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 staff members, and hosts thousands of researchers, volunteers, and over 1,300 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 place to be, and we hope you will make the most of it.

Smithsonian interns learn by doing. By helping us to carry out 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 Office of Fellowships and Internships (OFI) has gathered the following information to guide you through your internship. If you have any questions, please contact: 202-633-7070 or siofg@si.edu.
On behalf of OFI and Smithsonian Internship Coordinators across SI, best wishes for a rewarding internship!

Pamela Hudson-Veenbaas
Program Manager
Smithsonian Office of Fellowships and Internships
brief history

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, should 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.

“Over the next decade, the Smithsonian will be called upon to become more deeply and more visibly engaged with the great issues of our day. We have some of the best minds in the country here at the Smithsonian. I look forward to continuing to work together with you to build the foundation for a new era for this great Institution. We must be innovative, disciplined, focused, nimble and more self-reliant than in the past. We must seek excellence in all we do. One thousand years from now, we want people to look back and say of our time at the Smithsonian Institution: ‘Those folks got it right.’”

- Dr. G. Wayne Clough
  Secretary
  Smithsonian Institution
  from: Installation Remarks, January 26, 2009
Smithsonian's Vision:
Shaping the future by preserving our heritage, discovering new knowledge, and sharing our resources with the world.

Six values that will direct all we do:
Discovery, Creativity, Excellence, Diversity, Integrity, and Service.

Culture:
Accountability, Transparency, & Integrity:
All in a disciplined fashion, essential to our vision for the Smithsonian.

Grand Challenges:

1) Unlocking the Mysteries of the Universe
2) Understanding and Sustaining a Biodiverse Planet
3) Valuing World Cultures
4) Understanding the American Experience

Organizational Goals
http://prism.si.edu/administrative/FY2009_goals.htm

Smithsonian Institution Organizational Chart
http://www.si.edu/content/pdf/about/Smithsonian-organizational-chart.pdf

Strategic Plan
http://prism.si.edu/Strategic-Plan/index.htm

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

Public Website
http://www smithsonian.org
internship resources

There are many resources available to assist you.

- Internship Supervisor
  (Directs your day-to-day activities)

- Internship Coordinator
  (Coordinates internship activity within your unit; in some instances this is the Supervisor as well.)

- OFI — Intern Services — siofg@si.edu

- Online Orientation Presentation at: http://intern.si.edu/orientation

- On-site orientation provided at OFI or through your program supervisor

If your internship location is outside of Washington, D.C. contact your Internship Coordinator or Supervisor for specific resources for your region.

contacts

Internship Coordinator
Each Museum, Office, or Research Institute has an Internship Coordinator who oversees the internship program (exception, National Zoological Park). He or she ensures that you are properly registered and apprised of your unit’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
If you have any questions or issues that cannot first be answered by your Supervisor or Coordinator, contact Internship Services at siofg@si.edu or 202-633-7070. Location: 470 L’Enfant Plaza SW, Suite 7102, Washington, D.C.
## Web Resources

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<td><strong>SOLAA (Smithsonian Online Academic Appointment System)</strong></td>
<td><a href="https://solaa.si.edu">https://solaa.si.edu</a></td>
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<tr>
<td><strong>Facebook – “Smithsonian Interns”</strong></td>
<td><a href="http://www.facebook.com/group.php?gid=5278754132">http://www.facebook.com/group.php?gid=5278754132</a></td>
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<tr>
<td><strong>Office of Fellowships and Internships</strong></td>
<td><a href="http://www.si.edu/ogf/ogfintro.htm">http://www.si.edu/ogf/ogfintro.htm</a></td>
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<td><strong>Prism (Smithsonian Intranet)</strong></td>
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<td><strong>SI Phone Directory</strong></td>
<td><a href="http://prism2.si.edu/staffdirectory/Pages/Home.aspx">http://prism2.si.edu/staffdirectory/Pages/Home.aspx</a></td>
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<td><a href="http://prism.si.edu/administrative/SecurityUnits.htm">http://prism.si.edu/administrative/SecurityUnits.htm</a></td>
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<td><strong>Health Units</strong></td>
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<td><strong>ID Office</strong></td>
<td><a href="http://ops.si.edu/PSIO.html">http://ops.si.edu/PSIO.html</a></td>
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<td><strong>Computer Security Awareness Training</strong></td>
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<td><strong>OCIO – computer help</strong></td>
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<td><strong>Public Events</strong></td>
<td><a href="http://viarc.si.edu/intranet/events/start.htm">http://viarc.si.edu/intranet/events/start.htm</a></td>
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<td><strong>Science at the Smithsonian</strong></td>
<td><a href="http://smithsonianscience.org">http://smithsonianscience.org</a></td>
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<tr>
<td><strong>SIRIS - SI Research Information System</strong></td>
<td><a href="http://www.siris.si.edu">http://www.siris.si.edu</a></td>
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<tr>
<td><strong>Museum Studies/Career/Training Information</strong></td>
<td><a href="http://museumstudies.si.edu">http://museumstudies.si.edu</a></td>
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<tr>
<td><strong>Smithsonian Careers</strong></td>
<td><a href="http://www.sihr.si.edu">http://www.sihr.si.edu</a></td>
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<tr>
<td><strong>Ben Stiller Video Tour of SI online</strong></td>
<td><a href="http://www.smithsonian.org/visit/">http://www.smithsonian.org/visit/</a> videotour.htm ... Or watch it at the Smithsonian Information Center, located in the Castle, on the National Mall (at 1000 Jefferson Dr., SW, Washington, DC; open daily from 8:30am—5:30pm).</td>
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<tr>
<td><strong>Facebook</strong></td>
<td><a href="http://www.facebook.com/SmithsonianInstitution">http://www.facebook.com/SmithsonianInstitution</a></td>
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<tr>
<td><strong>Intern Facebook Page! (JOIN NOW!!)</strong></td>
<td><a href="http://www.facebook.com/group.php?gid=5278754132">http://www.facebook.com/group.php?gid=5278754132</a></td>
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<td><strong>Twitter</strong></td>
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<td><strong>Flickr</strong></td>
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<td><strong>YouTube</strong></td>
<td><a href="http://www.youtube.com/user/SmithsonianVideos">http://www.youtube.com/user/SmithsonianVideos</a></td>
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<td><strong>RSS Feeds</strong></td>
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<td><a href="http://www.smithsonian.org/blogs/default.htm">http://www.smithsonian.org/blogs/default.htm</a></td>
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### get there

