



Hiring Interns

The Landscape Change Program has successfully utilized groups of interns employed for short periods of time to rapidly populate the archive with images and information. We typically hire between 4 and 7 interns. Working 40 hours a week for a 10 week period, interns can contribute an average of ~1,000 images to the archive.

Begin the process of finding summer interns by creating a detailed job description as well as a brief description of the program or department they will be joining. This should include what exactly the student will be doing in an average day, (or depending on the job, in an average week).

Next determine what are the essential skills needed and what are the desired qualifications. This important distinction will help to determine evaluation criteria when reviewing applications and interviewing (i.e. interns should come to work on the first day with the essential skill already but can learn desired skills in the first few days of work).

Have a clear understanding of important information before beginning the intern search. This information should include, but is not limited to, application deadline, start/end date, how much sick time/time off interns will get, how much they will be paid and how often, typical work duties and a rough timeline for the hiring process.

Determine what information you want in the application packet (i.e. application form, resume, transcript, references etc.). An application form is a good idea since it provides a standard form with name, email address, phone number, major etc. Create a standard document for the application form that can be downloaded and filled out. Also it needs to be decided if references are necessary and if so how would you like the information. There are three main ways to get information from a reference. First, reference can be asked to write a letter of support for the application informing of the applicants abilities etc. Second the reference can be asked to fill out a specific form and answer set questions on the applicants abilities, performance etc. Third the reference can be contacted directly via phone call. The Landscape Change Program has references answer a set of questions so that all applicants are evaluated on the same range of skills and behaviors.



Next, this information should be compiled in a place where the potential applicants can review it and download necessary documents such as a website. After this information is determined and the website created then design an informational flier. The flier can be distributed electronically or posted around campus.

The internship is widely advertised to ensure a broad pool of applicants. The internship is advertised through departmental emails sent to students at UVM that includes a link to our internship webpage. Additionally the internship is posted on other local colleges career or internship pages (i.e. St. Michael's College and Middlebury College). Lastly posters are spread on the UVM campus to ensure that students hear about the opportunity.

Once the information has been distributed begin working on evaluation criteria. Depending on how many applications are returned and in what form (i.e. paper vs. electronic) make sure to stay organized by creating a file for each applicants (either electronic or hardcopy). It is a good idea to create an excel spreadsheet to evaluate the applicants next to each other. Create columns for name, major, GPA, skills etc.

After the application deadline determine the top candidates and conduct phone interviews. The phone interview is conducted to ensure the applicant is still interested in the position and to get a feel for their level of motivation regarding the position. Lastly, a phone conversation allows you to immediately schedule an in-person interview if so desired. I would advise against conducting more than 5 – 6 phone interviews in one day.

In person interviews are conducted for all applicants who are under serious consideration for the positions. These interviews allow the students a chance to justify their qualifications for the positions as well as get additional information about the position, including specific day-to-day details and responsibilities. During the in-person interview create talking points from their resume and application. Get them talking so that you can determine if they are a good fit for the position.

Once you have offered the position have the interns sign a basic contract stating that they have been hired and agree to the terms of the position. This is not binding but provides a level of commitment that will hopefully keep people from not fulfilling their commitment.



Next, contact all applicants that were not hired. This should be done with a very simple standard email indicating they were not chosen for the position but thanking them for their interest in the program.

After the internship is finished, have the interns fill out an anonymous exit-survey to share their feelings on the experience and what can be done better in the future.

Examples:

Job Description:

The Landscape Change Program is looking for summer interns to help scan and describe historical images. The interns will also find GPS locations of historic images and go into the field to reshoot images. The summer will be spent traveling Vermont on day trips to collect images from historical societies, scanning the images, and returning to UVM to describe the images that have been collected. The Landscape Change Program is interdisciplinary by nature, therefore students with backgrounds including but not limited to Earth Science, Social Studies, Vermont History, American History, Ecology, Environmental Science, Architecture, Natural History, Art or Philosophy can all find relevance in working with us. Interns are expected to work well in groups, be detail-oriented, dependable, observant and have good writing skills. They should be comfortable using computers. Experience with Microsoft Excel, Word and document scanning is a plus. Most importantly interns need to have a positive attitude because the majority of the workday will be spent in the presence of others.

