



Athens' Own Internship Handbook Contents:

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Introduction and Overview of Program:

The Athens' Own Internship program is based on a cooperative learning arrangement between an individual and Athens' Own. The program is designed to increase our interns' knowledge and skills, while instilling in them a sense of our greater goal of community resilience and sustainability. By working with Athens' Own, interns will take steps towards building their personal interests, skills, and portfolios, while simultaneously helping Athens' Own move towards its goals and mission. Interns will be evaluated based on the criteria outlined in the Worker Readiness Certification, with the understanding that completion of the certification is not guaranteed.

Internship Principles and Guidelines

Athens' Own Internships will be guided by the following principles and procedures:

1. Interns who are university students will make all appropriate arrangements for college credit with their school. Athens' Own will cooperate with any and all university required forms, but the student is solely responsible for ensuring he or she receives credit.
2. Program length varies depending on each intern's needs. Interns will work on projects assigned by Athens' Own and/or its collaborative partners. Interns will begin with Level 1(Introductory) Internship, and may progress onward based on performance. Interns may be required to commute to various locations, including the Athens Farmer's Market, and the Broadwell Hill Learning center, as needed.
3. Interns will maintain a running work log, outlining their activities with Athens' Own, their reflections, and progress throughout their internship. These logs will provide future interns with a model to follow, create a record of past interns' projects and experiences, and provide an outlet for feedback and evaluation.
4. Athens' Own internships are mutual learning arrangements between Athens' Own and each individual intern. Athens' Own will provide opportunities for learning and meaningful projects through daily activities, and interns will strive to do their best, achieve full understanding, and improve themselves and Athens' Own.
5. Interns will approach the internship with a mindset of “life-long learning”. Every activity and project is a chance for self-evaluation and improvement. Interns should examine every part of Athens' Own critically and with relevance to the holistic goal of Athens' Own and themselves. Interns are encouraged to ask questions, seek further information, and pursue individual research and supplemental learning. Interns should demonstrate a sincere desire to learn.
6. Internship Supervisor will provide information, support, education, and guidance throughout the internship. Interns will adhere to established systems of communication between Athens' Own administration and Interns.
7. Interns should plan to attend regular meetings and workshops to explore and expand knowledge gained through their internship. These sessions will provide opportunities for open discussion, reflection, and expanded learning through experiential activities.
8. Interns will develop personal learning objectives and a personal Holisticgoal. This includes a plan to align these learning objectives and goals with Athens' Own systems and holistic model.
9. Interns will receive a copy of the internship handbook and agreement, outlining all the above information.

Internship Goals and Learning Objectives

Athens' Own Goals

- Increase awareness of cooperative systems within Athens community, and “Awaken” systems thinking.
- Increase student involvement in their community, and increase respect and courteousness in relationship between Ohio University/ Other universities and the rest of the Athens Community.
- Increase both the intern's future potential and future employer's satisfaction.
- Increase networking and collaborative opportunities.
- Create, maintain, and continually improve internal systems and procedures through the development and expansion of the internship program.
- Increase the resiliency of Athens and other communities through all of the above, and more.

Internship Learning Objectives

- Interns will develop a greater sense of purpose and meaning through resilience, holistic, and systems thinking.
- Interns will be able to make informed decisions and pursue positive adaptive strategies by utilizing the skills of Holistic Management, Incident Command Systems, resilience theories/practices, and the worker readiness criteria. These objectives are outlined in the orientation syllabus (available on request).
- Interns will develop and demonstrate ideal employability skills. In the event of WRC completion, interns will be able to present themselves as exceptional workers and persons, and will utilize the certification criteria to continue to uphold these high standards in future endeavors.
- Interns will be able to correctly, actively, and enthusiastically participate in all daily activities associated with Athens' Own. They will be able to function as efficient and productive members of the team, thereby enhancing the productivity and efficiency of Athens' Own's systems.

