

# BECAUSE OF HER STORY



American Women's History Initiative

Because of HER STORY

2020 Summer Internship **Application Guide**

June 14–August 8, 2020

**Deadline to Submit: March 15, 2020**



This program is administered by the Smithsonian American Women's History Initiative's Education and National Access Committee with support from the Smithsonian Office of Fellowships and Internships.

The American Women's History Initiative is funded through a public-private partnership with Congress, the American people and private donors, corporations and foundations. Learn more by visiting <https://womenshistory.si.edu/leadership-donors>.

**Welcome to the Because of HER STORY Application Guide. This document contains specific program and application information. For the program description and a breakdown of the program components, please review the program description <https://womenshistory.si.edu/news>.**

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*What will be included as part of the program?*

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1. The Smithsonian will arrange for and provide paid group housing in the Washington D.C. metro area and program coordination. All cohort participants *must* live in the group housing provided. Housing is accessible via public transportation. This is valued at \$3,240.00.
2. (1) Round-trip airfare, train, or bus ticket as a reimbursement to defray costs of travel to and from Washington, D.C. at the beginning and end of the internship, in accordance with Smithsonian and federal government guidelines. This will be adjusted based on geographic location of each individual intern.
3. A program stipend of \$382.50/week will be provided to each intern. This is valued at a total of \$3,060.00. This stipend will be paid twice a month and includes an amount to defray the costs of local transportation to and from your internship site.

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*Program Requirements:*

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1. Interns must be able to complete the full-time (40 hours/week) internship schedule for the entire tenure of eight (8) weeks in Washington D.C. area-based Smithsonian facilities. Informal weekend activities may be planned by the cohort.
2. Interns are required to live in the provided paid group housing.
3. Guided by interests chosen by the applicant during the application process (described below in this document) and availability of opportunities, each intern will be matched with a opportunity for the duration of their time at the Smithsonian and will complete the tasks of their internship project.
4. Interns must participate in all weekly cohort engagement activities as scheduled.
5. Towards the end of their internship experience, each intern will be required to participate in a final group project that showcases the work of the American Women's History Initiative.

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### *Eligibility and who should apply?*

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1. Be currently enrolled in good standing in an undergraduate program, or recently graduated (within the 12 months).
2. Be a U.S. citizen or permanent resident. For all other cases, please email the Because of Her Story program staff at [BOHSInternship@si.edu](mailto:BOHSInternship@si.edu).
3. Through the Smithsonian American Women's History Initiative (AWHI), the Smithsonian aims to help diversify the museum field by providing guided learning opportunities to students from varied economic, cultural, social, and educational backgrounds. Students and recent graduates from Minority Serving Institutions (MSI) of higher education such as Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (HSI), Tribal Colleges and Universities (TCU), and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) are encouraged to apply to this program.
4. The Smithsonian is committed to ensuring that all employees and affiliated persons (including interns) are treated equitably in an environment that is free from discrimination based on race, color, religion, sex (including gender identity, gender stereotyping, pregnancy, and sexual orientation), national origin, age, disability, genetic information, parental status or marital status. All personnel practices, including the selection of interns, must comply with this policy.

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### *Selection Criteria:*

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1. Demonstrate interest in learning about, researching, and increasing public awareness of diverse American women's stories.
2. Demonstrate ways in which the experience will enhance the student's learning or contribute to their future career goals.
3. Candidates should have basic research and writing skills, and basic knowledge of American women's history. Candidates are required to submit a writing sample.
4. Demonstrate experience with service learning and engagement with local or collegiate groups.
5. Demonstrate affinity and interest in learning about museum, cultural, or scientific organizations.
6. Demonstrate commitment to personal and professional development.

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*How to Apply:*

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1. Before starting an application, please review the Application Guide and the Internship Project Descriptions document to review internships available. Candidates must select the top (3) choices in the SOLAA application under the tab “Projects”.
2. To apply, create an account on the [Smithsonian Online Academic Appointment System](#) (SOLAA).
3. Look under “Office of the Provost” and select “2020 Because of Her Story Internship Program” from the drop-down menu.
4. Then, start an application for this internship program.
5. A complete online application will include: a current resume or CV, short biography, (3) short statements, unofficial or official transcripts, and two (2) references. Please make sure to provide the SOLAA application system the two emails for your references and follow-up with each of your references to ensure email receipt and reference submission. The deadline for the references concurs with the application deadline listed below.
6. Review internship program description documents for specific internships available at <https://womenshistory.si.edu/news>. Please ensure the selection of 3 choices in the “Projects” tab of the SOLAA application.
7. **PLEASE READ: Be advised that this application will close on will close at 11:59 pm Eastern Time on either: (A) Sunday, March 15, 2020, at 11:59 p.m. Eastern Time or (B) The date that 350 applications are received; whichever occurs first. If the announcement closes on the date that 350 applications are received, all applications submitted by 11:59 p.m. Eastern Time that day will be given consideration, including those in excess of 350.**
8. Notifications about selections should be made **no later than April 13, 2020.**

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*Important Dates:*

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| February 5 | SOLAA application will be posted for students         |
| March 15   | Intern applications due                               |
| April 7    | Review panel selection of interns                     |
| April 13   | Intern applicants will be notified of their selection |

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|----------|--|
| April 20 | Intern commitments due to Smithsonian staff                                |
| May 1    | Intern Registration documentation due to Smithsonian staff (no exceptions) |
| June 14  | Arrive in Washington D.C.  |
| June 15  | Internship program begins  |
| August 7 | Internship ends  |
| August 8 | Depart from Washington D.C.  |

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*Is this internship opportunity paid?*

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Yes. To help defray living and local transportation expenses during the tenure of their internship, Because of Her Story interns will be offered a stipend of \$382.50/week. A relocation travel allowance reimbursement and housing support will be included as part of the internship award. The total value of this internship award is \$6,300.00.

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*Can I receive academic credit for completing an internship?*

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Awarding academic credit for an internship is at the discretion of your school. However, we will assist you in providing appropriate information as requested by your school. Arrangements for accreditation should be made upon acceptance of internship and before you begin the internship.

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*Can I apply for this internship if I am a high school student or graduate student?*

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No. This internship is open only to current undergraduate students and recent graduates (graduating within the last 12 months).

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*Do I have to live in the group housing?*

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Yes. All interns are required to live in the group housing. The group housing is accessible through public transportation. If you need accommodations, please reach out to the Program staff at [BOHSInternship@si.edu](mailto:BOHSInternship@si.edu).

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*Will the Smithsonian pay for parking for private vehicles?*

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No. The Smithsonian does not pay for private vehicle parking during the (8)-week program. Parking is available through the housing vendor at your own cost.

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*Does the Because of Her Story Internship Program sponsor student visas?*

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Due to the short-term nature of this internship program, the Smithsonian is unable to sponsor student visas for foreign exchange students.

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*Contact Information*

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For application questions, please contact the Because of Her Story staff at [BOHSInternship@si.edu](mailto:BOHSInternship@si.edu).

For technical support, please contact Office of the Chief Information Officer Help Desk at [OCIOHelpDesk@si.edu](mailto:OCIOHelpDesk@si.edu) or 202-633-4000.

Program Website: <https://womenshistory.si.edu/news>