The High Plains American Indian Research Institute

Internship Handbook

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**Internship Program Guidelines and Expectations**

**The High Plains American Indian Research Institute (HPAIRI) at the University of Wyoming**

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# Introduction

The following document provides an overview of the High Plains American Indian Research Institute (HPAIRI) internship program.

This handbook includes relevant information for interns regarding HPAIRI’s internship program, and its policies and procedures in the following areas of the Institute’s operations:

1. The HPAIRI Internship Experience
2. HPAIRI Overview
3. Relationships and Responsibilities to Tribal Communities
4. Academic Misconduct and Dishonesty
5. Privacy and Disclosure of Personal Information
6. Information Policies

# The HPAIRI Internship Experience

The mission of the High Plains American Indian Research Institute (HPAIRI) is to facilitate research relationships between UW researchers and tribal communities that empower tribes, support tribal sovereignty, and lead to long-term, positive results for Indian people.

Given this mandate, the work of the Institute is both interdisciplinary in nature and broad in scope. In turn, HPAIRI gladly embraces the diversity of students who are interested in the work of the Institute. HPAIRI will attempt to provide each intern with the support necessary to complete semester or summer projects that are consistent with the mission of the Institute.

## Key Values

Working in Indian Country requires an exceptional amount of thoughtfulness and patience. Toward this end, HPAIRI will strive to provide internship opportunities to students who recognize the importance of the following key values:

1. *Partnership-Based Research*. For many decades, the prevailing university research paradigm in Indian Country has been one of extractive research. Under this model, university researchers would approach tribes or tribal communities in hopes of advancing a research agenda that was wholly disconnected from the communities where research was being conducted. Rarely did tribal communities see any of the benefits that may have resulted from the work being done.

HPAIRI hopes to turn the page on such practices by promoting a partnership-based research model for Indian Country. Under the new research framework, HPAIRI’s mission is to facilitate research relationships between university researchers and tribal nations and communities that will advance a research agenda that is formulated with tribal input, and that will provide tangible, direct benefits to tribal nations and tribal communities.

1. *Tribal Sovereignty*. On a fundamental level, American Indian tribes are governments. As such, they are obligated to undertake many of the elements of governance that mainstream society expects of governments at the local, state, and federal level, often with far fewer resources than their counterparts within the American system. Given the grave responsibilities that tribal nations have to their citizens, one of HPAIRI’s key values is a respect for the authority and sovereignty of tribal nations in the research process.
2. *Positive, Proactive Education*. Given HPAIRI’s mission, the institute strives to provide positive and proactive educational opportunities to interns on ways to foster productive working relationships with tribal nations, and tribal communities. The Institute firmly believes that positive community engagement is a crucial requisite for building bridges between Indian and non-Indian communities.
3. *Access to Research*. Related to the value of partnership-based research, HPAIRI strongly believes that tribal nations, and tribal communities should have access to research that is supported by the Institute, including projects undertaken by HPAIRI interns. While University of Wyoming regulations prohibit the relinquishment of researchers’ intellectual property, HPAIRI expects its interns to provide tribal communities access to their research projects and findings as requested by tribal nations, tribal communities.

## Expectations

Given the key values above, HPAIRI maintains the following expectations of its interns:

