



# INTERN GUIDE



WELCOME  
2024  
INTERNS



Rev. 04/2024

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## WELCOME TO THE KANSAS INTERNSHIP PROGRAM

Congratulations on your appointment to the State of Kansas Internship Program!

By choosing to intern with the State of Kansas, you are making an investment in yourself, as well as in your communities. Public service benefits your neighbors, your families and your friends. Even though you may not choose public service as a permanent career, an understanding of how your government works will be an asset to you in whatever future you decide.

Gaining an understanding of your field, making connections and staying involved are key steps toward obtaining an ideal job in your career field of choice. The State of Kansas Internship Program will be an opportunity for government professionals across many fields to assist you in navigating the decisions of what type of career you want to pursue.

The goal of the State of Kansas Internship Program is that your experience as an intern be fun, educational, and rewarding. When the time is right for you, I hope you will consider serving the State of Kansas in a full-time career.

Sincerely,

Adam Proffitt  
Secretary of Administration



## ORIENTATION

Expectations on your first day and week may look different in each office. Typically, you will be greeted by your supervisor or someone else from the team. You will have onboarding paperwork to complete with Human Resources (HR) so you can be compensated. Next, you will most likely meet with your supervisor - this is a great opportunity to ask questions as you learn more about working for the state. Some topics that might be covered in your office onboarding and to help you become more familiar with your working environment, may include:

- Touring the building (locate the restrooms, refrigerator, safety exits, etc.)
- Meeting fellow interns and co-workers
- Office hours
- Attire for the office
- Security badge and badging practice, if appropriate in your location
- How to log in to your work computer
- Network drives available for saving information
- Work email addresses and setting up email
  - Basic email use, including signature
  - Making and syncing calendar invites
  - Basic meeting and video meeting procedures
  - How to schedule conference rooms
- Cyber security training
- Using Teams/Zoom for work
- How to complete and submit your timesheet
- Telephone operation, preferred greeting and setting up voicemail
- Safety procedures
- Common acronyms
- Equal opportunity/ethical standards
- Review of workplace harassment policy
- How to use the copier and where to find supplies
- Policies regarding interactions with the press or elected officials
- First meeting with the supervisor and set semester meetings
- Review calendar and holidays
- Discuss specific intern project, as well as other assignments

## RESPONSIBILITIES OF BEING AN INTERN

1. Appreciate the significance of the professional relationships you are building.
2. Take responsibility for learning.
3. Be respectful to your supervisor, coworkers, mentor, and leadership.
4. Listen, consider alternatives, and suggest solutions.
5. Maintain confidentiality.
6. Take initiative.
7. Accept feedback.
8. Be open to new ideas.
9. Maintain a positive attitude.
10. Be punctual.
11. Notify your supervisor or mentor of problems, concerns, or questions.
12. Recognize that goals can be accomplished in multiple ways.
13. Ask your mentor questions.
14. Complete all work assigned by your agency.
15. Communicate if you are requesting course credit and what the requirements from the supervisor should be.
16. Share your feedback at the conclusion as requested by your supervisor and by the Internship Program.

## MENTORS

You may be assigned a mentor for your internship. Sometimes a supervisor may fill the traditional mentor role.

## DIFFERENCE BETWEEN A SUPERVISOR AND MENTOR

### A Supervisor:

- Has a professional role
- Mainly concerned with teaching
- Evaluation is a key role
- Exists during employment
- Is more structured; the intern is assigned formally

### A Mentor:

- May have a professional or personal role
- Focused on conversation vs instruction
- No evaluation
- Can extend beyond employment
- Is less structured, more informal

## COMMUNICATING WITH YOUR SUPERVISOR OR MENTOR

Connecting with your mentor(s) may look different than with your supervisor. You can reach out to your mentor to ask a question or share ideas and gain feedback. There are multiple ways to connect with your supervisor or mentor. You should clarify how your supervisor or mentor expect to communicate with you. Examples:

- **Face to Face** is traditionally the most common method for communicating though it is not always possible, depending on the work environment. Face to face discussions can be prearranged, formally scheduled or chance meetings in the hallways. It can also be an informal chat to check in.
- **Video Conferencing** can be a highly effective means of communication when you have a time sensitive question as it is a quick way to connect. View a [Videoconferencing Guide](#) to ensure a distraction-free conversation.
- **Email** is a great way to seek information that might require further thought. It is an expectation of you to check work email, too.
- **Texting** is very popular for quick questions that require an immediate response. Not all interns will receive a state-issued cell phone and some may choose to use their personal phone without reimbursement from the state office. The use of a personal phone for business purposes is not required.
- **Telephone** can be used to have an interactive conversation when face to face or video conferencing is not feasible. As a reminder, state policy prohibits the use of the telephone while driving on state business.

