

The Smithsonian

INTERN **ORIENTATION** GUIDE



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



Smithsonian Center for  
Education and Museum Studies

Updated September 2007

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. The 143 million objects in our collections include the Star-Spangled Banner and the Hope Diamond; meteors and moon rocks; The Spirit of St. Louis and the Apollo 11 Command Module Columbia; 10th-century South Indian sculptures and 20th-century Jackson Pollack paintings; Duke Ellington's original recordings and Dorothy's ruby slippers. We are home to more than 8,000 musical instruments, 100,000 American and international artworks, 30 million insect specimens—and so much more.

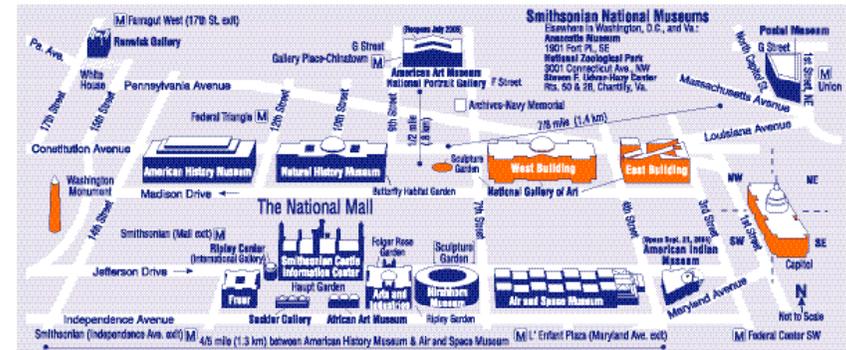
At any given time, the Smithsonian employs 6,000 workers, 5,500 volunteers, and 1,000 interns. Each year, we get more than 24 million visits to our museums, nearly 2 million visits to our zoo, nearly 4 million visits to our traveling exhibits, and more than 75 million visits to our websites.

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, feel free to contact Tracie Spinale, the Smithsonian's intern services manager, at 202-633-5327 or [tspinale@si.edu](mailto:tspinale@si.edu).

Location: Capital Gallery  
600 Maryland Ave SW  
1st Floor, Suite 105W  
Washington, DC 20560

Best wishes for a rewarding internship!



### MUSEUM HOURS IN WASHINGTON, D.C.

The Smithsonian museums in Washington, D.C., are open every day of the year except December 25. Most museums are open from 10 a.m. to 5:30 p.m. Hours are extended during Summer.

### MUSEUM HOURS IN NEW YORK CITY

The Cooper-Hewitt, National Design Museum, is open on Fridays from 10 a.m. to 9 p.m., Tuesday through Thursday from 10 a.m. to 5 p.m., Saturdays from 10 a.m. to 6 p.m., and Sundays from noon to 6 p.m. The museum is closed on Mondays and federal holidays.

The National Museum of the American Indian Museum, George Gustav Heye Center, is open daily from 10 a.m. to 5 p.m., and Thursdays until 8 p.m.

>>>More maps are available at <http://www.si.edu/visit/maps.htm> <<<

### WORK HOURS

Most Smithsonian offices are open Monday through Friday from 8:45 a.m. to 5:15 p.m. Individual internship supervisors determine the hours of their interns.

### HOLIDAYS

Smithsonian offices are closed on 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.

### CLOSING AND DELAY INFORMATION

The United States Office of Personnel Management (OPM) determines the operating status of federal agencies, including the Smithsonian. Announcements are broadcast on local television and radio stations, and on the Web at [www.opm.gov](http://www.opm.gov). You can also call 202-606-1900, TTY 800-877-8339, for the latest delay information.

Smithsonian 24 Hour Information line: (202) 633-8100.

### ACADEMIC CREDIT

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

### FACILITY AND INSTRUCTION FEES

Some interns pay tuition to their universities to obtain credit for instruction conducted at the Smithsonian. In these cases, the Smithsonian may request a facilities and instruction fee from the universities. If you have any questions, contact your intern coordinator.

### HEALTH INSURANCE

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

### HOUSING

Housing in Washington, D.C., is expensive—you should begin your search early. Most Smithsonian offices do not provide housing assistance for interns.

