

Allerton Intern General Information Sheet

Allerton Park:

Located approximately 20 miles southwest of Champaign, Allerton Park was a gift to the University of Illinois from Robert Henry Allerton in 1946. As stipulated in the contract, the park was to be used by the institution “as an educational and research center, as a forest and wild-life and plant-life preserve, as an example of landscape architecture, and as a public park.” The park is approximately 1,500 acres which is composed of woodland, formal gardens, and the Sangamon River. Tenant farms surround the park, revenues from which support the park operations. The Allerton estate has been converted into an educational conference center, which also supports the park financially.

Typical Internships Available:

Gardens – Restore and develop formal gardens.

Visitor Center – Implement public programs and assist with Visitor Center operations.

Diversified Farm – Plant and harvest alternative crops.

Design/Build – Work with university to complete a design and build project.

Ecological Restoration – Work with Natural Areas Steward to restore Allerton’s natural resources including the pond, woodland and prairie.

Hours and Compensation:

Summer Internship: 37 hours/week, 13 weeks, \$3000 stipend

Spring/Fall Internship: 37 hours/week, 16 weeks, \$3000 stipend

Typical hours are Monday through Friday, 8:30am-4:30pm. Some weekends and evenings may be required. Hours will be recorded in the Intern Time Log which will be reviewed and approved weekly. Biweekly paychecks are granted on approval of Intern Time Logs.

Time off will be granted only for serious situations, and must be made up before conclusion of internship.

Benefits:

Free housing, *see housing options*

Free meals at the Conference Center when conference groups are in session, *see meals*

20% Staff discount at Allerton Gift Shop

Workspace with computer and internet access

Allerton staff shirts

Meals:

Meals are served at the Conference Center most days during your internship and as an Allerton intern you are welcome to eat at no cost. Lunch is served every weekday for all employees but breakfast, dinner and weekend lunches are served only on days when the Conference Center has a group in house. Please check with Betty or Stephanie on Friday as to which meals will not be available the following week.

Housing Options:

Housing is available for interns who request it. A rental agreement must be completed before internship start date:

North Side or South Side Intern House Accommodations
Amenities – bed, bathroom, kitchen facilities.

Allerton Intern Rules and Expectations

Park Rules:

- No, bikes, motor bikes, or ATV's on trails
- No open fires or charcoal grills
- All dogs must be on a leash
- Use of university vehicles and equipment is prohibited outside of work hours

House Rules:

- No alcohol on the premises
- No smoking
- Rental agreement must be signed before internship start date

Dress Code:

- During work hours, the following items must be worn:
 - Provided uniform shirt
 - Durable pants – no shorts
 - Closed toes shoes or work boots – no open toed shoes or sandals
 - Nametag

All other work clothing should be without tears and preferably without visible logos or wording.

Hours and Compensation:

- Summer Internship: 37 hours/week, 13 weeks, \$3000 stipend
- Spring/Fall Internship: 37 hours/week, 16 weeks, \$3000 stipend
- Time Logs must be reviewed and signed by intern and supervisor weekly.
- Time off will be granted only for serious situations, and must be made up before conclusion of internship.

Internship Evaluations:

- Interns will be subject to a midterm and final evaluation conducted by intern supervisor.
- Interns will be expected to complete an internship evaluation on completion of internship.

Allerton Park

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