Athens' Own expectations of interns:

- Interns will consistently and continually do their absolute best every day in every task
- Interns will continually improve their own educational experiences and seek fulfillment through a mindset of life-long learning. Interns will be humble and respectful, and approach all assignments with an open mind and an eagerness to learn. Interns will ask questions, seek clarifications, look for answers, and explore new experiences.
- Interns will adhere to the communication structure and policy of Athens' Own, as outlined in the communication procedures document. Interns will adhere to all rules and policies of the Athens' Own business, partners, and internship mentors.


Athens' Own promise to interns:

- Create a personalized, one-of-a-kind internship which integrates the interns' own learning objectives with the goals and missions of Athens' Own. Provide interns with a hands-on learning environment, to develop new skills, experiences, and ideas.
- Certify interns are high-quality workers through constant feedback, improvement exercises, and evaluation criteria in the Worker Readiness Certification. Provide one-on-one mentorship and feedback, in an effort to promote self-improvement and education.
- Increase every intern's self-confidence, self-reliance, and ability/ drive to pursue a more resilient lifestyle.

Date:

Name:



 <p>Assignment</p>				
	be impeccable with your word			
	don't take anything personally			
	don't make assumptions			
	do your best			
resume and cover letter				
start written log				
strong familiarity with AO pages				
<u>Note 1:</u>				
<u>Note 2:</u>				

[illegible]

* = opportunity for skill demonstration

0-5 possible score for each opportunity

Athens' Own
Worker Readiness Certification Explanation of Criteria

Introduction:

Those individuals pursuing completion of the Athens' Own Worker Readiness Certification will be evaluated based on the below outlined criteria. As described by Athens' Own, these criteria demonstrate the minimum standard an intern should meet in order to successfully earn the WRC.

The Four Agreements

- Understands and practices the four agreements (as per don Miguel Ruiz) to best of ability. Comprehends the importance of the four agreements in regard to Athens' Own practices, and personal growth.
- “Be Impeccable with your Word”:
Speaks only with integrity. Says only what he or she means. Avoids speaking against oneself or gossiping about others. Do what you say you are going to do.
- “Don’t Take Anything Personally”:
Practices patience and kindness. Understands that others are not responsible for personal problems.
- “Don’t Make Assumptions”:
Asks questions and expresses real needs. Communicates with others as clearly as possible to avoid misunderstandings, sadness and drama.
- “Always Do Your Best”:
Performs to the best of his or her abilities in any and every situation.

Research (Independent Learning):

- Completes all assigned research and readings in a timely manner. Seeks out clarifications where needed. Pursues additional supplemental research in areas of importance or interest. Able to discern importance of research. Able to summarize and draw conclusions from research materials.

Strong writing abilities

- Clearness: Writing is concise and to-the-point. Purpose of writing is clear, wording is not confusing. Material is understandable.
- Appropriateness: Writing is purposeful and doesn't ramble. Language used is proper for situation, avoids jargon, slang, and taboo words. Material is properly formatted.
- Formality: Professional language is used for professional documents. Material is written with audience in mind and tailored to suit each situation. Written documents look neat and professional.
- Vocabulary/ Spelling/ Grammar: Vocabulary used is appropriate for reading level of audience. No spelling errors, no grammar errors. Informal words are avoided (very, a lot), and specific words are chosen to best illustrate meaning.

Athens' Own
Worker Readiness Certification Explanation of Criteria

Creativity

- Expresses creativity through actions. Demonstrates openness to new experiences and ideas. Incorporates outside-the-box thinking in projects and assignments. Supports the creative efforts of others.

Professionalism:

Appearance:

- Timeliness: Arrives on time to all expected engagements, or gives appropriate prior notice of absence or tardiness. Completes projects by deadlines or timeframes.
- Appearance: Dresses appropriately for situation. Examples include semi-professional attire for initial professional interviews, and work clothing for Broadwell Hill hands-on activities. Demonstrates ability to judge a situation or activity and dress appropriately.

