

**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 2022**

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 2020 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 7, 2022**

**Please direct any questions about the architect's or landscape architect's application to [mark\\_schara@nps.gov](mailto:mark_schara@nps.gov) or historian's application to [catherine\\_lavoie@nps.gov](mailto:catherine_lavoie@nps.gov).**