

Internship
Orientation

guide

FOR THE SMITHSONIAN



Smithsonian Center for
Education and Museum Studies

Welcome to your internship at the Smithsonian Institution!

Congratulations on your appointment as a Smithsonian intern.

The Smithsonian Center for Education and Museum Studies (SCEMS) created this guide to acquaint you with the Smithsonian and its policies and procedures, and to provide information about living in the Washington, D.C., area.

You are now a part of the Smithsonian community. Here you can develop job skills, expand expertise in an academic discipline, learn about museum careers, and observe the workings of a major American institution.

Smithsonian interns learn by doing. The commitment you make to your internship is an important part of fulfilling your academic and professional goals.

Best wishes for a challenging and rewarding internship!

Sincerely,

Tracie C. Spinale

Internship Services

Smithsonian Center for Education
and Museum Studies

Contents

- 1 Smithsonian History
- 2 Smithsonian Facts
- 3 Museums, Research Centers, Programs, and Offices
- 5 Smithsonian Internships
- 8 Policies and Procedures for Interns
- 14 Internship Benefits
- 17 While in Residence: Practical Information
- 23 Leisure Time
- 27 Assessment Form

The Smithsonian Institution was established in 1846 with funds bequeathed to the United States by James Smithson, a prominent English scientist who never visited this country.

James Smithson, born in 1765, was the son of Hugh Smithson, the Duke of Northumberland, and Elizabeth Hungerford Keate Macie of Bath, England. Documents indicate that Smithson, known in his early years as James Lewis Macie, was born in France. In 1786, he graduated from Pembroke College, Oxford. The following year, he was admitted as a Fellow of the Royal Society. Smithson spent much of his life on the European continent, where he included in his circle of friends many of the scientists of the day. In 1802, a zinc ore he identified was named “smithsonite” in his honor.

Smithson died in Genoa, Italy, on June 27, 1829. His nephew was named to receive the whole of his estate with the exception of a small bequest left to a loyal servant. The will specified that should the nephew die without heirs the balance of the legacy would pass “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.” In 1835, the nephew died without children, and the United States became heir to the great fortune of \$508,318.

For ten years the halls of Congress reverberated with debates concerning the interpretation of the will. Was this institution of learning to be a library? A school? An experimental farm, perhaps? Should it be an observatory? A laboratory? Unable to agree, Congress completed an act of establishment in August 1846, providing for a multifaceted organization involved in research and the dissemination of academic findings.

Smithson was buried in a small English cemetery at San Benigno. In 1904, Smithsonian officials, learning that authorities in Genoa intended to abolish the cemetery, dispatched Alexander Graham Bell, a Smithsonian regent, to escort the tomb to the United States. You can see Smithson’s tomb in the north foyer of the Smithsonian headquarters building, known as the Castle.

Today, the Smithsonian Institution is an independent federal establishment devoted to research, public education, and national service in the arts, science, and history. The Smithsonian has no one location. It is composed of sixteen museums in Washington, D.C., and New York City, numerous offices and research facilities in the United States and Panama, and the National Zoo.

*Adapted from publications of
Smithsonian Institution Archives,
Institutional History Division*

The First Building

The Smithsonian Castle was designed by architect James Renwick, Jr., and constructed between 1847 and 1855. When it opened, it had a public exhibition area, offices, laboratories, and sleeping quarters for scientists. Today, the Castle houses the Smithsonian Information Center and administrative offices.

Organization

The chief executive officer of the Smithsonian is the secretary. There have been eleven secretaries since 1846. Lawrence M. Small was installed as secretary on January 24, 2000. The Board of Regents governs the Smithsonian. It is composed of the vice president of the United States, the chief justice of the Supreme Court, three members of the Senate, three members of the House, and nine citizens. Each museum and office has its own director and staff. The central administration is headquartered at the Castle. The Institution employs 6,400 workers, 5,000 volunteers, and 650 interns yearly.

Budget

The Smithsonian Institution's federal budget falls under the Department of the Interior's appropriations bill. For fiscal year 2002, the federal appropriation was \$519 million; for fiscal year 2003, the Smithsonian requested \$528 million. The appropriation provides funding for most salaries, expenses, and research programs. It also funds the construction of new Smithsonian buildings and the repair and restoration of existing buildings. The Smithsonian is also supported by trust funds (derived from endowments and donations from individuals, foundations, and corporations) and

revenues raised from membership programs, a Web-based and mail-order catalogue, museum shops, food services, and Smithsonian Books.

Visitors

The Smithsonian hosts more than seventy-three million visitors per year at its museums, the zoo, and traveling exhibits. Nearly eight million people read *Smithsonian* magazine every month.

Collections and Storage Facilities

It is estimated that the number of objects and specimens at the Smithsonian totals more than 142 million. Individuals, private collectors, and federal agencies donate many objects to the Smithsonian. Others come to the collections through field expeditions, exchanges with other museums and organizations, and purchases. Artifacts not on display are stored in collection study areas at individual museums and are available to researchers by appointment. Aircraft and spacecraft are stored in the Paul E. Garber Facility in Suitland, Maryland, about six miles from the National Mall. The Steven F. Udvar-Hazy Center, an exhibition, conservation, and storage facility, is planned for the National Air and Space Museum at Dulles Airport. Also in Suitland are the Museum Support Center, which houses a materials-research facility, and the National Museum of the American Indian's Cultural Resources Center, a storage and conservation facility.

Museums

The Smithsonian's museums are open to the public every day of the year, 10 A.M.–5:30 P.M., except December 25. (Times vary in New York, and there are extended hours during the summer on the Mall.) Admission is free at the Washington museums.

Museums on the Mall

Arts and Industries Building
 Freer Gallery of Art and
 Arthur M. Sackler Gallery
 Hirshhorn Museum and Sculpture Garden
 National Air and Space Museum
 National Museum of African Art
 National Museum of American History,
 Behring Center
 National Museum of Natural History
 National Museum of the American Indian
 (opening 2004)
 S. Dillon Ripley Center, International Gallery
 Smithsonian Institution Building (The Castle)

Museums off the Mall in Washington, D.C.

