

Building Your Own Internship Program

A Primer Based Upon the Ho-Chunk Nation Internship Experience





Introduction

Congratulations on your decision to create your an internship program for your Native Nation! The following primer is based on the Ho-Chunk Nation's Summer Internship Program and is designed to help other Native Nations create their own internship experience. This primer is not intended to be comprehensive; rather it is intended to be a collection of ideas that have worked for us.

Best wishes, friends, on your journey!

Timeline

The Ho-Chunk Nation Internship Program was designed to be a summer internship experience in the hopes that it would give more students the opportunity to following pages:

October

I call this the “soul searching” period because it is an opportunity for reflection and improvement. Some topics to consider include:

- Revisiting and revising the Internship Policy as needed.
- Review intern evaluations from the previous summer and determine what changes/improvements can be made based upon recommendations from the interns.
- Review site supervisor evaluations and determine how the program can be improved in the situation.
- Review site supervisor performance to determine if s/he met the goals of the program. If not, coaching is needed.

OVERALL QUESTION: Did we accomplish our goals?

November and December

Determine the timeline for next summer’s internship program. This is the time to begin logistical plans for the program. Some important considerations include:

- Orientation/start date(s)
- Professional Development Seminar date(s)
- Closing Activities/Banquet date(s)
- Find locations for the meetings/activities
- Determine who the guest speakers/presenters will be at the various intern events

January

Begin marketing campaign for the program. The information disseminated should include all the information an applicant needs to submit in order to qualify for the internship experience.

- Email blast to current students/tribal scholarship recipients (flyer, video, etc.)
- Email partners on technical, community college, and university campuses (e.g. Native American student professionals, Native American faculty/staff, etc.)
- Post flyers on tribal website home page and Education Department homepage
- Advertise via social media (Facebook, Twitter, etc.)
- Advertise in the tribal newspaper

February

Continue marketing campaign for the program. Expand marketing focus to include prospective site supervisors within your tribe, organization, business, or community.

- Create promotional material (e.g. flyer/video) and make available to prospective site supervisors by posting on tribal website and sent through tribe-wide email
- Reach out to previously successful site supervisors and encourage them to reapply
- Schedule times to promote the internship program with prospective site supervisors at an event, such as a lunch-and-learn
- Resend all information to the students that you sent them last month! Encourage them to apply!

March

Continue marketing campaign for the program. This is the month before your applications are due – it's crunch time.

- Resend all information to the students that you sent them last month and the month before that! Encourage them to apply!
- Visit college campuses as needed or requested to recruit interns
- Host lunch-and-learn presentations for various site supervisors

April

Applications are due!

- Applications are due April 1 for interns and site supervisors
- Successful intern applicants are notified by April 20
- Successful site supervisor applicants are notified by April 20
 - Site supervisors should be provided with the applicant's dossier to ensure a positive match between the two parties
 - Be certain to include the applicant's letters of recommendation with dossier!
- The offer of employment is extended via telephone and, if accepted, a formal letter follows
- Email all required hiring documents to interns. Documents must be completed and scanned or faxed back to the Personnel Department
- Schedule required appointments for interns (e.g. urinalysis) required by your tribe
- If needed, solicit more students to apply. Occasionally, there is a fantastic site supervisor application that does not have a corresponding intern. At this point, GO FIND SOMEONE for that supervisor if you can!
- If needed, ask qualified supervisors to serve as site supervisors for the intern program. Occasionally, a highly qualified student sends in an application, but there is no corresponding site for the student. GO FIND THE STUDENT A WORK SITE!

May

This month is reserved for making last minute preparations for the internship kick off. You will also spend more time than you would like wrestling the last few new hire documents from your intern and convincing your tribe's Human Resources or Personnel Specialists that you are not intentionally trying to ruin their lives.

- Confirm locations for internship orientation and other group activities
- Finalize catering orders for internship orientation and other intern meetings
- Confirm guest speakers/presenters for the internship orientation
- Confirm that site supervisors have appropriate materials for the students, e.g. desk, chair, computer, etc.
- Review expectations with site supervisors – this is not a “go get coffee all summer” experience!

