Asian Pacific American Center

✸ Smithsonian

Application Guide for the Asian Pacific American Center Internship Program

2025

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What is APAC?

For nearly three decades, the Smithsonian Asian Pacific American Center (APAC), established in 1997, has amplified Asian American, Native Hawaiian, and Pacific Islanders (AANHPI) voices across the Smithsonian, bringing untold stories to the national stage through virtual and temporary exhibitions. Our mission is to ensure the comprehensive representation and inclusion of AANHPI voices and histories across the Smithsonian's collections, research, exhibitions, and programs.

Asian Pacific America is the story of a vibrant, diverse, and resilient set of communities that have been part of the American experience for more than two hundred years. It is the story of two continents and a constellation of islands joined by the migration, exchange, and competition of people and ideas. Yet, across museums and galleries in the nation's capital and around the country, we find only fragments of America's rich Asian Pacific heritage. There are more than 23 million people of Asian, Native Hawaiian, or Pacific Islander descent in the United States. In less than 50 years, nearly one of every ten people in America will trace their heritage to Asia and the Pacific--a region that covers more than one third of the earth--including the Far East, Southeast Asia, the Indian subcontinent and the Pacific. This region is also home to nearly half of the world's population, natural life, nations, economies, major faiths and languages. America is— and has been—a Pacific Rim nation.

Our understanding of America and America's standing in the world is richer, more compelling, and more powerful when it includes the Asian Pacific American story. Through education initiatives, publications, and public programs, APAC provides new avenues to document, celebrate, and share the rich and diverse history, art, and culture of AANHPI communities. APAC serves as a dynamic national resource for discovering why the Asian Pacific American experience matters every day, everywhere, and all the time.

Getting Started

To apply for an internship at the Smithsonian's Asian Pacific American Center (APAC), you will need to register for an account with the Smithsonian Online Academic Appointments System (SOLAA) and apply under the Asian Pacific American Center (APAC) Internship Program, choosing your specific internship track as your project choice. (See "Internship Tracks" for more details)

Each internship cycle (spring, summer, and fall) has its own application deadline, date and time. Please note that all required components of an application must be submitted on time for your application to be considered "complete." We do not allow for extensions, so be sure to accommodate enough time to double check your application to ensure that it is correct and complete.

Who Can Apply

- Undergraduate students and recent undergraduate graduates
- Undergraduate college students (rising sophomores, juniors, or seniors)
- Recent graduates from an undergraduate program (within 15 months of graduation)
- Must have a demonstrated commitment to Asian American, Native Hawaiian, and Pacific Islander (AANHPI) histories and communities (*Demonstrated commitment includes but is not limited to, taking relevant coursework, participating in student organizations, engaging in community service and/or activism)
- Must be at least 18 years old
- Must have a GPA of 3.0 or higher
- Must have a U.S. Bank account
- International students are welcome to apply! If selected, our central office will guide you through the visa process

Program Requirements

1. The dates of the **2025** APAC internships are located on <mark>pages 24–25</mark>. Interns MUST be able to complete the part-time (Spring/Fall) or full-time (Summer) internship schedule for the ENTIRE duration of ten (10) weeks. We understand that unexpected illnesses or emergencies may arise, and we'll work with you to ensure that you have the best experience. <u>All interns will be based in Washington, D.C., working out of the APAC office</u>.

2. Interns are required to complete their Unit Internship Project (10–17 hours a week for the Spring/Fall internship and 35 hours per week in the summer, generally during M–

3. F between the hours 9am EST to 5pm EST), which focuses on the professional development of each intern. Internships will be onsite in-person at APAC's Smithsonian office in Washington D.C.

4. Please review the descriptions between the Education Track, Operations Track, and Curatorial/Archival track* on <mark>pages 8–14</mark>. (The curatorial/archival track is only occasionally offered – more information on pages 8–14)

5. Applicants must choose one (1) of the internship tracks.

6. Interns MUST participate in ALL cohort engagement activities as scheduled. Cohort engagement activities will be in-person in Washington, D.C. Interns will be able to collaboratively plan when these Cohort activities will be scheduled with their supervisor(s).

7. By the end of their internship, each intern will be required to present on their individual internship learnings, work and experiences for the APAC Staff.

8. Interns are REQUIRED to participate in the final program evaluation and feedback process to improve the program for future years.