Housing options in Washington include temporary apartment rentals and sublets, dorm rentals, group houses, on-site Washington programs 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.rental.com](http://www.rental.com)
- [www.apartmentguide.com](http://www.apartmentguide.com)
- [www.washingtoncitypaper.com](http://www.washingtoncitypaper.com)
- [www.washingtonpost.com](http://www.washingtonpost.com)
- [www.apartments.com](http://www.apartments.com)
- <http://washingtondc.craigslist.org>
- [http://www.ielnet.org/student\\_housing.html](http://www.ielnet.org/student_housing.html)
- [www.internsdc.com](http://www.internsdc.com)

Also, visit the websites of these local universities: The Catholic University of America, Georgetown University, and The George Washington University.

### INTERNATIONAL INTERNS

Many interns coming from abroad require visas to enter the United States. For more information about visas, prospective interns should contact the Smithsonian's Office of International Relations at 202-633-1849 or [fcb@si.edu](mailto:fcb@si.edu) well in advance before they plan to travel.

### STIPENDS

Most Smithsonian internships are unpaid positions. Only about one-third of Smithsonian internship programs offer stipends. A stipend is a form of financial support that helps interns defray living expenses while they are engaged in educational pursuits at the Smithsonian. For ALL payment and stipend related questions, contact the Office of Research Training and Services (ORTS) at 202-633-7070 or [siofg@si.edu](mailto:siofg@si.edu).



**Important!**

### KEY PEOPLE

#### Internship Supervisors

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.

#### Museum and Office Intern Coordinators

Each museum or office 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.

#### Smithsonian Intern Services Coordinator

If you have any questions or problems, contact Intern Services at 202-633-5327 or [tspinale@si.edu](mailto:tspinale@si.edu).

### WHAT FIRST?

Contact your intern coordinator for specific instructions.

Interns are required by the Office of Protection Services to undergo a pre-appointment background check.

Once cleared, you can receive a badge and begin. You will receive info from your Coordinator; Take the forms, and a valid photo ID to:

Location: #1 ~ Security Office for validation stamp & #2 ~ ID Office  
Capital Gallery, 600 Maryland Ave SW, 4th Floor  
ID Office Tel: 202-633-5610

Website: <http://ofeo.si.edu/security/technical/idbadges.asp>

Take full advantage of the chances that are given to you as a Smithsonian intern. Do not just get through every day by "getting by." Do more than what is needed and create a positive impression on your coworkers.

### EXIT PROCEDURES

Before your internship ends, there are several steps that you must take so that the Smithsonian can complete and close your files. You must do the following:

- Contact your intern coordinator for specific intern exit clearance procedures pertinent to your building.
- Attach your ID badge to the Intern Exit Clearance form.
- Give the form, with attached badge, to your intern coordinator. You must hand in your badge before you leave the Smithsonian on your last day.
- Evaluate your internship experience. If you are not given a form, you can use the one at the end of this book. After you complete it, give a copy to your internship coordinator.

Interning at the Smithsonian is a unique opportunity. This entire experience is a learning opportunity.

Sarah Lussier, The George Washington University

### PRISM

At <http://prism.si.edu>, you'll find the Smithsonian's Intranet website. It is designed to keep staff informed about what's going on in and around the Smithsonian. It is meant to save you time and provide you with a quick set of common desktop resources, regardless of your location. On PRISM, you can find everything from organizational charts and phone directories, to shuttle schedules and administrative forms and policies.

### EVENTS

The Smithsonian offers more than 100 educational and cultural activities each month. These range from films and festivals, to tours of area attractions. For more information, visit [www.si.edu/events](http://www.si.edu/events).

The Smithsonian Center for Education and Museum Studies arranges special events for interns. These may include ice cream socials, networking receptions, and lectures about museum careers. Other activities include free IMAX® movies and planetarium shows, free tickets for the United States Holocaust Memorial Museum, and tours of the U.S. Capitol, the Library of Congress, and the Pentagon.

\*\*\*\*\*  
 For a schedule, go to PRISM and click on Intern Events <http://prism.si.edu/intern/>  
 \*\*\*\*\*

Special events are also arranged at individual museums by intern coordinators. These include lectures by curators and staff, behind-the-scenes tours, and social events. Ask your intern coordinator for details.

Play. See things. Look around.  
 You've got a backstage pass to America's Collective Memory—ask questions and learn.

