

February 9, 2016

Dear Student,

This application packet includes all the information you need to successfully apply for a summer internship position at the Adler Planetarium for Summer 2016.

We intend for the application process to be competitive. But we will be looking for students that can demonstrate both *a strong sense of self-motivation* and *a real need for the experience that we have to offer*. We want to know who you are, not just what you've done.

This means it's not just the best grades or fullest resume that can earn you a position as an intern. *It is also your determination, your plans for the future, your ability to connect to your past and your real interest in what the Adler has to offer.*

We have designed this process to help you prepare some of the documents that you will eventually need to apply for *any* competitive job, academic program or college. Think of this process as practice for your future and use the resources at your disposal. Ask your counselors and teachers for help, just as you will for college applications.

While this may seem like a lot of work, we hope that this effort will be helpful for your plans after you graduate. It is never too early to start planning and practicing for your future.

If you are interested in learning more about the experience of an Adler Teen Intern, check out videos about last year's group: <http://bit.ly/adler15tube>

We're excited to receive your application, and we can't wait to review what you have to show us. We wish you the best of luck now and in the future.

Sincerely,

Adler Teen Programs Staff
youthprograms@adlerplanetarium.org
312.542.2211

TABLE OF CONTENTS

Introduction Letter	1
Important Dates	2
Program Description	3
Position Details	5
Application Checklist and Instructions	9
Resume Instructions	10
Cover Letter Instructions	11

IMPORTANT DATES*

February 8	Applications Open
March 2	Resume Workshop at Adler's weekly Teen Hangout**
March 20	Applications Due
March-April	Intern Interviews
April 25-29	Internship Offers Made
May 9	Accept/Decline Positions Deadline
June 27	Start of Program
August 16	End-of-Summer Showcase/Community Bash
August 19	Last Day of Program

* These dates are approximate and subject to change; please check the intern website at <http://bit.ly/adlerteens> for updates as deadlines and events approach.

**The Resume Workshop is optional. You do not have to attend the event to apply. More info online at <http://bit.ly/teenhangouts>

PROGRAM DESCRIPTION

Program Goals

The Internship Program places students in professional museum roles in many different areas. Position descriptions of the following are found on pages 5-8 and are **subject to change**.

Game Development Interns
Far Horizons Interns

Summer Camps Interns
Telescope Interns

The goal of the program is to build real-world, transferable job skills, while providing students with authentic experiences in science, technology, engineering and math (STEM), as well as many other career trajectories.

Quick Facts

- Internship Dates: Monday, June 27 - Friday, August 19
- Schedule: approximately 25 hours per week Monday – Friday
- 5-day Week Structure: 3 days in department; 1 day of full-group professional development; 1 day on group project

Program Responsibilities

The Internship Program will run for eight weeks from Monday, June 27, through Friday, August 19. Interns will be expected to work approximately 25 hours per week over the eight-week period.

Interns are expected to be on time and in attendance every day of the internship; known conflicts and unexpected absences must be communicated to program supervisors as soon as possible.

The typical internship workday will be 10:00am to 4:00pm, with a one-hour lunch break, though some interns will work 9:00am to 3:00pm dependent on their position.

All interns will receive both general and position-specific orientations over the course of the summer.

Community Bash

All interns will be expected to contribute to the teen-curated Community Bash, a culminating showcase event for family, friends and neighbors. The Community Bash is a **free evening event held at the end of the summer on Tuesday, Aug. 16, from 6:30-9pm** for family, friends and neighbors of teen interns. Interns will plan the event with assistance from Adler staff and program coordinators. This will require group/team work between all intern participants while at the Adler. During the event, interns will facilitate programs of their own creation for guests.

Mentored Projects

All interns will be expected to complete an individual/partner project under the mentorship of an Adler staff member or adult professional volunteer. Interns will be matched with mentors based on their individual interests. They are expected to identify their own project from a defined set of possibilities and complete it over the course of the eight weeks working independently or with a partner.

This summer, projects might include producing science-themed songs and annotating them on Rap Genius, designing summer camp content for preschoolers, or creating a 3D visualization of Far Horizons launch payloads. **One workday will be allotted in the 25-hour workweek for interns to work on their projects.**

POSITION DETAILS *(SUBJECT TO CHANGE)*

Archival Digitization Intern

The Digitization Intern will learn to scan historic photographs according to best practices for cultural institutions. The intern will also learn to embed metadata into the image files using Adobe Creative Suite software (Adobe Bridge), and to create records for the photographs in the archives database. They will share the final products of their work through a slideshow created from their scanned images.

