

Connecticut State Historic Preservation Office Internship Program

Recognizing the need to provide hands-on work experience not typically available to students in the traditional academic setting, the Connecticut State Historic Preservation Office (SHPO) has established an unpaid internship program. Internships are project-based; applicants will be provided a project, or can propose a project, that advances SHPO's work in one of the following categories: historic preservation, archeology, museums, social media, and library/archives. Additionally, interns will have the opportunity to shadow staff, attend Historic Preservation Council and State Review Board meetings, perform site visits, and other activities.

Eligibility:

SHPO seeks students who are currently enrolled in either a Bachelor's or Master's Degree Program. Applicants must have completed their sophomore year of academic courses and be in good standing. Interns are encouraged from academic majors related to SHPO's mission such as Anthropology, Archaeology, Architectural History, Historic Architecture, History, Historic Preservation, Public History, and Museum Studies.

Requirements:

- Interns must be able to work at least 8 hours a week (in blocks of no less than 2 hours).
- Interns must adhere to the project schedule and deliverables agreed upon by their supervisor at the start of the internship.
- Interns must present project deliverable(s) to SHPO staff at the end of the internship.
- Interns must provide content for at least one SHPO newsletter by the end of the internship.

Academic Component:

Since the academic requirements of participating higher education institutions may vary, each intern must arrange individually with his or her college/university for specific academic requirements and credits to be awarded for participation in the program.

Selection and Placement:

Internships are competitive. Selection will be made by SHPO, following an interview with staff. Applications are accepted and selections are made on a rolling basis, so individuals are encouraged to apply early. Interns are placed according to the following schedule:

- Fall semester, September 15 application deadline
- Spring semester, February 15 application deadline
- Summer, May 1 application deadline

Unpaid interns may not independently undertake the regular work performed by employees. They may, however, shadow employees to gain experience and/or assist staff with assignments, conduct research, collect data, or other activities as part of their educational experience as approved by their learning institution. A mutually beneficial relationship between the students,



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their instructors, and the SHPO is a major goal of the internship program. Every effort will be made to create a match that is satisfactory to both parties.

Application:

Those interested in applying may submit an application, resume, writing sample (5 pages max), and cover letter (1 page max) that addresses the following two questions:

- *What knowledge, skills, or experiences will you bring to this internship?*
- *What knowledge, skills, or experiences do you hope to gain from this internship?*

This material should be mailed to:

*State Historic Preservation Office
Attn: Internship Coordinator
450 Columbus Boulevard, Suite 5
Hartford, CT 06103*

The State Historic Preservation Office of the Department of Economic and Community Development provides equal opportunities to all applicants without regard to race, color, religion, sex, national origin, age, disability or genetics.

State Historic Preservation Office

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