Eric Nystrom, Johns Hopkins University

### DISCOUNTS AND FREEBIES

Interns receive the following:

- Twenty percent discounts in Smithsonian Museum Shops
- Twenty percent discounts in some Smithsonian food facilities
- Free tickets for selected programs at the Einstein Planetarium at the National Air and Space Museum
- One complimentary ticket per week for IMAX® screenings.

Go to the box office and present your Smithsonian ID for a ticket.

Does NOT include feature (Hollywood) films.

### FACILITIES

#### Libraries and Reference Centers

Interns can use the 20 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, journals, books, and audiotapes on every museum topic. For more information, visit [www.sil.si.edu](http://www.sil.si.edu).

#### Physical Fitness Room

### Medical Facilities

If you have a special health concern, speak with your Supervisor. Health units offering emergency response, basic first aid services, flu shots, and immunizations are located at the following sites:

For latest information, consult: [http://ofeo.si.edu/safety\\_health/occhealth.asp](http://ofeo.si.edu/safety_health/occhealth.asp)

National Air and Space Museum  
Independence Avenue and 4th Street, NW  
202-633-2222

Victor Building Occupational Health Services Center  
750 9th Street, NW, Concourse Level C-100  
202-275-7990

### SMITHSONIAN STAFF DINING

The following staff dining facilities are open to interns:

- The Smithsonian Castle Staff Deli  
Monday–Friday, 7:30 a.m.–10 a.m. and 11 a.m.–3 p.m.
- ~~National Air and Space Museum~~  
Closed
- ~~National Museum of American History~~  
Closed for renovation
- National Museum of Natural History  
Monday–Friday, 7:30 a.m.–2 p.m.

**SMITHSONIAN PUBLIC DINING**

(Unless otherwise indicated, there is a 20 percent discount for interns wearing ID badges.)

Smithsonian Castle Café

- 8:30 a.m.–5 p.m.

National Air and Space Museum (no discount)

- McDonald's, Boston Market, and Donatos 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 (Closed for renovation)~~

- ~~Main Street Café (Closed for renovation)~~

National Museum of Natural History

- Atrium Café  
10 a.m.–5 p.m.
- Fossil Café (no discount)  
10 a.m.–5 p.m., Fridays, 10 a.m.–7 p.m.

National Museum of the American Indian

- Mitsitam Native Foods Cafe  
10 a.m.–5 p.m.

Hirshhorn Museum and Sculpture Garden

- Full Circle Cafe - Seasonal (outdoor)

Reynolds Center

Smithsonian American Art Museum

National Portrait Gallery

- Upper West Side Café  
11:30 a.m.–7 p.m.
- Portico Café - Seasonal  
11:30 a.m.–7 p.m.

**NEARBY DINING**

All of the following were recommended by Smithsonian interns:

- Austin Grill (various locations)
- Shops at Union Station
- Chipotle (various locations)
- COSI (various locations)
- Front Page (Dupont Circle)
- The Hawk and Dove (Capitol Hill)
- Matchbox (Chinatown)
- Panera Bread (various locations)
- Potbelly Sandwich Works (various locations)
- Teatism (Penn Quarter and Dupont Circle)

Take advantage of all the programs offered—there are so many opportunities to learn and grow as a person through working at the Smithsonian.

Morgan Steele, Ithaca College

**CAREER INFORMATION****Information about the Museum Field**

The Smithsonian Museum Studies website contains articles, more than 1,000 bibliographic citations, and other information about museum careers. Visit <http://museumstudies.si.edu> for more information.

**Career Enrichment**

The Smithsonian Center for Education and Museum Studies offers summer enrichment events focusing on museum-related careers. These include grant-writing workshops, career seminars, a summer intern networking reception, and an informal career fair.

**Smithsonian Jobs**

For job listings and information about applying for Smithsonian jobs, visit: <http://www.sih.si.edu> and <http://ohr.si.edu/>

## GETTING AROUND

### 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 the Metro (subway), a bus, or a cab to the Smithsonian.

### Metrorail

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. Fares range in price from \$1.35 to \$3.90 based on distance traveled. For the Metro system map, go to: [www.wmata.com/metrorail/systemmap.cfm](http://www.wmata.com/metrorail/systemmap.cfm) or call 202-637-7000, TTY 202-638-3780.

