

**MA in History**

**MHY7077**

**Public History Internship**

Module information  
2017-18



**Module Co-ordinator**

Dr Olwen Purdue

[o.purdue@qub.ac.uk](mailto:o.purdue@qub.ac.uk)

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## **What is public history?**

It involves exploring the ways in which History works in the public arena, and takes a practical approach to 'doing history', applying research and interpretive skills to projects that are accessible to and interpreted by a range of public audiences.

## **Aim of module**

To give students the opportunity to apply theoretical knowledge of history in a practical setting such as a museum or heritage centre and to gain an understanding of public history.

## **Learning outcomes and skills**

### *Knowledge and understanding*

- Learning more about the discipline of public history
- Learning about the operation and management of cultural institutions
- Gaining a more in-depth knowledge of a specific aspect of history
- Gaining experience in disseminating academic history to a popular public audience

### *Subject specific skills*

- Identification and location of source material relevant to a particular field of study
- Presenting the results of historical research in an appropriate format
- Gaining an opportunity to work with and learn from experienced public history professionals

### *Cognitive skills*

- Planning, undertaking, evaluating and reporting on a project
- Understanding, evaluating and presenting different interpretations of historical events
- Identifying and assimilating evidence relevant to a particular enquiry from a variety of sources

### *Transferable skills*

- Increasing the ability to relate academic study to a work environment
- Developing work-related skills, including organising the placement
- Enhancing students' knowledge of potential careers for history graduates
- Developing effective written or oral communication skills

### **Nature of Internships**

The purpose of the internship is to give you hands-on experience of working in a public history environment in two ways. Firstly, by shadowing some of the staff in your host institution you will acquire broad experience in their particular field of public history and become familiar with the everyday issues that they face in the course of their work. Secondly, by selecting a particular collection or archive on which to do some work you will engage in a very practical way with issues such as archival research, exhibition development, oral history, preservation policy etc. Participation in these two types of activity will allow you to explore and reflect on the ways in which the academic discourse on public history meets the reality of running exhibitions, museums, galleries and libraries.

### **Timing and duration**

The internship will take place during the second semester and will last for approximately 18 days between January and May 2018. You will contact the potential host institution and finalise the details of the internship **before the end of December 2017**

### **Sourcing placements**

While we have a range of opportunities available with our partner organisations you are also welcome to organise your own placement (subject to ratification by the module co-ordinator). Do your research in advance – you will be expected to demonstrate an awareness of some of the collections you might be working with and why these might be of interest to you. Some of the institutions that we have worked with in the past are listed at the back of this document. Feel free to contact any of them, explaining who you are and your request to carry out an internship with them. You must agree the nature of the work you will be carrying out with the host institution in advance of the placement and complete the **Pre-placement Agreement (PH3)**. All placements must be assessed by the module co-ordinator and conform to health and safety procedures before being accepted and authorised. Forms must be completed and returned to Dr Olwen Purdue via the School office before commencing your internship and by **Monday 12 February** at the latest

## **Funding**

The School will reimburse any travel expenses related to internships carried out through this module ONLY on production of receipts. These must be returned to the School Office at the end of the second semester

## **Health and Safety**

Under UK Health and Safety legislation, employers have a responsibility to ensure a safe working environment for all of their employees and visitors. The School also has a responsibility to ensure that students' safety will be working properly managed whilst on placement. The following steps will be taken to achieve this:

- Students will be given advice on health, safety and insurance in the first QUB training session
- Proposed placements will be subject to approval by the module co-ordinator
- Students will receive a health and safety induction in their host institution
- Students will have a designated contact person in the host institution
- The module co-ordinator will provide on-going monitoring through email and phone contact
- Students must inform the school of any incidents that occur
- Appropriate provision will be made for students with disabilities, as required.
- Any student registered with DS must consult with the convenor before embarking on an internship.

## **Insurance**

Students undertaking work placements as a required element of their degree programme should be covered by both the University's Public Liability insurance and the placement provider's insurance, **but the University 'does not provide Personal Accident insurance for students', who 'are required to make their own arrangements in this respect.'**

Students will be provided with a copy of the University's *Insurance Guide to Student Placements*.

## Assessment

The module is assessed on the same basis as other modules in the MA in History, with a pass mark of 50%. The assessment consists of the following components

### 1. Reflective essay (80%) (3,500 - 4,000 words) DUE Monday 28 May at 12 noon

This aim of this essay should be to reflect on your experiences of working in a public history institution in the light of and informed by some of the academic debates surrounding public history. It will relate the theory of public history to your own practical experience of the internship and will explore the ways in which theory and practice meet in that particular context. The essay should contain:

