

Kansas Historical Society Internship Application Form

Applicant information

Student name _____ Date _____

Undergraduate or Graduate _____

Address _____

Email _____

Telephone (plus hours you can be reached) _____

See job description at kshs.org/11405

Internship

For credit only

College or university where currently enrolled _____

Is the internship course required for your degree program? _____

Name, address, email and telephone number of the professor/adviser for the course _____

How many hours of work at the Historical Society are required by the course? (If not being taken for credit, how many hours do you desire to work?) _____

Applicant background

Describe your academic preparation for the internship (include courses in history, anthropology, education, or other relevant disciplines) _____

Describe previous internships or work experience as they relate to the proposed internship _____

Internship options

In which program area(s) are you interested? (Review the Kansas Historical Society Internship Guidelines at kshs.org/11405 and describe your specific interest within each of the programs you selected)

Museum and Education

State Archives

Cultural Resources

Marketing

Have you discussed internship options with Historical Society staff members?

If so, with whom? _____

Enclosures (required):

1. Transcript (unofficial copy is acceptable)
2. Letter of recommendation (from course instructor, or if not taking the internship for credit, from academic advisor).
The letter should include a description of any course requirements for the internship and a discussion of the evaluation process for the course.
3. Cover letter describing your career goals and how this internship would further those.

Upon acceptance into the Historical Society internship program, each intern will, working with staff members, develop an agreement describing the internship requirements, including a schedule, work projects, and evaluation methods and criteria.

Applicant signature _____ Date _____

The Kansas Historical Society does not discriminate on the basis of disability in admission to, access to, or operation of its programs. The Society requests prior notification to accommodate individuals with special needs or disabilities.

Send to:

Kansas Historical Society Internships
Kansas Historical Society
6425 SW 6th Avenue
Topeka KS 66615-1099
or email to information@kshs.org