

The Smithsonian 2008

INTERN **ORIENTATION** GUIDE



Smithsonian Internships
<http://intern.si.edu>



Smithsonian Center for
Education and Museum Studies

intern orientation guide

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Please note that some links are accessible only from within the SI network. You will have access to this information once your internship begins.

welcome to the smithsonian

Welcome to the Smithsonian Institution! As the world's largest museum complex, the Smithsonian spans 19 museums, the National Zoo, cutting edge research facilities, and extensive education and outreach programs across the world. At any given time, the Smithsonian employs 6,000 workers, thousands of researchers, volunteers, and hosts 1,000 interns yearly. The Smithsonian is headquartered in Washington, D.C., and operates museums and facilities in New York, Virginia, Maryland, Florida, Massachusetts, Arizona, and Panama. This is an exciting time to be at the Smithsonian, and we hope you will make the most of it.

Smithsonian interns learn by doing. By helping us to produce our world-class programs, exhibits, and research, you will have an opportunity to make a real impact, develop personally and professionally, and learn from people who are experts in their fields.

The Smithsonian Center for Education and Museum Studies (SCEMS) has gathered the following information to guide you through your internship.

If you have any questions, please contact: 202-633-5327 or tspinale@si.edu.

On behalf of the Smithsonian Internship Council, best wishes for a rewarding internship!

Tracie Spinale
Internship Services Manager
Smithsonian Center for Education and Museum Studies (SCEMS)

history and mission

The Smithsonian Institution owes its origin to a British scientist named James Smithson, the illegitimate son of the Duke of Northumberland, who died in 1829. Although Smithson named his nephew as beneficiary of his estate, his last will and testament stipulated that should his nephew die without heirs (as he did in 1835) the entirety of his property, more than a half-million dollars, be bequeathed to the United States of America,

“ . . . to found at Washington, under the name of the Smithsonian Institution, an Establishment for the increase and diffusion of knowledge”

It is unknown why Smithson would leave his entire fortune to a country to which he never traveled and to a people with whom he seems to have never shared correspondence.

Six years after Smithson's death, President Andrew Jackson turned the matter over to Congress, which pledged the faith of the United States to the charitable trust. After years of heated debate, an Act of Congress was signed by President James K. Polk on August 10, 1846, that established the Smithsonian Institution as a trust to be administered by a Board of Regents and a Secretary of the Smithsonian. The Act provided the basic charter for the Smithsonian which still applies today.

The vision statement for the Institution in the 21st century and beyond:

- To be widely regarded as the country's highest quality, most extensive provider of authoritative experiences that connect the American people to their history and to their cultural and scientific heritage.
- To be recognized as one of the world's great scientific research organizations.

Although the Smithsonian has continually adapted to changing social, physical, and technological environments, for more than 15 decades the Institution has stayed true to its central mission. (Adapted from: <http://prism.si.edu/os/regents/HistoryandMission.htm>)

Administration



New Secretary (July 2008)
Dr. G. Wayne Clough



Acting Secretary
Dr. Cristián Samper

Office of the Secretary
<http://prism.si.edu/os/>

Smithsonian Strategic Plan and Performance Measures
<http://www.si.edu/opanda/StrategicPlan.htm>

Senior Management
<http://www.si.edu/about/people.htm>

Smithsonian Institution Organizational Chart
<http://www.si.edu/about/orgchart.pdf>

Smithsonian Board of Regents
<http://prism.si.edu/os/regents/index.htm>

The Smithsonian Institution is a museum and research complex of 19 museums and galleries and the National Zoological Park, as well as research facilities.