How to Apply

1. **Before starting an application in SOLAA, please review this entire Application Guide.**

2. Review the internship track descriptions for each specific internship.

3. Please select your internship track choice in the "Projects" tab of the SOLAA application once you get your account created.

4. To apply, create an account on the Smithsonian Online Academic Appointment System (SOLAA): https://solaa.si.edu/solaa/#/public (See below for more information)

5. Once logged in, click the "Start Application" button to search for the internship program

6. Using the "Office/Museum/Research Center" drop-down menu, select "APAC - Asian Pacific American Center" from the drop-down menu and click "Search" [One result should appear titled "Asian Pacific American Center Internship Program"]

7. Click the "Apply Now" button to start an application for this internship program.

8. **A completed online application must include**:

    1. A 3-page Personal Abstract

    2. Current resume or CV

    3. Unofficial or official transcripts

    4. One (1) Academic Writing Sample (no more than 5 pages MAX)

    5. 1 Letter of Recommendation

        • You must provide the SOLAA application system the email address for your reference and follow-up with each of your references to ensure email receipt and reference submission. Your reference MUST submit their letter/answer the reference questions in SOLAA by the **application deadline. If your application doesn't contain ALL of the above components, including reference letters, your application will be considered incomplete, and you will be**

==ineligible.== (Additional information on required material can be found below)

9. **This application will close at 11:59 pm Eastern Standard Time on the deadline date.**

10. Interns will be notified of their selection status about 4–5 weeks after the application deadline**.**

Internship Tracks

Education

Description: The Education Internship seeks to train individuals interested in learning the skills of museum education work and assisting in ongoing projects relating to the national expansion of Asian American, Native Hawaiian, and Pacific Islander (AANHPI) representation in K-12 education. The candidate should demonstrate an interest in learning about and promoting AANHPI communities and histories.

The intern will perform various tasks and activities in collaboration with and under the supervision of APAC's Education staff. Tasks may include but are not limited to: performing research for education projects; learning how to use digital platforms (such as Wikipedia and the Smithsonian Learning Labs) to make accessible educational materials and collaborating with fellow interns on developing and executing education programming. The intern will receive instruction and guidance on all tasks.

Goal: Overall, this internship aims to introduce interns to the museum education profession through direct mentorship with museum educators and firsthand experience working on projects to expand AANHPI representation in K-12 education across the country. APAC's internship will also increase interns' knowledge on how digital educational platforms can be utilized and better interns' understanding surrounding museum education outreach efforts and community partnerships.

Status: In-person

Anticipated Learning Objectives: By the end of this internship, the intern will be able to:
- Develop an introductory understanding of the museum education field
- Assist in the logistics and development of museum education programming
- Enhance their understanding of digital education websites and tools, such as Wikimedia Platforms and Learning Labs

- Understand the importance of consistent and equitable relations between museums and community partners

Expected Responsibilities: During the internship, the intern should expect to:

- Respond to and meet with supervisor(s) regularly
- Perform background research for education projects or initiatives as needed
- Develop educational programming or assets with guidance of supervisor(s)
- Assist with public-facing education programming
- Complete personal reflections as needed
- Work alongside fellow interns to complete assigned tasks and projects
- Present work completed on project(s) at APAC staff meetings

Ideal Qualifications / Prerequisites: The ideal intern applicant is/has:

- Ability to work collaboratively and independently
- Communication skills, both oral and written
- Detail-oriented and possesses strong organizational skills
- Ability to work independently with limited supervision
- Flexible and adaptable within work environment

Audience: This internship is generalized to provide individuals initial experience in the museum education field. Community college students, undergraduates, recent graduates, and international students are encouraged to apply. This internship is open to applicants who demonstrate commitment to Asian American, Native Hawaiian, and Pacific Islander (AANHPI) histories and communities. An undergraduate or professional degree is not required for this internship.

Timeline: This internship takes place during every internship cycle -- spring, summer, or fall. In the summer this internship is expected to be full time (35 hours per week) for 10 weeks. In the spring and fall this internship is expected to be part time (10–17 hours per week) for 10 weeks.

Eligible for Academic Credit: Yes! Interns may receive program or course credit for this experience if approved by their educational institution. Though APAC does not itself

award credit, the Interns and Fellows Office will help coordinate the requirements for credit with the educational institution.

