics in Public History (Topics vary: archives and records management,
documentary film, historical editing, and oral history)
* Archival Management
* Oral History
* Heritage Management
* Material Culture
* Management & Administration in Historical Organizations
* Documentary Media
* Internship

**Traditional History Courses**

The remaining 18 hours include course work in American history. Three hours in historiography are required, and the other 15 hours may be selected from a variety of courses. Among them are topics in 18th-, 19th- and 20th-century American history. These include women’s history, African American history, Texas history, history of the American west, military history, cultural history and history of Mexico.

A student may opt to have a six-hour outside Cognate apply to 18 hours required in traditional history courses.
Internship Information
Check List
Public History Internship
Dr. Lynn Denton, TMH 203 (E-mail: pd16@txstate.edu)
All Internship forms can be found at http://publichistory.history.txstate.edu/degrees-programs/graduate/internship.html

☐ Review Internship Course Guidelines and Requirements.

☐ Complete Internship Request Form.

☐ Submit: Internship Request Form and your current curriculum vitae (CV) or resume to Dr. Denton. You may stop by during office hours or drop materials off with Nabila Aikawa, TMH 202. If you do not have a CV, draft one based on career services CV example http://issuu.com/txstatecs/docs/curriculumvitae/1?e=1312171/5914614

☐ Upon submission of request form, please contact Dr. Denton to make an appointment to discuss specific internship opportunities.

☐ DO NOT contact a potential internship site until you have met with Dr. Denton.

☐ Once your internship site has been confirmed, turn in course registration form to Dr. Denton for signature.

☐ The goals & objectives form is to be completed with the internship host site and returned within the 1st and 2nd weeks of your internship.
**INTERNSHIP COURSE GUIDELINES & REQUIREMENTS**

**Course #:** HIST 5374

**Department Contact:** Dr. Lynn Denton, Director
Public History Program

**Course Credit:** CR

**Course Description:** Internships which meet the Public History program degree requirements must consist of a minimum of 160 direct internship hours during the semester. The Director of the Public History program will work with students to identify internship opportunities. Students are responsible for applying to internship sites and for final internship site selection. The scope and focus of an Internship is established by the student and the host site however, the Program Director and the Chair of the History Department must provide PRIOR approval for the internship via a signed Public History Internship Approval Form.

**Pre-requisites:** Students wishing to enroll in internship hours must have completed HIST 5371 – Introduction to Public History and at least 6 additional hours of public history degree requirements. Notification must be provided to the Director of the Public History program at least one semester in advance of the proposed internship period. *(Internship Request Form)*

**Educational Objectives:** The purpose of a public history internship is to provide students an opportunity to gain a deeper understanding of the nature of public history practice by engaging in meaningful work under the guidance of experienced and knowledgeable public history professionals. Individual internships will meet specific student needs, and for that reason, an Internship Goals and Outcomes Worksheet is to be completed by the student at the beginning of the internship.

**Requirements:** Students will be expected to:

1. Ensure that the Internship Letter of Agreement is signed by the host site and returned.
2. Complete and return an Internship Goals and Outcomes Worksheet.
3. Post blog entries to the TRACS site at least weekly. These entries should focus on the nature of the internship work and should include observations and insights gained about public history practice as experienced in the internship setting.
4. Complete a 7-10 page Summary Report that includes a description of the internship, work undertaken and completed, and an assessment of skills learned/knowledge acquired, and a discussion of how the internship enhanced understanding of public history practice.
5. Complete a Student Evaluation Form for the internship site.
INTERNERNSHIP REQUEST FORM
PUBLIC HISTORY PROGRAM

DEPARTMENT OF HISTORY
Texas State University
San Marcos, Texas 78666
Dr. Denton (512) 245-6196

Important: Please read “Internship Course Guidelines and Requirements” before completing this form. This information is for the purpose of assisting you in identifying internship opportunities that support your career goals. Please include a CV/resume along with this form.

Applying for:
☐ Fall Semester, 20__
☐ Spring Semester, 20__
☐ Summer Semester, 20__

Name: ____________________________________________
(First) (Last) (Initial)

Student ID Number: _____________________________ E-mail _____________________________

Local Address: ________________________________________________________________
(Street) (City) (Zip)

Permanent Address: ____________________________________________________________
(Street) (City) (Zip)

Local Home Phone*: _____________________________
Local Work Phone*: _____________________________
Permanent Home Phone*: _____________________________
Cell Phone*: _____________________________

*Please identify the best number to reach you.

