



Academic Appointment Form

Checklist for Program Coordinators

Internships

- ☐ 1. Section 1
- ☐ 2. Section 2
 - ☐ a. Project Description
 - ☐ b. Intern's essay or statement of learning objectives
- ☐ 3. Section 3 (if paid)
 - ☐ a. Stipend Date Waiver (if less than 6 weeks before start date)
- ☐ 4. Background info and signature pages

For Extensions:

- ☐ 1. Section 1
- ☐ 2. Section 3 (if paid)
 - ☐ a. Stipend Date Waiver (if less than 6 weeks before start date)
- ☐ 3. Progress report from intern.
- ☐ 4. Description of new learning objectives from mentor.

Fellowships

- ☐ 1. Section 1
- ☐ 2. Section 3 (if paid)
 - ☐ a. Stipend Date Waiver (if less than 6 weeks before start date)
- ☐ 3. Background info and signature pages
- ☐ 4. Research Proposal
- ☐ 5. CV
- ☐ 6. Itemized Budget (if requesting research allowance)

For Extensions:

- ☐ 1. Section 1
- ☐ 2. Section 3 (if paid)
 - ☐ a. Stipend Date Waiver (if less than 6 weeks before start date)
- ☐ 3. Progress report and description of what fellow will accomplish with additional time.



Section I: Appointee & Appointment Information

- 1) TODAY'S DATE: _____ ☐ New Appointment ☐ Paid
☐ Extension ☐ Unpaid
- 2) FULL LEGAL NAME: _____
Last First Middle
- 3) GENDER: ☐ Female ☐ Male 4) Telephone Number: _____
- 5) _____ 6) Email Address: _____
MONTH/YEAR OF BIRTH
- 7) PERMANENT ADDRESS: _____
Street

City State Zip Country
- 8) CURRENT ACADEMIC LEVEL: ☐ High School ☐ Undergraduate
☐ Masters ☐ Postdoc
☐ Predoc ☐ Other: _____
- 9) CURRENT AFFILIATION (School/College/University/Museum/Organization, etc):

- 10) IS THE APPOINTEE A U.S. CITIZEN? ☐ Yes ☐ No (If Yes, Please Skip to 11)
a. Citizenship: _____
b. Country of permanent residence: _____
c. Type of visa if currently in the U.S.: _____
d. Do you want OFI to request a visa eligibility form? ☐ Yes ☐ No
- 11) SI UNIT/DEPT: _____
- 12) SI HOST/ADVISOR/SUPERVISOR(S): _____
- 13) FULL TENURE DATES: Start _____ End _____
- 14) ☐ Full Time ☐ Part Time If Part-Time, How Many Hours/Week? _____
- 15) PROJECT/RESEARCH TITLE: _____
- 16) APPOINTMENT TYPE:
- Internships***
☐ Intern
☐ Virtual Intern
***Please complete Section II**
- Fellowships****
☐ Graduate Fellow ☐ Predoc Fellow
☐ Postdoc Fellow ☐ Visiting Professional
☐ Other _____
****Please attach the research/project proposal and CV**



Section II: Mentorship Form (only complete for internships)

- a. Please **attach the project description with mentorship goals** for the internship.
- b. Please **attach the intern's description of their learning objectives**. This can be their essay provided it addresses their learning objectives and explains how the internship activities are integral to their course of study, major, concentration in school, or career goals.
- c. Will the intern receive academic credit for this internship or is an internship required for graduation?
☐ Yes ☐ No

Has the unit or office received a letter from the intern's school stating that it sponsors or approves of the internship? ☐ Yes ☐ No **If yes, please attach a copy to this form.**

- d. Is the internship primarily for the benefit of the student to learn skills or other practical experience in a chosen field of study rather than primarily for the Smithsonian's benefit? ☐ Yes ☐ No

Describe the benefits to the student:

Describe the benefits to the Smithsonian:

- e. Will the intern prepare a report of his/her experience and submit it? ☐ Yes ☐ No
- f. Does the intern have an assigned mentor and does the intern otherwise receive feedback on his/her performance? ☐ Yes ☐ No

If yes, please describe how feedback will be delivered:

- g. What are the regularly held occasions for group discussions, attendance at lectures, career counseling, and other educational and experiential opportunities?

- h. Is the intern being guaranteed a job upon completion of the internship? ☐ Yes ☐ No



Section III: Stipend Information

FULL LEGAL NAME: _____
Last First Middle

STIPEND TENURE DATES: Start* _____ End _____

* If requesting a stipend for an appointment that begins in less than six weeks, please submit a Stipend Date Waiver Form

17) IN-KIND BENEFITS

What is the value of any in-kind benefits (such as housing, transportation) being provided to the appointee?

