

OVERVIEW

Thank you for your interest interning with the Seminole Tribe of Florida's Tribal Historic Preservation Office (THPO)! Our internship program welcomes students and recent graduates who wish to broaden their education and professional experience by working and learning about the preservation of the Seminole Tribe's cultural resources. Several THPO Sections offer interns a hands-on and unique environment in exchange for a substantive contribution from hard working and interested individuals.

The THPO, which is located on the Big Cypress Seminole Indian Reservation, works to preserve Seminole historic and archaeological sites and can provide interns with a unique opportunity to participate in the development and expansion of the THPO's services and programs for the Tribal community.

Applications are accepted on a continuous basis throughout the year and are first come first serve. Internships require a minimum commitment of five (5) hours per week, during which time interns complete a specific target project as well as daily assignments. Interns may also participate in special events, various educational programs, as well as attend departmental meetings.

The THPO does not offer paid internships but does participate in cooperative education programs. Students interested in cooperative education or academic credit should contact their academic advisor for more information.

Interested applicants should have an interest in Anthropology, Archaeology, Native American Studies, Historic Preservation or a related subject.

APPLICATION PROCESS

Application Materials

Application materials include the THPO internship application form and a resume. If applicable, include your school's requirements for credit with your application.

Submitting your application by e-mail

Applications may be submitted electronically by emailing katemacuen@semtribe.com and attaching the THPO application form, resume, and any additional materials.

When submitting an application by e-mail, please label your materials in the following order; last name, first name, underscore and type of document. For example, if you name is John Doe, your resume should be labeled as follows: Doe John_Resume.

Submitting your application by mail

Application materials may also be mailed to:

Tribal Historic Preservation Office Attn: Internship Program 30290 Josie Billie Highway, PBM 1004 Clewiston, Florida 33440

Application materials are reviewed for approximately two weeks after submission. Accepted applicants will be notified by phone or e-mail and an on-site tour and meeting will be scheduled prior to the internship start date.

INTERNSHIP SECTIONS*

Archaeometry

Interns learn how to apply GIS to historic preservation and tribal archaeology. Interns assist with a range of common tasks within a GIS work environment including shapefile creation, attribute table entry, quality assurance and control of data input, editing spatial data within a geodatabase, and preparing data for utilization in a mobile environment. The Archaeometry Section may also teach interns GIS field techniques with applications in mobile GIS and geophysical methods (e.g. Ground Penetrating Radar). Basic level GIS training is preferred. Some examples of this training include college level GIS courses, online GIS classes, ESRI based ArcMap trainings, remote sensing courses, etc. However, this list does not encompass all possible GIS trainings.

Collections

Interns gain practical collection and archaeology experience working directly with the archaeological collections. Interns assist with a range of daily tasks within the Section including processing and analyzing archaeological material, cataloging artifacts, and properly housing objects. Interns may also be responsible for additional tasks including data entry and use of collection management software.

Compliance Review

Interns will be given an introduction to historic preservation laws (state, federal, and tribal) with an emphasis on the National Historic Preservation Act of 1966, Native American Graves Protection Repatriation Act (NAGPRA), and Florida Statute 872. Interns will be informed of the role of the Compliance Review Section and how work flows through the department including how documents are managed with the ImageNow software, and trained to input legacy data into the ImageNow document management system.