- A discussion of the academic discourse surrounding public history (eg an analysis of theory and historiography; an examination of how academic history informs public history and the issues surrounding this - what public history is; how its role is perceived; the varying approaches taken to it by academics and the heritage and museums sectors; the relationship between academic and public history)
- a factual description of the institution where you carried out your internship (eg its background, its aims and objectives or mission, its intended audience, the nature and quality of the exhibitions, collections etc.)
- an evaluation of how effectively your particular institution presents history to the public (eg its strengths and weaknesses; its limitations and opportunities; the ways in which it has developed and how it seeks to develop in the future; the type of history it presents and how successful it is in doing so; the appropriateness of its exhibitions/collections/archives; ease of access; levels of information etc)
- a description and evaluation of your role during your internship (what was the nature of the work you were doing; how did you find this; what challenges did you meet; how might you do things differently etc)

### 2. Poster presentation (20%)

**DUE Monday 7 May at 12 noon**

All students will prepare an **A1-sized** poster on their internship and present this at a special event to which staff, students and representatives from the public history sector will be invited. The poster should say something about the institution and the ways in which it sets out to achieve its aims, outline the activities undertaken during the internship and reflect on the nature of the internship and the skills acquired. The poster should be uploaded to QOL/Turnitin as a PDF. One training session will be provided.

### **Training and workshops**

There are no weekly classes, however a number of workshops and seminars will be held during the year. **Attendance at each of these is compulsory.**

1. Introductory meeting: **Tuesday 30 January 1pm (Graduate School Teaching Room 4)**

Discussion of placements and information on health, safety and insurance.

2. Poster training session: **DATE TBC (McClay Library Auditorium)**

Training session on making posters, organised by the Staff Training and Development Unit, in preparation for your poster presentations

3. Roundtable and internship catch-up: **Thursday 22 March**

4. Public History drinks reception and poster presentations. **Thursday 11 May 3.30-6.00 (Great Hall)**

#### **The Graduate School**

**Postgraduate Students can make use of dedicated study facilities (including computing, printing and photocopying facilities) at the International and Postgraduate Student Resource Centre, located between the McClay Library and the Quadrangle. This Centre also houses a range of support, guidance and information services, and designated social space for postgraduate students. For further information see:**

**<http://www.qub.ac.uk/sites/graduateschool//>**

### **Plagiarism**

The School takes a very severe line on students who plagiarise work. Students who attempt to pass off another's work as their own will receive a mark of ZERO. In some cases, acts of plagiarism can result in the student failing the entire degree. Remember, plagiarism includes information from books, newspapers, journals and the Internet. All suspected cases of plagiarism will be investigated in line with University procedures.

For details of University Regulations on Academic Offences, see:

<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ExaminationsandAssessment/AcademicOffences/>

The page also provides a link to guidance on how to identify and avoid plagiarism. Please also refer to the School's Student Handbook Guide for more information about referencing and plagiarism, and advice on essay-writing.

For further help with research, essay writing, referencing, avoiding plagiarism and other similar issues with your studies, please see your module convenor or personal tutor.

Additionally, make use of the Learning Development Service, which is an excellent resource for your continued learning, academic support, and the enhancement of the university experience: <http://www.qub.ac.uk/directorates/sgc/learning/>

### **Student Handbook**

This module guide should be read in conjunction with the Postgraduate Student Handbook which contains important details of School policies. A copy of the Postgraduate Student Handbook can be obtained from the School Office (25 University Square) or downloaded from the shared student resources of Queen's Online.

### **Students with disabilities**

Every effort will be made to ensure that any student with a disability will be able to find a placement which caters for their needs.

### **Maintaining contact**

Maintaining regular contact with the module co-ordinator is essential. This can be achieved through regular e-mail contact, by phone and by attendance at the workshops.

## IMPORTANT DATES

<b>Tuesday 30 January</b>	Training session. <b>10.00- 11.00. Graduate School TR4</b>
<b>Monday 12 February</b>	All forms to be returned to Dr Olwen Purdue - Health & Safety form (PH1), Insurance form (PH2) and 'Pre-placement agreement' (PH3) <b>(QOL)</b>
<b>TBC</b>	Training session: Poster Preparation. <b>McClay Library Auditorium</b>
<b>Monday 30 April</b>	Poster to be submitted on QOL (as PDF)
<b>Thursday 12 May</b>	Reception and poster exhibition, Great Hall, 5.30pm
<b>Monday 21 May</b>	Submission of essay

## Partner projects and institutions

### **The Titanic Foundation**

Titanic Foundation is a registered charity with responsibility for the preservation and promotion of Belfast's maritime heritage mainly through *Titanic Belfast* and *SS Nomadic*. It also manages the Harland and Wolff Headquarter Building and Drawing Offices and is currently seeking to develop these as a heritage site. The interns will work with staff at *Titanic Foundation* to research and present the varied histories of Queen's Island and the people who worked there.

