



Academic Appointment Handbook

For Interns, Fellows and Research Associates and
their Mentors, Advisors and Sponsors



Revised October 2019 (Version 1.7)

Office of Fellowships and Internships

The purpose of this handbook is to provide you with the information that you may need before, during, and after your Smithsonian internship, fellowship or research appointment. Our aim is to answer all of your questions leading up to your arrival and provide useful links and resources for during your tenure here. We hope to make your Smithsonian experience as smooth and successful as possible!

{ Table of Contents }

Letter from the Director 3

A Brief History of the Smithsonian 4

The Smithsonian Today 5

General Smithsonian Information 6

Smithsonian Acronyms 7

Before

First Steps 8

Travel 9

Housing 10

Stipends 11

During

Discounts, Perks, and Events 12

Health and Safety 13

Background Clearances and Badges 14

Equal Opportunity/Workplace Harassment. 15

Absences, Leave and a Note to Non-U.S. Citizens 16

Smithsonian Directives 17

Social Media Use 18

Computer and Network Use 19

Liability and Intellectual Property 20

After

Ending Your Academic Appointment 21

Helpful Links 22



Welcome from the OFI Director

Welcome to the world of academic appointments at the Smithsonian!

The Office of Fellowships and Internships (OFI) is providing the following information to Smithsonian Interns, Fellows and Research Associates, as well as their Mentors, Advisors and Sponsors, to help make the most of this amazing opportunity to delve deep and make real impacts as well as develop personally and professionally. As you may know, an Internship at the Smithsonian is a learning experience related to the intern's academic or career goals guided by a Smithsonian mentor. A Fellowship at the Smithsonian is an opportunity for independent research or study related to Smithsonian collections, facilities or experts. Smithsonian Research Associates maintain a scholarly affiliation with the Smithsonian.

As an Intern, Mentor, Fellow, Advisor, Research Associate or Sponsor you are an integral part of the Smithsonian academic appointment process. Every year the Smithsonian provides incredible learning and research experiences to over 1,800 Interns, 800 Fellows and 1,200 Research Associates.

Besides academic appointments there are an infinite number of ways to experience all that the Smithsonian has to offer: Smithsonian Channel, Facebook, Twitter, Flickr, YouTube, RSS Feeds, Podcasts and Blogs. The Smithsonian also has physical locations in Washington, D.C., New York, Virginia, Maryland, Florida, Panama, Massachusetts, Arizona, Hawaii, Chile and the South Pole. You can even find the Smithsonian in outer space!

There has never been a more exciting time to be involved with academic appointments at the Smithsonian. On behalf of the Office of Fellowships and Internships best wishes for a for a rewarding experience as a Intern, Mentor, Fellow or Advisor. Thank you for being an integral part of increasing and diffusing knowledge.

Sincerely,



Eric Woodard
Director of Fellowships and Internships
Smithsonian Institution

P.S. Want to know the latest and greatest about Fellowships and Internships at the Smithsonian? [Sign up for our weekly update](#), it has lots of news and information about Smithsonian fellowships and internships you might find interesting!



A Brief History of the Smithsonian

The creation of the Smithsonian is based on a mystery.

James Smithson specified in his will that should his nephew die without heirs – which he did in 1835 – his estate would go to the United States, a country Smithson never visited and a place where he had no known friends or associates. The will called for the establishment “at Washington, under the name of the Smithsonian Institution, an establishment for the **increase and diffusion of knowledge...**”

We do know enough about James Smithson to admire his curiosity and dedication to exploration. He was a naturalized English citizen and a graduate of Pembroke College, Oxford.

At the very young age of 23 Smithson was admitted as a Fellow of the Royal Society of London. He was interested in almost everything and studied a wide range of natural phenomena: the **venom of snakes**, the **chemistry of volcanoes**, the **constituents of a lady’s tear** and even the fundamental nature of **electricity**. He published twenty-seven scientific papers in his lifetime, ranging from an improved method of making coffee to an analysis of the mineral calamine, critical in the manufacture of brass. The latter led to the discovery of a mineral which was named **Smithsonite** in his honor.

It is possible that his unexpected and generous gift was the result of Smithson’s status as the illegitimate child of the Duke of Northumberland who never acknowledged his son, James. Smithson predicted his own fate when he wrote about his hope that his name would live on even after the title of Northumberland became extinct and forgotten.



When James Smithson’s gift was converted into dollars in 1846, it totaled a little over **\$508,000**. After much heated debate on how to implement the mandate in the Smithson will, it was eventually determined that **research** would “increase knowledge” while **museums** would “diffuse knowledge.” The Smithsonian’s dual mission was realized.

