

HistoryCorps

A Public History Internship Program for UCLA Undergraduates

Fall Quarter 2016

Referral Application

- Deadlines:** (1) **Priority:** Application must be received on or before September 6, 2016
(2) **Final:** Applications must be received on or before September 19, 2016.

Applications received after September 6 will be referred ONLY as space is available. Apply early to ensure referral to your preferred internship site.

HistoryCorps is a program 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 museums, archives, 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 may 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 all required materials to: phi@history.ucla.edu. You may also submit in person to: 6265 Bunche Hall, ATTN: PHI/NCHS.
- (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 package has been forwarded to the site.
- (5) Once a referral has been made, it is your responsibility to contact the site to schedule an interview.
- (6) After you secure an internship, you must contact the Center for Community Learning to schedule an intake appointment. The deadline to add the class is Friday of Week 2 of Session A. 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) Commit to and keep a regular schedule with the internship site for a minimum total of 80 hours over the session.
- (2) Complete all of the course requirements for History 195CE as listed on the syllabus including five biweekly meetings with the History 195CE TA; weekly response papers; an eight to 10-page final research paper; and a signed time sheet reflecting completion of 80-100 hours of internship work.

Contact

Program Coordinator: Cheryl Wilkinson cheryl@history.ucla.edu

Director: Toby Higbie higbie@history.ucla.edu

Office: 6339 Bunche Hall Telephone: (310) 825-4702

MORE INFORMATION: <https://phi.history.ucla.edu/whatwedo/historycorps/>

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Submit a completed application form and all requested documents to 6265 Bunche Hall (ATTN: PHI/NCHS) or email it to phi@history.ucla.edu

Name: _____ UID: _____

Year (Junior/Senior): _____ GPA: _____

Email Address: _____ Cell Phone: _____

Major/Minor: _____

Internship Site Choice (rank your top 3 choices)

- _____ El Pueblo de Los Angeles Historical Monument (Downtown Los Angeles)
- _____ Sherman Grinberg Film Library (Chatsworth)
- _____ Los Angeles Museum of the Holocaust (mid-Wilshire)
- _____ Center for the Study of Political Graphics (Culver City)
- _____ Museum of Social Justice (Downtown Los Angeles)
- _____ Petersen Automotive Museum (mid-Wilshire)
- _____ Chinese Historical Society of Southern California (Downtown Los Angeles)
- _____ Museum of Tolerance (West Los Angeles). **NOTE:** Applicants for MOT internships **MUST** complete the museum's required training program **PRIOR** to applying for a HistoryCorps internship
- _____ Simon Wiesenthal Library & Archives (West Los Angeles)
- _____ School of History and Dramatic Arts (Glassell Park)

Will you rely upon public or private transportation? _____

I certify that all information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with a HistoryCorps internship will result in denial of an internship referral.

_____ (Signature)

Check box to confirm your understanding of the above statements.

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In addition to the completed Referral Application form, your package must include:

- 1) **CLASS SCHEDULE:** On a separate sheet of paper, please list course names and times of the courses you will be taking during UCLA Fall Quarter 2016. If applicable, 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) **COVER LETTER:** Prepare a cover letter addressed to the contact person at the internship site you ranked as your first choice. Be sure to explain why you are particularly interested in an internship at that site. Why, for example, are you interested in museum education? Or, why are you interested in working with students in a high school? Your cover letter should communicate your strong interest in the site and your enthusiasm for an internship with that organization. For help writing your cover letter, see the UCLA Career Guide 2015-16, Chapter 5 – Resumes and Cover Letters.
http://career.ucla.edu/Portals/14/Documents/PDF/CareerGuide/2015/UCLA_CareerGuide_2015-2016_082615_1246pm_Chapter5.pdf

- 4) **SITE STATEMENTS:** For your other two choices, 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 to the organization if you are approved for a referral.

- 5) **RESUME** (one page): For help writing or editing your resume, see the UCLA Career Guide 2015-16, Chapter 5 – Resumes and Cover Letters.
http://career.ucla.edu/Portals/14/Documents/PDF/CareerGuide/2015/UCLA_CareerGuide_2015-2016_082615_1246pm_Chapter5.pdf

- 6) **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?

**REFER TO SPECIFIC INTERNSHIP DESCRIPTIONS FOR OTHER SUPPLEMENTARY
INFORMATION THAT MAY BE REQUIRED BY AN INTERNSHIP SITE!**

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