Optional Enrichment Opportunities: In addition to required cohort activities, interns are invited to participate in optional opportunities during the internship that support professional growth and foster understanding about the museum field.

Operations

Description: The Museum Operations Internship seeks to train individuals interested in learning the skills of museum operations and assisting on projects relating to upcoming exhibitions and a future permanent gallery on the National Mall. The candidate should demonstrate an interest in learning about and promoting Asian American, Native Hawaiian, and Pacific Islander (AANHPI) communities and histories.
The intern will perform various tasks and activities in collaboration with and under the supervision of APAC's Operations and Education staff. Tasks may include but are not limited to: performing key research for loans, objects, and media; creating supportive documents for museum procurement, acquisitions, and inventory; and collaborating with fellow interns on developing and executing APAC programing. The intern will receive instruction and guidance on all tasks.

Goal: Overall, this internship aims to introduce interns to the museum operations profession through direct mentorship with museum staff and firsthand experience working on museum acquisitions, protocols, exhibitions, and procurement. APAC's internship will also aim to increase interns' understanding surrounding museum operations and their relationship with community partnerships.

Status: In-person

Anticipated Learning Objectives: By the end of this internship, the intern will be able to:

- Develop an introductory understanding of the museum operations field
- Assist in the logistics and development of museum programming and exhibitions
- Enhance understanding of museum procedures, procurement, and budgetary protocols
- Understand the importance of consistent and equitable relations between museums and community partnerships

Expected Responsibilities: During the internship, the intern should expect to:
- Respond to and meet with supervisor(s) regularly
- Perform background research for operational reports and/or proposals as needed
- Create documentation for the operations department to support museum programming, acquisitions, and exhibitions with the guidance of supervisor(s)
- Assist with public facing programming
- Complete personal reflections as needed
- Work alongside fellow interns to complete assigned tasks and projects
- Present work completed on project(s) at APAC staff meetings

Ideal Qualifications / Prerequisites: The ideal intern applicant is/has:
- Ability to work collaboratively and independently
- Communication skills, both oral and written
- Detail-oriented and possesses strong organizational skills
- Ability to work independently with limited supervision
- Flexible and adaptable within work environment

Audience: This internship is generalized to provide individuals initial experience in the museum operations field. Community college students, undergraduates, recent graduates, and international students are encouraged to apply. This internship is open to applicants who demonstrate commitment to Asian American, Native Hawaiian, and Pacific Islander (AANHPI) histories and communities. An undergraduate or professional degree is not required for this internship.

Timeline: This internship takes place during every internship cycle -- spring, summer, or fall. In the summer this internship is expected to be full time (35 hours per week) for 10

weeks. In the spring and fall this internship is expected to be part time (10–17 hours per week) for 10 weeks.

Eligible for Academic Credit: Yes! Interns may receive program or course credit for this experience if approved by their educational institution. Though APAC does not itself award credit, the Interns and Fellows Office will help coordinate the requirements for credit with the educational institution.

Optional Enrichment Opportunities: In addition to required cohort activities, interns are invited to participate in optional opportunities during the internship that support professional growth and foster understanding about the museum field.

Curatorial / Archival*

*The curatorial/archival track is not always offered, please check the SOLAA portal to confirm if a curatorial track is being offered that application cycle.

Description: The Museum Curatorial / Archival Internship seeks to train individuals interested in learning the skills of museum curation and assisting on projects relating to improving and increasing the representation of Asian American, Native Hawaiian, and Pacific Islander (AANHPI) representation within the Smithsonian collections and archives. The candidate should demonstrate an interest in learning about and promoting Asian American, Native Hawaiian, and Pacific Islander (AANHPI) communities and histories.

The intern will perform various tasks and activities in collaboration with and under the supervision of a curator whose work is focused on AANHPI topics and APAC's Internship Supervisor. Tasks may include but are not limited to: performing research on relevant subjects, objects, and media; learning how to document and archive objects; and collaborating with fellow interns on developing and executing APAC programing. The intern will receive instruction and guidance on all tasks.

Goal: Overall, this internship aims to introduce interns to the museum curatorial profession through direct mentorship with museum staff and firsthand experience working on museum curatorial projects, through research, metadata creation, or other assistive tasks. APAC's internship will also aim to increase interns' understanding surrounding museum curation and its relationship with other departments and community partnerships.

