



MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY

VOLUNTEER HANDBOOK

William F. Winter Building
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www.mdah.ms.gov

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Greetings from Volunteer Services

Welcome! I cannot begin to tell you how excited we are that you have joined us to become an intern at the Mississippi Department of Archives and History! As an MDAH intern, you will have exposure to professionals in every aspect of history, preservation, education, tourism, and much more. You will have the opportunity of a lifetime—being mentored by our staff. We hope that you will enjoy your time at MDAH and soak in our Mississippi stories to take with you.

This handbook is specifically for you, the MDAH interns, as it contains a vast amount of knowledge about every day practices of our program. If you have any questions, many of the answers can be found here. However, please ask your immediate supervisor if you have any questions regarding your service.

If you have any questions, please do not hesitate to contact me or our human resources staff (see contact information below).

Let's Get Started,

Tony Schnadelbach
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601.576.6985

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About MDAH

The Mississippi Department of Archives and History was founded in 1902, it is the second-oldest state department of archives and history in the country. The department is comprised of five divisions—Administration, Archives and Records Services, Historic Preservation, Museum, and Programs and Communication. To learn more about the Mississippi Department of Archives and History, please check out our website: www.mdah.ms.gov

Vision: Empowering people through Mississippi's many stories

Mission: By preserving Mississippi's diverse historic resources, and sharing them with people around the world, MDAH inspires discovery of stories that connect our lives and shape our future.

MDAH Intern Program: Statement of Purpose

Mississippi Department of Archives and History (MDAH) internships enhance learning experiences for university and college students pursuing a career in public history and related fields. Interns are partnered with staff members who serve as their mentors while following a learning plan that allows the student to learn while gaining practical knowledge. Interns should exhibit passion, integrity, excellence, and respect in all interactions with the public and each other

How Do I Get Started as an Intern?

1. Complete the [Intern Online Application Form](#) and submit a resume to: mdahinternships@mdah.ms.gov.
2. Successfully interview with MDAH staff who will supervise the internship.
3. If invited to intern by MDAH, complete, acquire signatures, and return the [Intern Academic Credit Agreement](#).
4. Sign all necessary MDAH paperwork and coordinate the Intern Learning Plan with the Sponsoring Professor and MDAH Intern Supervisor.
5. Attend a required MDAH Intern Orientation.
6. Intern will then be officially placed as an MDAH Intern.

Rewards and Benefits:

- Students will have the opportunity to learn and grow at MDAH. Interns will be able to receive academic credit for a successful internship at MDAH.
- As an intern, you will serve as an ambassador for the Department of Archives and History and represent the state of Mississippi to people from many cultures.
- You will have the opportunity to attend enrichment presentations, tours, workshops, lectures, etc.
- Interns receive a 15% discount on most merchandise at museum stores located at the Old Capitol Museum, the Eudora Welty House and Garden, Grand Village of the Natchez Indians, and the Two Mississippi Museums—Museum of Mississippi History and the Mississippi Civil Rights Museum.

Program Layout

Program Requirements

- Students must be a minimum of eighteen years of age and enrolled in a college or university.
- All internships with MDAH are non-stipend (unpaid). However, if a student receives funding from a non-MDAH source for their internship, the student will still be considered a non-stipend MDAH intern.
- Interns are responsible for coordinating with their college/university to receive academic credit. Interns must return a signed copy of the MDAH Intern Academic Credit Agreement before formal placement as an MDAH intern.

Learning plans/objectives

Intern program supervisors work with interns to design and implement learning plans/objectives. Most three-hour academic credit hours translate into a 120-hour internship or an alternate standard set by the advising professor and MDAH mentor.

Intellectual Property

End products created by interns within the scope of their internship and under the supervision of MDAH employees, including copyright and other intellectual property rights in such products, are owned by MDAH as works for hire under the United States Copyright Law.

Evaluation

Intern program supervisors will complete a formal Intern evaluate at the completion of the term. Ongoing communication is a major component to a successful learning experience. Interns, MDAH intern supervisors, and the sponsoring professor will follow responsibilities outlined in the MDAH Intern Academic Credit Agreement.