Museums

Anacostia Community Museum

<http://anacostia.si.edu/>

Arts and Industries Building (closed)

<http://www.si.edu/ai/>

Cooper-Hewitt, National Design Museum

(New York)

http://newsdesk.si.edu/factsheets/CH_fact_sheet.pdf

Freer Gallery of Art and Arthur M. Sackler Gallery

http://newsdesk.si.edu/factsheets/fsg_fact_sheet.htm

Hirshhorn Museum and Sculpture Garden

http://newsdesk.si.edu/factsheets/hmsg_fact_sheet.htm

National Air and Space Museum

http://newsdesk.si.edu/factsheets/nasm_fact_sheet.htm

National Air and Space Museum's Steven F. Udvar-Hazy Center

http://newsdesk.si.edu/factsheets/UHC_fact_sheet.pdf

National Museum of African American History and Culture

<http://nmaahc.si.edu/>

National Museum of African Art

http://newsdesk.si.edu/factsheets/AfA_fact_sheet.pdf

National Museum of American History

(reopens Fall 2008)

http://newsdesk.si.edu/factsheets/nmah_fact_sheet.htm

National Museum of the American Indian

(on the Mall)

http://newsdesk.si.edu/factsheets/nmai_fact_sheet.htm

National Museum of the American Indian's George Gustav Heye Center (New York)

http://newsdesk.si.edu/factsheets/NMAI_GGH_C_fact_sheet.pdf

National Museum of Natural History

http://newsdesk.si.edu/factsheets/nmnh_fact_sheet.htm

National Portrait Gallery

http://newsdesk.si.edu/factsheets/NPG_fact_sheet.htm

National Postal Museum

<http://www.postalmuseum.si.edu/>

Smithsonian American Art Museum

http://newsdesk.si.edu/factsheets/saam_fact_sheet.htm

Smithsonian Institution Building ("Castle")

<http://www.si.edu/visit/infocenter/sicastle.htm>

Research

Archives of American Art

<http://www.aaa.si.edu/>

Smithsonian Institution Libraries

http://newsdesk.si.edu/factsheets/sil_fact-sheet.htm

Photography Initiative

http://www.si.edu/redirect/hpres_spi.htm

National Zoological Park

http://newsdesk.si.edu/factsheets/nzp_fact-sheet.htm

National Zoo's Conservation and Research Center

<http://nationalzoo.si.edu/ConservationAndScience/CRC/>

Smithsonian Astrophysical Observatory

http://newsdesk.si.edu/factsheets/sao_fact-sheet.htm

Smithsonian Environmental Research Center

http://newsdesk.si.edu/factsheets/serc_fact-sheet.htm

Smithsonian Museum Conservation Institute

http://newsdesk.si.edu/factsheets/mci_fact-sheet.htm

Smithsonian Tropical Research Institute

http://newsdesk.si.edu/factsheets/stri_fact-sheet.htm

Marine Station at Fort Pierce

<http://www.sms.si.edu/>

Outreach

Asian Pacific American Program

http://www.si.edu/redirect/hpout_apa.htm

Smithsonian Affiliations

http://newsdesk.si.edu/factsheets/affiliations_fact-sheet.htm

The Smithsonian Associates

http://newsdesk.si.edu/factsheets/TSA_fact_sheet.pdf

Smithsonian Latino Center

http://newsdesk.si.edu/factsheets/Latino_Center_fact_sheet.pdf

Smithsonian Center for Education and Museum Studies

<http://www.smithsonianeducation.org/>

Center for Folklife and Cultural Heritage

http://newsdesk.si.edu/factsheets/cfch_fact-sheet.htm

National Science Resources Center

http://newsdesk.si.edu/factsheets/nsrc_fact-sheet.htm

Smithsonian Institution Traveling Exhibition Service (SITES)

