

Internships

Majors

Internships available (but not limited to) graduate and undergraduate students of History, Public Relations, Liberal Arts, Communications and Journalism, Speech, Computer Science, Marketing, Management, Education, Museum Studies and Business.

Internships are typically undertaken for 3-semester hours credit. On average students are required to be on site 10 hours a week for the 15-week semester.

Some internships (cooperative learning programs) include 3-semester hours credit in addition to 15 to 20 paid hours of on-site work. These internships are available mainly in summer, but may also be arranged during the semester for students within reasonable driving distance to New Harmony.

Projects

Examples include, but are not limited to, work designed:

- to create and to enhance an exhibit
- to strengthen educational programs
- to develop distance education materials
- to improve interpretive programs for visitors
- to analyze visitation patterns
- to assess public participation and community relations
- to analyze and enhance marketing and promotion efforts
- to develop technology based projects
- to improve and enhance public relations
- to support administrative procedure
- to analyze and suggest improvements to customer service

For more information, contact: Community Engagement Manager, Missy Parkison, 812-682-4488, mparkison@usi.edu, Historic New Harmony, P.O. Box 579, New Harmony, IN 47631

Visit our website: www.newharmony.org

**Historic New Harmony
Internship Program
Student Application**

Name _____ Student I.D. Number _____

University _____ Major _____ GPA _____

Faculty Advisor (name, email and phone contact information)

Please list the address at which you want to be contacted:

Address _____ Phone number _____

City/State/Zip _____ E-mail _____

Permanent address and phone number:

I hereby apply for admission to the Historic New Harmony Internship Program. If accepted, I agree to abide by the following policies as conditions for acceptance and continuation in the program:

Summary of Student Responsibilities

1. Enter and continue in the Internship Program in good faith and fairness to both Historic New Harmony and the supporting university. Provide Historic New Harmony with a cover letter stating interest in the internship program, a resume, and two letters of recommendation, along with this application.
2. Maintain a satisfactory academic record with the supporting university and a satisfactory job performance with Historic New Harmony.
3. Work with the public and act in an ethical and professional manner as a representative of Historic New Harmony and the supporting university.
4. Follow the required work agreement of the Internship Program.
5. Submit the required Evaluation, Assignment, and Work Experience reports to the Faculty Advisor not later than a week after the Internship Program ends.

6. Keep a current mailing address with the Faculty Advisor and Historic New Harmony supervisor at all times.

Summary of Responsibilities of Historic New Harmony

1. Provide experience to supplement, enhance, and utilize the intern's educational and technical abilities. The intern may work up to 20 hours per week on an educational project. The project will be research and interpretation oriented, creating educational programs and projects. Part of the placement will be related to development, promotion, and administration. The intern will receive a well-rounded experience of the day-to-day operation of a historical organization.

2. Provide diverse assignments to give the intern a variety of experiences.

3. Submit an outline of typical work, goals and purpose of the internship to the Faculty Advisor. The outline will describe assignments, intern responsibilities, and actual work the intern is expected to perform. This outline will form the basis of the work agreement and will be submitted to the Faculty Advisor for approval.

4. The intern will be placed under the supervision of a qualified staff member who will provide the intern with effective guidance and counsel for the duration of the internship. The on-site supervisor will assist the intern to find suitable housing in the case of interns coming from a distance college or university.

5. Maintain open communication with the supporting university, the intern, and the Faculty Advisor.

6. A determination will be made with the intern and the Faculty Advisor as to the nature of the internship; some interns will be paid and others receive course credit. An agreement will be signed before work begins.

Historic New Harmony is a unified program of the University of Southern Indiana and the Indiana State Museum and Historic Sites. Historic New Harmony is an equal opportunity employer.

I have read and understand the policies governing my participation in the Historic New Harmony Internship Program. My signature below signifies my agreement to abide by these policies as a condition for acceptance and continuation in the Historic New Harmony Internship Program.

Student Signature _____ Date _____

Faculty Advisor Signature _____ Date _____

Intern Supervisor Signature _____ Date _____