June

Internship – Month One

- 10 week experience
- One or two day orientation
 - HR/Personnel orientation
 - Icebreaker activities for the cohort to get to know one another
 - Present a Survival Guide for Interns that includes dates, policies, contact information, etc.
 - Tribal history/culture presentations
 - Tribal language classes
 - Group Activities that promote team building
 - Briefly - final paper and presentation information provided. More provided at Professional Development Seminar in July.
 - Encourage students to document (photos or video) their experiences at work!
 - Interns report to work site on day two or three after orientation concludes
- Two weeks after start:
 - First intern check-in. Travel to the intern's work site and meet with the intern and site supervisor to ensure things are going well. This is critical to the intern's success – issues should be addressed immediately!
- Prepare materials for the Professional Development Seminar (guest speakers, etc.)

July

Internship – Month Two

- Professional Development Seminar (Second or Third week)
 - Cover Letter Writing
 - Resume Writing
 - Interview Skills

- Tribal Government/Enterprises/Gaming Application Process presentation
- Intern Alumni Panel (if applicable)
- Service Project on reservation or for outside organization
- Tribal language classes
- Final paper and presentation information provided
- Two weeks after seminar:
 - Second intern check-in. Address any issues.
- Prepare for the Closing Banquet
 - Create program
 - Invite dignitaries (Tribal Council, Chairman/President, Site Supervisors, Intern family members, etc.) via formal invitation

August

Internship – Month Three

- Two-day closing events
 - Day one:
 - Interns and staff ONLY
 - Tribal Language Class
 - Final presentations (PowerPoint, Prezzi, etc.) for their fellow interns. 20-30 minutes per intern.
 - Provide thank you notes to the interns. The interns will write a thank you to their site supervisor and deliver it at the banquet
 - Distribute evaluations for the interns to complete
 - Group Activity in the afternoon
 - Day two: The Closing Banquet
 - Luncheon
 - Site supervisor provide introductions and a brief synopsis of what their intern accomplished during the summer
 - Intern provides a brief overview of what s/he accomplished over the summer
 - Gifts presented to interns
 - Honor Song

September

Recover!

INTERNSHIP POLICY DOCUMENT

I. Purpose

The Ho-Chunk Nation Internship Program (HNIP) is designed to allow university and technical college students to gain valuable work experience through internships within various Ho-Chunk Nation departments, programs, and enterprises. Students will learn, firsthand, the structure and operation of Ho-Chunk government in relation to its communities and individual members. The HNIP will assist participants with professional development in his or her field(s) of study, as well as require the participants to learn and develop new skills.

II. Goals

The HNIP will meet the evolving employment needs of the Ho-Chunk Nation by providing enrolled Ho-Chunk members with a unique internship opportunity that will better prepare the intern for long-term success. The HNIP will consist of motivated pre-professionals who can bring new perspectives to old problems, and will allow current professional staff to pursue more creative projects during the interns' tenure. In addition, the HNIP will provide the Ho-Chunk Nation with a cost-effective way to recruit and evaluate potential employees.

III. Program Structure

The HNIP will fall within the responsibilities of the Education Department Higher Education Division. The Career Advisor and Higher Education Division Manager will be responsible for the coordination of the program. As such, the Career Advisor and the Higher Education Division Manager will also be charged with determining the areas of need from the various executive departments, program, and enterprises of the Ho-Chunk Nation for interns. The Higher Education Division Manager will also create a budget that will sufficiently fund the program.

IV. The ho-chunk nation internship program

The following outlines the details of the HNIP. This section should serve as a guide for both Ho-Chunk Nation supervisors and potential/current Ho-Chunk Interns.

A. Term

1. The HNIP will last for ten (10) weeks between the months of June and August
2. The program is designed to be a **summer work experience only**
3. The program will be limited to ten (10) interns
4. A beginning date will be specified for the program each year
5. The term may be increased or decreased each year of the program's existence, depending on budget, need, etc.