http://newsdesk.si.edu/factsheets/SITES_fact_sheet.pdf

Supporting Offices

Accessibility Program

<http://accessible.si.edu/>

Architectural History and Historic Preservation

<http://prism.si.edu/ahhp/>

International Center

Office of the Chief Financial Officer

<http://prism.si.edu/ocfo/>

Office of the Chief Information Officer

<http://prism.si.edu/ocio/>

Office of the Comptroller

<http://prism.si.edu/ocfo/oc/oc.htm>

Office of Contracting

<http://prism.si.edu/ocfo/ocon/ocon.htm>

Office of Development

<http://prism.si.edu/od/>

Office of Equal Employment and Minority Affairs

<http://prism.si.edu/oeema/index.html>

Office of Facilities Engineering and Operations

<http://ofeo.si.edu/>

Office of Research Training and Services

<http://siofg.si.edu/>

Office of General Counsel

Office of Human Resources

<http://ohr.si.edu/>

Office of the Inspector General

<http://prism.si.edu/oig/>

Office of Public Affairs

<http://newsdesk.si.edu/>

Office of Planning, Management and Budget

<http://prism.si.edu/ocfo/opmb/opmb.htm>

Office of Protection Services

<http://ofeo.si.edu/security/index-sec.asp>

Office of Policy and Analysis

<http://www.si.edu/opanda>

Office of the Secretary

<http://prism.si.edu/os>

Office of Sponsored Projects

<http://prism.si.edu/osp/index.htm>

Office of the Treasurer

<http://prism.si.edu/ocfo/ot/ot.htm>

Office of the Under Secretary for Science

<http://prism.si.edu/ouss>

Smithsonian Early Enrichment Center

<http://www.si.edu/seec/>

Smithsonian Institution Archives

<http://siarchives.si.edu/>

VIARC Information Center

<http://viarc.si.edu/>

internship resources

There are many resources available to aid you during your time at the Smithsonian:

- Your Intern Supervisor
- Your Intern Coordinator
- SCEMS—Internship Services—interninfo@si.edu
- Online Orientation Presentation (this website)
- On-site orientation provided through your program
- Smithsonian Intern Website Resources

If you are outside of Washington, D.C. for your internship, contact your Internship Coordinator for specific resources for your program.

Smithsonian Maps

<http://www.si.edu/visit/maps.htm>

GoSmithsonian.com

<http://gosmithsonian.com/action/go/internal/312>

Maps and Visitor Guide

<http://www.si.edu/visit/maps.htm>

Map: Smithsonian in Washington



Smithsonian Video

An 18 minute captioned video highlighting the history and activities of the Smithsonian is available for viewing at the Castle Information Center, which is open daily 8:30am-5:30pm. This distinctive red, sandstone building is centrally located on the National Mall, and may be entered from either Jefferson Drive SW on the north or through the Enid A. Haupt Garden on the south.

Website Resources

Public Smithsonian Internship Page—Links to Smithsonian intern programs
<http://intern.si.edu/>

Office of Research Training and Services' (ORTS) Smithsonian Opportunities for Research and Study (SORS)—Research and Fellowship Opportunities
<http://www.si.edu/ofg/ofgintro.htm>

Intern Registration Forms
<http://siofg.si.edu/ICHome.htm>

PRISM – The Smithsonian's Intranet
<http://prism.si.edu>

SI Phone Directory
<http://prism.si.edu/siphone>

Intern Events
<http://prism.si.edu/intern>

Security Units
<http://prism.si.edu/administrative/SecurityUnits.htm>

Health Units
http://ofeo.si.edu/safety_health/occhealth.asp

ID Office & Lost and Found
<http://ofeo.si.edu/security/technical/idbadges.asp>

Smithsonian Directives and Policies
<http://prism.si.edu/opmb/sd/index.html>

Shuttle Schedule
<http://ofeo.si.edu/offices/ofmr/mss/transportation/trans.asp>

Computer Security Awareness Training
<http://sectrain.si.edu>

The Torch (staff newspaper)
<http://prism.si.edu/opa/torch>

The Blue Bulletin (monthly announcements)
<http://prism.si.edu/opa/bluebulletin>

Inside Smithsonian Research
<http://www.si.edu/opa/insideresearch>

PRISM > **Offices, Museums & Research Centers**
http://prism.si.edu/administrative/offices_museum_rschntrs.htm

