

# Information for Host Organizations



Northwestern University's Chicago Humanities Initiative is designed for PhD students who are interested in learning about the public humanities, exploring careers outside of the academy, and/or developing mutually beneficial research partnerships. By interning 16-24 hours per week at Chicago-area institutions, graduate students will be able to apply their expertise to the civic sphere and acquire new professional skills through hands-on, real world practice. Your organization will benefit from the energy and ideas of highly motivated graduate students from a world-renowned university who can assist with existing work or develop new projects.

To be a host organization we ask you to provide:

- **Training or orientation**
- **Substantive and meaningful work** that includes skills such as analytic thinking, writing, public engagement and/or data analysis
- **Regular supervision**
- **Evaluation** of the student's performance at the end of the practicum (we will distribute an easy-to-complete form at the end of the program)

Additionally, we suggest that organizations try to involve students in staff and client meetings and to introduce them to as many people in the organization as possible. This is the student's opportunity to learn the field, roles, and key players of your organization.

Through this academic practicum program, graduate students are required to work 16-24 hours a week. Simultaneously, they attend a weekly, three-hour seminar where they will explore the role of the humanities in civic life. Most graduate students will continue to receive their Northwestern stipend, tuition scholarship & UPass while participating in this program, so host organizations are not expected to pay students. However, we do ask you to be helpful with any additional expenses associated with the internship, e.g. special software or equipment, travel off-site, conference fees, etc.

If you are interested in becoming a host institution, please contact Ruth Martin Curry at [ruth.martin@northwestern.edu](mailto:ruth.martin@northwestern.edu) or 847-467-2890.

Students accepted to CHI will review possible internship sites and you, the respective employer, will be sent the resumes of all the students who express interest in working with your organization. You review the resumes, decide whom you want to interview, and make your decisions and internship offers. It is an open and competitive process for you and for students.

**Program Details: July – August 2020 (dates TBD)**

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More information about CHI can be found at:  
[www.engage.northwestern.edu/programs/chi](http://www.engage.northwestern.edu/programs/chi)

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