The Smithsonian Today

Today we are the world's largest museum and research complex consisting of 19 museums and galleries, the National Zoological Park, and nine research facilities. We are the stewards of 137 million artifacts and specimens ranging from the smallest (insects, space dust, postage stamps) to the largest (the Discovery Space Shuttle, the Star Spangled Banner, acres of award winning gardens) and everything in between. Each year over 30 million people visit our museums and galleries and over 102 million people visit our [web-site](#). Over 180 museums across the world have joined with the Smithsonian as Affiliates.

For more information on the Smithsonian today go [here](#)

During your academic residency you are a representative of the Smithsonian and should understand the **vision** and **values** that direct all aspects of our work:



The Smithsonian's Vision

Shaping the future by **preserving** our heritage, **discovering** new knowledge and **sharing** our resources with the world.

The Smithsonian's Values

Discovery: Explore and bring to light new knowledge and ideas, and better ways of doing business

Creativity: Instill our work with imagination and innovation

Excellence: Deliver the highest-quality products and services in all endeavors

Diversity: Capitalize on the richness inherent in differences

Integrity: Carry out all our work with the greatest responsibility and accountability

Service: Be of benefit to the public and our stakeholders

For more information about the mission and vision of the Smithsonian go [here](#)

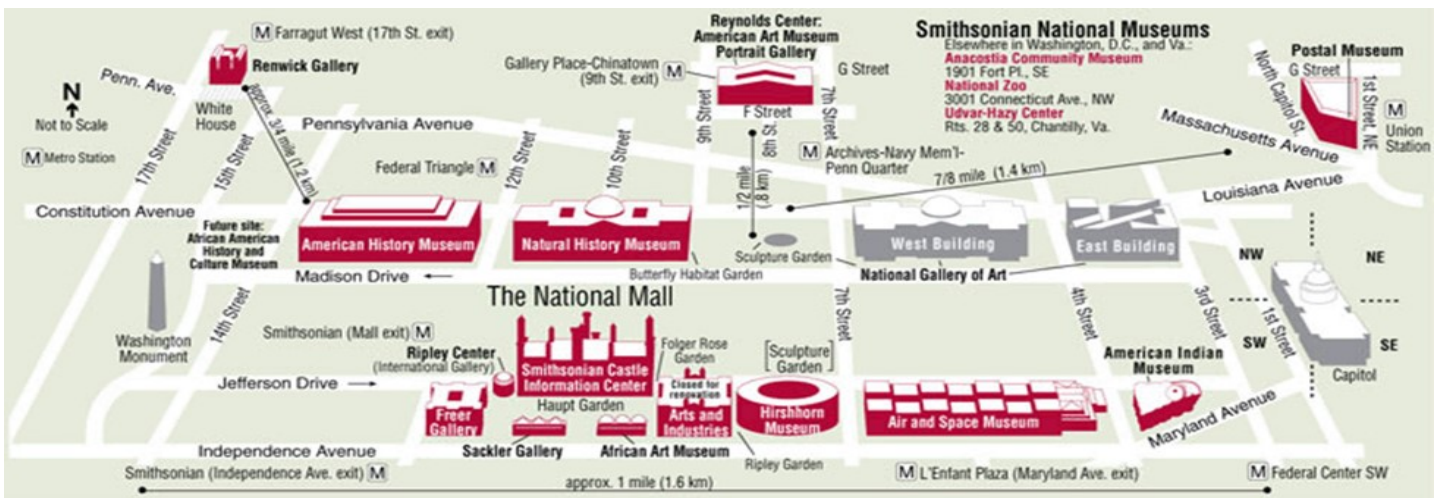
General Smithsonian Information

Hours and Closures

Smithsonian museums are open to the public 364 days a year (closed December 25th). However, Smithsonian non-public offices are only open Monday through Friday during regular business hours. Smithsonian offices are closed for all Federal Holidays (New Year's Day, MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and Christmas).

Map of Smithsonian Museums on and near the Mall

For a larger, interactive and up-to-date map of the areas on and around the mall, [click here](#).



Also, Smithsonian offices do not open anytime the Federal Government is closed. The operating status of the Federal Government can be found [here](#).

When an unexpected federal closure or delayed opening or early closing occurs, consult the Smithsonian 24 Hour Information line: 202-633-8100, or go [here](#).

For more information on Smithsonian locations both in DC and elsewhere, including MD, VA and NYC, visit the [Maps and Locations](#) section of the Smithsonian Website.