This position requires and helps you develop strong STEM skills in the area of metadata and information science. The intern will build an understanding of how to categorize data and how to work with complex database and metadata structures. Interns will learn how to communicate concepts related to data and visual acuity and interpretation of images.

Far Horizons Research Intern

Far Horizons Research Interns will work in the Adler's Far Horizons Lab to help design, build and test instruments and experiments for high altitude balloon missions. Far Horizons explores the edge of space by sending giant helium filled balloons up to 100,000 feet (above 99% of the atmosphere) bearing small instrument packages loaded with cameras and sensors to measure pressure, temperature, radiation or anything else you can dream up to experiment at the edge of space. After climbing to the stratosphere, the payloads descend back to Earth by parachute and are recovered by the Far Horizons team wherever the winds take them.

This position will help you develop strong science, technology, engineering and math (STEM) skills, specifically in the design and assembly of electronic circuits and analysis of data. Familiarity with electronics, programming and/or graphing data is a plus for interested interns. The ability to work independently on projects and to set personal deadlines and goals are important qualities for Far Horizons interns. For more on Far Horizons, visit <http://www.adlerplanetarium.org/far-horizons/>.

Floor Programs Intern

Floor Programs Interns help share the joy of science by engaging our visitors in easy and fun science activities. These interns collaborate with our visitors through small demonstrations that help build a meaningful connection between the visitors and astronomy. Through these programs, interns help bring space science down to Earth. As Adler's ambassadors to the public, Public Program Interns interact with people of all ages, races and even nationalities. **Floor Programs interns have a Tuesday-Friday schedule of 9:30am - 3:30pm.**

This position both requires and helps you develop strong interpersonal skills, understanding of science concepts, and communication skills.

Game Design Intern

Game Design Interns will research and learn how to create their own video games using professional game-design engines such as Unreal Engine 4 and GameMaker: Studio. Interns may also learn software and skills related to game design, such as spriting or audio mixing. This position will also entail working with a supervisor to build and test game design curriculum for teens. Applicants may also be eligible to attend various video game developments in Chicago as part of their internship.

Applicants to this position will, ideally, have experience with at least one of the following subject areas: Programming Languages or Scripting, Graphic Design or Pixel Art, Music or Sound Design, Creative Writing, Advanced Mathematics, Animation, Advanced Physics, and/or Sandbox Games and Builders (such as Minecraft or Mario Maker). This position requires strong communication skills across multiple platforms.

Space Visualization Intern

Space Visualization Interns work in the Adler's Space Visualization Lab (SVL), a working laboratory where scientists, technology experts, artists, and educators work together to create new ways for people to virtually explore the Universe. Interns will work with mentorship from Adler staff to learn how to use visualization software OpenSpace and use that training to create experiences exploring NASA missions and datasets.

This position both requires and helps you develop strong STEM and communication skills. Interns will build their understanding of space science and familiarity with NASA missions, learn how to work with sophisticated data sets, and communicate complicated concepts to a general audience. For more information on the Adler's Space Visualization Lab, visit <http://www.adlerplanetarium.org/whats-here/dont-miss/space-visualization-lab>.

Summer Camp Intern

Summer Camp Interns work with elementary- and middle school-aged participants in the Adler's many summer camps. These camps provide experiences for children that help them learn how to explore the universe around them. Activities vary from parachute design to programming robots! The Intern will assist camp counselors with day-to-day tasks, as well as take photos and videos of both campers and activities to share with parents. **Summer Camps interns have a Tuesday-Friday schedule of 9:30am - 3:30pm.**

This position both requires and helps you develop strong educational skills like listening and explaining, the ability to mentor younger learners, group management, experience with audio-visual digital media technology and an understanding of concepts in space science and astronomy. For more information on the Adler's summer camp programs, visit <http://www.adlerplanetarium.org/summer-camps/>.

Telescope Intern

Telescope Interns will learn how to use telescopes to find the Sun (safely) in the sky. Interns will also conduct research to understand telescopes & how they work and develop stories about telescopes and the Sun in their own voices. They will share this knowledge with the Adler's visitors as expert facilitators of the Adler's portable telescope collection and solar telescopes in the Doane Observatory.

