** Advisory Council on Historic Preservation Internship Application Form – Summer 2024**

**A. BASIC INFORMATION**

Full name:

Phone number:

Email address:

Mailing address:

Current school:

Current program of study:

Expected year of graduation:

Degree(s) previously earned/school/year:

**B. ESSAY QUESTIONS**

1. Briefly explain why you are interested in an internship at the Advisory Council on Historic Preservation.

2. Which of the following potential summer 2024 projects interest you? \_\_\_\_\_\_\_\_

A. Carry out legal research relating to Section 106 of the National Historic Preservation Act (NHPA) and managing or protecting sensitive information about cultural resources under federal and state law. The NHPA and other federal laws allow federal agencies to withhold certain information from public disclosure, but in recent years, more questions have arisen regarding what other protections exist to protect sensitive information and how federal and state sunshine laws may interact. This work would include statutory and regulatory research as well as case law research. In addition to this research, the intern would participate in all aspects of Office of General Counsel activities. Ideally, this research would be done by someone in their second year (or later) in law school.

B. Work with the ACHP staff and Latinos for Heritage Conservation (LHC) to identify 3-5 historic sites in the Borderlands of Texas, Arizona, or California that help tell the stories of Latino heritage and history. Research each site and create video incorporating its history, why it is culturally important, and how it came to be designated. Information on Section 106 review and citizen involvement in preserving cultural heritage will also be incorporated into the video and associated outreach materials, including social media content. Materials will be shared via ACHP's platforms and as part of LHC outreach. The intern will also participate in Office of Communications, Education, and Outreach activities and develop skills in community engagement.

C. Assist in identifying, naming, and organizing digitized historical records. The intern would help catalog recently digitized ACHP files, create file plans, and identify and propose key words to help build a searchable database. This work would allow the intern to learn about the history of the ACHP from original sources and propose ways to better document and preserve the digital information for the future. The intern will also become familiar with the work of Office of Federal Agency Programs.

D. Work under the supervision of ACHP’s Chair Bronin on a variety of policy initiatives and projects advancing the work of the agency. This will include research and implementation tasks related to ACHP's current policy priorities. Specific assignments are developed based on current agency needs and the skills and interests of selected interns.

3. What applicable skills and knowledge do you bring to this internship, and to the specific project(s) you propose to undertake?

4. Briefly describe any related work and volunteer experiences.

**C. INTERNSHIP LOGISTICS**

1. Please select which one of the following work environments you prefer:

\_\_\_ On-site \_\_\_ Remote \_\_\_ A combination of on-site and remote work

2. Please provide a date range during which you will be available: \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

3. How many total hours of internship does your program require? \_\_\_\_\_\_\_

4. How many hours/week will you be available? \_\_\_\_\_

5. Which days of the week will you be available (if known)?

\_\_\_Monday \_\_\_Tuesday \_\_\_Wednesday \_\_\_Thursday \_\_\_Friday

6. Please select which one of the following applies to you:

\_\_\_ I have secured funding from my academic institution or another third-party source that will provide a grant, stipend and/or tuition costs in exchange for my internship work.

\_\_\_ I anticipate receiving course credit for this externship, and my school has a policy prohibiting payments being made for externships completed for credit.

\_\_\_ Neither of the above is true, and I would like to be considered for a stipend equivalent to $15/hour to be provided by the ACHP Foundation, should funding be available.

7. How did you hear about this internship?

*Only applications that answer all questions will be considered. Save the filled out form by clicking "print", and then choosing "print to .pdf" and saving to your computer. Then attach both the completed application .pdf and your resume to an email and send to* [*internships@achp.gov*](mailto:internships@achp.gov)*.* ***Deadline: March 31, 2024***