B. Funding

1. The HNIP is a PAID internship experience for enrolled Ho-Chunk members
2. The interns will be considered Limited Term Employees (LTEs) and will receive payment on a weekly basis the same as the regular employee pay schedule
3. There will be two (2) job descriptions for the interns:
 - a. Intern I: Associate's degree and Bachelor's degree students
 - b. Intern II: Graduate students
4. The Education Department will provide funding for the interns
5. The number of interns will be based upon available funding, but shall not exceed ten (10) interns
6. The intern is responsible for any travel or relocating expenses
7. The intern is responsible for finding and funding his or her domicile
 - a. The Higher Education Division will provide assistance with security deposit up to \$500.00 for interns relocating a distance of 60 or more miles

C. Qualifications

1. The applicant must be an enrolled member of the Ho-Chunk Nation by the time the interns begin work;
2. The applicant must be an enrolled student (part-time or full-time) of an accredited, university or technical college the semester immediately preceding the internship experience;
3. The applicant must have completed approximately half of the credits required for his/her degree by the time the intern begins work.
 - a. Two-year students: Approximately 30 credits;
 - b. Four-year students: Approximately 60 credits;
 - c. Graduate students: No credit requirement

D. Application

1. About the process:
 - a. Intern applications should be sent to the **Higher Education Division Manager**
 - b. Site supervisors' site proposals should be sent to the **Career Advisor**
 - c. The program is competitive
 - d. Applications are welcome in **all** existing Ho-Chunk programs or departments
2. Submit a Ho-Chunk Nation Internship Program Application form;
3. Submit a cover letter which clearly discusses:
 - a. Educational history
 - b. Academic major
 - c. Both short and long-term career goals
 - d. Desired placement site (i.e. gaming facility, clinic, etc.), if any
 - e. An explanation of how the HNIP will directly benefit the applicant's career goals
 - f. An explanation of how the applicant's internship experience will benefit the Ho-Chunk Nation
4. Most recent résumé or curriculum vitae (CV);

5. Two letters of recommendation from a non-family member that can describe the applicant's educational or work history;
6. One letter from the student's academic or faculty advisor, which verifies that the student has or will have completed at least half of the credits required for the student's degree by the time the intern begins work;
7. **All intern application materials must be submitted to the Higher Education Division Manager by April 1**
8. **All site supervisor materials must be submitted to the Career Advisor by April 1**
9. **Internship decisions (acceptance or denial) will be notified by April 20**

E. Application Review

1. The Higher Education Division Manager, Career Advisor, and the Executive Director of Education will comprise the application review panel; and
2. The panel will decide, based upon the quality of the application materials, the applicant's cumulative GPA, and the needs of the Ho-Chunk Nation, which applicants will be offered an internship opportunity

F. Decision

1. The applicant will be notified, in writing, of the panel's decision whether it be acceptance or denial;
2. There is no process for appealing the panel's decision

G. Duties and Responsibilities

1. The hired interns will be subject to the Employment Relations Act, just as regular employees are;
2. The interns will be expected to report on-time to his or her duty site;
3. The interns are expected to dress professionally while on the job;
4. The interns will have additional requirements based upon the needs of the Education Department, which include, but are not limited to:
 - a. Working as a counselor to youth seminars, workshops, camps;
 - b. Designing and implementing lesson plans for youth and peers to encourage postsecondary education;
 - c. Provide information to pre-college students about the skills necessary to succeed in postsecondary education;
 - d. Be available for mandatory meetings, seminars, and trainings provided by the Education Department during the internship experience;

H. Intern Sites

1. The Intern may request a specific department or program placement, which shall be considered by the Executive Director, Higher Education Division Manager, and Career Advisor when determining final placements;
2. Intern sites will be responsible for job orientation and daily supervision of the interns;
3. The site must agree to release the student for mandatory meetings, seminars, and trainings provided by the Education Department;
4. If the work assignment for an intern is at alternate sites, which have been deemed beneficial for the intern, travel compensation to the aforementioned site will be the responsibility of the supervising department or program;

5. The Career Advisor will be the primary point of contact with the potential intern site supervisors

V. The ho-chunk nation education department

The Education Department is the entity responsible for the administration of the HNIP programs. The Education Department Higher Education Division Manager and Career Advisor are the primary administrators of the program. The following section outlines the responsibilities of the Education Department for the HNIP.