Anacostia Museum and Center for African
 American History and Culture
 National Postal Museum
 National Zoological Park
 Renwick Gallery of the Smithsonian
 American Art Museum
 National Portrait Gallery (reopening 2004)
 Smithsonian American Art Museum
 (reopening 2004)

Museums in New York City

Cooper-Hewitt, National Design Museum
 Gustave Heye Center of the National Museum
 of the American Indian

Research Centers

Conservation and Research Center,
 Front Royal, Virginia
 Smithsonian Astrophysical Observatory,
 Cambridge, Massachusetts
 Smithsonian Center for Materials Research
 and Education, Suitland, Maryland
 Smithsonian Environmental Research Center,
 Edgewater, Maryland
 Smithsonian Marine Station at Fort Pierce,
 Florida
 Smithsonian Tropical Research Institute,
 Panama

Education and Outreach, Cultural and Scholarly Programs

Center for Folklife and Cultural Heritage
 Lemelson Center for the Study of Invention
 and Innovation
 Office of Fellowships
 Smithsonian Affiliations
 Smithsonian Asian Pacific American Studies
 Program
 Smithsonian Center for Education and
 Museum Studies
 Smithsonian Center for Latino Initiatives
 Smithsonian Early Enrichment Center
 Smithsonian Institution Traveling
 Exhibition Service
 Smithsonian Office of International Relations
 The National Science Resources Center
 The Smithsonian Associates

Libraries and Archives

American History Museum Archives Center
 Archives of American Art
 Archives of American Gardens
 Eliot Elisofon Photographic Archives
 National Air and Space Museum Archives
 Division
 National Anthropological Archives and
 Human Studies Film Archives
 Peter A. Juley and Son Collection
 Ralph Rinzler Folklife Archives and Collections
 Smithsonian Institution Archives
 Smithsonian Institution Libraries (20 branches)

Administration and Support Services

Accessibility Program
 Architectural History and Historic Preservation
 Division
 Office of the Comptroller
 Office of Contracting
 Office of Development
 Office of Equal Employment and Minority Affairs
 Office of Exhibits Central
 Office of Facilities Engineering and Operations
 Office of Government Relations
 Office of Human Resources
 Office of Imaging and Photographic Services
 Office of National Programs
 Office of Planning, Management and Budget
 Office of Policy and Analysis
 Office of Protection Services
 Office of Public Affairs
 Office of Safety and Environmental
 Management

Office of Special Events and Protocol
 Office of Sponsored Projects
 Office of the Chief Financial Officer
 Office of the Chief Information Officer
 Office of the Director, International
 Art Museums Division
 Office of the General Counsel
 Office of the Secretary
 Office of the Treasurer
 Office of the Under Secretary for American
 Museums and National Programs
 Office of the Under Secretary for Science
 Scientific Diving Program
 Smithsonian Books
 Smithsonian Business Ventures
Smithsonian Magazine
 Visitor Information and Associates'
 Reception Center

The Smithsonian offers many internship opportunities. On average, 650 interns work at the Smithsonian every year, gaining valuable training or experience in museum work within its many units and offices.

Through your internship, you have the opportunity to pursue your educational and career goals while making a significant contribution to one of the world's great cultural institutions. The Smithsonian encourages projects that will benefit both the Institution and your own interests and skills.

The Intern Supervisor and Coordinators

Your two primary contacts during your internship are your supervisor and the intern coordinator for your museum, research institute, or office. Another key staff person is the coordinator of intern services at the Smithsonian Center for Education and Museum Studies (SCEMS).

INTERNSHIP SUPERVISOR

You will spend the majority of your time under the guidance of your internship supervisor, who will provide day-to-day direction. A good supervisor offers tutorial assistance and encourages the intern to formulate new approaches to a project.

INTERN COORDINATOR

Each museum or office at the Smithsonian has a staff person who serves as intern coordinator. Your intern coordinator provides general supervision of the internship program at your museum or office. He or she ensures that you are properly registered and that you are aware of any specific policies and procedures for your department. Feel free to discuss with your coordinator any thoughts you may have concerning your internship.

INTERN SERVICES COORDINATOR

You will meet with the staff of Intern Services at the beginning of your internship for orientation. The internship coordinator at your museum or office schedules an orientation session for you, typically on your first day. Orientation sessions are usually held Mondays and Thursdays at 10:15 A.M. in the Arts and Industries Building, Room 1125. Please be prompt. You must be pre-registered by your internship coordinator to attend. At orientation you will meet other interns, watch a video overview of the Smithsonian Institution, turn in the Internship Registration Form and Background Survey Questionnaire, and receive a Smithsonian identification badge. Don't worry—you will have plenty of time to ask questions!

Smithsonian Internship Council Contacts

The Smithsonian Institution Internship Council was formed in 1981 to provide a link between Smithsonian museums and offices. Its members do a lot of work behind the scenes to ensure that Smithsonian Institution internships are learning experiences that benefit both the interns and the Institution. The following is a list of Internship Council members:

The Anacostia Museum and CAAHC

Toni Brady

Architectural History and Historic Preservation

Sabina Wiedenhoeft

Archives of American Art

Liza Kirwin

Arthur M. Sackler and Freer Galleries of Art

Elizabeth Benskin

Asian Pacific American Studies

Gina Inocencio

Cooper-Hewitt, National Design Museum

Mei Mah

Hirshhorn Museum and Sculpture Garden

Teresia Bush

Horticulture Services Division

Lauranne Nash

International Center

Raymond Seefeldt

LSAMP Program at SERC and NMNH

Kelly Clark

National Air and Space Museum

Myra Banks Smith

National Museum of African Art

Veronika Jenke

National Museum of American History

Suzanne McLaughlin

National Museum of Natural History

Mary Sangrey

National Museum of the American Indian

Jill Norwood

National Portrait Gallery

Shirlee Lampkin

National Postal Museum

Rebecca Singer

National Zoological Park—

Conservation and Research Center

Kelly Cauthorn

Office of Fellowships

Pamela Hudson

Office of Government Relations

Jennifer Wellenius

Office of Imaging and Photographic Services

Lorie Aceto

Office of Information Technology

Sherri Manning

Office of Development

Kimmarie Doherty

Office of Policy and Analysis

Cynthia Kaufmann

Office of Public Affairs

Bill Holmes

Office of Sponsored Projects

Karen Otiji

Office of the General Counsel

Farleigh Earhart

Smithsonian Accessibility Program

Beth Ziebarth

Smithsonian American Art Museum and

Renwick Gallery

Judith Houston Hollomon

Smithsonian Center for Education and

Museum Studies

Tracie Spinale

Smithsonian Center for Folklife and

Cultural Heritage

Arlene Reiniger

Smithsonian Center for Latino Initiatives

Magdalena Mieri

Smithsonian Center for Materials Research

and Education

Ronald Bishop

Smithsonian Environmental Research Center

Kim Sproat

Smithsonian Institution Archives

Tracy Robinson

Smithsonian Institution Libraries

Vicki Avera

Smithsonian Business Ventures

Barbee Barber

Smithsonian Institution Traveling

Exhibition Service

Frederica Adelman

Smithsonian Tropical Research Institute

Adriana Bilgray

The Smithsonian Associates

Sarah Peters

Academic Credit, Facility and Instruction Fees, and Stipends

ACADEMIC CREDIT

Many students receive credit from their university or college for their internships. Although the Smithsonian does not grant academic credit, it will cooperate with schools that do. If you are seeking credit, you should make arrangements in advance with your university advisor and your internship supervisor.

