



DIVISION OF HISTORIC PRESERVATION & ARCHAEOLOGY INTERNSHIP APPLICATION AND INSTRUCTIONS

Part of State Form 52872 (9-25)

Indiana Department of Natural Resources
Division of Historic Preservation and Archaeology
402 West Washington St., Rm. W274
Indianapolis, IN 46204
Phone: (317) 232-1646
Fax: (317) 232-0693
Email: DHPAconnect@dnr.IN.gov



INSTRUCTIONS

1. Please read all instructions before filling out the form.
2. Print or type clearly in blue or black ink.
3. Fill out all sections on 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 internship.

| PERSONAL INFORMATION | | |
|--|------------|-----------|
| First Name: | Last Name: | |
| Phone Number: | | |
| Email: | | |
| Current Address: (number & street) | | |
| City: | State: | Zip Code: |
| Permanent Address: (number & street) <i>*If different than above</i> | | |
| City: | State: | Zip Code: |

| INTERNSHIP AVAILABILITY | |
|--|---|
| INTERNSHIP SEASON (select all that apply & indicate year) | <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____ |
| Are you requesting a part-time (15-20 hours per week) or full-time (35-40 hours per week) internship? | <input type="checkbox"/> Part-time (15-20 hrs/week) <input type="checkbox"/> Full-time (35-40 hrs/week) |
| SELECT YOUR INTERESTS Your selection(s) help the DNR-DHPA determine if your interests and skills will assist with DHPA's programs and current initiatives. To assist us in considering your application, please select as many items from the list below that relate to your interests. | |
| <input type="checkbox"/> Archaeological Resource Management (curation, identification, fieldwork, and collections management tasks) | |
| <input type="checkbox"/> Data Management (database management, GIS, StoryMaps) | |
| <input type="checkbox"/> History (conducting historic research on topics pertaining to DHPA initiatives) | |
| <input type="checkbox"/> Library Science (photo archive management, cataloguing) | |
| <input type="checkbox"/> Outreach (social media content creation, outreach activities with DHPA staff) | |
| <input type="checkbox"/> Other (please specify): | |

continue

| ACADEMIC INFORMATION | |
|---|-------------------------|
| Name of Current (or most recent) College/University: | |
| City: | State: |
| Year in School: | |
| Major(s): | |
| Minor(s): | |
| Overall GPA: | Major GPA: |
| Are you seeking course credit for this internship? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, how many hours? |
| Academic Internship Advisor Name: <i>*If not seeking course credit, put N/A.</i> | |
| Academic Internship Advisor Email: <i>*If not seeking course credit, put N/A.</i> | |
| Relevant Courses: | |
| Scholastic Honors &/or Licenses: | |
| Name of other College/University: | |
| City: | State: |
| Major(s): | |
| Minor(s): | |
| Relevant Courses: | |

WORK and/or VOLUNTEER EXPERIENCE

Please list or describe your work and/or volunteer experience.

DESIRED INTERNSHIP EXPERIENCE

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 of Applicant

Date (*month, day, year*)



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The Indiana Department of Natural Resources Division of Historic Preservation and Archaeology (DHPA) 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 archaeology, data management, historic research, education and outreach.

The applicant should complete all sections of the application, either typed or printed clearly in blue or 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 short writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Interns are expected to work either part-time (15-20 hrs. per week) or full-time (35-40 hrs. per 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 DNR-DHPA and the intern's college/university.

ELIGIBILITY

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

APPLICATION DEADLINES & MAILING INSTRUCTIONS

Deadlines

Fall: June 15

Spring: October 15

Summer: March 15

Email: DHPAconnect@dnr.IN.gov

Mail: DNR-Division of Historic Preservation & Archaeology
Internship Program
402 W. Washington Street, W274
Indianapolis, IN 46204

For questions, contact the DNR-DHPA

Email: DHPAconnect@dnr.IN.gov

Phone: 317-232-1646