Major Concentration Area:
☐ Archives and Public Records
☐ Museums
☐ Historic Preservation and CRM
☐ Oral History
☐ Other: _____________________________
Number of Public History Hours Completed ______________

Expected Date of Graduation: ______

Do you own or have ready use of a reliable vehicle for to- and on-the-job transportation?
   ☐ Yes  ☐ No

Internship Location Preference: ____________  Would you be willing to commute more than 30 miles one-way?
   ☐ Yes  ☐ No

Can you accept an unfunded internship?  ☐ Yes  ☐ No

Describe any relevant work or volunteer experience which might support your application (e.g., job/agency experience; skills; knowledge of applied methodologies; military experience, etc.)

Briefly describe your career/advancement goals at this time.

List the courses that you have taken that are relevant to the type of internship that you are seeking.

List any computer skills that you have such as digitizing, computer mapping, GIS, programming, word processing, spread sheets, data base managers, website maintenance, etc.

Student Signature ____________________  Date ______

RETURN YOUR COMPLETED FORM TO:
Dr. Denton, Public History Program Director.
Questions concerning the Internship Program should be directed to Dr. Denton.
Public History Internship Approval

Index No. (required)

Course No. 5374 Section No.

Semester/Term – Year  HISTORY Department  Date

Name of Student  ID #  Student ID #

Name of Faculty Member  have agreed that the student will participate in the following Internship:

Title of Internship

Name of Internship Site:

Address:

Purpose, Scope & Method:

Signature of Student Intern

Signature of Faculty Internship Supervisor

Signature of Department Chair

*This form must be completed, with signatures, before you can register for 5374.
How to Organize a Cover Letter & Curriculum Vitae
Business Letter Format

Block Format: Business Letter

Return Address Line 1
Return Address Line 2

Date (Month Day, Year)

Mr./Mrs./Ms./Dr. Full name of recipient.
Title/Position of Recipient.
Company Name
Recipient's Address Line 1
Recipient's Address Line 2

Dear Ms./Mrs./Mr. Last Name:

Body Paragraph 1

Body Paragraph 2

Body Paragraph 3

Closing (Sincerely...),

Signature

Your Name (Printed)
Your Title

Enclosures (2)

The block format is the simplest format; all of the writing is flush against the left margin. (Other Business Letter Formats)

With all business letters, use 1" margins on all four sides.
1 Your Address
The return address of the sender so the recipient can easily find out where to send a reply to. Skip a line between your address and the date. (Not needed if the letter is printed on paper with the company letterhead already on it.)

2 Date
Put the date on which the letter was written in the format Month Day Year i.e. August 30, 2003. Skip a line between the date and the inside address (some people skip 3 or 4 lines after the date).

3 Inside Address
The address of the person you are writing to along with the name of the recipient, their title and company name, if you are not sure who the letter should be addressed to either leave it blank, but try to put in a title, i.e. "Director of Human Resources". Skip a line between the date and the salutation.

4 Salutation
Dear Ms./Mrs./Mr. Last Name:, Dear Director of Department Name: or To Whom It May Concern: if recipient's name is unknown. Note that there is a colon after the salutation. Skip a line between the salutations and the subject line or body.

5 Body
The body is where you write the content of the letter; the paragraphs should be single spaced with a skipped line between each paragraph. Skip a line between the end of the body and the closing.

6 Closing
Lets the reader know that you are finished with your letter; usually ends with Sincerely, Sincerely yours, Thank you, and so on. Note that there is a comma after the end of the closing and only the first word in the closing is capitalized. Skip 3-4 lines between the closing and the printed name, so that there is room for the signature.

7 Signature
Your signature will go in this section, usually signed in black or blue ink with a pen.

8 Printed Name
The printed version of your name, and if desired you can put your title or position on the line underneath it. Skip a line between the printed name and the enclosure.