1. The Higher Education Division will:
 - a. Be responsible for determining the budget of the program annually;
 - b. Be responsible for providing an initial orientation for the interns, including:
 - i. Completion of forms related to payment and employment (with Personnel Department and the Ho-Chunk Department of Justice);
 - ii. Rights and responsibilities;
 - iii. Expectations in the workplace;
 - iv. CPR training (if necessary);
 - v. Organization of trainings, workshops, etc.
 - c. Be responsible for providing an initial orientation for the intern supervisors, including:
 - i. Preview of the intern orientation;
 - ii. Expectations for supervising interns;
 - iii. Fair Labor Standards Act;
 - iv. Compliance (i.e. Pre-Employment Drug Test/Background check, if needed).
 - d. Track expenditures incurred as a result of the program operation
 - i. Expenditures as the result of special or unique circumstances will be paid by the Division pending approval by the Executive Director of Education
2. The Career Advisor will:
 - a. Be responsible for soliciting site supervisor proposals;
 - b. Serve as a contact for site supervisors throughout the internship;
 - c. Coordinate, in concert with the Higher Education Division Manager, the operation of the program.
3. The Executive Director will:
 - a. Place the Higher Education Division Manager and Career Advisor in charge of the HNIP as its administrators;
 - b. Coordinate with the other Executive Directors to diagnose employment needs of the Ho-Chunk Nation;
 - c. Determine what financial expenditures are special and/or unique that will require reimbursement or payment by the Education Department.



VI. Employee relations act (ERA)

The Employment Relations Act (ERA) is the official employment law of the Ho-Chunk Nation. It supersedes the Nation's Personnel Policies and Procedures Manual and all policies, rules, and regulations enacted by Legislative resolutions pertaining to employment.

Survival Guide for the Ho-Chunk Intern (Summer 2016)

Introduction

The Ho-Chunk Internship Survival Kit is an informative quick-guide. It describes important aspects of the unit operating rules and expectations surrounding rules/guidelines of the department and the Ho-Chunk Nation. After you acquaint yourself with the contents, you will have a better understanding of our expectations of you.

While we believe wholeheartedly in the rules described herein, they do not create an employment contract, express or implied, and employees of the education department are employees of the Ho-Chunk Nation and must abide by all applicable federal, tribal, state, and local laws.

Attendance

It is recognized that certain employee absences and other scheduling problems are due to illnesses, injuries or emergencies and, therefore, are generally excusable. Excessive or unauthorized absenteeism, tardiness, and leaving early, however, are costly, disrupt work schedules, interrupt productivity, require added supervisory effort, impose hardships on fellow workers, and increase payroll costs. Further, the aforementioned excessive absences are not in the spirit of the internship and hinder the overall learning objectives of the intern.

- Calling in: Employees who are going to be late or absent:
 - MUST call their site supervisor and the Higher Education Division Manager at least one hour prior to the scheduled start of their shift
- Tardy employees: Employees must be at their designated offices or workstations at the start of their scheduled shifts and appointed work hours.
 - An employee will be considered tardy if he or she reports to his or her office or workstation any time after the scheduled start time
- Interns are expected to work 40 hours per week. If there are circumstances that prohibit this possibility, please notify the Higher Education Division Manager or Career Advisor as soon as possible.
- Interns are expected to work the standard work week 8:00am to 4:30pm. If his/her job duties require hours outside of the traditional work hours, please notify the Higher Education Division Manager or the Career Advisor as soon as possible. **Note: it is not acceptable to come in to work early or stay late to accrue 40 hours sooner in order to have Friday afternoon off.** Exceptions may be made in certain situations, but as general practice, interns should expect to be at work 8:00am to 4:30pm Monday through Friday as regular employees do.

