HistoryCorps
A Public History Internship Program for UCLA Undergraduates
Fall 2015 Referral Application

For priority consideration, apply before August 27, 2015

Applications accepted until September 30, 2015.

HistoryCorps is a subset of the UCLA History Department’s Public History Initiative that offers a unique opportunity for UCLA History majors to apply their learning beyond the classroom and, in the process, enhance community-driven historical projects. As HistoryCorps members, undergraduate interns assist with developing and implementing historical projects in the greater Los Angeles area.

Applicants to HistoryCorps have an opportunity to be referred to non-profits, museums, and schools as potential interns. Please refer to the HistoryCorps website for more information about partner organizations and potential projects. After interviewing and being accepted by a HistoryCorps partner site as an intern, UCLA students have the opportunity to earn academic credit for their internships by enrolling in the History 195CE internship course offered by the UCLA Center for Community Learning.

Application Steps
(1) Read the internship descriptions and site expectations thoroughly before applying—and visit organization websites to learn more about their work bringing history to the public.
(2) Submit this application form (or the information on it in a separate file) and a resume to: phi@history.ucla.edu. You may also submit in person to: 6339 Bunche Hall [behind the elevators].
(3) If the site you are applying for requests additional information (see descriptions), please include that with your application.
(4) If you are accepted for a referral, you will be notified that your application and resume have been forwarded to the site.
(5) Once a referral has been made, it is your responsibility to contact the site to schedule an interview. Skype or phone interviews are possible at some sites, so be sure to contact the sites as soon as possible.
(6) After you secure an internship, you must contact the Center for Community Learning during Week 1 or Week 2 to schedule an intake appointment. You will receive directions on how to add the class at your intake appointment. Visit the Center’s website for more information or call 310.825.7867.

General HistoryCorps Expectations
(1) Attend the quarterly dinner meeting with other HistoryCorps interns, hosted by the History Department’s Public History Initiative.
(2) Commit to and keep a regular schedule with the internship site for a minimum total of 80 hours over the quarter.
(3) Complete all of the course requirements for History 195CE as listed on the syllabus including biweekly meetings with the History 195CE TA; weekly response papers; an eight to ten page final research paper; and a signed time sheet reflecting 80-100 hours of internship work completed.

Contact
Director: Toby Higbie higbie@history.ucla.edu;
Program Coordinator: Cheryl Wilkinson cheryl@history.ucla.edu
Public History Initiative - http://phi.history.ucla.edu
6339 Bunche Hall; (310) 825-4702; phi@history.ucla.edu
MORE INFORMATION: http://phi.history.ucla.edu/whatwedo/historycorps/
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Submit this application form and a one-page resume to 6339 Bunche Hall [behind the elevators] or email it to: phi@history.ucla.edu

Name: _______________________________________________________ UID: _______________

Year (Junior/Senior): ___________ Major/Minor: ______________________________________

Email Address: ____________________________ Cell Phone:_____________________________

Internship Site Choice (rank your top 3 choices)

_____ School of History and Dramatic Arts (Glassell Park)
_____ Zócalo Public Square (Santa Monica)
_____ Center for the Study of Political Graphics (Culver City)
_____ Museum of Social Justice (Downtown Los Angeles)
_____ Chinese Historical Society of Southern California (Downtown Los Angeles)
_____ Museum of Tolerance Archives or Tour/Exhibits internship (please specify interest)
(Westside Los Angeles). **NOTE:** Applicants for Tour/Exhibits internships MUST have completed
the museum’s 10-week training program prior to applying for an internship.
_____ Los Angeles Museum of the Holocaust (Mid-city Los Angeles)
_____ El Pueblo de Los Angeles Historical Monument (Downtown Los Angeles)

Do you have transportation? ______________

**SHORT ANSWER QUESTIONS** (Please attach as a separate document.)

1) What classes are you scheduled to take during Fall 2015? Please list course name and times. Also indicate
how your availability to intern may be impacted by a part-time job or other responsibilities.

2) STATEMENT OF PURPOSE (one paragraph): Explain your interest in the HistoryCorps internship
program. What do you hope to learn from a public history internship? How do you think an internship will
complement your academic and/or professional pursuits? If you have prior experience working with a
museum, school, or other public history site, please feel free to discuss that experience—but note that prior
experience is not necessary to secure a referral for an interview.

3) SITE STATEMENTS (one separate paragraph per site choice): For each of the (up to) three sites you
ranked on the HistoryCorps application, provide an explanation of your interest in the site. Does the site’s
mission bear any particular significance to you? Make sure your response includes a SEPARATE paragraph
explaining your interest in working for EACH organization so that this information can be forwarded on to the organization if you are approved for a referral.

4) OPTIONAL: ADDITIONAL INFORMATION (one paragraph). Is there anything else we should take into consideration when referring you to a site? For instance, do you have any special skills in technology, event planning, or marketing/social media? Can you speak and/or write in a language other than English?

DO NOT FORGET TO INCLUDE YOUR RESUME WITH YOUR APPLICATION!

REFER TO SPECIFIC INTERNSHIP DESCRIPTIONS FOR OTHER SUPPLEMENTARY INFORMATION THAT MAY BE REQUIRED!