

# American Journalism Center Intern Guidelines

Welcome to Accuracy in Media and Accuracy in Academia! We want you to obtain as much experience and knowledge as you can from this internship. Do not hesitate to ask questions or offer your ideas. For your benefit, we have outlined some basic information and policies.

## **BASIC COMPANY INFORMATION**

Address: 4350 East West Highway, Suite 555, Bethesda, MD 20814

Phone: (202) 364-4401

Fax: (202) 364-4098

Home Page: [www.aim.org](http://www.aim.org)

E-mail: [info@aim.org](mailto:info@aim.org)

Description: The American Journalism Center is the internship program run by Accuracy in Media and Accuracy in Academia.

Accuracy in Media (AIM) is a non-profit, grassroots citizens' watchdog of the news media that critiques news stories that have been misrepresented or ignored and sets the record straight on important issues.

Accuracy in Media has a sister organization, Accuracy in Academia or AIA, with whom we share office space in Bethesda, Maryland. AIA is a non-profit research group whose goal is for schools to return to their traditional mission: the quest for truth. To promote this objective, AIA documents and publicizes political bias in education in *Campus Report*, its monthly newsletter. CR articles focus on: the use of classroom and/or university resources to indoctrinate students; discrimination against students, faculty or administrators based on political or academic beliefs; and campus violations of free speech. You can visit us at our website at [www.academia.org](http://www.academia.org).

## **AIM STAFF**

Donald Irvine, Chairman

Roger Aronoff, Editor

Deborah Lambert, Special Projects Director

Cliff Kincaid, Media Analyst & Director of the Center for Investigative Journalism

Megan Beth Lott, Vice President of Development

Cynthia Wilson, Database Manager

Spencer Irvine, Operations Manager & Intern Coordinator

Eric Traxler, Director of IT Operations

Mercedes Amaya, Mailroom Manager

## **AIA STAFF**

Mal Kline, Executive Director, Accuracy in Academia

Spencer Irvine, Staff Writer

## **DRESS CODE**

Business and business casual dress are required daily. If there are any questions, feel free to ask the office staff.

## **ATTENDANCE**

Full-time interns are expected to work 8 AM to 4 PM or 9 AM to 5 PM. Those hours include a half-hour lunch. Part-time interns must provide a schedule of their availability to their supervisor at the beginning of their internship. Any changes to that schedule must be approved by your supervisor. If you need to take vacation during your internship, please give your supervisor two weeks' notice.

Interns are asked to check-in daily with a brief sentence about what they are doing that day to their supervisor. This can be done by phone or e-mail.

## **COMPUTER INFORMATION**

Your log in user name will be `firstname.lastname`. Eric will provide you with your login information and answer any computer or network questions that you may have.

The e-mail addresses for the staff are [firstname.lastname@aim.org](mailto:firstname.lastname@aim.org) or [firstname.lastname@academia.org](mailto:firstname.lastname@academia.org).

## **TELEPHONE INFORMATION**

To make an outgoing call, press 9 and enter the number. If you need to make a work-related long distance call, ask Spencer. Our phone system will automatically answer a call and give them a list of extensions. You can transfer a call to the correct person by pushing transfer and entering the appropriate extension. If you have any questions, please ask.

## **WORKS OF AUTHORSHIP**

All copyrightable material which the employee prepares, or assists in preparing, for publication by Accuracy in Media in connection with his or her employment by Accuracy in Media shall be considered "work for hire" under the terms of the Copyright Law of the United States and shall belong exclusively to Accuracy in Media.

## **INTERNSHIP EVALUATION**

Interns will meet with their supervisor once a month during the course of their internship to evaluate their progress.

To help us continue to improve our internship program, we will ask you to complete an internship evaluation form at the conclusion of your internship. Please be as honest and thorough as possible. You will give your evaluation to Spencer during the final week of your internship.

## **KITCHEN RULES**

There is no maid service for cleaning up the kitchen. When you use utensils, cups, dishes, the countertop, etc., you are expected to clean up and/or put away whatever you have used.

## **LIBRARY RULES**

The library is not a lunchroom and should not be treated as one. Occasionally, the library will be used for special events that include food; however, you should not eat in the library on a regular basis. If you do eat in the library, you are expected to clean up after yourself.

## **STUDIO RULES**

No food or drink is permitted in the studio, with the exception of water. Please be careful not to spill water on any equipment. The studio equipment is expensive, and you will be financially responsible if you damage any equipment.

## **COFFEE RULES**

Coffee is not provided for staff. If you are a regular coffee drinker, it is expected that you will contribute to the coffee acquisition. For details, please speak to Mal Kline.

## **GENERAL OFFICE AND COMPUTER POLICY GUIDELINES**

All AIM/AIA staff and interns should be aware that the office IT equipment is owned by Accuracy in Media and provided for your **business use**. Because of the need to protect the AIM network, the company cannot guarantee the confidentiality of information stored on any network device.

Company-authorized individuals may monitor network traffic, including e-mail and Internet access, at any time. In addition, all computer users should be aware that they may periodically

receive advance notification, asking them to close active links, so that routine maintenance procedures can be performed.

All AIM/AIA employees and interns should exercise caution and good judgment in their use of AIM's network, the Internet and commercial online services. **AIM/AIA staff and interns are responsible for all actions taken while using Accuracy in Media's computer equipment, including any damage that may result from improper use.**

## **GENERAL E-MAIL POLICY**

Employees and interns should restrict their use of Accuracy in Media's corporate e-mail account to business purposes. Using the services provided by AIM for commercial purposes, entertainment – or for immoral, illegal or unethical reasons – is not allowed. This includes downloading unauthorized software onto corporate laptops and PCs. Any software download onto your computer should be authorized by Eric Traxler.

Employees/interns are responsible for any unauthorized, deliberate action that damages or disrupts a computing system.

Employees/interns should not modify another person's e-mail messages; send harassing, obscene or threatening e-mail; or send or forward unsolicited junk mail (spam), "for profit" messages or chain letters.

## **NETWORK SECURITY**

As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). If so, you should be aware that the following activities are prohibited:

1. Gaining unauthorized access to remote systems/networks by evading physical limitations of the local system
2. Decryption of system or user passwords
3. Copying and installation of system files or copyrighted materials, such as third-party software, without the express written permission of Accuracy in Media or the proper license.

Intentional attempts to crash Network systems or secure a higher level of privilege on Network systems or programs are punishable disciplinary offenses. The same holds true for any willful introduction of computer "viruses" or other disruptive/destructive programs into the organization network or into external networks.

## **CORRECTIVE ACTION**

Accuracy in Media holds each of its interns to certain work rules and standards of conduct (see Section 4). When an intern deviates from these rules and standards, Accuracy in Media expects the intern's supervisor to take corrective action.

Corrective action at Accuracy in Media is taken in response to a rule infraction or violation of standards and typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding on an initial corrective action, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the intern's previous record.

Though committed to the type of corrective action described above, Accuracy in Media considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of company property, untruthfulness about personal work history, skills, or training, divulging company business practices, and misrepresentations of Accuracy in Media to a member of the organization, a prospective member, the general public, or an employee.