Telescope interns have a Tuesday-Friday schedule of 9:30am - 3:30pm. Facilitating telescopes and related activities at one or more offsite community programs may also be required outside of these regular hours. Specific schedule to be determined.

This position requires and helps you develop strong STEM and communication skills. Interns will build their understanding of space science and astronomy content, especially about the Sun, light, color, and optics. Interns will learn how to communicate complicated concepts to a general audience and interpret them to tell compelling stories.

For more information on the Doane Observatory, visit <http://www.adlerplanetarium.org/doane-observatory/>.

THERE ARE 4 STEPS TO A COMPLETE APPLICATION:

STEP 1: Submit your resume and cover letter/introduction via the internship job post online at <http://www.adlerplanetarium.org/career-opportunities/> by **Sunday, March 20.**

To apply, click "Find Open Positions." Select Category "Internship" and click "Search." You will then click on 2016 Summer Intern link, where you will be prompted to "Continue" and then create a log-in with a valid email address.

You should have a **resume** and **cover letter/introduction** ready to go before beginning this process – see pages 10 and 11 for help with this. This process should take about 15-20 minutes to complete all of the sections of the online application.

STEP 2: Get your reference(s) to complete your recommendation at <http://bit.ly/adlerref> - **make sure they know to pay attention to the instructions at the end of the form.**

STEP 3: If you are selected for an interview, you must bring:

- A completed background check form (this will be provided to you upon interview invitation)

STEP 4: Attend your interview!

Note: If you are hired and you are under the age of 16, you will need to obtain a work permit or employment certificate. When internship offers are made, affected students will be given instructions on how to procure such permits.

RESUME INSTRUCTIONS

Resumes are professional documents that share your previous employment, volunteering or personal experiences, as well as any relevant skills. Resumes show why you are qualified for the job. You're matching your experiences and skills to the position, proving you are capable of meeting the requirements of the position. For every thing you put down on your resume, think:

- What does this have to do with the job I want?
- Will the person reading this know what I did, what this organization is?
- Based on this resume, would I hire myself for this position?

Resume Format

- 1 page in length maximum
- 1-inch margins maximum
- Neatly spaced, with headings, and uncluttered

In your resume, you should include:

Name & Contact Info

Education (high school only)

Badges Earned

Work Experience (include any at the Adler)

Volunteer Experience (include any at the Adler)

Extracurricular Activities (include any at the Adler)

Relevant Skills and Languages

Honors/Awards or Badges earned

Tips:

- Make it easy to read: keep it simple and follow the format.
- Put your experiences in order from most to least recent
- For each experience, *briefly describe what you did or what you were responsible for*. Hiring staff might not be familiar with abbreviations or clubs you mention.
- Make sure to *PROOFREAD!*

Need more help? Check out our tips on the application webpage here:

<http://bit.ly/adlerinterns16>, and/or come to the Adler's weekly teen hangout on Wednesday, March 2, for help: <http://bit.ly/adlerhangouts15>

COVER LETTER INSTRUCTIONS

Cover letters are professional documents that allow applicants to explain to an employer why you are the perfect match for the job and organization. Cover letters use information from a resume, school transcript, and personal philosophy to state a case. You should always include why you want the position, and why you are the right fit for it.

You can also choose to submit a non-traditional cover letter in the format of a slideshow (PowerPoint), which could feature text and images of your own creation that address the same themes of who you are and why you want to be an Adler Intern.

Cover Letter Format

If submitting a letter: Your cover letter should be in the form of a letter 150-250 words long. You should submit this as a PDF or as a .docx file.

If submitting a slideshow: Your slideshow should be 7-10 slides long. It should be submitted as a PDF or a .pptx file.

Use the letter on the first page of this packet as an example!

Consider the following questions to guide your cover letter/slideshow. You don't need to answer any of them, but they are a good starting place.

- Describe a situation where you identified a problem and took initiative to solve that problem. You may select a situation from your personal life, a job, a club or your school.
- Describe how at least one item in your resume has prepared you to be an intern at the Adler. Make sure to consider the position you are most interested in when you respond, focusing on your first choice.
- Think about what skills and abilities you hope to gain from this internship. Why do you need this opportunity at the Adler more than other applicants might?

Need more help? Check out our tips on the application webpage here:

<http://bit.ly/adlerinterns16>, and/or come to the Adler's weekly teen hangout on Wednesday, March 2, for help: <http://bit.ly/adlerhangouts15>