



## **College/University Internship Program at the Sioux City Public Museum**

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### **SIOUX CITY PUBLIC MUSEUM**

**Welcome to the Sioux City Public Museum. We are looking forward to working with you. The policies below are designed to support you in your internship. Your internship should be of mutual benefit to you and the Museum. The internship will take place under the guidance of a mentor/supervisor, occur during a specific time frame and give you a variety of work experiences.**

#### **Hours/Schedule/Holidays**

The Sioux City Public Museum offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. Hours for your internship are determined with your supervisor. Let your supervisor know in advance if you plan to be absent from your internship for medical or personal reasons.

For unplanned absences, phone or email 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 an explanation.

The Museum is closed on New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Christmas.

#### **Academic Credit**

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

#### **Appropriate Attire**

We encourage interns to dress in a professional and appropriate manner. Some clothing choices that might be acceptable on your campus are not appropriate in the Museum. All Museum employees, interns and volunteers must present a clean, neat and businesslike appearance at all times. Each supervisor

may determine what is appropriate within these standards. A copy of the City of Sioux City's policy will be shared with specific details.

### **Job Duties**

It is the intention of the Museum to give interns a well-rounded experience which may include learning skills within a variety of departments such as the Research Center, Education, Front Desk, Volunteer Management or Public Relations. There are exceptions; in some specific cases interns may only work on a limited project. Every intern will discuss potential job duties with their supervisor and come to an agreement on the projects to be addressed during that internship. A supervisor (or other employee) will train interns in various job duties. Interns should feel free to ask questions of the supervisor at any time. Supervisors will check work and give instruction on how to make improvements. Interns will fill out a time sheet each day with the number of hours worked and the duties performed.

### **Requirements**

The Sioux City Public Museum requires that an intern complete at least 90 hours to qualify their experience as an official internship. Students are welcome on a volunteer basis to work on projects as well, but must complete 90 hours to call their experience an internship. Students completing an internship for college credit must complete as many hours as are required by their institution.

At the conclusion of the internship, interns will complete a brief survey/report of their experiences which must be signed by the intern and their supervisor. The supervisor will also fill out a report for the intern's college/university if that is required.

### **Workplace**

The City of Sioux City prohibits any form of discrimination or harassment of and by all employees based upon an individual's race, color, religion, sex, sexual orientation, gender identity, national origin or disability. Individuals engaging in behavior or conduct that violates this policy will be subject to appropriate disciplinary measures. If you have questions or concerns regarding workplace harassment please contact your supervisor, the Museum Director or the Human Resources Department.