**Contact: Ms Kerrie Sweeney, Chief Executive, Titanic Foundation.**

[kerrie.sweeney@titanic\\_foundation.org](mailto:kerrie.sweeney@titanic_foundation.org)



### **Clifton House Belfast**

Belfast's Old Poor House, opened in 1774 by Belfast Charitable Society, a group of leading Belfast citizens who played a key role in the development of Belfast and were at the forefront of providing welfare for its people. The Belfast Charitable Society would go on to be responsible for the origins of social welfare, funeral services and municipal burial grounds, Belfast's first hospital, the provision of clean water and the creation of a fledgling police service. All the records for the society are now held at Clifton House and the archivist is keen to bring someone in to help with exhibition; event planning; and archival work

**Contact: Louise Canavan, Archivist, Clifton House [archive@cliftonbelfast.org.uk](mailto:archive@cliftonbelfast.org.uk)**

### **Portico of Ards**

This is an exciting new museum and cultural space opened earlier this year in the old church, Portaferry.. It is constantly building new collections of artefacts and stories relating to the Ards region and is also developing oral history collections and exhibitions relating to themes such as education, war, women etc. they would be keen to have volunteers work on collections, on oral history and to engage in research into the local area.

**Contact: Verity Peet, Curator. [veritypeet@btinternet.com](mailto:veritypeet@btinternet.com)**

### **Lagan Navigation Trust**

The primary objective of the Lagan Navigation Trust (LNT) is to reopen the Lagan Navigation from Belfast Harbour to Lough Neagh. The Trust and its partners are the focus of guardianship of a 300-year-old living and working heritage and do all of this with sustainability in mind. Interns would be conducting research and compiling information on the development of the canal

**Contact: Brenda Turnbull [brenda@lagan Canal Trust.org](mailto:brenda@lagan Canal Trust.org)**

### **Hillsborough Castle (Historic Royal Palaces) (2 places)**

Historic Royal Palaces is the independent charity that looks after the Tower of London, Hampton Court Palace, Kensington Palace and Kew Palace. Last year it took on responsibility for Hillsborough Castle, a historic country house built by the Marquises of Downshire, official residence of the Governor of Northern Ireland from 1921-1972 and Secretary of State for Northern Ireland since then. It was the setting for much negotiation during the peace process and is also the official residence in NI of HM Queen Elizabeth. HRP wish to explore the rich and varied history of the house and its wider setting and develop new ways of engaging a range of audiences in its history. Interns will be responsible for either (a) developing a photographic exhibition in the palace or (b) overseeing an oral history project on the people that have worked at Hillsborough.

**PLEASE NOTE:** Full security clearance is required for this role. HRP have kindly agreed to pay the fee for this, but it may take some time so will need to be organised soon.

**Contact Christopher Warleigh-Lack, curator, [Christopher.warleigh-lack@hrp.org.uk](mailto:Christopher.warleigh-lack@hrp.org.uk)**

**Castle Leslie, Co Monaghan (2 places)**

A private country house and estate, home of the Leslie family since the 1500s and now also a luxury hotel resort (and venue for Paul McCartney's wedding!). Interns will work with Sammie Leslie in developing the potential of the house's archives and presenting some of these to a range of audiences.

**Contact: Yvonne Kelly, Cultural Heritage Manager, Castle Leslie Archives**  
[castlearchive@castleleslie.com](mailto:castlearchive@castleleslie.com)

**Ulster American Folk Park & Centre for Migration Studies (5 places)**

The main theme of this open air, living museum is social and economic history or nineteenth-century rural Ulster and Irish migration, especially to the US. Interns will work alongside the curators at the museum to develop research into aspects of the different exhibits and to share this with staff and volunteers.

**Contact: Dr Patrick Fitzgerald, [patrick.fitzgerald@librariesni.org.uk](mailto:patrick.fitzgerald@librariesni.org.uk)**

**Public Record Office of Northern Ireland**

Interns will work across the various departments behind the scenes in the Public Record Office. Work will include sorting and cataloguing new acquisitions, preparing new material for the online catalogue and working in a public-facing capacity.

(please note that security clearance is necessary in order to work in PRONI. As this can take up to two months it is essential to make contact and start the process as early as possible.

**Contact: Lorraine Bourke, PRONI, [Lorraine.bourke@dcalni.gov.uk](mailto:Lorraine.bourke@dcalni.gov.uk)**

**Belfast City Council:**

**Belfast City Cemetery**

Belfast City Cemetery is one of the oldest public cemeteries in Belfast. It was purchased in 1866 by Belfast Corporation (now the council) and was officially opened on August 1, 1869 as the city's first municipal burial ground. The cemetery represents the complexities of the city's divided history and BBC have just secured funding to explore this history and interpret it to public audiences – they would like a couple of engaged students to work with them on this to tell the stories of some of these famous people buried in the cemetery, as well as identifying some of the key historical themes that might be developed.

**Contact: Mr Robert Heslip, Heritage Officer, Belfast City Council.**  
[heslipR@belfastcity.gov.uk](mailto:heslipR@belfastcity.gov.uk)

**Servite Trust, Benburb**

The aim is to work along with project staff develop a conservation management and maintenance plan for the book and archive collection at the Servite Priory Library Project, in Benburb Co Tyrone. Some ideas for the internship could include: carrying out research into a Medieval structure on the Priory Grounds and examining its potential as a key heritage and

visitor asset; undertaking research to document the historical past of the Servite Priory; using research findings to develop a range of exhibitions depicting the rich social, cultural, political, geographic and cultural significance of the Priory; helping to catalogue books and archives at the Servite Priory Library project; carrying out a detailed condition report for the book and archive collection at the Servite Priory Library Project.