Attitude:

- Enthusiasm: Shows interest and passion for projects. Completes assignments without complaining or whining.
- Preparation: Adequately prepares for each event, assignment, or meeting. Arrives with all necessary materials, and background research completed.
- Ability to Follow Directions: Self-motivated but not over-achieving. Completes assignments precisely as given. Understands what is required, seeks out clarifications when needed in order to correctly follow directions.
- Effort: Makes clearly trackable progress on assignments as per project timeline. Provides project updates when requested, seeks out next steps of projects.

Interpersonal Relationship Building Skills

- Takes an active role in networking, seeking out relationships.
- Is polite, exercises good judgement in social situations.
- Speaks politely and respectfully. Uses appropriate language. Demonstrates good listening skills, including active listening, note-taking, and follow-up questions. Demonstrates good speaking skills, including appropriate topics, focused conversations, and courteousness.

Diligent Follow-through

- Ensures all assignments are completed in a timely manner. Does not leave projects unfinished. Actively pursues next steps.

Self-Directed

- Can work on assigned projects independently and unsupervised. Seeks out more information if needed. Makes timely updates and communications without being reminded.

Networking Skills:

- Helps others to learn, brings new people into group. Effectively uses all available and appropriate human resources to complete projects.

Athens' Own
Worker Readiness Certification Explanation of Criteria

Holistic View of Natural and Human Systems:

- Understanding of Holistic Management and decision making framework. Develops personal Holisticgoal, seeks to understand other's Holisticgoals. Practices Holistic Management during projects and actions.
- Can connect ideas together as related to resilience-building. Ability to see, understand, and learn how all efforts of Athens' Own contribute and link to resilience and the Holisticgoal of Athens' Own.

Ability to Present information from different perspectives

- Can mediate conversations, does not judge one side or the other or show bias. Can take differing communications from different sources and present the information objectively. Can act as successful “translator” between different viewpoints.

Ability to Discern Why Others Care about an Issue:

- Practices good listening skills. Listens to understand, not to respond. Is not judgmental of others. Does not force personal opinions onto others. Does not allow differing personal views to affect relationships.

Able to Motivate Others to Take an Interest and Act:

- Can present information in exciting and engaging ways
- Is able to relate what one is working on to other actions/issues/concepts
- Practices exceptional communications skills, is a good speaker and debater.
- Pursues connections with other interested people and personally assists them in getting involved.

Capable of Organizing the efforts of others:

- Ability to plan, prepare for, and implement group activities. Creates proper documentation, project plans, timelines, and work logs. Able to delegate tasks effectively to maximize the group's efforts.
- Can use these skills to generate positive outcomes from the team's work.

Ability to Function in a dynamic team:

- Works well as part of a team. Can be a leader or a follower, and can discern when each is appropriate. Practices good communication skills with others. Understands that each team member has unique skills, and does not try to do more than is necessary, or overshadow another team member.

Technical Skills

- Computer Skills
Can create text, spreadsheet, and powerpoint documents above average skill level. Can design and create appropriate graphic materials if necessary, including photos, graphics, and videos.
- Internet skills
Ability to competently navigate the internet and email clients, at the least. Proficiency in multiple web browsers and internet operations. Can conduct independent research and other

Athens' Own

Worker Readiness Certification Explanation of Criteria

- activities using the internet without instruction.
- Basic Computer skills
Proficient in basic computer operation. Strong familiarity with Windows and OSX operating systems, or more. Skilled at typing, and copy editing.

Athens' Own Team Communications Policy

Athens' Own operates as a “chronic disaster response” unit. With this mentality, all team members should strive to communicate as quickly and efficiently as possible. However, we understand that team members, and interns in particular, have other responsibilities and assignments which may delay communications. Athens' Own adheres to the following general guidelines for communications:

