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| http://www.nmnh.si.edu/rtp/other_opps/images/36nmnh.gif |
| **Alternative Spring Break** **Internship Program** |
| **Application for Funding – Montana State University**University Honors College & Undergraduate Scholars Program |
| **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 projects are coordinated and administered through the Smithsonian Institute, the Montana State University Honors College and Undergraduate Scholars Program are pleased to offer financial assistance for up to four 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 2014, with a 3.5 minimum cumulative GPA. Students **may apply for up to $1,250** 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:** Carefully review the project list on the Smithsonian Institute website to identify *one or two\** projects that you are interested in and qualified to apply for:

  <http://www.mnh.si.edu/academics/internship_projects.cfm?listing=spring>   *\* We strongly recommend that applicants identify two potential projects to provide a back-up plan in the event their first choice is*  *unavailable. Also note - new projects are added regularly in addition to what is currently listed on the Smithsonian website.*  *Please check the website often for new listings.* * **Step 2:** Complete the application cover sheet - this includes collecting the signature/approval of a MSU faculty mentor who is willing to provide a recommendation on your behalf
* **Step 3:** Write a 1-2 page letter of application which addresses the following:
* Briefly describe the project(s) selected
* Describe any qualifications or experiences you feel will make you a strong candidate for these projects
* Describe how the opportunity to be involved these projects will enrich your academic and career goals
* **Step 4:** Print a copy of your unofficial transcripts from MyInfo to include with your application
* **Step 5:** Submit your application materials to the **USP Office** (Gaines Hall, Rm 130-J) no later than 5:00 pm **Wednesday, January 29, 2014.**
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| **Timeline for Review & Further Instructions:*** Applications will be reviewed following submission
* Four applications will be granted *provisional* approval – these applicants will have one week from the time of notificationto obtain confirmation of acceptance from a Smithsonian staff sponsor for a project identified in their application (detailed instructions for this process will be forwarded upon notification of provisional approval)
* Two – three applicants will remain in the alternate pool for consideration in the event a provisionally funded applicant is unable to attend due to project availability or scheduling
* Notifications will be sent via email upon conclusion of the review
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| **For More Information, Please Contact:** **Scarlet Schwendtner, Program Coordinator**Undergraduate Scholars ProgramEmail: usp@montana.eduPhone: 994-3561 Completed applications should be submitted to:  **Undergraduate Scholars Program, 130-J Gaines Hall**. |

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| **Smithsonian Museum of Natural History****Alternative Spring Break Internship, 2014****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: Project Information** |
| **Project Title 1:**  |
| **Smithsonian Project Contact Name:**  | **Phone:**  |
| **Email:**  |
| **Project 1 Description (please provide a *BRIEF* summary of project based on Smithsonian website description):**  |
| **Project Title 2:**  |
| **Smithsonian Project Contact Name:**  | **Phone:**  |
| **Email:**  |
| **Project 2 Description (please provide a *BRIEF* summary of project based on Smithsonian website description):**  |
| **Section 3: Campus Mentor Information** |
| **Faculty Mentor Name:**  | **Phone:**  |
| **Department:**  | **Email:**  |
| **Please Comment on Student’s Ability to Contribute to Proposed Project(s):** \*Comments may also be emailed directly to the Undergraduate Scholars Program Office at usp@montana.edu  |
| **Are you willing to provide general support & guidance to the student as they prepare to participate in this project?** Yes \_\_\_\_\_ NO \_\_\_\_\_**Are you willing to review a draft of the student’s final presentation & report?** Yes \_\_\_\_\_ NO \_\_\_\_\_ |
| **Mentor Signature:**  | **Date:**  |

**Remember:**

* Fill in all fields completely
* Attach a copy of your letter of application
* Attach a copy of your unofficial transcripts
* Return to the Undergraduate Scholars Program office, **Gaines Hall 130-J**, no later than **5:00 pm** **Wednesday, January 29, 2014**

**Please Direct Questions To:**

Scarlet Schwendtner, Program Coordinator

Undergraduate Scholars Program

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