



Smithsonian Latino Center

Smithsonian Latino Center Internship Program Overview

The Smithsonian Latino Center is the division of the Smithsonian Institution that ensures that Latino contributions to art, science and the humanities are highlighted, understood and advanced through the development and support of public programs, scholarly research, museum collections and educational opportunities at the Smithsonian Institution and its affiliated organizations across the United States and internationally. The Center offers academic internships for upper level high school students, undergraduate, and graduate students during the fall, winter/spring, and summer semesters.

GENERAL INFORMATION

1. Applicants are chosen based on academic qualifications, experience working with Latino communities, and best fit with the internship project and the Center's mission and goals.
2. Accepted applicants need to submit background check forms one month prior to their start date. Accepted applicants are responsible for arranging their own housing during their appointment.
3. Internships through the Smithsonian Latino Center are unpaid, but interns may receive academic credit through their universities. The Smithsonian Latino Center is able to complete any required paperwork.
4. Interns are encouraged to seek outside funding. The Smithsonian Institution's Office of Fellowships and Internships awards funding on a competitive basis through The Minority Awards Program.

HOW TO APPLY

1. Create a Smithsonian Online Academic Appointment system (SOLAA) account found on the Smithsonian website at <http://solaa.si.edu> or by linking to http://www.latino.si.edu/education/SLC_internship.htm.
2. Register with a username and password; please be sure to save this information. **For technical assistance with the application (i.e. lost password, trouble uploading documents, etc.) contact the Smithsonian OCIO Help Desk at 202.633.4000 or OCIOHelpDesk@si.edu.**
3. Search for the **Smithsonian Latino Center Internship Program**.
4. Complete and submit your internship application with all required materials. Please read the Internship Project Descriptions before beginning your application.
5. **Please note: The application does not recognize special characters or accent marks. Please do not use when completing the application.**
6. The letter of recommendation must be submitted by the recommender directly to the Smithsonian Latino Center via the SOLAA system or by email to SLCEducation@si.edu. Each letter should address the applicant's academic (discipline) excellence and leadership qualities, as well any other relevant information.
7. Send any materials that cannot be uploaded to the online application to the Smithsonian Latino Center, to the address below:

FEDEX or UPS:

Smithsonian Latino Center
600 Maryland Avenue SW
Suite 7042 MRC 512
Washington D.C., 20024