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/services/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>
</tr>
<tr>
<td>Add or drop classes</td>
<td>Online Toolkit</td>
</tr>
<tr>
<td>Student balances</td>
<td>TRACS</td>
</tr>
<tr>
<td>Check holds</td>
<td>Library services</td>
</tr>
<tr>
<td>View final grades</td>
<td>ePortfolio</td>
</tr>
<tr>
<td>Degree audits &amp; transcripts</td>
<td>Accept financial aid awards</td>
</tr>
<tr>
<td>Personal Info updates</td>
<td>View loan applications</td>
</tr>
<tr>
<td>View financial aid status</td>
<td>Make payments</td>
</tr>
<tr>
<td>View loan applications</td>
<td>Housing &amp; meal plans</td>
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<td>Make payments</td>
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<td>Housing &amp; meal plans</td>
<td></td>
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<tr>
<td>Accept financial aid awards</td>
<td></td>
</tr>
</tbody>
</table>
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.htm
  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.
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: ____________________________  (Last)  _________________________  (First)  _________________________  (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, spreadsheets, 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)

5374  
Course No.  
Section No.  
PUBLICATION INTERNSHIP

Semester/Term – Year  
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.
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 ‘vitae’ is derived from the Latin language meaning “life.” Thus, the purpose of completing a ‘vitae’ 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.
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  
Matriculation and Facilities Fellowship, Columbia University  
1998-2000  
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 Fielestone 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.
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!