Time and Attendance

Time and Attendance refers to the electronic time management system used by the Ho-Chunk Nation. Your ID Badge (issued by Compliance) will enable you to “badge in” throughout the Nation’s government and gaming buildings. Be certain to badge in at the beginning of your shift and to badge out at the end of your shift. If you are unable to badge in or out for a shift for work-related reasons (e.g. travel to an off-site work location), notify the Higher Education Division Manager and he will enter your time for you.

The Higher Education Division Manager is responsible for coordinating your time and attendance through the online time management system. Any absences or tardiness should be relayed to the Division Manager when they arise.

Confidentiality

Information that is reasonably construed as private, which is obtained by, generated by, known to or revealed by a co-worker, customer, supervisor, or client shall not be disclosed by the employee to anyone.

Information about the Ho-Chunk Nation, its customers, clients, suppliers, or employees shall not be disclosed or divulged to anyone other than persons who have a right to know, or are authorized to receive such information. (Ho-Chunk Nation Employee Relations Act, 2011)

Dress Code

It is recognized that individual appearance standards differ, that interns may have unique personal views on a variety of social issues and that their choices of clothing and personal adornment may reflect those views. When acting in an employment capacity, however, employees must conform their appearance to that which is appropriate for a place of business.

Please use the following as a guideline for appropriate attire in the workplace:

Appropriate attire (Monday – Thursday):

1. Gentlemen:
 - a. **Shirts:** All shirts with collars. This will include dress shirts, golf and polo shirts, turtlenecks, sweaters/pullovers, and blazers/sports coats. Ribbon shirts may also be worn if the work day corresponds with a Ho-Chunk religious or cultural event occurring on the same day.
 - b. **Pants:** Casual slacks, dress pants, khakis, and trousers.
 - c. **Footwear:** Dress shoes
2. Ladies:
 - a. **Shirts:** All shirts with collars. This will include casual shirts and blouses, golf and polo shirts. In addition, blouses or sweaters are acceptable.

- b. **Pants:** Casual slacks, dress pants, skirts, dresses, and Ho-Chunk dresses for religious or cultural events (i.e. funeral or wos`ga responsibilities).
- c. **Footwear:** Professional attire

Inappropriate attire (Monday – Thursday):

1. Denim of any color (including jackets, pants, shirts, skirts, and dresses) ***Check with program or department for Friday Jean days***
2. Shorts of any type
3. Knee-knockers or pedal pushers
4. Sweatpants, sweatshirts, bib overalls, spandex, leggings or other form-fitting pants
5. Shirts with offensive/derogatory lettering or logos, midriff tops, tank tops, halter tops, and tops with thin/spaghetti straps, unless worn under another blouse, jacket or sweater
6. Mini-skirts and spaghetti strap dresses
7. Clothing that is too sheer, revealing, or tight-fitting
8. Athletic shoes, sneakers, thong sandals and slippers

Appropriate casual attire (Friday)

1. **Shirts:** T-shirts, sweaters, and sweatshirts appropriate for the workplace and any of the approved attire from above.
2. **Pants:** Shorts, jeans, without holes, frays, etc., and any of the approved attire from above.
3. **Footwear:** Athletic shoes, sandals, and any of the approved footwear from above.

Health & Safety

Employees assume responsibility for maintaining a high standard of cleanliness and orderliness on the premises they use for work purposes.

- Employees are to cooperate in maintaining safe, healthy, and sanitary conditions in their work areas. In addition, horseplay, practical jokes, or other activities that may present a hazard to the safety or welfare of employees, management, or property are prohibited.

Limited Liability Statement

The Education Department will not under any circumstances be liable for any damages whatsoever, including any special, indirect, incidental, consequential or exemplary damages resulting from the actions of the intern, due to any cause, even if the Department or one of its representatives has been advised of the possibility of such damages. This applies to daily work, travel to and from work, and any overnight stays (e.g. orientation or all-intern trainings).

Culminating Project

Each intern will be responsible for documenting their own experience. From their experience interns are required to create and present an end of the internship

report to the Department of Education on August 18th & 19th, 2016. It is encouraged that interns produce a professional presentation and supplemental materials to that presentation.

