



Department of Economic and
Community Development



Historic Preservation Internship Program

Recognizing the need to provide hands-on work experience not typically available to students in the traditional academic setting, the Connecticut State Historic Preservation Office (SHPO) has established an unpaid internship program to acquaint students with our mission. The internship program allows qualified students to obtain academic credit from their institution, while also gaining valuable experience. Interns are afforded an opportunity to familiarize themselves with hands-on work of SHPO, such as research, administration, policy development, planning, outreach, and records management.

Eligibility:

SHPO seeks interns who have **completed their sophomore year of academic courses and earned a minimum of 60 academic credits**. Students currently enrolled in either a Bachelor's or Master's Degree Program and must be in good standing. Applicants from academic majors related to the mission of our office are sought. Related fields of study include, but are not limited to, students in the following disciplines: Anthropology, Archaeology, Architectural History, Historic Architecture, History, and Historic Preservation.

Requirements/Qualifications:

- Interns must be able to work at least 8 hours (in blocks no less than 2 hours at a time) per week for at least one academic term.
- Interns who are looking for academic credit are placed in September, January, and during the summer of each academic year.
- A SHPO representative must interview all interns.
- Students must arrange to receive credits by consulting with his or her college advisor or Internship Director.

Academic Component:

Since the academic requirements of participating institutions of higher education may vary, each intern should arrange individually with his or her college or university for specific academic requirements and credits to be awarded for participation in the program.

Selection and Placement:

State Historic Preservation Office

One Constitution Plaza | Hartford, CT 06103 | P: 860.256.2800 | Cultureandtourism.org

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Selection will be made by the State Historic Preservation Office. Applications will be accepted on a rolling basis. Appointments for interns seeking academic credit will be made in accordance to the academic term being considered. Unpaid interns may not independently perform the regular work performed by employees; however they may shadow employees to gain experience and/or assist staff with assignments, conduct research, collect data, etc... as part of their educational experience as approved by their learning institution. A workable and mutually beneficial relationship between the students, their instructors, and the SHPO is a major goal of the internship program. Every effort will be made to affect a match that is satisfactory to both parties. **All internships are unpaid.**

Application:

Those interested in applying may submit their unofficial transcript, resume, and cover letter which includes the title of your degree program, relevant course list, anticipated date of graduation, if applicable, as well as a brief paragraph that outlines the goal of the internship and the type of experience being sought to: Mary Dunne, State Historic Preservation Office, Department of Economic & Community Development, 1 Constitution Plaza, 2nd floor, Hartford, CT 06103, or via e-mail to Mary.Dunne@ct.gov.

The State Historic Preservation Office of the Department of Economic and Community Development provides equal opportunities to all applicants without regard to race, color, religion, sex, national origin, age, disability or genetics

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