1. *Integrity*. For the duration of a student’s internship, HPAIRI interns should consider themselves to be representatives of the Institute. This is an especially important reminder given that many interns may work with tribal communities directly, whether HPAIRI staff are present or not. Given the high level of trust that is implicit in an intern’s selection, HPAIRI interns should conduct themselves with the highest levels of integrity at all times. If any questions arise as to an appropriate, ethical course of action, interns should not hesitate to consult with HPAIRI staff for advice or guidance.
2. *Proactive Engagement.* Reflecting HPAIRI’s interdisciplinary nature, the Institute anticipates that intern projects will take many forms and create unique questions for HPAIRI interns and HPAIRI staff to consider on a case-by-case basis. Given the nature of the internship program, interns will be expected to proactively engage HPAIRI staff on the status of their projects, to share any questions that may arise, and to share any concerns. In turn, HPAIRI will respond to students in a timely manner in hopes of ensuring a positive internship experience.
3. *Respect for HPAIRI Values*. As noted above, HPAIRI’s key values form the foundation of the HPAIRI internship experience. Interns should strive to keep HPAIRI’s values in mind when dealing with tribal nations, and tribal communities, and while seeking to fulfill the objectives of internship
4. *Consistent Communication*. To the extent practical, HPAIRI staff may schedule periodic meetings with interns throughout an internship’s duration. These meetings are intended to provide interns with an opportunity to update HPAIRI staff on the status of a project, to ask questions, to share concerns, and to provide evidence of work accomplished. Interns should make these opportunities for conversation a high priority.
5. *Work Product Completion*. While a HPAIRI internship is intended to enrich interns’ educational experience, it is also important that interns complete their mutually agreed upon work product/s in a timely manner. The HPAIRI staff member(s) supervising the intern will expect to see clear evidence of work accomplished on a regular basis. The final work product of an internship will vary from intern to intern, so HPAIRI anticipates some fluidity in the timeline for completing projects. However, it is important that an intern complete the agreed upon objectives of the internship – both as a courtesy to HPAIRI, and also as a service to any tribal nations or communities that may have played a role in an intern’s project. If at any time during the internship the HPAIRI director and associate director evaluate an intern’s efforts to be substandard, the HPAIRI internship will be terminated.

## Internship Success

A successful internship with HPAIRI is measured by a student’s ability to fulfill the mutually agreed upon objectives determined by both the intern and HPAIRI staff for the agreed upon internship period.

Fulfillment of internship objectives will include an evaluation of an intern’s adherence to internship expectations; an intern’s commitment to HPAIRI’s key values; and an intern’s completion of the mutually agreed upon final work product.

# HPAIRI Overview

This portion of the Internship Handbook reviews HPAIRI’s operational policies and procedures regarding its core objectives, leadership structure, and relationship to the University of Wyoming. Much of the information contained here comes directly from HPAIRI’s *Internal Operating Policies & Procedures* manual.

## Core Objectives

Given a mission of facilitating research partnerships between tribal nations in the High Plains region and the world-class researchers at UW, HPAIRI’s work is generally divided into five core themes:

1. Strengthen and Facilitate Relationships between UW and Wyoming-based Tribal Nations.

1. Empower Tribal Citizens through Direct Participation in the Research Enterprise.
2. Educate the UW Community, and the State of Wyoming in General, Regarding Opportunities to Develop Positive Relationships with Tribal Peoples.
3. Develop a Repository for American Indian Research.
4. Create a Clearinghouse for Research Partnerships.

## Leadership

The principle leadership of HPAIRI consists of the following staff members:

1. *Director*. The Director of HPAIRI oversees the strategic mission, and day-to-day operations of the institute and HPAIRI staff. The Director’s obligations also include the facilitation of external relationships on behalf of the Institute, in addition to the Director’s responsibility to maintain oversight of the Institute’s operations.
2. *Associate Director*. The Associate Director of HPAIRI aids the Director in the maintenance of the Institutes’s strategic mission and in the oversight of the Institute’s day-to-day operations. The Associate Director’s obligations also include the facilitation of internal relationships on behalf of the Institute.
3. *Wind River Outreach Coordinator*. The HPAIRI Wind River Outreach Coordinator’s obligations include facilitating HPAIRI’s mission on the Wind River Indian Reservation, and implementing institutional objectives as directed by the HPAIRI leadership team. The coordinator answers directly to the HPAIRI Director.
4. *Project Coordinators*. HPAIRI Project Coordinators are responsible for the execution of special projects on behalf of the HPAIRI leadership team as needed.
5. *Additional Positions*. Additional positions within the HPAIRI leadership structure can be created at the discretion of the HPAIRI leadership team in coordination with the University of Wyoming, Office of Research and Economic Development.

## HPAIRI & The University of Wyoming

HPAIRI maintains a close affiliation and operational relationship with the University of Wyoming, its home institution, according to policies and procedures outlined below.

1.1. *Policy*. The Institute is directly accountable to the Vice-President of the University of Wyoming’s Office of Research and Economic Development – the administrative unit of the University in which HPAIRI is located.

1.2. *Policy*. HPAIRI is also directly accountable to the Director of the University of Wyoming’s Experimental Program to Stimulate Competitive Research (Wyoming EPSCoR) through the fiscal year 2017. EPSCoR is the Institute’s primary funding source, and is itself an entity of the Office of Research and Economic Development.

