

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

**natural history** *n* the study and description of organisms and natural objects, especially their origins, evolution, interrelationships and interactions with the environment. Typically includes the sciences, such as botany, zoology, paleontology, or anthropology, dealing with the study of all objects in nature.

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 and graduate students in its Collections and Research Division. During this internship students will:

- Gain an understanding of the importance of the research collections at the Museum
- Gain training and hands-on experience working with collections objects in a variety of projects
- Further their knowledge of birds and/or mollusks
- Learn about career opportunities at natural history museums

*Requirements:* Applicants must have completed their first year of college or graduate school and should be interested in pursuing a career in a field related to natural history, biology, museums, or libraries/archives. Relevant majors include: biology, organismal biology, zoology, botany, marine science, wildlife biology, museum studies, archives, library sciences, and art conservation.

*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 (total 120 hours minimum). Internships will occur between the dates of June 13 and August 17. 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:* Interns will assist collection staff with specimen preparation, data entry/cataloging, routine collection maintenance activities, special conservation projects, collections documentation, and public outreach and education. Opportunities are available in both the Mollusk and Bird collections of the Museum, as well as the library and archives. Opportunities may also be available for students with previous training in the insect, mammal, and herpetology collections.

*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 menu. Applications may also be requested from Ms. Terri Reed, HR Manager, Delaware Museum of Natural History, P.O. Box 3937, Wilmington, DE 19807-0937, [treed@delmnh.org](mailto:treed@delmnh.org), or by calling 302-658-9111 x324. Graduate students should contact Ms. Terri Reed for application instructions. DMNH is committed to providing equal opportunity for all.

*Application deadline:* March 16, 2012

DELAWARE MUSEUM OF  
NATURAL HISTORY  
Attn: Human Resources  
P.O. Box 3937  
Wilmington, Delaware 19807  
302-658-9111 x324  
[www.delmnh.org](http://www.delmnh.org)

**INTERN APPLICATION  
COLLEGE  
(March 16, 2012 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: \_\_\_\_\_ M.I. \_\_\_\_\_

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 \_\_\_\_\_ Graduation Expected \_\_\_\_\_

Current undergraduate year: freshman  sophomore  junior  senior

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: \_\_\_\_\_

\_\_\_\_\_

**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 (check all boxes that apply):

birds  mollusks  no preference

Would you also be interested in working in our library/archives? Yes  No

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.