## WAYS TO ENGAGE IN YOUR INTERNSHIP

- Learn about the agency and the big picture of state government
- Ask questions about projects and processes; offer ideas and suggestions for improvement
- Ask if you may sit in on staff meetings and other related professional activities
- Request introductions to co-workers and key contacts within the department or state
- Serve as an ambassador for the department
- Request feedback to help you grow professionally
- Connect and follow the agency's social media channels as a way to engage. Ask your supervisor about the office or department's social media policy. If one is not available, the [Kansas Department of Administration's Social Media Policy](#) shares guidelines of how to represent yourself well as a State of Kansas employee.

## COMMON ACRONYMS

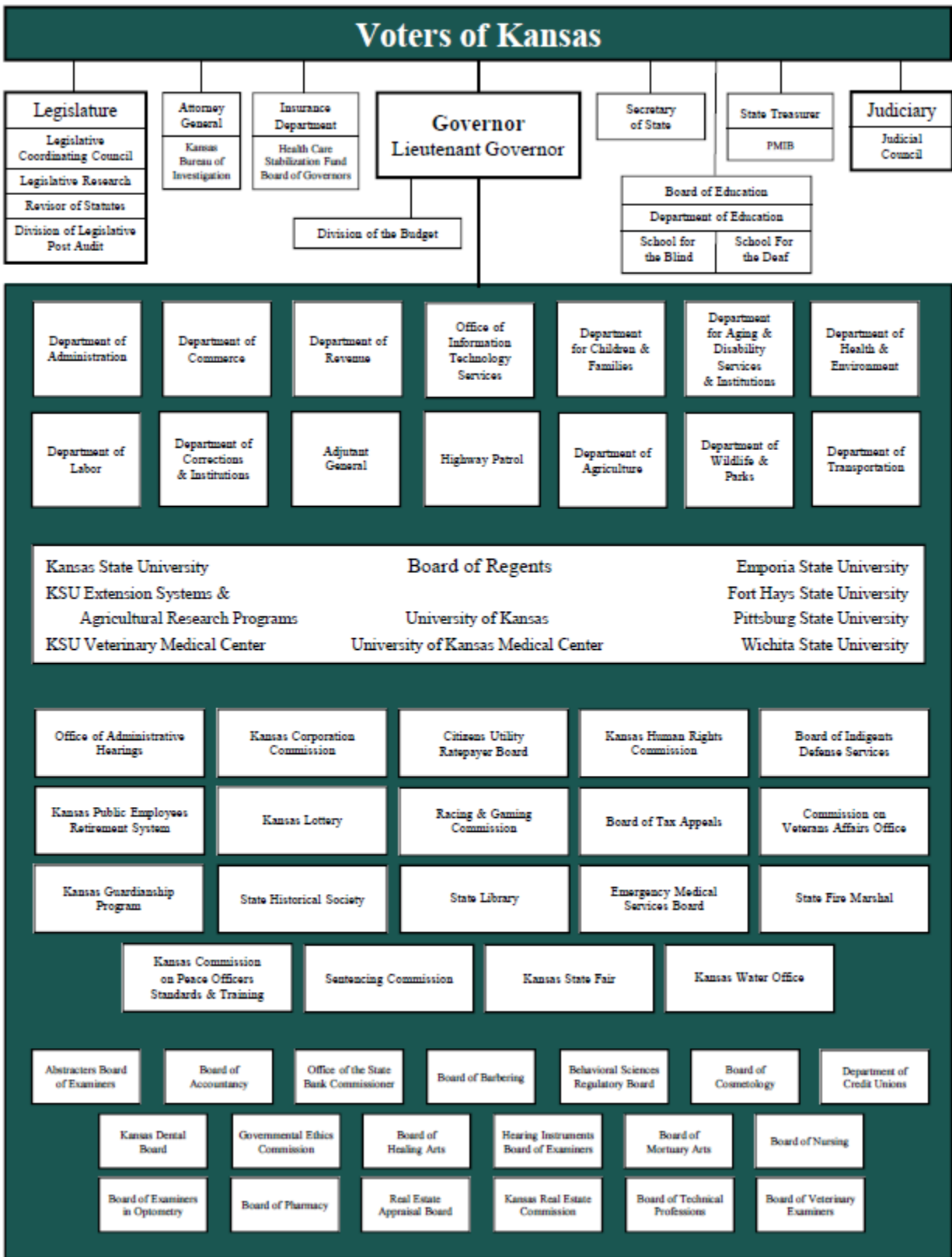
There are many abbreviations in State Government. Ask someone if you are unsure what one means. A few you may come in contact with:

