

Children's Museum Intern Guidelines Tel: 315-724-6129 web: www.museum4kids.net

The Children's Museum would like to welcome you to our internship program. Our Intern Guidelines are designed to set a standard of excellence for all interns. Our program is designed to enhance your understanding of our role in the community. In order to protect the integrity of CM, the following policy and guidelines must be followed:

1. You are a representative of CM. Anything you say or do will reflect on us. Conduct yourself with this in mind at all times.
2. Any prior problems with the law or any matters in your history that may cause our office embarrassment must be revealed.
3. CM's files and educational materials are confidential and remain in and with the museum.
4. Your assignments will be coordinated by Executive Director Marlene Brown. You should only work on these assignments.

Your responsibility as an Intern and your behavior are to:

1. Be a responsible member of the Children's Museum as well as the community.
2. Represent CM and serve as a positive influence and role model for visitors, other interns, and area youth.
3. Learn about museum operation and learn new skills.
4. As an intern, carry yourself with the utmost professionalism.
5. Have FUN! (in that order)

General Guidelines

1. The Children's Museum is a Smoke Free / Drug Free workplace. Neither will be tolerated.
2. Gum chewing is prohibited in any area in which you will be engaged with museum patrons.
3. Be punctual. Arrive at your assigned location on time. Lunch breaks are 30 minutes.
4. Keep personal conversations & socialization to a minimum while on duty. Public displays of affection prohibited.
5. Personal phone calls must be kept to a bare minimum.
6. Gameboys, discmans, radios, etc. are prohibited.
7. Please walk at all times and ask others to do so.
8. Always use appropriate and professional language.
9. Do not come to CM on your day off to visit with other interns and friends, do not bring friends on your workdays.
10. Interns will not have access to certain areas of the museum, including behind the front desk, in offices and storage area, unless accompanied by either Marlene or Earl. Public areas and the staff break room will be access areas for interns.

Lunch - Remain in the building at all times, eating your lunch in the kitchen area. Teams of no more than two must stagger lunch breaks so that areas do not go unstaffed.

Scheduling You are responsible for your scheduled days and times! As your Supervisor, Marlene must approve any changes to your schedule. If you are unable to make a scheduled assignment, you are responsible for finding a replacement, THEN notifying your supervisor and the Intern Coordinator (Marlene). If you are asked to work extra hours or days for special events, try to accommodate.

Intern Dress & Other Policies to be followed: Interns are an important part of the CM family, and we want you to feel like CM is a home away from home. But, to make sure that the museum maintains its reputation for excellence, we provide you with guidelines to keep you looking great in the workplace.

1. Intern dress consists of summer dress casual. Shorts and skirts must be fingertip length (meaning they must be longer than your fingertips can reach on your legs). No tattered jeans or cutoffs or sports gear are allowed. Pants that ride down or shirts that ride up, displaying bare skin or cleavage, are not allowed.
2. Intern badges must be worn at all times while on duty, but never when you are in the museum as a visitor.
3. Tennis shoes and socks are preferred footwear. Do not wear sneakers that are in disrepair or excessively dirty.
4. Closed-toed shoes are acceptable. Sandals and flip-flops are prohibited.
5. Interns are representatives of the museum, and we must always project a clean and positive image.
6. Interns are expected to abide by the Museum's Code of Ethics and professional standards.
7. I will not disclose confidences/information to any third party except for materials shared in written supervision.
8. I will abide by good moral character. I may not use travel or sleeping time as time counted toward my total hours. All hours missed (due to emergency, doctor's appointment, illness) must be made up.
9. All CM interns must complete their intern hours at the Children's Museum, not at home.
10. It is the intern's responsibility to make sure CM understands what is expected of them if they are earning college credit or getting paid for their internship.
11. Interns are expected to do the work assigned to them, provide ideas for improvements on their assignments, follow policies/procedures, respect confidentiality when appropriate, be open-minded/respectful to co-workers.
12. An intern has the right to be assigned a job that is worthwhile and challenging; feel that the internship has a purpose and is contributing to CM's goals; and be treated with respect the same as the "paid" staff at CM.
13. The intern will avail themselves of CM handout materials & acquaint themselves with CM's guidelines & exhibits.
14. Above all, the intern is expected to be honest, trustworthy, dependable, and enthusiastic!

I have read the above guidelines, understand the requirements for my Summer internship, and agree to abide by them:

signature

date