



HUMA 4920

Applied Humanities Internship

Fall 2026

Instructor

Dr. Greta Swain

Wooten Hall 245

Email: greta.swain@unt.edu

Office Hours: 1-2pm Tuesday or by appointment: <https://calendly.com/gretaswain/15min>

Course Description

The Applied Humanities Internship is a specialized class where undergraduate students enrich their humanities education through experiential learning and practical application of their knowledge. Students may choose established internships with museums, archives, historical associations, cultural centers, and libraries, or they may, subject to approval by the instructor, arrange their own internships that adhere to course guidelines. Prior to beginning the internship, students must complete the required internship information form, submit a detailed description of their planned activities and educational objectives for the internship, and coordinate with an internship site to host them for the internship. In order to pass the internship, students must fulfill their original educational objectives, receive a favorable review from their internship site supervisor, and submit all required assignments.

Course Objectives

- Engage in applied professional-level work under supervision of a professional in the field
- Synthesize knowledge from different humanities courses, research and experiences
- Articulate skills and experience gained during the internship
- Network with peers and professionals to build a diverse professional community
- Learn about career opportunities and paths, including qualities and training required to obtain those positions
- Evaluate career goals and plans

Course Texts

All relevant materials will be provided on Canvas.

Course Meetings and Communication

There will be no formal class meetings. However, as your instructor, it is my job to facilitate your humanities-related work experience and career-readiness, and to support you as you accomplish the learning objectives for this course. The best way for me to do this is through individual meetings. You will be required to schedule and attend 3 individual meetings of 30 mins. with me (the instructor) as indicated in the course schedule. Be sure to request at least 2 back-to-back 15 minute slots. You can schedule these appointments here: <https://calendly.com/gretaswain/15min>. While only three individual meetings are required, you are more than welcome to stop by during my office hours or schedule additional meetings at any time. You can also contact me via email: greta.swain@unt.edu. I will reply to student emails as soon as I can, generally within a 24-hour period. However, you should not expect an immediate response during non-business hours.

Course Requirements

- **Hours and Tasks Journal (15%):** Throughout the internship, students will record weekly summaries of tasks completed and how their time was spent.
- **Check-in Meetings (20%):** Students will meet with the instructor 3 times (beginning of the semester, middle of the semester, and end of semester) to discuss their internship and learning goals.
- **Supervisor Evaluations (20%):** Students' site supervisor will evaluate student work twice via a provided form, once at the mid-point in the semester and a second time at the end of the semester.
- **Mid-Semester Reflection (20%):** Students will submit a written reflection of their experience thus far in the internship. Students should provide a self-evaluation and describe plans for improvement and growth in the remainder of the internship.
- **Final Reflection and Blog Post (25%):** Students will submit a comprehensive reflection of their experience during the internship. Students should emphasize the work they have done, how the internship has prepared them for the workforce (skills acquired) and how this has changed (or not) their career and other long-term professional goals. Students will also submit a ~500 word version of their final reflection to be displayed as a blog post on the CLASS and University Websites.

Grading Scale

A student's overall letter grade for this course will be based on a standard ten-point percentage scale:

A 90-100% B 80-89% C 70-79% D 60-69% F 59% and lower

Course Schedule

Week	
Week 1 (8/17)	• Meet with internship site supervisor • Get started on site work / hours journal • Meeting #1 with course instructor (between 8/17 and 8/28) • Fill out/finalize internship paperwork, due 8/28
Week 2 (8/24)	
Week 3 (8/31)	• Continue site work / hours journal
Week 4 (9/7)	• Submit Hours Journal #1 (Weeks 1-4), due 9/13
Week 5 (9/14)	• Continue site work / hours journal
Week 6 (9/21)	• Evaluation #1 Sent to Site Supervisor
Week 7 (9/28)	• Continue site work / hours journal
Week 8 (10/5)	• Submit Hours Journal #2 (Weeks 5-8), due 10/11 • Meeting # 2 with course instructor (between 10/5 and 10/16) • Mid-semester reflection, due 10/16
Week 9 (10/12)	
Week 10 (10/19)	• Continue site work / hours journal
Week 11 (10/26)	• Continue site work / hours journal
Week 12 (11/2)	• Submit Hours Journal #3 (Weeks 9-12), due 11/8
Week 13 (11/9)	• Evaluation #2 Sent to Site Supervisor
Week 14 (11/16)	• Continue site work / hours journal
Week 15 (11/30)	• Meeting # 3 with course instructor, (between 11/30 and 12/4) • Submit Hours Journal #4 (Weeks 13-15), due 12/4 • Final reflection and blog post, due 12/4