



# Samuel P. Harn Museum of Art Internship Application Form

Please answer all questions completely by typing answers in the designated fillable areas. For instructions, see [www.harn.ufl.edu/intern](http://www.harn.ufl.edu/intern). Submit the completed application to the Internship Coordinator at [register@harn.ufl.edu](mailto:register@harn.ufl.edu)

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First Name                      Last Name                      Preferred Name

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Current Address                      Valid Through (Date)

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State                      ZIP Code    Country of Citizenship                      City

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Phone Number                      UF ID #                      Email Address

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Permanent Address

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City                      State                      ZIP Code

Indicate which semester(s) & year you are applying for:

Fall 20\_\_\_\_       Spring 20\_\_\_\_       Summer 20\_\_\_\_

Are you applying for course credit for this internship?

Yes       No       Undecided

Are you enrolled in the UF Museum Studies program?

Yes       No

### SCHOLARSHIPS

Indicate funded scholarships for which you would like to be considered and complete the response below. Please refer to the Instructions for more information about funded scholarship availability and requirements.

- The Criser Internship
- The Jacqueline Friel Fund Internship
- The E. Robert Langley Scholarship
- Early Learning at the Harn Internship
- The Tim Joiner Memorial Internship
- The Mary M James Student Inspiration Fund Internship
- The Jaylin Imani Stallworth Internship

1. **Scholarship short response.**

A) Key strategic goals of the Harn Museum of Art are to be inclusive and welcoming and to serve a diverse public. Briefly discuss how your academic activities and life experiences would contribute to your role as an intern supporting these goals. In your response you may address your background, student and extracurricular activities, museum experience, and/or any other information you think would be relevant here.

B) In addition, refer to the Instructions for any specific notes about what to share for the individual internship(s) to which you are applying.

Use this space or attach a separate page

2. **Scholarship Impact** - How will a funded internship make a difference to your college experience?

Use this space or attach a separate page

## 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/intern](http://www.harn.ufl.edu/intern).** If you are submitting a student- initiated proposal (optional), indicate this in the “project” space by writing “SIP”.

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 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

## 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. Submit your application via email to the Internship Coordinator at [register@harn.ufl.edu](mailto:register@harn.ufl.edu)**

Cover letter (letter of intent)  
Résumé  
Two recommendation forms (pages 3 & 4 of this document)  
Transcript  
Writing or graphic design samples (if appropriate)  
Background check form (page 5)



## Internship Letter of Recommendation Form

[www.harn.ufl.edu/intern](http://www.harn.ufl.edu/intern)

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

Recommender, please return this form to:

The applicant

Internship Program at [register@harn.ufl.edu](mailto:register@harn.ufl.edu)

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**Applicant's Name**

**Reference Contact Information**

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First Name

Last Name

---

Title

Organization/Affiliation

---

Mailing Address

City

State

Zip

---

Telephone

Email

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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.

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Signature of Recommender

Date



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Signature of Recommender

Date