Status: In-person

Anticipated Learning Objectives: By the end of this internship, the intern will be able to:
- Develop an introductory understanding of the museum curatorial field
- Assist in the research and development of curatorial projects/exhibitions
- Enhance understanding of museum curatorial procedures, protocols, and policies
- Understand the importance of consistent and equitable relations between museums and community partnerships

Expected Responsibilities: During the internship, the intern should expect to:
- Respond to and meet with supervisor(s) regularly
- Perform research for curatorial reports and/or proposals as needed
- Create documentation or metadata for the curatorial department to support curatorial projects, acquisitions, and exhibitions with the guidance of supervisor(s)
- Assist with public facing programming as needed
- Complete personal reflections as needed
- Work alongside fellow interns to complete assigned tasks and projects
- Present work completed on project(s) at APAC staff meetings

Ideal Qualifications / Prerequisites: The ideal intern applicant is/has:
- Ability to work collaboratively and independently
- Communication skills, both oral and written
- Detail-oriented and possesses strong research and organizational skills
- Ability to work independently with limited supervision

- Flexible and adaptable within work environment

Audience: This internship is generalized to provide individuals initial experience in the museum operations field. Community college students, undergraduates, recent graduates, and international students are encouraged to apply. This internship is open to applicants who demonstrate commitment to Asian American, Native Hawaiian, and Pacific Islander (AANHPI) histories and communities. An undergraduate or professional degree is not required for this internship.

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Eligible for Academic Credit: Yes! Interns may receive program or course credit for this experience if approved by their educational institution. Though APAC does not itself award credit, the Interns and Fellows Office will help coordinate the requirements for credit with the educational institution.

Optional Enrichment Opportunities: In addition to required cohort activities, interns are invited to participate in optional opportunities during the internship that support professional growth and foster understanding about the museum field.

A Guide to the SOLAA Application

Below are the questions you will find on the application on the Smithsonian Online Academic Appointment System (SOLAA) and helpful hints.

Personal Info

Name: Your legal name. If you go by a different name, please share this with us in your Personal Abstract.

Email: The email address where you wish to receive communication regarding this internship. Depending on the year you're in, we recommend not using your university email in case you lose access to it after graduating. We recommend that you use a personal email address or an email address that you check regularly.

Telephone: The phone number where you wish to receive communication regarding this internship.

Mailing Address: The mailing address where you wish to receive communication regarding this internship.

How did you find out about this program: A website? A professor? Word of mouth? Your college Career Services Office? Handshake?

Gender (optional to answer): Male, Female, Choose not to answer

Citizenship: Your country of citizenship (example: U.S.)

Dual: If you have dual citizenship (example: U.S. and Korea), this is where you list your other country of citizenship (example: Korea).

Country of Permanent Residence: This might be the same answer as Citizenship. If you are not a U.S. citizen but attend school in the U.S., this is the country where you live when not in school (example: Rwanda).

Type of Visa (if currently in the U.S.): If you are not a U.S. citizen but attend school in the U.S., list the Visa you have that allows you to study and/or work in the U.S.

Permanent Address: This may be the same as your mailing address or where you live when you're not in school (example: your parents' address).

Address to which all correspondence should be sent: Choose either your permanent address or your mailing address.

Until Date: For example, if you choose your mailing address which is where you attend school, you will list the date when you'd no longer be at that address.

Additional Phone Number: If you have another phone number other than what you listed above, put that here.

Additional E-mail: If you have an additional email address other than the one you listed above, put that here (personal email address, work email address, school email address, etc.)

<u>Current Affiliation</u> *If you are not currently in school and have already graduated, you will leave this ENTIRE section blank and move on to the "**Academic History section**."*

Current Affiliation: What college or university are you CURRENTLY attending at the time of applying to this program?

Position: Leave this blank.

Country: The country where your current college or university is located

State: The state where your current college or university is located

City: The city where your current college or university is located

Academic Level: The year you're CURRENTLY in at the time of applying to this program (if you're an undergraduate, list "freshman," "sophomore," "junior," "senior;" first year Master's program, etc.).

Degree: What type of degree are you CURRENTLY pursuing at the time of applying to this program? Associate's? Bachelor of Arts? Bachelor of Science? Master's degree?