OCIO – computer help
<http://prism.si.edu/ocio/cssd>

Smithsonian Careers
<http://www.sihr.si.edu/>

Holidays
<http://www.opm.gov/fedhol>

Public Events
<http://viarc.si.edu/intranet/events/start.htm>

SIRIS - SI Research Information System
<http://www.siris.si.edu>

Museum Studies/Career/School/Training Information
<http://museumstudies.si.edu>

Facebook
<http://www.facebook.com/group.php?gid=5278754132>

during your internship

Background Check

You cannot be awarded an internship appointment without a background investigation. Interns are required to submit Office of Personnel Management Form 306 and are subject to a pre-appointment security investigation and fingerprinting through the Smithsonian's Office of Protection Services. You may be interviewed by an investigator during this process. You will not be able to begin your internship until this process is successfully completed. Contact your Supervisor or Internship Coordinator for details.

This affects ALL Smithsonian Interns—U.S. Citizens or International—who:

- Remain in-residence for 6 weeks or longer
- Receive a Smithsonian ID Badge (ID Badges are not issued for less than 6 weeks.)
- Meet the 18 years or older specifications (i.e. Minors are excepted)

Registration

Before you begin, contact your Supervisor or Internship Coordinator. They will provide you with Internship Registration materials, and appropriate forms to make your transition to the Smithsonian. (You may receive the materials from your Program at the start of your internship.)

It is extremely important that you and your Supervisor fill out the Intern Registration forms and submit them to your Intern Coordinator or SCEMS. Failure to do so results in non-liability coverage and no record of your internship, or cancellation of your appointment. Your Program may require other specific forms. Check with your Coordinator or Supervisor. The SI-wide required forms are:

Intern Registration Form—includes Copyright Agreement & Photographic Release
<http://siofg.si.edu/InternshipCouncil/InternForms/InternRegistration.doc>

Parental Consent to Treatment (for minors)
<http://siofg.si.edu/InternshipCouncil/InternForms/InternUnder18form.doc>

Background Survey Form
http://siofg.si.edu/InternshipCouncil/InternForms/Intern_Background_SurveyQuestionnaire.doc

Equal Opportunity: Rights and Responsibilities

Please read the Equal Opportunity: Rights and Responsibilities document. Complete and return the acknowledgement form contained in the packet to your Coordinator or Supervisor.
http://prism.si.edu/oeema/051407_IAWS_Packet.pdf

ID Badges

If you will be at a Smithsonian facility for more than 6 weeks, you will need to get a Smithsonian photo ID. Your first badge is free. Your Supervisor or Internship Coordinator will provide you with the appropriate form and instructions. You will not receive an ID until your investigation and fingerprinting are completed. ID Forms for interns must have the appropriate signature from SCEMS in order to be valid. SCEMS will not issue ID forms directly to Interns—you must go through your Internship Coordinator (or Supervisor) for the request.

Lost ID Badges

If you lose your ID Badge, check with your building's Security Office. Then, notify your Internship Coordinator (or Supervisor) to have a new badge form issued from SCEMS. The cost to you is \$5 to replace an ID at the ID Office. SCEMS will not issue ID forms directly to Interns—you must go through your Internship Coordinator (or Supervisor) to get the proper form.

Internship Extensions

If you and your Supervisor agree to extend your internship appointment, notify your Intern Coordinator.

Your Intern Coordinator (or Supervisor) will notify SCEMS to make adjustments to your official paperwork, and issue you an ID badge extension form (if necessary).

Exit Procedures

IMPORTANT: At the end of your internship, you **MUST** turn in your ID Badge to the Security Office (or the location where your ID badge was issued). You **CANNOT** keep your ID Badge as a "souvenir". Please do this to ensure that future interns can enjoy the benefits and privileges of Smithsonian IDs (discounts, ease of passage, etc...).

contact information

Internship Supervisor

You will spend the majority of your time under the guidance of your internship supervisor, who will provide day-to-day direction during your internship.

Internship Coordinator

Each Museum, Office, or Research Institute has an Intern Coordinator who oversees the internship program. He or she ensures that you are properly registered and apprised of your department's policies and procedures. In some cases your internship Supervisor is also the Coordinator.