1.3. *Procedure*. The HPAIRI leadership team shall make all decisions involving the day-to-day operations of the Institute. Decisions involving significant expenditures, and those involving the cooperation of University of Wyoming entities and protocols external to HPAIRI, shall be made in consultation with the Vice-President of Research and Economic Development, and/or the Director of EPSCoR on a case-by-case basis.

# Relationships and Responsibilities to Tribal Communities

Given its unique role in working with tribal communities, HPAIRI has a number of obligations that it must meet in order to maintain and develop effective working relationships with Wyoming’s tribal nations, and tribal nations in the greater High Plains area.

## Commitment to Tribal Sovereignty

HPAIRI’s mission statement includes an express commitment to honor the sovereignty of tribal nations.

10.1. *Policy*. HPAIRI will engage with tribal nations as partners while striving to provide advice or consultation that respects the authority of tribes to govern themselves.

10.2. *Procedure*. To institutionalize its commitment to tribal sovereignty, HPAIRI will take the lead on the University of Wyoming campus in educating faculty and administrators alike on the unique status of tribal nations as sovereign entities.

10.3. *Procedure*. In its consultative capacity, HPAIRI will keep the sovereignty of tribal nations at the heart of its mission, and seek to provide advice and feedback that is consistent with this mission.

## HPAIRI’s Responsibility to Tribal Communities

As one of the few UW entities with ties to tribal communities, HPAIRI is uniquely positioned to ensure that the needs of tribal communities and tribal peoples are taken into account within the research enterprise.

11.1. *Policy*. HPAIRI will strive to operate with an abundance of respect for tribal customs, protocols, and the needs of tribal communities.

11.2. *Procedure*. HPAIRI will educate UW researchers seeking to conduct research among reservation communities on the importance of tribal community values, and the need to develop research agendas that are of benefit to the communities where research will be conducted.

## HPAIRI’s Responsibility in Facilitating Tribally-Initiated Research Partnerships

HPAIRI seeks to facilitate research partnerships between tribal entities and UW scholars. In this role, HPAIRI will serve the needs not only of the UW community, but also the needs of tribal entities seeking to engage the University.

12.1. *Policy*. HPAIRI will develop an intake process for facilitating tribally-initiated research partnerships.

# Academic Misconduct and Dishonesty

Academic integrity is among the most important virtues of the University of Wyoming community. As a result, HPAIRI takes its processes for handling allegations of academic misconduct very seriously.

## Procedures for Dealing with Academic Misconduct in Research & Scholarship

Academic integrity requires the utmost diligence on the part of HPAIRI. Matters pertaining to academic misconduct, including plagiarism, and causing harm to tribal communities will be dealt with in a timely manner.

14.1. *Policy*. HPAIRI will strive to work with tribal entities and UW researchers who emulate the highest standards of academic excellence.

14.2. *Procedure*. When questions of academic misconduct arise, HPAIRI will consult with the appropriate college authorities to discuss the need for the initiation of procedures under UW Regulation 5-801, which outlines processes for the potential dismissal of faculty members.

## Procedures for Dealing with Student Academic Misconduct

One of the cornerstones of HPAIRI’s service area is its commitment to student learning. Matters pertaining to the academic misconduct of students, including plagiarism, and causing harm to tribal communities will be dealt with in a timely manner.

15.1. *Policy*. HPAIRI will strive to provide opportunities for UW students to engage reservation communities, and to participate in larger research projects under the direction of a faculty member.

15.2. *Procedure*. When questions of student academic misconduct arise, HPAIRI will consult with the appropriate faculty member or Department Chair to discuss the need for the initiation of procedures under UW Regulation 6-802 regarding “Procedures and Authorized University Actions in Cases of Student Academic Dishonesty.”

# Privacy and Disclosure of Personal Information

In order to become an effective force that not only facilitates research relationships but also supports parties engaged in the research enterprise, HPAIRI acknowledges that the protection of personal privacy, personal information, and records is essential for tribal and UW communities alike.

## Protection of Personal Privacy

According to the Office of Research and Economic Development (ORED)’s *Institutional Review Board for Protection of Human Subjects Policies and Procedures Manual for Faculty, Staff, and Student Researchers*, privacy is defined in terms of control over “the extent, timing, and circumstances of sharing oneself (physically, behaviorally, or intellectually) with others.”

