

BECAUSE OF HER STORY



Smithsonian American Women's History Museum
2024 Because of Her Story Cohort Internship Program
June 10–August 2, 2024



2019 Because of Her Story Internship Cohort

Welcome to the Application Materials for the 2024 Because of Her Story Cohort Internship Program!

This document contains specific program and application information as well as the link to apply via SOLAA on pg. 9.

See the full list of the [2024 BOHS Intern Project Descriptions](#), and a breakdown of the program components.

Program Requirements:

1. The dates of this internship are Monday June 10 – Friday August 2, 2024. Interns should plan on arriving to Washington, D.C. on Saturday June 8 and departing on Saturday August 3 or Sunday August 4, 2024. Interns **MUST** be able to complete the full-time internship schedule for the ENTIRE duration of eight (8) weeks. We understand that unexpected illnesses or emergencies may arise, and we'll work with you to ensure that you have the best experience. All interns will be based in provided housing in Washington, D.C.
2. Interns are required to complete their Unit Internship Project (4 days per week, Monday through Thursday; 32 hours per week, generally 9am ET to 5pm ET), which focuses on the professional development of each intern. Internship projects will either be onsite in-person at a Smithsonian museum or research center, online virtually with a Smithsonian museum or research center, or a hybrid of both (locations are noted in each project description).
3. Please review the full list of [2024 BOHS 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 Friday Cohort Learning Experiences and weekly Tuesday Cohort Dinners. Cohort engagement activities will be in-person in Washington, D.C.
6. On August 2, the last day of the internship, each intern will be required to present on their individual internship project that showcases the work of the Smithsonian American Women's History Museum.
7. Interns are **REQUIRED** to participate in the final program 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 at an accredited 2 year or 4 year college undergraduate program, or recently graduated from an undergraduate program (within 15 months of June 2024; those who graduated in Spring 2023 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 Museum (SAWHM), 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 may require employees (federal and trust), volunteers, **interns**, fellows, research associates, and their contractors who work with us to provide proof of full vaccination against COVID-19 subject to such exceptions as required by law. If selected, you may be required to submit documentation of proof of vaccination during onboarding. The Smithsonian Institution will provide additional information regarding what information or documentation will be.

What will be included as part of the program?

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.
2. A reimbursement for round-trip airfare, train, or bus ticket to defray the 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 is not a dollar-for-dollar reimbursement and will be adjusted based on geographic location of each individual intern.
3. A program stipend of \$400/week will be provided to each intern. This stipend will be paid twice a month from the start date of your internship, on the 10th and the 25th of each month.
4. A research supply allotment will be provided, as needed, for each intern while working virtually. This will cover such items that are necessary to your internship, such as laptops, specific software, printers, scanners, etc.

A Step-by-Step Guide 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. We recommend that you DON'T use your university email since we will be communicating with you at this email address after your classes have ended. We recommend that you use a personal email address or an email address that you check daily.

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 the U.S.): 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 (example: your parents' address).

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

Until Date: For example, if you choose your mailing address which is where you attend school, you will 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.)

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.**

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

Position: 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 you're an undergraduate, list "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? Associate'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 current 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 to be eligible for this internship.**

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

Academic History : **Only fill this section out if you've **completed** an undergraduate program. If you are currently in an undergraduate program, you will leave this ENTIRE section blank and instead fill out the section above, **Current Affiliation**. DON'T list your high school information.**

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

Degree: What type of degree did you receive? Associate'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 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 "2024"

Proposed Dates: From: Write the date the internship begins, 06/10/2024

To: Write the date the internship ends, 08/02/2024

Project Choices for this program: Review the list of [2024 BOHS internship projects](#), then list your top 3 choices in order of preference. We recommend that you choose projects that best align with your skill set, academic history, and resume.

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 2022 or 2023 BOHS Cohort Internship Program, write which year you applied. 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, your personality, your passions. Don't include information the review panel can learn from reading your resume/CV or transcripts. Give the reviewers a sense of yourself. Please label the document (Your First Name, Your Last Name) ABSTRACT (example: JANE SMITH 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 community service, employment, volunteer activities, accomplishments and/or recognitions, and publications, including dates. Please label the document (Your First Name, Your Last Name) RESUME (example: JANE SMITH 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 (example: Statement 1 350 words, Statement 2 200 words, Statement 3 200 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 Smithsonian American Women's History Museum (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 American 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 (example: JANE SMITH ESSAYS) and upload as a .PDF document.