FACILITY AND INSTRUCTION FEES

In some cases, students pay full or substantially full tuition to their universities in order to obtain credit for instruction conducted at the Smithsonian. In cases where the university collects substantially full tuition from students, the accepting Smithsonian museum or office may request from your school a facilities and instruction fee. If you have any questions about this, please contact your intern coordinator.

STIPENDS

Most Smithsonian Institution internships are voluntary. Only about a third of the internship programs at the Smithsonian offer stipends. A stipend is a form of financial support that helps an intern defray living expenses while he or she is engaged in educational pursuits at the Smithsonian. A stipend is not a salary, and it may not be used as compensation for work performed for the primary benefit of the Institution. For additional information, please contact:

Office of Fellowships
750 9th Street, NW, Suite 9300
Washington, DC 20560-0902
202.275.0655
E-mail: siofg@ofg.si.edu
www.si.edu/research+study

International Interns

Interns coming to the Smithsonian from abroad require a U.S. visa. The U.S. embassy will normally require foreign nationals to obtain a student visa (F-1) or an exchange visitor visa (J-1) for internships with stipends. You will need forms I-20 or IAP-66, which can be obtained from the Smithsonian Office of International Relations.

An ordinary visitor visa (B-1/B-2) will usually suffice if you are not receiving a stipend. Citizens of the twenty-nine countries entitled to enter the United States under the Visa Waiver Program might also use that option if they are coming to the United States for less than ninety days. In some cases, however, U.S. embassies may require that unpaid as well as paid interns must travel with the F-1 or J-1 visas. For additional information, please contact:

Raymond Seefeldt
Smithsonian Office of International Relations
202.357.2519
E-mail: rws@si.edu

Policies and Procedures

Intern Orientation

Upon arrival in Washington, contact your intern coordinator for assistance in completing your registration form and in pre-registering for the orientation session administered through Intern Services at the Smithsonian Center for Education and Museum Studies (SCEMS). If you are under the age of eighteen, you will need your signed Consent for Emergency Treatment Form. Smithsonian-wide orientation sessions are usually held by SCEMS on Mondays and Thursdays at 10:15 A.M. in the Arts and Industries Building, Room 1125.

Registration Forms

All Smithsonian interns are required to complete an Internship Registration Form. You should turn in the *original* at the SCEMS Internship Orientation. You can get the form from your internship coordinator.

Intellectual Property

The Smithsonian has rights to all the work you produce as part of your internship project. In accordance with this agreement, you must receive special permission to use the work done at the Smithsonian for purposes outside the Institution. All Smithsonian interns are required to sign a copyright agreement (on the back of the Internship Registration Form) that states:

“Intellectual property rights, including copyrights in works created by Smithsonian Institution interns within the scope of their internships and under the supervision of Smithsonian employees, belong to the Smithsonian Institution. Further use of such works by interns shall be subject to prior permission, which may be granted by the

Smithsonian Institution on a case-by-case basis in a written agreement with the intern requesting such further use. Requests for permission should be submitted to the intern’s supervisor and each such request shall be reviewed by the Office of the General Counsel.”

Work Hours

Most Smithsonian offices are open Monday through Friday from 8:45 A.M. to 5:15 P.M. Each intern’s work schedule is independently determined by the internship supervisor and the intern. Smithsonian museums are open daily from 10 A.M. to 5:30 P.M. (closed December 25).

Holidays

Offices of the Smithsonian are closed on the following federal holidays: New Year’s Day, Martin Luther King’s Birthday Observance, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas.

Absences

Absences for medical or personal reasons are handled at the discretion of your internship supervisor and intern coordinator. Communication with your supervisor is essential. If you are receiving a stipend paid by the Office of Fellowships (OF), your supervisor, intern coordinator, and the staff at OF will determine the appropriate course of action concerning any absences from the internship. An absence may affect the stipend because it is related to the number of hours that you have agreed to work and to Internal Revenue Service regulations. With the consent of your supervisor, you may attend seminars, lectures, and activities that support or relate to the goals of your internship.

Federal Government Operating Status

The Office of Personnel Management (OPM) is responsible for determining whether federal departments and agencies, including the Smithsonian, will close or operate on a reduced work schedule. Announcements are broadcast on local television and radio stations, and on the Web at www.opm.gov.

OPEN

Employees are expected to report to work on time.

CLOSED

All federal government offices are closed, and only “emergency employees” are required to report to work.

UNSCHEDULED LEAVE/LIBERAL LEAVE

Agencies will open on time, but employees not designated as “emergency employees” may take annual leave or leave without pay without prior approval from their supervisors.

DELAYED OPENING

Employees are allowed to arrive one or two hours later than usual.

Grievance

Should you have a serious complaint or concern while you are at your assignment, do not hesitate to contact your 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.

Liability

The Smithsonian Office of Risk Management has determined that Smithsonian interns are covered under the Federal Employees Information Compensation Act. Also, if a Smithsonian intern is in a position that a paid Smithsonian employee could/would do and is supervised by a paid Smithsonian employee, negligent acts are covered under the Federal Tort Claim Act.

Use of Computers and E-mail

Adapted from SI Announcement No. 97-11, “Use of Computers and Electronic Communications Systems”

Departments independently determine whether or not an intern receives an individual Smithsonian account, shares a general intern account, or does not receive an account. Smithsonian computers and electronic communications systems are, as a general rule, to be used only for Smithsonian-related work. Incidental and occasional personal use is permitted, unless prohibited by a supervisor. E-mail, World Wide Web logs and data, and other files created or received while using Smithsonian networks or computers are not considered private or confidential. The Smithsonian Institution reserves the right, for cause, to access and disclose all messages sent by means of its electronic communications systems and the right to access or disclose any data created or received through its networks or stored in its computers. All interns are required to sign a user agreement upon receiving a Smithsonian e-mail account. Your intern coordinator will provide you with this form.