Program description:

The Landscape Change Program works with townspeople and local historical societies to scan and upload historical images of Vermont as well as to add information about existing photos to our electronic web-based database of over 14,000 Vermont images. We work with teachers to develop curricula or integrate our activities and project ideas into existing curricula that focus on the Vermont landscape. We visit classrooms, serve as guest lecturers, lead field walks looking for signs of landscape change, and serve as resources while looking for information and historic photos. Anyone is welcome to scan and add historic photos or artwork from their hometown or local historical societies. The program links people with their communities, their history, and their landscape. The website can be viewed at <http://www.uvm.edu/landscape>.

Qualifications:



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The Landscape Change Program is interdisciplinary by nature, therefore students with a background including, but not limited to: Earth Science, Social Studies, Vermont History, American History, Ecology, Environmental Science, Architecture, Natural History, Art or Philosophy can all find relevance in working with us. Interns must be able to work well in groups, be detail-oriented, dependable, observant and have good writing skills. They should be comfortable using computers. Experience with Microsoft Excel and document scanning is a plus. Most importantly, interns need to have a positive attitude because the majority of the workday will be spent in the presence of others.

Additional documents:

Informational Webpage

Advertising flyer

Application

Reference Evaluation

Checklist

Phone interview protocol

Contract

Exit-Survey



Informational Webpage

2009 Summer Student Internship

Is this Job for you?

The *Landscape Change Program* is looking for summer interns to help scan and describe historical images. The summer will be spent traveling Vermont on day trips to scan images from historical societies and other locations and returning to UVM to describe the images that have been collected. Additionally a small amount of time will be spent re-photographing historic images.

Landscape Change Program Background:

The *Landscape Change Program* works with townspeople and local historical societies to scan and upload images as well as to add information about existing photos. We work with teachers to develop curricula or integrate our activities and project ideas into existing curricula that focus on the Vermont landscape. We visit classrooms, serve as guest lecturers, lead field walks looking for signs of landscape change, and serve as resources while looking for information and historic photos. Anyone is welcome to scan and add historic photos or artwork from their hometown or local historical societies. The program links people with their communities, their history, and their landscape.

Qualifications:

The *Landscape Change Program* is interdisciplinary by nature, therefore students with a background including, but not limited to: Earth Science, Social Studies, Vermont History, American History, Ecology, Environmental Science, Architecture, Natural History, Art or Philosophy can all find relevance in working with us. Interns must be able to work well in groups, be detail-oriented, dependable, observant and have good writing skills. They should be comfortable using computers. Experience with Microsoft Excel and document scanning is a plus. Most importantly, interns need to have a positive attitude because the majority of the workday will be spent in the presence of others.

Benefits of participating in the internship:

The benefits of this internship are numerous. As an NSF-funded initiative, the *Landscape Change Program* internship will look very good on a resume. You will gain familiarity not only with Vermont but also with how Vermont has changed over time. You will learn technology and hone your observation and writing skills. Last, but definitely not least, the internship is paid (\$4000 for the summer).

What you need to do to apply (email submissions only, please):

- Download and complete the [LCP Intern Application \(.doc file\)](#).
- Request that two completed [LCP Intern Reference forms \(.doc file\)](#) be emailed directly to Jamie Russell at jamie.russell@uvm.edu
- Include a resume.
- Include an up-to-date transcript (official or unofficial) from your institution.

Email your Application Form, Resume, and Transcript directly to Jamie Russell at jamie.russell@uvm.edu. Please download the [checklist \(.doc file\)](#) for the required application materials.

If your transcript must be mailed please send to

Jamie Russell
Deleahanty Hall, Geology Dept
University of Vermont
Burlington VT 05401

Important dates and information:

- Please email your application packet on or before **Wednesday, March 4th**.
- Internship Dates: Tuesday May 26th through Tuesday August 18th, Mon-Fri, Full-time.
- The internship is located in Burlington, Vermont and pays \$4000.
- During the 12-week internship block, you will be expected to work 10 of the 12 weeks. There is no work June 26th - July 3rd and you may choose 5 additional days off. Everyone will work the first week.
- We will work on average from 8am to 5pm with a lunch break. However, some days will be longer or shorter. An average week will consist of 40 hours of work.



Advertising flyer

Looking for a PAID Summer Internship?