Smithsonian Acronyms

A Non-Exhaustive List

AAA: Archives of American Art	OFMR: Office of Facilities Management & Reliability
ACM: Anacostia Community Museum	OGC: Office of General Counsel
AFCU: Agriculture Federal Credit Union	OHR: Office of Human Resources
ASEA: Assistant Secretary for Education and Access	OIG: Office of the Inspector General
CFCH: Center for Folklife and Cultural Heritage	OIR: Office of International Relations
CHSDM: Cooper-Hewitt Smithsonian Design Museum	OP&A: Office of Policy and Analysis
FONZ: Friends of the National Zoo	OPA: Office of Public Affairs
FSGA: Freer-Sackler Galleries of Art	OPS: Office of Protection Services
HMSG: Hirshhorn Museum and Sculpture Garden	OS: Office of the Secretary
MCI: Museum Conservation Institute	OSEP: Office of Special Events & Protocol
NASM: National Air and Space Museum	OSHEM: Office of Safety, Health & Environmental Management
NMAAHC: National Museum of African American History and Culture	OVS: Office of Visitor Services
NMAfA: National Museum of African Art	PO: Privacy Office
NMAH: National Museum of American History	SAAM: Smithsonian American Art Museum
NMAI: National Museum of the American Indian	SAO: Smithsonian Astrophysical Observatory
NMNH: National Museum of Natural History	SCBI: Smithsonian Conservation Biology Institute
NPG: National Portrait Gallery	SE: Smithsonian Enterprises
NPM: National Postal Museum	SERC: Smithsonian Environmental Research Center
NZP: National Zoological Park	SIA: Smithsonian Archives
OA: Office of Advancement	SIL: Smithsonian Libraries
OCIO: Office of the Chief Information Officer	SISP: Smithsonian Scholarly Press
OEC: Office of Exhibits Central	SITES: Smithsonian Traveling Exhibition Services
OEEMA: Office of Equal Employment and Minority Affairs	SLC: Smithsonian Latino Center
OFA: Office of Finance & Accounting	SMS: Smithsonian Marine Station at Fort Pierce
OFEO: Office of Facilities Engineering and Operations	SSEC: Smithsonian Science Education Center
OFI: Office of Fellowships and Internships	STRI: Smithsonian Tropical Research Institute
	TSA: Smithsonian Associates Program

First Steps

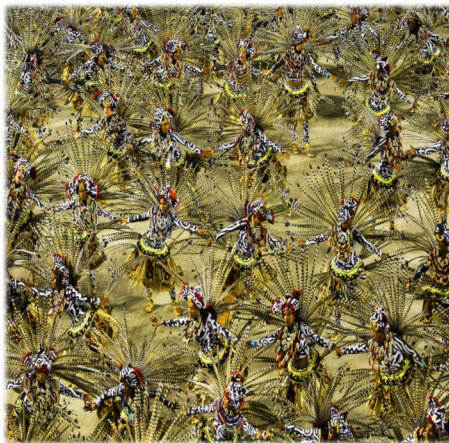
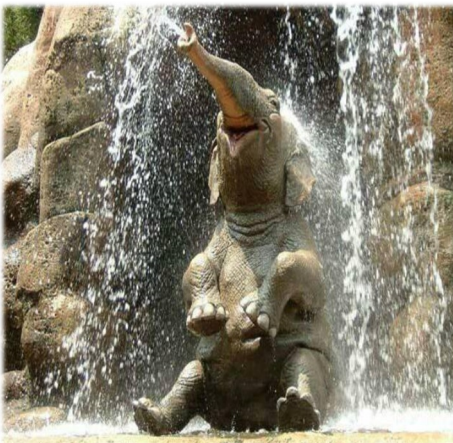
Before you begin your academic appointment, you are likely to have a lot of questions about what to do to prepare and what you will be doing once you begin. Every individual appointment will differ in what needs to be done and in what order, but here are some general guidelines of things to do before you arrive:

- If you do not already have the contact information of your unit's academic appointment coordinator and your Mentor/Advisor, make sure you get it. You can contact OFI for assistance in finding this information.

Email: siofi@si.edu

Phone: 202-633-7070

- Make sure that your Mentor/Advisor has registered your appointment with OFI.
- If you are receiving a stipend, turn in your signed Award Agreement and any other paperwork to OFI. If you are receiving a stipend but have not yet heard from OFI, you can expect to receive the paperwork from them about two months before the start of your appointment.
- Contact your Mentor/Advisor about where you will need to go on your first day and how you will access your work space.
- Ask your Mentor/Advisor about the dress code at your particular unit. Professional dress varies widely depending on the unit and the project.
- Anyone (U.S. citizens and non-U.S. citizens) who will be in residence at a Smithsonian location for 30 days or more must successfully pass a federal background investigation and secure an official Smithsonian ID badge. If your appointment is in DC or NYC, this process can occur after your appointment begins, and your mentor/advisor will provide you with the necessary forms and answer any questions you may have. For more information about the badge process, see page 14.