16.1. *Policy*. Consistent with the UW Manual for Faculty, Staff, and Student Researchers, HPAIRI research partnerships, and projects that involve tribal communities, must conform to the informed consent process that allows individuals to exercise their right to privacy.

16.2. *Procedure*. HPAIRI partners from UW must conform to the UW manual detailed above, and adhere to all related provisions governing the protection of personal privacy.

## Privacy of Personal Information

Given the fluid nature of research projects, HPAIRI must work with researchers and tribal entities alike to ensure the protection of personal information.

17.1. *Policy*. HPAIRI will strive to ensure that both UW researchers and HPAIRI team members understand the importance of protecting individuals’ personal information.

17.2. *Procedure*. Signed authorization from research participants is presumptively required before an individual’s personal information can be disclosed (See *Institutional Review Board for Protection of Human Subjects Policies and Procedures Manual for Faculty, Staff, and Student Researchers*, 3.4).

## Privacy of Records

Because different funding and regulatory authorities require the maintenance of certain records related to research projects, HPAIRI will take reasonable measures to ensure that private records related to research projects remain private.

18.1. *Policy*. HPAIRI will comply with the UW Records Retention Requirements as outlined by ORED.

18.2. *Procedure*. HPAIRI researchers are expected to comply with the records retention requirements of the University. When HPAIRI provides research funding, copies of records will be provided to HPAIRI in compliance with HPAIRI requirements, as well.

# Information Policies

Its commitment to the protection of tribal intellectual property, along with its commitment to the dissemination of knowledge through publication, places HPAIRI in the role of mediating a delicate balance of interests. HPAIRI expects and will encourage clear communication from both tribal parties and UW researchers in order to avoid potential conflicts in information policies.

## Intellectual Property

HPAIRI understands the need for tribes to protect their cultural property and sacred knowledge. Yet, the Institute understands the professional needs of researchers to disseminate their results and continue to build their academic reputations.

19.1. *Policy*. HPAIRI encourages both researchers and tribal partners to arrive at a mutually agreeable policy on intellectual property rights early in the research process.

19.2. *Procedure*. HPAIRI encourages all parties to a research project to adhere to the

guidelines for intellectual property, and its provisions for restrictions on publication as outlined in UW Regulation 3-641.

19.3. *Procedure*. HPAIRI, at the invitation of both researchers and tribal partners, is available to assist both parties in the development of an intellectual property policy that takes into account the needs of each entity, and the regulations of the university.

## Policy on Use of Information Technology Resources

HPAIRI maintains a number of information technology resources that can be made available to both UW researchers and tribal partners upon request.

20.1. *Policy*. HPAIRI encourages the use of IT resources in the research enterprise. HPAIRI is happy to consider requests for the use of its IT resources.

20.2. *Procedure*. HPAIRI will make available its IT resources upon request on a case-by-case basis that considers need, the intended use of resources, and the internal needs of the Institute. Note: University of Wyoming information technology resources may not be used in any manner prohibited by law, licenses, contracts, or university regulations.

## Archival Policy

One of HPAIRI’s key initiatives is the development of its Wind River Indian Reservation (WRIR) Research Repository. The Repository will serve as a digital collection of the research that has been conducted by the University of Wyoming on the Wind River Indian Reservation.

21.1. *Policy*. The goal of the Repository initiative is to promote the dissemination of research and research findings of projects affecting the Reservation communities.

21.2. *Procedure*. HPAIRI will gather and archive research projects related to the WRIR, preserving them for interested parties indefinitely. The Repository initiative will be an on-going project of the Institute.

21.3. *Procedure*. Internal HPAIRI documents shall be maintained in hard copy for a period of seven years.

21.4. *Procedure*. All internal HPAIRI documents shall be maintained in digital copy indefinitely on designated disk drives for HPAIRI materials.

## Reproduction of Copyrighted Material

HPAIRI respects the copyrighted material of others, while also acknowledging that it may be necessary to reproduce certain copyrighted materials from time to time in the research enterprise.

22.1. *Policy*. While it may be useful to reproduce certain documents that are not in the public domain, HPAIRI will do so lawfully and sparingly.

22.2. *Procedure*. In the event HPAIRI opts to reproduce copyrighted materials, it will do so lawfully, according to the provisions of the U.S. Copyright Act of 1976, and its fair use provisions in particular.