Service Hours

- Students will sign in and out on the Intern Register. Some sites may utilize the VicTouch electronic sign in/out method.
- Intern hours will be tracked by MDAH employees and compiled in a volunteer/intern database. This information is needed for accreditation purposes, awarding academic credit, grant proposals, recognition of students, summary of service letters for work or school, and letters of recommendation.
- Students should notify their supervisors in a timely manner if they are unable to work their assigned shift. If you cannot reach your supervisor, please inform the Volunteer Coordinator.

Enrichment Activities

Active interns may participate in MDAH enrichment activities. MDAH employees who work with interns must report each student's total hours of service to the Director of Volunteer Services and Internships at the end of the session.

Dismissal

If an intern violates MDAH policies or fails to represent MDAH in a professional manner, they may be dismissed. Other reasons for dismissal may be determined at the discretion of the MDAH director and/or division directors.

Best Practices

Badges

Wear your badge at all times while performing work for the Mississippi Department of Archives and History. Badges must remain on MDAH property when not in use.

Dress Code

Interns should dress appropriately for the job to which they are assigned. Professional dress is preferred for those who will deal with the public; however, interns who will be working behind the scenes or with special events may need to wear more casual dress.

Cell Phone Use

Place all communication devices on silent.. If it is necessary to use your communication device while interning, please inform your supervisor that you need a break to make your call or text.

Personal Property

Place all personal property in a secure area designated for interns.

Remain Neutral

Always keep in mind that we are on state property and that we must remain neutral at all times concerning “hot topic” issues such as politics, religion, current events, etc.

Social Media

Never include staff members’ names or reveal sensitive or confidential information in social media posts.

Intern Policies

Food and Drink

Be mindful of areas designated for eating and drinking. Many of our buildings are under strict guidelines that prohibit food and drink of any kind.

Handicap accessibility

MDAH facilities are handicapped-accessible, and service animals are always welcome. Service animals are always welcome at MDAH facilities. Never ask why a visitor has a service animal. If you are interacting with a visitor and their service animal so do not handle or engage the animal in any way.

Smoke-Free Policy

MDAH facilities are smoke-free—including artificial smoking devices such as e-cigarettes (vaping).

State property usage

Office equipment (copiers, computers, printers, etc.) is the property of the State of Mississippi and is not available for use by organizations outside MDAH.

Tips and Gratuities

Please do not accept tips or gratuities. Donors may be encouraged to contribute to the site's donation box or fund. These funds are earmarked for preservation or education activities.

Safety

Accidents

If you witness an accident involving a visitor, notify an MDAH staff member immediately.

Emergencies

Always follow emergency evacuation procedures as instructed by MDAH staff. Employees and interns, as directed, should guide visitors to a designated safe area.

Severe Weather

If severe weather/power outage occurs in your area, immediately notify the site director or their designee, Capitol Police, or security officer assigned to the site. Follow the

Fire

In case of fire, immediately notify State Capitol Police or law enforcement assigned to the site, then call the site director or designee, and follow the Emergency Evacuation Procedures as instructed by MDAH staff. Employees and interns, as directed, should guide/direct visitors to the designated safe place.

Bomb Threat

If you are staffing an MDAH phone and receive a bomb threat, immediately notify State Capitol Police or law enforcement assigned to the site, then call the site director or designee, and follow the Emergency Evacuation Procedures as instructed by MDAH staff. Employees and interns, as directed, should guide visitors to the designated safe area.

Contact Information

[Visit our website](#) to learn about the archives library, tour information, calendar of events, and other MDAH resources that are available to you.