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| Go Smithsonian Map                           | [http://www.gosmithsonian.com/maps](http://www.gosmithsonian.com/maps) | Interactive Map |
| Smithsonian Maps                              | [http://www.smithsonian.org/visit/maps.htm](http://www.smithsonian.org/visit/maps.htm) | Including SI sites off-the-Mall, MD, VA, NYC |

[Map of Smithsonian’s “Mall Museums”](#)
get there

There is no on-site parking at the Smithsonian available for interns, 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.

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<tr>
<td>Smithsonian Employee Shuttle</td>
<td><a href="http://ofeo.si.edu/offices/ofmr/mss/transportation/mallshuttle2006.pdf">http://ofeo.si.edu/offices/ofmr/mss/transportation/mallshuttle2006.pdf</a></td>
<td>The Smithsonian operates shuttle routes around many museums, offices, and research centers. To board a shuttle, present your Smithsonian ID to the driver.</td>
</tr>
<tr>
<td>Metro System</td>
<td><a href="http://www.wmata.com">http://www.wmata.com</a></td>
<td>Metro-DC Subway</td>
</tr>
<tr>
<td>Virginia Railway Express (VRE)</td>
<td><a href="http://www.vre.org">http://www.vre.org</a></td>
<td>Regional Train Service – Virginia Suburbs</td>
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<tr>
<td>Maryland Area Regional Commuter (MARC)</td>
<td><a href="http://www.mtamaryland.com">http://www.mtamaryland.com</a></td>
<td>Regional Train Service - (Suburban Maryland and Baltimore)</td>
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<tr>
<td>AMTRAK</td>
<td><a href="http://www.amtrak.com">http://www.amtrak.com</a></td>
<td>Regional Train Service</td>
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<tr>
<td>Montgomery County Ride On</td>
<td><a href="http://www.montgomerycountymd.gov/content/dpwt/transit/default.asp">http://www.montgomerycountymd.gov/content/dpwt/transit/default.asp</a></td>
<td>Regional Bus Service – Bethesda, Silver Spring, Rockville, Maryland</td>
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<tr>
<td>Fairfax Connector</td>
<td><a href="http://www.fairfaxcounty.gov/connector/schedulesmaps.htm">http://www.fairfaxcounty.gov/connector/schedulesmaps.htm</a></td>
<td>Regional Bus Service – Fairfax County, Virginia</td>
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<tr>
<td>Fairfax City CUE</td>
<td><a href="http://www.fairfaxva.gov/CUEBus/CUEBus.asp">http://www.fairfaxva.gov/CUEBus/CUEBus.asp</a></td>
<td>Regional Bus Service – Fairfax, VA</td>
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<tr>
<td>The BUS-Prince George's County</td>
<td><a href="http://www.princegeorgescounty.md//Government/Agencyindex/DPW&amp;T/Transit/thebus.asp?nivel=foldmenu(2)">http://www.princegeorgescounty.md//Government/Agencyindex/DPW&amp;T/Transit/thebus.asp?nivel=foldmenu(2)</a></td>
<td>Regional Bus Service, Bowie, Laurel, Maryland</td>
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</tbody>
</table>
pre-arrival

Security 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. Contact your Supervisor or Internship Coordinator for details.

