



Intern Welcome Packet

Welcome!

We are so excited that you have chosen Archaeology in the Community (AITC) as a small part of your educational journey. We hope that this part will be a memorable experience that helps you grow as a professional. Our organization's mission is to promote and facilitate the study and public understanding of archaeological heritage. Through informal educational programs, we provide hands-on learning, professional development, and community events.

This packet is all about the structures and expectations at AITC. It also includes an overview of the organization's programs and your responsibilities as an intern.

Again, we are so excited that you are here and hope you find that AITC challenges and inspires you. You help us to bring AITC's mission of accessible archaeology education to the public.

Sincerely,  
Archaeology in the Community Staff

## **Table of Contents**

Page 4: Who We Are, What We Do, and History

Page 5: Staff

Page 6: AITC Governance

Page 6: AITC Office Policies and Procedures

Page 7: Intern Rules

Page 8: Discrimination and Harassment

## **Who We Are**

Archaeology in the Community (AITC) is a DC-based regional nonprofit organization whose focus is teaching archaeology as a way to explore our shared past and local heritage.

## **What We Do**

In order to fulfill our mission, AITC provides programs, professional development opportunities, networking, and community events. Educational programs start as early as Pre-K and continue into the college level. We also work with teachers to develop archaeology lesson plans, resources, and trainings. We aim to give the public the exposure, experience, and support needed to grow their understanding of archaeology, cultural belonging, and scientific inquiry.

Each year, AITC directly serves about 800 students of all ages.

Our objectives are:

- To increase community awareness of the benefits of archaeology and history through public events.
- To provide archaeology enrichment programs to students of all ages.
- To provide professional development to college students interested in pursuing careers in archaeology.
- To partner with educational institutions, cultural establishments, and community organizations to develop, promote, and implement archaeological programs.

## **History**

Dr. Alexandra Jones noticed that many of the young students in her Washington, D.C. neighborhood had never heard of archaeology, let alone met an archaeologist. As a trained archaeologist and educator, Dr. Jones was inspired to engage young people within her community and teach them the importance of archaeology. Students in her community had the unique opportunity to learn about their families' histories and their community's past from an archaeologist who lived around the block and who served as an active member of their community.

In tandem with writing her PhD thesis at UC Berkeley, Dr. Jones created and implemented several customizable programs to teach archaeology in alignment with school curricula. Upon graduation, Dr. Jones continued to develop programs and partnerships, bringing them back to her hometown of Washington, DC. The program gained momentum across DC, Maryland and Virginia and in 2009, Archaeology in the Community became a chartered 501(c)3 nonprofit.

Since its founding, AITC has served thousands of students of all ages, customizing curricula to best suit the needs of the group and expanding into new media to ensure the public can engage with archaeology.

## Staff



**Alexandra Jones**, Founder and Executive Director of Archaeology in the Community, is an education leader focused on community outreach and service. Dr. Jones has been an educator for more than 16 years; she has taught in multiple educational environments from primary schools to museums. She obtained dual Bachelors of Arts degrees from Howard University in History and Anthropology in 2001. She obtained a Master's degree in History from Howard University in 2003 and then attended the University of California, Berkeley to obtain a Ph.D. in Historical Archaeology in 2010. Dr. Jones worked for PBS's television show Time Team America as the Archaeology Field School

Director, where she directed field schools for junior high and high school students at each of the sites for the 2013 season. Dr. Jones serves on the Board of Directors for the Society of Black Archaeologists, the Board of Directors of the St. Croix Archaeological Society and is an Academic Trustee for the Archaeological Institute of America. She was appointed by President Biden to become the current Chair of the Cultural Property Advisory Committee.



**Beth Pruitt**, the Director of Education for Archaeology in the Community, is a community-focused archaeologist. She has an enthusiasm for communicating about local history and cultivating scientific curiosity. For over 10 years, Dr. Pruitt has engaged with the public by working with students, educators, descendant communities, museums, libraries, and other nonprofits and institutions. She received a BA in Anthropology from Michigan State University and a Masters of Applied Anthropology and PhD from the University of Maryland. From 2017-2023, She worked as the Education and Outreach Manager at the Society for American Archaeology and has experience contracting with the National Park

Service.

There are additional part-time educators, interns, community partners, and volunteers, without whom we could not do this work.

## **AITC Governance**

A voluntary Board of Directors, pursuant to AITC's by-laws, governs AITC. Members of the current Board of Directors are listed below:

- Terry P. Brock, Wake Forest University
- Matthew Palus, The Ottery Group, Inc.
- James Thompson, Coliseum Apparel LLC
- Christine Ames, DC Historic Preservation Office
- Megan Springate, National Park Service
- Mia Carey, Unearthing Our Past Consulting, LLC
- Anthony D. Bobo, Jr., Bureau of Land Management
- Paola Schiappacasse, Fairfax County
- Mary Collins, Far Horizons Archaeological & Cultural Trips
- Alexandra Jones

## **AITC Office Policies and Procedures**

### *Scheduling*

Calendar: AITC uses a Google calendar to track and schedule major events such as programs, receptions, and meetings. Interns are expected to schedule when they plan to be available on the Google calendar and inform their supervisor as soon as possible about changes to their schedule.

