

AMERICAN HERITAGE
EDUCATION 

INTERNSHIP PROGRAM



MORE
THAN AN INTERNSHIP
A GREAT PLACE TO BUILD YOUR CAREER

AN INTERNSHIP IS A PERFECT OPPORTUNITY to Gain Valuable Experience in Order to Make You More Marketable to Employers



Offer You the Opportunity to:

EXPLORE CAREER OPPORTUNITIES

From day one you will be fully immersed into a role in the organization that will rely on you as a productive member of the team. You will receive challenging projects, with a manager overseeing your work. You will receive ongoing feedback as well as a formal evaluation at the end of your internship.

GROW PERSONALLY AND PROFESSIONALLY

We want you to learn and grow during your time at the American Heritage Society. This includes being exposed to all areas of our business, industry and culture. We also want to ensure you use this time to hone your individual skill set—particularly in the areas of problem-solving, communication and technical skills.

BUILD RELATIONSHIPS

When you join the American Heritage Society as an intern, you become one of us. You will be exposed to senior leaders at the company through your day-to-day work, and through our professional speaker series designed specifically for our interns. We will also encourage you to network with your fellow interns.



INTERNSHIPS

THAT PROVIDE BIG REWARDS

Real Life Experience

Networking Opportunities with
Peers and Organization Leaders

Working on Challenging Projects with
Some of the Best Minds in Business

Superb Opportunity to Give
Your Career a Head Start!

THE BEST PLACE TO INTERN

INTERNSHIP GUIDELINES (Unpaid)

The purpose of all AMERICAN HERITAGE SOCIETY internships is to provide students with professional and educational experience.



DURATION

- Internships are during the Summer, Fall and Spring semester.
- A full-time internship is a minimum of 20 to 30 hours per week.
- A part-time internship is no less than 10 to 20 hours per week.

SELECTION

- All internship candidates must submit a cover letter, resume and appropriate work samples (if applicable).
- Forms must be submitted before the advertised deadline.
- Once selections are made, successful candidates will receive an offer letter.

— *Deadlines for selecting summer interns is Friday, May 10, 2013* —

ACADEMIC COMPONENT

- In order to participate as an intern you must show proof you are receiving academic credit for the internship, documentation from the college or university detailing the requirements for credit must be supplied to the human resource manager.
- Interns are encouraged to participate in professional development sessions, as part of the program's ongoing educational exchange.

PLACEMENT

- An internship offer letter may include a brief description of specific tasks assigned to the intern, the name and title of supervisor and the dates of internship.

SUPERVISION

- The supervisor will define deliverables for interns and follow up throughout the process to offer support and guidance.

REPORTING

- Student interns are encouraged to keep a daily written or electronic journal.
- A record of all hours worked should be maintained by both the intern and the intern manager.

COACHING AND EVALUATION

- Supervisor will provide mentoring throughout the project.
- A formal written evaluation will be provided.

For More Information, Please Contact:

Michelle Trilling
mtrilling@americanheritage.com

To View Positions and Apply:

www.HeritageEducation.org

“My internship at American Heritage catapulted my writing career as a college student. The projects I worked on were not only stimulating and fun, but the editorial team members always advocated for my success, and they continue to be my most trusted mentors and friends.”

— Molly Marcot, Freelance Writer, Los Angeles, CA —



416 HUNGERFORD DRIVE, SUITE 216, ROCKVILLE, MD 20850