### Metrobus

Numerous Metrobus lines serve the museums and other buildings of the Smithsonian. Fares range from \$1.25 to \$3.00 with free transfers. For guides, maps, and timetables, go to [www.wmata.com](http://www.wmata.com) or call 202-637-7000, TTY 202-638-3780.

DC Circulator bus—[www.dccirculator.com](http://www.dccirculator.com)

### Taxis

Taxis are relatively easy to find in Washington. Instead of meters, they use a zone system to calculate fares. Surcharges are added for extra passengers, rush hours, or special services. When you leave the District, metered mileage may be added. Before the start of your trip, ask the driver what your fare will be.

### Smithsonian Shuttle Service

The Smithsonian operates shuttle routes around many museums, offices, and research centers. To board a shuttle, present your Smithsonian ID to the driver. If you have any questions, call 202-633-4717 or visit <http://ofeo.si.edu/offices/ofmr/mss/transportation/trans.asp>. The schedule is available on the Smithsonian intranet at <http://prism.si.edu>.

### Regional Train Service

AMTRAK  
1-800-USA-RAIL  
[www.amtrak.com](http://www.amtrak.com)

Virginia Railway Express (VRE)  
703-684-1001 or 1-800-RIDE-VRE  
[www.vre.org](http://www.vre.org)

MARC (Suburban Maryland and Baltimore)  
1-866-RIDE MTA  
[www.mtmaryland.com](http://www.mtmaryland.com)

### Regional Bus Service

Alexandria DASH  
703-370-3274  
[www.dashbus.com](http://www.dashbus.com)

Arlington ART  
703-228-RIDE  
[www.commuterpage.com/art](http://www.commuterpage.com/art)

Montgomery County Ride On  
240-777-7433  
[www.montgomerycountymd.gov/content/dpwt/transit/default.asp](http://www.montgomerycountymd.gov/content/dpwt/transit/default.asp)

Fairfax Connector  
703-339-7200  
[www.fairfaxconnector.gov/connector](http://www.fairfaxconnector.gov/connector)

The BUS-Prince George's County  
301-324-BUSS  
[www.goprincegeorgescounty.com](http://www.goprincegeorgescounty.com)

Fairfax City CUE  
703-385-7859  
<http://www.ci.fairfax.va.us/cuebus/cuebus.asp>

Prince William County OmniRide/OmniLink  
703-730-6664  
[www.prtctransit.org](http://www.prtctransit.org)

Laurel Corridor Transportation  
301-725-4000  
[www.corridortransit.com](http://www.corridortransit.com)

### 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 traveler's checks or an ATM card is recommended for short-term appointments. The Smithsonian has its own credit union located in the basement of the Smithsonian Castle. For more information, call 1-800-368-3552 or visit [www.agriculturefcu.org](http://www.agriculturefcu.org).

### NEARBY HOSPITALS

George Washington University Hospital  
900 23rd Street, NW  
202-715-4000  
[www.gwhospital.com](http://www.gwhospital.com)

Georgetown University Hospital  
3800 Reservoir Road, NW  
202-444-2000  
[www.georgetownuniversityhospital.org](http://www.georgetownuniversityhospital.org)

Howard University Hospital  
2041 Georgia Avenue, NW  
202-865-6100  
[www.huhosp.org](http://www.huhosp.org)

### NATIONAL MONUMENTS AND MEMORIALS

Many of the national monuments are located on or near the National Mall:

- The Franklin Delano Roosevelt Memorial
- The Jefferson Memorial
- The Lincoln Memorial
- The Washington Monument
- The Korean War Veterans Memorial
- The Vietnam Veterans Memorial
- The World War II Memorial.

For more information, visit the National Park Service website at: [www.nps.gov/nama/home.htm](http://www.nps.gov/nama/home.htm).

### MUSEUMS, COLLECTIONS, AND HISTORICAL SITES IN THE WASHINGTON AREA

Arlington National Cemetery  
[www.arlingtoncemetery.org](http://www.arlingtoncemetery.org)

The Newseum  
[www.newseum.org](http://www.newseum.org)

The Kennedy Center  
[www.kennedy\\_center.org](http://www.kennedy_center.org)

Corcoran Gallery of Art  
[www.corcoran.org](http://www.corcoran.org)

Decatur House  
[www.decaturhouse.org](http://www.decaturhouse.org)

Dumbarton House  
[www.dumbartonhouse.org](http://www.dumbartonhouse.org)

Folger Shakespeare Library  
[www.folger.edu](http://www.folger.edu)

Be a tourist—visit as many museums and national landmarks as possible.