This affects ALL Smithsonian Interns—U.S. Citizens or International—who:
Remain in-residence for 4 weeks or longer
Receive a Smithsonian ID Badge
(ID Badges are not issued for less than 4 weeks.)

Housing
http://intern.si.edu/housing.html
Most Smithsonian museums and offices do not provide housing assistance for interns, except for some research facilities (Front Royal, Edgewater, & Panama).

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.

Housing in Washington, D.C., can be expensive so begin your search early.
ID Badges
If you will be at a Smithsonian facility for more than 4 weeks, you will need to get a Smithsonian photo ID. 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. If you lose your ID, there is a replacement fee.

Registration
Your Supervisor or Internship Coordinator will provide you with Intern Registration materials through the online SOLAA system. 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 through SOLAA. Failure to do so results in non-liability coverage and no official record of your internship. Your Program may require additional specific forms. Check with your Coordinator or Supervisor.

The SI-wide required forms are:

**Intern Registration Form**—includes Copyright Agreement & License to Smithsonian

**Parental Consent to Treatment** (for minors)

**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.

You can find all of the above forms through SOLAA, by visiting [https://solaa.si.edu](https://solaa.si.edu)

Stipend Payment Questions
Some specific Smithsonian Internships offer stipends. Most do not. **All** stipend payment and related questions should be directed to the Office of Fellowships and Internships (OFI), 202-633-7070 or siofg@si.edu.

It is VERY important to return your Award Agreement and required forms 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.
departure

Exit Procedures
IMPORTANT: At the end of your internship, you MUST turn in your ID Badge to your coordinator (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.). Be sure to “check-out” with your supervisor and advisor before leaving.

Evaluations
Your program may require you to complete a report or evaluation at the end of your internship. If you wish to share the evaluation with the central intern office, please e-mail it to: siofg@si.edu. We may use parts of it, attributed to you, in promotional materials and on the web.

international

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 the contact listed on the materials you receive from the International Center. Be sure to check-in with the International Center when you begin.

Foreign language brochures and tours information
http://www.si.edu/visit/foreign_language.htm

Deutsch http://www.smithsonian.org/guides/german.htm
Español http://www.smithsonian.org/guides/spanish.htm
Français http://www.smithsonian.org/guides/french.htm
中文 http://www.smithsonian.org/guides/chinese.htm
日本語 http://www.smithsonian.org/guides/japanese.htm
한국어 http://www.smithsonian.org/guides/Korean.htm

Non-US citizens may be awarded certain Smithsonian internships. Most interns coming from abroad will require visas to enter the United States. If you are an international intern, please allow time to complete the many paperwork requirements need to obtain a visa.
general information

Hours and Holidays

Most Smithsonian offices are open Monday through Friday and hours vary but are generally from 8:45 a.m. to 5:15 p.m. Hours for your internship are determined by your Supervisor. Let your Supervisor know in advance if you plan to be absent during your internship for medical or personal reasons.

For unplanned absences, phone or e-mail your Supervisor to let them know you will be absent, late, etc. Treat this academic appointment the way you would a job. Be responsible. It reflects poorly on you if you do not show up without explanation.

Most Smithsonian offices are closed on weekends, 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/.

Intern Events

OFI and some of the units provide a wide range of intern activities throughout the year. Intern events are posted on the Facebook “Smithsonian Interns Group page (http://www.facebook.com/home.php?sk=group_5278754132 ). Be sure to join! In addition, your organization may host additional events and tours specific to your program. Before you attend any events, make sure to clear it with your Supervisor 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.

Discounts and Freebies

Show your Smithsonian ID to receive:
20% discount in Smithsonian Museum Shops
20% discount in some Smithsonian food facilities (@ NMNH, NMAH, NMAI, SAAM, and NPG)

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 Hollywood feature films (aka “Night at the Museum,” etc...) http://www.si.edu/imax.
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.
- **Fossil Café** D Espresso/Cappuccino bar featuring sandwiches, salads, soups and desserts. Hours: Daily from 10 a.m. - 5 p.m.
- **Ice Cream and Espresso Bar** D Hours: Daily from 11:30 a.m. - 5 p.m.
  Staff Cafeteria (no discount) Salad bar, hot entrée, sandwich bar, desserts, coffee and sodas. Hours: Monday-Friday

**National Museum of American History**
- **Constitution Café D** (First floor) Offering a variety of sandwiches, salads and soups made with natural and locally grown ingredients. Pastries, ice cream and specialty coffees, as well as bottled sodas and water also available. Hours: Daily from 10 a.m. - 5 p.m.
- **Stars and Stripes Café D** (Ground floor) Featuring natural and sustainable foods including natural beef burgers, pizza, hot dogs, BBQ, Sandwiches, soups, salad bar, desserts, ice cream, fountain and bottled beverages. Hours: Daily from 11 a.m. - 3 p.m.

