

BECAUSE OF HER STORY

 Smithsonian

American Women's History Initiative

Because of Her Story

2022 Virtual Cohort Internship Program **Application Guide**

June 13–August 5, 2022



2019 Because of Her Story Internship Cohort

Welcome to the Application Guide for the 2022 Virtual Because of Her Story Cohort Internship Program. This document contains specific program and application information.

See the [full list](#) of Virtual 2022 BOHS Internship Project Descriptions and a breakdown of the program components.

Program Requirements:

1. The dates of this internship are June 13 - August 5, 2022. Interns MUST be able to complete the full-time internship schedule for the ENTIRE duration of eight (8) weeks. We understand that unexpected scheduling conflicts may arise, and we'll work with you to ensure that you have the best experience.
2. Interns are required to complete their Virtual Unit Internship Project (4 days per week; 32 hours per week), which focuses on the professional development of each intern.
3. Please review the full list of [2022 virtual project descriptions](#).
4. Applicants must choose their top three (3) internship projects and list them in order of preference. Interns will be assigned to one their three (3) choices, though it may not be their top choice.
5. Interns must participate in all cohort engagement activities as scheduled, including Weekly Virtual Friday Cohort Learning Experiences, Weekly Virtual Tuesday Cohort Dinners, and Group Project participation.
6. Towards the end of their internship experience, each intern will be required to participate in the final group project that showcases the work of the American Women's History Initiative.
7. A final evaluation will be sent out in mid to late August 2022. Interns are required to participate in the evaluation and feedback process to improve the program for future years.

Eligibility and who should apply?

1. Be currently enrolled as a rising sophomore, junior, or senior in good standing in an accredited 2 year or 4 year college undergraduate program, or recently graduated from an undergraduate program (within 15 months of June 2022; those who graduated in Spring 2021 are eligible to apply). Applicants must be at least 18 years old.
2. Have a GPA of 3.0 or higher.
3. Be a U.S. citizen or permanent resident. International students must already have a U.S. student visa. For questions regarding eligibility and citizenship cases (for example, DACA), please email the Because of Her Story program staff at BOHSInternship@si.edu.
4. 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 community colleges, junior colleges, 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.
5. 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.
6. The Smithsonian Institution has a mandate requiring all employees (federal and trust), affiliated staff (including volunteers, **interns**, and fellows), and the contractors who work with us to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., onsite, **telework**, **remote work**, etc.), subject to such exceptions as required by law. **If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination before appointment or onboarding with the Smithsonian Institution.** The Smithsonian Institution will provide additional information regarding what information or documentation will be needed and how you can request a legally required exemption from this requirement. This requirement applies to employees, affiliated staff, contractors who are working on-site, and those teleworking in whole or in part. Limited exemptions to the Smithsonian Institution's COVID-19 vaccine mandate will be considered on a

case-by-case basis for selected candidates who inform the Smithsonian that they cannot be vaccinated because of a disability, including certain medical conditions the Center for Disease Control (CDC) considers contraindications to the vaccine, or because of a sincerely held religious belief, practice, or observance. Additional information and instructions regarding Smithsonian's COVID-19 mandate will be provided at the time of selection.

What will be included as part of the program?

1. A program stipend of \$750/week will be provided to each intern. This stipend will be paid twice a month, on the 10th and the 25th of each month.
2. A research supply allotment will be provided, as needed, for each intern while working from home. This will cover such items that are necessary to your internship, such as laptops, specific software, printers, scanners, internet accessibility, etc.

A Step-by-Step Process of the SOLAA Application

Below are the questions you will find on the application on the Smithsonian Online Academic Appointment System (SOLAA) and helpful hints.

Name: Your legal name. If you go by a different name, please tell us that in your Abstract (personal statement).

Email: The email address where you wish to receive communication regarding this internship.

Telephone: The phone number where you wish to receive communication regarding this internship.

Mailing Address: The mailing address where you wish to receive communication regarding this internship.

How did you find out about this program: A website? A professor? Word of mouth? Your college Career Services Office? Handshake?

Gender: (options include Female, Male, Other)

Citizenship: Your country of citizenship (example: U.S.)

