

OVERVIEW

Thank you for your interest in the Latino Museum Studies Program (LMSP) Undergraduate Internship. All applications will be submitted through the Smithsonian’s SOLAA Application system. If you have any questions, please reach out to LMSPinfo@si.edu. The required steps are listed below, and will be explained in detail in this document:

- Creating a SOLAA Profile
- Filling out your application
 1. Personal Information
 2. Current Affiliation and Academic History
 3. Upload Program Application Materials
 4. Applicant Question Section
 5. Reference Letter Request
- Review and Submission

For additional guidance and to minimize system errors, please reference the notes in the grey boxes for tips on using SOLAA.

CREATING A SOLAA PROFILE

NOTE: Do not enter your information in all caps or all lower-case letters. Do not use special characters. Please enter information using English characters. Do not use the browser back button to navigate within the system. Please use “User Menu” on the top right corner.

- Visit [SOLAA.si.edu](https://solaa.si.edu)
- Select “Create an Account”
- Fill in all required information.

NOTE: Be sure to use an email address you check regularly.

- You will receive an automated email to the email address you provided asking you to activate the account. Click the activation link.
- You will be asked to create a password and two security questions. Your username is your email address.

- You will now be directed to your dashboard. Click “Start Your Application”.
- Next, search for the program you are applying to. **You will not be able to view the LMSP Undergraduate Internship application within SOLAA until it opens on Friday, March 3, 2023:**
 - For Program Category, choose “**Internship**”
 - For Program Name, enter “**Latino Museum Studies Program Undergraduate Internship**”
 - For Office/Museum/Research Center, choose “**National Museum of the American Latino**”
 - Click “Search” and the program should come up. From here you can fill out your application when you click “Apply Now”.
- You can use the SOLAA account you created to apply to other programs in the future.

FILLING OUT YOUR APPLICATION

NOTE: You will upload all application materials directly to the SOLAA portal, and you will answer short form questions within the system. You can save your progress and return to the application at a later time. You are encouraged to submit your application in advance of the final deadline, as the system can crash when it becomes busy. The special instructions in the box below will be listed in SOLAA. Please read the special instructions carefully and follow all directions.

SPECIAL INSTRUCTIONS: Visit the National Museum of the American Latino website for detailed instructions and practicum descriptions. <https://s.si.edu/LMSPundergrad>. Deadline to apply is 11:59pm ET Friday, April 7, 2023.

Submit all files as PDFs

Do not register your name in SOLAA using all caps or exclusively lower case

*For Essays:

- **Personal Statement – Choose ONE of the following options:**
 - **Answer the following prompt in 500-750 words. Include final word count at the end of your essay:** The Latino Museum Studies Program (LMSP) Undergraduate Internship aims to increase access to art museum career pathways for Latinx-identifying undergraduate students. Explain why you want to participate in LMSP. Be sure to address the following points:
 - Describe your interest in the museum field.

- What do you want to take away from this experience? Clearly explain how participating in LMSP would help you accomplish your goals in your coursework and your desired career.
- What do you hope to contribute to this experience? How do your identities, life experiences, and/or perspectives shape your work (academic, professional, or community work)? How would they shape your contributions to your internship project, the LMSP program, and the Smithsonian more broadly?

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- **Answer the following prompt in at least 250 words AND submit a 2–3-minute video. Include the final word count AND a link to your video at the end of your essay. Your video must go beyond what you share in your essay:** The Latino Museum Studies Program (LMSP) Undergraduate Internship aims to increase access to art museum career pathways for Latinx-identifying undergraduate students. Explain why you want to participate in LMSP. Be sure to address the following points:
 - Describe your interest in the museum field.
 - What do you want to take away from this experience? Clearly explain how participating in LMSP would help you accomplish your goals in your coursework and your desired career.
 - What do you hope to contribute to this experience? How do your identities, life experiences, and/or perspectives shape your work (academic, professional, or community work)? How would they shape your contributions to your internship project, the LMSP program, and the Smithsonian more broadly?
- **Practicum Selection – Write a statement indicating your top three choices for a practicum by project name and number. (175-word minimum for each practicum; include final word count at the end of each)**
 - Clearly explain why these practicums are of interest to you and how they will benefit your area(s) of study.
 - Please describe how your skills and experience will contribute to your practicum work.
- **Portfolio – Please share at least one example of your work. This can include an existing writing sample, an artist or design portfolio, video, or any other work that demonstrates the skillsets you wish to highlight in your application. Be sure to read practicum descriptions for any practicum-specific requirements and be sure to include them in your portfolio materials.**

Personal Information

NOTE: You will be asked to fill in personal information such as contact information, birth date, country of citizenship, etc. Much of this information is blinded from reviewers.

Current Affiliation and Academic History

- First, fill in your current academic affiliation, including your college or university, academic year (second-year, sophomore, etc.), and your major.
- Next fill in any previous academic history (other colleges or universities you may have attended).

Program Application Materials:

NOTE: All materials must be uploaded as PDFs.

- **Resume/CV** (no more than 2 pages)
- **Transcripts** (Unofficial transcripts are acceptable)

NOTE: SOLAA sometimes has trouble processing password protected files. Though not required, you are encouraged to submit transcripts without password protection.

- **Personal Statement**

NOTE: If you choose the short essay and video option, you are responsible for ensuring that the video link you share is a direct link to a working video viewable by the review committee. You may upload to Dropbox, Google Drive, Vimeo, YouTube, etc. and share a URL that is viewable by anyone with the link. Any applications submitted with non-working links will not be considered. If you want to confirm your link works ahead of the deadline, email LMSPinfo@si.edu.

- **Practicum Selection** (Upload together as one document)
- **Portfolio**

NOTE: If you are uploading a file (PDFs only), please upload it here. If you are sharing a link, please include it where prompted in the "Applicant Questions" section.

Applicant Question Section (short form):

NOTE: These questions are used to understand your background and to facilitate internship placements. You will NOT be assessed on these questions and your answers will NOT impact selection.

- Have you applied to this program in previous years, if so which year(s)?
- Have you made arrangements with your college or university to receive academic credit for an internship if it is awarded?

NOTE: You do not need to have this arranged by the time you apply. This question is for reviewers to understand if you are seeking course credit and for you to begin to think about this step. You may answer "no" if you are not seeking course credit or if you are still exploring how to fit this into your academic schedule. You will not be assessed based on your response.

- If you are submitting the optional video essay, please include the link here.
- Please describe your proficiency in English and Spanish.
- Please list any previous museum, gallery, library, and/or archive experience.
- If you are sharing a link to portfolio materials, please include it here.

NOTE: If you are sharing a link, please include it here. If you are uploading a file (PDFs only) please upload it in the "Applicant Materials" section.

Reference Question Section:

*NOTE: You will need to request one (1) reference. Reference requests are sent directly from SOLAA when you enter the referee's email address. **You must click "send" after entering the email address. We highly recommend you request the reference letter as soon as you intend to apply and at least two weeks before the deadline.** Referees will respond to the following questions within the SOLAA system and will upload their recommendation letter.*

- How long have you known the applicant?
- In what capacity do you know the applicant?
- Please rate the applicant's emotional maturity.
- Please rate the applicant's independence and initiative.

REVIEW AND SUBMISSION

- Take time to carefully review your application. Be sure that all required fields are filled in and that the correct application materials are uploaded.
- You will receive on-screen confirmation once you submit your application.
- Whenever you log back in to the SOLAA system, your dashboard will show the status of your application, and you will be able to check the status of your reference letter.

Good Luck! Please reach out to LMSPinfo@si.edu with your questions.