

READ THIS FIRST!

PPHI Internship Program Application Process Information

ALL Materials are to be emailed to the PPHI Intern Coordinator Professor Eddy Arana.
Eddy.EnriquezArana@montgomerycollege.edu

If you are reading this information and are considering applying for a PPHI internship, you have already proven to be exceptional in that you have been successful with your academic work and you are inspired to push yourself to excel beyond the classroom.

Please read through the application materials very carefully and follow all of the suggestions, requirements, and deadlines. The PPHI internships are very competitive and your application should be strong in order to stand out to both the MC Internship Screening Committee and to the placement people and supervisors at the organizations at which our students are placed, including the Library of Congress, Smithsonian Institution, and the United States Holocaust Memorial Museum.

Professor Eddy Arana, the PPHI Internship Coordinator has offered to review your essay and resume. He will make recommendations for how they may be strengthened.

Important note: Submit each of the application materials, as soon you complete them; you do not have to submit them together.

DIRECTIONS:

- 1. Read through all materials and follow the directions.** Explore the suggested organizational websites for each of the participating organizations and determine to which one you most want to apply.
- 2. Complete the application form** and email it to Professor Arana
- 3. Contact two faculty who know your work and ask them for recommendations.** Follow the instructions under the “Faculty Recommendation Instructions.” Give your recommenders plenty of time to complete your recommendation, noting times that faculty could be away from campus or out of town.
- 4. Arrange to have an official copy of your transcript sent** from the registrar’s office to Professor Arana via “Parchment.”

5. Read the directions for both the **resume and the essay** carefully and follow all advice and instructions for writing these. You are producing professional documents that can be the basis for other applications for transfer schools, scholarships, and employment. The suggestions and formats that are recommended are a compilation of suggestions from the three institutions, faculty members, and job supervisors. *Be sure to cite your sources.* Re-read your documents for grammar, punctuation, and professionalism before you submit them.

7. You final application packet will consist of:

a. **Application Form** (save file as Last Name_First Name_Application_Form)

b. **Resume** (save file as Last Name_First Name_Resume)

c. **Essay** (save file as Last Name_First Name_Essay)

d. **Two MC Faculty Recommendations** which will consist of both a Recommendation Form and a Letter of Recommendation on MC Letterhead. (These are sent by your faculty recommenders directly to Professor Eddy Arana via e-mail.)

e. **Official MC Transcript.** Email via “Parchment” to Eddy.EnriquezArana@montgomerycollege.edu or you may deliver a sealed official transcript (Attention: Professor Eddy Arana) to the Paul Peck Humanities Institute office, Macklin Tower #212, Montgomery College, 51 Mannakee Street, Rockville, MD 20850.