

**Missouri Botanical Garden
2019 Living Earth Collaborative (LEC)
Summer Research Internships Application**

A complete application consists of the following:

- 1) Cover Letter-Background Essay (separate 1–2 pages, be sure your name is on it)
- 2) Contact and Background Information Form (this form)
- 3) Letter of Recommendation (signed hard-copy or email sent by recommender)
- 4) Transcripts of courses

1) Cover Letter-Background Essay: Write a cover letter (2 pages maximum) describing why you want to participate in the MBG LEC program, experiences that qualify you for this internship, specific interests in biology and botany, your academic and career goals, other research experiences, which MBG projects interest you most and why, and reasons that you believe you will benefit from this LEC program.

2) Contact and Background Information

Name: _____

Date of Birth: _____

Address: _____

Phone: _____

Email: _____

Emergency Contact (name, phone): _____

Academic Background

University or College: _____

Past Universities Attended: _____

Official Major: _____

Current Class Standing: Sophomore; Junior; Senior

When do you plan to graduate with a bachelors (month, year): _____

Overall GPA _____

Major GPA: _____

List Relevant Science Courses (Biology, Botany, Taxonomy, Genetics, Statistics, etc):

Have you had other internships? _____

Field Experience (other than courses): _____

Laboratory Experience (other than courses): _____

Relevant Job Experience: _____

Areas of interest (subjects or fields of study of most interest to you at this time)

Preferred mentors and projects:

First Choice: _____

Second Choice: _____

Third Choice: _____

Fourth Choice: _____

3) Letter of Recommendation: Please request a reference letter from one research mentor, academic advisor, or science instructor who knows you and your potential for independent research well. The letter must be on organization stationery with letterhead and contact information, and personally signed. Please include a hard-copy or scanned copy of the letter with your application or request that a letter of recommendation on letterhead be sent by email to
monica.carlsen@mobot.org

4) Transcripts: Provide your current college transcripts, either hard-copy or email. If your college is a member of escrip safe service this is an easy way to send official secure transcripts to us. An eprint or scan of an unofficial copy is fine as long as it is legible, complete, and has your name on it.

Send all application materials to:
Dr. Monica Carlsen
Assistant Scientist – Education Coordinator
monica.carlsen@mobot.org

Notification: When final decisions are made we will notify all applicants via email.