



Smithsonian Latino Center

2013 Young Ambassadors Program

Applicant Guide



Ford Motor Company Fund

ABOUT THE PROGRAM

The Young Ambassadors Program (YAP) is a national program for graduating high school seniors aimed at fostering the next generation of Latino leaders in the arts, sciences, and humanities via the Smithsonian Institution and its resources. YAP is a college preparatory and leadership program encouraging participants to explore various academic and career opportunities through the lens of the Latino experience.

Students with an interest in and commitment to the arts, sciences, and humanities as it pertains to Latino communities and cultures are selected to travel to Washington, D.C. for a week-long seminar at the Smithsonian. This enrichment opportunity is a leadership development and skill-building training that exposes youth to a wide array of academic disciplines promoting higher education and encouraging the exploration and understanding of the Latino identity. The seminar, known as Washington Week, includes visits to the Smithsonian's Latino collections and one-on-one interaction with renowned experts from various fields as well as museum professionals. Following the training seminar, students participate in a four-week interdisciplinary internship in museums and other cultural institutions in 17 cities across the United States and Puerto Rico, including Smithsonian-affiliated organizations. This hands-on component allows students to gain transferable knowledge and apply the skills acquired during the training seminar to their internship assignments.

INTERNSHIP PARTNERS

Phoenix, Arizona

Arizona Science Center

Los Angeles/Long Beach, California

California Science Center
Museum of Latin American Art

Oakland (Bay Area), California

Chabot Space and Science Center

Washington, D.C.

National Museum of the American Indian

Miami, Florida

Adrienne Arsht Center for the Performing Arts of Miami-Dade County
Miami Science Museum

Chicago, Illinois

Adler Planetarium
National Museum of Mexican Art

Albuquerque, New Mexico

Explora
National Hispanic Cultural Center

New York, New York

National Museum of the American Indian-
The George Gustav Heye Center

Philadelphia, Pennsylvania

Philadelphia Museum of Art

San Juan, Puerto Rico

Museo de Arte de Puerto Rico

Austin, Texas

Austin Children's Museum

Dallas/Fort Worth, Texas

Fort Worth Museum of Science and History

Houston, Texas

Children's Museum of Houston
Talento Bilingüe de Houston (TBC)

McAllen, Texas

International Museum of Art and Science

San Antonio, Texas

San Antonio Museum of Art

Seattle, Washington

The Museum of Flight

FEES AND EXPENSES

Participation in the Young Ambassadors Program includes meals and accommodations for the duration of the one-week training seminar, round-trip travel costs to Washington, D.C. (a portion of the travel provided by Southwest Airlines), and a program stipend. **Students selected are responsible for all expenses during the four-week internship, including transportation, accommodations, and meals.** Upon completion of the five-week program, participants will receive a \$2,000 program stipend. Students that do not complete the training seminar and four-week internship will not receive the program stipend.

ELIGIBILITY

Admission is competitive. To be eligible for the program, you must:

- Be a high school senior graduating in 2013
- Be a U.S. citizen or legal permanent resident of the United States with a valid Social Security Number at the time of application
- Have a minimum weighted cumulative grade point average (GPA) of 3.25 on a 4.0 scale
- Be fluent in English
- Commit to participate in the one-week training seminar at the Smithsonian Institution and complete a four-week summer internship
- Be enrolled full-time in a degree-seeking program at an accredited community college, college, or university (enrollment will be verified for the Fall 2013)

EVALUATION CRITERIA

Up to 24 participants are selected through a competitive process, guided by a selection committee comprised of museum and education professionals. The selection committee evaluates all application materials and submissions based on the following criteria:

1. Excellence in the:
 - a. **Arts** (e.g., film, visual, performing, design);
 - b. **Sciences** (e.g., natural, biological, chemical, planetary); or
 - c. **Humanities** (e.g., language, literature, social sciences, business).
2. Academic record
3. Leadership experience
4. Commitment to education
5. Community service