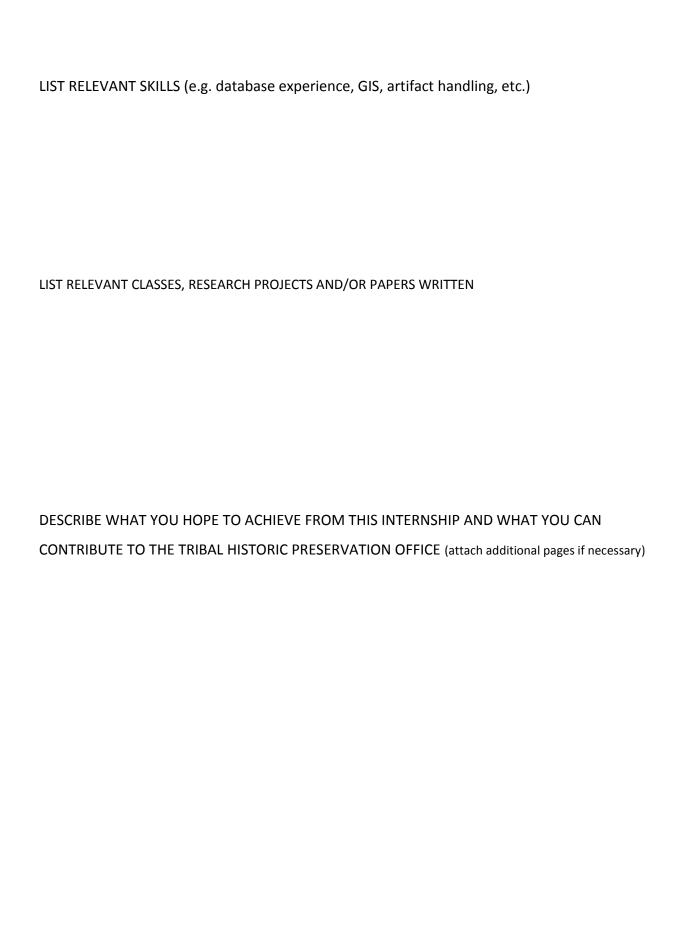
Tribal Archaeology

Interns with the Tribal Archaeology section will learn basic archaeological functions and skills while being introduced to the role of indigenous archaeology. For more information about interning with the Tribal Archaeology Section, please see the attached document which outlines in more detail the tasks and requirements.

^{*}For more information about the THPO sections, please visit our website: www.stofthpo.com

INTERNSHIP APPLICATION

NAME	DATE
CURRENT ADDRESS	
PERMANENT ADDRESS	
PHONE	EMAIL ADDRESS
SCHOOL AFFILIATION	
SCHOOL DEADLINE FOR INTERNS	SHIP PLACEMENT (if applicable)
MAJOR	YEAR IN SCHOOL
DATES BEGINNING AND ENDING	OF INTERNSHIP
AVAILABILITY (DAYS, HOURS)	
Please number in order or prefe	ips are unpaid positions credit, please contact your school advisor for requirements rence the positions in which you are interested. uld like to be considered for any open position, please leave it blank.)
Archaeometry	
Collections	
Compliance Review	
Cultural Advisory (open t	o tribal members only)
Tribal Archaeology	





Tribal Historic Preservation Office Tribal Archaeology Section

Internship Details

Interns with the Tribal Archaeology Section will learn:

- The field of Tribal Archaeology
- Safety and proper procedures in archaeology
- Basic field techniques (pedestrian survey, shovel testing, unit excavation, and orienteering) How to record field data
- How to collect artifacts in the field
- How to use GIS to complete background research on a project
- How to write technical archaeological reports And much more!



Why do an internship with us?

- Learn the differences and similarities between Tribal Archaeology and CRM
- Learn valuable training in archaeology
- Further your professional development
- Meet professionals in the field of archaeology

If interested in applying for a Tribal Archaeology Section Internship, contact: Maureen Mahoney, Tribal Archaeologist

maureenmahoney@semtribe.com

Seminole Tribe of Florida Tribal Historic Preservation Office Tribal Archaeology Internship

Welcome to the exciting world of Tribal Archaeology!

Interns joining us will work closely with the Tribal Archaeology Section (TAS) of the Tribal Historic Preservation Office (THPO) for the Seminole Tribe of Florida (STOF). This internship provides a great opportunity to learn about Tribal Archaeology, as well as how archaeology on the reservations is mandated by both federal and tribal regulations. As an intern you will be supervised in performing general tasks while in the office and field that will provide real world experience in the field of archaeology!

