



The National Association of Government Archives & Records Administrators
The Government Archives and Records Administration Experts

Student Guidelines for NAGARA Internship Program

- Focus is on higher education students at any level (undergrad or graduate) who are enrolled in history, public history, archival or records management degree or certificate programs or have an interest in pursuing a career as a records professional.
- Students must be new hires and cannot currently, or have previously, worked or volunteered for the institution.
- Students must submit an application providing appropriate personal information, the university and program in which they are enrolled, relevant job experience, and a brief statement as to why they seek an internship.
- Students must submit a resume.
- Students must provide their own room, board, and means of transportation.
- Students will have a phone interview with members of the subcommittee and the institution to discuss relevant qualifications.
- Students must submit a report at the middle and end of their internship describing their work performed, skills used and gained, and their general appraisal of the internship work (did they like it (why/why not)), is it worthwhile, recommendations, etc.
- NAGARA will pay the intern a stipend of \$3,000.00 (three thousand dollars) in two equal payments of \$1,500.00 each: first, after NAGARA receives and accepts midterm reports from both the student and the institution; second after NAGARA receives and accepts final reports from both the student and the institution.
- Payment will come directly from NAGARA to the student.
- Upon favorable completion of the internship, students will write an article about their experience for the NAGARA quarterly newsletter.