**Contact: Jason Donaghy, Project Manager, Tel: 02837 548241 Mob: 0781 407 4977**  
email: [servitelibrary@btinternet.com](mailto:servitelibrary@btinternet.com)

### **Armagh Public Library**

Armagh Public Library is an independent reference library and a museum, open to visitors and researchers, individuals and groups, It is the oldest library in Northern Ireland, having been founded in 1771 by Archbishop Richard Robinson as part of his plans to establish a university and to improve Armagh City. Collections include many C17-18 books, rare volumes and first editions, illustrated manuscripts and ancient Irish artefacts.

<http://armaghpubliclibrary.arm.ac.uk/wp/>

**Contact Carol Conlin: [carolconlin@btinternet.com](mailto:carolconlin@btinternet.com)**

### **The Derry Walls**

This is an up-and-coming venture which seeks to professionalise and develop the interpretation of and engagement with the historic walls. The director is offering two internships to work alongside the Friends of Derry's Walls and a number of partner organisations (Apprentice Boys Museum, Museum of Free Derry, St Columbs's Cathedral etc) to help develop the Walls400 programme of activities. <http://thederrywalls.com/>

**Contact Mark Lusby: [marklusby@btopenworld.com](mailto:marklusby@btopenworld.com)**

### **Doubleband Films**

Doubleband is a well-established media company in the Queen's area who specialise in historical documentary with a strong Northern Irish focus. They are offering one internship to someone with a particular interest in TV or media to work with them on a range of activities <http://www.doublebandfilms.com/>

**Contact Michael Hewitt: [mhewitt@doublebandfilms.com](mailto:mhewitt@doublebandfilms.com)**

### **Ulster Museum Collections**

Interns will work alongside the curatorial staff to explore ways of making the museum's extensive collections more readily accessible to the public. Students are encouraged to explore ways of bringing their own particular research interests to these projects Work will primarily be carried out at the museum's store and offices at Heron Rd, near Belfast City Airport.

**Contact: Vivienne Pollock, Ulster Folk and Transport Museum, Cultra, Hollywood BT18 0EU**  
**028 9039 5162 [vivienne.pollock@nmni.com](mailto:vivienne.pollock@nmni.com)**

## Other partner institutions

### **Ballymoney Museum, Ballymoney**

Contact: Keith Beattie, Ballymoney Museum, (028) 2766 0230

[Keith.beattie@ballymoney.gov.uk](mailto:Keith.beattie@ballymoney.gov.uk)

### **Braid Museum, Ballymena**

Contact: Jayne Clarke

Ballymena Town Hall

028 2563 5924

[jayne.clarke@ballymena.gov.uk](mailto:jayne.clarke@ballymena.gov.uk)

### **Castle Ward National Trust Property**

Contact: Jennifer Richardson, Castle Ward, Downpatrick Road,, Strangford BT30 7LS028

4488 1009

[Jennifer.richardson@nationaltrust.org.uk](mailto:Jennifer.richardson@nationaltrust.org.uk)

### **Causeway Museum Service , Coleraine**

Themes: community engagement, collecting and representing individual stories from ‘the Troubles’; Folklore, Sam Henry collection

Contact: Helen Perry, Causeway Museum Service. Coleraine Borough Council, 66

Portstewart Rd, Coleraine BT52 1EY

028 70347234

### **Derry City Council Museum**

Contact: Bernadette Walsh,

Curator of Museums, Derry City Council Heritage & Museum Service,

Harbour Museum,

Derry BT48 6AF.

[bernadette.walsh@derrycity.gov.uk](mailto:bernadette.walsh@derrycity.gov.uk)

### **Lagan Legacy**

Theme: shipbuilding; social and economic history of late Victorian/Edwardian Belfast; oral history [www.laganlegacy.com](http://www.laganlegacy.com),

Contact: Lee Lavis, 028 9023 2555: [admin@laganlegacy.com](mailto:admin@laganlegacy.com)

### **Museum of Free Derry**

Theme: Bloody Sunday; community museum <http://www.museumoffreederry.org/>

Contact: Museum of Free Derry, Bloody Sunday Centre, 55 Glenfada Park

Derry BT48 9DR, Tel: (028) 7136 0880

### **Newry and Mourne Museum**

Theme: general history of the south Down area

Contact: Ken Abraham, Newry and Mourne Museum, Bagenal's Castle, Castle Street,

Newry BT34 2DA  
028 3031 3178  
[ken.abraham@newryandmourne.gov.uk](mailto:ken.abraham@newryandmourne.gov.uk)

**Presbyterian Historical Society of Ireland**

**Theme:** history of religion, esp Presbyterian Church in Ireland

**Contact:** Valerie Adams, Presbyterian Historical Society of Ireland, 26 College Green,  
Belfast BT7 1LN 028 9072 7330

