

Guidelines for Internships at the Historic Preservation Division

Internships at the Georgia Historic Preservation Division (HPD) are offered to provide students with an opportunity to further their educational and professional experience in the fields of archaeology and historic preservation, by completing specific projects and/or products.

Interns are required to be current, enrolled students at an accredited college or university. Preference is given to graduate students. Exceptional undergraduate students may be considered. Preference will be given to students in associated fields of study relevant to the particular project/work plan, including but not limited to African-American studies, anthropology, archaeology, architecture, architectural history, city planning, geography, historic preservation, public history, public information/public relations, urban studies, and women's history.

The Historic Preservation Division will provide:

1. A project description and/or work plan for the internship.
2. Orientation, work space, and supplies needed to complete the project.
3. Staff for supervision and guidance for a successful completion of the internship.
4. A mid-term progress evaluation and final evaluation.

The college or university (sponsoring institution) will provide a supervising faculty member responsible for the following:

1. Coordination and correspondence between HPD and the intern.
2. Approve and sign HPD internship agreement.
3. Review and approve mid-term progress report and final evaluation if necessary.
4. Review and approve completed intern time sheet at the end of the internship.

An internship at HPD is an opportunity to work in a professional environment at Georgia's State Historic Preservation Office. As such, interns are expected to conduct themselves in a professional manner, dress appropriately, complete work assigned to them, and complete the required hours of work experience within the given time frame. HPD reserves the right to terminate an internship at any time.

Additionally, interns are responsible for/expected to:

1. Attend HPD orientation and adhere to office policies.
2. Review and sign HPD internship agreement.
3. Work when scheduled, accurately report and complete internship timesheet, and complete hours assigned to internship within the specified time frame.
4. Communicate promptly and effectively with the HPD intern supervisor in all aspects of the internship including project/product assignment, scheduled work hours, unexpected absences, and any questions and concerns with the internship or project/product assigned
5. Participate in mid-term progress evaluation and final evaluation
6. Complete an internship evaluation at the end of the internship.

If you have any questions or need additional information, please contact our office.