

Department and Project Selection

Please list three Harn departments, supervisors and projects in which you would like to work, with “1” denoting the department in which you are most interested. **For a list of current project descriptions, go to www.harn.ufl.edu and click “Get Involved” and then “Internships”** Only if you are submitting a student-initiated proposal (optional), indicate this in the “project” space by writing “SIP” and follow the guidelines on the last page in this packet. All applicants for graphic design projects must submit 3 examples of their work along with the application.

1. _____
Department and Supervisor _____ Project _____
2. _____
Department and Supervisor _____ Project _____
3. _____
Department and Supervisor _____ Project _____

Availability Information

The following information is necessary for proper internship placement. Please note that most **museum staff members work a standard work week (8 AM to 5 PM, M-F)**, although the Harn Museum of Art is open to the public Tuesday through Friday from 11 AM to 5 PM, Saturday from 10 AM to 5 PM, and Sunday from 1 PM to 5 PM. Please keep these hours of operation in mind as you make a tentative schedule; work hours will ultimately be dictated by the requirements of the specific internship for which you are applying.

I am prepared to work the required number of hours as indicated in the project description.

Yes No

Anticipated weekly availability (days/hours):

Continued on next page

Education

List the university or institution at which you are currently enrolled (if applicable).

University/Institution name		Location
Type of degree, diploma, or certificate sought	Anticipated month/year of completion	
Major area(s) of study	Minor area(s) of study	Graduate or Undergraduate

Your Previous College/University Education

School	Location	Dates attended	Degree/Major/Program of Study
--------	----------	----------------	-------------------------------

Describe any research and/or projects undertaken, that are relevant to the internships for which you have applied:

Skills

List working knowledge of languages other than English:

_____	<input type="checkbox"/> READING	<input type="checkbox"/> CONVERSATIONAL
_____	<input type="checkbox"/> READING	<input type="checkbox"/> CONVERSATIONAL
_____	<input type="checkbox"/> READING	<input type="checkbox"/> CONVERSATIONAL

If English is not your native language, please rate your English skills:

Reading: (circle one)	Average	Good	Excellent
Speaking: (circle one)	Average	Good	Excellent
Writing: (circle one)	Average	Good	Excellent

Continued on next page

Skills (continued)

Describe your computer skills and software knowledge:

List other relevant skills:

Experience

List applicable paid or volunteer work experience, including internships. **Note:** Even if you attach a résumé, this section **must** be completed.

Name and address of organization
Dates worked

Job title and duties

Circle one: Paid Volunteer

Name and address of organization
Dates worked

Job title and duties

Circle one: Paid Volunteer

Continued on next page

Experience (continued)

Name and address of organization
Dates worked

Job title and duties

Circle one: Paid Volunteer

References

Names of two persons with whom you have studied with or worked for whom will serve as references and have been asked for recommendation forms. These should be employment or academic references, not personal friends or relatives.

Name	Position
------	----------

E-mail address	Telephone number
----------------	------------------

Name	Position
------	----------

E-mail address	Telephone number
----------------	------------------

Criminal History

Have you ever been convicted of a crime, pled guilty or no contest to a crime, had adjudication withheld and/or prosecution deferred, driving under the influence, driving while intoxicated or other traffic convictions? If no, please enter N/A. If yes, please give exact dates and details:

Please tell us how you learned about the Harn Internship opportunity:

Continued on next page

Signature

I authorize and release the University of Florida to verify all information submitted in support of my application, including but not limited to my application and résumé. I certify that the application and/or résumé submitted are a complete and accurate description of my work experience, education and background. I further certify that the answers to the above questions are true and complete to the best of my knowledge. I understand that acceptance into the intern program is contingent upon the results of a background check.

Signature

Date

Remember to include additional required materials listed on page 5 in the instructions.

Cover letter (letter of intent)

Résumé (optional)

Two recommendation forms (pages 8 & 9 of this document)

Official transcript

Writing or graphic design samples (if appropriate)

Background check form (next page)



Internship Letter of Recommendation Form
www.harn.ufl.edu/intern
Application Deadlines: Fall-June 1; Spring-Oct. 15; Summer-March 15.

NOTE TO APPLICANT: Provide this form to your recommender along with any additional information they may request. Fill in your name and check 1 box below to indicate how the form is to be returned.

Recommender, please return this form to:

- The applicant Internship Program at laynetb@harn.ufl.edu **OR**

Samuel P. Harn Museum of Art
University of Florida
ATTN: Internship Program
P.O. Box 112700
Gainesville, FL 32611-2700

Applicant's Name

Reference Contact Information

First Name	Last Name		
Title	Organization/Affiliation		
Mailing Address	City	State	Zip
Telephone	E-mail		

Relationship to Applicant

Recommendations may be letters, short answers or bullet-points. Please address the following.

- How long and in what capacity have you known the applicant?
- How is this project significant to the applicant's educational and/or professional development?
- How would you assess the applicant's ability including: strengths, talents & seriousness of purpose?
- How does this candidate rank compared to others you have recommended for similar opportunities in recent years? Top ___% 10% 15% 25% 50%
- Please state any reservations you have about this applicant's ability to successfully complete this internship.

Signature of Recommender

Date



Internship Letter of Recommendation Form
www.harn.ufl.edu/intern
Application Deadlines: Fall-June 1; Spring-Oct. 15; Summer-March 15.

NOTE TO APPLICANT: Provide this form to your recommender along with any additional information they may request. Fill in your name and check 1 box below to indicate how the form is to be returned.

Recommender, please return this form to:

- The applicant Internship Program at laynetb@harn.ufl.edu **OR**

Samuel P. Harn Museum of Art
University of Florida
ATTN: Internship Program
P.O. Box 112700
Gainesville, FL 32611-2700

Applicant's Name

Reference Contact Information

First Name		Last Name	
Title		Organization/Affiliation	
Mailing Address	City	State	Zip
Telephone	E-mail		

Relationship to Applicant

Recommendations may be letters, short answers or bullet-points. Please address the following.

- How long and in what capacity have you known the applicant?
- How is this project significant to the applicant's educational and/or professional development?
- How would you assess the applicant's ability including: strengths, talents & seriousness of purpose?
- How does this candidate rank compared to others you have recommended for similar opportunities in recent years? Top ___% 10% 15% 25% 50%
- Please state any reservations you have about this applicant's ability to successfully complete this internship.

Signature of Recommender

Date