Molly Morrison, Wellesley College

Ford's Theatre  
www.fordstheatre.org

International Spy Museum  
www.spymuseum.org

Mount Vernon Estate and  
Gardens  
www.mountvernon.org

National Building Museum  
www.nbm.org

National Gallery of Art  
www.nga.gov

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

Naval Historical Center  
www.history.navy.mil

Navy Art Gallery  
www.history.navy.mil/branches/n  
hcorg6.htm

Octagon Museum  
www.archfoundation.org/octagon

Phillips Collection  
www.phillipscollection.org

Pope John Paul II Cultural  
Center  
www.jp2cc.org

The Supreme Court  
www.supremecourtus.gov

Textile Museum  
www.textilemuseum.org

Tudor Place Historic House and  
Garden  
www.tudorplace.org

United States Botanical Garden  
www.nationalgarden.org

United States Capitol Building  
www.aoc.gov

United States Holocaust  
Memorial Museum  
www.ushmm.org

Washington National Cathedral  
www.cathedral.org

The White House  
www.whitehouse.gov

Woodrow Wilson House  
www.woodrowwilsonhouse.org

## ABSENCES

Absences for medical or personal reasons are handled at the discretion of your internship supervisor and intern coordinator. With their consent, you may take time off to attend seminars, lectures, and activities that support the goals of your internship.

If you are receiving a stipend paid through the Office of Research Training and Services (ORTS) your supervisor, intern coordinator, and the staff at ORTS will determine the appropriate course of action concerning any absences from the internship.

## ETHICAL STANDARDS FOR SMITHSONIAN INTERNS

The Smithsonian is obligated to uphold the integrity of its research activities in a conscientious and responsible manner. Ethical standards for Smithsonian interns reflect those endorsed by the American Association of Museums:

- 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.

Wear sneakers.

D.C. is all about walking.

### 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 to use your internship work outside the Institution.

### 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.

### LIABILITY

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 injury or damage will be determined by the same criteria established for employees under the Federal Employees' Compensation Act or the Federal Tort Claims Act.

### LOST AND EXTENDED ID BADGES

If you lose your badge, first check with your building's security office and with the Smithsonian Lost and Found Office. Then notify your internship coordinator to have a new badge issued. The fee is \$5. Badges are not issued for less than 45 days, or that were lost within 30 days of expiration.

If your internship is extended beyond the date on your badge, contact your internship coordinator to have a new badge issued through the Smithsonian Center for Education and Museum Studies. Badges are not issued for less than 45 days.

### SEXUAL HARASSMENT POLICY

The Smithsonian Institution has a 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, dismissal. Interns are required to read "Equal Opportunity: Rights & Responsibilities Packet" published by the Office of Equal Employment and Minority Affairs. A form must be signed and kept on file.

#### 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
- 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 internship supervisor or intern coordinator; by law, contact must be made within 45 calendar days of the date of the matter giving rise to the complaint or, in the case of a personnel action, within 45 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.

### USE OF COMPUTERS AND E-MAIL

Smithsonian computers and electronic communications systems are, as a general rule, to be used only for Smithsonian-related work. Occasional personal use is permitted, unless prohibited by a supervisor. E-mail, web logs and data, and other files created or received while using Smithsonian networks or computers are not considered private or confidential. The Smithsonian 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 and participate in computer security training.

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.

Be kind and polite.

Initiate assignments.

Double-check your work.

John Brockenwirth, University of Maryland

### EMERGENCY TELEPHONE NUMBERS

OPS Central Information Center:	202-633-5660
SI Disaster Preparedness Coordinator:	202-633-1070
24 Hour Information Line:	202-633-8100
SI Health Services (Victor Building):	202-633-7990
Fire, Police, Ambulance:	911
Disaster Preparedness Information	<a href="http://www.alerts.si.edu/">http://www.alerts.si.edu/</a>

### GENERAL SECURITY ADVICE

Take the following precautions at all times:

- Do not walk alone after dark. Walk in well-lit areas. Avoid gardens and areas bordered by shrubs.
- Have your keys ready when you go to your car or approach your home.
- Never 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 try to resist.
- If you must work after regular hours, take all possible precautions to protect yourself. Tell security when you are leaving and what route you plan to take.