Dual: If you have dual citizenship (example: U.S. and Rwanda), this is where you list your other country of citizenship (example: Rwanda).

Country of Permanent Residence: This might be the same answer as Citizenship. If you are not a U.S. citizen but attend school in the U.S., this is the country where you live when not in school (example: Rwanda).

Type of Visa (if currently in US): If you are not a U.S. citizen but attend school in the U.S., list the Visa you have that allows you to study and/or work in the U.S.

Permanent Address: This may be the same as your mailing address or where you live when you're not in school.

Address to which all correspondence should be sent: Choose either your permanent address or your mailing address.

Until Date: For example, if you chose your mailing address which is where you attend school, you would list the date when you'd no longer be at that address.

Additional Phone Number: If you have another phone number other than what you listed above, put that here.

Additional E-mail: If you have an additional email address other than the one you listed above, put that here (personal email address, work email address, school email address, etc.)

Current Affiliation: **If you are not currently in school and have already graduated, you will leave this entire section blank and move on to the Academic History section.**

What college or university are you CURRENTLY attending at the time of applying to this program?

Position: You can leave this blank.

Country: The country where your current college or university is located

State: The state where your current college or university is located

City: The city where your current college or university is located

Academic Level: The year you're CURRENTLY in at the time of applying to this program (if undergraduate, freshman, sophomore, junior, senior; first year Master's program, etc.).

Degree: What type of degree are you CURRENTLY pursuing at the time of applying to this program? Bachelor's? Bachelor of Arts? Bachelor of Science? Master's degree?

Degree Date: Leave this blank since you have not yet graduated

Expected Degree Date: The date you will graduate from your college or university

Major: If you have declared a major, list it here. If you have not, write "Undeclared."

Minor: If you have declared a minor, list it here. If you have not, leave blank.

Cumulative GPA: Your current total GPA at the time of applying to this program. Your GPA must be 3.0 or higher in order to be eligible for this internship.

Major GPA: You can list the GPA of your major or leave this blank.

Academic History : **If you are currently in an undergraduate program, you will leave this section blank and instead fill out the section above, Current Affiliation.**

School/College/University: What college or university did you recently graduate from?

Degree: What type of degree did you receive? Bachelor's? Bachelor of Arts? Bachelor of Science?

Degree Date: What date did you graduate?

Country: The country where the college or university from which you graduated is located.

State: The state where the college or university from which you graduated is located.

City: The city where the college or university from which you graduated is located.

Major: What was your major?

Minor: If you had a minor, list it here. If not, leave blank.

Cumulative GPA: What was your GPA when you graduated? Your GPA must be 3.0 or higher in order to be eligible for this internship.

Major GPA: You can list the GPA of your major or leave this blank.

Program Choices

Cycle: Write "Summer"

Year: Write "2022"

Proposed Dates: From: Write the date the internship begins, 06/13/2022

To: Write the date the internship ends, 08/05/2022

Project Choices for this program: Visit ([link to project choices](#)) to review the list of project choices for 2022, then list your top 3 choices in order of preference.

First Project Choice: List your top choice

Second Project Choice: List your second choice

Third Project Choice: List your third choice

Additional Questions to the applicant: *Don't skip this section. Please answer all the questions.*

Have you made arrangements with your college or university to receive academic credit for an internship if it is awarded? If you are receiving academic credit for this internship, please include that information here. If you're not, write "NO" or "N/A."

Topic(s) of interest: Audiences, Conservation, Curatorial, Development, Education, Exhibitions, Marketing/Public Relations, Programming, New Media, Research, Other, please specify: List what areas of the museum field interest you.

Do you speak and/or write in any other language other than English? (Does not impact selection) If you speak or write in any other language than English, including ASL, list that here. If you don't, write "NO."

Have you applied to this program in previous years, if so which year(s)? If you applied to the 2021 BOHS Cohort Internship Program, write "2021." If not, write "NO."

Have you had an internship at the Smithsonian through another office, museum or research institute? If so, please indicate where and when. This does not determine eligibility. If you've ever interned, volunteered, worked, or had a fellowship at the Smithsonian, list that information here. If not, write "NO."

Will you be the first in your family to attend college/university? If you'll be the first college graduate in your immediate family, write "YES." If not, write "NO."