The **Landscape Change Program** is looking for summer interns

NSF-Funded PAID Internship

Looks GREAT on a Resume

What is the Landscape Change Program?

The *Landscape Change Program* works with townspeople and local historical societies to collect images of Vermont throughout time. The web-based project (<http://www.uvm.edu/landscape>) links people with their communities, their history, and their landscape.

Is this internship for you?

The *Landscape Change Program* is looking for summer interns to work together **scanning** and **describing** historical images of Vermont. Interns will also go into the field to find the location of historic images, rephotograph the locations, and measure locations using GPS. The summer will be spent traveling Vermont (day trips) scanning images at historical societies and various other locations and returning to UVM to write descriptions for the images that have been collected.

Qualifications

The *Landscape Change Program* is interdisciplinary by nature, therefore students with backgrounds including but not limited to Earth Science, Social Studies, Vermont History, American History, Ecology, Environmental Science, Architecture, Natural History, Art or Philosophy can all find relevance in working with us. Interns must be able to work well in groups and be detail-oriented. They should also have good writing skills and enjoy writing. Experience with Microsoft Excel, Word and document scanning is a plus.

For more information visit:

<http://www.uvm.edu/landscape/internship>

Questions?

Contact jamie.russell@uvm.edu

Top of Mount Mansfield



In the 1920's



2006



National Science Foundation
WHERE DISCOVERIES BEGIN



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The *Landscape Change Program*
Summer 2009 Internship
Application

Name: _____

Mailing Address (local /spring semester address):

Phone number: _____

Email address: _____

College or University: _____

Enrollment Class as of Spring 2009 (mark with a X):

- ___ 1st year
- ___ Sophomore
- ___ Junior
- ___ Senior

Major:

_____ Major
_____ Minor (if applicable)

Overall GPA: _____

List courses (if any) that you have taken that are relevant to this internship:



Please briefly describe why you want to participate in this internship:

Briefly describe a few relevant experiences that qualify you for this internship (i.e. experience with computers):

Extracurricular Activities (Tell us briefly about yourself, and what you like to do in your free time):

How did you hear about this internship?



The *Landscape Change Program*
Summer 2009 Internship
Reference Evaluation

Please email completed evaluation form to Jamie Russell at jamie.russell@uvm.edu

Evaluation for: _____
(Student's name)

About The *Landscape Change Program*: *The Landscape Change Program works with townspeople and local historical societies to scan and upload historical images of Vermont as well as to add information about existing photos to our electronic web-based database of over 22,000 Vermont images. We work with teachers to develop curricula or integrate our activities and project ideas into existing curricula that focus on the Vermont landscape. We visit classrooms, serve as guest lecturers, lead field walks looking for signs of landscape change, and serve as resources while looking for information and historic photos. Anyone is welcome to scan and add historic photos or artwork from their hometown or local historical societies. The program links people with their communities, their history, and their landscape. The website can be viewed at <http://www.uvm.edu/landscape>.*

Internship Description: *The Landscape Change Program is looking for summer interns to help scan and describe historical images. The interns will also find GPS locations of historic images and go into the field to reshoot images. The summer will be spent traveling Vermont on day trips to scan images from historical societies and other various locations and returning to UVM to describe the images that have been collected. The Landscape Change Program is interdisciplinary by nature, therefore students with backgrounds including but not limited to Earth Science, Social Studies, Vermont History, American History, Ecology, Environmental Science, Architecture, Natural History, Art or Philosophy can all find relevance in working with us. Interns are expected to work well in groups, be detail-oriented, dependable, observant and have good writing skills. They should be comfortable using computers. Experience with Microsoft Excel, Word and document scanning is a plus. Most importantly interns need to have a positive attitude because the majority of the workday will be spent in the presence of others.*

Reviewer Name: _____

Organization/Institution: _____

Title: _____



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Affiliation with student: _____

How long have you known the student? _____

In the context of this internship (described above) please comment briefly on your opinion of the student in the following areas: (Write N/A if you cannot make a judgment)

Work ethic:

Dependability:

Academic performance:

Attention to detail:

Ability to work in groups:

How strongly would you recommend the student for this internship?

Please feel free to include any additional comments on the student.

Thank you very much for your help in this decision-making process. Your time and effort are greatly appreciated.