Smithsonian Institution Internship Council members list:

<http://siofg.si.edu/InternshipCouncil/InternshipCoordinatorList.html>

Smithsonian Intern Services Manager

Tracie Spinale is the Smithsonian's Intern Services Manager. If you have any questions or problems that cannot first be answer by your Supervisor or Coordinator, contact Internship Services at: tspinale@si.edu or 202-633-5327. Location: Capital Gallery, 600 Maryland Ave SW (7th & Maryland), 1st Floor, Room 105W

Office of Research Training and Services

All stipend payment and related questions should be directed to the Office of Research Training and Services (ORTS), 202-633-7070 or siofg@si.edu.

general information

Hours and Holidays

Most Smithsonian offices are open Monday through Friday from 8:45 a.m. to 5:15 p.m. Hours for your internship are determined with your Supervisor. If you plan to be absent from your internship for medical or personal reasons, let your Supervisor know in advance.

For unplanned absences, phone or e-mail your Supervisor to let them know you will be absent, late, etc...Treat this appointment the way you would a job. Be responsible. It reflects poorly on you if you do not show up.

Smithsonian offices are closed on Federal Holidays and anytime the Federal Government is closed. The operating status is found at: www.opm.gov. The Federal Holidays are: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas.

When unexpected federal delays occur, consult the Smithsonian 24 Hour Information line for office/museum closings and Continuity of Operations (COOP) information: (202) 633-8100, or go to: <http://www.alerts.si.edu/>.

Stipend / Payment Questions

Most Smithsonian internships are unpaid positions. Only about 1/3rd of programs offer stipends, and this is based on particular grant funding associated with specific projects. All stipend payment and related questions, should be directed to the Office of Research Training and Services (ORTS), 202-633-7070 or siofg@si.edu. It is VERY important to return your Award Agreement for paid internships prior to your arrival. Failure to do so will result in delayed payments. Be sure to check with your banking institution to confirm the correct routing number for electronic funds transfer, and do not rely on the routing number on your check.

Intern Events

Once you are at the Smithsonian, you'll be able to access the Intern Event schedule online via PRISM (the Smithsonian intranet); Click on [Intern Events \(http://prism.si.edu/intern/\)](http://prism.si.edu/intern/). Your specific internship program may host additional events and tours specific to your program. Before you attend any events, make sure to clear it with your Supervisor well in advance of attendance. It is at the discretion of the Supervisor whether or not they allow you to go if an event falls during your internship hours.

- General Smithsonian events are posted at <http://www.si.edu/events>.

- Intern Events are posted at: <http://prism.si.edu/intern/> and on the Facebook Intern Group page.

International Interns

A very special welcome to our interns from abroad!

The International Center is located in the S. Dillon Ripley Center "Quad" Building, 3rd Floor, room 3126. Visa questions should be directed to fcb@si.edu.

Foreign language brochures and tours information

http://www.si.edu/visit/foreign_language.htm

International applicants may apply for Smithsonian internships. Most interns coming from abroad will require visas to enter the United States. If you are an international intern, please allow ample time to complete the many paperwork requirements need to obtain a visa.

Discounts and Freebies

Show you Smithsonian ID to receive:

- 20% discount in Smithsonian Museum Shops
- 20% discount in some Smithsonian food facilities (NMNH, NMAI, SAAM, NPG, Castle)
- One complimentary ticket per week for IMAX screenings
 - Go to the box office at the National Air and Space Museum or the National Museum of Natural History, and present your Smithsonian ID for a ticket.
 - Vouchers are not valid for evening Hollywood films (aka "feature films")
 - Movie schedule: <http://www.si.edu/imax>

Smithsonian Employee Shuttle

<http://ofeo.si.edu/offices/ofmr/mss/transportation/mallshuttle2006.pdf>

The Smithsonian operates shuttle routes around many museums, offices, and research centers. To board a shuttle, present your Smithsonian ID to the driver.