Required Materials

- Presentation

Important Internship Dates

Orientation (June 13)

Employee Appreciation Day (June 17)

Wisconsin College Personnel Association Conference (June 24)

Mid-term Training/Professional Development (July 14-15)

Final Presentations and Banquet (August 18-19)

Ho-Chunk Nation Holidays

Corporal Mitchell Red Cloud Jr. Day (July 4)

- PowerPoint, Prezi, etc.
- Presentations should include: images, video, graphs, etc.
 - For video, consider: Jing, YouTube, MovieMaker, etc.
- Supplemental Material
 - Professional Report
 - 4-6 pages
 - Typed, 12 point font
 - Double spaced

Contact Information

Higher Education Division Manager

Phone number

Email address



Ho-Chunk Nation Summer Intern Orientation
June 13, 2016
Black River Falls Chamber of Commerce

Monday, June 13, 2016
Chamber of Commerce Meeting Room

- 10:00am** Welcome
President or Tribal Chairman of your Nation
- 10:05am** Getting Acquainted
Career Advisor
- 10:30am** Overview of the Program/Expectations
Higher Education Division Manager
- 11:00am** Historical Trauma in Education
WIEA Vice President and Social Services Division Director
- 12:30pm** Lunch onsite
- 1:15pm** Panel/Personnel anticipated needs in labor force
Executive Director of Business
Executive Director of Administration
Executive Director of Personnel
Executive Director of Education
- 2:00pm** Modern Ho-Chunk History/Government
Associate Judge of the Ho-Chunk Nation Trial Court
- 2:45pm** Internship Final Project Information Session
Higher Education Division Manager
- 3:00pm** Photos/Departure



2016 Summer Internship Professional Development Agenda
Courtyard by Marriot, La Crosse, WI

Thursday, July 14

- 10:00am** Getting started
Career Advisor
- 10:30am** Résumé Workshop
Career Advisor
- 11:30am** Writing an Effective Cover Letter
Career Advisor
- 12:30pm** Lunch (catered)
- 1:00pm** Hoocak Language
Hoocak Language Instructor
- 3:00pm** Break/Check-in
- 4:00pm** Career Path
Intern Alumnus
- 4:30pm** Working for the Nation vs. Working for Outside
Companies
Executive Director of Education
- 5:00pm** Interview Skills

Friday, July 15

- 9:00am** Leaving Gracefully
Executive Director of Education
- 10:00am** Internship Final Project Information Session
Ho-Chunk Nation Application/Hiring Process/Ho-
Chunk Preference
Higher Education Division Manager
- 10:30am** Group Activity



Ho-Chunk Nation Summer Intern Presentations
August 18, 2016
Skyline Golf Course – Black River Falls, WI

THURSDAY

The Lunda Porch at Skyline Golf Course

- | | |
|----------------|-------------------------------------------------------------|
| 9:00am | Hoocak Language
<i>Hoocak Language Instructor</i> |
| 11:00am | Presentations |
| 12:00pm | Lunch |
| 1:00pm | Presentations (continued) |
| 2:30pm | Brief Overview of Friday's Activities

Group Activity |

Internship Recognition Luncheon



Friday, August 19, 2016

11:30am

Trapper's Turn Golf Course

Wisconsin Dells, WI

Hosted by the Ho-Chunk Nation Education Department



Native Nation 2016 Summer Interns

Ms. Intern I

College or University – Major

Ms. Intern II

College or University – Major

Ms. Intern III

College or University – Major
Graduated May 2016

Mr. Intern I

College or University – Major

Ms. Intern IV

College or University – Major

Mr. Intern II

College or University – Major



Program

11:30am **Welcome and Opening Remarks**
Mr. Higher Education Division Manager

Prayer
Hoocak Language Instructor

LUNCH BUFFET

12:00pm **Remarks**
President of the Ho-Chunk Nation

Ms. Executive Director of Education

DESSERT

12:30pm **Supervisor/Intern Presentations**

Mr. Site Supervisor & Mr./Ms. Intern

1:30pm **Closing Remarks**
Mr. Higher Education Division Manager



The Purpose of the Ho-Chunk Nation Internship Program

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