9 Enclosure
If letter contains other document other than the letter itself your letter will include the word "Enclosure." If there is more than one you would type, "Enclosures (#)" with the # being the number of other documents enclosed, not including the letter itself.

http://www.letterwritingguide.com/businessletterformat.htm
BUILDING AN ACCOMPLISHED CURRICULUM VITAE

A curriculum vitae (also known as a “vita”) is your marketing tool. It is created for the purpose of pursuing your career and educational goals. Your vita should thoroughly describe your accomplishments and experiences in a way that best demonstrates your qualifications for the type of position you are seeking.

In developing your vita you should:
- Remember that curriculum vitae vary in format and style—choose one that suits you and emphasizes your knowledge, skills, strengths, and abilities.
- Pay careful attention to punctuation, spelling, grammar, and writing style.
- Organize information in a logical fashion.
- Keep descriptions clear and thorough yet concise.
- Use a simple, easy-to-read font.
- Clearly number pages with your name at the top of each. Do not print pages back-to-back.
- Use good quality white or off-white 100% bond paper.

FIRST THINGS FIRST: WHAT IS A CURRICULUM VITAE?

The word ‘vita’ is derived from the Latin language meaning “life.” Thus, the purpose of completing ‘vite’ is to describe people’s lives, their “courses of life”, and their professional lives. “Vitae” is the possessive form of “vita,” “life”.

WHEN WOULD I USE A CURRICULUM VITAE?

If you are seeking a faculty, research, clinical, or scientific position, you will need a curriculum vitae. You may also want to consider this format when looking for work in the fields of healthcare, athletic training, education, social work, counseling, psychology, philosophy, anthropology, journalism, or other areas in which you may have participated in various applied, “hands-on” experience and training opportunities related to your major field of interest.

A vita can range from 2 to 12 pages or more depending on experience, and offers an in-depth look into any and all professional experiences you care to relate to the position you are seeking. Sections can include: Education, Awards and Fellowships, Teaching Experience, Research Experience, Computer/Technical Skills, Honors, Professional Activities, Presentations, Publications, Professional Memberships, Travel/Cultural Experiences, and others.

You should begin with a heading that includes your name, address, telephone number, and email address. If you plan to move, be sure to provide a way for employers to reach you, such as a family member’s address. If your email account was established through the university, make sure you set up an account that will remain active after you leave school (always choose an email address that is professional, and appropriate).

WHAT HAVE YOU LEARNED?

You’ll need an education section that highlights the knowledge you have acquired through your university preparation and professional and educational experiences. At a minimum, the education section should include your university, your degree and major, and when your degree was earned or is expected, as well as any certifications or credentials you have earned or expect to earn. Other education-related information that can be included: GPA, academic minor (or second major), and related coursework (remember to include those courses in which your potential employer will be most interested).

WHAT HAVE YOU DONE?

Your experience section is key. It is usually listed directly following the education section. Whatever order you choose for your vita, you should use the experience section to highlight your work-related accomplishments whether they are paid or unpaid.

Emphasize the experiences related to the position you are seeking. For example, if you are applying to work in a hospital setting, you may have a section called “Clinical Experience” or “Hospital Experience.” Quantify and qualify what you did—for example, in a clinical position (such as a Physician’s Assistant), include how many rotations you completed. You can also include experience gained through participation in organizations and associations in a “Professional Memberships” section or “Committee and Administrative Experience” section, as long as you can relate the experience to the job for which you are applying.
New job seekers usually begin the curriculum vitae with academic preparation, which draws attention to the degree. An experienced job seeker, however, can begin with experience and place the educational preparation in another location.

Your top skills and experience should be presented in the first or uppermost section of your vita.

Distinguish between kinds of experience. For example, academic appointments, hospital or clinical, and/or professional experiences should have their own section.

Keep in mind, due to the length of the vita, preparing one that is not boring or that buries information can be a challenge. Always keep information concise and relevant.

