

ENROLLMENTS, CREDITS, & COMPENSATION

This program is available to college students in their junior or senior years of study. Students are encouraged to register for college credit at their home institution. Students are responsible for making arrangements for credits.

The intern is required to work 40 hours per week. The basic schedule will be Tuesday through Friday from 8 a.m. to 4:30 p.m., and Saturday from 10 a.m. to



3 p.m., with three additional hours to be completed at your preference with occasional variations for research, marketing and tours, and special events or presentations.

The wage for the semester is \$3,000. Students live at Miner Institute, where dormitory housing and breakfast/lunch each weekday is provided at a total cost of \$300 for the summer session.

TO APPLY

The 2010 program begins Monday, May 17 and ends Friday, Aug. 13. Adjustments can be made for students whose classes have not ended by May 17. Applicants are required to provide the following:

- Completed Summer Experience application
- Copy of college transcript(s)
- Two letters of recommendation, one from college advisor and one from a previous employer
- Letter outlining career goals, why you think you should be accepted for the program and what you hope to gain from the experience

FOR MORE INFORMATION

Amy Bedard, Librarian
Miner Institute

1034 Miner Farm Rd. Chazy, NY 12921

Phone: 518-846-7121, ext. 149 Fax: 518-846-8445

E-mail: history@whminer.com

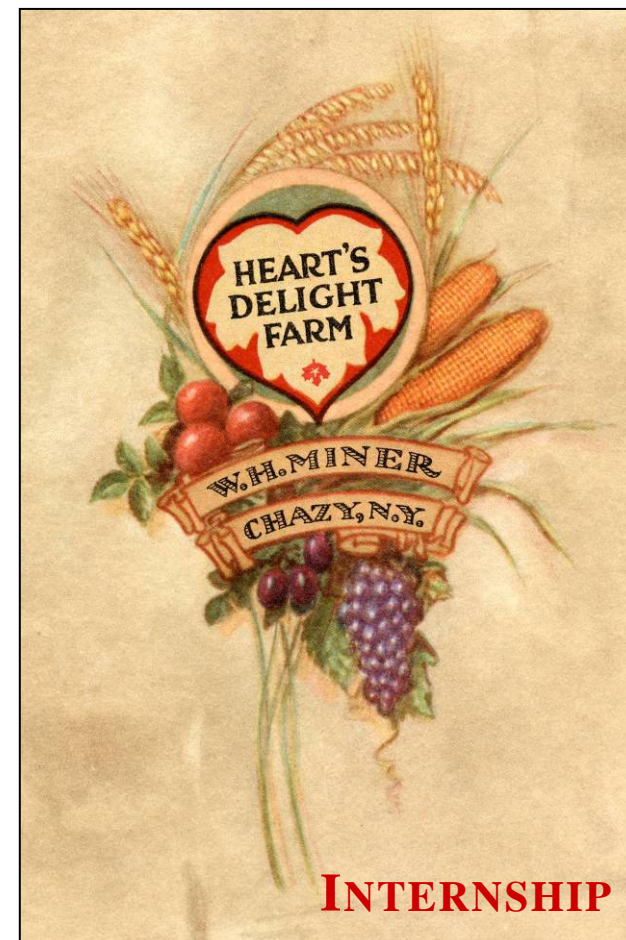
Website: www.whminer.org



THE WILLIAM H. MINER
AGRICULTURAL RESEARCH INSTITUTE
1034 Miner Farm Road
Chazy, New York 12921



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Summer 2010



ABOUT THE INTERNSHIP

OVERVIEW

The Heart's Delight Farm Internship is an integral part of Miner Institute's efforts to preserve the archives and raise awareness about the history of Heart's Delight Farm and Miner Institute.



Working alongside staff members, interns gain valuable skills and training in archival practice, historical analysis, public relations, and research techniques. This internship involves an intensive project, learning to use standard archival practices for historical preservation and providing guided tours at the Heart's Delight Farm Historical Exhibit. Other duties will be assigned as time allows. Interns from all majors and interests are encouraged to apply. The most successful interns are interested in working with the public, have good interpersonal skills, and can articulate their goals.



RESPONSIBILITIES/DUTIES

Interns are required to complete a research project with a written report and oral presentation.

Any of the following duties may also be included and will vary based on chosen research project:

- Prepare brochures, posters and other media for exhibit as needed
- Open/close exhibit, greet visitors and conduct

group tours as needed

- Catalog archival collections and/or compile data into databases
- Create finding aids and/or inventories to collections
- Understand, identify, arrange, describe, and categorize archival collections
- Research and interpret archives
- Assist researchers in conducting collection inventories, creating finding aids and other duties associated with archival collections
- Research the history, and important figures connected to Heart's Delight Farm and Miner Institute. This will include archival research and interviews, using source documents, letters, film, photos, etc.
- Participate in interpretive planning and exhibition development

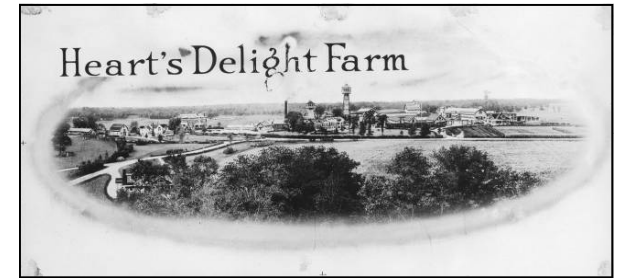


PORTFOLIO

Students are also required to maintain a portfolio as evidence of all work completed. The portfolio should be submitted to the intern's supervisor at the completion of the internship.

The portfolio should include, but is not limited to:

- Research project written report
- Timesheets
- Summary of additional projects worked on
- Reflection essay



SKILLS/QUALIFICATIONS

- Enthusiasm for history and/or agriculture with a demonstrated interest in museum programs, working archives, education, and/or marketing
- Knowledge of standard office computer programs
- Creativity
- Ability to work independently and in groups
- Strong research, writing, editing, and organizational skills with the ability to work on several projects simultaneously
- Comfortable with public speaking