{ Travel }



Airports

Name	Location
Ronald Reagan Washington National (DCA)	Just outside downtown DC
Washington Dulles International Airport (IAD)	Suburban Virginia—easy access to DC via taxi or bus/metro; closest airport to Front Royal, VA location
Baltimore Washington International Airport (BWI)	Suburban Maryland—farther from DC than Dulles; closest airport to Edgewater,

Getting Around the Greater DC Area

Due to the difficulty of parking in DC, we recommend that you leave your car at home and take advantage of the extensive public transportation system in DC and the surrounding areas.

Name	Description
Smithsonian Employee Shuttle	The Smithsonian operates shuttle routes around many museums, offices and research centers.
Washington Metro Area Transit Authority (WMATA)	Public transportation in DC and surrounding area—most common way to commute.
Virginia Railway Express (VRE)	Trains to VA Suburbs
Maryland Area Regional Commuter (MARC)	Trains to suburban MD and Baltimore
AMTRAK	Regional Train Service
DC Circulator Bus	Frequent-stop buses in popular areas of DC
Alexandria DASH	Buses in Alexandria, VA
Arlington ART	Buses in Arlington, VA
Montgomery County Ride On	Buses in Montgomery county MD
Fairfax Connector	Buses in Fairfax County, VA
Fairfax City CUE	Buses in the city of Fairfax, VA
TheBus – Prince George’s County	Buses in Prince George’s County, MD

Housing

Only three locations offer housing for Smithsonian academic appointments: Front Royal, VA; Edgewater, MD; and Panama. If your academic appointment is not based in one of these three areas, then housing assistance is not provided and you will need to secure your own housing. **Housing in DC can be expensive and very competitive, so begin your search early!** We also advise that you use extreme caution when sending money to a third party for housing deposits, as scams do exist.



Housing options in the D.C. area 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 granted an academic appointment you may want to check with your museum or unit Academic Appointment Coordinator to see if other Smithsonian staff, interns or fellows are looking for roommates.

You may also want to visit the websites of local universities that offer summer dorm housing options.

For more information, take a look at our latest housing guide [here](#).

General Information

- Some, but not all, Smithsonian Academic Appointments offer stipends
- Stipends are not considered salary
- Stipend payments take four weeks to process after OFI receives all paperwork from the appointee and cannot be paid retroactively
- For non-U.S. residents, taxes may or may not be withheld depending on specific circumstances determined upon check-in with OFI
- For U.S. citizens and those considered U.S. residents for tax purposes, taxes are NOT withheld
- U.S. residents can expect to receive a financial summary, which is provided as a courtesy to help you report your stipend to the IRS, but appointees are responsible for meeting their own state and federal tax obligations
- Non-U.S. residents will receive a 1042-S form, which is an official tax document that should be used to report their stipends to the IRS
- For appointments involving awards less than \$1,500, payment will be made in one lump sum, unless the unit requests otherwise

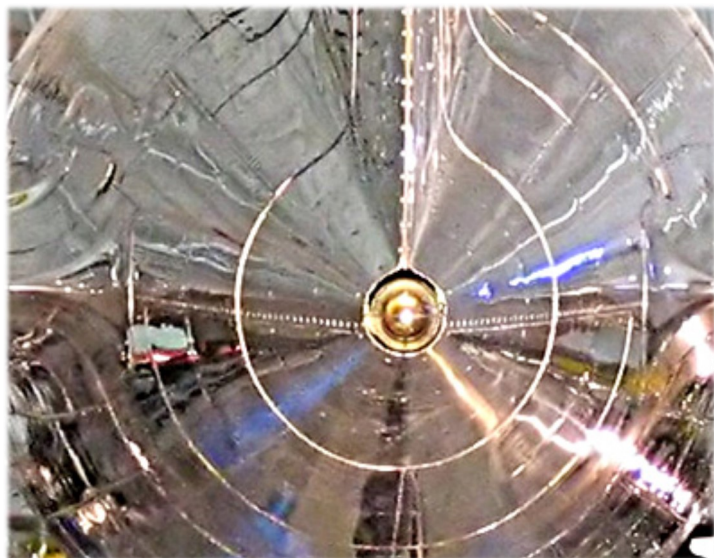
Stipend Payments for Interns

- Interns are eligible to receive stipends that do not exceed the stipend caps found [here](#)
- Are limited to helping defray living expenses during the term of appointment
- Are released around the 10th and 25th of each month
- May specify an allowance for the one-time cost of roundtrip travel from your point of origin to the SI duty station
- May not specify an allowance for insurance or research expenses