<b>AA</b>	Affirmative Action
<b>ADA</b>	Americans with Disabilities Act
<b>AG</b>	Agency or Attorney General
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CISA</b>	Cybersecurity and Infrastructure Security Agency
<b>CPM</b>	Certified Public Manager
<b>CSOB</b>	Curtis State Office Building
<b>DCF</b>	Department for Children and Families
<b>DMV</b>	Division of Motor Vehicles
<b>DOC</b>	Department of Corrections
<b>DOL</b>	Department of Labor
<b>DOR</b>	Department of Revenue
<b>DSOB</b>	Docking State Office Building
<b>E&amp;T</b>	Evaluation and Training, Education and Training, or Employment and Training
<b>EAC</b>	Employee Advisory Committee
<b>EEO</b>	Equal Employment Opportunity
<b>ED</b>	Executive Director or Executive Directive
<b>ERO</b>	Executive Reorganization Order
<b>FoCCA</b>	Friends of Cedar Crest Association
<b>FLSA</b>	Federal Labor Standards Act
<b>FMLA</b>	Family Medical Leave Act
<b>FTE</b>	Full-Time Equivalent
<b>FY</b>	Fiscal Year
<b>GGB</b>	General Government Budget
<b>GO</b>	Governor's Office
<b>HCC</b>	Health Care Commission
<b>HHS</b>	Health & Human Services
<b>HR</b>	Human Resources
<b>IT</b>	Information Technology
<b>ICTAP</b>	Interoperable Communications Technical Assistance Program
<b>INK</b>	Information Network of Kansas
<b>ITEC</b>	Information Technology Executive Council
<b>KAR</b>	Kansas Administrative Regulations
<b>KBI</b>	Kansas Bureau of Investigations
<b>KBOR</b>	Kansas Board of Regents
<b>KCDC</b>	Kansas Commission on Disability Concerns
<b>KCVA</b>	Kansas Commission on Veterans Affairs office
<b>KDA</b>	Kansas Department of Agriculture
<b>KDADS</b>	Kansas Department for Aging and Disability Services
<b>KDC</b>	Kansas Department of Commerce
<b>KDFA</b>	Kansas Development Finance Authority

<b>KDHE</b>	Kansas Department of Health and Environment
<b>KDRS</b>	Kansas Debt Recovery System
<b>KHP</b>	Kansas Highway Patrol
<b>KHS</b>	Kansas Historical Society
<b>KPERS</b>	Kansas Public Employees Retirement System
<b>KOSE</b>	Kansas Organization of State Employees
<b>KSH</b>	Kansas State House
<b>KUPMC</b>	KU Public Management System
<b>LAS</b>	Legislative Administrative Services
<b>LCC</b>	Legislative Coordinating Council
<b>LPA</b>	Legislative Division of Post Audit
<b>LG</b>	Lieutenant Governor
<b>LSOB</b>	Landon State Office Building
<b>M&amp;IE</b>	Meal & Incidental Expenses
<b>MB</b>	Memorial Building
<b>MCO</b>	Managed Care Organizations
<b>MOU</b>	Memorandum of Understanding
<b>NCA</b>	Non-Cabinet Agency
<b>NECP</b>	National Emergency Communications Plan
<b>PD</b>	Position Description
<b>PR</b>	Purchase Request or Public Relations
<b>OFPM</b>	Office of Facilities and Property Management
<b>OITS</b>	Office of Information Technology Services
<b>OPC</b>	Office of Procurement and Contracts
<b>SEHP</b>	State Employee Health Plan
<b>SHARP</b>	Statewide Human Resource and Payroll (system)
<b>SMART</b>	Statewide Management, Accounting, Reporting Tool
<b>SSIF</b>	State Self Insurance Fund
<b>STAR</b>	State Thanks and Recognition (discount for state employees) or Situation Task Action Result (interviewing technique)
<b>STARS</b>	Statewide Accounting and Reporting System
<b>UI</b>	Unemployment Insurance



# STRUCTURE OF THE STATE OF KANSAS GOVERNMENT



## KANSAS STATE CAPITOL MAP

View the [Capitol Complex map](#) or go directly here:



**Visitor parking** is on the west side of the Judicial Center. Underground of the Statehouse on 8<sup>th</sup> Avenue between Harrison and VanBuren is complimentary for two hours during business hours Monday – Friday 8:00 am to 5:00 pm.

