



Palmer Museum of Art Undergraduate Internship Application Form

Undergraduate internships at the Palmer Museum of Art are offered as volunteer opportunities, with the goal of providing educational experience in a professional museum setting. Interns gain practical experience by working with museum professionals on projects and programs. At the same time, the museum benefits from research and contributions made by interns.

Internships require participants to devote 8-10 hours per week at the museum. During these hours, interns complete the objectives of specific projects and daily departmental assignments.

Applicants for undergraduate internships at the Palmer should be in good standing at Pennsylvania State University, with a minimum GPA of 3.0.

Application Instructions: Complete this application form, and save it to your hard drive. Email the completed form along with the following materials to: Brandi Breslin, museum educator, bgb56@psu.edu. All application materials must be received by 5pm on the deadline posted on the Palmer website, <http://www.palmermuseum.psu.edu/education/internships>

Additional application materials:

- Cover letter (letter of interest/intent)
- Resume (optional)
- Current Transcript (does not have to be official)
- Two recommendation forms (available on web page noted above)

Contact Information

First Name

Last Name

Cell phone number

Penn State Email Address

Campus/Local Address

Permanent Address (street)

Permanent Address (city, state,zip)

Internship Information

Indicate which semester & year you are applying for: Fall Spring Summer

Please list up to three internship projects in which you would like to work. Indicate your preference by putting them in numerical order. Project titles and descriptions are available on this web page, <http://www.palmermuseum.psu.edu/education/internships>.

1. _____
Title of Internship

2. _____
Title of Internship

3. _____
Title of Internship

Availability Information

Please indicate your anticipated availability during the semester for which you are applying. This information is necessary for proper placement. Please note that although the museum is open to the public 10am-4:30pm on weekdays, most museum staff work standard hours (8am-5pm). Some internship projects require occasional evening or weekend shifts, so please include availability during these days/times as well. Actual schedules will be determined between you and your supervisor at the start of your internship.

I am prepared to work the required number of hours as indicated in the project description.
Yes No

Anticipated weekly availability (days/times):

Education & Skills

_____	_____
Major area of study	Minor area of study
_____	_____
Type of degree	Anticipated month/year of completion

Describe any research and/or projects undertaken that are relevant to your interest in a museum internship:

List working knowledge of languages other than English:

_____	Reading	Conversational
_____	Reading	Conversational

If English is not your native language, please rate your English skills:

Reading (check one)	Average	Good	Excellent
Speaking (check one)	Average	Good	Excellent
Writing (check one)	Average	Good	Excellent

Describe your computer skills and software knowledge:

List other relevant skills:

Experience

List paid and/or volunteer work experience, including internships. Note that this section must be completed even if you choose to include a resume with your application.

Name and Address of Organization

Job Title and Duties

Check one: Paid Volunteer

Name and Address of Organization

Job Title and Duties

Check one: Paid Volunteer

References

Name two people with whom you have studied or worked and who have been asked for recommendation forms. These should be academic or employment references, not friends or relatives.

Name

Position

Email Address

Phone Number

Name

Position

Email Address

Phone Number

Signature

I authorize and release Pennsylvania State University to verify all information submitted in support of my application. I affirm that the application and supporting materials submitted are complete and accurate descriptions of my experience, education and background. I understand that acceptance as an intern is contingent upon my ability to complete a disclosure statement required by the Child Protective Service Law.

Signature

Date