In addition, some off-site units have their own staff facilities, and you can “brown bag” it. Check with your coordinator for details. There are a variety of Federal Government Agencies, such as Dept. of Energy and Dept. of Education around the Mall-area which have cafeterias. You can access these by showing your Smithsonian I.D. badge. There are also many fast-food commercial restaurants, such as Chipotle, Pot Belly, Five Guys, etc… in the areas around the museums.
safety and health

disaster preparedness
http://www.alerts.si.edu/

economic communications hotline: (202) 633-8100
* In New York, the number is: (212) 514-6333

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: Find 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 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.

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

Victor Building Occupational Health Services Center
750 9th Street, NW Suite C100 MRC: 985
Phone: 202-633-7990 FAX: 202-633-8226

National Museum of American History
MRC: 602
Phone: 202-633-3670 TTY phone 202-786-2349

National Air and Space Museum
Room: P709
Phone: 202-633-2222 TTY phone: 202-786-2350

National Zoological Park
NZP Police Building, Lower Level
Phone: 202-633-4157
policies

The official policy for Smithsonian interns is contained in *Smithsonian Directive 709*. Here are other topics that pertain to interns during their time at the Smithsonian:

**Ethical Standards**

*The Smithsonian Institution Statement of Values and Code of Ethics*

http://www.si.edu/about/policies/documents/ETHICSPOSTEDStatementValuesEthics_FINAL.pdf

*Questions and Answers Regarding the SI Statement of Values and Code of Ethics*

http://www.si.edu/about/policies/documents/ethicsQuestions%20and%20AnswersFINALdoc.pdf

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.

**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, genetic information, 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
**Academic Credit**
If you are seeking academic credit for your internship, you must make arrangements in advance with your school and your Intern Supervisor.

**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. Summertime Washington gets hot, but flip-flops are never considered professional office attire. Please discuss specific requirements with your supervisor early in your internship to avoid awkward situations.

**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 for an academic or conference presentation) is permitted.

**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.

**Grievances**
Should you have a serious concern during your internship, do not hesitate to contact your Intern Supervisor. If you feel the matter is still unresolved, arrange a meeting with your Internship Coordinator. The staff at the Smithsonian will make every effort to assist you.
Social Media
Many are excited to share their museum experiences. With the advent of blogs and social networking sites (e.g. Facebook, Twitter, Flickr, YouTube, and others), the private is public. We urge all interns to carefully consider material they are publishing before posting Smithsonian-related content to the Web. Your statements should not compromise the Smithsonian and its mission. While you are a private citizen, you are now linked to one of the most trusted names in the country, and you are seen as a representative of the Smithsonian by the outside world. Some Smithsonian museums have established official blogs and encourage interns to publish via those sanctioned sites. If you wish to share information about the Smithsonian through social media forums, you should discuss the content with your supervisor first, and ask for advice on what is permissible. Check with the unit’s Office of Public Affairs if you or your supervisor are not sure.

Confidential Information
As an intern, you may participate in internal discussions, be privy to confidential information and have access to collections storage rooms and other non-public areas. Blogging and sharing information in social media outlets becomes a concern when confidential information becomes public or goes viral—remember that such information is meant to be kept internal and should not be disclosed by you. Upcoming exhibitions or new acquisitions should not be announced to the public or the media on anyone’s personal blog, Facebook page, Twitter feed, or other outlet. Release of non-public information can cause problems and potentially jeopardize the Smithsonian and its relationships. Familiarize yourself with what information is on your unit’s web sites, and if the information you want to share is not posted anywhere, you should keep it to yourself.

Postings on Social Media sites related to behind-the-scenes museum content, exhibitions and programs in the planning stages must be approved through your supervisor, and only after verifying existing information through official Smithsonian websites. If you do blog or otherwise share information online, ensure that you do not list the names of your colleagues (including first names); that all comments are professional and appropriate; that there are no photographs of collections areas or other non-public spaces; and check your settings to make sure that only the people you want to read your blog (or Facebook page, Twitter feed, etc.), have access—not the whole World Wide Web. The Smithsonian regularly monitors the Web for content related to the Smithsonian. Chances are that your colleagues at the Smithsonian have seen the material you are posting online.

Your Badge + the Web = A Security Risk
DO NOT publish a photo of your ID Badge online. To publicize a security badge online is an infringement of security regulations.
Use of Computers and E-mail

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.

Last Update: 5/31/2012
Every effort is made to keep this guide current, however, information is subject to change without notice. Questions or comments to OFI, e-mail: siofg@si.edu