**Metered parking** on SW Jackson Street between SW 8<sup>th</sup> Avenue and SW 9<sup>th</sup> Avenue, for up to 10 hours, can be purchased on the phone app called [Passport Parking](#) or with coins.

## REPORTING YOUR TIME

It is important to accurately document the time you work in order to be compensated accordingly. Please communicate closely with your supervisor as to not exceed 999 hours per year. Below is a helpful guide to walk you through the steps of how to record your time.

### [Directions For Your Timesheet](#)

Once logged in, you may view previous paychecks, retrieve your W2 when it is available and view personal data. Please contact your supervisor or HR department with any questions.

Your pay will be directly deposited to the account you set up during onboarding. Paydays occur every other week. Interns in a part time, temporary, non-benefit position are not eligible for holiday pay; however, you do get a day off if scheduled to work that day in most agencies.

A calendar of pay dates and holidays is included on the next page for reference.

# 2024 PAY DAYS & HOLIDAY CALENDAR

## 2024 Pay Days & Holidays

JANUARY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mon, Jan 1 - New Year's Day  
 Mon, Jan 15 - Martin Luther King, Jr. Day

FEBRUARY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mon, May 27 - Memorial Day

JUNE						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Wed, June 19 - Juneteenth National Independence Day

JULY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Thur, July 4 - Independence Day

AUGUST						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mon, Sept 2 - Labor Day

OCTOBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mon, Nov 11 - Veterans Day  
 Thur & Fri, Nov 28 & 29 - Thanksgiving

DECEMBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Wed, Dec 25 - Christmas

## ETHICAL STANDARDS

You may receive information about the ethical standards that apply to you as a State of Kansas employee in your onboarding and orientation. It is important to be aware of the responsibilities.

### **Guidelines for State Employees Concerning Meals, Gifts, Entertainment & Travel**

Kansas law prohibits any state employees of the executive branch and members of boards, commissions, or authorities of the executive branch from accepting or requesting meals, gifts, entertainment, and travel with a few exceptions (K.S.A.46-237a).

#### **What You Can Not Do**

As a general rule, you are prohibited from soliciting or accepting a free or discounted meal, the value of which exceeds \$40.00, from a source outside state government.

Exceptions to the meal rule are:

- Meals motivated by a personal or family relationship.
- Beverages and snack foods not offered as part of a meal.
- Meals provided at public events which you attend in your state capacity.
- Meals provided to you when it is obvious the meal is not being provided because of your state position.
- Meals provided at the time you make a speech you provide in your state capacity.
- Meals provided to you at an event or meeting when your attendance at that event or meeting serves a legitimate state interest and your agency authorizes your attendance.
- Meals provided by a lobbyist if they properly report the expenditure.

As a state employee, you are prohibited from soliciting or accepting any gift because of your official position. This includes, but is not limited to speaker's gifts, pens, key chains, mugs, and flowers. You may not designate a friend, family member, or entity (for example, a charity) to receive a gift that you cannot receive.

Exceptions to the gift rule are:

- Gifts valued at less than \$40 given at ceremonies or public functions when attended in your capacity as a state employee.
- Gifts from relatives or personal friends.
- Gifts accepted on behalf of the state that become the property of the state.

You are prohibited from accepting gifts in the form of entertainment. Entertainment includes free or discounted tickets or passes to events such as plays, concerts, games, golf, hunting, fishing, and other recreational activities.

You may not receive discounted or complimentary registration fees to attend conferences and seminars from any person or company because of your official position unless your agency would be willing to pay for the registration fee.

You may not accept travel and/or lodging provided to you because of your official position by any person or company. An exception to this travel expense rule exists when the state agency would be willing to pay your expenses for travel, lodging, and related expenses.

### **What You Can Do**

The following can be accepted without violating the law:

- Gifts given to you by someone based on a personal relationship totally unrelated to your state duties.
- Intra-office gift exchanges, gifts for boss's day, administrative professional's day, etc.
- Soft drinks, coffee, or snack foods not offered as part of a meal.
- Plaques or awards with a value of less than \$40 presented in recognition of service to the community, etc., when presented at a ceremony or public function.
- Prizes given in truly random drawings.
- Rebates, discounts or promotional items available to any citizen or to all state employees.

