

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, 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: 

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: _____

Major (if applicable): _____ Planned graduation: _____

Certificate in Biodiversity Collections (check if enrolled in this certificate)

Internship for credit

Course credit listed as:

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

Other

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

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 specimen report is also required.

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 Internship

(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)

- | | | |
|---|--|--|
| <input type="checkbox"/> Algae | <input type="checkbox"/> Mosses & liverworts | <input type="checkbox"/> NJ species |
| <input type="checkbox"/> Conifers | <input type="checkbox"/> Botanical History | <input type="checkbox"/> Plant Morphology |
| <input type="checkbox"/> Ferns and Lycopods | <input type="checkbox"/> Endangered species | <input type="checkbox"/> Plant Pathology (fungal) |
| <input type="checkbox"/> Flowering plants | <input type="checkbox"/> GIS / georeferencing | <input type="checkbox"/> Urban plants |
| <input type="checkbox"/> Fungi | <input type="checkbox"/> Horticultural species | <input type="checkbox"/> Women & Minorities
in Botany |
| <input type="checkbox"/> Grasses and Sedges | <input type="checkbox"/> Invasive species | |
| <input type="checkbox"/> Lichens | <input type="checkbox"/> Native Species | |
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PART 3. PERSONAL STATEMENTS (Mandatory; use as much space as you need)

Why are you interested in this internship at the Chrysler Herbarium?

[fill in]

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

[fill in]

**Please send in this form together with your resume and unofficial transcript to Megan King
(megan.king@rutgers.edu)**