Degree Date: Leave this blank since you have not yet graduated

Expected Degree Date: The date you will graduate from your current college or university

Major: If you have declared a major, list it here. If you have not, write "Undeclared."

Minor: If you have declared a minor, list it here. If you have not, leave blank.

Cumulative GPA: Your current total GPA at the time of applying to this program. Your GPA must be 3.0 or higher to be eligible for this internship.

Major GPA: You can list the GPA of your major or leave this blank.

Academic History *Only fill this section out if **you've completed an undergraduate program**. If you are currently in an undergraduate program, you will leave this ENTIRE

<<Click "Add New Academic History>>

School/College/University: What college or university did you recently graduate from?

Degree: What type of degree did you receive? Associate's? Bachelor of Arts? Bachelor of Science?

Degree Date: What date did you graduate?

Country: The country where the college or university from which you graduated is located.

State: The state where the college or university from which you graduated is located.

City: The city where the college or university from which you graduated is located.

Major: What was your major?

Minor: If you had a minor, list it here. If not, leave blank.

Cumulative GPA: What was your GPA when you graduated? Your GPA must be 3.0 or higher to be eligible for this internship.

Major GPA: You can list the GPA of your major or leave this blank. Program Choices

Program Choices

Cycle: Select which cycle you are applying for (i.e., "Spring" / "Summer" / "Fall")

Year: Select the year you are applying for (i.e., "2025")

Proposed Dates:

- **From:** Write the date the internship cycle begins (see Important Dates on <mark>pages 24-25</mark>)
- **To:** Write the date the internship cycle ends, (see Important Dates on <mark>pages 24-25</mark>)

Project Choices for this program: Review the internship tracks and select which one you will be applying for.

Additional Questions to the applicant: *Don't skip this section. Please answer all the questions.*

Have you made arrangements with your college or university to receive academic credit for an internship if it is awarded? If you are receiving academic credit for this internship, please include that information here. If you're not, write "NO" or "N/A."

Topic(s) of interest: Curatorial, Development, Education, Exhibitions, Marketing/Public Relations, Programming, New Media, Research, Other, please specify: List what areas of the museum field interest you.

Please list the days and number of hours you are available per week. If you are applying for the summer cycle, you will be required to be available 35 hours a week. If you are applying for the spring or fall cycle, you must be available for at least 10 hours a week. For the spring and fall cycle, interns can indicate the amount of time they are available from 10 hours up to 17 hours per week.

Do you speak and/or write in any other language other than English? (Does not impact selection) If you speak or write in any other language than English, including ASL, list that here. If you don't, write "NO."

Have you applied to this program in previous years, if so which year(s)? This does not impact selection. If you applied to the APAC Internship Program previously, write which year you applied. If not, write "NO."

Have you had an internship at the Smithsonian through another office, museum or research institute? If so, please indicate where and when. This does not determine eligibility. If you've ever interned, volunteered, worked, or had a fellowship at the Smithsonian, list that information here. If not, write "NO."

Are you applying for an internship through any other Smithsonian office, department or museum? If yes, please indicate with whom you are applying, dates of the program, and date of that application deadline. This does not determine eligibility. If you are currently applying to intern, volunteer, work, or to a fellowship at the Smithsonian, list that information here. If not, write "NO."

Will you be the first in your family to attend college/university? This does not determine eligibility. If you'll be the first college graduate in your immediate family, write "YES." If not, write "NO."

Are you currently attending a community college? This does not determine eligibility. If you are attending or did attend a community college for your undergraduate degree, write "YES." If not, write "NO."

Required Application Materials

Program Application Materials: In your application, you will be required to provide specific materials in order to be considered for an internship. ALL of the required application materials listed below must be uploaded as a .PDF.

1. **Three (3) page Personal Abstract** ○ Please provide a three (3) page personal abstract that addresses these two areas:

   1. a biography describing your background, personal history, and causes you support

   2. which internship track you are interested in applying for, why you are applying for this internship and what you hope to gain from the opportunities.