Stipend Payments for Fellows

- Fellows are eligible to receive stipends that do not exceed the stipend caps found [here](#)
- Appointees can refer to their award agreements for details on payment schedules
- May specify allowances for health insurance, travel, and/or research expenses

Health and Safety



The following information will help keep you healthy and safe during your appointment at the Smithsonian.

Be sure to ask your Mentor/Advisor for emergency evacuation and shelter-in-place instructions for your location.

[Smithsonian Alerts](#) is your go-to resource for Smithsonian operating status and disaster preparedness. Their 24/7 info line is **202-633-8100**.

The [Office of Protection Services](#) (OPS) advises the following:

- ◇ Know your nearest Smithsonian security office
- ◇ Report suspicious activity
- ◇ Wear your Smithsonian ID badge at all times when on Smithsonian property
- ◇ Check with security when you arrive early or leave late
- ◇ Use a property pass to remove belongings from the building
- ◇ Use the Smithsonian shuttle services and/or the buddy system whenever possible especially after dark

You can also check out the **SI Safety Manual** [here](#).

The [Smithsonian Employee Assistance Program](#) (EAP) can confidentially listen and provide helpful resources free of charge if you experience a personal problem during your residency. They can be reached at **202-633-1051**.

Smithsonian Occupational Health Services (OHS) provides health services, emergency response and first aid and can be reached at **202-633-7990**. If injured while working at the Smithsonian be sure to report it immediately to your Mentor/Advisor.

Working with Minors

The Smithsonian expects everyone who works with minors to act in accordance with its [Code of Conduct for the Protection of Minors](#). This code of conduct sets forth behavioral guidelines to ensure that all Smithsonian employees and affiliated persons act in a safe and responsible manner toward minors (people under eighteen years of age).

Discounts, Perks, and Events in the D.C. Area

Discounts and Perks

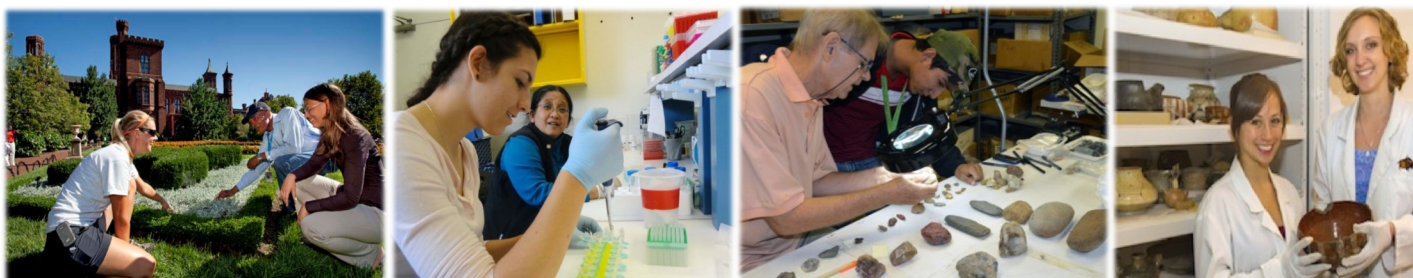
- 20% discount at all Smithsonian Museum Stores and the National Gallery of Art Museum Stores
- Reduced rate at selected Smithsonian public food facilities and the National Gallery of Art public food facilities, as well as use of Smithsonian staff food facilities (food is already discounted)
- One free IMAX, Planetarium or Butterfly Pavilion ticket per week, subject to availability (does not include special feature-length commercial movies), and additional tickets at a reduced rate
- Smithsonian Library card
- Free membership in the [Agricultural Federal Credit Union](#).
- Scholarship applications to selected TSA courses, seminars, and lectures
- Free admission to other non-Smithsonian museum who have reciprocity with the Smithsonian

Special Events for Interns and Fellows

There may be special events and/or tours specific to your museum, unit, office, or program. Be sure to sign up for notices about special events by subscribing to OFI's weekly [newsletter](#).

General Smithsonian events for the public are posted [here](#).

Special events exclusively for Interns and Fellows are posted [here](#) and on the Facebook "Smithsonian Interns" Group page [here](#). Interns should clear any events during internship hours with their mentor well in advance.



