



## History Department

## Internship Application

There are three parts to the application process for an internship with the Iowa History Center/History Department.

1. Written statements from you
2. A writing sample
3. Three recommendations from Simpson faculty members

Application is not a guarantee of an internship.

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### **Part I:**

Please answer the following questions in a typewritten document. Each answer should be a paragraph in length.

- Please explain why you are interested in an internship through the Iowa History Center.
- Please explain what makes you a good candidate for an internship. What skills, interests, etc., do you have to offer to the organization requesting an intern?

### **Part II:**

Please submit a writing sample (i.e. a paper assignment) from one of your history courses. This does not need to be a graded copy.

### **Part III:**

You will need three recommendations from professors at Simpson College – one from your Academic Advisor, one from a History professor and one from another Simpson professor.

You will provide each faculty member with one of the recommendation forms. The faculty members are responsible for returning the recommendations to the History department (as explained on the form). These recommendations are confidential.

Please provide a list of who will be completing the recommendations.

**All application materials should be submitted to  
Prof. Livingstone, Chair of the History department in Mary Berry**

# Recommendation for Internship with Iowa History Center/History Department

Student requesting recommendation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Each recommendation must be an affirmation of this candidate's ability to successfully complete the internship.

**The faculty recommendation is confidential.**

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- How do you know this student? For how long?

Please evaluate this student in the following categories:

	<i>Unsatisfactory</i>		<i>Average</i>		<i>Excellent</i>	
Reliability	1	2	3	4	5	NA
Written Communication Abilities	1	2	3	4	5	NA
Oral Communication Abilities	1	2	3	4	5	NA
Ability to Work Independently	1	2	3	4	5	NA
Takes Initiative	1	2	3	4	5	NA
Professional and Responsible Behavior	1	2	3	4	5	NA

- Is there anything that you are aware of that might inhibit this student's success in an internship? If so, please explain.
  
- Would this student be a positive representative of Simpson College? Please explain.
  
- Would you want this student to represent your department? If not, please explain.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Please return this recommendation in a sealed envelope to  
Prof. Rebecca Livingstone, Chair of the History department, Mary Berry**