



Houston Metropolitan  
Research Center

STUDENT HISTORIAN INTERNSHIP PROGRAM  
APPLICATION  
SUMMER 2019

NOTE: You must be available to intern Tuesday-Friday, 10:00am to 5:00pm, from June 4 - 28, 2019.

The application and the Teacher Recommendation Form must be submitted by Friday, April 19, 2019.

Applications must be typed and submitted via email to Mika Selley, SHIP Program Supervisor, at [Mikaela.Selley@houstontx.gov](mailto:Mikaela.Selley@houstontx.gov) using the subject line "SHIP Application."

PERSONAL INFORMATION

Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Parent/Guardian Phone: \_\_\_\_\_

Student Email: \_\_\_\_\_ Parent/Guardian Email: \_\_\_\_\_

Grade Fall 2019 (Circle one): 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup> College Freshman

High School Name: \_\_\_\_\_ HS City: \_\_\_\_\_

Name of the teacher who will provide your recommendation: \_\_\_\_\_

Email Address of that teacher: \_\_\_\_\_

SHORT ANSWER

Please answer the following questions in a few sentences.

1. Have you been to the Houston Metropolitan Research Center (HMRC) before? If yes, what did you see/do?

2. What is the best educational experience you have ever had and why? This educational experience can have taken place in an archive, a museum, in a classroom, at a camp, or elsewhere.
3. Describe a research project you have done. What was it about and what types of sources did you use?
4. Are you comfortable using Microsoft Word and Excel? How comfortable are you with library/archival research?
5. What are your hobbies/extra-curricular activities?
6. Do you have experience interning, volunteering, or working? If yes, please share where and briefly describe your responsibilities.
7. What are your goals after high school?
8. What are your expectations for this internship?
9. Please describe why you are a good candidate for this internship.
10. How did you find out about the Student Historian program?



Houston Metropolitan  
Research Center

STUDENT HISTORIAN INTERNSHIP PROGRAM  
TEACHER RECOMMENDATION  
SUMMER 2019

NOTE: The Teacher Recommendation Form must be submitted by Friday, April 19, 2019.

PERSONAL INFORMATION

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

RECOMMENDATION

Please answer the following questions about the applicant continuing onto an additional paper as necessary.

1. How long have you known the applicant? In what capacity?
2. Does the applicant show a strong interest in history or library/archival science? How have they shown this interest?
3. Please provide a brief appraisal of the applicant's academic capability and motivation.
4. Please provide a brief assessment of the applicant's soft skills. For example: Do they work well with others? Are they respectful of other's time and abilities? Are they usually on time?
5. Is there anything else you'd like to tell us?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions, please contact SHIP Program Supervisor, Mika Selley, at either 832-393-1552 or [Mikaela.Selley@houstontx.gov](mailto:Mikaela.Selley@houstontx.gov).



Houston Metropolitan  
Research Center

STUDENT HISTORIAN INTERNSHIP PROGRAM  
APPROVAL TO PARTICIPATE  
SUMMER 2019

All students under the age of 18 must have this form signed by their parent or guardian.

Please read and sign the following statement:

I am the parent/legal guardian of my child, \_\_\_\_\_, and give permission for them to participate in the Student Historian Internship Program (SHIP) at the Houston Metropolitan Research Center, part of the Houston Public Library System, this summer 2019.

I certify that my child is at least sixteen years of age or will be by the start date of the program.

I certify that my child can commit to the 96 hours required by the program and can attend both the Orientation and final Showcase.

I certify that my child has reliable transportation to and from the Houston Metropolitan Research Center.

I understand that if my child does not attend the required Orientation and Showcase; does not attain the required hours; or behaves inappropriately that he or she will be asked to leave the program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

If you have any questions, please contact SHIP Program Supervisor, Mika Selley, at either 832-393-1552 or [Mikaela.Selley@houstontx.gov](mailto:Mikaela.Selley@houstontx.gov).