Background Clearances and Badges

All Interns, Fellows, and Research Associates who receive an SI ID badge must go through a background check through the Smithsonian's Office of Protection Services (OPS). The process will differ depending on whether your appointment is local (D.C. or New York City) or non-local. The basics of both processes are described here for your reference, but your mentor or advisor will also be able to assist you.

Local

As soon as you arrive, make an appointment to initiate your background investigation at the Office of Protection Services (OPS), Personnel Security and ID Office (PSIO) in the Capital Gallery Building if you're in D.C., or at the office appropriate to your location. The Capital Gallery office accepts walk-ins from 8:00 AM-4:30 PM on Mondays and Fridays on a first-come, first-serve basis, but during peak times (like early summer), the office can get very busy.

When you go to your appointment, be sure to bring a copy of your tentative offer letter, your completed SI-4008 and OF-306 forms (both available on PSIO's website, <https://security.si.edu>), and two forms of ID (see <http://ops.si.edu/docs/PSIO-Docs/AcceptableIDs.pdf>). If you're under 18 years old, you also need to bring a release form signed by a parent/guardian. You will be fingerprinted and photographed for your badge during the appointment. Your Mentor/Advisor will be notified via email when the background investigation is completed.

Non-Local

If your appointment is non-local, you will be sent an SF-87 fingerprint card in the mail along with your tentative offer letter and a letter explaining how to initiate your background investigation. Take this card to your nearest law enforcement agency, courthouse, notary with fingerprinting authority, or campus protection services office to be fingerprinted. Mail this card, along with the completed OF-306 form and a copy of your tentative offer letter, to OPS.

We encourage you to use a delivery service (FedEx, UPS, etc.) so that the mail can be tracked, please address your materials to:

Smithsonian Institution
Office of Protection Services
Personnel Security Division
600 Maryland Avenue SW, Suite 4310
Washington, DC 20024

If you are unable to use a delivery service please send your materials via the US Postal Service to:

Smithsonian Institution
Office of Protection Services
Personnel Security Division
P.O. Box 23793
Washington, DC 20026-3793

Please select First Class mail at a minimum. We suggest USPS Priority Mail and advise that you request Delivery Confirmation to track and confirm delivery of your materials.

Equal Opportunity/Workplace Harassment

The Smithsonian is a public trust operating on behalf of the American People. In accepting your academic appointment, you agree to follow Institution-wide policies. Failure to abide by these policies could be grounds for termination of your academic appointment.

Diversity and Prevention of Workplace Harassment

We are all partners in fostering an inclusive workplace that values differences and allows each individual to achieve and maintain excellence.

The Smithsonian has a zero tolerance policy 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.

The following statements (signed yearly by the Secretary) summarize the Smithsonian's policies on diversity and workplace harassment:

[Smithsonian Equal Opportunity: Rights and Responsibilities](#)



EEO Complaints

If you have concerns about discrimination and harassment or believe that you may have been discriminated against, you may seek assistance in addressing your concerns or filing an informal complaint of discrimination by contacting an EEO counselor in the [Office of Equal Employment and Minority Affairs](#) (OEEMA) within 45 days of the alleged discriminatory action.

Ethical Standards

The Smithsonian Code of Ethics and the Guiding Principles found in our Directives apply to everyone who is associated with the Smithsonian.

Representing the Smithsonian is a privilege. You have a responsibility to maintain the highest standards of honesty, integrity, professionalism, and loyalty to the Institution. All of your activities must support the Smithsonian mission. Conduct that would compromise the integrity of the public's confidence in the Smithsonian must be avoided. Please read the Smithsonian's [Statement of Values and Code of Ethics](#) to understand our core values and ethical standards. It provides guidance for the application of these principles in pursuit of the Smithsonian's mission.

Absences, Leave and a Note to Non-U.S. Citizens

Absences and Leave

Fellows are not employees of the SI, so they do not accumulate nor use leave. Fellows are expected to devote full-time effort to the research proposed and to be in residence at the Smithsonian, except for approved absences. Outside commitments which are inconsistent with full-time study and research may not be undertaken during the period of the Fellowship. Requests for a leave of absence must be submitted in writing to OFI through the principal Advisor(s). Generally, during a twelve-month Fellowship, leave totaling up to three weeks may be taken if planned in consultation with the Fellow's Advisor(s).

