



Internships at Poplar Grove

Internship Overview

Interns will be working in direct contact with the Executive Director and in conjunction with Poplar Grove's mission of *education, conservation, preservation*. Due to the vast history of Poplar Grove as a plantation site and its 13+ acres, interns have a variety of subject matter to choose as their focus.

A typical internship consists of research, maintaining or expanding exhibits, cataloguing archival information, and other such tasks connected to individual fields of study or interest.

Eligibility

Current college students, recent college graduates, graduate students, and nontraditional students are encouraged to apply. Applicants must be at least 18 years old and have a valid driver's license. Preferences will be given to applicants working towards or with degrees in History, Anthropology, Education, and English.

Time Requirements

All interns must work on-site for a minimum of 8 hours per week, with flexible schedules. Interns typically work for one scholastic semester, but are accepted year-round.

How to Apply

Please email the following to Caroline@poplargrove.org

- Attached application (see following page)
- Cover letter answering the following questions:
 - What is your area of interest and why might that be applicable to interning at Poplar Grove plantation?
 - Do you have any concerns about interning at a museum which highlights enslaved communities?
 - What do you hope to take away from this experience?
 - Is there anything you would like us to know about you?

Museum Use
Application received:

Date contacted:



INTERNSHIP APPLICATION FORM

INTERN INFORMATION

Name: _____

Email: _____

Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Desired Start Date: _____

Desired End Date (if known): _____

Major and Minor (if applicable): _____

Graduation Date (if applicable): _____

HEALTH INFORMATION

Please list any *health conditions that affect your work - including any head, neck, back, joint, or heart issues, and any allergies:

*Please notify and inform a staff person if any protocol is required in case of an emergency, such as epi-pen injections, insulin shots, etc.

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

INTERNSHIP AGREEMENT AND RELEASE FROM LIABILITY

In signing this form, I understand and agree to the following terms and conditions related to my services at Poplar Grove Foundation, Inc.

I, _____, recognize that, as an intern, I represent Poplar Grove Foundation, Inc. to the public. I accept the responsibility for this status and will conduct myself in a professional manner. I will be clean and sober when conducting business as a representative of this organization.

____ (Initial) I will not participate in and will report any and all instances of any sort of harassment, exploitation, and/or intimidation. I will work to maintain an atmosphere of physical and emotional safety for everyone associated with the organization, including employees, volunteers, clients and visitors.

____ (Initial) I agree to maintain the confidentiality of all volunteers, clients, and donors about whom I have personal and identifying information.

____ (Initial) I agree to honor the commitment length and frequency of service that I make to the organization. I agree to provide as much advance notice as is possible in the event that I will be absent from my shift. I agree to update my personal information and emergency information as changes occur.

____ (Initial) I am aware that I expose myself to potential hazards which include but are not limited to: cuts, burns, allergic reactions, back injury from lifting, car accidents, falls, injury from farm animals, etc. Potential hazards have been explained to me. I am voluntarily participating in this service with the knowledge of the potential hazards involved and hereby agree to accept any and all risks of injury.

____ (Initial) I agree that my assignees, heirs, distributees, guardians and other legal representative will not make a claim against or sue for injury or damage resulting from the negligence or other acts, howsoever caused, by any employee, agent, or volunteer contractor of the organization as a result of my participation as an intern.

____ (Initial) I hereby release Poplar Grove Foundation, Inc., its Board of Directors, management, staff, volunteers, and animals from all actions, claims or demands that I, my assignees, heirs, guardians and legal representatives now have or may hereafter have for injury resulting from my participation as an intern.

I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and I sign it of my own free will.

Intern Signature: _____

Date _____

Intern Printed Name: _____