Parking

There is no on-site parking at the Smithsonian, and it is extremely difficult to find parking in the surrounding area. We recommend that you leave your car at home and take public transportation to the Smithsonian.

Metro System

www.wmata.com/metro/metro/systemmap.cfm

The Metro provides clean and inexpensive service on its six color-coded train lines. There are Metrorail subway stations near the Smithsonian buildings. You can leave your car at many park-and-ride lots in suburban Virginia or Maryland and ride the Metro into the city.

Regional Bus Service

DC Circulator Bus

<http://www.dccirculator.com/>

Alexandria DASH

<http://www.dashbus.com/>

Arlington ART

<http://www.commuterpage.com/art>

Montgomery County Ride On

<http://www.montgomerycountymd.gov/content/dpwt/transit/default.asp>

Fairfax Connector

<http://www.fairfaxconnector.gov/connector>

The BUS-Prince George's County

<http://www.goprincegeorgescounty.com/>

Fairfax City CUE

<http://www.ci.fairfax.va.us/cuebus/cuebus.asp>

Prince William County OmniRide/OmniLink

<http://www.prtctransit.org/>

Laurel Corridor Transportation

<http://www.corridortransit.com/>

Regional Train Service

AMTRAK

<http://www.amtrak.com/>

Virginia Railway Express (VRE)

<http://www.vre.org/>

MARC (Suburban Maryland and Baltimore)

<http://www.mtmaryland.com/>

Smithsonian Dining

D = Discount when you show your ID

Smithsonian Castle

- **Castle Deli** (aka “The Boiler Room”) – not open to the public; Featuring a salad bar, hot soup selection, pre-made and made-to-order sandwiches. No discount, but already lowered prices. Hours: Daily from 8:30 a.m. - 3 p.m.
- **Castle Café** D Featuring espresso / cappuccino bar, teas, bottled beverages, beer, wine, premium ice cream, antipasti, organic salads, specialty sandwiches, soups and pastries. Hours: Daily from 8:30 a.m. - 5 p.m.

National Air and Space Museum – no discount

- **Food Court** Featuring McDonald’s, McDonald’s Boston Market, and Donatos Pizzeria: hamburgers, French fries, chicken, pizza, salad, and desserts Hours: Daily from 10 a.m. - 5 p.m.
- **McCafé** Featuring panini and wrap sandwiches, pastries, specialty coffees and teas. Hours: Daily from 10 a.m. - 5 p.m.

National Museum of the American Indian

- **Mitsitam Café** D “Mitsitam” means “Let’s eat!” in the Native language of the Delaware and Piscataway peoples. The museum’s Mitsitam Native Foods Café enhances the museum experience by offering Native-inspired cuisines from five regions of the Western Hemisphere including the Northern Woodlands, South America, the Northwest Coast, Meso America and the Great Plains. Menu includes tamales, roasted turkey, grilled salmon, homemade seasonal soups, buffalo burgers, Indian fry bread, and a seasonal variety of aqua fresca. Hours: Daily from 10 a.m. - 5 p.m.

Donald W Reynolds Center for American Art and Portraiture (Smithsonian American Art Museum, National Portrait Gallery)

- **Courtyard Café** D Offers a variety of soups, made-to-order salads, panini and sandwiches, desserts, pastries, bottled beverages, wine, beer, coffees, and teas. Hours: Daily from 11:30 a.m. - 6:30 p.m.
- **Portico Café** D (seasonal and weather permitting) Features pastries, sandwiches, specialty coffees and beverages. Wine, beer and cocktails are available in late afternoon and evening hours. Hours: Daily from 11:30 a.m. - 5:00 p.m.