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
- Promote a personal, social, religious, or political cause regardless of worthiness
- Search for or use Web sites 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

Ethical Standards for Smithsonian Interns

The Smithsonian Institution is obligated to uphold the integrity of its research activities in a conscientious and responsible manner. Ethical standards for Smithsonian Institution interns are consistent with standards of conduct for Smithsonian employees and reflect those standards unanimously endorsed by the American Association of Museums in the Code of Ethics for Museums. They include:

- All those who work for or on behalf of a museum understand and support its mission and public trust responsibilities
- Working relationships among trustees, employees, and volunteers are based on equity and mutual respect
- Members understand and fulfill their trusteeship and act corporately, not as individuals
- Professional standards and practices inform and guide operations

Sexual Harassment Policy

The Smithsonian Institution has a longstanding policy of zero tolerance of sexual harassment. Any employee or intern who sexually harasses another employee or intern will be subject to disciplinary action up to, and including, discharge. If you have any questions, please contact:

Office of Equal Employment and Minority Affairs
 750 9th Street, NW, Suite 8100
 202.275.0145 (voice) or 202.275.0756 (TTY)
 Fax: 202.275.0160

DEFINITION OF SEXUAL HARASSMENT

Any unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when any of the following occurs:

- You submit to this conduct in order to have or keep a job
- You reject an offer to have or keep a job
- This conduct affects your work performance or creates an intimidating, hostile, or offensive work environment

Depending on the circumstances, examples of unwelcome conduct may include, but are not limited to:

- Sexually demeaning statements, comments, questions, jokes, or anecdotes
- Remarks about an individual's sexual experiences
- Displaying sexually explicit pictures, cartoons, e-mails, faxes, or screen savers within Smithsonian workspaces
- Intentional physical contact, including touching, pinching, patting, hugging, cornering someone, or brushing against a person's body
- Whistling or other sexually explicit sounds or gestures

WHAT TO DO IF YOU EXPERIENCE

SEXUAL HARASSMENT

Do not keep it to yourself. Report it immediately to the intern supervisor or intern coordinator; by law, contact must be made within forty-five calendar days of the date of the matter giving rise to the complaint or, in the case of a personnel action, within forty-five calendar days of its effective date. Interns who feel they are being harassed should:

- Tell the harasser, either orally or in writing, that the behavior is unwelcome and must stop
- Report the behavior immediately to a supervisor or a higher-level official
- Keep a record of the events
- Cooperate in the inquiry

Security and Safety

Adapted from the Office of Protection Services materials

SELF-PROTECTION AND SAFETY IN THE WASHINGTON, D.C., AREA

There are precautions you should take when living here:

- Do not walk alone to your car, bus stop, or the subway after dark. Walk in well-lit areas. Avoid gardens and areas bordered by shrubs. To the extent possible, make use of the shuttle services.
- Have your keys ready when you go to your car or approach your house or apartment.
- Do not ride in a car with anyone with whom you are not well acquainted. Do not stop if you are hailed by a stranger.
- When using public transportation, sit near the driver or conductor or in the most crowded part of the vehicle.
- Report all unusual and suspicious acts on Smithsonian property to the facility security office or to the police.
- If you are the victim of a purse snatching or robbery, do not argue with the assailant or try to resist. There is probably nothing in your purse or pockets worth injury or loss of life.
- If you are interning in the winter months, be aware that it will be dark at the end of the day when you will most likely be leaving your internship.
- If you must work after regular hours, notify the facility security office that you are staying late and take all possible precautions to protect yourself. Be sure to tell the security office when you are leaving and what route you plan to take.

SMITHSONIAN SECURITY GUIDELINES

Know your museum's security office. This is where you can get emergency information and assistance:

Office of Protection Services
Central Information Center (CIC)
24 hours/7 days: 202.357.2884

- Report any suspicious activity to the Office of Protection Services.
- Know your local health unit. You can reach the main Victor Building Occupational Health Center at 202.275.2222.
- Wear your identification badge at all times. It is important that you distinguish yourself from the public as you move to and from public areas within Smithsonian property. Once you are in your work area, or visiting other work areas throughout the Institution, keep your ID badge with you to avoid misunderstandings and confusion.
- Check with the Office of Protection Services (OPS) in your building when you arrive early or leave late. Please sign in and sign out at the door.
- Use a Property Pass to remove belongings of significant value from the building. This procedure helps to insure that no one leaves with someone else's work or property.

Identification Office

After orientation, you will receive your Smithsonian Identification badge from the ID Credentials Office. You must present the ID credential form issued by SCEMS at the orientation. Faxed copies are not acceptable. Badges are not issued for appointments lasting less than thirty days.

Monday through Friday
8 A.M. to 12 noon and 1 P.M. to 3:45 P.M.
202.633.9081

LOST IDENTIFICATION BADGES

If you lose your ID badge, check with your building's security office and with the Smithsonian Lost and Found Office. Notify your internship coordinator to have a new badge issued. The ID Office charges a \$5 fee to replace lost IDs.

LOST AND FOUND OFFICE

(Arts and Industries Building, Room 1488B)
Monday through Friday
7:30 A.M. to 12 noon and 1 P.M. to 3:30 P.M.
202.357.4280

ID BADGE AND INTERNSHIP EXTENSIONS

If more time is needed to complete your internship, you may with your supervisor's permission extend the termination date of your internship and ID badge. Contact your internship coordinator to complete the necessary paperwork.

LEAVING THE SMITHSONIAN AND EXIT CLEARANCE

You cannot keep your ID badge. You must surrender your ID badge upon completion of your internship. This helps to ensure that future interns receive the security and other benefits of a Smithsonian ID badge. Upon the conclusion of your internship:

- Contact your intern coordinator for specific intern exit clearance procedures pertinent to your building
- Evaluate your internship experience and complete an Intern Exit Clearance form
- Attach your ID badge to the Intern Exit Clearance form
- Give the form, with attached badge, to your intern coordinator

Internship Assessment

The Smithsonian encourages interns to evaluate their experience at the Institution. Many interns are provided with assessment forms by the intern coordinator at their site. If you are not provided with a form, you can use the form on page 27. Upon completion, give a copy to your internship coordinator. Mail the original form to:

Tracie C. Spinale, Internship Services
Smithsonian Center for Education
and Museum Studies
PO Box 37012
Arts and Industries Building,
Room 2235, MRC 427
Washington, DC 20013-7012

INTERNSHIP Benefits

Museum Shops

On presentation of a valid Smithsonian ID, interns will be given a 20 percent discount in Smithsonian Museum Shops. Each shop features items related to the museum's collection, including books, posters, and crafts.