[phslibrarian@pcinet.org](mailto:phslibrarian@pcinet.org)

**Special Collections, McClay Library, QUB**

**Contact:** Deirdre Wildy, Special Collections, McClay Library, QUB

[d.wildy@qub.ac.uk](mailto:d.wildy@qub.ac.uk)

**READING LIST**

*HWJ* *History Workshop Journal* (e-journal)

*PH* *The Public Historian* (e-journal)

*QOL* *Queen's On-line*

**Essential reading**

Richard S. Grayson and Fearghal McGarry, *Remembering 1916: the Easter Rising, the Somme and the politics of memory in Ireland* (Cambridge, 2016)

Ludmilla Jordanova, 'Public History', *History Today*, 50:5 (2000:May) p.20

Robert Kelley, 'Public History: its origins, nature and prospects', *PH*, vol. 1, no. 1 (autumn, 1978), pp. 16-28

Ari Kelman, *A misplaced massacre: struggling over the memory of Sand Creek* (Cambridge, Mass, 2013) (available as an e-book via library or £14.99 on Amazon)

William E. Leuchtenburg, 'The Historian and the Public Realm' *The American Historical Review*, Vol. 97, No. 1 (Feb., 1992), pp. 1-18

**Recommended reading**

Andrew W. Achenbaum, 'Public History's Past, Present, and Prospects', *The American Historical Review* 52, no. 5 (Dec., 1987), 1169

Sharon Babian, 'A larger reading of the human past', *PH*, vol. 27, no. 3 (Summer 2005), pp. 10-26

- Shelley Bookspan, 'Liberating the historian: the promise of public history', *PH*, vol. 6, no. 1 (Winter 1984), pp. 59-62
- Diane F. Britton, 'Public history and public memory', *PH*, 19, no. 3 (Summer 1997), pp. 11-23
- Catherine M. Cameron and John B. Gatewood, 'Excursions into the unremembered past: what people want from visits to historical sites', *PH*, vol. 22, no. 3 (Summer 2000), pp. 107-127
- David Cannadine (ed), *History and the media* (Basingstoke: Palgrave Macmillan, 2004)
- Charles T. Cole Jr, 'Public history: What difference has it made?', *PH*, vol. 16, no. 4 (Autumn 1994), pp. 9-35
- Rebecca Conrad, 'Public history as reflective practice: an introduction', in *PH*, vol. 28, no. 1 (Winter 2006), pp. 9-13
- Alexander Cook, 'Sailing on *The Ship*: re-enactment and the quest for popular history', *HWJ*, 57 (2004), pp. 247-55
- David K. Dunaway, 'Radio and the public use of history', *PH*, vol. 6, no. 2 (Spring 1984), pp. 77-90
- Michael Frisch, *A shared authority : essays on the craft and meaning of oral and public history* (New York 1990)
- James B. Gardner, 'Contested terrain: history, museums and the public', *PH*, vol. 26, no. 4 (Autumn 2004), pp. 11-21
- Bill Gibbs et al, 'Classroom, research and public history: an integrated approach', *PH*, vol. 7, no. 1 (Winter 1985), pp. 65-77
- David Glassberg, 'Public history and the study of memory', *PH*, vol.18, no. 2 (Spring 1996), pp. 7-23
- Ronald J. Grele, 'Whose public? Whose history? What is the goal of the public historian?', *PH*, vol. 3, no. 1 (Winter 1981), pp. 40-48
- Mary E. Hancock, 'Keeping the public in public history', *PH*, vol. 26, no. 4 (Autumn 2004), pp. 7-10
- Barbara J. Howe and Emory L. Kemp (eds), *Public history: an introduction* (Florida, 1986) [QOL]
- Mary Johnson, 'What's in a butterchurn or a sadiron?', *PH*, vol. 5, no. 1 (Winter 1983), pp. 60-81
- Ronald W. Johnson, 'The historian and cultural resource management', *PH*, vol. 3, no. 2 (Spring 1981), pp. 43-51

Myron A. Marty, 'The place of local history in the training of public historians', in *PH*, vol. 5, no. 4 (Autumn, 1983), pp. 77-87

Edith P. Mayo, 'Women's history and public history', vol. 5, no. 2 (Spring 1983), pp. 63-73

Fearghal McGarry & Jennie M. Carlsten (eds.), *Film, history and memory* (Basingstoke: Palgrave Macmillan, 2015)

Patricia Mooney-Melvin, 'Harnessing the romance of the past: preservation, tourism and history', *PH*, vol. 13, no. 2 (Spring 1991), pp. 35-48

Charles T. Morrissey, 'Public historians and oral history: problems of concept and methods', *PH*, vol. 2, no. 2 (Winter 1980), pp. 22-29

Catherine Nash, 'Local histories in Northern Ireland', in *HWJ*, 60 (April 2005), pp. 45-68

Terence O'Donnell, 'Pitfalls along the path of public history', *PH*, vol. 4, no. 1 (Winter 1982), pp. 65-72

