



# Pennsylvania Historical & Museum Commission Keystone Summer Internship Program Application

## PROGRAM AREAS

What PHMC program areas (examples—Administrative/Fiscal, Archives, Archaeology, Architecture, Collections Management, Education, Exhibit Design, Curatorial, Historic Sites/ Museums, Historic Preservation, GIS Mapping, Research) are of most interest to you?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

If these choices are unavailable, are you willing to work in another program?     Yes     No

Please list the top 3 locations where you wish to serve your internship within PHMC

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please be aware that internship opportunities may not be available at all locations

For more information on locations visit the [PHMC website](#).

## SCHEDULING

Please consult the [internship page on the PHMC website](#) for the annual application deadline and internship terms.

### Internship Availability

Keystone Summer Interns must be available a minimum of 20 hours per week (subject to criteria for academic credit at intern's home institution and the time needed to complete internship projects). Most schedules are weekdays only, but limited weekend hours may be available at some internship locations (subject to supervisory requirements). Final schedules will be mutually agreed on by interns and their mentors."

Are you available to serve your internship all of these 12 weeks?     Yes     No

If no, when would you **NOT** be available? \_\_\_\_\_

How many hours or days per week will you serve your internship? \_\_\_\_\_

\_\_\_\_\_

## OTHER

Tell us how you found out about the PHMC Internship Program: \_\_\_\_\_

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The signature of a faculty member verifies that the applicant is a student in good standing. If the applicant **plans to earn credit** for the internship, the supervising faculty must sign to indicate his/her willingness to supervise the internship. If the student **does not plan to earn credit**, the faculty advisor or other member of the student's major department may sign. If your school program has intern guidelines, please attach a copy.

### SIGNATURES

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Name & Title

\_\_\_\_\_  
E-mail

### APPLICATION CHECK LIST

Please make sure to fill out all areas on application

Materials sent by applicant to PHMC:

Application Form
Essay
Most Recent Transcript
Current Resume
Letter of Recommendation

Materials sent by Faculty to PHMC:  
(Submit **ONE** copy only)

Please consult the [internship page on the PHMC website](#) for the annual application deadline.

Questions related to the Keystone Internship Program or if a student is looking for an internship in the fall or spring semester, contact internship coordinator Amy Jukus: [ra-phmcinterns@pa.gov](mailto:ra-phmcinterns@pa.gov)

**Please return completed form and all support documentation to:**

**Internship Program,  
Pennsylvania Historical & Museum Commission,  
300 North Street, Harrisburg, PA 17120-0024  
Or Email to: [ra-phmcinterns@pa.gov](mailto:ra-phmcinterns@pa.gov)**