A Note to Non-U.S. Citizens

Non-U.S. citizens may be awarded certain Smithsonian academic appointments. Most appointees coming from abroad will require visas to enter the United States. If you are a non-U.S. Citizen who will be in residence at the Smithsonian within the U.S., please allow time to complete the paperwork requirements needed to obtain a visa. You will need contact OFI either before or after you arrive to schedule a check-in, to discuss payments and taxes (if you receive a stipend) as well as any other questions you may have. If you are on a Smithsonian sponsored J-1 visa then you are required to be in residence. If you are not in residence you must let OFI know.



{ Smithsonian Directives }

Smithsonian Directives (SDs) consist of formal, Institution-wide policies regarding SI administration, management and programming. Although there are dozens of current SDs, there are several that are particularly pertinent to Interns and Fellows, as listed below:

- **Conflicts of Interest:** we must ensure that we **act in the best interest of the Smithsonian** at all times. This requires **avoiding even the appearance** that someone's personal gain has priority over the Smithsonian.
- **Use of the Smithsonian Name or Intern Association:** An Intern, Fellow or Research Associate can use their Smithsonian title on a resume. They cannot speak at a convention using this title without **first receiving clearance** from their supervisor.
- **Prohibition of Gifts:** Nobody at the Smithsonian may solicit or accept gifts based on their association with the Smithsonian for performance of an official act. Gifts do not include things generally available to the public. A gift also does not include perks offered by the Smithsonian to its associates such as discounts at Smithsonian stores and cafeterias.
- **Prohibition on Private Uses:** We can't directly or indirectly use property or resources not available to the general public for purposes unrelated to our official duties.
- **Personal Expression:** We represent the Smithsonian and are perceived as speaking for the Smithsonian. We must **use caution** when expressing personal beliefs, opinions, or judgments to **ensure no one thinks we are stating an official Smithsonian position**.
- **Social Media:** Academic appointees **represent the Smithsonian** and the tone of our social media accounts that identify our association with the Smithsonian should be professional, dignified, and respectful. We must avoid giving any impression that you are speaking in an official capacity.
- **Political Activities:** The Smithsonian is a quasi-federal organization and complies with the federal Hatch Act which prohibits any of us from participating in political activity while (1) on duty or (2) on or using Smithsonian property or resources. The goal is to **remain politically neutral** and not appear to be supporting one party, politician or cause over another.
- **Restriction on Disclosure of Information:** None of us may disclose any Smithsonian information that is of a confidential, sensitive or contrary to the best interests of the Smithsonian.
- **Specific Rules for Interns and Fellows:** Rules and regulations specific to academic appointees are articulated in [SD 709](#) for Interns, [SD 701](#) for Fellows and [SD 205](#) for Research Associates.

Social Media Use

While in residence, you may be privy to confidential information or have access to non-public areas. Blogging and sharing information through social media becomes a concern when confidential information becomes public. Such confidential information must be kept internal and should not be disclosed. Everyone at the Smithsonian is expected to carefully consider any Smithsonian-related content they are considering posting online. Keep in mind the following guidelines to make sure you use social media responsibly:

- The tone of social media accounts should be professional, dignified and respectful
- If publishing content to a personal social media account, you should include a disclaimer making it clear that the views expressed are personal and not those of the Smithsonian
- Before posting, discuss the content of social media posts with your Mentor/Advisor and/or your unit's Office of Public Affairs to ask for advice on what is permissible
- 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
- Do not list the names of your colleagues (not even first names)
- Do not include photographs of collections areas or other non-public spaces
- See [Smithsonian Directive 814](#) for SI's full social media policy

Export and Sanctions Compliance

The SI complies with all U.S. export and sanctions laws, as well as fish, wildlife and other regulations applicable to the importation and exportation of specimens and research materials. All material coming into the SI must be properly licensed, if applicable, and otherwise comply with U.S. law. This includes transfer of objects, samples, data, information, collaboration with individuals, or travel.

Researchers bringing artifacts/specimens into the SI must review our current policies on export compliance prior to travel and request approval. Researchers will need to secure permission and receive specific guidance from the host unit before specimens/objects will be permitted in facilities, and these may be subject to sterile entry protocols including quarantine.



Computer and Network Use



Smithsonian computers and email are, as a general rule, to be used only for Smithsonian-related activities. You are required to sign a Computer User Agreement and participate in computer security training. No one should expect privacy while using Smithsonian computers, networks and email accounts.

You are in violation of Smithsonian policies and risk termination of your academic appointment if you:

- 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 email or gamble
- 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
- 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 or participate in chain letters
- Disclose confidential business information



Liability and Intellectual Property

General Liability Information

All Smithsonian Interns, Fellows and Research Associates are strongly advised to carry health insurance. Please contact your insurance carrier to ensure you are covered during your appointment.