Food Facilities

On presentation of a valid Smithsonian ID, you will receive a 30 percent discount in public food facilities at the Smithsonian. As an intern, you have access to staff food facilities Monday through Friday in the Hirshhorn Museum, the National Air and Space Museum, the National Museum of American History, the National Museum of Natural History, and the Castle Deli. The prices in staff facilities have already been discounted.

Physical Fitness Facility

A physical fitness facility is located in the National Air and Space Museum (NASM). Smithsonian interns with cards issued by the Occupational Health Services (OHS) division of the Office of Environmental Management and Safety (OEMS) may use the facility on weekdays during their non-duty hours, on weekends, and on holidays.

Interns who want to use the facility must obtain approval of their physician on form SI-1434, available in either the National Museum of American History Occupational Health Center or the Victor Building Occupational Health Center.

NMAH Occupational Health Center
Constitution Avenue & 12th Street, NW
First Floor
202.357.2368

Victor Building Occupational Health Center
750 9th Street, NW, Concourse Level
202.275.2222

Return the completed form to the NMAH health unit. After the form has been reviewed and approved, a physical fitness facility card will be issued.

To enter the facility, an intern must sign the register and give his or her physical fitness facility card and Smithsonian ID badge to the NASM security office. The NASM security office is located in the east side of the parking lot on the basement level, Room P703. The telephone number is 202.357.1391. In exchange, an access key and a locker lock and key will be provided. Intern identification will be returned when the lock and keys are returned. Users must pay to have lost locks and keys replaced.

Complimentary IMAX® Movie Screenings

One complimentary ticket per week per valid Smithsonian ID badge will be issued for film screenings at the Lockheed Martin IMAX® Theater at the National Air and Space Museum and the Johnson IMAX® Theater at the National Museum of Natural History, and for selected programs at the Einstein Planetarium at NASM. Schedules, locations, and show times are available at www.smithsonian.org/imax or by calling 202.633.4629.

Smithsonian Events

An online schedule of general Smithsonian events, exhibits, films, and activities is maintained by:

The Visitor Information and Associates' Reception Center (VIARC)
202.357.2700 (voice) or 202.357.1729 (TTY)
E-mail events and activities questions to:
info@info.si.edu
www.si.edu/events

Other events can be found on the main Smithsonian Web site:
www.si.edu

Cultural Activities

Special student rates are available for selected concerts, films, and many other activities that are sponsored by The Smithsonian Associates (TSA) Resident Program. You are encouraged to apply for grants to attend selected courses offered by the Associates. Many non-Smithsonian museums in Washington offer reduced or complimentary admission to those with Smithsonian ID. For more details, contact The Smithsonian Associates on the Web at <http://SmithsonianAssociates.si.edu> or <http://ResidentAssociates.org>.

Complimentary tickets for the United States Holocaust Memorial Museum (not part of the Smithsonian) are available from the Smithsonian Center for Education and Museum Studies. Send an e-mail to interninfo@scems.si.edu if you wish to receive tickets. Contact the United States Holocaust Memorial Museum at www.ushmm.org.

Smithsonian Careers and Learning Opportunities

Many interns become interested in museum careers during their Smithsonian experience. We believe that a workforce composed of persons having a variety of educational, cultural, and experiential backgrounds supports and enhances our daily work life as well as the diversity of our exhibits and programs. The Smithsonian employs more than 6,400 people worldwide. We encourage our interns to apply for Smithsonian jobs after receiving their degrees.

Smithsonian Center for Education and Museum Studies

The Center offers enrichment events that focus on museum-related careers. These include grant-writing workshops, career seminars, and talks with curators, registrars, educators, and directors. You can sign up for e-mail alerts by visiting the Web site <http://intern.si.edu> (coming soon) or by sending an e-mail to interninfo@scems.si.edu.

Office of Human Resources

Information about all Smithsonian trust and federal job opportunities is available at the Smithsonian Career Center Web site: www.si.edu/ohr. All Smithsonian Job Vacancy announcements are listed on the Web site www.si.edu/ohr/job.htm. These announcements change frequently, so check back often. Unlike the private sector jobs you may be familiar with, there are no screening interviews in our employment process. This makes your application package an extremely important document. Detailed information about how to apply is listed at www.si.edu/ohr/apply.htm. This information is also available at two human resources offices:

Main Office of Human Resources
750 9th Street, NW
Suite 6100
Washington, DC 20560-0912
202.275.1102

Business Ventures Human Resources Office
750 9th Street, NW
Washington, DC 20560-0951
202.275.2062

These offices are located one block from Gallery Place Metro (Red, Yellow, and Green lines). Take the 9th and G exit from the Metro. At ground level, make a “U” turn to the right. The building is one block away at the corner of 9th and H. Offices are open Monday through Friday, 9 A.M. to 5 P.M.

Call Smithsonian Jobline at 202.287.3102 (24 hour, automated phone) or 202.275.1110 (TDD).

Libraries and Reference Centers

Interns are encouraged to take advantage of the twenty branches of the Smithsonian Institution Libraries (SIL), which house 1.5 million volumes, 40,000 rare books, 15,000 current journals, and 2,000 manuscripts. You will find reference materials, individual subject files, journals, books, and audiotapes on every museum topic. You will also have access to the Library of Congress and Washington-area public libraries.

Libraries and Archives at the Institution

Interns who will be at the Smithsonian for more than a month may obtain a Smithsonian library card by completing the Borrowing Authorization Form available at the nearest Smithsonian branch library. The form needs to be counter-

signed by the intern’s supervisor. Interns may borrow SIL materials for a one-month period.

Smithsonian Institution Libraries
www.sil.si.edu

Hours for most libraries are 8:45 A.M.–5:15 P.M., Monday through Friday.

Finding Resources through SIRIS
www.siris.si.edu

The Smithsonian Institution Research Information System (SIRIS) is the online catalogue of resources held by the Institution’s libraries, archives, and other specialized research centers.

Museum Studies Database
<http://museumstudies.si.edu/data.htm>

The database includes more than a thousand theses and dissertations.

The Library of Congress
101 Independence Avenue, SE
Washington, DC 20540
202.707.5000
www.loc.gov

Books can only be used on the premises. All patrons using the Library’s reading rooms and/or collections must have a user card with a photo on it. User cards can be obtained at the reader registration station in Room LM140 of the Madison Building (Independence Avenue, SE, between 1st and 2nd Streets) by presenting a driver’s license or passport, and completing a brief self-registration process.

