



Smithsonian  
*National Museum of Natural History*

## Alternative Spring Break Internship Program

### Application for Funding – Montana State University

University Honors & Undergraduate Scholars Programs

#### Program Description:

The Alternative Spring Break Internship Program offers students opportunities to be involved in week long, on-site projects at the Smithsonian Institute in Washington D.C. While the projects are coordinated and administered directly through the Smithsonian Institute, the Montana State University Honors and Undergraduate Scholars Programs are pleased to offer financial assistance for students accepted to participate in an Alternative Spring Break project.

#### Eligibility Requirements:

This funding opportunity is open to Montana State University undergraduates from all academic disciplines. Students must be enrolled full-time (12 or more credits) for spring semester 2012. Students **may apply for up to \$1,500** to help off-set the costs of participating in the program (transportation, lodging, etc.). If funded, students will be expected to submit a brief written report describing their project and internship experience.

#### How to Apply:

- **Step 1:** Carefully review the project list on the Smithsonian Institute website:  
[http://www.nmnh.si.edu/rtp/other\\_ops/alternative\\_spring\\_break.html](http://www.nmnh.si.edu/rtp/other_ops/alternative_spring_break.html)
- **Step 2:** Select a project, and email the Smithsonian contact person listed for the project. Please include the following information:
  - ◆ Your name
  - ◆ Your email
  - ◆ Name of the project you are interested in working on
  - ◆ Dates of MSU's spring break
  - ◆ Description of your academic background, including any experience relevant to the project

*\*Please remember – it is important that you conduct your email communications in a professional manner.  
Be sure to consider grammar, spelling, organization of content, etc.*

- **Step 3:** Contact a MSU faculty member who is willing to serve as your campus mentor for the project. Your campus mentor should be able to speak to your abilities to contribute to the proposed project, provide general support and guidance as you prepare for the project, and review a draft of your final report upon your return.
  
- **Step 4:** Apply for funding through University Honors/Undergraduate Scholars Programs
  - ◆ Complete the application cover sheet
  - ◆ Write a one page letter of application which addresses the following:
    - ◆ Briefly describe project selected
    - ◆ Briefly outline project mentorship (please include mentor information from both the Smithsonian Institute and your campus faculty contact)
    - ◆ Describe any qualifications or experiences that you feel will make you a strong candidate for the project
    - ◆ Describe how being involved in the project will promote your academic and professional goals
  - ◆ Attach a copy of your academic transcripts (unofficial)
  - ◆ Have your campus faculty mentor review the application materials and complete the “campus mentor” section of the application cover sheet.
  - ◆ Submit application materials to the USP Office (Rm 130-I, Gaines Hall) no later than **Wednesday, February 15, 2012**
  
- **Step 5:** Notify the USP office ([usp@montana.edu](mailto:usp@montana.edu)) as soon as possible upon notification from the Smithsonian Institute of your acceptance.

### **For More Information, Please Contact:**

**Dr. Ilse-Mari Lee, Director University Honors Program**

Email: [ilselee@montana.edu](mailto:ilselee@montana.edu)

Phone: 994-4689

Completed applications should be submitted to:

**Undergraduate Scholars Program, 130-I Gaines Hall.**

# Smithsonian Museum of Natural History Alternative Spring Break Internship, 2012

## Application for Financial Support Cover Sheet

### Section 1: Student Information

Name (last, first, middle):

Major:

Phone Number:

Email:

Year in School (by credits):

\_\_1<sup>st</sup> yr. \_\_2<sup>nd</sup> yr. \_\_3<sup>rd</sup> yr. \_\_4<sup>th</sup> year

Mailing Address

Cumulative GPA:

Student Signature:

Date:

### Section 2: Smithsonian Project Information

Project Title:

Smithsonian Project Contact Name:

Phone:

Email:

**Project Description** (please provide a *BRIEF* summary of project based on Smithsonian website description):

Section 3: MSU Mentor Information	
<b>Faculty Mentor Name:</b>	<b>Phone:</b>
<b>Department:</b>	<b>Email:</b>
<b>Please Comment on Student's Ability to Contribute to Proposed Project:</b> <small>*Comments may also be emailed directly to Ilse-Mari Lee at <a href="mailto:ilselee@montana.edu">ilselee@montana.edu</a></small>	
<b>Are you willing to provide general support &amp; guidance to the student as they prepare to participate in this project?</b> Yes _____      NO _____	
<b>Are you willing to review a draft of the student's final report?</b> Yes _____      NO _____	
<b>Mentor Signature:</b>	<b>Date:</b>

**Remember:**

- Fill in all fields completely
- Attach a copy of your 1 - page letter of application
- Attach a copy of your unofficial transcripts
- Return to the Undergraduate Scholars Program office (Gaines Hall 130-I) no later than Wednesday, February 15, 2012

**Please Direct Questions To:**

Dr. Ilse-Mari Lee, Director  
 University Honors Program  
 (email: [ilselee@montana.edu](mailto:ilselee@montana.edu), phone: 994-4689)