

MCU EDCOM STAFF REG

CHAPTER 4

VICE PRESIDENT FOR INSTRUCTIONAL AND RESEARCH SUPPORT (VPIRS)/DIRECTOR, GRAY RESEARCH CENTER (GRC)

SECTION 2: GRC INTERNS AND VOLUNTEERS

4201. BACKGROUND AND OVERVIEW

1. This process was formally codified at the direction of the MCBQ Staff Judge Advocate (SJA) and has been reviewed and approved by that office.
2. This Section delineates responsibilities and outlines the intern application and selection process, and it contains templated information to be used to broadcast program opportunities to the broadest regional applicant pool.
3. The GRC Internship-Volunteer Program is designed to accomplish two distinct tasks. Its primary goal is to enhance the support the GRC is able to provide its patrons. Additionally, it provides college and university students with opportunities to gain first-hand experience in library and archival disciplines. Interns will be exposed to a wide variety of subject areas including archival and library administration, automation systems, military strategy and tactics, Marine Corps history, and military art and science. Specific projects assigned to interns and volunteers will vary in nature and content.

4202. INTERNS

1. The GRC will offer supervised archival and library internships during fall and spring semesters as well as during summer term. The Library of the Marine Corps may accept up to 4 interns per term.
 - a. Interns will receive supervised, practical, career experience through their participation in the program; however, interns will not perform the scope of duties identified in any GRC employee position description. Intern services will not be used to displace any federal employee's position.

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b. Interns may be either undergraduate or graduate students.

(1) Archival Interns. Graduate and undergraduate interns must be majoring in archival management, history, historic preservation, or a related field and will perform work associated with the reference, research, and processing of historical Marine Corps documents and personal papers collections. Specific archival internship program details are described in paragraph 4206.

(2) Library Interns. Graduate interns assigned to the Library Branch must be pursuing a graduate program in library science. Undergraduate interns must have a demonstrated intent in eventually pursuing graduate work in library science. Specific library internship program details are described in paragraph 4207.

c. Interns must be in good academic standing at an accredited college and university and must be enrolled and registered for classes within that school during the time/term in which they serve as interns.

d. Interns must sign the GRC Intern Service Agreement, see Figure 4-1, and will not be permitted to start until notified in writing of their official start date by the VP-IRS Admin Officer.

e. During the regular academic year, interns may work no more than 12 hours each week. During the summer, interns may work no more than 20 hours each week.

f. Interns may not participate in more than two GRC internships.

2. The Library of the Marine Corps will provide interns with whatever academic supervision their schools require. Interns will be encouraged to coordinate with their schools to obtain academic credit for their GRC experience. However, as many schools do not have formal procedures for granting internship credit, interns may participate in the program regardless of whether their school provides credit.

3. Compensation for interns may be provided by the Marine Corps University Foundation (MCUF). Academic credit and

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compensation are supplementary benefits for GRC interns; the primary benefit for GRC interns is the hands-on career experience they receive.

4203. VOLUNTEERS

1. Volunteers are unpaid individuals who donate their time to enhance the services of the GRC.
2. Volunteers will never be compensated, and their work will primarily be clerical and non-technical in nature.
3. Volunteer working hours will be determined on an individual basis.
4. Volunteers need not have any academic affiliation and will not perform any work within the scope of responsibilities and duties identified in any GRC employee position description.
5. Volunteers must sign the Gratuitous Service Agreement, see Figure 4-2.

4204. RESPONSIBILITIES

1. The VP-IRS shall
 - a. Establish an internship program that meets the needs of the GRC.
 - b. Ensure subordinate supervisors execute all aspects of the program, to include selection of interns, in a fair and equitable manner.
 - c. Ensure the RSD Director establishes a positive and rewarding working environment for both interns and volunteers.
2. The VP-IRS Administrative Officer, or her designated employee, shall
 - a. Provide application packets to prospective interns, including the application form found at Figure 4-3.

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b. Coordinate the intern candidate selection process with the RSD Director.

c. Publicize internship opportunities commensurate with the funding assistance to do so provided by MCFU.

d. Coordinate all administrative intern selection-hiring requirements with MCFU, GRC, Human Resources and Organizational Management, Quantico (HROMQ) and the Marine Corps Combat Development Command (MCCDC) Staff Judge Advocate or legal counsel.

e. Coordinate intern orientation and in processing to include MCFU payroll actions if appropriate and a clear explanation of GRC expectations, policies, and procedures.

f. Coordinate all aspects of volunteer support to include selection-hiring requirements, approval, orientation, and in processing with GRC, HROMQ, MCCDC Staff Judge Advocate or legal counsel, and other base agencies.

g. Provide supervisors and interns with official intern start dates.