Are you currently attending a community college? If you are attending or did attend a community college for your undergraduate degree, write "YES." If not, write "NO."

Are you currently attending a Historically Black College or University (HBCU)? If you are attending or did attend an HBCU for your undergraduate degree, or are pursuing the first year of your Master's program at an HBCU, write "YES." If not, write "NO."

Are you currently attending a Tribal college or university? If you are attending or did attend a Tribal college for your undergraduate degree, or are pursuing the first year of your Master's program at a Tribal college, write "YES." If not, write "NO."

Are you currently attending a Hispanic-serving institution (HIS)? If you are attending or did attend an HIS for your undergraduate degree, or are pursuing the first year of your Master's program at an HIS, write "YES." If not, write "NO."

Program Application Materials: ALL of the required application materials listed below must be uploaded as a .PDF.

Abstract: Please provide a short biography (no longer than one page) describing your background, personal history, causes you support, and why you are applying for this internship. This is the review panel's opportunity to get to know you. Please label the document (Your First Name, Your Last Name) ABSTRACT and upload as a .PDF document.

CV/Resume: Please provide your current CV or resume. Please ensure that you include in your resume any accomplishments and/or recognitions, community service, employment, volunteer activities, including dates. Please label the document (Your First Name, Your Last Name) RESUME and upload as a .PDF document.

Essay: You will submit three written statements in one document and label each statement accordingly (please include the statement number and write out the question that you're answering). The TOTAL word count for all three statements is 750 words (e.g. 350 words, 200 words, 200 words). **Statement 1:** (Choose ONE prompt for Statement 1: a, b, or c.) Given your knowledge (academic/personal) of

American Women's History, discuss the importance of either **a)** research to further study these diverse stories; **b)** education and public engagement, innovative ways to engage audiences in telling and sharing these diverse stories; or **c)** curatorial and collections, how museums and museum collections support the diffusion of this knowledge. **Statement 2:** Discuss how you would contribute to the work of the American Women's History Initiative (via your specific internship project choices) and how both the mentorship and internship experiences will further your own academic or career pursuits. **Statement 3:** If you could have coffee with a notable woman from the past or present, who would it be and what question would you ask them? Why?

Please label the document (Your First Name, Your Last Name) ESSAYS and upload as a .PDF document.

Other: Please submit one Academic Writing Sample (up to 6 pages MAX). The writing sample can be from something you have already written (for example, a paper for a class; please include the information about where the piece was originally). Please label the document as (Your First Name, Your Last Name) WRITING SAMPLE and upload as .PDF document.

Transcripts: Transcripts (or other materials when transcripts are not issued) from your undergraduate institution are required. **Unofficial transcripts are acceptable.** If transcripts are not in English, the applicant should provide translations. Please upload as a .PDF document.

References: **You are required to provide 2 references.** Everything regarding the application is done through the SOLAA system. In SOLAA, you supply the 2 email addresses for your references. **Be sure that you entered the email addresses correctly.** You must click the "send to" buttons (the little envelope icon next to each of the email addresses of your references) for each of your references prior to submitting your complete application. The SOLAA system will then contact the references via the email addresses that you provide. Your references will then go into the SOLAA system and answer the reference questions (there are about 8 short questions). There is also the option for your references to upload a recommendation letter (remind references to upload the letter as a .PDF document). Your references must do one or the other, or they have the option to do both. You can submit your application if you have completed all of the other components. **PLEASE follow-up with each of your references to ensure email receipt and reference submission as soon as possible.** We recommend that your references check their SPAM/Junk Mail and Deleted items folders. SOLAA sends an automated email response which tends to be filtered by SPAM/Junk Mail.

Selection Criteria:

1. Demonstrate a commitment to personal and professional development.
2. Demonstrate an interest in learning about, researching, and increasing public awareness of diverse American women's stories.
3. Demonstrate ways in which the experience will enhance the student's learning or contribute to their future career goals.

4. Candidates should have basic research and writing skills, and basic knowledge of American women's history.
5. Demonstrate experience with service learning and engagement with community or collegiate groups.
6. Demonstrate an affinity and interest in learning about museums, or cultural and scientific organizations.