National Museum of Natural History

- **Atrium Café** D Featuring natural and sustainable foods including natural beef burgers, rotisserie chicken, pizza, taqueria, sandwiches, soups, salads, pastas and desserts. Hours: Monday-Thursday 11 a.m. - 3 p.m.; Friday: 11 a.m. - 4 p.m.; Saturday 11 a.m. - 5 p.m.; and Sunday from 11 a.m. - 4 p.m.
- **Jazz Café** at the Atrium, most Friday evenings from 6 to 10 p.m.
- **Fossil Café** D Espresso/Cappuccino bar featuring sandwiches, salads, soups and desserts. Hours: Monday-Thursday 10 a.m. - 5 p.m.; Friday and Saturday 10 a.m. - 7 p.m.
- Gelato and Espresso Bar D Sunday-Thursday 11:30 a.m. - 5 p.m.; Friday 11:30 a.m. - 8 p.m.; Saturday 11:30 a.m. - 7 p.m.

Housing

<http://intern.si.edu/housing.html>

Housing in Washington, D.C., is expensive; begin your search early. Most Smithsonian museums and offices do not provide housing assistance for interns except for some offsite research facilities.

Housing options in Washington include temporary apartment rentals and sublets, dorm rentals, group houses, on-site Washington programs through your college or university, and alumni associations through your college or university. Once accepted into an internship program, you may want to ask your internship coordinator about other interns who might be looking for roommates.

For more information, check the real estate rental listings in the local newspapers, or visit the following websites:

www.apartmentguide.com

www.washingtoncitypaper.com

www.washingtonpost.com

<http://washingtondc.craigslist.org>

www.internsdc.com

Also, visit the websites of these local universities: The Catholic University of America, Gallaudet University, Georgetown University, and The George Washington University; They offer summer dorm housing options.

policies

Security and Safety

Office of Protection Services

<http://ofeo.si.edu/security/index-sec.asp>

Know your museum's security office. This is where you can report suspicious activity and find emergency assistance. Other tips: Know your local health unit; Wear your ID badge at all times and check with Security in your building when you arrive early or leave late; Use a Property Pass to remove belongings of significant value from the building; Use the shuttle services whenever possible, especially after dark; Use the buddy system, and exercise extreme caution when traveling after dark; Read the Smithsonian Staff Emergency Preparedness Procedures Handbook, available on the Smithsonian Prism intranet under "Publications"; Visit the Office of Facilities Engineering and Operations (OFEO) Disaster Preparedness Vital Information website: <http://ofeo.si.edu/security/emergency/disasterpreparedness2.asp>.

disaster preparedness

<http://www.alerts.si.edu/>

emergency communications hotline: (202) 633-8100

Ethical Standards

The Smithsonian Institution [Statement of Values and Code of Ethics](#)

<http://www.si.edu/about/policies/values-code-of-ethics.asp>

A Smithsonian intern is obligated to uphold the integrity of his or her activities in a conscientious and responsible manner.

The Smithsonian Institution is a public trust whose mission is the increase and diffusion of knowledge. The Smithsonian was established by the United States Congress to carry out the fiduciary responsibility assumed by the United States in accepting the bequest of James Smithson to create the Smithsonian Institution. We are accountable to the general public as well as to the Smithsonian's multiple stakeholders in carrying out this responsibility. We recognize that the public interest is paramount.

Serving the Smithsonian is a privilege and those who work on its behalf have a responsibility to maintain the highest standards of honesty, integrity, professionalism, and loyalty to the Institution. We must ensure that our activities support the Smithsonian mission and take care to avoid conduct that would compromise the integrity of or public confidence in the Smithsonian. We acknowledge that in order to merit and preserve the public trust we must maintain a shared commitment to core values and an expectation of ethical and professional conduct in all of our activities. This Statement of Values and Code of Ethics articulates our core values and ethical standards to provide guidance for the application of these principles in pursuit of the Smithsonian's mission.

Liability

All Smithsonian interns are strongly advised to carry health insurance. Please contact your insurance carrier to ensure you are covered during your internship.

In the event that a Smithsonian intern is injured or injures another person, or damages the property of another, the Smithsonian's liability for such will be determined by the same criteria established for employees under the Federal Employees' Compensation Act or the Federal Tort Claim Act. The Office of the General Counsel handles issues of this nature.