Sections to include:
- Name, address, phone number, and email
- Educational background
- Licenses and certifications
- Awards & fellowships
- Teaching experience
- Professional experience
- Hospital or clinical experiences
- Postdoctoral training
- Publications and presentations
- Current research interests
- Grants received
- Professional memberships, services
- Languages
- Travel
- Specific skills

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**Catherine Jones**
25 West Avenue
San Marcos, Texas 78666
512.555.1234
catherine.jones@gmail.com

**EDUCATION**

Ph.D. in American History, 2001
Columbia University, New York, NY
Dissertation: “Politics in Working-Class Los Angeles”
Honors: Dissertation passed “With Distinction”

M.A. in American History, 1996
Columbia University, New York, NY
-Master's Thesis: “The Use of Video in Presidential Campaigns”

B.A. in History and Journalism, 1994
Southwest Texas State University, San Marcos, Texas
Undergraduate Honors Thesis: “Rhetoric of the Clinton Campaign”

**AWARDS AND FELLOWSHIPS**

- Postdoctoral Fellowship, Columbia University 2001-2002
- Gloss Travel Grant, Jayne State University 1998
- Interdisciplinary Fellowship, Columbia University 1996-1997
- President’s Fellowships, Columbia University 1994-1996
- Richard Hofstadter Fellowship, Columbia University 1994-1995

**TEACHING EXPERIENCE** (or PROFESSIONAL EXPERIENCE)

Lecturer, Columbia University, New York, NY 1999-2001
-Taught the course “Early American History.”
-Formulated course structure and requirements, lectured, administered grades.
-Teaching of course prompted nomination for Ficestone Gripey Excellence in Instruction Award.

Adjunct Instructor, Columbia University, New York, NY 1996-1997
-Taught the course “US History to 1900.”
-Devised syllabus, lectured and administered grades.
-Served as undergraduate advisor for History Honors Program.

Teaching Assistant, Columbia University, New York, NY 1996-1998
-Assisted Professor Chris Columbus in his course, “The United States in 1945.”
-Helped create curriculum, composed exams and term paper assignments, led weekly discussion sessions, graded all written work and determined final grades.
RESEARCH EXPERIENCE (or RELATED EXPERIENCE)
Columbia University, New York, NY 2001-Present
Postdoctoral Fellow: “The history of the working class in the United States from 1900-1940.” Results will be published in three journal articles.

PUBLICATIONS/PAPERS

PRESENTATIONS

LANGUAGES
Reading and basic speaking competence in French, Spanish, and modern Greek.

COMPUTER/TECHNICAL SKILLS
Statistical Analysis Programs and PC and Macintosh programs.

PROFESSIONAL MEMBERSHIPS
American Historical Association
Organization of American Historians
Western Association of Women Historians

PROFESSIONAL SERVICES
Board of Advisors for Student Development
Vice-President for Austin Community Affairs

TRAVEL/CULTURAL EXPERIENCES
Taught History to 6th-grade students in the Caribbean for three months.

In a “Publications” section, do not include papers submitted or in preparation unless they have been accepted, in which case indicate that they are “in press.” Follow appropriate documentation guidelines for articles, books, chapters, presentations, etc.

Be specific when describing your experiences. For example: “Worked with employees in a residential setting,” is not descriptive enough. Instead, you may say: “Recruited, hired, trained, and supervised more than 20 employees for a residential, for-profit agency.” This is more likely to grab an employer’s attention.

Tailor your vita to each position to which you are applying, whether it be an application to graduate school or a full-time teaching position. Avoid creating a one-size-fits-all vita to send to all employers. They expect your Vita to state how you fit a position with that specific organization.

Consider your vita as a work in progress, updating it constantly to suit your current situation. Have more than one person review it.

There is not one exact vita format. Choose a style that fits you. Use these suggestions as a guide, remembering that there is no “right” or “wrong” way to create a vita.

Internet resources used in compiling this handout include:
www.cvtga.com and careers.ucc.edu/graduates/cohm
When describing your experiences, action verbs should begin each statement. Try these:

- achieved
- added
- coordinated
- created
- designed
- developed
- eliminated
- established
- evaluated
- expanded
- generated
- identified
- increased
- initiated
- maintained
- managed
- organized
- performed
- planned
- reduced
- saved
- streamlined
- supervised
- trained
- utilized
- verified
- worked
- wrote

When reporting your accomplishments, use superlatives and other dynamic words. Here are a few:

- first
- most
- highest
- best
- achieved
- pioneered
- completed
- improved
- reduced
- restored
- spearheaded
- surpassed
- transformed
- overhauled
- initiated
- revitalized
- only
- expanded
- resolved
- won

Be concise and impressive. Don’t be afraid to highlight your accomplishments!