\$ _____ Description: _____

18) CHARTFIELD ☐ Federal ☐ Trust Please Complete the Chart field Below:

Fund	Budget Ref	Designated Code	Dept ID	Account	Class	Program	Project ID	Activity ID
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19) AWARD BREAKDOWN

Stipend \$ _____

Travel Allowance \$ _____

Research Allowance \$ _____

Health Coverage \$ _____

Total Award \$ _____

- Payments are only released on the 10th and 25th of each month.
- All Non-US Citizens **MUST** check-in with OFI, which initiates the payment process.
- First payment will be released after start date. However, it takes **4-6 weeks** after all paperwork (and check-in, if required) is returned by appointee.

20)	Name	Date
Unit Intern/Fellow Coordinator	_____	_____
Fund Administrator	_____	_____

Comments (multiple chart fields can be added here):

Please Submit To **OFI**:
Email: SIOFI@si.edu
Fax: 202-633-7069
MRC: 902



BACKGROUND INFORMATION

This information is for statistical use only to assess our efforts to recruit a diverse pool of academic appointees; it cannot impact this appointment.

Does the appointee consider themselves to have a disability? ☐ Yes ☐ No

If yes, please describe _____

Do they identify themselves as: ☐ American Indian or Alaska Native ☐ Black or African American
☐ Native Hawaiian/Pacific Islander ☐ Asian ☐ White

Do they identify their ethnicity as: ☐ Hispanic ☐ Non-Hispanic

Choose not to identify: ☐

SI EQUAL EMPLOYMENT OPPORTUNITY: RIGHTS AND RESPONSIBILITIES

The Smithsonian Institution strives to provide for all individuals associated with it a working environment that is free from discrimination. As part of the Institution's efforts to ensure that you are fully aware of your equal opportunity rights and responsibilities, you have been provided the following documents:

- Diversity and Equal Employment Policy Statement
- Prevention of Workplace Harassment Policy Statement
- Procedures for Requesting Reasonable Accommodation for Individuals with Disabilities
- EEO Complaints Procedures for Individuals Associated with the Smithsonian Institution

Additional information is available at <http://prism.si.edu/oeema/index.html>. If you have any questions, please call an EEO counselor at (202) 633-6430.

I acknowledge that I have received and read the documents contained in the Smithsonian Institution's Equal Opportunity Rights and Responsibilities packet.

Intern/Fellow Signature _____

Date: _____

MEDIA RELEASE

I understand that the Smithsonian documents and maintains records of its programs, research, and other activities in a variety of formats including but not limited to print, photography, audio, video and digital format ("Materials"), and occasionally uses selected Materials for educational, museum and programmatic promotional purposes such as publications, brochures, and on-line.

In consideration of the opportunity to participate as an intern and/or fellow in the Smithsonian's programs, I hereby give permission to the Smithsonian to use my name, image, voice, and likeness for these purposes.

Intern/Fellow Signature _____

Date: _____



COPYRIGHT AGREEMENT
(INTERNS ONLY)

Intellectual property rights, including copyrights, in works created by Smithsonian Institution interns within the scope of their internships and under the supervision of Smithsonian employees, as well as the works themselves (e.g., research, articles, photographs, illustrations, etc.) are owned by the Smithsonian Institution as works made for hire under United States Copyright Law. Interns agree and understand that if such works are determined by a court not to be works made for hire, they hereby convey all right, title, and interest, including copyright, to the Smithsonian Institution. Further use of such works by interns shall require a written license from the Smithsonian Institution which may be granted by the Smithsonian Institution on a case-by-case basis to the intern for educational, non-profit purposes only. Requests for permission should be submitted to the intern's supervisor and each such request shall be reviewed by the Office of the General Counsel.

Intern Signature _____ Date: _____

SMITHSONIAN FELLOW INTELLECTUAL PROPERTY AGREEMENT
(FELLOWS ONLY, OPTIONAL)

I, _____, am a fellow at the _____, Smithsonian Institution, Washington, DC from _____ to _____, conducting research as specified below. As part of my fellowship, I may use, reproduce and incorporate Smithsonian content into my research. In consideration for the fellowship opportunity, I give the Smithsonian permission for free to use and reproduce my research, to the extent that it includes Smithsonian content, for educational, research, museum, and non-commercial purposes. I understand that I own the copyright in any original research and materials that I may create, and that I retain the right of first publication with regard to my research for a period of _____ years following my fellowship. When my research is published, I agree to provide appropriate credit to the Smithsonian and those who have collaborated with me.

Fellow Research Project: _____

AGREED

Fellow Signature _____ Date: _____