Scheduled or unscheduled leave (vacation, sick days) when interns were previously expected to be working can be scheduled via email, phone call, or text with their supervisor.

Interns will meet with their supervisor once a week (or a different frequency as agreed) to discuss current project status. The supervisor may also schedule intermittent individual check-ins with each intern in order to monitor progress and establish short and long-term work objectives.

Intern Assignments: Intern projects (both short and long term) can be assigned by the Executive Director, other staff, and in rare cases, members of the Board. The supervisor will share project documents with the intern via Google Drive and email. The supervisor and intern will establish priorities, discuss how to manage workload, and track projects throughout the internship period. Interns should manage their own time, keep track of their hours, and ask for guidance when needed.

### *Best Practices for Assignments*

**Establish Timelines:** When given an assignment, interns should ask their supervisor for a timeline or deadlines. Make sure to be specific (i.e. by the end of the day, the week, a long-term or ongoing project, etc.).

**Ask Questions and Ask for Feedback:** Once interns are assigned a project, make sure to review the details and ask any questions that you have before you proceed. AITC staff are happy to answer questions any time when you are completing a project, but we will assume that you do not have any questions unless you ask them. Once you've completed a project, ask your supervisor to give you feedback on your work—what you did well, what you could have improved, or if there are any follow-ups that could be completed.

When given an assignment, interns are encouraged to ask their supervisors for the context/purpose of the project if they are unclear.

**Edit and Review your Work:** Work products that you send to your supervisor, even in draft form, should be completed to the best of your ability. Make sure to review documents for spelling, grammar, and style/formatting before submitting to your supervisor—even if the work is still in progress. Mistakes are inevitable, and we'll find them together.

**Use Track Changes:** Interns may be assigned proofreading or other editing tasks for official AITC documents. For Word documents, make sure to use the track changes feature before editing a document or the “suggesting” mode in Google Drive. That way, AITC staff can see the changes that you make without comparing to the original document. For Google Drive documents, revision history is automatically saved.

**Work as a Team:** Depending on your own workload and the workload of your colleagues, interns are encouraged to divide work or work as a team in order to complete assignments. Be clear about your capacity so that we can adjust as needed.

## **Intern Rules**

Archaeology in the Community encourages a safe and pleasant work atmosphere. This can only happen when everyone cooperates and commits to appropriate standards of behavior.

The following is a list of behaviors that the organization considers unacceptable. Any intern found engaging in these behaviors will be subject to disciplinary actions including reprimand, warning, or internship dismissal:

- Failure to be at the workplace or available online, ready to work, at the agreed starting time.

- Willfully damaging, destroying, or stealing property belonging to fellow employees or the organization.
- Fighting, engaging in horseplay, or other disorderly conduct.
- Refusing or failing to carry out instructions of a supervisor.
- Leaving your work (except for reasonable personal needs) without permission from your supervisor.
- Ignoring work duties during working hours.
- Coming to work under the influence of alcohol or any drug, or bringing alcoholic beverages or drugs to organization property or a community event.
- Intentionally giving any false or misleading information to obtain employment or a leave of absence.
- Using threatening or abusive language toward a fellow employee.
- Smoking contrary to established policy or violating any other fire protection regulation.
- Willfully or habitually violating safety or health regulations.
- Failing to wear clothing conforming to standards set by the organization.
- Not taking proper care of, neglecting, or abusing organization equipment and tools.
- Using organization equipment in an unauthorized manner.
- Possessing firearms or weapons of any kind on organization property.

### **Discrimination and Harassment**

Archaeology in the Community's position is that discrimination and harassment are forms of misconduct that undermine the integrity of the professional relationship. All volunteers, interns, Board members, staff, and program participants have the right to work and learn in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in discriminatory behavior and harassing conduct will be subject to discipline, ranging from a warning to termination.

Archaeology in the Community does not tolerate discrimination—treating a person or a group of people less favorably—based on race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, disability, age (40 or older), or medical status and history. Reasonable accommodations will be provided for those who request them.

#### *What is Sexual Harassment?*

Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.



### *Reporting Process*

If you feel that you have been the recipient of discrimination or sexually harassing behavior, report it immediately to the Executive Director or other supervisor. It is preferable to make a complaint in writing, but you can accompany or follow up your written report with a verbal report.

Your identity will be protected to the extent possible and you will not be retaliated against for making a report.

Within 10 days after a report is made, a supervisor, or other person designated by the Executive Director, will investigate the complaint. The person will speak with possible witnesses and will speak with the person named in your report. Your anonymity will be protected to the extent possible.

Depending on the complexity of the investigation, you should be contacted within two weeks about the status of your report and whether/what action is being taken.