

## **Delaware Museum of Natural History Internship Announcement - College Students**

As part of its mission to “*excite and inform people about the natural world through exploration and discovery*” the Delaware Museum of Natural History announces an unpaid summer internship program for college students. During this internship students will:

- Gain an understanding of the importance of research collections at the museum
- Gain hands-on training and experience working with collections objects through working on a semi-independent project
- Learn about career opportunities at natural history museums

*Requirements:* Applicants must have completed their freshman year of college and should be interested in pursuing a career in a field related to natural history or museums.

*Dates:* Interns must be available Monday – Friday between 9:30 and 4:30. A minimum commitment of 20 hours per week for 6 weeks is required. Internships will occur between the dates of June 1 and August 1. Students may be able to arrange course credit for their internships. Students wanting to meet specific internship requirements for their course of study should contact the museum to see if their needs can be accommodated.

*Internship Activities:* Depending on the interests of the student, interns will assist collection staff with specimen preparation, data entry, routine collection maintenance activities, special conservation projects and collections documentation. Opportunities are available in both the Mollusk and Bird collections of the museum. Opportunities may also be available for students with previous training in the anthropology, insect, mammal, and herpetology collections, and the library and archives.

*Other:* The museum is a 501(c)3 non-profit and hours spent interning can typically be used to meet volunteering requirements of schools. A letter confirming the number of internship hours will be sent to schools upon request. Students may also request a letter of recommendation for placement in their school file or for use in graduate school or job applications.

*To apply:* Applications are available on the museum web site, [www.delmnh.org](http://www.delmnh.org) under the Collections heading. Applications may also be requested by contacting Ms. Terri Reed, HR Manager, Delaware Museum of Natural History, 4840 Kennett Pike, Wilmington, DE 19807, [treed@delmnh.org](mailto:treed@delmnh.org), or by calling 302-658-9111 x324. DMNH is committed to providing equal opportunity for all.

***Application deadline: Friday, April 16***

**DELAWARE MUSEUM OF  
NATURAL HISTORY**

**Attn: Human Resources**  
4840 Kennett Pike  
Wilmington, Delaware 19807  
302-658-9111  
[www.delmnh.org](http://www.delmnh.org)

**INTERN APPLICATION  
COLLEGE  
(April 16, 2010 deadline)**

Please print your answers, except where signature is required. Complete the application in full.

**\*PLEASE ATTACH CV TO THIS APPLICATION\***

**Personal Information**

Name (last, first, middle): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No  If you answered yes, please explain: \_\_\_\_\_

Interests and/or hobbies: \_\_\_\_\_

School/Extra Curricular  
Activities: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Final GPA \_\_\_\_\_

College \_\_\_\_\_ Current GPA \_\_\_\_\_

Other: \_\_\_\_\_

**Employment Information: (Not necessary if this information is on your CV)**

Present or Most Recent  
Employer: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**College Intern Application (page 2)**

Prior  
Employer: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Prior  
Employer: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Volunteer/Intern Experience (Not necessary if information is on your CV)**

Name of Organization/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Organization/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**College Intern Application (page 3)**

**Skills (Not necessary if this information is on your CV)**

Computer and Other Relevant  
Skills: \_\_\_\_\_

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**Professional/Educational References (3)**

Name, contact information and relationship to applicant.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Answer the following questions as part of the application process.**

1) Why do you want to do an internship at the Delaware Museum of Natural History?

2) What are your career goals? How would this internship advance these goals?

**College Intern Application (page 4)**

- 3) What special skills and experience do you bring to the internship?
- 4) Please list all courses taken, and grades earned, that are relevant to this application.
- 5) Will you be earning college credit for this internship? (Students receiving academic credit are responsible for making appropriate arrangements with their institution)
- 6) Are you interested in working with:   birds    mollusks    no preference

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am selected as an Intern, I understand that any false statements on this application shall be considered sufficient cause for dismissal. I hereby authorize the Delaware Museum of Natural History to investigate any aspect of my educational and employment history.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is the policy of the Museum to provide equal opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.