William F. Winter Building Archives and History Building

Administration, Archives and Records Services, and Programs and Communication

Physical address:
200 North Street
Jackson, MS 39201
601-576-6850

Mailing address:
P. O. Box 571
Jackson, MS 39205

Charlotte Capers Building

Historic Preservation

100 South State Street
Jackson, MS 39201
601-576-6940

Museum Sites:

Eudora Welty House and Garden

1119 Pinehurst Street
Jackson, MS 39202
601-353-7762

Governor's Mansion

300 East Capitol Street
Jackson, MS 39201
601-359-6421

Grand Village of the Natchez Indians

400 Jefferson Davis Blvd.
Natchez, MS 39120
601-446-6502

Museum of Mississippi History

222 North Street
Jackson, MS 39201
601-576-6800

Mississippi Civil Rights Museum

222 North Street
Natchez, MS 39120
601.576-6800

Winterville Mounds Archaeological Park

2415 Highway 1 North
Greenville, MS 38703
662-334-4684

Old Capitol Museum

100 South State Street
Jackson, MS 39201
601-576-6920

Mississippi Department of Archives and History Student Internship Academic Credit Agreement

MDAH offers non-stipend internships for college and university students seeking academic credit. MDAH internships are learning experiences that allows students to be mentored by staff and provides practical experience in a professional setting.

The Intern Academic Credit agreement outlines the responsibilities and expectations of students, sponsoring professors, and the MDAH program supervisors. The intern is responsible for assuring that this agreement is signed and returned to the MDAH volunteer services coordinator either in person or by email before the start of the internship term.

Direct all questions to Tony Schnadelbach, volunteer services coordinator, at 601-576-6985 or tschnadelbach@mdah.ms.gov.

Section I: Intern Information

To be completed by student

Name: _____

Mailing Address: _____

Cell phone: _____

Email: _____

College or University: _____

Classification: ☐ Undergraduate ☐ Graduate ☐ Doctoral

Anticipated graduation date: _____

Major: _____

Section II: Academic Credit Information

To be completed by department chair or sponsoring professor

Name: _____

Phone: _____

Email: _____

Department granting academic credit: _____

Semester and Year: _____

This course will count toward ___ major ___ minor ___ open electives

Name of course as listed with the sponsoring college/university registrar: _____

Credit hours: _____ Direct service hours required: _____

Start/end dates: _____

Section III: MDAH Internship Supervisor Information

To be completed by MDAH

Name: _____

Phone: _____

Email: _____

Division: _____

Section/Site: _____

Intern work site: _____

Section IV: Responsibilities of All Parties

To be completed by student, sponsoring professor, and MDAH intern supervisor

Student Responsibilities

I, _____ (please print), agree to serve as a non-stipend (unpaid) intern and commit to the following:

- To perform intern tasks that are assigned by my MDAH intern supervisor to the best of my ability.
- To accept supervision, abide by MDAH policies and procedures, participate in record-keeping requirements, and respect confidentiality rules governing my internship.
- To meet time requirements—always providing adequate notice when unable to make an assignment and seeking help in a timely manner should problems.
- To act at all times as a conscientious member of the team, providing my full attention to my internship and to my MDAH intern supervisor.
- To be responsible for my transportation to and from the internship work site.
- To complete an MDAH exit survey at the conclusion of the internship to be submitted to the MDAH supervisor and the sponsoring professor.

Sponsoring Professor: The sponsoring professor will ensure the following:

- To help formulate the learning objectives for the internship and specify the number of internship hours in relation to the amount of academic credit.
- To submit the required paperwork to the college or university registrar prior to the start date of the internship and ensure that all steps are taken for the student to receive academic credit.
- To provide guidance, support, and feedback to the student and to the MDAH Intern Supervisor.

MDAH Intern Supervisor: The MDAH Intern Supervisor commits to the following:

- To provide a Learning Plan to be used by the Faculty Sponsor and the student intern.
- To ensure that the intern will not be asked to fulfill an assignment that is inappropriate, unsafe, or unacceptable.
- To provide a written evaluation of the student's internship performance and sign any required paperwork provided by the sponsoring professor.

Section V: Signature of All Parties

Students are required to obtain all signatures below.

Student Intern: _____

Date: _____

Department Chair: _____

Date: _____

Sponsoring Professor: _____

Date: _____

MDAH Intern Supervisor: _____

Date: _____

Please return to: Tony Schnadelbach, Volunteer Services Coordinator
tschnadelbach@mdah.ms.gov, 601-576-6985