Daniel Pope, 'The advertising industry and World War I', *PH*, vol. 2, no. 3 (Spring 1980), pp. 4-25

Katherine Prior, 'Commemorating slavery 2007: a personal view from inside the museums', *HWJ*, 64 (Autumn 2007), pp. 200-210

Louise Ravelli, *Museum texts: communication frameworks* (2005) [QOL]

Stephen L. Recken, 'Doing Public History: A Look at the How, but Especially the Why', *American Quarterly*, Vol. 45, No. 1 (Mar., 1993), pp. 187-194

Henry Russo, 'Applied history, or the historian as miracle-worker', *PH* (Autumn 1984), pp. 65-85

Philip V. Scarpino, 'Common Ground: Reflections on the Past, Present, and Future of Public History and the NCPH', *The Public Historian*, Vol. 16, No. 3 (Summer, 1994), pp. 10-21

Ingrid Winther Scobie, 'Family and community history through oral history', *PH*, vol. 1, no. 4 (Summer 1979), pp. 29-39

Linda Shopes, 'Building bridges between academic and public history', *PH*, vol. 19, no. 2 (Spring 1997), pp. 53-6

Pat Thane, 'History and policy', *HWJ*, 67 (Spring 2009), pp. 140-5

Ben Kowaleski Wallace, 'Uncomfortable commemorations', *HWJ*, 68 (Autumn 2009), pp. 223-33

Edward Weldon, 'Archives and the practice of public history', *PH*, vol. 4, no. 3 (Summer 1982), pp. 49-58

Thomas A. Woods, 'Getting beyond criticism of history museums: a model for interpretation', *PH*, vol. 12, no. 3 (Summer 1990), pp. 76-90



## Insurance Guide to Student Placements

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### Introduction

Insurance is a means of transferring risk by providing a financial recompense in the event of a loss or injury. Insurance for student placements needs to be considered from the various perspectives of what could go wrong and who can be adversely affected.

The purpose of this guide is to provide a summary of the University's insurance cover that is relevant to student placements, including the procedures to adopt for ensuring that all placements are adequately covered.

The University owes a duty of care to its students and this guide applies equally to both undergraduate and postgraduate students who may be considering a placement either within the UK or abroad.

### Student Placements

A placement is a period(s) of study/work away from the University that may contribute to the student's module or course of study. For the purposes of insurance, all student placements are categorised into **compulsory** and **optional**.

**Compulsory placements** are all placements which form an *integral element of the student's course of study*. These include any of the following:

- 'Year out' placements
- Short term and summer vacation placements
- Study abroad (e.g. Erasmus)
- Field work/trip including study tour

The University's insurance cover **automatically applies** to these placements.

**Optional placements** are not an integral part of a course of study, but are *closely related to the subject studied*. These include:

- 'Year out' placements
- Short term and summer vacation placements
- Field work/trip including study tour
- Overseas electives

The University's insurance cover **does not** automatically apply for optional placements, and they are considered on individual basis, subject to the following (submitted to the Insurance Section, email: [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)):

- a) a request from the student, in writing, outlining how the proposed placement will benefit their studies/career, **and**
- b) a confirmation from the student's tutor/course adviser, in writing, that the placement is relevant to their course of study.

NB: The University will not provide indemnity to any student placements outside of the above categories.

## **Main Insurance Policies**

Insurance cover required for student placements may vary depending on the nature of the placement and the cover held by the placement provider. Outlined below are the policies held by the University, which should meet the requirements of most placements. If an additional cover is required the University may negotiate this with the insurers on individual basis.

### Liability Insurance

#### *Public Liability*

The University holds Public Liability insurance to cover its legal liability for loss, damage or injury to third parties. This insurance protects the student on placement for loss, damage or injury caused to the placement company if the University is found to be legally liable. The same policy covers the student for loss, damage or injury they may suffer themselves if the University is found to be legally liable.

#### *Employer's Liability*

The University cannot provide insurance to cover the legal liability of the placement company. In the UK placement students are covered by the placement company's Employers Liability insurance, which all employing companies are legally required to hold. Although it is not a legal requirement, all reputable UK employers should also purchase a public liability policy, which will protect the student against claims brought against the placement provider.

Outside the UK there are little or no legal requirements on an employer to hold the above insurances and the position becomes more complex. Please refer to the *Insurance Procedures for Student Placements* section of the guide for further details.

### Personal Accident and Travel Insurance

The University provides all students with Personal Accident insurance, which pays a fixed amount in the event of serious injury or death. This cover extends to placements both in the UK and overseas.

The University's Travel Insurance policy affords further cover for emergency medical and repatriation expenses for all students on placements outside of Northern Ireland. This policy also includes benefits for cancellation and curtailment of travel arrangements, luggage delay, loss of personal belongings etc (for full list of benefits and limits contact Insurance Section, email: [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

## Professional Liability

The University's Professional Liability insurance does not apply for student placements and the expectation is that this is covered by the placement provider, not least because only the placement provider is in a position to manage the professional and business activities of the student.