Liability for Interns: 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.

Liability for Fellows and Research Associates: Smithsonian Fellows and Research Associates are not employees of the Smithsonian. Depending on the facts associated with a particular situation, however, Fellows and Research Associates involved in activities at the Institution may be covered by certain legal protections in the event of an accident or injury.

General Intellectual Property Information

All Smithsonian Interns, Fellows and Research Associates must abide by the Smithsonian's Public Access Plan. More information about the Public Access Plan and how it affects academic appointees is found [here](#).

Intellectual Property for Interns

Materials (e.g., text, photographs, illustrations, audio, video, research, graphs, recordings, databases, etc.) created by Interns within the scope of their Internships and under the supervision of Smithsonian employees, including copyright and other intellectual property rights in such materials, are owned by the Smithsonian Institution as works made for hire under United States Copyright Law.

Intellectual Property for Fellows and Research Associates

Fellows and Research Associates own copyright in all original research and related content (e.g., text, photographs, illustrations, audio, video, research, graphs, recordings, databases, etc.) that they generate during their Smithsonian appointment and that is based on the collections, resources, equipment, facilities and staff expertise ("Smithsonian Content"), subject to the Smithsonian's ownership rights in the underlying Smithsonian Content. Rights to inventions or discoveries, which are or may be patentable or which may be commercially licensable are governed by SD 102. Fellows and Research Associates retain the right of first publication of articles and related data based on their research for a period not to exceed three years from the completion of their original or renewed appointments. Thereafter, the Smithsonian reserves the right to make such research based on Smithsonian Content available to the public to read, analyze and download in accordance with applicable Smithsonian policy.

Under the terms of their appointment, Research Associates are required to enter into a Intellectual Property Agreement, in which, among other things, they grant the Smithsonian permission to use and reproduce research generated by the Research Associate, to the extent it includes Smithsonian Content, for educational, research, museum and non-commercial purposes, subject to Research Associates' right of first publication.

Ending Your Academic Appointment

Because all good things must come to an end . . .

At the end of your internship you must turn in your Smithsonian ID Badge to the location where your ID Badge was issued. Be sure to speak with your Mentor, Advisor or Academic Appointment Coordinator before you complete your residency.

Evaluations

You may be asked to complete an evaluation of your experience at the end of your appointment. Your honest feedback will help us improve our academic appointments.



Ending Your Appointment Early

If you need to end your appointment early, please let OFI know as soon as possible.

Extending Your Appointment

Some academic appointments may be extended beyond the original agreed upon end date. Extensions require approval from the Mentor/Advisor. In general Internships do not exceed 12 months and Fellowships do not exceed 5 years.



Helpful Links

Resource	Web
OFI Home Page	http://www.smithsonianofi.com/
SOLAA (Smithsonian Online Academic Appointment System)	https://solaa.si.edu/solaa/SOLAAHome.html
Prism (Smithsonian Intranet)	http://prism2.si.edu/Pages/Home.aspx
SI Directory	http://www.si.edu/Contacts
Security Units	http://prism.si.edu/administrative/SecurityUnits.htm
Health Services	http://prism2.si.edu/SIOrganization/OFEO/OSHEM/OHS/Pages/home.aspx
ID Office	http://www.ops.si.edu/PSIO.htm
Computer Security Awareness Training	http://sectrain.si.edu/
OCIO – IT Support	http://prism2.si.edu/SIOrganization/OCIO/ITSupport/Pages/Home.aspx
The Torch	http://www.e-torch.org/
Public Events	http://www.si.edu/Events/Calendar
Science at the Smithsonian	http://smithsonianscience.si.edu/
Smithsonian Research Centers and Programs	http://www.si.edu/ResearchCenters
SIRIS – SI Research Information System	http://www.siris.si.edu/
Museum Studies/Career/Training Information	http://museumstudies.si.edu/
Smithsonian Careers	http://www.si.edu/OHR/jobs_public
Office of Equal Employment and Minority Affairs	http://prism2.si.edu/siorganization/oeema/Pages/Home.aspx
Smithsonian Institution Organizational Chart	http://www.si.edu/content/pdf/about/Smithsonian-organizational-chart.pdf
 Facebook	https://www.facebook.com/Smithsonian
 Twitter	https://twitter.com/smithsonian
 Flickr	http://www.flickr.com/photos/smithsonian
 YouTube	http://www.youtube.com/user/SmithsonianVideos
 RSS Feeds	http://www.smithsonianmag.com/RSS.html
 Podcasts	http://www.si.edu/podcasts/
 Blogs	http://www.si.edu/blogs