- All members of the team will have a primary, secondary, and if applicable, tertiary means of communication. Phone-Email-HAM radio is one example of these means. Understanding that if primary form of communication is unavailable, secondary form should be used, and so on.
- All (Non-emergency) communications expecting quick response should be made during normal business hours: Monday-Saturday, 8am-5pm.
- Team members will strive to respond to communications in a timely fashion, preferably within a 24 hour period, sooner if possible. This is important to the fast-paced nature of business and response.
- In the event of cancellations, changes, or other conflicts, team members should send timely notification. In line with criteria of: “be impeccable with your word”, team members will be expected to uphold commitments, and should send notification as soon as possible if unforeseen circumstances occur to prevent participation.
- Team members will use clear, concise, and standardized language (as outlined in ICS 100), in order to maximize understanding, and limit unnecessary confusion and clarification.
- Team members will utilize the command structure (ICS 100) “chain of command” to communicate with other team members. Example- Interns should not directly email Constantine about daily schedule, logs, or personal projects. These communications should be directed to Alyse (Internship Coordinator) first.
- Any and all documents which will be published or released in any way (newspaper, facebook, etc) must be reviewed and approved by Alyse or Constantine. This is to ensure that information going out is accurate and does not misrepresent Athens' Own.
- To practice resilient actions, team members should maintain backups of information, including contact information of other team members, logs, schedules, login information, etc.

Athens' Own Internship “Code of Conduct”

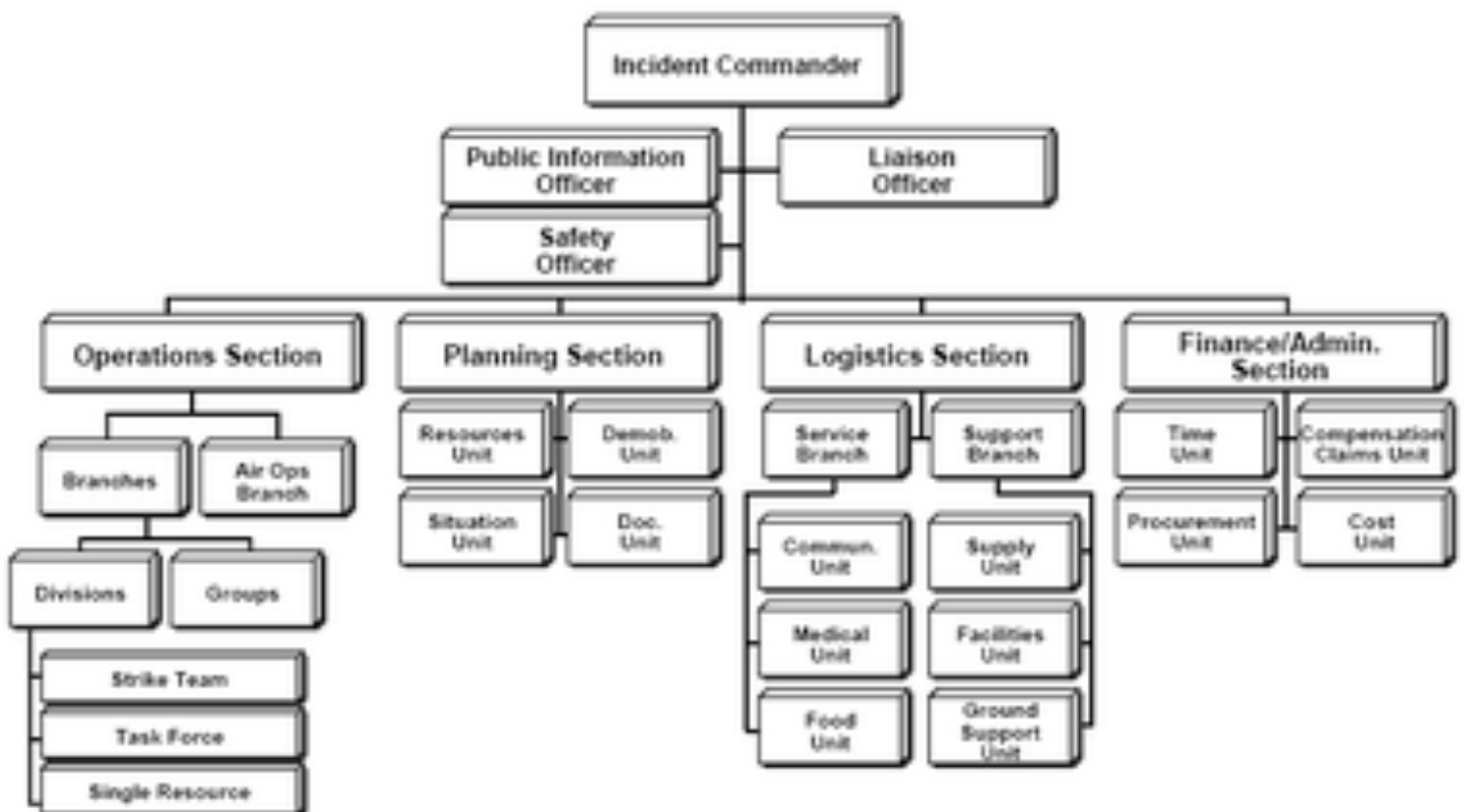
- Interns will adhere to the Athens' Own internship expectations and communications policy.
- The intern will come to work prepared, dressed appropriately, arrive and be ready to work at the assigned time, e.g. paper, writing implements; professional, casual or work attire; if the start time is 0800 hrs, the intern will arrive at that time, preferably at least 5 minutes early. The intern will maintain regular contact with the supervisor, via phone/internet when working at distance.
- Interns will be expected to provide own transportation to and from internship activities, or arrange transportation with the Internship coordinator beforehand. Interns will not be compensated for travel expenses.
- All online posts (blogs, website, facebook) made by the intern through the Athens' Own interns accounts will be professional, respectful, and appropriate. Interns understand that all posts made from these accounts reflect upon Athens' Own. Interns who misuse these accounts and privileges will be denied access, and/or dismissed from internship.
- Similarly, intern will not undertake any actions as an “Athens' Own Intern”, that are not approved by supervisor. Intern should not present themselves as a spokesperson and/or representative of Athens' Own unless discussed and approved.
- Athens' Own will maintain records of the internship, including personal contact information, application materials, and internship progress/ projects. All personal information will be kept confidential, unless otherwise discussed (i.e. name, contact info on website, personal portfolio pages managed by AO, etc). Internship projects, logs, and documents created will be publicly available via the Athens' Own website. The purpose of this is to increase availability of information, transparency, and re-creation of Athens' Own's business model in other communities, in an attempt to help improve resilience. In extreme circumstances, special arrangements can be made if an intern is not willing/ comfortable with this practice. Upon departure from internship, Athens' Own will retain relevant files for the purpose of providing future references/ letters of recommendation/ job endorsement, as well as for internal records.

