

NATIONAL COUNCIL FOR PRESERVATION EDUCATION
In cooperation with the National Park Service
Internship Application
Academic Year (January – May) 2019

Under a Cooperative Agreement between the National Council for Preservation Education (NCPE) and the National Park Service (NPS), internships are being offered to highly qualified undergraduates and graduate students pursuing a degree in historic preservation, cultural resource management, archeology or a closely allied field, such as anthropology, architectural history, architecture, ethnography, history, landscape architecture, museum studies, and planning. Recent graduates who received their degree no earlier than October 2017 are also eligible to apply.

NCPE is a national, non-profit organization representing over fifty institutions of higher learning involved in historic preservation education at the undergraduate and graduate levels. Interns will serve under the direction of one of many professionals in the NPS and partnering agencies in various locations in the United States.

A clear understanding of your background, volunteer and work experience, and interest areas will aid the site supervisors in considering your application. NCPE does not discriminate in making awards on the basis of age, race, color, religion, sex, national origin, or physical or mental handicap.

Instructions for submitting this application can be found on page 4. A complete list of positions is available at NCPE's PreserveNet website at <http://www.preservenet.cornell.edu/employ/ncpe.php> and at the NPS Internship Program site at www.nps.gov/tps/education/internships.htm

Please Type or Print Clearly.

Application submission date: _____

Internship(s) applied for; *listed by number in order of interest* (maximum of 6):

If you would like to be considered for positions that receive no applicants, check here

Name: _____ DOB: _____

University currently attending or graduated from (within last 12 mos): _____

Are you an Undergrad ___ or Grad ___ student? Grad date: _____; Major: _____

Your address at school: _____

_____ Your telephone number at school: (____) _____

Your permanent address (if different): _____

_____ Email (please print numbers and letters **clearly**): _____

In case of emergency, notify: _____ (name, relationship)

Emergency Contact telephone number(s): (____) _____ (____) _____

Do you have any medical or physical limitations that prevent you from performing certain kinds of work?

If yes, please describe these limitations: _____

The earliest date you are available to begin the internship: _____

The last date you are available *to work*: _____

How did you find out about these internships? Please specify websites or physical posting locations, if known _____

Is there another way you'd prefer to learn about these positions? _____

Experience: In which of the following areas do you have volunteer, academic or work experience?
(Check category on left if any sub-category on right is checked)

- Administration (historical agency, government agency, other)
- Anthropology (cultural anthropology, ethnography; other, specify _____)
- Archaeology (field experience, laboratory experience)
- Architectural history (primary research, courses; other, please specify _____)
- Architecture (drafting, measured drawing, rendering)
- Art (fine arts, graphic design; art history; other, please specify _____)
- Audio-visual (film/videotape, photography)
- Building trades (carpentry, masonry, sheet metal, painting)
- Business administration (sales & service, marketing, inventory control)
- Communication (public speaking, conference planning, radio/TV/YouTube, blog)
- Computers (databases, Internet/HTML; other, please specify software _____)
- Conservation (ceramics, furniture, painting, paper, textiles, other: _____)
- Curatorial/Museum (documentation (accessioning/cataloguing), collections care/preventive conservation, exhibit development)
- Education (teaching, curriculum development, adult program)
- Engineering (documentation of historic engineering sites, industrial archeology, other)
- Horticulture (garden maintenance, historic landscape planning)
- Interior design (restoration, space planning)
- Interpretation (exhibits, public speaking, special visitor services)
- Journalism (design, editing, publication production, writing)
- Landscape architecture (design, restoration; other, please specify: _____)
- Law (must be a law student) (first year, second year, third year)
- Library Science (archival experience, cataloguing, classification)
- Maritime (building skills, maritime history, marine archeology, naval architecture)
- Oral History (interviewing, transcribing)
- Planning & public policy (survey/inventory, land use/zoning, public commission)
- Real estate (market analysis, finance, management)

___Other preservation related work of any kind:_____

In chronological order list your *paid or volunteer* **WORK EXPERIENCE**, beginning with the most recent:

1. Dates:_____ ; Employer:_____

Address, City, State, Zip:_____

Immediate supervisor's name:_____

Telephone number: (____)_____ ; Salary, if paid:_____

Position title & brief job description:_____

2. Dates:_____ ; Employer:_____

Address, City, State, Zip:_____

Immediate supervisor's name:_____

Telephone number: (____)_____ ; Salary, if paid:_____

Position title & brief job description:_____

3. Dates:_____ ; Employer:_____

Address, City, State, Zip:_____

Immediate supervisor's name:_____

Telephone number: (____)_____ ; Salary, if paid:_____

Position title & brief job description:_____

For Graduate Students Only: Educational Background

Undergraduate College or University:_____

Date of Graduation:_____ Undergraduate Major:_____

For All Applicants: Please enclose a transcript of the last two years of your current, undergraduate/graduate course work with your application. Official transcripts preferred; unofficial copies are accepted.

Indicate below the name and telephone number of your advisor, or a faculty member who is familiar with your work, and who is willing to act as a reference.

Name:_____

Telephone number: (____)_____ Email:_____

In the space remaining, write a short essay (**400 words maximum**) indicating why you are applying for a National Council for Preservation Education internship, indicate which position you are most interested in, and explain how this position will further your preservation studies and career goals.

I authorize the investigation of all statements on this application and I understand that any omission of facts or misrepresentation is sufficient grounds for immediate dismissal.

Date: _____; Signature: _____
[Your name typed above constitutes your electronic signature.]

Submission Instructions: To submit your application, please scan the signed application and your transcripts and email them as a **single** Adobe Acrobat (.pdf) file Julee Johnson, NCPE Internship Program Co-Director (email: manager@historicurbanplans.com). **Please adhere to the single .pdf format requirement;** your application may be discarded or the processing of the application delayed if materials are not received in this form. Name the file with your name in this format: Lastname, Firstname NCPE AY 2019. Due to the large number of applications received, please strive to keep files under 3 MB; any files over 3 MB should be submitted in a compressed file format to make transmittal easier.

Application deadline: **October 26, 2018**

Please direct any questions (NOT APPLICATIONS) to waso_cr-intern@nps.gov.