3. Director, RSD shall

a. Establish a positive and rewarding working environment for both interns and volunteers.

b. Develop and maintain internship plans for prospective candidates, see paragraphs 4206 and 4207.

c. Receive applications from the Administrative Officer and manage the intern selection process identified in paragraph 4205.

d. Provide all academic assessments required by interns' schools.

e. Maintain comprehensive records documenting the interns' selection and performance.

4205. INTERN SELECTION PROCESS

1. The Administrative Officer will ensure maximum visibility of internship opportunities by:

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a. Sending letters of solicitation to regional colleges and universities, identified by the Director, RSD, see Figure 4-4.

b. Submitting program announcements to local and regional newspapers, professional journals and on-line intern job banks, see Figures 4-5 and 4-6, when funded by MCFU.

c. Ensure a program announcement is provided to the Virtual Library Branch Head for placement on the MCU website/GRC web page, see Figure 4-7.

2. The Administrative Officer will consolidate all applications received, and on a semester and summer term basis, forward them to the Director, RSD.

3. The RSD Director will establish a panel of professionals to review and rank all applications based upon their assessment of each candidate's potential to successfully complete the internship in accordance with published criteria.

4. The RSD Director will personally interview up to the top five ranked candidates and revise the rankings as appropriate. Interviews may be conducted in person or by telephone.

5. The Director, RSD will notify the Administrative Officer of the tentative intern selection.

6. The Administrative Officer will determine the availability of intern program funds.

7. The Administrative Officer will notify successful applicants, in writing, of their selection, see Figure 4-8, and establish reporting dates.

4206. ARCHIVAL INTERNSHIP PLAN

1. Assignment. Under the direction of a supervisor or team leader, work will include the refinement of basic archival processing skills, conservation, general reference practices and procedures, and will emphasize learning and practice in the following specialized areas:

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a. Historically-valuable Marine Corps collections, official records, personal papers, and non-textual records and related topics.

b. Assisting patron research projects involving Marine Corps History.

c. Theories and techniques of archival management.

2. Qualifications

a. At a minimum, interns must be second year undergraduate students in an accredited college or university majoring in archival management, history, historic preservation, or a related field.

b. Desired qualifications include familiarity with Marine Corps history, knowledge of general military history, basic computer skills, and the ability to communicate effectively with colleagues, faculty, and a student body that is primarily military in nature.

3. Professional Development. The internship will be offered to a qualified individual for a period of one term. The primary object of the internship is to provide firsthand archival experience to students majoring in archival management, history, historic preservation, or a related field of study. Additional benefits for the student are supervised, practical experience and exposure to a wide variety of subject areas including archival administration, automation systems, Marine Corps history, and military art and science.

a. Objectives

(1) Target Skills. The interns will work in each of the Archives functional areas, acquiring experience with various tasks and services and leading to completion of assigned projects within the designated time frame.

(2) Work Activities. Emphasis will be placed on the practical application of newly acquired skills after appropriate in-house education and training. As knowledge and skill are acquired, the intern will gradually assume greater responsibilities for assigned projects.

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(3) General Duty Assignments. Assignments will be given in the areas of collections processing, reference services, and general research. The intern will respond to reference queries by telephone, correspondence, or from individuals in person following archival rules and regulations and assisting with or conducting research as appropriate.

b. Administrative Services. Interns will collect statistical data on patron use and arrange-describe all aspects of collections from the initial preliminary inventory to the narrative finding aid.

4207. LIBRARY INTERNSHIP PLAN

1. Assignment. Under the direction of a supervisor or team leader, work will include the refinement of basic library science skills and will emphasize applied learning and practice.

2. Qualifications

a. Graduate interns must be currently enrolled in a program leading to either a master's degree in Library Sciences or a related field that is accredited by the American Library Association or a state-approved teaching license with an endorsement as a school librarian.

b. Undergraduate interns must have at least second-year or sophomore status and have declared a major in the Humanities, computer sciences, information management, business, education, or a related field. Undergraduate interns must have a well-documented interest in pursuing graduate studies in library science or school librarianship.

c. Desired qualifications include computer literacy, knowledge of basic library structure and missions, database management experience, knowledge of military history or a related field, and the ability to communicate effectively with patrons and staff.

3. Professional Development. The internship will be offered to a qualified individual for a period of one term. The primary object of the internship is to provide firsthand library experience to students majoring in the humanities,

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computer sciences, information management, business, education, or a related field of study. Additional benefits for the student are supervised, practical experience and exposure to a wide variety of subject areas including library administration, automation systems, library review resources, and academic research.

a. Objectives

(1) Target skills. The interns will work in each of the Libraries functional areas, acquiring experience with various tasks and services and leading to completion of assigned projects within the designated time frame.

(2) Work activities. Emphasis will be placed on the practical application of newly acquired skills after appropriate in-house education and training. As knowledge and skill are acquired, the intern will gradually assume greater responsibilities for assigned projects.