The Landscape Change Program
Summer 2009 Internship
Checklist

- ___ **Complete the LCP intern application form**
- ___ **Attach a resume or CV**
- ___ **Contact 2 references and provide them with a LCP intern reference form**
Request reference form be emailed directly to jamie.russell@uvm.edu
- ___ **Obtain a transcript (unofficial or official) from your institution**
- ___ **Submit to jamie.russell@uvm.edu by Wednesday, March 4th**



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Phone interview protocol

Hi, is this _____?, Hi _____, this is Jamie Russell with the Landscape Change Program (at UVM). I received your application for our summer internship and would like to conduct a very brief and informal phone interview with you. It should take less than 5 minutes, is this a good time?

First I would like to make sure that you are still interested in an internship position with us this summer?

I also want to discuss expectations for the summer - both your expectations of the program and my expectations of the interns.

Are you available to work between May 27th and August 15, with 10 days vacation/sick time, plus 4th of July?

The summer internship will consist of traveling to museums, historical societies or other locations with large collections of historic images of Vermont. As a group we will scan the images and record any information about the images. The following days will be spent back at UVM describing what is in the image, giving it a title, associated keywords, basically providing any information that can be used to identify the image within the database.

An average week may consist of 2 days of scanning and 3 days of describing the images

Taking photographs is a very small part of the internship and will likely only occur once every 1 ½ - 2 weeks.

Most of the summer will be spent inside, will this be a problem?

Our expectations are that the interns arrive on time, and work productively throughout the day and schedule time off in advance.

Some days may require more than 8 hours of work, though the week average should not exceed 40 hours, is this a problem?

I will be working closely with the interns and want to make sure that we have a productive summer working toward the goal of adding several thousand images to our database by the end of the summer.

Now, I would like to answer any questions you have.



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If you don't have any other questions then I would like to Thank you very much for taking the time to talk with me today. We plan on completing our initial screening of applicants in the next few days and if you are selected for an in-person interview we will contact you in the coming weeks.

Thank you again for your time, Have a good afternoon.



Contract

Dear _____,

We are very excited that you will be part of our team for the summer of 2009 and look forward to starting work together on Tuesday May 26, 2008. We have six *Landscape Change Program Summer Interns* for 2009, all with different and complimentary skills.

I am writing to confirm arrangements for the summer.

The LCP summer 2009 internship begins on Tuesday May 26, 2009 and ends Tuesday August 18, 2009. The pay for the entire period is \$4000; paid every other week. Expect lots of training the first week and more independent work toward the end of the summer. During this summer, we will all be working on average 40 hours a week – some days and weeks might be a bit longer, some a bit shorter. You get June 26 – July 3 off plus 5 additional days off of your choice to be used for vacation, personal days, or sick time. Except for the case of illness or truly extenuating circumstances, we ask you to schedule your days off at least two weeks in advance; knowing who will be working helps us to plan which archives we will visit and when.

As we discussed during the interview, as an intern, you will spend time in historical societies, libraries, and personal homes. As you might expect, while at these places, everyone is a representative of the Program and of UVM; thus, we expect you will act responsibly and treat all materials and people with respect.

During the course of the summer, you will be using computers, scanners, cameras and GPS units; these materials are property of the University of Vermont and should be handled carefully and returned at the summer is the same condition as they were issued to you (except of course that the keyboards will be well worn from all the image description!) If you need or want to take the equipment off-campus for independent work related to the internship, that's fine, but you will need to ask beforehand and sign the equipment out from either Jamie Russell or Paul Bierman.

So that we can start processing your internship paperwork, we ask that you read this letter carefully and sign it to acknowledge that you understand our expectations of you as an intern. Thanks for joining us this summer and have a great end to spring semester.

-Jamie and Paul

(Signature)

(Date)



Exit-Survey

Overall, was the LCP summer internship a positive experience?

What could be changed to improve the LCP summer internship experience?

When advertising for this position I wrote:

“The Landscape Change Program is looking for summer interns to help scan and describe historical images. The summer will be spent traveling Vermont on day trips to scan images from historical societies and other locations and returning to UVM to describe the images that have been collected. Additionally a small amount of time will be spent re-photographing historic images.”

How would you change this description to more accurately describe your experience this summer?

What has been the best part?

- Worst?