PNNM-Loyola IES Internship Program

PNNM-Loyola IES Internship Program Description:
One internship will be available for the Spring 2018 semester at the Peggy Notebaert Nature Museum. The student will work **10-13 hours per week for one 15-week semester** at a rate of $11 per hour for up to a maximum of $2,000 per semester. If the student is an excellent intern for the PNNM, and desires to stay on longer in order to advance the project they are working on, they are eligible to apply for an extension of their internship for an additional semester or summer. The projects and/or case(s) on which the student will assist are determined by the PNNM, and are subject to change depending on their level of urgency and importance. **The student is expected to develop a work schedule that allows the PNNM to know when they can rely on the student intern being present.** The student can take the internship for Experiential Learning/Internship credit, and both the PNNM staff and the IES Associate Dean for Academic Affairs will be involved in drafting expectations for course credit and conducting assessments of the student’s progress.

Application and Selection Process:
To be considered for this position, **students will submit a 1-page resume which should include pertinent courses and experiences, and a 1-page statement of purpose which outlines what they hope to do with their career, and how this internship could help them advance their goals and enrich their Loyola experience.** Students submit these materials to Ms. Eniko Racz (eracz@luc.edu) by January 5, 2018. The applications will be reviewed by a committee of ELPC and IES faculty/staff, and one candidate will be selected. Students will be notified by January 19, 2018.

January-May PNNM-IES Internship opportunities:

Entomology Collection Intern
The Chicago Academy of Sciences / Peggy Notebaert Nature Museum’s (CAS/PNNM) natural history collections are a library of the natural world and are accessed by researchers interested in a variety of topics. The entomology collection contains over 70,000 scientific specimens, with species from the orders Lepidoptera, Hymenoptera, Coleoptera, Hemiptera, and Orthoptera, just to name a few. This internship will focus on curation of targeted portions of the entomology collection to improve data quality, increase accessibility of the collection for research, and address preservation needs of the specimens.

Under the supervision of Collections staff, the intern will verify the taxonomic nomenclature of insect species, identify insect specimens, ensure specimens are properly labeled, and update specimen data. They will reorganize specimens in the collection taxonomically and rehouse specimens to meet preservation standards. Additional activities may include georeferencing locality data and provenance research.

By the end of the internship, the intern will have improved the preservation storage and organization of a portion of the entomology collection, thereby improving the accessibility to these specimens for research.
This internship will build upon knowledge and skills relating to scientific collections and specifically care for entomology specimens. The intern will be introduced to standards pertaining to museum collections and gain hands-on experience working with specimens and their data.

Work will be conducted at CAS/PNNM’s off-site Ravenswood Collections Facility (4001 N Ravenswood Ave.). Office hours at the collections facility are Tuesday, Wednesday, Friday, and Saturday, 9am – 5pm. The intern’s schedule will be coordinated with Collections staff.

Minimum GPA: 2.5

Project Mentor: Dawn Roberts. Internship will be hosted at the Collections Facility and Office, which is at an off-site location.

IMPORTANT! Since this internship is funded by Loyola University and hours are logged in KRONOS, the total number of weekly hours cannot exceed 19.5 for all Loyola positions combined.