Incident Command Structure

Athens' Own Incident Commander: Constantine Fallor

Public Information/ Liaison Officer: Alyse Carter

Safety Officer: Kathy Jacobson



Athens' Own Team Contact information:

Liaison / Public Information Officer, Internship Supervisor, Webmaster:

Alyse Carter
alyse@athensown.biz OR internships@athensown.biz
(740)651-1222

Athens' Own Steward, Owner, Incident Commander

Constantine Faller
constantine@athensown.biz
(740)448.2696
Numeric Pager: 877.499.9471
KC8JXA, ACARA repeater 145.150mHz

Athens' Own Public Health Officer, RN, Broadwell Hill Learning Center Steward

Kathy Jacobson
(740)448-4000
kathy@broadwellhill.org

Athens' Own Websites:

www.athensown.biz
www.athensown.biz/store
www.interns.athensown.biz

Facebook: www.facebook.com/TheAthensOwnPage
Twitter: www.twitter.com/AthensOwn
LinkedIn: Athens' Own

Athens' Own aims to:

- Create positive social change from the ground up
- Build community resilience and sustainability
- Generate profit from our interests, passions, and skills.

How we accomplish our aims:

We provide marketing and distribution channels to connect local product producers with local businesses

We create living-wage jobs by helping people use their own skills and resources to grow a job and generate their own income by doing what they love.

We use our income to purchase products that are locally-sourced (when possible) and that are priced to address the full costs of production.

We develop community partnerships and networking opportunities, to connect needs with resources.