   ○ This is the review panel's opportunity to get to know *you*. Don't include information the review panel can learn from just reading your resume/CV or transcripts. Give the panel a sense of who you are and what you value.
   ○ Please label the document (Your First Name, Your Last Name) ABSTRACT (example: ALEX SMITH ABSTRACT) and upload as a .PDF document.
   ○ Format: 12pt font, Times New Roman, Double spaced

2. **Resume or Curriculum vitae (CV)** ○ Please provide your current CV or resume. Please ensure that you include in your resume any accomplishments and/or recognitions, community service, employment, volunteer activities, including dates. Please label the document (Your First Name, Your Last Name) RESUME (example: ALEX SMITH RESUME) and upload as a .PDF document.

3. **Unofficial transcripts from all educational institutions attended**

   ○ If transcripts or other materials are not in English, the applicant should provide translations.

   ○ Please label the document (Your First Name, Your Last Name) TRANSCRIPT (example: ALEX SMITH TRANSCRIPT)

4. **One (1) letter of recommendation that address your academic ability, professionalism, and flexibility to adapt to a fast-paced, rapidly-changing**

environment ○ Recommenders will submit their own recommendation letters via SOLAA

– Be <mark>**sure to click the "send to" button**</mark> (the little envelope icon next to each of the email addresses of your references) for each of your references prior to submitting your complete application. The SOLAA system will then contact the references via the email addresses that you provide. Your references will then go into the SOLAA system and answer the reference questions (there are about 8 short questions). There is also the option for your references to upload a recommendation letter (remind references to upload the letter as a .PDF document). Your references must do one or the other, or they have the option to do both. *You can submit your application if you have completed all of the other components.*

– We recommend that your references check their SPAM/Junk Mail and Deleted items folders. SOLAA sends an automated email response which tends to be filtered by SPAM/Junk Mail.

5. **One (1) relevant work sample** ○ A work sample can be an academic paper or essay (or an excerpt of one) that best shows your writing and communication skills

○ The work sample should be **no more than 5 pages** and **Bibliographic and Works Cited pages do not count toward the overall page count**

○ Format: 12pt font, Times New Roman, Double-spaced ○ Please label the document (Your First Name, Your Last Name) WORK SAMPLE (example: JANE SMITH WORK SAMPLE)

Important Dates

Spring, 2025

September 3, 2024	Application launched on SOLAA
October 4, 2024	Application closes at 11:59PM Eastern Standard Time
November 4-8, 2024	Applicants notified of their selection
November 8, 2024	Applicants must accept or decline their internship offer via SOLAA by 11:59PM EST
November 22, 2024	Submit necessary intern registration paperwork to APAC Staff by 11:59PM EST **(NO EXCEPTIONS)**
February 3, 2024	Internship begins
April 18, 2024	Internship ends

Summer, 2025

January 2, 2025	Application launched on SOLAA
February 7, 2025	Application closes at 11:59PM Eastern Standard Time
March 7-14, 2025	Applicants notified of their selection
March 14, 2025	Applicants must accept or decline their internship offer via SOLAA by 11:59PM EST
March 28 2025	Submit necessary intern registration paperwork to APAC Staff by 11:59PM EST **(NO EXCEPTIONS)**
June 2, 2025	Internship begins
August 8, 2025	Internship ends

Fall, 2025

April 7, 2025	Application launched on SOLAA
May 9, 2025	Application closes at 11:59PM Eastern Standard Time
June 16-20, 2025	Applicants notified of their selection
June 20, 2025	Applicants must accept or decline their internship offer via SOLAA by 11:59PM EST
July 3, 2025	Submit necessary intern registration paperwork to APAC Staff by 11:59PM EST **(NO EXCEPTIONS)**
September 2, 2025	Internship begins
November 14, 2025	Internship ends

Spring, 2026

September 2, 2025	Application launched on SOLAA
October 3, 2025	Application closes at 11:59PM Eastern Standard Time
October 27, 2025 - November 7, 2025	Applicants notified of their selection
November 14, 2025	Applicants must accept or decline their internship offer via SOLAA by 11:59PM EST
November 28, 2025	Submit necessary intern registration paperwork to APAC Staff by 11:59PM EST **(NO EXCEPTIONS)**
February 2, 2026	Internship begins
April 10, 2026	Internship ends

Frequently Asked Questions

Who is eligible to apply?

- Undergraduate college students (rising sophomores, juniors, or seniors) and recent graduates from an undergraduate program (within 15 months of graduation)

- Must have a commitment to Asian American, Native Hawaiian, and Pacific Islander (AANHPI) history and community* (*Demonstrated commitment includes but is not limited to, taking relevant coursework, participating in student organizations, engaging in community service and/or activism, etc.)

