

NATIONAL COUNCIL FOR PRESERVATION EDUCATION
In cooperation with the National Park Service
Heritage Documentation Programs:
Historic American Buildings Survey (HABS)
Historic American Engineering Record (HAER)
Historic American Landscape Survey (HALS)
Internship Application
Summer 2020

Under a Cooperative Agreement between the National Council for Preservation Education (NCPE) and the National Park Service (NPS), Heritage Documentation Programs internships are being offered to highly qualified undergraduates and graduate students pursuing a degree in architecture, landscape architecture, architectural history or a closely allied field such as historic preservation, American studies, and American history for summer positions as an architect, landscape architect, or a historian. Recent graduates who received their degree no earlier than October 2018 are also eligible to apply.

NCPE is a national, non-profit organization representing over fifty institutions of higher learning involved in historic preservation education at the undergraduate and graduate levels. Interns will serve under the direction of one of many professionals in the NPS Heritage Documentation Programs division in Washington, D.C.

A clear understanding of your background, volunteer and work experience, and interest areas will aid the site supervisors in considering your application. NCPE does not discriminate in making awards on the basis of age, race, color, religion, sex, national origin, or physical or mental handicap.

Instructions for submitting this application can be found on page 4.

Please Type or Print Clearly.

Application submission date: _____

Name: _____ DOB: _____

University currently attending or graduated from (within last 12 mos): _____

Are you an Undergrad ___ or Grad ___ student? Grad date: _____ ; Major: _____

Your address at school: _____

_____ Your telephone number at school: (____) _____

Your permanent address (if different): _____

_____ Email (please print numbers and letters **clearly**): _____

In case of emergency, notify: _____ (name, relationship)

Emergency Contact telephone number(s): (____) _____ (____) _____

Do you have any medical or physical limitations that prevent you from performing certain kinds of work?

If yes, please describe these limitations: _____

The earliest date you are available to begin the internship: _____

The last date you are available to work: _____

How did you find out about this internship? Please specify websites or physical posting locations, if known _____

Is there another way you'd prefer to learn about these positions? _____

Experience: In which of the following areas do you have volunteer, academic or work experience?
(Check category on left if any sub-category on right is checked)

___ Architectural history (___ primary research, ___ courses; other, please specify _____)

___ Architecture (___ drafting, ___ measured drawing, ___ rendering)

___ Art (___ fine arts, ___ graphic design; ___ art history; other, please specify _____)

___ Computers (___ Computer Aided Drafting, ___ databases, ___ Internet/HTML; other, please specify software _____)

___ Conservation (___ ceramics, ___ furniture, ___ painting, ___ paper, ___ textiles, ___ other: _____)

___ Curatorial/Museum (___ documentation (accessioning/cataloguing), ___ collections care/preventive conservation, ___ exhibit development)

___ Engineering (___ documentation of historic engineering sites, ___ industrial archeology, ___ other)

___ Horticulture (___ garden maintenance, ___ historic landscape planning)

___ Interpretation (___ exhibits, ___ public speaking, ___ special visitor services)

___ Landscape architecture (___ design, restoration; other, please specify: _____)

___ Library Science (___ archival experience, ___ cataloguing, ___ classification)

___ Maritime (___ building skills, ___ maritime history, ___ marine archeology, ___ naval architecture)

___ Oral History (___ interviewing, ___ transcribing)

___ Other preservation related work of any kind: _____

In chronological order list your *paid or volunteer* **WORK EXPERIENCE**, beginning with the most recent:

1. Dates: _____; Employer: _____

Address, City, State, Zip: _____

Immediate supervisor's name: _____

Telephone number: (____) _____; Salary, if paid: _____

Position title & brief job description: _____

2. Dates: _____; Employer: _____

Address, City, State, Zip: _____

Immediate supervisor's name: _____

Telephone number: (____) _____; Salary, if paid: _____

Position title & brief job description: _____

3. Dates: _____; Employer: _____

Address, City, State, Zip: _____

Immediate supervisor's name: _____

Telephone number: (____) _____; Salary, if paid: _____

Position title & brief job description: _____

For Graduate Students Only: Educational Background

Undergraduate College or University: _____

Date of Graduation: _____ Undergraduate Major: _____

For All Applicants: Please enclose a transcript of your current, undergraduate/ graduate course work with your application. Official transcripts preferred; unofficial copies are accepted.

Indicate below the name and telephone number of your advisor, or a faculty member who is familiar with your work, and who is will be providing a written letter of reference.

Name: _____

Telephone number: (____) _____ Email: _____

In the space remaining, write a short essay (**400 words maximum**) indicating why you are applying for a National Council for Preservation Education internship with the Heritage Documentation Programs, indicate which position you are interested in, and explain how this position will further your preservation, architecture, architectural history, or related studies and career goals.

I authorize the investigation of all statements on this application and I understand that any omission of facts or misrepresentation is sufficient grounds for immediate dismissal.

Date: _____; Signature: _____
[Your name typed above constitutes your electronic signature.]

**For Submission Instructions see Heritage Documentation Programs (HABS/HAER/HALS) website:
<https://www.nps.gov/hdp/jobs/summer.htm>**

Application deadline: **March 2, 2020**

Please direct any questions about the architect's or landscape architect's application to mark_schara@nps.gov or historian's application to lisa_davidson@nps.gov.