



Internship Opportunities

The Palouse Discovery Science Center's mission is to bring hands-on science learning experiences to people of all ages. We are a non-profit organization whose purpose is to further the public's understanding of science and technology through the use of educational programs, exhibits, teaching collections, and activities which emphasize the physical participation of individuals.

These unpaid internships will afford you work experience in a fun and professional setting. Our internships offer opportunities to gain youth education experience in Science, Technology, Engineering, and Mathematics (STEM) based fields.

Internship Openings

Daily Lesson Educator

This intern is supervised by the Education Coordinator and focuses on the Daily Lessons offered at the PDSC Monday through Friday. Duties include revision of PDSC daily lesson plans, development of new lesson plans, research, and teaching of daily lessons.

Time Commitment: 8-10 hours per week

Internship Dates: 1+ Semester, flexible

Field Trip Lesson Educator

This intern is supervised by the Education Coordinator and focuses on the Field Trips offered at the PDSC. Duties include organization of field trip lessons and materials, development of field trip lessons, research, assisting field trip educators, and occasionally leading field trip lessons.

Time Commitment: 10 hours per week pre-field trip season, minimum 15 hours per week during fieldtrip season

Internship Dates: January – Early June 2017; somewhat flexible

Summer Camp Educator

This intern is supervised by the Education Coordinator and focuses on the educational summer camps offered by the PDSC. Duties include research and development of summer camp lesson plans, training for LEGO Robotics programs, and assisting with the teaching of all summer camps.

Time Commitment: 5-10 hours per week pre-summer camps, 15 hours per week during summer camps

Internship Dates: January, May-August 2017; somewhat flexible

To Apply

All interested parties must fill out the Internship Application below. Each application should be submitted to the Education Coordinator, Sara Merrick, at educator@palousescience.org, or applications may be sent via post or dropped off directly to:

Palouse Discovery Science Center
c/o Sara Merrick
950 NE Nelson Ct.
Pullman, WA 99163

All other inquiries regarding internships at the PDSC may be sent to educator@palousescience.org.

Internship Policies & Procedures

Please read through the following policies and, when understood, sign at the bottom of the internship application. (This is a condensed version of the PDSC's Policies and Procedures. For a complete, detailed version ask a PDSC Staff Member to locate it for you.)

Interns are representatives of the PDSC and must agree to the following:

Appearance

We expect interns to maintain a casual, clean, and neat appearance when at PDSC or when representing PDSC to the public.

Conduct

You will be around children!

We expect interns to behave in a professional manner. If inappropriate conduct does arise from students or visitors, the problem should be handed over to their teacher, adult chaperone, parent, and/or PDSC Staff Member.

Punctuality

All interns must arrive on time for their shift; this means being in the building and ready work at the start time of your shift. It is unacceptable to keep visitors waiting or to have them show up for a program while we are still setting things up. If you cannot make it to your shift at PDSC, please notify us at least 1 hour prior to your shift, preferably 24 hours prior (509.332.6869). If no one answers the phone, please leave a message.

Dress

During your shifts at the PDSC you may be required to partake in physical activities or building maintenance. When teaching, clothing should be easy to function in and appropriate for children of all ages. Please dress appropriately for the activities that you have been assigned for the days of your shifts.

Time Off

Please notify your intern supervisor if you plan to take any time off so schedules can be adjusted accordingly.

Alcohol and Drugs

Interns will not arrive at PDSC or any PDSC event under the influence of any drugs or alcohol.

Non-Discrimination

The PDSC is an open, inclusive, and safe organization. The PDSC does not discriminate on the basis of race, color, ethnic or national origin, gender, sexual orientation, political affiliation, or beliefs.

Accessibility

The PDSC strives to be accessible to all people.

Scientific Purpose

The PDSC will present science and technology, including scientific tools, models, theories, laws, methods, and techniques. Critical analysis and discourse are encouraged. Although opinions, values, political views, and ethics related to the science and technology presented are valued, they are outside the scope of the Science Center's mission and should be saved for personal discourse.

