



## Program Application Materials

Below is a list of all of the materials you will need to submit in SOLAA.

**\*Submit all documents in PDF format\***

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- ☐ **Resume/CV.** No more than 2 pages.
  - ☐ **Transcripts**
    - Unofficial transcripts are acceptable; please avoid password protection if possible.
    - Ensure that the transcript you submit shows proof of your enrollment status at the time of application.
  - ☐ **Reference Letter**
    - In SOLAA, input the recommender's contact information and hit the send button. The recommender will receive an email with instructions on how to submit their recommendation letter via the SOLAA portal.

Note: It is your responsibility to ensure your recommender submits a letter by the deadline.

- ☐ **MUSEUM CAREER INTEREST STATEMENT– Choose ONE of the following options:**

**Include final word count at the end of EACH essay**

Option 1: Long-form essay. Answer the prompt below in 500-750 words.

OR

Option 2: Short essay + video essay.

Answer the prompt below in at least 250 word:  
AND submit a 2–3-minute video essay.

Choose one of the options above to **describe your interest in working in museums and in the Latino Museum Studies Program**. Your essay should address the following:

- What excites you about working in museums?
- How have your experiences shaped your understanding of museums and your potential contributions to the museum field?
- How will LMSP support your career goals? Specify which museum practice area(s) or career path(s) interest you and why (museum education and interpretation, museum conservation, collection management, digital culture, exhibition design, exhibition fabrication and production, archives and/or library and information science)
- Why do you want to explore museum studies through a Latino art, history and culture lens?

**Note:** If you choose option 2, your video must expand beyond what you share in your short essay.

- ☐ **PRACTICUM SELECTION INTEREST STATEMENTS**

Indicate your top two (2) practicum choices by listing them in order of interest by project name and number. Write a short interest statement for **each** practicum. (250-word minimum for each practicum. **Include final word count at the end of each statement.**)

- How is the practicum and the stated learning outcomes relevant to your career goals?
- What skills, experiences, or perspectives will you contribute to this practicum if selected? If the internship projects outline any specific technical requirements, highlight how you meet those requirements.



LATINO MUSEUM STUDIES PROGRAM  
UNDERGRADUATE INTERNSHIP

2025 APPLICATION MATERIAL OVERVIEW

- ☐ **Work sample or portfolio – Please share 1-2 examples of your work relevant to this internship. This can include an existing writing sample, an artist or design portfolio, video, or any other work that demonstrates the skills you wish to highlight in your application.** If your practicum selections have specific portfolio instructions, be sure to follow those instructions when submitting materials. Instructions for submitting work samples/portfolio:
- If you are uploading a file (PDFs only), please upload it in the “Application Materials” section of SOLAA.
  - If you are sharing a link, please include it where prompted in the “Applicant Questions” section of SOLAA.

*Reach out with your questions, big or small, [LMSPinfo@si.edu](mailto:LMSPinfo@si.edu)*