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| http://www.nmnh.si.edu/rtp/other_opps/images/36nmnh.gif **Smithsonian Spring Break C:\Users\scarlet.schwendtner\Desktop\MSU Logo.jpg****Internship Program** |
| **Application for Funding – Montana State University**Honors College & Undergraduate Scholars Program  |
| **Program Description:** The Smithsonian Institution offers a number of opportunities for students to be involved in hands-on internships at its various museums and research units in Washington D.C. While internships are coordinated and administered through the Smithsonian Institution, the Montana State University Honors College and Undergraduate Scholars Program are pleased to offer financial assistance through a competitive application process for students accepted by the Smithsonian Institution to participate in internship opportunities during spring break week, March 2017.  |
| **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 2017, with priority funding for applicants with a cumulative GPA of 3.5 or higher. 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 prepare a presentation of their project/experience for the MSU Student Research Celebration and submit a brief written report of their experience.  |
| **How to Apply:** **Step 1: Coordinate an opportunity through the Smithsonian Institution.** * **First:** Carefully review the internship listings and/or research directories on the Smithsonian Institution website to identify an opportunity that you are interested in and qualified to apply for:

  <http://www.smithsonianofi.com/internship-opportunities/> * **Next:** Follow the instructions on the Smithsonian website and/or reach out to a contact person in your area of interest to apply/coordinate an internship, noting MSU’s spring break dates (March 13-17, 2017).

**Important Notes Regarding Your Inquiries with the Smithsonian Institution**Please note that there are a number of museums/units within the Smithsonian Institution, and each unit coordinates their internship schedules and application processes differently. Some units may have internships designed specifically for spring break (i.e. NMNH), some units may have short-term projects available on an informal or ongoing basis, and others may only offer longer-term projects with standard application deadlines. This funding opportunity is available only for spring break week (March 2017) to units located on the Washington DC campus, so you will want to direct your internship inquiries accordingly. Please note, you can search beyond the internship listings page by reaching out directly to scholars in your areas of research interest – not all scholars post formal opportunities, but many are willing to host students. Also note, since you will be applying for funding AFTER you have received confirmation of acceptance from an internship coordinator, you will want to be mindful of communicating that with your coordinator so they are aware your final acceptance will be pending funding approval. Awards will be announced no later than January 27, 2017. As representatives of MSU, please be sure to conduct all communications with the Smithsonian in a manner that reflects professionalism and pride in your university. If you have any questions or need guidance with the internship search process, contact Logan Schultz or Scarlet Schwendtner (contact information listed at the end of this document). We are happy to assist.  **Step 2: Apply for financial support through MSU’s Honors College/Undergrad Scholars Program.** Once you have received confirmation of acceptance for an internship from the Smithsonian Institution, you may apply for financial support through MSU’s Honors College and Undergraduate Scholars Program. Your application packet should include the following materials:* **Application Cover Sheet:** Complete the “application for financial support” cover sheet (next pages).
* **Letter of Application:** Write a 1-2 page letter of application which addresses the following:
* Describe the internship opportunity you have been accepted to participate in.
* Describe any qualifications or experiences you feel will make you a strong candidate for the internship.
* Describe how the opportunity to participate in the internship will enrich your academic and career goals.
* **Proof of Acceptance:** Include documentation that indicates your proof of acceptance from the Smithsonian Institution. This can be a letter or copy of an email communication from a Smithsonian internship coordinator or project supervisor.
* **Letter of Recommendation:** Students must have a letter of recommendation from an MSU faculty member in order to apply. Recommendations should address the student’s general academic performance to date and their potential for success in a research internship setting, as well as any qualities, interests, or experiences that make the student a good match for the internship they plan to pursue. Please have your faculty member submit their recommendations electronically to usp@montana.edu no later than midnight on Friday, January 6, 2017. To help expedite processing, please have them Cc Logan Schultz (logan.schultz@montana.edu) and Scarlet Schwendtner (scarlet.schwendtner@montana.edu) on the email.
* **Transcripts:** You do NOT need to submit these electronically (FERPA discourages use of email to transmit these records), but please be aware USP/Honors will access your transcripts through MyInfo/Registrar during review.

**Step** **3:** **Submit your application materials.** * Submit your application materials electronically to usp@montana.edu no later than Midnight on **Friday, January 6, 2017.** To help expedite processing, please Cc Logan Schultz (logan.schultz@montana.edu) and Scarlet Schwendtner (scarlet.schwendtner@montana.edu) on your submission.
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| **Timeline for Review & Further Instructions:*** Review will begin promptly following the submission deadline.
* Review will take into consideration 1) academic record, 2) preparation to successfully engage in the internship, 3) relevance of internship to long-term academic and career goals, and 4) recommendation of faculty mentor. Follow-up interviews may be scheduled, at the discretion of the program directors.
* Notifications will be sent to all applicants via email upon conclusion of the review, no later than January 27.
* Applicants who are approved for funding will work closely with the Honors College and Undergraduate Scholars Program to coordinate the logistics of travel, including booking travel and attending mandatory program orientation meetings.
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| **Smithsonian Institution** **Spring Break Internships, 2017****Application for Financial Support****Cover Sheet** |
| **Section 1: Student Information** |
| **Name (Last, First, MI):**  | **Phone Number:**  |
| **Major:**  | **Email:**  |
| **Year in School:**  | **Mailing Address:**  |
| **Cumulative GPA:**  |
| **Student Signature:**  | **Date:**  |
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| **Section 2: Internship Information** |
| **Internship Title:**  |
| **Weblink/URL for Internship:**  |
| **Name of Smithsonian Museum or Unit Sponsoring the Internship:**  |
| **Smithsonian Internship Coordinator Name:**  | **Phone:**  |
| **Email:**  |
| **Internship Description (please provide a *BRIEF* summary of the internship you have been accepted to participate in):**  |
| **Section 3: MSU Faculty Mentor Information – please provide this information so that we know who will be submitting your recommendation letter.**  |
| **Faculty Mentor Name:**  | **Phone:**  |
| **Department:**  | **Email:**  |

**Remember:**

* Fill in all fields completely
* Attach a copy of your letter of application
* Attach a copy of your proof of acceptance from the Smithsonian Institution
* Submit your application materials electronically to usp@montana.edu no later than Midnight on **Friday, January 6, 2016.** To help expedite processing, please Cc Logan Schultz (logan.schultz@montana.edu) and Scarlet Schwendtner (scarlet.schwendtner@montana.edu) on your submission.

**For Questions & Further Guidance, Please Contact:**

Logan Schultz, Research Advisor

Honors College

(email: logan.schultz@montana.edu)

Scarlet Schwendtner, Program Coordinator

Undergraduate Scholars Program

(email: scarlet.schwendtner@montana.edu, phone: 994-3561)