

May 1994

INFORMATION FOR NATIVE AMERICAN PROGRAM INTERNS

Congratulations on being awarded a Smithsonian Internship! We look forward to having you here this summer, and hope that the experience will be a rewarding one.

General information regarding your Smithsonian Internship is outlined below. **Be sure to keep this information sheet as you may need to refer to it during your internship.** And, as always, please feel free to contact us with any questions you may have regarding this information or any other aspect of the award.

1. Check-in at the Office of Fellowships and Grants

The Office of Fellowships and Grants (OFG) is located in Suite 7000, 955 L'Enfant Plaza (also known as the North Building). We are approximately one LONG block South of the Smithsonian "Castle". The subway (Metro) is quite convenient to our office via the blue, orange, yellow, or green lines. You may take any of these Metro lines to the L'Enfant Plaza Station (use the exit marked "L'Enfant Plaza"), which is underneath our office building complex.

Most interns in our program will begin their appointments on **Monday, June 13, 1994**. The OFG will host a short orientation meeting that morning at **9:30am** in our office (address and directions are provided above). In addition, interns are expected to attend a meeting in the Office of Museum Programs (OMP) later that morning or afternoon in order to register and obtain an identification badge. The OMP is located in Room 1125 of the Arts and Industry Building (located next to the Smithsonian Castle). You will be given the exact time of registration with OMP in the morning orientation meeting with us.

If your internship appointment begins on any day other than June 13th, please call this office so that we may arrange a meeting with us and registration in OMP.

2. Smithsonian Supervisors

We encourage you to contact your supervisor before beginning the internship in order to discuss your project and answer any questions you might have about it. Please let us know if you wish to contact your supervisor but do not have the telephone number, or if you are unable to reach him/her.

Your supervisor will expect you to report to him/her in the afternoon following your orientation meetings in OFG and OMP unless you otherwise arrange it with him/her.