

INTERN PROGRAM PUTNAM MUSEUM OF HISTORY AND NATURAL SCIENCE

Description:

The Putnam Museum of History and Natural Science offers unpaid internships to college students who enjoy working with people and are interested in learning more about the many facets of the museum environment. General goals of the internship program include the following:

- To provide an opportunity for the student to work on meaningful projects under the guidance of an experienced professional;
- To acquaint the student with the Museum's collections, exhibits and programs;
- To provide an opportunity for the student to explore a variety of career possibilities within the museum profession;
- To enable the student to more fully consider career opportunities in the not-for-profit employment sector; and
- To assist Museum staff with important work relating to the accomplishment of long range goals and objectives.

Internships generally center around projects developed and monitored by Museum department heads or other professional staff. Most internships also include some general departmental or clerical work. Assignments are determined by the needs of the departments and the student's academic background, experience and interests. Openings in the desired department may not always be available.

Eligibility:

Internships are most readily available for college students and recent graduates with the following backgrounds: biological science, anthropology, geology, history, art history, photography, marketing, communications, education, business, or museum studies. Other fields of study will be considered. Interns are selected by an application and review process, which may include an interview.

Commitment:

Internships are usually a semester long (fall, spring or summer sessions). Interns are expected to spend a minimum of nine hours per week at the Museum during the interning semester. The specific schedule will be determined by the Museum department head or assigned staff member. Interns are required to submit a summary report to the Museum that describes their experience within thirty (30) days of the end of the internship.

Credit:

While the Putnam Museum does not offer paid internships, some students receive college credit for their work. A student wishing to receive course credit for an internship must contact his/her academic department head for approval. **It is the responsibility of the student to notify the Museum at the beginning of an internship if there are any special requirements or documentation required on the part of the Museum to enable him/her to receive such course credit.**

Deadlines:

Applications for internship at the Putnam Museum of History and Natural Science may be made at any time. Students are advised, however, that the time required to process an application may require up to thirty (30) days.

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Please type or print

PERSONAL DATA

Date: _____

Name: _____ Phone: _____

Permanent address: _____

School address: _____

Work Phone: _____ Best time to call: _____

Semester applying for: ___ fall ___ spring ___ summer

Please mark the Museum department(s) with which you wish to intern:

___ Administration

___ Building & Grounds

___ Collections

___ Development

___ Education

___ Exhibition

___ Marketing

ACADEMIC BACKGROUND

School	Dates attended	Degree	Major
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List courses relevant to your internship interest:

WORK EXPERIENCE (paid or volunteer work experience may be included)
(list most recent first)

Place of employment	Position	Dates	Supervisor
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Available days and number of hours to intern: _____

Will you be receiving college credit for this internship? ____ Yes ____ No

If yes, specify any special requirements, such as hours, project, a paper, etc.:

Academic Department Head Name: _____

Academic Department Head Signature: _____

College/University: _____

Academic Department: _____

Address: _____

_____ Phone: _____

Requirements:

1. Please submit a one-page, typed statement describing the skills and background/experience you will bring to an internship at the Putnam Museum of History and Natural Science and what you expect to gain from such an experience.
2. Arrange for at least one letter of recommendation from a faculty member or professional familiar with your work to be submitted.
3. Provide a copy of your college transcript.

Mail or deliver completed application, typed statement, recommendations and transcript to:

Internship Program
Putnam Museum of History and Natural Science
1717 W. 12th Street
Davenport, IA 52804

Applicants will be notified of the acceptance or denial of their application in writing within 30 days of submission.