



Internship Application

Date:

Name:

Mailing address:

Email:

Telephone:

Major:

Expected date of graduation:

Term requested: fall spring summer (choose one)

How many hours per week will you be able to work?

Name & email of academic advisor:

How did you learn about the Special Collections internship program?

Contact information for two references (including phone and email):

Please answer the following questions:

Why you are interested and what do you hope to gain in an internship with Special Collections?

Describe any coursework or subject interest/expertise you have that is relevant to this position.

Which aspect(s) of archival work interest you most?

Community outreach
Exhibit curation
Digital projects
Historical research
Preservation
Processing - collections organization and description
Other (please specify):

Please send a resume, writing sample (can be something you submitted for a class assignment), and completed applications to the appropriate internship supervisor:

Mary Jo Fairchild (fairchildmj@cofc.edu)	Joshua Minor (minorja@cofc.edu)
Research methods, reference, exhibit curation, digital projects, and preservation	Archival processing

Applications must be submitted *at least* 30 (preferably 60 for internships beginning in the spring) days in advance of the start of the internship term (fall, spring, summer).