Practical Information

Food

SMITHSONIAN STAFF DINING FACILITIES

Castle Deli (Basement of Castle)

Monday–Friday

7:30 A.M.–10 A.M. and 11 A.M.–3 P.M.

National Air and Space Museum

Monday–Friday

7:30 A.M.–10:15 A.M. and 11 A.M.–2 P.M.

National Museum of American History

Monday–Friday

7:30 am–9:30 A.M. and 11 am–2 P.M.

National Museum of Natural History

Monday–Friday

7:30 A.M.–2 P.M.

SMITHSONIAN PUBLIC DINING FACILITIES

(Unless otherwise indicated, those with an ID badge receive a 30 percent discount.)

Arts and Industries Building (no discount)

Seattle's Best Coffee Kiosk

8:30 A.M.–5 P.M.

Hirshhorn Museum and Sculpture Garden

Full Circle Outdoor Café

Memorial Day to Labor Day,

11 A.M.–4:30 P.M.

(Thursdays only, 11 A.M.–8 P.M.)

National Air and Space Museum (no discount)

McDonald's, Boston Market, and

Donato's Pizzeria

Weekdays, 7:30 A.M.–5 P.M.

Weekends, 9 A.M.–5 P.M.

Mezza Café

Weekdays, 7:30 A.M.–5 P.M.

Lavazza Kiosk

Weekdays, 9 A.M.–5 P.M.

Weekends: 10:30 A.M.–5 P.M.

National Museum of American History

Palm Court Coffee Bar

9:30 A.M.–5 P.M.

Café and Ice Cream Parlor

11 A.M.–4 P.M.

Main Street Cafés

10 A.M.–5 P.M.

National Museum of Natural History

Atrium Café

10 A.M.–5 P.M.

Fossil Café

10 A.M.–5 P.M.

Fridays, 10 A.M.–7 P.M.

Smithsonian Castle (no discount)

The Commons

Monday–Saturday, 11 A.M.–2 P.M.

Sundays, 10:30 A.M.–2:30 P.M.

Reservations: 202.357.2957

DAYTIME DINING OFF THE MALL

Ronald Reagan Building

1300 Pennsylvania Avenue, NW

Department of Energy

1000 Independence Avenue, SW

Gallery Place and Chinatown

7th & F Streets, NW ~ 9th & G Streets, NW

L'Enfant Plaza

Maryland Avenue and 7th Street, SW

Old Post Office Pavilion

Pennsylvania Avenue and 12th Street, NW

Union Station

50 Massachusetts Avenue, NE

GROCERY / FOOD STORES

Food Lion

www.foodlion.com

Fresh Fields / Whole Foods Market

www.wholefoods.com

Giant Food

www.giantfood.com

Magruder's

www.magruders.com

Safeway

www.safeway.com

Shoppers Food Warehouse

www.shoppersfood.com

Sutton Place Gourmet

www.suttonplacegourmet.com

Trader Joe's

www.traderjoes.com**Shopping Malls**

The Shops at Georgetown Park

www.shopsatgeorgetownpark.com

Union Station

www.unionstationdc.com

Mazza Gallerie

www.mazzagallerie.net

Tysons Corner, McLean, Virginia

www.shoptyson.com

Fashion Centre at Pentagon City

www.fashioncentrepentagon.com

Montgomery Mall

www.westfield.com**Housing**

A wide variety of housing options are available throughout the Washington, D.C., area. If cost is the key issue, remember this rule of thumb: The farther away from the center of the city, the less expensive the housing. If you rely on public transportation, keep in mind that living in the city requires less travel time. If you own a car, you should know that parking is generally difficult in the city, as street spaces are scarce and garages often cost \$10 per day or more. Smithsonian museums and offices do not provide housing for interns, with the exception of the Smithsonian Environmental Research Center, the Smithsonian Tropical Research Institute, and the National Zoological Park's Conservation Research Center. The search for housing can be time-consuming—the earlier you start, the more options you have! SCEMS and the Office of Fellowships offer lists of universities and apartment buildings that have provided housing for interns in the past. Send an e-mail to Interninfo@scems.si.edu.

The following Web sites might be helpful as you search for housing:

www.rental.comwww.apartmentguide.comwww.washingtoncitypaper.comwww.washingtonpost.comwww.aptsforrent.comwww.apartments.comwww.rent.net**Health Insurance**

The Smithsonian does not provide health insurance for interns. Please contact your insurance carrier.

Medical Issues

If you have a special health concern, make any special arrangements with your intern supervisor. There are health units (but not general medical services) at the following Smithsonian sites:

National Museum of American History
Constitution Avenue and 12th Street, NW
First Floor
202.357.2368

Victor Building Occupational Health Center
202.275.2222
750 9th Street, NW, Concourse Level

AREA HOSPITALS

George Washington University Hospital
901 23rd Street, NW
202.715.4000
www.gwhospital.com

Georgetown University Hospital
3800 Reservoir Road, NW
202.687.2000
www.georgetownuniversityhospital.org

Howard University Hospital
2041 Georgia Avenue, NW
202.865.6100
www.huhosp.org

Sibley Memorial Hospital
5255 Loughboro Road, NW
202.537.4000
www.sibley.org

DISTRICT OF COLUMBIA GOVERNMENT SERVICES

General Number: 202.727.1000
www.dc.gov
Emergency: 911

Non-emergency Police: 202.727.1010
Non-emergency Fire: 202.462.1616/7
Poison Center: 202. 625.3333
Access Help Line (Crisis Intervention):
202.561.7000 or 1.888.7WE-HELP

PHARMACIES

CVS
www.cvs.com

Eckerd
www.eckerd.com

RiteAid
www.riteaid.com

Giant Food
www.giantfood.com

Ozone Alert Days

Occasionally, the Washington, D.C., area comes under air-quality alerts. People with respiratory diseases, the elderly, and those with compromised immune systems are especially vulnerable. The local government will issue a code for the day. “Code Red” means the air quality is unhealthy. Everyone should limit their outdoor activity and drink plenty of fluids.

Banking

Since it is difficult to cash out-of-state checks, interns on long-term appointments may want to open an account at a local bank. The use of travelers’ checks or an ATM card is recommended for short-term appointments. The Smithsonian Institution has its own Credit Union located in the basement of the Smithsonian Castle. For information concerning banking policies for the Credit Union call 1.800.368.3552 or visit the Web site: www.agriculturefcu.org.

