



Intern Guidelines and Objectives

1. Present yourself in a professional manner and comply with all requirements of collection policy, security and public relations applicable to regular staff.
2. Be prompt. Arrive at your designated work place on schedule.
3. Learn the mission statement of the Verde Valley Archaeology Center and become familiar with the Center's policies and procedures posted on its website.
4. Learn about the Sinagua Culture through reading, field trips, and what you are taught by people you are working with at the Center, the National Park Service, and the Forest Service.
5. Treat artifacts with proper care and respect.
6. You will be expected to learn to identify ceramics and lithics of the local area and those traded into the Sinagua Culture.
7. Learn to properly complete Center catalog cards.
8. Interns are to do data entry on the computer, correct catalog cards, and enter artifacts onto a spreadsheet under supervision.
9. Photograph artifacts for digital curation and enter them on the appropriate digital catalog cards.
10. Work with staff on Forest Service artifacts to be accessioned to the Museum of Northern Arizona (MNA) by analyzing, re-bagging and labeling each artifact.
11. Do research on sites in the Verde Valley using the MNA Library when possible.
12. Be prepared to work for National Park Service Archaeologist and the Coconino National Forest Archaeologist on assigned dates.

Guidelines

1. Supervisor will be the Center President or other staff members as assigned.
2. The intern will maintain a record of days and times worked.
3. Work schedule will be determined by the Supervisor in conjunction with the interns. Not to exceed 4 days a week and 6 hours a session.
4. The intern will meet periodically with their supervisor to review the progress of the intern. A final evaluation will be made at the end of the internship by the supervisor. Evaluation will be based on their reliability and ability to follow instructions and complete tasks in a timely manner.

Interns are to submit a paragraph explaining what he/she expects to get from the internship within two weeks of starting their internship.

Intern Signature _____ Date _____

Archaeology Center Supervisor _____ Date _____