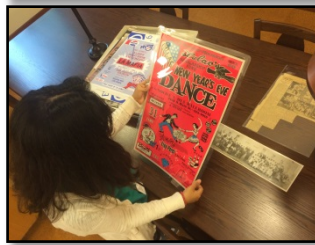




Houston Metropolitan  
Research Center

## STUDENT HISTORIAN INTERNSHIP PROGRAM



The Houston Metropolitan Research Center is offering an exciting opportunity for dedicated high school students to experience work in an archive first hand! Join us for a four-week, intensive internship along with one or two fellow interns to learn about archival science and preserving our history!

During the Student Historian Internship Program (SHIP), you will get to:

- ✓ process an archival collection!
- ✓ transcribe and summarize an oral history!
- ✓ work in the Conservation Lab!
- ✓ and more!

At the end of the project, you will have:

- ✓ a program to add to your resume,
- ✓ a professional portfolio of work that you can present, and
- ✓ several key skills including organizational skills, improved compositional writing skills, and a knowledge of professional workplace etiquette.

This one month intensive internship will take place at the beautiful downtown Julia Ideson Building Tuesday-Friday of June.

Please contact Mika Selley, our SHIP Program Supervisor, at 832-393-1552 or [Mikaela.Selley@houstontx.gov](mailto:Mikaela.Selley@houstontx.gov) with questions!



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### FREQUENTLY ASKED QUESTIONS (FAQS)

**Q: What is an archive?**

An archive is a place where people go to find information. But rather than gathering information from books as you would in a library, people who do research in archives often gather firsthand facts, data, and evidence from letters, reports, notes, memos, photographs, audio and video recordings, and other primary sources. An archivist is a professional who collects, preserves, and makes available the materials found in an archive.

**Q: How many internships are awarded?**

Generally, 2-3. The number of interns fluctuates based on professed interest and staff availability.

**Q: How much does the internship pay?**

This is an unpaid internship to gain experience in the field.

**Q: How much time is required?**

The internship will run from June 4-28, Tuesday-Friday from 10-5pm for a total of 96 hours.

**Q: Where will the internship be held?**

Julia Ideson Building, in downtown Houston. Our address is 550 McKinney St, Houston, TX 77002.

**Q: Are there deadlines?**

Yes, there is an application deadline of April 19, 2019.

**Q: What supporting application materials are required?**

A recommendation from a teacher, preferably in the subjects of history or social studies. Additionally, those under the age of 18 will need to submit the Approval to Participate signed by a parent or legal guardian.

**Q: Who can apply?**

Applicants must be 16 or older and either enrolled in high school or have graduated May 2019 and entering as a freshman at a college or university in Fall 2019.

**Q: Can I earn academic credit?**

The Houston Metropolitan Research Center is not an accredited educational institution nor do we have an agreement with an educational institution. We encourage interns to discuss the program with their high school and/or college to determine if there are any opportunities to gain credits through them.

**Q: Who can I contact to find out more?**

Please contact Mika Selley, our SHIP Program Supervisor, at 832-393-1552 or [Mikaela.Selley@houstontx.gov](mailto:Mikaela.Selley@houstontx.gov) with questions.