Privacy

The privacy of donors, staff, interns, volunteers, patrons, and people associated with the PDSC will be maintained.

Internship Policies & Procedures continued

Teaching

All interns will develop teaching skills under the supervision of PDSC Education staff. Each intern position will vary in the amount and formality of teaching and should follow the instructions and lead of their supervisor.

Availability

Interns must be available for the requested amount of time for their internship position. Any unexpected changes in availability will be grounds for the Education Coordinator to revisit the intern status of the individual.

Special arrangements may be made with the Education Coordinator in advance of the internship start date in regards to availability requirements.

Safe Environment Policy

The Palouse Discovery Science Center (PDSC) takes seriously its responsibility to provide a safe environment for all persons. We strive to ensure a facility free of violence and abuse of all kinds, including intimidation, coercion, sexual harassment, or verbal, emotional, or physical abuse. Our interns will be expected to conduct themselves in such a way as to promote a safe environment.

In addition, the PDSC will

1. Require all interns working with children to sign a statement confirming they have read and understand this Safe Environment Policy;
2. Strive to have a minimum of two people present with any children in the science center whenever possible, even if it is another child;
3. Conduct background checks on incoming interns and staff as the PDSC determines necessary or required;
4. Insure that all information obtained regarding abuse and background checks be kept in a confidential and secure manner; and
5. Inform interns of their duty to report child abuse, abandonment or neglect under Washington law.

If a PDSC intern observes or suspects a violation of any of these policies, he/she is empowered and legally obligated to address the situation by immediately informing the Executive Director of PDSC and/or the Education Coordinator, who will handle the situation as is legally stipulated by Washington State.

Palouse Discovery Science Center Internship Application and Felony Disclosure Form

Please attach a statement explaining why you are interested in an Internship with the Palouse Discovery Science Center in 500 words or less. You may also attach an extra page if you are unable to answer the questions in the spaces given.

Name _____ Date of Birth _____

Address _____ Email _____

Primary Phone _____ Type (circle one): Home Cell Work Other:

Secondary Phone _____ Type (circle one): Home Cell Work Other:

Emergency Contact _____

Primary Phone _____ Secondary Phone _____ Relation _____

Please record any allergies or other health concerns here:

Internship Information

Internship Title _____

Available Start Date _____

If Applicable, are you available for field trip season (March-June) or Summer Camps (June-August)? _____

If no, please explain: _____

Background Information

Current Educational Level _____

Special Training _____

Relevant Work Experience _____

Volunteer Experience

Special Interests, Hobbies, or Skills

Previous Employers or Supervisors of Volunteer Work.

Please list your previous/current employers beginning with the most recent.

Employer/Supervisor #1

Name of Institution: _____ Position Held: _____
Name of Employer: _____ Job Title of Employer: _____
Address: _____
Phone Number: _____

Employer/Supervisor #2

Name of Institution: _____ Position Held: _____
Name of Employer: _____ Job Title of Employer: _____
Address: _____
Phone Number: _____

Personal References- Not Relatives

Please list two names of individuals that can attest to your character and qualifications for your desired internship opportunity.

Name _____ Phone _____
Relationship _____
Name _____ Phone _____
Relationship _____

**I have read and agreed to the Safe Environment Policy of the Palouse Discovery Science Center.
I agree to a background check. I have read and agree to follow the Internship Policies and Procedures.**

Name (Printed): _____

Signature: _____

Date: _____



Felony Disclosure Information

Have you been convicted of a felony? Yes No

Conviction will not necessarily disqualify an applicant.

If yes, please explain*:

Have you been convicted of a misdemeanor other than speeding, minor traffic violation or disturbance of the peace in the last 5 years? Yes No

Conviction will not necessarily disqualify an applicant.

If yes, please explain*:

*If applicant has a sealed record on file, applicant may answer "no record".

I certify that all statements on this form are true and complete to the best of my knowledge and I have withheld nothing. I understand that any false statements, omissions or answers made by me on this application can result in my immediate termination.

Signature of Applicant

Date

Printed name