## Motor Insurance

If the student is required to use their personal car for the activity of the placement, they need to check that cover is either offered by their personal motor policy or by the placement company. The University's Motor Insurance will not apply in this instance.

## **Insurance Procedures for Student Placements**

### 1. Injuries to the Student during the Course of Work on Placement

#### *UK Placements*

Within the United Kingdom the placement provider is responsible for the health and safety of the student whilst on placement as if the student were their employee. Most employers are required to hold Employers Liability (EL) insurance and there is an agreement among the UK insurance industry that work experience persons will be regarded as employees by all UK insurers and covered by EL policies.

In all cases of student placements, the placement organisers should forward the University's **Indemnity Form** (Appendix 1) to the employers for completion. If the relevant policies are not held by the employer, the placement details must be referred to the University's insurers for approval (contact [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

Some employers are exempt from the compulsory insurance requirement. Notably these include government bodies and family operations. Government departments may seek to contract out of their legal responsibility for the health and safety risk to placement students and transfer the risk (and the need for EL insurance) to the University. Our insurers have been prepared to cover these placements on an individual basis **subject to prior notification** (contact [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

#### *International Placements*

When students are placed overseas the position becomes more complex. The employers may refuse to accept the responsibility for student's injuries at work and attempt to transfer the risk to the University. The University's insurers can cover these placements on an individual basis **subject to prior notification and depending on the contract terms**.

Accordingly, placement organisers, when seeking information as regards a placement overseas should forward the University's **Indemnity Form** to the employers for completion. If the relevant policies are not held by the employer, the placement details must be referred to the University's insurers for approval (contact [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

If there is no requirement in the country concerned for EL type insurance then the student needs to be aware they have no/little legal protection and be advised accordingly by the placement organiser. In such circumstances, the University holds its own Personal Accident insurance. The basis of cover is worldwide for any student, whilst they are engaged in their occupation with the University (excluding daily travel between their normal residence and place of work) but it is not a replacement for Employers Liability cover.

Some countries may require EL type insurance (also known as Workman's Compensation insurance) to be placed locally. A notable example is Australia. This will be cost-prohibitive; so unless the placement provider can offer the necessary cover, or the Workers Compensation bought/funded, the placement **cannot** go ahead.

## 2. Students' Liability for Injuries and/or Property Damage to Third Parties during the Placement

### *UK Placements*

Within the UK, employers are vicariously responsible for the negligent acts of their employees including students on placement, if such acts cause injury to others. This liability will be covered by the placement provider's EL policy – see above.

Vicarious liability does not apply if the student acts in a wholly unpredictable and irresponsible manner in which case the individual student may be held personally liable. In most circumstances, as the provider is responsible for supervising the placement student during their duties, there is no liability on the part of the student or the University in the event of damage to the provider's property or that of any third party where the student is working under the supervision of the provider. The only exception is where the student acts with deliberate malicious intent or in a wholly irresponsible way.

The University holds Public Liability ("third party" insurance) to indemnify the University in the remote eventuality that it is held legally liable for a student's actions and such actions cause injury or property damage. This insurance also indemnifies students – in circumstances where the University would have been responsible had the case been brought against it rather than the individual student.

The University will not indemnify students for the consequences of any deliberate malicious or irresponsible acts on their part.

### *International Placements*

As the insurance situation is so variable overseas the University has arranged an extension to its Public Liability insurance to provide personal liability cover for students during University authorised overseas placements, including liability arising during the course of work. However, this will not indemnify students for the consequences of any deliberate malicious or irresponsible acts on their part. Neither does it include professional risks (see below).

## 3. Personal Accident & Travel and Health Insurance

Students on overseas placements should be advised that the University's Personal Accident & Travel insurance policies **do not** include cover for personal activities such

as extreme sports etc., and they may wish to make their own arrangements for an additional adequate cover <sup>1</sup>.

For placements in North America students are required to hold an adequate Health insurance. Some Universities and other organisations in the USA insist that and require the student to pay for US medical healthcare insurance. Prices vary from institution to institution but typically will not be less than \$500. Placement organisers need to ensure they have details of the health insurance arrangements made by individual students so that:

- the University is satisfied insurance is in place;
- the organiser is aware of the insurance arrangements in the event of an emergency overseas.

The University's Travel insurance includes an unlimited medical cover benefit and this should normally satisfy the US health insurance requirements.

#### 4. Professional Liability

##### *Medical Students – UK Placements*

Students working within NHS hospitals are covered for professional risks under the Clinical Negligence Scheme for Trusts.

If the placement is in a private hospital, hospice or nursing home, the placement organisers should ask the provider if their insurance would cover the liability of the student for injuries to third parties, **including clinical errors**, or property damage arising from their duties within their organisation.

If the provider answers "No" to this question the placement details must be referred to the University's insurers for approval of cover on individual basis (contact [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

##### *Medical Students –International Placements*

Placement providers **overseas** should be asked if their insurance would cover the liability of the student for injuries to third parties, **including clinical errors**, or property damage arising from their duties within their organisation.

