



Pinhead Institute: Internship Program

Summer 2010

What is the Pinhead Internship Program?

Founded in 2003, the Pinhead Internship Program provides students with the opportunity to gain practical skills and experience in various scientific fields of study, including (but not limited to) math, physics, conservation, chemistry, museum science, and biology. Pinhead internships provide experience and opportunities for students to work with people who have dedicated their lives to academic pursuits about which they are passionate.

The program is open to juniors, seniors, and college students whose academic backgrounds and career aspirations lie in the field of science. Through a competitive application process, candidates submit their application materials to the Pinhead Institute for consideration.

In working with Pinhead staff, interns are placed in programs that align with their area of interest. We encourage all interns and their parents to keep an open mind when presented with possible placement opportunities. It is Pinhead's goal to place each intern in programs that suit their individual interests. Students can utilize their skills – from photography to computers, writing to research – while mentoring with some of the most distinguished experts in a wide array of fields.

Selected interns are placed from 6-8 weeks in unpaid positions in their area of interest. Interns frequently develop lifelong friendships and a network of professional contacts. Many interns have returned to this internship program year after year for placement in the same program or in other programs to supplement their learning experiences from previous years. These internship opportunities promote intellectual and professional growth while mutually benefiting the student and their placed program.

How is an intern selected?

Pinhead Institute staff will visit area schools each fall to introduce the program to students and answer questions about the application process. Students must complete and submit the application materials as listed to be reviewed by Pinhead staff.

Applicants are asked to meet with Pinhead staff to discuss their application so that staff can learn more about each student and their area of interest for placement. Applicants are also requested to spend at least 3 hours “working” with Pinhead staff on a number



of projects for staff to evaluate character and work ethic of each student. A panel of 3-4 community members will meet to review all applications and to briefly interview each applicant for scholarship funding & placement options.

Students will be notified shortly after their interview of their acceptance. Applicants will then work with Pinhead staff to find internship that suit their areas of interest. Parents of any students under the age of 18 will need to meet with Pinhead staff at least 2 times to discuss placement opportunities and discuss any financial needs that may arise.

What is a typical internship like?

Internship opportunities are as varied as the students themselves. Internships typically address a general topic or discipline that will deepen an intern's understanding of their area of interest.

Internship placement during the summer of 2009 included learning experiences at the Botanical Research Institute of Texas in Ft. Worth, Texas, the Andes to Amazon Research Station in Peru, the Smithsonian National Zoo in Washington, DC, the University of Arizona in Tucson, the NASA Ames Research Center in California, and the California Academy of Sciences in San Francisco to name a few. To learn more about internship experiences, please visit the Pinhead Institute website (www.pinheadinstitute.org) to read intern "Letters from the Field."

What is the cost for this program?

While the internships are unpaid, Pinhead Institute does provide partial scholarship funding for travel and/or living expenses for students. Additional costs vary and students & their parents are asked to help cover travel, lodging and living expenses as needed. Each program is unique and costs will depend on internship placements, but all costs will be discussed upfront throughout the planning process to help students and their parents budget appropriately.

What about housing?

Pinhead Institute will do its best to help students find housing during their internships. This may mean placement in a dorm, in a mentor's home, or possibly even in homes of Pinhead supporters. Sometimes, students will be called upon to utilize their own networks and that of their parents to find housing. If students have family or friends in the area of their internship, they are encouraged to stay with their own contacts.



Are there any other requirements?

Once accepted to the Pinhead Institute Internship Program, each student may be required to provide the following information based on his or her internship. Pinhead staff will work with each student and their parent(s) in collecting this information.

1. Signed copy of “Pinhead Internship Policy Agreement” (provided by Pinhead staff)
2. Signed copy of “Pinhead Internship Etiquette Protocol” (provided by Pinhead staff)
3. Student Health Inventory (provided by Pinhead staff)
4. Signed copy of “Assumption of Risk, Release of Liability & Indemnification Agreement” (provided by Pinhead staff)
5. Medical Records
6. Copies of current Health Insurance
7. Additional overseas insurance (i.e. evacuation insurance – as needed)
8. Copies of Passport/Identification
9. Vaccination Form(s) (for out-of-country travel – as needed)

While on their internships, students are required to submit at least a one-page single-spaced account of their experiences as an intern each week to be edited & submitted by Pinhead staff to local papers. Accounts are due each week on Sunday by 5:00 PM MST to the Pinhead Intern Blog.

Upon their return, students are required to visit with Pinhead staff & board to provide updates on their experiences. As needed, Pinhead requests that students also make themselves available for speaking opportunities to local media outlets and to fellow students to teach them about their Pinhead Internship experiences.



What is the application process?

To be considered for the Pinhead Institute Internship Program, applicants must submit all materials on or before the appropriate deadlines. If there are any questions at any time, the applicant and/or their family may schedule a meeting with Pinhead Staff.

1. A completed Pinhead Institute Internship Application (found online)
2. A letter of intent, which will provide Pinhead staff & the interview committee background on your reasons for applying and areas of interest for placement. This letter will help let us know where and why you would like to be placed and more about the area of study you wish to learn more about. Please spend time thinking about areas of study that are of interest. This is an extremely important component of your application packet.
3. Three letters of recommendation. Letters cannot be from family members. One letter should come from a current teacher. Other letters may also be written by an employer, an athletic coach, a family friend, a clergyperson, et cetera. It is important to choose those people to write letter who know you well, who are familiar with your internship interests and goals, who can give details about your disposition, aptitude, your level of professionalism, and/or your personal or academic achievements.
4. A copy of academic transcripts.
5. A current resume.
6. A photo of the applicant.

Completed applications can be mailed or dropped off no later than

December 1, 2009 by 5:00 PM

to:

Pinhead Institute

c/o Sonchia Jilek, Executive Director

P.O. Box 2905

102 S. Pine St. (office located above Alpine Bank in downtown Telluride)

Telluride, CO 81435

Any questions regarding the application may be directed to Sonchia Jilek, Executive Director (970.708.7441 or sonchia@pinheadinstitute.org). Additional materials or information may also be found on our website at www.pinheadinstitute.org.