(3) General duty assignments. Assignments will be given in the areas of collections processing, reference services, and general research. The intern will respond to reference queries by telephone, correspondence, or from individuals in person following library rules and regulations and assisting with or conducting research as appropriate.

b. Administrative Services. Interns will collect statistical data on patron use and arrange-describe all aspects of collections from the initial preliminary inventory to the narrative finding aid.

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INTERN SERVICE AGREEMENT

I, the undersigned, acknowledge that my participation in the Alfred M. Gray Marine Corps Research Center (GRC) Intern Program is not employment by the federal government, and therefore I am not entitled to compensation from the government. I understand that compensation for my services as an Intern may be made by the Marine Corps University Foundation; a private, non-profit organization.

_____	_____
Signature	Date
Acknowledgement:	
_____	_____
Signature of GRC Representative	Date

Figure 4-1 SAMPLE INTERN SERVICE AGREEMENT

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GRATUITOUS SERVICES AGREEMENT

I, the undersigned, have made an offer of my services to the Government of the United States as a Student/Volunteer for the General Alfred M. Gray Marine Corps Research Center, Marine Corps University, Quantico, Virginia. This offer is made on a voluntary basis and is proposed to be at no cost to the Government, i.e., without compensation; therefore, and in consideration of the acceptance of said offer, I do hereby for myself, my heirs, and assigns, forever discharge and release the Government of the United States from any claims, suits, or demands for compensation, which I or my heirs or assigns may, can, or shall have in connection with any student/volunteer services I may perform for the Government of the United States. I understand that I am not working as, or volunteering my services in, the capacity of a federal employee, and I have been advised that my services will not lead to employment with the Government. I understand that I am not considered to be a federal employee for any purpose other than for purposes:

(1) of the Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680; and,

(2) of Title 5 U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments.

I understand that I may establish my own number and timing of volunteer services, and that I agree to coordinate those times with my supervisor to insure such services do not interfere with mission requirements.

_____ Signature	_____ Date
Acknowledgement:	
_____ Signature of GRC Representative	_____ Date
_____ Signature of Human Resources and Organizational Management Representative	_____ Date

Figure 4-2 SAMPLE GRATUITOUS SERVICES AGREEMENT

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1. GENERAL ALFRED M. GRAY MARINE CORPS RESEARCH CENTER
INTERNSHIP APPLICATION

NAME: _____

ADDRESS: _____

PHONE: _____

DATE OF BIRTH: _____

SCHOOL: _____

STATUS: [] Sophomore [] Junior [] Senior [] Graduate
Student

MAJOR: _____

INTEREST: [] Archival Internship [] Library Internship

DATES YOU WILL BE AVAILABLE TO WORK FROM _____ TO

SIGNATURE: _____

DATE: _____

Please respond to the following:

1. How you are qualified for a GRC internship?
2. How will a GRC internship benefit your educational and/or career goals?
3. Will you receive academic credit for participating in this internship? If not, why not?

Please send this sheet, your responses to the above questions, and a copy of your transcripts to:

Administrative Officer
Attn: Internship Program
Gray Research Center
2040 Broadway Street
Quantico, VA 22134-5107

Figure 4-3 INTERNSHIP APPLICATION

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Dear Madam or Sir:

The Marine Corps University's General Alfred M. Gray Marine Corps Research Center (GRC), Quantico, Virginia, offers an advanced undergraduate/graduate internship program. Usually, interns are compensated by the Marine Corps University Foundation.

The GRC internship program offers firsthand experience for advanced undergraduate and graduate students majoring in archival management, library science, or related fields. The benefit for the student is supervised, practical experience. The benefit to the GRC is a temporary, interested individual who is able to perform above the entry level.

Interns gain specialized experience in one of the two main functional areas of the GRC: The Marine Corps Archives and Special Collections or the Marine Corps Research Library. Interns may be assigned projects involving reference, collection management, and research.

Interns are exposed to a wide variety of subject areas including archival and library administration, automation systems, military science, and Marine Corps history. Specific projects assigned to interns will vary in nature and content. Additional information is available by contacting:

Gray Research Center
Administrative Officer
Attn: Internship Program
2040 Broadway Street
Quantico, VA 22134-5107
(703) 784-2240/2248

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1. GENERAL ALFRED M. GRAY MARINE CORPS RESEARCH CENTER
INTERNSHIP PROGRAM

The General Alfred M. Gray Marine Corps Research Center (GRC) Internship Program offers great experience for graduate and undergraduate students majoring in archival management, library science, or related fields. Flexible hours and good pay. Undergraduate students must have completed their freshman year. Interested applicants should contact the GRC Administrative Officer at (703) 784-2240/2248 between 8:00am and 4:00 pm.

