



# SUMMER INTERNSHIP PROGRAM OVERVIEW FOR CANDIDATES

## PROGRAM OVERVIEW

The Michigan History Center offers internships in a wide variety of archival and museum-related specializations. These internships offer practical experience to complement academic studies and must be completed for credit through your college or university. If you are interested in completing a project at the Michigan History Center not for credit, please visit [Michigan.gov/MHCVolunteers](https://Michigan.gov/MHCVolunteers) for more information about our Volunteer Program.

Additionally, all interns will be extended the opportunity to learn about many facets of public history from MHC staff members working in varied specializations and with a wide range of experiences and perspectives. Biweekly brown-bag lunches will provide an opportunity to learn from established professionals, ask questions, and gain insights about topics ranging from social media for history organizations to exhibit fabrication to collections management.

Internships are available for both undergraduate and graduate students who are studying to enter a related professional field. Education requirements may include introductory course work in Archives, Museum Studies, Public History, or a related field.

## HOW TO APPLY

- Complete the internship application form
- Compose a cover letter or purpose statement that includes:
  - Your academic major and minor
  - Particular academic and/or work interests that may relate to a public history internship
- E-mail the application, cover letter and your resume to:

**SARA GROSS**  
Internship Coordinator  
Michigan History Center  
[GrossS3@Michigan.gov](mailto:GrossS3@Michigan.gov)

**APPLICATIONS DUE: MARCH 20, 2020**

## INTERNSHIP TYPES

Specific internships offered vary year to year based on the needs of the Center. Current offerings will be listed on the Michigan History Center internship webpage. Past internships have included:

- **ARCHIVES INTERNSHIP** – interns gained experience in customer registration, archival arrangement and descriptions, reference assistance, interaction with state Records Management Services, electronic records preservation, and exhibit research and planning.
- **MUSEUM COLLECTIONS INTERNSHIP** – interns gained experience in artifact cataloging and inventory, artifact research and storage, exhibit planning and development, offsite storage review, museum historic sites, and electronic records preservation.
- **ENGAGEMENT INTERNSHIP** – interns gained experience in developing training materials for volunteers, accessibility considerations for publicly accessible content, planning and drafting social media content for museums, graphic design, and public program planning and implementation.

## INTERNSHIP LOCATION

All internships, unless otherwise noted, take place at the Michigan History Center located at 702 W. Kalamazoo St. in Lansing, Michigan.

## LEARNING AGREEMENT

All Michigan History Center interns will be required to work collaboratively with their faculty supervisor and Center supervisor to outline learning objectives that will guide project development, responsibilities, and evaluation for the internship. This helps to ensure a mutually beneficial internship experience.

## EVALUATION

The intern and Center supervisor will determine evaluation standards and submit them to the intern's faculty advisor and the MHC internship coordinator. Interns are expected to provide their Center supervisor with any evaluation forms required by their respective college or university. Interns are also required to complete all evaluation forms provided by the Michigan Department of Natural Resources with their staff supervisor and academic advisor.

## CREDITS/GRADES

The word "credit" applies to any numerical factors, grades or special arrangements that the school acknowledges for this purpose. Students need to check with their respective university advisors or faculty for internship or independent study requirements. Students must follow their university's requirement to receive credit for their work and are responsible for the completion of all necessary paperwork. Center supervisors will provide evaluations and recommendations, but will not provide a grade on the internship. Academic institutions determine the students' grades/credits.