



DHPA INTERNSHIP APPLICATION

State Form 52872 (R / 1-19)

Division of Historic Preservation and Archaeology
Internship Program
402 W. Washington St, W274, Indianapolis, IN 46204-2739
317-232-1646; Fax: 317-232-0693; DHPAConnect@dnr.in.gov



INSTRUCTIONS:

1. Please read all instructions before filling out the form.
2. Please type or print clearly in black ink.
3. Fill out all questions of the application form.
4. Sign the application.
5. Along with the application form, send in a cover letter, resume, and writing sample.
6. An application that is not complete will not be evaluated for an intern position.

Personal Information

First Name _____ Last Name _____

Telephone Number _____ E-mail Address _____

School/Current Address _____

City _____ State _____ ZIP code _____

Permanent Address (if different from above) _____

City _____ State _____ ZIP code _____

Academic Information

Name of Current (or most recent) College or University _____

City _____ State _____

Year in School _____

Major(s) _____

Minor(s) _____

Relevant Courses:

Overall GPA _____

Major GPA _____

Scholastic Honors and/or Licenses:

Name of Other College or University _____

City _____

State _____

Major(s) _____

Minor(s) _____

Relevant Courses:

Areas of Interest

Are you requesting a twenty (20) hour per week internship or forty (40) hour per week internship?

Your selections help the DNR-DHPA determine which internships may be a good match. To assist us in considering your application, select as many items from the list below that relate to your interests.

- Collections Management of Archaeological Resources
- Data Management (database management, GIS work, and Access)
- Education (development of lesson plans, outreach pieces, and educational material)
- History (research into Jewish Heritage of Indiana, Cemeteries, the Underground Railroad in Indiana, historic theaters, or other special topics)
- Library Science (including photo archive management, book management, and file management)
- Web Content Production
- Other (*please specify*) _____

Work and/or Volunteer Experience

Please list or describe your work and volunteer experience.

Desired Internship Experience

Briefly describe what kind of work you envision performing during the internship.

Please describe why you are interested in the DHPA's internship opportunities. Include comments on your goals, including career and educational objectives, and how the internship would assist you in achieving your goals.

How did you learn about the DNR-DHPA's internships?

Signature _____

INTERNSHIP APPLICATION FORM INSTRUCTIONS

The Department of Natural Resources' Division of Historic Preservation and Archaeology offers unpaid internships at its central office headquarters in Indianapolis, IN. The unpaid internship program is designed to provide students and recent graduates with an opportunity to learn about preservation, history, public history, archaeology and the State Government's roles in the preservation of cultural resources.

Internship opportunities are available in the areas of the office of Special Projects (Cemeteries, Historic Theaters, Underground Railroad, data management), and Archaeology (collection management of artifacts and data management).

The applicant should complete all sections of the application, either typed or printed clearly in black ink. In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter, resume, and writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Interns are expected to work between twenty (20) and forty (40) hours a week during the internship period. Internships are offered during the summer, fall, and spring semesters. The central offices are open Monday – Friday 8:00 AM – 5:00 PM; internships must be completed within these work hours. Interns may receive academic credit if an agreement is made between the the DNR-DHPA and the intern's college or university.

Eligibility:

Special preference will be given to those candidates majoring in the fields of museum studies, library science, history, preservation, architecture, archaeology, public history or related field.

Application Deadlines:

Fall (deadline July 15)

Spring (deadline October 15)

Summer (deadline March 15)

Mail, E-mail, or Fax Applications to:

DNR-DHPA Internship Program
402 West Washington Street, W274
Indianapolis, IN 46204
DHPAconnect@dnr.in.gov
Fax – 317/232-0693

For questions, contact the DNR-DHPA at 317/234-1268.