

# THE INTERN

State of North Carolina Internship Program  
Issue 1 May 9, 2016



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# Welcome!

## INTERNSHIP ORIENTATION

Congratulations on being selected as a summer intern! We are excited to meet you at the 2016 Internship Orientation on Tuesday, May 24th. Orientation will be held at the Museum of Natural Sciences in the 4th floor auditorium (William G. Ross Jr, Environmental Conference Center), with registration beginning at 9:00am. The Museum of Natural Sciences is located at 11 West Jones Street in downtown Raleigh.

At orientation, you'll meet some important people including your supervisor and fellow interns. You will also receive important news and information regarding the summer activities. Orientation is mandatory unless your internship site is not in the Triangle area. If your internship site is outside the Triangle area, we encourage you to attend if travel is possible. Interns outside the Triangle area, please ask your supervisor if you should attend orientation on May 24 or report directly to your worksite. If you are unable to participate in orientation, we will mail your orientation packet to your worksite.

**Please RSVP by Wednesday, May 18 to [Candace.dudley@doa.nc.gov](mailto:Candace.dudley@doa.nc.gov).**

**You will be paid for your time at Orientation (plus travel time for out-of-town interns, up to a total of 8 hours for the day). Please obtain your parking pass prior to orientation, if you are working in downtown Raleigh. If you park in the visitor spaces ([Visitor Lot 2 or 3](#)), you will be charged \$2.00 per hour.**



## Ideas? Questions? Concerns?

Contact

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## IT'S ALL IN THE PREPARATION

As you prepare for your internship, please consider making the following arrangements:

- ◆ Attend orientation on May 24 to meet other interns, hear speakers, and receive important updates. RSVP by May 18 .
- ◆ If you or your supervisor cannot attend orientation, make meeting arrangements for the first day of employment.
- ◆ Be sure to discuss the appropriate dress code with your supervisor.
- ◆ Ask your supervisor about ID badges or security access that might be necessary at your worksite.
- ◆ If your worksite is in the downtown Raleigh Complex, make parking arrangements through your supervisor prior to your first day of work.

## EXTRA! EXTRA! READ ALL ABOUT IT!

This month, we will release your name, school, hometown, and internship information to the press, members of the NC General Assembly, members of the NC Congressional Delegation, and your school. This may result in requests from the press to speak with you about your position and the Internship Program. If such requests materialize, the Internship Coordinator, Candace Dudley will be in touch with you. If you happen to be contacted by the press, please contact Candace so she can coordinate with our Public Information Office.



## LET'S TALK ABOUT MONEY

As summer interns you will be utilizing the "BEACON" online system for timekeeping and payroll. Interns are on the Department of Administration payroll. We will instruct you as to how to set up your account with BEACON. **You will need to activate your account on your first day of work.** Our office will approve your work hours entered; therefore, verification of hours from your supervisor will also be required via hard copy timesheets. Details and in-

structions will be shared at orientation (May 24). If you are not able to attend orientation, instructions will be emailed to your personal email account on May 24.

## DESIGNATED PARKING SPACES

Parking arrangements for interns in the Raleigh State Government Complex are the responsibility of the individual intern. Summer parking for downtown Raleigh interns is available for purchase from the State Parking Division for a flat fee of



\$30.00. **Please contact your supervisor regarding parking arrangements prior to your first day of work.**

State Parking Division is offering parking to summer interns beginning May 1 and ending July 29.

- ◆ Parking will be issued on a first come, first served basis.
- ◆ Parking from May 1—July 31 is offered at a flat fee of \$30.00.
- ◆ All parking permits must be issued through the State Parking Division of DOA.
- ◆ Permits are non-refundable and non-transferable.
- ◆ All permits expire on July 31, 2016.
- ◆ Lost or stolen permits must be replaced.

In addition to parking available through the State Parking Division, leased parking spaces are available through McLaurin Parking (919-833-7522). Other options include "Park and Ride", or carpooling. You can also take your chance and look for a legal space on the street, but remember that free parking in the downtown Raleigh government complex area is hard to find.