LOCAL BANKS

Bank of America
www.bankofamerica.com

Chevy Chase Bank
www.chevychasebank.com

Citibank
www.citibank.com

First Union National Bank
www.firstunion.com

First Virginia Bank
www.firstvirginia.com

Presidential Bank
www.presidential.com

Wachovia Bank
www.wachovia.com

Transportation in Washington, D.C.

Check with your airline and airport if you have questions regarding security or check-in times.

AIRPORTS

Ronald Reagan Washington National Airport
703.417.8000
www.metwashairports.com/National

Dulles International Airport
703.572.2700
www.metwashairports.com/Dulles

Baltimore-Washington International Airport (BWI)
1.800.435.9294
www.bwiairport.com

TAXIS

Washington, D.C., taxicabs operate on a zone system—your fare is based on the number of zones through which you travel, as well as such factors as time of day, number of passengers, gas prices, and whether you hailed or called the cab. Ask the driver what your fare will be before the start of your trip. Cabs in Maryland and Virginia operate on a metered system and charge by mile.

REGIONAL TRAIN SERVICE

AMTRAK
1.800.872.7245 or 1.800.USA-RAIL
www.amtrak.com

Virginia Railway Express (VRE)
703.684.1001 or 1.800.RIDE.VRE
www.vre.org

MARC (Suburban Maryland and Baltimore)
1.800.325.7245
www.mtmaryland.com

REGIONAL BUS SERVICE

Greyhound Lines provides intercity bus transportation services.

The D.C. metro area Greyhound Terminal is located at:

1005 1st Street, NE, Washington, DC
202.289.5154 or 1.800.846.0754
www.greyhound.com

PARKING

There is no on-site parking at the Smithsonian, and it is extremely difficult to find parking in the surrounding area. Our best advice is to leave your car at home and take the Metro, a bus, or a cab to the Smithsonian.

LOCAL BUS SERVICE

Alexandria DASH

703.370.3274
www.dashbus.com

Montgomery County Ride On

301.217.7433
www.dpwt.com/TransSvcDiv/TransSvcDiv/html

Fairfax Connector

703.339.7200
www.fairfaxconnector.com

The BUS-Prince George's County

301.883.5656

Fairfax City CUE

703.385.7859
www.ci.fairfax.va.us

Prince William County OmniRide/OmniLink

703.490.4811
www.omniride.com

Laurel Corridor Transportation

5301.725.4000
www.corridortransit.com

METRO RAIL AND METROBUS

Metro rail and Metrobus are the cheapest and most convenient modes of transportation within the D.C. area. Washington Area Metro Authority (WMATA) provides safe, clean, reliable bus and rail transit service in Washington, D.C., and the surrounding Maryland and Virginia communities. Numerous Metrobus lines serve the museums and other buildings of the Smithsonian. There are Metro rail subway stations near the Smithsonian buildings and the National Zoological Park. For guides, maps, and timetables go to www.wmata.com or call 202.637.7000 (voice) or 202.638.3708 (TDD).

SMITHSONIAN SHUTTLE SERVICE

The Smithsonian offers a shuttle service for all Smithsonian staff and interns. To board a shuttle, present your Smithsonian ID to the driver. If you have any questions about transportation, call 202.357.3003. You will receive a copy of the shuttle schedule at Internship Orientation. The schedule is also available on the Smithsonian intranet at prism.si.edu. There are three regular shuttles:

MALL SHUTTLE ROUTE

American History Museum, Natural History Museum, Victor Building, National Air and Space Museum, Arts and Industries Building (loops).

SISC SHUTTLE ROUTE

(Smithsonian Institution Support Center)
American History Museum, Natural History Museum, Victor Building, Smithsonian American Art Museum/National Portrait Gallery (closed), Postal Museum, Smithsonian Institution Service Center (Office of Exhibits Central), Postal Museum, Victor Building (loops).

MSC SHUTTLE ROUTE

(Museum Support Center)
American History Museum; Natural History Museum; National Air and Space Museum; Anacostia Museum; Cultural Resources Center—NMAI, Suitland, Md.; Museum Support Center, Suitland, Md.; Garber Facility, Suitland, Md. (loops).

PICK-UP / DROP-OFF LOCATIONS

American History Museum

Constitution Avenue entrance

Natural History Museum

Constitution Avenue entrance

Victor Building

750 9th Street, NW

National Air and Space Museum

Independence Avenue entrance

Arts and Industries Building

Independence Avenue entrance near bench, just outside of parking lot

Postal Museum

Request stop at corner of North Capitol Street and Massachusetts Avenue

Office of Exhibits Central (OEC)

Stops at Pierce Street (side of building out of parking garage), 8:35 A.M., 9:35 A.M., 4:35 P.M., and 5:35 P.M. At other times, wait in front of building at 1111 North Capitol Street, NE.

Leisure Time

Washington abounds in free and inexpensive activities!

Activity Information

Washington City Paper, published every Thursday, is free and available at Metro stops and in many cafés. It highlights some of the week's cultural events.

www.washingtoncitypaper.com

The Washington Post is a good source of event information. It also publishes an online guide for Washington-area interns.

www.washingtonpost.com

Washington, D.C., Convention and Tourism Corporation

1212 New York Avenue, NW, Suite 600
Washington, DC 20005
202.789.7000
www.washington.org

D.C. Heritage Tourism Coalition

1250 H Street, NW, Suite 1000
Washington, DC 20005
202.661.7581
www.dcheritage.org

National Park Service

Office of Public Affairs
1100 Ohio Drive, SW
Washington, DC 20242
202.619.7222
Dial-a-Park: 202.619.7275
www.nps.gov

Maryland Office of Tourism Development

217 E. Redwood Street, 9th Floor
Baltimore, MD 21202
1.800.634.7386
www.mdifun.org

Virginia Tourism Corporation

901 E. Byrd Street
Richmond, VA 23219
1.800.786.4485
www.virginia.org

Places to Visit and Things to Do

All information is subject to change. Please check in advance to find out if tours are operating.

The National Mall

Metro Stop: Smithsonian

The monuments are all here: FDR Memorial, Korean War Veterans Memorial, Lincoln Memorial, Thomas Jefferson Memorial, Vietnam Veterans Memorial, and Washington Monument. Most are open from 8 A.M. to midnight.

www.nps.gov/nama

Art Night on the Mall

Free music, movies, and art events at select Smithsonian museums during the summer. Watch the VIARC activity announcements for a complete schedule.