APPLICATION CONTENTS

The 2013 Young Ambassadors Program application includes:

- A complete online application form completed in the Smithsonian Online Academic Appointment System (SOLAA). The application includes two short statements (250 words) and two essays (500 words). The application can be found at <http://solaa.si.edu> (Search for Smithsonian Latino Center 2013 Young Ambassadors Program) or by linking to the site from <http://latino.si.edu/programs/youngambassadors.htm>
- An unofficial transcript, which includes weighted cumulative grade point average (please include conversion instructions or equivalents if GPA is not on a 4.0 scale)
- Two (2) letters of recommendation that have been completed by instructors, mentors, and/or advisors. The letters of recommendation must be submitted by the recommender directly to the SOLAA system (online application) or emailed to SLCEducation@si.edu
- **Please read the How to Apply section for further information**

DEADLINE

All application materials are due in the Smithsonian Latino Center office no later than 5:00 pm ET on April 12, 2013.

UPS/FEDEX DELIVERIES

Note: Do Not Send Regular Mail

Young Ambassadors Program
Smithsonian Latino Center
600 Maryland Avenue, SW
Suite 7042 MRC 512
Washington, DC 20024

CALENDAR

February 1, 2013	Application available: http://latino.si.edu/programs/youngambassadors.htm
April 12, 2013	Application deadline
Late April, 2013	Applications process and selection committee convenes
May, 2013	Selection process finalized; all applicants will be notified of their application status via their SOLAA account
June 23 – 29, 2013	Washington Week Training Seminar
July 8 – August 2, 2013	Internship Experience

INQUIRIES

For more information please visit the Smithsonian Latino Center online at <http://latino.si.edu/programs/youngambassadors.htm>, or contact Emily Key, Education Programs Manager at (202) 633.1268 or email SLCEducation@si.edu.

HOW TO APPLY

1. In order to apply to the program you must meet the following requirements:
 - Be a citizen or legal permanent resident of the United States with a valid Social Security Number
 - Be a graduating high school senior by spring 2013 and be scheduled to begin classes at a higher education institution by fall 2013
 - Be fluent in the English language
 - Commit to the summer of 2013 to participate in a one-week training seminar at the Smithsonian Institution in Washington D.C. and complete a four-week summer internship at one of the available sites
2. If you meet the requirements above you should proceed to create a Smithsonian Online Academic Appointment System (SOLAA) account found on the Smithsonian website. Please go to <http://solaa.si.edu> or by linking to the site from <http://latino.si.edu/programs/youngambassadors.htm>.
3. Register with a username and password; please be sure to save this information. For technical assistance with the application (i.e. lost password, trouble uploading documents, etc.) please contact the Smithsonian OCIO Help Desk at 202.633.4000 or OCIOHelpDesk@si.edu.
4. Search for the Smithsonian Latino Center 2013 Young Ambassadors Program.
5. Complete and submit your application for the 2013 YAP with all its materials. These application materials include your academic transcript, updated resume, all four written statements and two letters of recommendation.
6. Please Note: The application does not recognize special characters or accent marks. Please do not use when filling out the application.
7. The two letters of recommendation must be submitted by the recommender directly to the Smithsonian Latino Center via the SOLAA system or by email to SLCEducation@si.edu. Each letter should address the applicant's academic (discipline) excellence, leadership qualities, intellectual curiosity, community service, and goal setting abilities.
8. Send any materials that cannot be uploaded to the online application to the Smithsonian Latino Center, the address can be found in the Deadlines section. Materials received after the deadline will not be considered by the selection committee.
9. All application materials should be submitted by April 12th, 2013. These must be submitted electronically and those that cannot be uploaded online for submission must be mailed to the Smithsonian Latino Center by the deadline date by FEDEX or UPS (Do Not Use Regular Mail). Applicants will be notified of their application outcome by mid-May.

FREQUENTLY ASKED QUESTIONS

General Application Questions:

Who may apply to the program?