### **WORKPLACE VIOLENCE POLICY**

The safety and security of State of Kansas employees and citizens are very important. Please review the Workplace Violence Policy and discuss any questions with your supervisor.

## FREQUENTLY ASKED QUESTIONS

Do interns have events outside of the office?

- There are a couple of fun events planned with statewide interns and travel may be involved. The drive time will be considered working time and the costs will be reimbursed by the agency.
- You are free to interact with co-workers outside of the office on personal time; if it is work-related, it must be pre-approved with your supervisor as your position is limited to 999 hours per year.

How often should I check in with my supervisor?

- Most will work with the supervisor daily. You should check in with your supervisor formally at least once a week. A recurring weekly meeting is typically set up on your first day or week so you will be prepared for the semester.
- You should reach out to your supervisor as often as needed to ensure a mutually successful experience.

What if I'm bored?

- Ask your supervisor for something to do. They may not realize you completed a task sooner than expected or there might be a missed step.
- Asking co-workers if they need help on their projects is a great learning experience, too.

What if I'm overwhelmed?

- Current times can be challenging. Please communicate with your supervisor or mentor to re-align expectations or talk about your workload. Ask for suggestions for how to deal with stress or work more efficiently.

When does my internship end and what happens when it's over?

- Some internships have a set semester beginning and ending date that will be communicated to you. Some consider an internship a part-time job and the end date is mutually agreed upon. Please communicate with your supervisor.
- Your office will most likely ask you to complete an exit survey of your experience and final evaluation of the project. Some may ask for a presentation of what you learned and accomplished during the internship.
- The Statewide Internship Program will ask for feedback of your overall experience on Survey Monkey at the conclusion of your internship to help the statewide program.
- It is the Intern's responsibility to wrap up any necessary documentation for educational purposes or for course credit.
- The Internship Program would like to remain connected with you and ask to keep your contact information updated where you submitted your application. This will give you a competitive advantage when applying for full time positions with the State of Kansas.

What happens if I break a rule or make an error on a project?

- Everyone makes mistakes, it is part of growing professionally. The way you handle it with professionalism and admitting the mistake by correcting it is the important part.
- Based on the nature and magnitude of the mistake, you may be corrected or counseled about it. Your supervisor may inform you of a mistake and you should not feel as though you are in trouble. This is a learning experience.
- In an extreme circumstance, you may have a meeting with HR to discuss your understanding of company policies and serious infractions may be grounds for dismissal.

I have great ideas to share of how to make this Internship better, whom should I contact?

- Please connect with your supervisor to share your feedback. The Statewide Internship Program is available for any feedback that would help statewide interns.

## KANSAS TOURISM

Kansas is more than a place to live and work, there are many fun things to do in your town and statewide. Kansas Tourism is housed in the Kansas Department of Commerce and offers many great ways to help you learn about things to see and do in the state. They offer free travel guides, paper maps and have merchandise for purchase on their website [TravelKS.com](http://TravelKS.com)

To learn more about your area, most communities will have a Chamber of Commerce. Some of the larger areas may have a Young Professionals organization to meet others sharing same interests as you. Volunteering in the community is a great way to build a network and have fun doing so.

While you are in Topeka, there are many things to see and do. [Visit Topeka](#), a part of Topeka Partnership, is dedicated to helping you find what you are looking for quickly. [Top City Intern](#) is a young professional's organization who meet up for social events, lunch and learns, and community connection opportunities.

## EQUAL EMPLOYMENT OPPORTUNITY

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

In an event someone feels discrimination has taken place, the state office you are working in may have an EEO Officer to meet with to discuss the incident. The Kansas Department of Administration Equal Employment Opportunity statement can be viewed [here](#). Kim Warren, with the Office of Personnel Services, has been designated as the EEO Coordinator for the Department of Administration. Kim can be reached at Room 401-N, Landon State Office Building, 900 SW Jackson, Topeka, Kansas, 66612, (785) 296- 4770.

The Kansas Human Rights Commission is also available. The Commission offers a third-party mediation program statewide through Kansas Legal Services to offer a possible alternative to a complete investigation. [Filing a Complaint with the Human Rights Commission](#)

## CONTACT INFORMATION

To continually grow and improve the program, your ideas, comments, and suggestions are welcomed and encouraged to be submitted through the [internships@ks.gov](mailto:internships@ks.gov) email at any time.

Thank you for choosing to intern for the State of Kansas!

Statewide Internship Program: (785) 296-4278

[Internships.ks.gov](http://Internships.ks.gov)

[Internships@ks.gov](mailto:Internships@ks.gov)