Figure 4-5 SAMPLE ANNOUNCEMENT FOR LOCAL AND REGIONAL
NEWSPAPERS

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1. GENERAL ALFRED M. GRAY MARINE CORPS RESEARCH CENTER INTERNSHIP PROGRAM

DESCRIPTION: The General Alfred M. Gray Marine Corps Research Center (GRC) offers both undergraduate and graduate internships that provide opportunities to develop and strengthen research and library management skills in an academic setting. Interns gain specialized experience in one of two functional areas: archival management or library science.

DURATION: The GRC Internship Program is offered during the fall and spring semester as well as summer term. During the regular academic year, interns work no more than 12 hours per week. During the summer, interns may work no more than 20 hours per week.

WHO SHOULD APPLY: The GRC Internship Program is open to undergraduate and graduate students pursuing degrees in relevant disciplines. Undergraduate students must have completed their freshman year of studies.

SELECTION: Selection is based on demonstrated scholarship and a match of the applicant interests with the needs of the GRC.

AWARD: Interns may receive a stipend from the Marine Corps University Foundation. Travel to and from the applicant's home location and housing at the internship site are at the intern's expense.

DEADLINE: Applications should be received by the GRC six weeks prior to the beginning of the term in which the student is interested serving as an intern.

CONTACT: For information and application, please contact the Administrative Officer, Attn: Internship Program, Gray Research Center, 2040 Broadway Street, Quantico, VA 22134-5107, telephone (703) 784-2240/2248.

Figure 4-6 SAMPLE ANNOUNCEMENT FOR PROFESSIONAL JOURNALS AND
ON-LINE INTERN JOB BANKS

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1. GENERAL ALFRED M. GRAY MARINE CORPS RESEARCH CENTER INTERNSHIP PROGRAM

The General Alfred M. Gray Marine Corps Research Center (GRC) offers both undergraduate and graduate internships that provide opportunities to develop and strengthen research and library management skills in an academic setting. Interns gain specialized experience in one of two functional areas: archival management or library science.

The GRC Internship Program is offered during the fall and spring semester as well as summer term. During the regular academic year, interns work no more than 12 hours per week. During the summer, interns may work no more than 20 hours per week.

The GRC Internship Program is open to undergraduate and graduate students pursuing degrees in relevant disciplines. Undergraduate students must have completed their freshman year of studies.

Selection is based on demonstrated scholarship and a match of the applicant interests with the needs of the GRC. Interns may receive a stipend from the Marine Corps University Foundation. Travel to and from the applicant's home location and housing at the internship site are at the intern's expense.

Applications should be received by the GRC six weeks prior to the beginning of the term in which the student is interested serving as an intern.

For information and application, please contact the Administrative Officer, Attn: Internship Program, Gray Research Center, 2040 Broadway Street, Quantico, VA 22134-5107, telephone (703) 784-2240/2248.

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1. NOTIFICATION OF INTERNSHIP AWARD

Dear -----,

We are pleased to notify you that you have been accepted as an ----- Intern in the Internship Program at the General Alfred M. Gray Marine Corps Research Center. As an ----- Intern, you will be working in the -----Branch. The rate of pay is \$---- per hour and will be paid by the Marine Corps University Foundation. Your working hours/schedule will be determined by the head of the Branch to which you have been assigned. Please sign and date below if you accept the internship and fax back to me as soon as possible. The fax number is 703-784-4306.

On your first day of work, you will be taken to the Marine Corps University Foundation to complete the paperwork for your employment. You need to bring either a U. S. Passport or a photo ID and social security card with you that day. Also if you wish to have your salary paid by direct deposit, which is highly encouraged, please bring a voided check or your account number and bank routing number.

Thank you for your interest in the Internship Program at the General Alfred M. Gray Marine Corps Research Center. We hope your stay with us will be a rewarding one. If you have any questions, please contact me at 703-784-2240/2248.

Sincerely,

Administrative Officer
General Alfred M. Gray
Marine Corps Research Center

I accept the internship at the GRC.

Signature _____ Date _____

Figure 4-8 SAMPLE NOTIFICATION OF INTERNSHIP AWARD

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From: Director, (School Name)

To: (Name of Appointed Individual)

Subj: LETTER OF APPOINTMENT AS COPYRIGHT CONTROL MANAGER

Ref: (a) MCU Staff Regulation, Chapter 6500, Use of
Copyrighted Materials

1. You are hereby appointed as the Copyright Control Manager
for the (School Name).

2. You will be guided and directed in the execution of your
duties by the provisions of reference (a).

3. This appointment is revoked upon your transfer or
reassignment.

(Director Signature/Name)

Copy to:

MCU VP-IRS

Figure 4-9 SAMPLE COPYRIGHT CONTROL MANAGER APPOINTMENT
LETTER