### SECURITY AT THE SMITHSONIAN

- Know your museum's security office. This is where you can report suspicious activity and find emergency assistance. You may also contact the Office of Protection Services (OPS) Central Information Center at 202-633-5660.
- Know your local health unit. You may also contact the main Victor Building Occupational Health Center at 202-633-7990.
- Wear your ID badge at all times and check with the OPS 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.

### SMITHSONIAN STAFF EMERGENCY PREPAREDNESS PROCEDURES

The Smithsonian Staff Emergency Preparedness Procedures Handbook outlines what to do in the case of an emergency. We strongly urge all interns to take the time to visit the Smithsonian's intranet site, <http://prism.si.edu>, and read the entire handbook. It provides instruction on how to handle the following situations: fire, severe storm, utility failure, flood, hazardous chemical spill, civil disorder (demonstration or terrorism), bomb threat, explosion, major transportation accident, and earthquake.

Should an emergency occur, evacuation of your facility may be necessary. Evacuation routes are displayed throughout staff work areas. Study the diagrams carefully.

Attend as many functions as possible.

John Miklozek, Indiana University

## Facts about the Smithsonian Institution

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

Anacostia Community Museum	National Museum of American History*
Arts and Industries Building*	National Museum of the American Indian
Cooper-Hewitt, National Design Museum (New York City)	National Museum of the American Indian's George Gustav Heye Center (New York City)
Freer Gallery of Art	National Museum of Natural History
Hirshhorn Museum and Sculpture Garden	National Portrait Gallery
National Air and Space Museum	National Postal Museum
National Air and Space Museum's Steven F. Udvar-Hazy Center (Chantilly, Va.)	Renwick Gallery
National Museum of African American History and Culture	Arthur M. Sackler Gallery
National Museum of African Art	Smithsonian American Art Museum
	Smithsonian Institution Building ("Castle")

\* *Closed for renovation.*

**Budget**—The Smithsonian's direct federal appropriation for 2006 is \$621 million. The Institution is about 70 percent federally funded. In addition, the Smithsonian has trust funds, which include both contributions from private sources (corporations, foundations and individuals) and revenues from Smithsonian Business Ventures (stores, restaurants, IMAX theaters, gift catalog, etc.).

**Visitors**—There were more than 20 million visitors to the museums and the National Zoo in 2005. Admission to all Smithsonian museums in Washington is free. The museums are open seven days a week. (The Smithsonian is closed on Christmas Day.) A visitor's center is located in the "Castle."

**Smithsonian Collections**—The total number of objects, works of art and specimens at the Smithsonian is estimated at more than 136 million, including more than 126 million specimens and artifacts at the National Museum of Natural History.

**Smithsonian Affiliations**—Through a program of long-term loan of collections of artifacts, the Smithsonian shares its vast collections and expertise with museum-goers around the country. There are currently 142 affiliates in 39 states, the District of Columbia, Panama and Puerto Rico.

**Traveling Exhibitions**—The Smithsonian Institution Traveling Exhibition Service (SITES) organizes exhibitions and circulates them to museums around the country. In FY 2005, SITES traveled 55 shows.

**Research Facilities**—These include Archives of American Art, National Zoo’s Conservation and Research Center, Smithsonian Astrophysical Observatory, Smithsonian Environmental Research Center, Smithsonian Center for Materials Research and Education, Smithsonian Tropical Research Institute and the Marine Station at Fort Pierce, Fla.

**History**—Established with funds from James Smithson (1765-1829), a British scientist who left his estate to the United States to found “at Washington, under the name of the Smithsonian Institution, an establishment for the increase and diffusion of knowledge.”

**Web site**—[www.smithsonian.org](http://www.smithsonian.org)

# INTERNSHIP EVALUATION FORM

Name

Present Academic Status or Occupation

Internship Location

Term of Internship

Supervisor

Project Title

1. How would you rate your orientation? low 1 2 3 4 5 high

2. Do you have suggestions for improving the orientation?

3. Briefly describe your internship project.

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 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 additional 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 interns and staff members outside your office? yes no

10. Did you participate in any events offered to Smithsonian interns? yes no

11. Do you have suggestions for improving intern events?

