

Smithsonian Institution Academic Internship Fall 2017 Application Form



This academic internship at the world renowned Smithsonian Institution located in Washington, D.C. is a once in a lifetime opportunity. Enjoy the world-class exhibits and offerings of the Smithsonian, while also making a valuable professional contribution to one of its areas of excellence. To top it off, you will be living in the heart of our nation's capital with other interns.

The Smithsonian Institution interns will be provided roundtrip airfare from Honolulu to D.C., housing, and a monthly stipend. In addition, the interns have the support of members of the National Capital Region Chapter of the University of Hawai'i Alumni Association who take pride in assisting and guiding the interns as needed and desired.

Through the generosity of the following three benefactors, the Colleges of Arts & Sciences are able to provide financial support for three student internships:

1. Sarah and Francis Sogi Fellowship
2. National Capital Region Chapter of the University of Hawai'i Alumni Association
3. Hiram L. Fong Endowment in Arts & Sciences

Eligibility (must be applicable in Fall 2017 semester):

- Declared Arts & Sciences major
- Full-time undergraduate
- Resident of the State of Hawai'i and U.S. citizen
- Must be 18 years old or older
- For the Sogi-sponsored internship, student also must have taken at least one Ethnic Studies class at UH Mānoa

How to Apply

Student must submit 3 copies of this application form and the attachments (described on the next page) to:

Office of Community Relations
Colleges of Arts & Sciences and Colleges of Languages, Linguistics & Literature
University of Hawai'i at Mānoa
2545 McCarthy Mall, Bilger 101
Honolulu, HI 96822

Deadline

The application must be complete and in the aforementioned office by 4:00 PM, March 2, 2017. Incomplete or late applications will not be considered.

Smithsonian Institution Academic Internship

Name as it appears in UH STAR system:

Last Name _____ First Name _____ M.I. _____

8-digit UH Student ID # _____ Declared Major _____ GPA _____

Mailing Address _____

Permanent Address _____

Daytime Phone _____ UH E-mail (@hawaii.edu) _____

Classification: Junior _____ Senior _____ Expected Date of Graduation _____

I am a:

- Hawai'i resident
- U.S. citizen
- 18 years of age or older

For applicants for the Sogi-sponsored internship—title and date of Ethnic Studies course(s) taken:

Please submit 3 complete sets of the application packet that comprises the 3 items below. Do not provide more than what is requested. Collate each set in the order below. Submit in ONE manila envelope (no fancy folders, bindings, etc.):

1. This application form
2. A 1,000-word essay that addresses the following:
 - a. Describe yourself and the skills you possess that could bear on a positive internship experience for both yourself and the Smithsonian Institution
 - b. Describe how this internship will impact your goals
 - c. Describe your ideal areas of work and responsibilities at the Smithsonian Institution
3. Current official university transcript (original +2 copies must be included in this packet. Do NOT have transcript sent to office and do NOT use the unofficial online transcript from the STAR System). You can open your transcript envelope and make copies.
4. Two (2) letters of recommendation by professors familiar with your academic abilities (advise your professors to place the original +2 copies in ONE sealed envelope). Letters of recommendation should not exceed one page (one-sided).

Please note:

- Finalists must be available for an on-campus interview. Students selected must also be accepted into a Smithsonian Institution internship program.
- Students cannot choose their program placements at the Smithsonian, but their interests will be taken into consideration by Smithsonian staff.
- The UH internship administrator strongly recommends registering for English 495 and English 499, which are 3-credit courses specifically designed to complement the Smithsonian Institution Academic Internship. Classes and their expectations will be further described at the interview. *[There are other directed reading and internship courses offered by the College of Languages, Linguistics & Literature that may also be relevant; please check with the professor.]*
- Students will also be expected to take two other three-credit courses of their own arrangement, resulting in full-time status for the internship semester.

Recipient will be required to sign the Risk, Release and Indemnity Agreement form prior to the release of funds.

The above has been acknowledged and accepted by:

Applicant signature _____ Date _____

(Failure to sign the application form will result in the disqualification of your application. Digital signature is not accepted.)

Do not submit more material than what is requested above.

Please review "Scholarship and Awards Frequently Asked Questions" (FAQ) on our website:
<http://manoa.hawaii.edu/artsci/alumni/students/faq.htm>

For more information, call (808) 956-4051