



SUMMER INTERNSHIP PROGRAM

2019 REQUIREMENTS

TIME FRAME – 11 weeks, Monday, June 3 – Friday, August 16 (flexible; individual internship opportunities may have varying dates)

APPLICATION PROCESS

1. Resume, Internship Application and Purpose Statement are required – send to GrossS3@michigan.gov
 - a. Your completed application is due no later than March 22, 2019. Interviews will take place in late March and throughout April.
2. If selected to move forward, an interview and additional DNR application packet will be required. DNR application packet includes:
 - a. Staff Assignment Agreement
 - b. Confidentiality Agreement
 - c. Volunteer Release and Waiver of Liability
 - d. IT Resources User Security Agreement

WORK SCHEDULE

Work schedules are flexible and are to be mutually agreed upon between you and your assigned supervisor. We are happy to work with you to ensure that you meet the hour requirements to receive credit through your college or university. You are expected to make a reasonable effort to attend Professional Development sessions as scheduled.

TIME OFF

Time off must be approved in advance by your direct supervisor and communicated with the Internship Program Coordinator. For emergency or last minute call-offs, please contact your direct supervisor.

TRANSPORTATION

All interns must have transportation to the Michigan History Center or assigned work site. Transportation is not provided by the Michigan History Center.

COMMUNICATION

All interns must provide active email account and check it regularly, as most program correspondence will take place via email.

WORK ENVIRONMENT

Interns must be willing to work as a team and individually; must sign in and out each day to ensure hours are accurately tracked; must have any visitors approved by supervisor in advance; should plan on 30 minute lunch breaks unless otherwise arranged. Interns may be asked to travel offsite with supervising staff to various locations around the state – in these cases, transportation will be provided.