**CREDIT-EARNING, UNPAID INTERNSHIP PROGRAM**

**MAHN CENTER FOR ARCHIVES AND SPECIAL COLLECTIONS**

**The Mahn Center for Archives and Special Collections welcomes applications from undergraduate students for semester-long, academic credit-associated internship opportunities. Although ideal candidates for these internships should be students who are considering furthering their education and careers in librarianship, archives, conservation, museum studies, or historic preservation, the Mahn Center will accept and consider applications from all responsible, reliable, energetic, organized students with GPAs of at least 3.0 and above.**

**Depending on need within the department combined with students’ interests, selected interns will have the opportunity to learn about theory and practice while working with Mahn Center staff to, among other things, process archived collections, improve access to collections through transcription and inventorying, preserve archival materials, learn and practice reference-related work including research and response, and plan and create exhibits. Intern assignments may include working with collection materials such as photographs, letters, rare books, newspaper clippings, brochures, and administrative documents. Mahn Center staff and the intern will establish specific duties and expectations at the beginning of the semester.**

***Interns, and their respective faculty advisors from the major for which the intern will be earning the credits, must agree to the intern putting in the time and doing the work required for earning no fewer than three academic credit hours in their respective academic disciplines*. The faculty advisor, in collaboration with the Mahn Center professional who will be supervising and monitoring the interns progress, will be responsible for assigning a pass/fail grade at the end of the experience. A binding contract, which includes agreement to abide by these stipulations for successful completion of the internship, will be signed before the internship begins.**

**Mahn Center internship positions are competitive and will be offered on a limited, as-needed basis each semester. Students may apply for the internship position by submitting the application form, along with a one-page cover letter explaining why the candidate is applying for the position, and at least one letter of reference from a faculty member at Ohio University, which attests to the applicant’s skills and abilities that make the applicant suitable for this internship. Application materials for internship positions for each semester will be accepted via email by Bill Kimok** [**kimok@ohio.edu**](mailto:kimok@ohio.edu) **until the following deadlines:**

**Internships for fall 2020 semester: 5PM Friday March 6, 2020.**

**All applicants will be notified as to the status of their application within one week after the application deadline.**

**APPLICATION FOR MAHN CENTER INTERNSHIP**

**Please complete the application form and submit it, along with a one-page cover letter explaining why you are applying for the position. Please also include at least one letter of reference from a faculty member at Ohio University, which attests to the your special skills and abilities that make you a candidate for this position. The strongest candidates for the position will submit evidence that they are extremely detail-oriented and possess excellent organizational skills, along with the following characteristics and abilities:**

* **Record of reliability to show up as scheduled and on time**
* **Ability to work well with public and staff**
* **Comfort with taking initiative and working independently and effectively once given directions**
* **Proficient in using basic software programs such as Word and spreadsheets**
* **Excellent written communication skills**
* **Ability to lift boxes weighing up to 40 pounds.**
* **Willingness to mention and discuss project issues and problems with a supervisor/mentor.**
* **Must be able to fit all intern hours in sometime between 9AM and 4:45PM Monday through Friday**
* **Must be able to work intern shifts no fewer than two hours and no more than four hours at a time.**

**NAME:**

**DATE:**

**CLASS STATUS: Freshman Sophomore Junior Senior**

**Mailing Address:**

**Email address:**

**Phone #:**

**Academic Major, concentration, etc.:**

**Academic Advisor:**

**Grade Point Average:**

**# of credit hours you are seeking to earn in the internship (minimum 3 credit hours):**