



HOST A US/ICOMOS INTERNATIONAL INTERN! US/ICOMOS INTERNATIONAL EXCHANGE PROGRAM IN HISTORIC PRESERVATION

The US/ICOMOS International Exchange Program in Historic Preservation provides international advanced training and hands-on experience for preservation professionals early in their careers. Sponsorship of an intern can allow an organization to establish international connections by increasing its personnel for the summer or fall at low cost to the host organization. The exchange of information between host and intern is not limited to professional ideas but extends to social, political, and personal relations. US/ICOMOS internships are intended for individuals who are in their last year of a relevant graduate education program or have been working for 1-3 years in a professional capacity. Successful applicants are those who demonstrate an interest in pursuing preservation work in an international capacity, NOT simply those who need an internship to fulfill a program requirement. The program is very competitive; typically fewer than 1 in 5 applicants are awarded internships.

The following schedule below can be modified to fit the specific needs of host organizations. Please recognize that important elements of the program are the orientation and final programs when all interns get together to meet and learn from each other.

TYPICAL SCHEDULE FOR INTERNSHIPS

End of Year	- Next year's program announcement and call for intern applications circulated
February	- Intern applications due
Early April	- Intern placements finalized (in cooperation host organizations)
Late May	- Intern orientation in Washington, DC
Early June	- Internship at the host organization
Mid-August	- Interns return to Washington, DC for final program; Fall interns arrive for orientation
	- Final program and reception
	- Summer interns return home
	- Fall interns travel to their host organizations (time / duration of fall internships vary)

U.S. HOST ORGANIZATIONS are asked to contribute funding to US/ICOMOS to support the program, with the amount based on such factors as cost-of-living in the host city, provision of free or reduced-cost housing, etc.

HOST ORGANIZATIONS OVERSEAS are asked to provide financial or logistical assistance, if possible. In some cases, US/ICOMOS may be able to obtain grant support to provide supplemental funds required for overseas internships.

ALL HOST ORGANIZATIONS are expected to cover all work-related costs for the interns, including transportation to and from project sites (but not the office), if required for the internship.

US/ICOMOS handles all recruiting for and review of the applicants, provides assistance to the intern in obtaining the requisite J-1 (Training) Visa, and provides an orientation and final program for all interns in Washington, DC. US/ICOMOS also handles the distribution of all stipend payments and provides supplemental travel and medication insurance for interns for the duration of the internship. The amount of the stipends varies depending on the cost-of-living in different locations, availability of free or reduced-cost housing, and amount of grant support and other monetary contributions received for the exchange program.



TO BE CONSIDERED AS A HOST FOR A US/ICOMOS INTERNATIONAL INTERN, please provide the following information:

ORGANIZATION/COMPANY
CONTACT PERSON
EMAIL
PHONE
WEBSITE
STREET ADDRESS
CITY
STATE/PROVINCE
COUNTRY
ZIP / POSTAL CODE

TITLE OF PROPOSED INTERN PROJECT

PROJECT DESCRIPTION (feel free to use a separate page)

OFFICE, FIELDWORK, OR BOTH?

TECHNICAL SKILLS REQUIRED

FINAL PRODUCT REQUIRED (report, drawings, brochure, etc.?)

WILL A STIPEND BE PROVIDED?
WILL SUBSIDIZED HOUSING BE PROVIDED?
WILL THE INTERN LIVE ALONE OR IN A GROUP?
WILL THE INTERN WORK ALONE OR IN A GROUP?

FOR US/ICOMOS FOLLOW UP: BEST METHOD OF CONTACT? (Phone, Email)
FOR PHONE CALLS – BEST TIME TO CALL? (Please note your time zone)

Return this sheet to:

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