The program is geared towards graduating high school seniors. Applicants should receive their high school diploma in the spring of 2013 to be considered. All applicants should be U.S. citizens or legal permanent residents at the time of application. For further criteria, please read the Evaluation and Eligibility Criteria sections.

When must all application materials be received?

All application materials must be received by the deadline (April 2013, specific date found in the program calendar), including the online application and all supporting materials. Please contact the Smithsonian Latino Center with any questions or concerns (contact and mailing information is located in the Deadline section).

What is the process for submitting Letters of Recommendation to the program?

Each application must include two letters of recommendation. Please be sure that you and your recommender follow the instructions located in the Applicant Guide. There are two ways to properly submit a letter of recommendation. The applicant may request a letter of recommendation from a recommender directly from the SOLAA system (online application) or the recommender may submit a letter of recommendation to SLCEducation@si.edu.

What is considered a complete application?

A complete application must contain the submitted online application with all statements and essays uploaded, all transcript information uploaded, including the GPA conversion if not on a four point scale system, and two uploaded or emailed letters of recommendation. Please be sure not to submit your online application until all these materials have been included.

How will I be notified of my application status?

All applicants will be notified of their application status in May 2013. Please check your application status via your SOLAA account. Additionally, if you have been selected as a program participant, you will receive the Young Ambassadors Program Acceptance Packet via mail.

General Program Questions:

What is the history of the Young Ambassadors Program?

Since 2006, we have fostered the creative drive of high school seniors by providing them leadership experiences in the arts, sciences and humanities. This flagship program has successfully served over 130 students and has tracked their progress through college and into their early professional careers. In 2012, we partnered with 21 cultural and science centers from New York to California to offer Young Ambassador internships.

What does the Smithsonian Latino Center cover?

The Smithsonian Latino Center covers round-trip airfare to Washington, D.C. (a portion of the travel provided by Southwest Airlines), housing, and meals during the one-week training seminar at the Smithsonian Institution.

The Smithsonian Latino Center will also provide a \$2,000 program stipend upon the completion of the one-week training seminar and the four-week internship.

What is the applicants' financial responsibility?

It is the applicants' responsibility to identify and cover housing, transportation, and meals for the duration of the four-week internship component. The Smithsonian Latino Center encourages applicants to select internship sites in their local regions or in regions where applicants may be able to stay with family or friends in the area. Please contact the Smithsonian Latino Center with any questions or concerns (contact information is in the Inquiries section).

What is the duration of the program?

The applicant must be available to participate in all five-weeks of the program as outlined in the Calendar.

What is the student experience during the five-week program?

This program is a leadership and professional development experience. During the Washington Week segment, participants should expect intense learning sessions including conversations with professionals in the field, as well as group work and project development. During the Internship segment, participants should expect hands-on, real-life working experiences including research, data management, and working with general public as well as children. Participants should be comfortable working with children and the general visiting public. Hands-on work is required for both segments of the Young Ambassadors Program.

General Internship Experience Questions:

What is the work schedule during the internship experience?

The internship experience will require the applicant to commit to a full-time schedule for the four-week period during the month of July. Occasionally, depending on the organization, some weekend work will be required in substitution of a Monday-Friday work week. Specific details will be included in the internship description distributed to each participant in the Young Ambassadors Program Acceptance Packet.

What does the internship experience entail?

Internship experiences include: assisting with special summer programming at museums, assisting in the development of education content for families and/or students, working with child, teen, and/or youth development programs, working with new media and social media education applications, assisting in local/regional outreach efforts, and working with various departments within the museums or cultural institutions. Hands-on work is required.

What is the housing and transportation situation during the internship experience?

The Smithsonian Latino Center does not arrange for housing and transportation during this portion of the program. Participants are responsible for securing and paying for housing and transportation during this time period. The Smithsonian Latino Center encourages applicants to select internship sites in their local regions or in regions where applicants may be able to stay with family or friends in the area. Please contact the Smithsonian Latino Center with any questions or concerns (contact information is located in Inquiries section).