Occupational Health Services

Occupational Health Services (OHS) provides occupational health services and emergency response and first aid services to Smithsonian employees. First aid and emergency response is also provided for the SI visiting public at specific locations.

Health Unit Locations

Victor Building Occupational Health Services
Center
750 9th Street, NW
Suite C100
Phone: 633-7990
FAX: 633-8226

National Museum of American History
Phone: 633-3670
TTY phone 786-2349

National Air and Space Museum Room: P709
Phone: 633-2222
TTY phone: 786-2350

National Zoological Park
NZIP Police Building, Lower Level
Phone: 633-4157

Workplace Harassment

The Smithsonian Institution has a policy of zero tolerance of workplace harassment based on race, color, religion, national origin, sex (including pregnancy), age, disability, marital status, parental status, sexual orientation and reprisal/retaliation. Individuals engaging in behavior or conduct that violates this policy will be subject to appropriate disciplinary measures up to, and including, disassociation and removal from the Smithsonian.

The policy, <http://prism.si.edu/oeema/sieeo/WPHarassPolicy.pdf>, and a summary of your EEO rights and responsibilities, http://prism.si.edu/oeema/051407_IAWS_Packet.pdf, can be found on Prism.

If you have questions or concerns regarding workplace harassment, please contact your sponsor or the Office of Equal Employment and Minority Affairs.

Office of Equal Employment and Minority Affairs

<http://prism.si.edu/oeema/index.html>

Grievances

Should you have a serious concern during your internship, do not hesitate to contact your internship supervisor. If you feel the matter is still unresolved, arrange a meeting with your intern coordinator. The staff at the Smithsonian will make every effort to assist you.

Appropriate Attire

As the home of the Nation's government, Washington, DC is a formal town. We encourage interns to dress in a professional and appropriate manner commensurate with their Museum, Office, or Research Institute. That doesn't mean you need to invest in a new and expensive wardrobe, but some clothing choices that might be acceptable on your campus are not appropriate in the museums and offices of the Smithsonian. Whether you work behind-the-scenes or with the public, you are a representative of your museum or office, and the Smithsonian Institution during your internship hours.

Please discuss specific requirements with your supervisor early in your internship to avoid awkward situations.

Academic Credit

If you are seeking academic credit for your internship, you must make arrangements in advance with your school and your internship supervisor.

Intellectual Property

All interns are required to sign a copyright agreement, and the Smithsonian retains the rights to all the work you produce at the Smithsonian. In accordance with this agreement, you must receive special permission from the Office of the General Counsel to use your internship products outside the Institution (for commercial gain); Educational use (such as an academic or conference presentation) is permitted.

Use of Computers and Email

Smithsonian computers and e-mail are, as a general rule, to be used only for Smithsonian-related activities. All interns are required to sign a Computer User Agreement and participate in computer security training. Ask your Coordinator or Supervisor for details. Computers, internet, and e-mail are neither private nor confidential.

The Smithsonian prohibits the use of any means of electronic communication to:

- Harass or threaten other users or interfere with their access to SI computing facilities
- Send or forward racially, sexually, or ethnically offensive messages
- Send material that is slanderous or libelous or that involves defamation of character
- Plagiarize
- Send fraudulent e-mail
- Break into another user's computer or mailbox
- Lobby an elected official, promote a political candidate, or promote a personal, social, religious, or political cause regardless of worthiness
- Search for or use websites that involve hate groups or racially offensive or sexually explicit material
- Gamble
- Send malicious programs such as computer viruses
- Promote ventures involving personal profit
- Participate in activities that promote computer crime or misuse, including, but not limited to, posting or disclosing passwords, credit card and other account numbers, and system vulnerabilities
- Violate any software licensing agreement, especially by distributing software
- Infringe on any copyright or other intellectual property right
- Send mass mailings of a non-business nature
- Participate in chain letters
- Disclose confidential business information.

Updated 5/13/2008