

PPHI Internship Application Directions

All materials are to be emailed to the PPHI Intern Coordinator:

michelle.moran@montgomerycollege.edu

Please read the application materials carefully. The PPHI internships are competitive, and your application should be strong to stand out to both the MC Internship Screening Committee and the supervisors at the placement institutions, such as the Library of Congress and Smithsonian Institution.

For additional guidance with your application, do not hesitate to reach out to Dr. Michelle Moran, the PPHI Internship Coordinator. She can offer recommendations for how your application materials may be strengthened.

Important note: Submit each of the application materials as soon you complete it; you do not have to submit all materials together.

APPLICATION STEPS:

- 1. Read through all materials and follow the directions.** Explore the suggested organizational websites for each of the participating institutions and determine to which one you most want to apply.
- 2. Complete the application form** and email it to Dr. Moran.
- 3. Contact two faculty who know your work and ask for recommendations.** Follow the instructions under the "Faculty Recommendation Instructions." Give your recommenders plenty of time to complete your recommendation, noting times that faculty could be away from campus or out of town.
- 4. Arrange to have an official copy of your transcript sent** from the registrar's office to Dr. Moran.
- 5. Read the directions for both the resume and the essay** carefully and follow all instructions. You want to produce professional documents that can be the basis for future applications for transfer schools, scholarships, and employment. Proofread your documents for grammar, punctuation, and professionalism before you submit them.

Your final application packet will consist of:

- 1. Application Form** (save file as Last Name_First Name_Application_Form)
- 2. Resume** (save file as Last Name_First Name_Resume)
- 3. Essay** (save file as Last Name_First Name_Essay)
- 4. Two MC Faculty Recommendations** (Letters and Forms, sent by your faculty recommenders directly to Dr. Moran via email)
- 5. Official MC Transcript.** Email via Parchment to michelle.moran@montgomerycollege.edu or deliver a sealed official transcript to Michelle Moran at Humanities Building 267, 51 Mannakee Street, Rockville, MD 20850.