Other: Please submit one Academic Writing Sample (up to 6 pages TOTAL). The writing sample can be from something you have already written (for example, a class paper or an article you wrote for a school paper or magazine). Please include the information about what and where the piece was originally written (for example, the class or assignment). **You don't need to include a bibliography or appendix. DON'T EXCEED 6 PAGES TOTAL.** Please label the document as (Your First Name, Your Last Name) WRITING SAMPLE (example: JANE SMITH 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** as these can be downloaded or acquired at no cost to the student. If transcripts are not in English, the applicant should provide translations. Make sure that the transcript shows the name of the academic institution that you attended as well as the dates that you attended. 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 send an automatic email to the references via the email addresses that you provide with a link to provide their recommendation. 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. **If your references have not submitted their recommendations by the time the application closes on February 7, 2024 at 5pm ET or when the system receives 400 applications, whichever comes first, your application will be considered incomplete and you will be ineligible.**

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 the [2024 BOHS internship project 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): <https://solaa.si.edu/solaa/#/public>
5. Look under "Office of the Undersecretary for Museums and Culture" and select "2024 Because of Her Story 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; 3 short statements with a TOTAL word count for all three statements of 750 words (Essay); an Academic Writing Sample up to 6 pages TOTAL (Other); unofficial or official transcripts; and 2 references. You must provide the SOLAA application system the email addresses for each of your references (2 total) and click the "send to" buttons

(the little envelope icon next to each of the email addresses of your references). Please 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. 7, 2024). **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. This application will close at 5:00pm Eastern Time on February 7, 2024 OR when we receive 400 applications, whichever comes first.

9. Interns will be notified of their selection status by **April 12, 2024.**

Important Dates:

January 8	Intern application opens on SOLAA: https://solaa.si.edu/solaa/#/public
February 7	Intern applications due by 5:00pm ET* (*Applications will be capped at 400 students. The application will close when SOLAA receives 400 applicants or 5pm ET February 7, whichever comes first.)
April 12	Intern applicants will be notified of their selection
April 18	Interns must accept or decline their internship offer via SOLAA by 9am EST
April 24	Intern registration paperwork due to SAWHM staff (NO EXCEPTIONS)
June 8	Interns arrive in Washington, D.C. to provided housing
June 10	Internship program begins
August 2	Internship ends
August 3-4	Interns depart Washington, D.C./provided housing

FREQUENTLY ASKED QUESTIONS

Is this internship virtual or in-person?

All interns will be based in Washington, D.C. The Tuesday and Friday Cohort Learning Experiences will be in-person in Washington, D.C. Internship projects will either be onsite in-person at a Smithsonian museum or research center, online virtually with a Smithsonian museum or research center, or a hybrid of

both (locations are noted in each project description). If your project is virtual or a hybrid, you will be working virtually while in D.C.

Is this internship opportunity paid?

A program stipend of \$400/week will be provided to each intern. This stipend will be paid on the 10th and 25th of each month after the internship begins (the first payment would be June 25).

Is housing provided in Washington, D.C.?

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.

How do I get to and from Washington, D.C. at the beginning and end of my internship?

We will provide a reimbursement of round-trip airfare, train, or bus ticket to defray the 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 is not a dollar-for-dollar reimbursement and will be adjusted based on geographic location of each individual intern.

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 respond appropriately to 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?

NO. 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?

If you are in high school, you are considered ineligible. 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 2024). If you are in graduate school but still graduated from an undergraduate program within one year of June 2024, you are still eligible to apply. Applicants must be at least 18 years old (if you're an undergraduate student but younger than 18 years old, you will be considered ineligible).

Whom should I ask to be a reference?

Two letters of recommendation are required. Ask someone who knows you and your work the best to write the letters for you. References can be a professor, a work or volunteer supervisor, a guidance counselor, or another professional who knows you well and can speak to your strengths, abilities, interests, etc. Be sure to give your references enough time to write a letter of recommendation or respond to the reference questions. We recommend asking them at least three weeks before the application deadline. Letters must be submitted directly by the recommenders through SOLAA (see pg. 8). In the application in SOLAA, you will provide the recommenders' names and email addresses; they will automatically receive email instructions as to how to upload their recommendation letters. We do not accept recommendation letters by email, mail, or in person. We do not accept recommendation letters after the application deadline.

Does the BOHS Cohort 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.

Does the BOHS Cohort Internship Program provide accommodations for applicants with disabilities?

The Smithsonian Institution is committed to the provision of reasonable accommodation for intern applicants with disabilities unless to do so would cause undue hardship. Requests for reasonable accommodations will be considered and processed according to Smithsonian Accommodation Procedures, which are available at <https://www.si.edu/OEEMA/IndividualswithDisabilities> Please contact BOHSInternship@si.edu if you have any questions.

Do I have to participate in all of the program components?

YES. Interns are required to complete their Unit Internship Project (4 days per week, Monday through Thursday; 32 hours per week, generally 9am ET to 5pm ET), and MUST participate in ALL cohort engagement activities as scheduled, including Weekly Friday Cohort Learning Experiences, Weekly Tuesday Cohort Dinners, and Individual Project presentations.

Do I have to be there for all 8-weeks of the program?

YES. Interns MUST be able to complete the full-time internship schedule for the ENTIRE duration of eight (8) weeks, June 10 - August 2, 2024. This means no vacations or scheduled trips during these eight weeks. We understand that unexpected illnesses or emergencies may arise, and we'll work with you to ensure that you have the best experience.

Do I have to be fully vaccinated against COVID-19?

The Smithsonian Institution may require employees (federal and trust), volunteers, **interns**, fellows and research associates, and their contractors who work with us, to provide proof of full vaccination against COVID-19 subject to such exceptions as required by law. If selected, you may be required to submit documentation of proof of vaccination during onboarding. The Smithsonian Institution will provide additional information regarding what information or documentation will be.

Contact Information

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

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