If you are interested in the TAS internship program see the following pages and please contact:

Maureen Mahoney, M.A., R.P.A.
Tribal Archaeologist
Tribal Archaeology Section
Tribal Historic Preservation Office
30290 Josie Billie Highway, PMB 1004
Clewiston, FL. 33440

E-mail: maureenmahoney@semtribe.com

Tel: (863)983-6549 Ext: 12248

Below are representative tasks that an intern will be exposed to during the course of this internship. These tasks may be slightly modified to fit with the interns' schedule, as well as to accommodate any additional projects that the intern may be required to complete.

Week 1: Safety and Operations, What is Tribal Archaeology? – Laying the Groundwork

The TAS' safety and operational manuals are significant documents that lay the groundwork for how archaeology is conducted on the reservations. Tasks for this week might include reading and understanding the THPO safety manual and the TAS operational manual, as well as updating the manuals with pertinent information. Interns will also fill out a risk assessment form, which is completed prior to entering the field to be aware of possible hazards in a project area. If time allows, interns may be able to go into the field and learn proper usage of equipment. For example, an intern may learn how to put on snake guards and how to safely use a machete.

With tribal archaeology, interacting and engaging with the tribal community is highly important. This interaction includes consulting tribal members to identify, document, and preserve culturally significant sites, conducting interviews about historic Seminole camps, and getting involved in community events and outreach. It is important to know that archaeology performed on the reservations is mandated by both federal and tribal regulations. During this time interns will learn the basic regulations for archaeology performed on the reservations as well as look over appropriate documents and forms. Interns will continually learn about tribal archaeology throughout the remainder of the internship.

Week 2: Desktops – Maps, Tables, and Methodology, Oh My!

Prior to performing fieldwork, the TAS conducts background archival research which is a critical step in determining field methodology for projects. The TAS refers to this background research as a desktop analysis. Tasks for this week may include using the program ArcGIS to create various maps (APE, LiDAR, Historic Aerial, Soil Survey, etc.), as well as to determine the number of previous projects and sites within a radius of a project and recording this information into tables. Interns will also learn about different probability levels (high, moderate, and low probability zones) and the reasoning behind field methodology determinations.

Week 3: Phase I Survey – Orienteering and Basic Excavation

The primary goal of a Phase I investigation is to locate and record cultural resources within a project area. During a Phase I survey, a site is also evaluated for its eligibility for the National Register of Historic Places



(NRHP) and the Tribal Register of Historic Places (TRHP). Phase I fieldwork includes pedestrian survey, shovel testing, and photographic and written documentation of a project area. Tasks for this week may include taking completed desktop maps for a project and orienting oneself with the field using a compass and a Trimble Unit, which is a GIS handheld recording device. Interns will also learn basic Phase I excavation techniques (pedestrian survey, shovel testing, as well as photographic and written documentation methods.

Week 4: Phase I Survey – Artifact Collection and Site Assessment

Phase I survey also involves the identification and collection of artifacts. The TAS has a specific procedure for collecting and labeling artifacts that must be followed to ensure respectful treatment of cultural material. Artifacts can be found during shovel testing, as well as pedestrian survey on the surface. During this week, interns will learn how to identify, collect, and label artifacts properly. Interns will also learn how to make a site assessment by examining site size and the type of artifacts found. Interns will continue to build skills with basic Phase I excavation techniques.

Week 5: Phase I Survey – Fine Tuning the Basics

The field portion of this internship will focus heavily on Phase I survey because this is the main survey technique that the TAS conducts on the reservations. This week will be a continuation of basic Phase I survey techniques that interns have learned in the weeks prior.

Week 6: Phase II Survey, Lab Day – Unit Excavation and Lab

The main goal of a Phase II excavation is to obtain detailed information on the integrity, limits (horizontal and vertical), structure, function, and cultural context of an existing archaeological site to evaluate its NRHP or TRHP eligibility. Phase II fieldwork may include further shovel testing, unit excavation, and photographic and written documentation of the project area. At this point, interns may participate in a unit excavation if one is scheduled. In the case that there is not a Phase II scheduled, interns will learn how to lay out a sample test unit and how to map features — no excavation will occur.

