

East Los Angeles College, Museum Studies Certificate Program
And Vincent Price Art Museum Foundation
Washington D.C. Internship Program (DCIP)
2021-2022

Frequently Asked Questions (FAQ):

Internship Program:

1. What is the Washington D.C. Internship Program (DCIP)?

Formerly known as the Smithsonian Undergraduate Internship Program, the Washington D.C. Internship Program (DCIP) is a museum studies pipeline program which provides East Los Angeles College students the opportunity to complete a full-time winter internship at the Smithsonian Institution or National Gallery of Art in Washington D.C.

2. Will this be an in-person or remote internship?

DCIP was originally designed to be an in-person internship learning experience. However, last year due to Covid-19 and the subsequent museum closures, the DCIP was a remote internship. With the forthcoming reopening of museums, including the Smithsonian Institution and National Gallery of Art, there is a likelihood that this will be an in-person internship. Otherwise, it will be a virtual internship.

3. When is the internship?

The DCIP is set to take place **January 3, 2022 - February 4, 2022.**

4. Are there any course requirements?

Ideal intern candidates will be enrolled in the [Museum Studies Certificate Program](#) (MSCP) at East Los Angeles College and have already completed Art History 200: Introduction to Museum Studies and Gallery Practices. The DCIP satisfies the internship component of the MSCP. Therefore, if selected to participate in the DCIP, interns will be required to enroll in Art History 385: Directed Study during the Winter Intersession term.

5. Is this a paid internship?

DCIP Interns do not receive a salary during their participation in the program. However, participants can expect to have all program-related expenses covered, including program fees, transportation, lodging, internet, and technology

expenses. Additionally, all students will receive a per-diem in accordance with Los Angeles Community College District (LACCD) guidelines to support meals and other daily personal expenses.

6. How many interns will be selected?

Four (4) student interns will be selected for this internship cycle.

7. If I am not an Art History major, can I still apply?

Yes, absolutely! Though a basic knowledge of art history may serve useful for any museum internship, all students at East Los Angeles College are encouraged to apply.

8. If I participated in this internship before, can I reapply?

Unfortunately, DCIP Alumni are not eligible to reapply. This policy is in place to allow for more students to participate in this unique internship opportunity.

Application Process:

9. Who is eligible to apply?

Only currently enrolled East Los Angeles College students are eligible to apply.

10. What are the application requirements?

The DCIP application materials required to apply are as follows: basic applicant information, two (2) personal statement short narratives, resume or curriculum vitae (CV), and unofficial transcripts. Submitted materials are only viewed by the Internship Selection Committee and remain confidential.

11. How exactly do I apply?

Interested applicants will complete an [online DCIP application form](https://forms.gle/Yy6ZYMcevpKDXebV9) (<https://forms.gle/Yy6ZYMcevpKDXebV9>) by the **deadline: June 18, 2021 at 11:59pm PDT**.

It is highly recommended that you compile your application information (i.e. short narrative) and documents (i.e. resume/CV and unofficial transcripts) prior to completing the online application form.

12. When is the application deadline?

DCIP 2022 applications must be submitted by or before **June 18, 2021 at 11:59pm PDT**. Upon submission, you may expect to receive a confirmation that your application was successfully received.

13. Will there be an interview?

Yes, select applicants will be invited to interview for one of the four intern positions. Email notifications will be sent in late June 2021.

14. Who will be on the interview panel?

The interview panel is composed of five academic, arts, and museum professionals, including: East Los Angeles College (ELAC) staff, Museum Studies Certificate Program (MSCP) faculty, Vincent Price Art Museum (VPAM) staff, and/or Vincent Price Art Museum Foundation (VPAMF) board members.

15. When would I get notified that I was accepted into DCIP 2022?

The four selected DCIP Interns will be notified about their acceptance in early July 2021.

Additional Questions:

16. What are some helpful tips to consider as I begin to work on my application?

Allow yourself ample time to prepare all application materials prior to completing the online application form. It is highly recommended that applicants write their personal statement responses (250 words minimum per question) on a word document and then copy and paste the text to the online application form.

Additionally, for support with your application please visit ELAC Career and Job Services to download your [Career and Job Services Guides](#) or to schedule an appointment with a career counselor to review your resume or sign-up for a mock interview.

17. If I still have questions, who should I contact?

If you have questions about the DCIP internship, application and/or interview process, feel free to contact Nathalie Sanchez, Interim Education Programs Coordinator at Vincent Price Art Museum, at info@vincentpriceartmuseum.org.

For more information about the DCIP, please visit: vincentpriceartmuseum.org/dcip.html.