

American Indian Studies Internship Guidelines and Code of Conduct

AIST 4020: Internship. (1-12 credits) The AIST internship requires active participation and service to an Indigenous community or organization in the U.S. or elsewhere. AIST majors are required to take at least 4 credits. Students will work with a faculty mentor and on-site supervisor to create, schedule, and evaluate the internship. Internships may address such areas as politics, economics, education, law, or human services affecting American Indians.

GUIDELINES

CREDIT HOURS: Each American Indian Studies major is required to take 4 hours of Internship (AIST 4020). However, a student may enroll in up to 12 credit hours of internship.

HOURS OF INTERNSHIP: The American Indian Studies Program (AIST) expects each intern to serve 30 hours of internship per credit hour. A 4 credit internship means a student will serve a minimum of 120 hours during the course of a semester.

TERM OF INTERNSHIP: While it is ideal that the student in an internship position serve all 16 weeks of the semester, AIST realizes not all internships will require 16 weeks of service. An internship may require 4, 6, 8, 10, or 12 weeks of service. Weekly hours will increase accordingly with the duration of the internship. No internship may last less than 4 weeks.

EVALUATION: AIST Interns will be evaluated by an on-site supervisor (see Supervisor Report form below). At the end of the internship, AIST Interns are required to fill out an Intern Report Form (see Intern Report on Internship form below). AIST Interns will also be assigned a faculty advisor who will evaluate and assign a grade for the internship. For the faculty advisors, the means of evaluating a student internship is left to the discretion of the individual faculty member. In conjunction with the supervisor's and intern's reports, some evaluation options might include: internship/course journal; progress reports; research papers, etc.

CODE OF CONDUCT

AIST expects all interns to follow the UW Student Code of Conduct as outline in UW Regulation 8-30, which can be found here: <http://www.uwyo.edu/DOS/judicial/>

Interns must also remember that they represent the AIST Program and the University of Wyoming. In order to ensure the advancement and continuance of this internship, it is important that AIST interns foster relationships based on respect for the traditions and cultures of American Indians. During the internship, interns are expected to:

- Be on time to work
- Dress appropriately for a work environment, professionally casual.
- Understand what constitute permissible work absence and who to notify if absent
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers
- Be prompt with assignments and tasks
- maintain confidentiality of work-related projects and personnel
- Treat fellow workers, staff, and supervisors with respect and courtesy. Unsociable behavior is not acceptable.
- Keep the AIST Director apprised of any changes or problems with the internship.

NOTE: IF A PROBLEM ARISES WITH THE INTERNSHIP, THE INTERN SHOULD IMMEDIATELY INFORM THE DIRECTOR OF AIST AND HIS/HER FACULTY ADVISOR.

AIST 4020 INTERNSHIP AGREEMENT FORM

American Indian Studies Program

University of Wyoming

114 Ross Hall

(office) 307-766-6521

(fax) 307-766-2555

Student (Intern) Information

Student Name _____

Internship Semester/Year _____

Student Contact Information

Address _____

email _____

Phone (home) _____

Phone (cell) _____

Internship Agency & Site Supervisor Information

Name of Agency _____

Name of Department (if applicable) _____

Name of On-site Supervisor _____

Title of Supervisor _____

Location of Agency _____

Phone Contact for Supervisor () _____

email Contact for Supervisor _____

AGREEMENT FORM

(to be filled out by Intern and Supervisor together and signed by both)

Date Internship Begins _____

Date Internship Ends _____

Minimum number of hours for Intern to be on-site each week _____ hours

Number of weeks for the Intern to be on- site _____ weeks

Days of the week Intern expected to be on-site: M T W Th F Sa Su

Activities: Please describe the primary activities of the internship. Please be specific.

Objectives: Please describe the professional-level skills and/or abilities the student will be developing.

Required Intern/AIST Director/Supervisor Meeting Dates:

Describe the end-product that the student-intern will complete at the end of the internship. This could be a report, summary of activities completed during the internship, daily diary, etc.

Signatures Required

Intern (student) _____ Date _____
Supervisor _____ Date _____
Faculty Advisor _____ Date _____
AIST Director _____ Date _____

(copies of this form should go to each of the above signatories)

Supervisor Report on Internship

The American Indian Studies Program thanks you for providing an internship opportunity for one of our students. To aid us in evaluating the quality of the experience for both you and the intern, we request that you complete this form describing the intern's performance, any additional information that we should have concerning the intern's job and further recommendations or suggestions concerning the internship.

Intern's Name: _____

How would you rate the intern's performance (1-10 Scale, 1 = Failure, 10 = Excellent): _____
Comments:

Was the intern respectful of American Indian cultures & traditions? Yes ___ No ___
Comments:

Were there any problems that arose during the internship? Yes ___ No ___
Comments:

If yes, were they dealt with appropriately by the Intern? Yes ___ No ___
Comments:

Would you and your institution be willing to support another Intern? Yes ___ No ___
Comments:

In what areas did the intern excel at his/her job?

In what areas did the intern fall below job expectations?

Supervisor Signature Date

Supervisor Name (print)

If you have any comments about this internship or the internship program, please write them on the back of this page or on a separate sheet.

Intern Report on Internship

(please type your answers on another sheet of paper)

Intern's Name: _____

Name of Organization/Institution: _____

- 1) Describe the nature of the work done for the internship:
- 2) Was the internship beneficial to your: a) AIST major? b) career goals? c) personal growth?
- 3) What was the best part of your experience as an intern?
- 4) What was the least favorite aspect of your internship?
- 5) What advice would you give future AIST majors going into their internships?
- 6) Any additional comments?