

Paul Peck Humanities Institute *Interdisciplinary Humanities Internships for MC Students*

The **Library of Congress (LOC)**, **Smithsonian Institution (SI)** and **United States Holocaust Memorial Museum (USHMM)** Internship Programs are unique opportunities for MC students to experience the professional environment of world-class museum and library research activities.



(photo credit: Pete Vidal)

Eligibility for the Internship: Students studying *in every discipline* at MC are eligible to apply for this wonderful opportunity. Preference will be given to students with a well-rounded academic and community-service background. Students who apply must:

- be currently enrolled at MC;
- have completed 15 credit hours of coursework at MC;
- be at least 16 years of age at the time the internship commences;
- have earned a 3.4 overall GPA;
- be matriculated for a degree; and
- have completed ENGL 102, with a grade of B or better prior to commencement of internship.

Internship Activities: Interns may participate in, or contribute to, activities such as: assisting with new or on-going research programs in one of a wide range of topic areas; performing collection analysis and organization; designing and preparing new exhibits; abstracting and archiving academic materials; planning new educational programs and assisting and guiding museum patrons with their museum visits. Final placement is done by the institution and is subject to the availability of opportunities at the institution.

Internship Commitment: The internship requires a commitment of 240 hours of service to the institution where the student is placed. Internships are available in the fall, spring, and summer semesters. Internships span one academic semester and involve an onsite commitment of no more than 16 hours per week (during fall and spring) and 20 hours per week during the summer. Schedules are agreed upon between the research institution and the intern prior to the start of work.

The Application Process: To apply for an internship, students should download the PPHI Internship Application Materials to their computer, fill out the required forms, and then submit their application materials in electronic format (Word or PDF files) to the PPHI Internship Coordinator.

A Complete Application Package Includes: The internship application form (word-processed, not by hand), an up-to-date academic resume (use our format), an application essay (500 – 1000 words), two (2) *letters of recommendation* on MC letterhead from the applicant's academic teaching faculty, two (2) *recommendation forms* completed by the faculty recommenders, the applicant's official transcript (Request and pay for an official transcript through "parchment" to be sent from the College directly to Professor Arana.) The application materials provide very detailed advice on how to apply. Students should read everything carefully and heed the advice given.

Students are required to enroll in a three-credit honors course, HONR275 PA/PB/PH, which corresponds to the internship placement (LOC, SI or USHMM). Standard tuition rates for this course apply. Qualifying students receive a **scholarship** of \$1,600, which is designed to support the tuition cost associated with the HONR275 course; any remaining scholarship can be applied to travel.

MC Honors (HP275PA/PB/PH) Coursework: As with all honors courses, students will write a minimum of 35 pages for this course. Assigned work includes, for example: academic journals that reflect on daily experiences while interning, an annotated bibliography and a research paper. Interns meet with their MC faculty mentor (teacher) five times during fall and spring semester internships or three times for summer placements. At these meetings, they will discuss the progress of the internship and their academic assignments. The class times are arranged at the beginning of the schedule and consideration of interns' work, interning, course, and home schedules are taken into consideration. Students also meet for an Intern Seminar once during the semester to exchange ideas and experiences with other PPHI interns.

For More Information about the PPHI Humanities Internship Program:

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