We provide education through internships, employment, and volunteer work to help address the shortcomings of the traditional education system.

We work to create efforts which ensure all people will have their basic needs met for the foreseeable future.

We create high-quality, satisfying, and delicious artisan-style foods.

To learn more, please visit www.athensown.biz

Please contact us for more information:

ATHENS' OWN:
www.athensown.biz

740.448.2696 (AOWN)

PO Box 237
Amesville, Ohio 45711
Saturdays at The Athens Farmers Market

CONSTANTINE FALLER, STEWARD:

- constantine@athensown.biz
- Numeric Pager: 877.499.9471
- Communications station at Athens' Own Mobile kitchen deployments
- ***KC8JXA, ACARA repeater 145.150mHz***

Internship Opportunities:
Email internships@athensown.biz or visit
www.interns.athensown.net

Connect with Athens' Own on:

-Facebook:
www.facebook.com/TheAthensOwnPage

-LinkedIn
www.linkedin.com/company/athens'-own

-Twitter
[@AthensOwn](https://twitter.com/AthensOwn)

Athens' Own:

The business of building

resilience



Vision



Act on your Vision



Network your actions



Our Focus:

- **Community Resilience**
- **Sustainability**
- **Teamwork**
- **Education**
- **Local Foods**

Athens' Own Product Outlet List
(Revised December 2012)

<u>Product:</u>	<u>About:</u>	<u>Served at:</u>	<u>Available for Purchase at:</u>
Dawn Chorus Coffee - Varieties: - French Roast - Vienna Roast - Full City Roast - Highlander Grogg - Espresso - Turkish - Hazelnut	- Fair Trade - Organic - Shade grown - High Mountain Beans - Certified by the Cafe Femenino Coffee Project	Athens: • Athens' Own at AFM (Athens Farmer's Market) • Restaurant Salaam • Bagel Street Deli • Jackie O's Pub and Brewery • The Union Bar and Grill • 9 Tables • Columbus Rd. Diner and Burgers	• Athens Farmers Market (AFM) • Seaman's Grocery • Hyacinth Bean • Village Bakery • Dale's BP • Amesville Manna House General Store • Poston's Carry-Out, Stewart • Sharpsburg Gilchrist BP
Athens' Own Dry Aged Beef Hamburger, steaks, etc	- High-grade beef from local family farms - No antibiotics or growth promotents added	• Jackie O's • Athens Farmer's Market • 9 Tables	• Seaman's Grocery • Poston's Carry-Out, Stewart
Sweet Beef Bologna - Mild, Hot, Cured, Hot with Cheese	- All beef, locally grown - No MSG - Smoked and cured	• N/A	• Athens' Own at AFM • Seaman's Grocery
Aged Wisconsin Cheddar- Aged 6 Months, 9 Months, 3 Years	- Wisconsin Cheese, specially aged in Athens for superb texture and flavor	• Jackie O's • 9 Tables • Broadwell Hill Farm • Avalanche Pizza at AFM	• Athens' Own at AFM • Seaman's Grocery
Faller Foods Specialty Products - Pickled Jalapeno Peppers Marinated Olives Pancake and Waffle Mix Hot Spiced Cashews Ohio Honey, Maple Syrup	- Inspired by / created from traditional family recipes - Visit our website for more information about each product – www.athensown.biz	• Jackie O's – Cashews, Peppers • The Union Bar and Grill - Cashews • Athens Farmer's Market • Not Guilty Buggy - Jalapenos	• Athens' Own at AFM • Seaman's Grocery
“Constantine's on State” - Menu varies weekly	- Freshly prepared gourmet foods	• Athens' Own Booth at the Athens Farmer's Market	• N/A

Athens' Own Product Descriptions

Dawn Chorus Coffee:

- Cafe Femenino certified – Cafe Femenino is an org. that works to create better living conditions and social status for women who harvest coffee.
- Fair trade – meaning the coffee is purchased directly from the growers at a higher price, to ensure a living wage for the farmers.
- Shade grown: Coffee is grown naturally, among other companion plants. Big corps will clear-cut mountains to grow coffee faster. Shade-grown is less harmful to the environment.
- Varieties available:
 - Full City (Lightest- roasted the least, light oil development, 1 step darker than standard light roast),
 - Vienna (medium roast, starting to develop darker flavors and oils),
 - French Roast (Darkest, full oil development, minimum acidity, chocolatey)
 - Espresso- (custom blended for espresso brewing)
 - Turkish- (custom blended and ground with cardamom for use as instant coffee or brewing in an ibrik- turkish coffee maker)
 - Highlander Grogg- (Flavored coffee - Secret blend of butterscotch, nut, caramel)
 - Hazelnut- (flavored coffee)
- Why Dawn Chorus is better:
 - All custom roasted, superb bean selection, high mountain coffee beans

Dry Aged Beef:

- How it's made:
 - Beef is hung to dry for several weeks in refrigerator unit- this evaporates moisture from the muscle and causes enzymes to break down, which achieves key effect of concentration and saturation of the natural flavor, and a more tender beef
- Why it's good:
 - Only higher grades of beef can be dry aged, only cuts with large, evenly distributed fat content
 - Dry aged beef is very rare in supermarkets, usually only found in upscale butcher shops and restaurants, because the process of dry aging is expensive and time-consuming.
 - Dry aged beef is delicious by itself- it doesn't need spices or seasonings.
- Available: Sirloin, Rib, Loin, Tenderloin steaks, Custom cuts available.
- Important things: From locally owned family farms, zero antibiotics or growth hormones/promotents added.

Sweet Beef Bologna:

- important things:
 - all beef, local beef
 - special blend of spices and seasonings
 - hot with cheese uses AO aged wisconsin cheese
 - Gluten-free
- Available in: Regular (mild), Hot, Cured (drier, more flavorful, tougher texture), and Hot with cheese

Aged Wisconsin Cheese:

- Important things:
 - specially aged in controlled conditions for maximum flavor development
- Available in:
 - 6month, 9 month, 2 year, 4 year

Hot Spiced Cashews:

- Special blend of spices
- roasted cashews
- Available in: Whole or pieces, 1/4lb or 3/4lb

Pure Ohio Maple Syrup

- Made by River Sugar Camp in Stockport, OH
- “special dark” variety

Marinated Olives

- Stuffed green, black and kalamata olives, with pepperoncinis, garlic, onions, and special marinade.

Pancake and Waffle Mix

- store bought pancake mix tastes too floury and dry
- AO's is custom ground and specially blended for the perfect pancakes

Pickled Peppers:

- Peppers pickled in Constantine's special recipe marinade
- Available in: (all with garlic cloves)
 - Anaheim and Sweet Banana
 - Cherry
 - Jalapeno
 - Habanero Peppers

Honey:

- Gillogly Orchard
- Washington County
- Local, wildflower honey

Coffee Accessories

- Airpots
- Thermos Nissan insulated mugs- “Coffee mug”- with handle. “Tumbler”- no handle, with tea infuser. Leakproof, durable.

Athens' Own Holisticgoal

❖ Quality of Life Statements

- ☐ We want good physical, financial, emotional, and spiritual health.
- ☐ We want fulfilling relationships with good communication.
- ☐ We want opportunities for life long learning and adventure.

❖ Forms of Production

- ☐ We practice management processes to promote over-all health.
- ☐ We generate profit from fulfilling work.
- ☐ We nurture relationships and welcome open communication.
- ☐ We participate in activities that are fulfilling, challenging, and inspire growth and development.
- ☐ We enjoy nature, seek inner guidance, and strive to be of service.

❖ Future Resource Base

- ☐ People
 - We are known for our dedication, integrity, reliability, compassion, and clear communication.
 - We are known for high quality products and services.
 - We are known for efficient and effective processes.
- ☐ Community
 - We live in a community where people take care of each other and make decisions with future generations in mind.
- ☐ Land
 - The environment is beautifully balanced with open-space for agriculture, wildlife, and recreation.