

SECTION 10: INTAKE PROCESS

All Clients of Education Programming must complete a **Client Intake Form**. The **Client Intake Form** provides necessary contact information for the student; and provides a profile of the student which informs staff of client needs, potential placements, appropriate referrals, and recommendations to specific program services, and activities.

The Education Department Intake Form can be found on the website and completed online. **Check the program you are interested in.**

SECTION 11: INTERNSHIPS

Attention to skills such as **leadership**, customer service, communication, teamwork, planning/prioritizing, decision-making/problem solving, and time management is encouraged.

Awareness of the responsibility as a Native American representative; and remain a conscientious tribal citizen.

Students may have a maximum of two internships per school year. It is recommended that the same experience not be repeated within the year; however, situations will be determined on a case-by-case basis.

Paid Internship opportunities are dependent on availability of funds. Internships are intended to provide a structured experience that:

- **Relates to a student's major and/or career goal;**
- **Enhances a student's academic, career, and personal/**leadership** development**
- **Is supervised by a professional in the field;**
- **Can be one academic term or summer; and**
- **Encourages strong work ethic**

Public Notice

Internship opportunities will be posted on the tribal education website and on Social media platforms.

Qualifications/Eligibility

Students must be Native American, aged 14 – 18 years old, and attending a Secondary Education program or verified GED program.

All initial onboarding will be done by HR.

Application Process

- Students will complete the application on the tribal website/Education tab.

- The Program Manager will review, discuss with the student, and make the final decision.
- Students will be required to attend initial orientation with the Grant Program Manager.
- Interns cannot be supervised by Immediate Family members.

Internship research/background - future plans

Student Contract Process

1. A contract stipulating the requirements will be completed and approved by the Grant Program Manager prior to beginning the Internship
 - a. Student will sign the Contract
 - b. Supervisor to the Intern must sign the Contract
 - c. Attach W-9 with Student's Information.
 - d. Supervisor of Intern must submit to and pass a CORI

Stipends/Payments

Students are responsible for submitting all timesheets once internship hours are complete to the Program Manager. Internships will be determined complete upon submission of all the following documents in one package:

1. Completed weekly timesheets signed by the supervisor and detailing the week's experience and the goals for the following week.
2. Completed Supervisor's survey.
3. Completed written "Reflections" paper.
4. Students must complete the internship contractual agreement to receive stipend.
5. Payment will be issued through Check requisition, W-9 and required supporting documentation.