If the provider answers "No" to this question the placement details must be referred to the University's insurers for approval of cover on individual basis (contact [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

Placement organisers seeking to place students in **Australia** should also ask the provider if their insurance would cover the liability of the student for injuries to third parties, **including clinical errors**, or property damage arising from their duties within their organisation.

If the provider answers "No" to this question the placement **cannot** go ahead.

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<sup>1</sup> We are not authorised to offer financial advice under the Financial Services Authority rules.



## STUDENT PLACEMENT FORM OF INDEMNITY

In consideration of Placement Provider's Name (hereafter referred to as the Employer) agreeing to participate in the Student Placement Scheme for Student's Name (student) arranged by Queens University Belfast and to provide facilities for the student at the times and for the period set out in the attached Student Placement Schedule (including the provision of any protective clothing or equipment which may be necessary) and supervision and to comply with all Health and Safety legislation relating to the workplace, Queens University Belfast will indemnify the Employer up to a maximum of £10,000,000 for any one occurrence against:-

1. Legal Liability of the Employer to pay damages, including Claimants costs and expenses in respect of Death, Bodily Injury or Disease suffered by a student and caused by an event occurring whilst the student was attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Employer, his Servants or Agents or of any person for whom the Employer is responsible
2. Legal Liability of the Employer to pay damages, including Claimants costs and expenses in respect of Death or Bodily Injury of any person if such Death or Bodily Injury is caused by a Student whilst attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Employer, his Servants or Agents or of any person for whom the Employer is responsible.
3. Legal Liability of the Employer to pay damages including Claimants costs and expenses in respect of loss/damaged property if such damage is caused by a Student whilst attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Employer his Servants or Agents or of any person for whom the Employer is responsible.
4. Any claims costs or expenses arising out of Death, Injury or Damage to property where such claims, costs or expenses arising out of Death, Injury or Damage to property where such claims, costs or expenses result from the negligence of Queens University Belfast.

**It is a condition of this indemnity that students will not be permitted to drive, manage, control or move mechanically propelled vehicles of any description and indemnity will not be provided in any cases that arise as a result of a breach of this condition.**

### Employer's Statement

I confirm that I/We have Employers and Public Liability Insurance (minimum £5 Million) and am/are satisfied with the indemnity detailed above in return for receiving an indemnity from Queens University Belfast and agree to fully co-operate with the University in defending any claim that is brought against me/us by the above named Student.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**SCHEDULE**

(To be attached to Student Placement Scheme Agreement)

- 1. Name of Student \_\_\_\_\_
- 2. Employer Location \_\_\_\_\_
- 3. Date of Commencement \_\_\_\_\_
- 4. Date of Termination \_\_\_\_\_
- 5. Time of Attendance \_\_\_\_\_

Signed: \_\_\_\_\_  
*Student*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*For and on behalf of Queen's University Belfast*

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*For and on behalf of Employer*

Position: \_\_\_\_\_

Date: \_\_\_\_\_



### HEALTH AND SAFETY CHECKLIST FOR PLACEMENT STUDENTS

You should familiarise yourself with the Health and Safety requirements of the host employer. Please check off the appropriate items below when they occur and inform the person in charge of your studies within the University if there is a problem with any of the items within two weeks of the start of the placement.

<b>HEALTH &amp; SAFETY ISSUES (to be completed for all placements)</b>	<b>DATE</b>
Emergency procedures	
Safety policy received or location known	
Location of First Aid box	
First Aid arrangements (including names of first aiders)	
Fire procedures and location of fire extinguishers	
Accident reporting and location of accident book	

<b>PROJECT/LABORATORY WORK (only if applicable)</b>	<b>DATE</b>
COSHH regulations or equivalent and requirements	
Display Screen Equipment regulations/procedures	
Manual handling procedures	
Protective clothing arrangements	
Instruction on equipment you will be using (list equipment)	
Other Issues:	

<b>FOR WORK PLACEMENTS ONLY</b>	<b>DATE</b>
Introduced to key staff and their roles explained	
Reporting responsibilities / Line management	
Organisational policies	
Work space and Main duties and Responsibilities	
How to answer the telephone, make and transfer calls	
Location of facilities / Hours of work / Dress code	
Housing / Public transport / Social opportunities	

Signed \_\_\_\_\_

Date \_\_\_\_\_



**Queen's University Belfast - School of History and Anthropology**

**MHY7077: Public History Internship**

**WORK PLACEMENT AGREEMENT**

**EMPLOYER DETAILS:**

Address: \_\_\_\_\_

\_\_\_\_\_

Name of contact: \_\_\_\_\_

Position in company: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

**PLACEMENT DETAILS**

Estimated duration of placement (from, to) \_\_\_\_\_

Nature of project to be carried out

**All parties agree to facilitate the placement as described above.**

**Signed**

**Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**On behalf of placement provider:** \_\_\_\_\_

**Date:** \_\_\_\_\_