United States Capitol Building

Metro Stop: Union Station or Capitol South
Open daily from 9 A.M. to 4:30 P.M., with guided tours available Monday–Saturday. Internship Services arranges special tours for Smithsonian interns during the summer months.
202.225.6827
www.aoc.gov

The Supreme Court

Metro Stop: Union Station or Capitol South
1st and East Capitol Streets, NE
Visitor Information Line: 202.479.3030
www.supremecourtus.gov

Arlington National Cemetery
 Metro Stop: Arlington Cemetery
www.arlingtoncemetary.org

The White House
 Metro Stop: McPherson Square
 1600 Pennsylvania Avenue, NW
 Visitors Office Info Line: 202.456.7041
www.whitehouse.gov

African American Civil War Memorial
 Metro Stop: U Street
 U Street and Vermont Avenue, NW
www.afroamcivilwar.org

Off the Beaten Path

Chinatown
 Metro Stop: Gallery Place/Chinatown

Corcoran Gallery of Art
www.corcoran.org

Dumbarton Oaks Museum and Garden
www.doaks.org

Eastern Market
 Metro: Eastern Market
 7th Street and North Carolina Avenue, SE
www.easternmarket.net

Embassy Row
www.embassy.org/embassy_row

Georgetown Flea Market
 Open each Sunday from 9 A.M. to 5 P.M., at
 Wisconsin Avenue and S Street, NW, in
 Georgetown, across from the Safeway.
 (Take Metrobus 30, 32, 34, 36.)

Jazz Café at the National Museum of Natural
 History
 Food and live jazz every Friday night.
http://jazzsmithsonian.org/events/ev_start.asp

International Spy Museum
www.spymuseum.org

Meridian Hill Park
www.nps.gov/rocr/cultural/merid.htm

Millennium Stage—The John F. Kennedy Center
 for the Performing Arts
 Free daily performances at 6:00 P.M.
www.kennedy-center.org/programs/millennium

Mount Vernon Estate and Gardens
www.mountvernon.org

National Building Museum
www.nbm.org/home

National Gallery of Art
www.nga.gov

National Geographic Society Explorer's Hall
www.nationalgeographic.com/explorer

National Museum of Women in the Arts
www.nmwa.org

The Octagon Museum
www.archfoundation.org/octagon

Old Stone House

A historic colonial structure in Rock Creek Park.
www.nps.gov/rocr/oldstonehouse

Party Animals

Two hundred donkey and elephant statues on the streets of Washington, D.C.
www.partyanimals.org

Phillips Collection

www.phillipscollection.org

Politics & Prose Bookstore and Coffeehouse

Free evening lectures by noted authors.
www.politics-prose.com

Rock Creek Park

www.nps.gov/rocr

Screen on the Green

Free old movies shown during summers in front of the Washington Monument. Watch the newspapers for schedule.

Studio Theatre

www.studiotheater.org

Textile Museum

www.textilemuseum.org

U.S. Botanical Garden

www.nationalgarden.org

Wolf Trap (Performing Arts National Park)

www.wolf-trap.org

Many young professionals enjoy after-work relaxation in these entertainment districts:

Adams Morgan (NW Washington, D.C.)

Dupont Circle (NW Washington, D.C.)

Capitol Hill (NE Washington, D.C.)

Georgetown (NW Washington, D.C.)

Old Town Alexandria (Alexandria, Va.)

Downtown Bethesda (Bethesda, Md.)

Sports and Recreation

Go outside and enjoy the day in one of Washington's many parks! Rock Creek Park, with fifteen miles of trails, winds through the middle of the District. Don't forget the Smithsonian's mostly outdoor National Zoo and the hundreds of monuments that grace street corners and traffic circles around the city.

The Washington-Baltimore area is home to many professional sports teams: Mystics (wnba), Wizards (NBA), Capitals (NHL), DC United (MLS Soccer), Redskins (NFL), Ravens (NFL), and Orioles (MLB).

MCI Center

www.mcicenter.com

FedEx Stadium

www.redskins.com/stadinfo.asp

Ravens Stadium

www.ravenszone.net

RFK Stadium

www.dcunited.com

Oriole Park at Camden Yards

www.theorioles.com

The Smithsonian encourages interns to evaluate their experience at the Institution. Please fill out this form and give a copy to your internship coordinator. Mail the original form to:

Tracie C. Spinale, Internship Services
Smithsonian Center for Education
and Museum Studies
PO Box 37012
Arts and Industries Building,
Room 2235, MRC 427
Washington, DC 20013-7012

Internship Assessment

OPTIONAL
INFORMATION

NAME

PRESENT ACADEMIC STATUS OR OCCUPATION

INTERNSHIP LOCATION

TERM OF INTERNSHIP

SUPERVISOR

PROJECT TITLE

1. How would you rate the Smithsonian orientation? LOW 1 2 3 4 5 HIGH

2. Do you have suggestions for improving the orientation?

3. Briefly describe your internship project.

27

4. How would you rate the arrangements made for your internship project? LOW 1 2 3 4 5 HIGH

5. How would you rate your workspace and/or equipment? LOW 1 2 3 4 5 HIGH

6. Did you have enough information about your project, the Smithsonian, and Washington, D.C., before you began your internship? What information would you have found useful?

7. Did you have contact with your project supervisor before beginning your appointment? YES NO

8. Were you satisfied with the amount of interaction you had with your supervisor? YES NO

9. Did you have sufficient interaction with staff members outside your office? YES NO

10. Did you have sufficient interaction with interns outside your office? YES NO

11. Did you participate in any events offered to Smithsonian interns? YES NO

12. Do you have suggestions for improving intern events?

13. Was your assigned project consistent with the way it was originally defined? YES NO
14. Was the internship relevant to your current academic studies and/or career plans? YES NO
15. Did you have plans for further education before this internship? YES NO
16. Did your internship confirm or reinforce those plans? YES UNCERTAIN NO
17. Did your internship change those plans? YES UNCERTAIN NO
18. Please outline your future career goals.

19. Would you participate in another Smithsonian Internship? YES UNCERTAIN NO
20. Would you participate in a Smithsonian Fellowship? YES UNCERTAIN NO
21. Would you volunteer at the Smithsonian? YES UNCERTAIN NO
22. Would you be interested in a job with the Smithsonian? YES UNCERTAIN NO
23. Do you have additional comments about your internship experience?

24. Do you have suggestions for improving the internship program?

28

25. Did any individuals at the Smithsonian make your experience better than it otherwise would have been?
Please explain.

26. Please rate the overall usefulness of the knowledge you have gained at the Smithsonian.

LOW 1 2 3 4 5 HIGH

For information about
Smithsonian internships visit
<http://intern.si.edu>.