How to Apply:

1. **Before starting an application in SOLAA, please review the entire Application Guide.**
2. Review [internship program descriptions](#) for each specific internship.
3. Please select your top three (3) choices in the "Projects" tab of the SOLAA application.
4. To apply, create an account on the [Smithsonian Online Academic Appointment System](#) (SOLAA).
5. Look under "Office of the Undersecretary for Museums and Culture" and select "2022 Because of Her Story Virtual Internship Program" from the drop-down menu.
6. Start an application for this internship program.
7. **A completed online application must include:** a short biography no longer than one page (Abstract); current resume or CV; three (3) short statements with a TOTAL word count for all three statements of 750 words (Essay); an Academic Writing Sample between 4-6 pages MAX (Other); unofficial or official transcripts; and two (2) references. You must provide the SOLAA application system the email addresses for each of your references (2 total), and follow-up with each of your references to ensure email receipt and reference submission. Your references MUST submit their letter/answer the reference questions in SOLAA by the application deadline (Feb. 28, 2022). If your application doesn't contain all of the above components, including reference letters, your application will be considered incomplete, and you will be ineligible.
8. **PLEASE READ: This application will close at 11:59 pm Eastern Time on Monday, February 28, 2022 OR when we receive 400 applications, whichever comes first.**
9. Interns will be notified of their selection status by **April 15, 2022.**

Important Dates:

January 10	Intern application opens on SOLAA
February 28	Intern applications due by 11:59pm EST* (<i>*Applications will be capped at 400 students. The application will close when SOLAA receives 400 applicants or February 28, whichever comes first so apply early.</i>)
April 15	Intern applicants will be notified of their selection
April 20	Interns must accept or decline their internship offer via SOLAA by 5pm EST
April 29	Intern registration paperwork due to AWHI staff (NO EXCEPTIONS)
June 13	Internship program begins
August 5	Internship ends

Is this internship opportunity paid?

A program stipend of \$750/week will be provided to each intern. This stipend will be paid on the 10th and 25th of each month.

Can I receive academic credit for completing an internship?

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. *Please note the question in the SOLAA application “Have you made arrangements with your college or university to receive academic credit for an internship if it is awarded?”

Can I apply for an internship if my GPA is below 3.0?

Eligible applicants must have a GPA of 3.0 or higher. If your GPA is below 3.0 you will be considered ineligible.

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

This internship is open only to undergraduate college students (rising sophomores, juniors, or seniors) or students who have recently graduated from an undergraduate program (within 15 months of June 2022). If you are in graduate school but still graduated from an undergraduate program within one year of June 2022, you are still eligible to apply. Applicants must be at least 18 years old.

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

Due to the short-term nature of this internship program, the Smithsonian is unable to sponsor student visas for foreign exchange students. International students must already have a U.S. student visa.

Do I have to be fully vaccinated even though this is a virtual internship?

The Smithsonian Institution has a mandate requiring all employees (federal and trust), affiliated staff (including volunteers, **interns**, and fellows), and the contractors who work with us to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., onsite, **telework, remote work**, etc.), subject to such exceptions as required by law. **If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination before appointment or onboarding with the Smithsonian Institution.** The Smithsonian Institution will provide additional information regarding what information or documentation will be needed and how you can request a legally required exemption from this requirement. This requirement applies to employees, affiliated staff, contractors who are working on-site, and those teleworking in whole or in part. Limited exemptions to the Smithsonian Institution's COVID-19 vaccine mandate will be considered on a case-by-case basis for selected candidates who inform the Smithsonian that they cannot be vaccinated because of a disability, including certain medical conditions the Center for Disease Control (CDC) considers contraindications to the vaccine, or because of a sincerely held religious belief, practice, or observance. Additional information and instructions regarding Smithsonian's COVID-19 mandate will be provided at the time of selection.

Contact Information

For **application questions**, please **contact** the Because of Her Story staff at BOHSInternship@si.edu (available 9am—5pm EST, Monday through Friday).

For **technical support**, including problems with the SOLAA system, please **contact** Office of the Chief Information Officer Help Desk at OCIOHelpDesk@si.edu or 202-633-4000 (available 9am—5pm EST, Monday through Friday).

Program Website: womenshistory.si.edu

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 Internship Programs.

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