- Must be at least 18 years old

- Must have a GPA of 3.0 or higher

- Must have a U.S. Bank account

- International students are welcome to apply! If selected, our central office will guide you through the visa process

What is the Asian Pacific American Center's Internship Program?

- A paid ten-week cohort-based internship experience. In the Spring and Fall cycle, the internship is part time (10–17 hours a week) with a $24/hour stipend. In the Summer cycle, the internship is full time (35 hours a week) with a weekly $850 stipend.

What internship opportunities are available?

- APAC's Internship program consists of two internship tracks - Education & Operations. APAC occasionally offers a curatorial/archival track, please check SOLAA for availability. Descriptions of each track can be found on **pages 8–14**.

Is the Asian Pacific American Center's Internship Program paid?

- During the spring and fall cycle, each intern will receive a $24/hour stipend. In the Summer cycle, each intern will receive a weekly $850 stipend.

Where is it?

- The internship program will be an in-person experience at the APAC office in Washington, D.C. All interns must be based in Washington, D.C. for the duration of the internship.

Is housing provided in Washington, D.C.?

- No, *Interns are required to find their own housing accommodations.* For some guidance, please check out the Smithsonian Office of Internship Programs' [information on travel and housing for the Washington, DC area](#). If you're selected for an internship, you'll receive some informal, unofficial guidance to help you prep for your internship, including finding housing*.*

When will the internship take place?

- The internship program dates can be seen on ==**pages 24–25**==. We are flexible with start and end dates and weekly schedules. However, due to the cohort-based nature of the internship, interns should expect to start no later than the first week of the internship.

Do I have to be in D.C. for all 10 weeks of the program?

- Yes. Interns are expected to be present for all ten (10) weeks of the internship.

What is the expected weekly time commitment?

- Spring/Fall cycle interns are expected to commit ***at least 10 hours and up to 17 hours* per week** for ten weeks. Summer cycle interns are expected to commit ***35 hours per week*** for ten weeks.

How do I get to and from Washington, D.C. at the beginning and end of my internship?

- Transportation arrangements to and from **Washington, D.C.** is the responsibility of the intern.

Why should I apply?

- The internship is designed to serve as a learning opportunity, to introduce you to career paths within a museum setting, grow your professional network, learn from mentorship guidance, build practical and professional skills, establish friendships.

How do I apply?

- The link to apply, via the Smithsonian Online Academic Appointment System (SOLAA), can be found by visiting: https://solaa.si.edu/solaa/#/public. If you already have a SOLAA account, you can continue to use that account. If you do not have a SOLAA account, please create an account and then follow the instructions in the "How to Apply Section" on ==pages 6–7==.

How many interns will typically be accepted per cycle?

- In the Spring and Fall, two (2) interns will be accepted unless otherwise noted. In the Summer, four (4) interns will be accepted per cycle unless otherwise noted.

Does the APAC Internship Program provide accommodations for applicants with disabilities?

- The Smithsonian Institution is committed to the provision of reasonable accommodation for intern applicants with disabilities unless to do so would cause undue hardship - that is, it would require significant difficulty or expense. Requests for reasonable accommodations will be considered and processed according to Smithsonian Accommodation Procedures, which is available for your review here: https://www.si.edu/OEEMA/IndividualswithDisabilities. Please contact ==**APAC-Internships@si.edu**== if you have any questions.

Do I have to be fully vaccinated against COVID-19?

- The Smithsonian Institution may require employees (federal and trust), volunteers, interns, fellows and research associates, and their contractors who work with us, to provide proof of full vaccination against COVID-19 subject to such exceptions as required by law. If selected, you may be required to submit documentation of proof of vaccination during onboarding. The Smithsonian Institution will provide additional information regarding what information or documentation will be.

Additional Questions?

- Please check the Smithsonian Office of Internship Programs' Frequently Asked Questions page here.
- For other application questions, please contact the APAC staff at

APAC-Internships@si.edu (available 9 a.m. – 5 p.m. ET, Monday – Friday).

- For technical support, including problems with the SOLAA system, please contact Office of the Chief Information Officer Help Desk at OCIOHelpDesk@si.edu or 202-633-4000 (available 9 a.m. – 5 p.m. ET, Monday – Friday).