POLICIES AND PROCEDURES

INTERNERSHIP DOC

WELCOME TO THE SOCIETY LIBRARY!

WWW.SOCIETYLIBRARY.ORG
Virtual Orientation:
The first week of your internship will be dedicated to On-boarding and Orientation.

Time and Attendance:
You will be trusted to report your time and activities accurately and honestly using the provided software (Clockify).

As part of a distributed work group that collaborates remotely, you will be expected to maintain regular attendance in Virtual Office Hours (VOH) and participate in Online Team Meetings (OTM).

Please be respectful to your team and come to all OTMs at least 5 minutes prior to the meeting start time.

If you are unable to attend your scheduled VOH or OTMs, please provide at least 24 hours notice.

Email Policy:
You may be given a Society Library email address to access certain programs for your use throughout your internship. This address may also be used to provide access to necessary drives and other information, although for the most part you will be using your own email address. We ask that in all communications representing The Society Library, you strive to uphold our organizational virtues of Intellectual Honesty, Intellectual Freedom, Intellectual Inclusion, Ernest Service and Love of Information and Individuals. (See more about these and other closely-held values in the Who We Are Introduction booklet). If granted an email address, you will have access to your Society Library email account for the duration of your official relationship with The Society Library. Once complete, the account will be discontinued and you will no longer have access to the contents.

Please note that students will need a gmail account (official or personal) in order to access Google Shared Drives, regardless.

Tools For Your Internship:
You will receive invitations to the following communication channels and workspaces necessary to complete your internship:

- Slack (communication platform)
- Google Shared Drives (content management)
- Weekly Google Team “Hangouts” (via Calendar link)
- Clockify (time management system)
Activities within the Drives and specific documents are monitored and your actions recorded automatically. Please take care not to delete, overwrite, or otherwise damage another’s work.

A Non-Disclosure Agreement (NDA) will be required by each intern and associate. This document outlines that during your internship and thereafter, you agree to keep strictly confidential all trade secrets and information that The Society Library holds proprietary or confidential.

Community Engagement
Growing your professional network outside of the structured academic framework can make a large impact on your post-university career as well as your current efficacy.

Through the course of your internship, you are encouraged to attend up to 2 off-campus networking/community events relevant to your role specifically or The Great American Debate project for credit towards your weekly hour commitment.

To submit an event for approval, send an email at least 1 week in advance to your direct supervisor with the following information:

- Link to Event page
- Link to organizing group/professional association
- Date / time of event (Please make a specific note if this conflicts with any of your Society Library obligations)
- A statement as to how this event is relevant to the work that you are doing.

Examples of Relevant Groups/Events
Orlando Young Nonprofit Professionals Network
Code for Orlando (Check to see if your city has a chapter)

Welcome to the team!
Thank you!