

U. S. Marine Corps History Division

**INTERNSHIP APPLICATION**

Date \_\_\_\_\_

**BACKGROUND INFORMATION**

Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Current School Attending \_\_\_\_\_

School Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address during Internship \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Citizenship \_\_\_\_\_ Visa Status \_\_\_\_\_

Emergency Point of Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Dates of Availability: Start \_\_\_\_\_ End \_\_\_\_\_

Fields of Interest \_\_\_\_\_

Your school's requirements for this program, if seeking academic credit (e.g. total number of hours)

\_\_\_\_\_  
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U. S. Marine Corps History Division

**EXPERIENCE:**

Previous volunteer experiences or internships (location, dates, description)

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Previous work experience (location, dates, description)

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How did you learn about our internship program? \_\_\_\_\_

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**EDUCATION: (To be filled out in full if academic credit is to be earned, otherwise only those items which apply)**

Schools/Colleges/Universities Attended \_\_\_\_\_

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Undergraduate Major \_\_\_\_\_

Minor \_\_\_\_\_

GPA in Major \_\_\_\_\_

Overall GPA \_\_\_\_\_

Graduate/Doctoral Program \_\_\_\_\_

Expected Date of Graduation \_\_\_\_\_

Degree Sought \_\_\_\_\_

Degree(s) Received \_\_\_\_\_

School Point of Contact Name \_\_\_\_\_

Department \_\_\_\_\_

Phone \_\_\_\_\_

Publications (list your publications, if any) \_\_\_\_\_

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Awards and Honors Received \_\_\_\_\_

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U. S. Marine Corps History Division

**SKILLS**

Communications:

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Computer Programs and Applications (Basic, Intermediate, Advanced):

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Other Office Skills:

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Why do you want to intern with the History Division (Write a brief paragraph. You may use a separate sheet of paper, if needed):

Signature and Date

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**If you have a resume, please attach.**

## U. S. Marine Corps History Division

### AREAS OF INTEREST

Please number the areas you would like to work in by order of preference.

\_\_\_\_ HISTORY WRITING: The branch is responsible for the preparations of the histories produced and published by the History Division. This involves basic research in primary, secondary and oral history sources; the drafting and editing of manuscripts and the preparation extensive appendices. The finished histories vary in size from relatively small pamphlets to multi-volume works. Interns will be assigned to a historian or historians to assist in documentary or photo research, to assist in preparation of appendices such as a command and staff list, possible drafting of sketch maps to support the text, and various other tasks determined by the head of the Histories Branch to support the general mission.

\_\_\_\_ ORAL HISTORY: The oral history section collects interviews covering both specific operations as well as extensive career-length interviews with prominent Marines. Interns will be provided with a broad exposure to all aspects of oral history methodology. Interns can participate in any or all of the following oral history work: research; interviewing (in person or by phone); collection management (improving access and research); summarizing interviews; editing audio and video recordings, podcasting; format conversion (cassette or digital); scanning transcripts and possible transcription work. In addition, interns will be provided the opportunity to develop their own interview skills as part of their training.

\_\_\_\_ REFERENCE: This branch operates a historical research and reference service for official and public use. Interns will be given extensive on-the-job training and will be oriented to diverse duties. Interns function as research historians answering phone and written requests, working with official records, library sources and unofficial files covering the Revolutionary War to the present, and assisting Reference Branch historians in their efforts to digitize the branch's extensive historical working files.

\_\_\_\_ EDITING AND DESIGN: The section prepares manuscripts for publication by providing traditional editorial checks and producing the design and layout of the publication. Interns may be involved in the desktop preparation of brochures, occasional papers, or other division handouts.

\_\_\_\_ FILM AND VIDEO SECTION: The section administers a collection of 35,000 films and videotapes dating from 1915 to the present. Interns will help organizing the media by format, enter new records into the database, and transfer/digitize outmoded media onto DVDs. This section is an ideal situation for an intern to learn what is involved in turning stacks of films and videos into a research collection, the stages through which it is accomplished, and the steps needed to take the collection to a truly digital, server-based researcher accessible archive.

\_\_\_\_ ARCHIVES: This branch manages official Marines Corps materials as well as personal papers. Our collections are open for official and public use. Interns function as archival assistants in helping to process collections, conducting research using primary and secondary sources, expanding our digital holdings by making material available online, and responding to requests from the public.

## U. S. Marine Corps History Division

**Please return completed application to:**

Director, USMC History Division  
Attn: Intern Coordinator  
2044 Broadway Street  
Quantico, Virginia 22134  
Phone: 703-432-4877  
FAX: 703-432-5054  
e-mail: [history.division@usmcu.edu](mailto:history.division@usmcu.edu)