All sections within the THPO work closely together. There will be one scheduled lab day in which interns will have the opportunity to work with the Collections Section and be exposed to how the lab functions. Tasks for this day may include data entry along with washing, sorting, cataloging, and re-housing artifacts from previous projects.



Week 7: Archaeological Regulations, Negative Finding Report – The Big Picture

Here at the THPO, archaeological fieldwork has to comply with federal and tribal regulations. Thus, it is important to understand Section 106 regulations as well as the STOF Cultural Resource Ordinance regulations (CRO). It is also necessary to understand what qualifies a site as eligible for the NRHP and TRHP when working for the tribe. Tasks for this day may include reading appropriate documents and looking over previous reports.

If no cultural material was found during fieldwork for a project, then a negative finding short report is to be written. Negative finding reports are easier to write because they are short, being about 20 pages or less in length. Following a template, interns will be asked to complete a negative finding short report. With this report, interns will also propose CRO and Section 106 recommendations. Report writing is a great way for interns to tie together everything that they have learned over the course of this internship and see the archaeological process from start to finish.

Week 8: Long Report – The End is Near

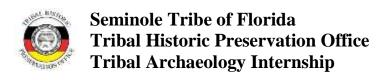
If during fieldwork, a site was detected or there was a finding of cultural resources affected a long report must be written. Long reports are typically more time consuming than negative finding reports. During this week interns will follow a template to write a long report. Similar to negative finding reports, CRO and Section 106 recommendations must be made. In addition, NRHP and TRHP determinations must also be made due to the finding of an archaeological site or of cultural resources affected.



Requirements for Intern Program

General Requirements

•	An ap	plicants must:
		Have a cumulative GPA of 2.5 or higher.
		Agree to work on-site in their respective Division/Section, unless prior
		arrangements have been made between the Division/Section, the school, and
		the student.
		Apply and receive approval for the internship program before registering for
		credit for the internship.
		Be enrolled and in good standing in an academic program.
		Abide by the STOF dress code.
		Follow all safety procedures.
		Must have an open mind and be willing to learn.
		Must be willing to follow directions.
•		be considered an intern by the Seminole Tribe of Florida the following
		nditions must be met:
		The project the intern will work on will be similar to that which would be given in a vocational school.
		The project is for the benefit of the intern.
		The interns will work under close observation of the Tribal Archaeologist, as
		well as other field technicians.
		The Tribal Historic Preservation Office will derive no immediate advantage
		from the activities of the intern.
		The interns will not necessarily be entitled to a job at the completion of the
		project
		The supervisor and intern understand that the intern is not entitled to wages
		for time spent on the project.
•		AS Specific Requirements:
		The internship can only be completed between the months of September and
		May to avoid working during extreme environmental conditions.
		Interns must be willing to work in the heat and rain and be comfortable with
	_	encountering wildlife in the field (i.e. insects, snakes, wild hogs).
		Must be able to carry 30 lbs.
	Ш	Interns will be located on one of the STOF Reservations, with internship
		hours being divided between the field and office.
	Ш	Due to the commute to and from the field, interns must commit at least 6
		hours each day. These hours will need to occur Monday-Friday, 8AM-5PM.
	Ц	When working in the field it is important to wear long pants and an
	_	appropriate shirt for the field (nothing sleeveless).
		Interns will also need water bottles and boots, the TAS will provide water and snake guards.
		Interns may also want to have a backpack to carry their lunch and water.



Internship Application

Name:	Date:
Current Address:	
Permanent Address:	
Phone: Email A	Address:
School Affiliation:	
School Deadline for Internship Placement (if	applicable):
Major:	Year:
Dates Beginning and Ending of Internship:_	
Availability (Days, Hours):	
Please note that THPO internships are un	paid positions
If you are applying for academic credit, plea	se contact your school advisor for requirements.
List relevant skills (e.g. database experience,	artifact handling, field experience, etc.):
List relevant research projects and/or papers	written: