

The Herbarium Army at Rutgers University

How to join and become a Virtual Herbarium Technician Intern!

Contact: Herbarium Director Dr. Lena Struwe, Dept. of Ecology, Evolution, and Natural Sciences, lena.struwe@rutgers.edu; or Megan King, Collections Manager, Chrysler Herbarium, megan.king@rutgers.edu

Work options for students: You can work for credit, have a SPIN internship, fulfill your scholarship requirements, or when available, apply for paid work in the herbarium. Course credits in the herbarium can be applied towards the experience-based credit requirement if you are a major in the School of Environmental and Biological Sciences at Rutgers University. We also accept interns from SAS and other schools at Rutgers by arrangement.

Characteristics of the work: This is an opportunity to work with real and unique scientific collections of large historical and contemporary values, develop skills in scientific collections management, botanical and fungal biodiversity and nomenclature, digital photography, databasing and digitization (providing scientific data online and be part of the iDigBio project), georeferencing of digitized specimens, curation and repair of historical plant specimens, and special project management.

Mandatory life skills needed: Meticulous attention to detail, efficient but careful work, be on time for work and good time management, integrity and honesty, neat handwriting, positive attitude, team spirit, curiosity.

Additional useful skills: Languages other than English, interest in botany, mycology, history, anthropology, and/or geography/GIS, ability to read older handwritten text (script), journalism and scientific writing, social media editing and design, special taxonomic knowledge of certain groups, plant identification skills.

Preferred (not mandatory) course prerequisites: General Biology, two semesters; Plant Diversity and Evolution; Plant Ecology. Please inquire even if you do not have these courses.

Expected hours per week / total hours: For 2 course credits it is 84 hours total during a semester (6 hrs./week); for 3 credits it is 126 hours (9 hrs./week). Special requests can be made for 1 course credit (42 hours total, 3 hrs./week) but are not guaranteed. Volunteer work are by arrangement and is a commitment of at least 60 hours per semester. Regular operating hours are 8 AM – 9 PM on weekdays, other hours might be available for training in herbarium skills.

Internship training: Accepted applicants regardless of type of position will be provided with technical training in a variety of herbarium skills.

Statement of diversity and inclusion: In the Chrysler Herbarium we celebrate and foster not only organismal diversity, but also human diversity, by having a work environment that respects and affirms the inherent dignity, value, and uniqueness of all individuals, communities, and perspectives. We will not tolerate disrespectful language or behavior against any individual or group.

HOW TO SUBMIT AN APPLICATION:

By the due date, send in a complete application (see next pages), your resume, and a copy of your unofficial college transcript (if you are an undergraduate student) as **pdfs** to:

Megan R. King, Collections Manager, Chrysler Herbarium, megan.king@rutgers.edu

Instructions for unofficial Rutgers transcript:

Go to: <https://sis.rutgers.edu/tags/>

Login with your netID and password

Go to the upper right and click:

Print Full Transcript

Then save your transcript by clicking the download button on the top right:



OR going to print and save as a pdf.

Questions?

Contact Director, Lena Struwe (lena.struwe@rutgers.edu) or Collections Manager, Megan R. King (megan.king@rutgers.edu)

Application Form

Herbarium Army, Chrysler Herbarium, Rutgers University

PART 1. *(please fill out this form electronically)*

Name: _____ Semester: Spring/Summer/Fall: _____ Year: _____

Preferred pronouns (optional): _____ Preferred name (optional): _____

E-mail: _____ Cell phone: _____

Undergraduate student at Rutgers: yes/no? _____ If so, fill in your netID/RUID _____

Major (if applicable): _____ Planned graduation year: _____

Application for: *(mark first choice with 1, second choice with 2...)*

For internship credit (whole semesters only):

Course credit listed as:

_____ 216:440 (*Practicum in Ecology, Evolution and Natural Resources*).

_____ Other _____

If other, indicate your preferred major for course credit: _____

Wanted: # of credits: _____ Hours/week: _____ Hours total: _____

(minimum 2 credits = 6 hours/week = 84 hours; 3 credits = 9 hours/week = 126 hours)

Grades for internship credit: *A 1-2-page report on what you did, learned, and experienced while working in the herbarium is due 1 week before the end of the semester. A Taxon report is also required [SEE **LEARNING CONTRACT FOR ADDITIONAL DETAILS**]. Internship Grades will be on the A-F grade scale and be based on enthusiasm and professionalism in your work, number of hours worked, learning effort and curiosity, and attention to detail and quality of work with our scientific collections and data. If you fail to submit your reports to the Director, you will not get a grade.*

_____ **Volunteer**

(by arrangement) (minimum: 4 hours a week /60 hours total per semester)

PART 2. Are you interested in or have special skills for any special projects? (optional, mark with X)

- | | | |
|---|--|---|
| ☐ Algae | ☐ Mosses & liverworts | ☐ NJ species |
| ☐ Conifers | ☐ Botanical History | ☐ Plant Morphology |
| ☐ Ferns and Lycopods | ☐ Endangered species | ☐ Plant Pathology (fungal) |
| ☐ Flowering plants | ☐ GIS / georeferencing | ☐ Specimen repair |
| ☐ Fungi | ☐ Horticultural species | ☐ Urban plants |
| ☐ Grasses and Sedges | ☐ Invasive species | ☐ Women and Minorities |
| ☐ Lichens | ☐ Native Species | ☐ in Botany |
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PART 3. PERSONAL STATEMENTS (Mandatory)

Why do you want to have this internship position in the Chrysler Herbarium?

[fill in – short paragraph]

What are your greatest skills that are relevant to this position?

[fill in – short paragraph]

Please send in this form together with your resume and unofficial transcript to Megan King!
[\(megan.king@rutgers.edu\)](mailto:megan.king@rutgers.edu)