

NATIONAL COUNCIL FOR PRESERVATION EDUCATION
In cooperation with the National Park Service
Internship Application
Summer 2018

Under a Cooperative Agreement between the National Council for Preservation Education (NCPE) and the National Park Service (NPS), internships are being offered for highly qualified undergraduate seniors 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 May 2017 are also eligible. NCPE is a national, non-profit organization representing over fifty institutions regularly 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 us 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 (please list no more than six positions, by number, *in order of interest*):

Name: (Mr) (Ms) _____ DOB: _____
(circle one)

University attending/graduated from: _____

Undergrad ___ or Grad ___ student; Graduation date: _____; Major: _____

Your address at school: _____

_____ Your telephone number at school: (____) _____

At what times can you be reached at this number?: _____

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?

- ___ Administration (___ historical agency, ___ government agency)
- ___ Anthropology (___ cultural anthropology, ___ ethnography; other, specify _____)
- ___ Archaeology (___ field experience, ___ laboratory experience)
- ___ Architectural history (___ primary research, ___ courses; other, please specify _____)
- ___ Architecture (___ drafting, ___ landscape design, ___ 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/television)
- ___ Computers (___ databases, ___ Internet/HTML; other, please specify software _____)
- ___ Conservation (___ ceramics, ___ furniture, ___ painting, ___ paper, ___ textiles)
- ___ 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)
- ___ 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 arch.)
- ___ 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 **work experience**, beginning with the most recent paid or volunteer work.

1. Dates: _____; Employer's name: _____

Address, City, State, Zip: _____

Immediate supervisor's name: _____

Telephone number: (____) _____; Salary: _____

Job description: _____

2. Dates: _____; Employer's name: _____

Address, City, State, Zip: _____

Immediate supervisor's name: _____

Telephone number: (____) _____; Salary: _____

Job description: _____

3. Dates: _____; Employer's name: _____

Address, City, State, Zip: _____

Immediate supervisor's name: _____

Telephone number: (____) _____; Salary: _____

Job description: _____

Educational background:

[For Graduate Students:] Undergraduate College or University: _____

_____ Date of graduation: _____

[For Graduate Students:] Undergraduate Major: _____

Please enclose a transcript of the last two years of your current, undergraduate/graduate course work with your application. Official transcripts are preferred but unofficial copies will be 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 misrepresentation or omission of facts called for is sufficient grounds for dismissal.

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

Submittal Instructions: To submit your application, please scan your materials electronically and email them as a **single** Adobe Acrobat (.pdf) file containing both the signed application and transcript to 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_Summer_2018. 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: **March 16, 2018**

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