

# **NATIVE ENVIRONMENTAL SCIENCE INTERNSHIP HANDBOOK**

For Interns & Internship Supervisors

**Northwest Indian College**



Spring 2010

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## **1. INTRODUCTION**

This document contains information regarding internships associated with science instruction and the Bachelor of Science in Native Environmental Science (BS-NES) program of study at Northwest Indian College (NWIC). It addresses matters regarding science internships presented on the main Lummi campus of NWIC, its extended campus instructional sites and elsewhere.

A number of science internships may be available through NWIC based on funding obtained by the College. They may include those associated with on-going projects and may involve one or more students working with one or more supervisors as well as others that may involve a student working with a single supervisor on-or-off-campus to develop a new and unique project. They all involve investigative, research-based elements and are intended to prepare students for further academic and career work in science-related disciplines of interest and value to native tribes.

Students pursuing the BS-NES degree are required to take 5 credits of NESC 497, Internship in Native Environmental Science (ideally during the summer of their third year in that program of study) and will receive academic credits for successful completion of that course. Depending upon the particular circumstances and advisor approval, NESC 497 credits may be obtained through a combination of separate internship experiences. Other courses (NESC 197, 297 and 397 for from 1-6 credits) also are available for students wishing to obtain academic credit for internship experiences in addition to the required NESC 497 internship requirement.

Depending on funding and other considerations, science internships may be available at different times during the academic year. Please check with the Science Director or Science Internship Coordinator for details.

## **2. CHARACTERISTICS OF INTERNSHIPS**

In addition to details appearing elsewhere in this document, an internship shall be characterized as having the following characteristics:

- Internships may be paid, unpaid or partially paid; taken for credit or not; and may occur at NWIC or elsewhere.
- They provide opportunities for students to gain experience in their field, determine if they have an interest in a particular career, help to create a network of contacts and prepare students for further studies or employment opportunities.
- They should represent substantive experiences related to the research and training of BS-NES students.
- They may be part-time or full-time. Typically, part-time internships take place during the regular academic year while full-time internships are more common during the summer.
- They are supervised by persons with expertise and experience in the area associated with the internship.

### 3. PRELIMINARY CONSIDERATIONS

#### *Purposes and Goals of the Internship*

Students attending NWIC may be interested in science-based internships for any of the following reasons, including a combination of two or more of these reasons:

1. **For the experience alone.** Such internship opportunities may be available at NWIC or elsewhere. If they are at NWIC, other NWIC-based considerations may apply. Alternatively, students may participate in internships not related to NWIC without the need to address any other NWIC-based considerations unless the student wishes for them to fulfill program of study requirements.
2. **For academic credit.** Such credit may be at any course level and may be applied to fulfill program of study requirements (i.e., NESC 497, Native Environmental Science Internship). Such internships involve enrollment, tuition and other considerations.
3. **For payment.** Although this is not guaranteed, some internship opportunities may provide payment to the student intern, either through NWIC or elsewhere. If a student wishes to be paid for participation in an internship experience, there may be some implications relating to financial aid considerations at NWIC as well as a requirement for additional paperwork (e.g., various Human Resources Department documents).

Please read below for processes associated with different internship opportunities and requirements at NWIC.

#### *Planning for the Internship*

Depending on the purposes and goals of the prospective student intern, it may be valuable or even essential to plan well in advance for an internship experience. Students are advised to consider why they wish to pursue an internship experience and to consult with the appropriate Faculty Advisor(s) or other personnel to help them in planning and decision making. This may involve several factors, not least of which is how any particular internship will contribute to satisfying a student's program of study graduation requirements. It may also include Institutional Review Board or Tribal Council review and approval processes, depending upon the research to be undertaken.

### 4. PROCESSES

#### *Application Process*

Some internships opportunities may involve an application process. For example, in order to participate in internships that are paid by funding through NWIC, students must follow the established application process (see "Documents" below for additional details). Other internship opportunities provided outside of NWIC may not require interested students to be involved in an application process at NWIC, but may involve other application processes elsewhere.

Once potential paid internship positions at NWIC have been advertised, students may apply for internship support from NWIC by completing the application form according to the instructions associated with it. (For additional information, please see the "Documents" section below.) Please note that students must meet the specified eligibility requirements as indicated on the application form and that application is not a guarantee of placement.

### ***Selection Process***

The selection of students to participate in internships at NWIC involves consideration by members of a Science Internship Selection Committee to include NES Faculty Advisors, especially for those students applying for paid internships or to fulfill NESC 497, Internship in Native Environmental Science graduation requirements. The individuals who serve on the Science Internship Selection Committee will review each internship application and make their recommendations based on a variety of criteria. Student applicants will then be notified of the selection decisions. ***Students may not begin their internships and claim hours for payment until formally notified to do so by the Science Internship Coordinator.***

### ***Internship Placement, Beginning the Internship & Completing the Internship***

NWIC representatives may guide some interns to specific situations and projects, while it is also possible for interns to help locate supervisors and work with them to define their own projects. Please contact the Science Internship Coordinator, your advisor or your Site Coordinator for details.

Please note that once a student is notified regarding the award of a scholarship position, there are several additional steps that must be completed prior to the intern accumulating and claiming hours for pay in the internship project. No student may receive pay for time associated with any internship position prior to the completion of the required steps and final approval and confirmation by the Science Internship Coordinator.

Please see the following section on "documents" for what is required to begin the internship position, report hours for payment and receive academic credit (if it is being sought). This section also includes information on documents required near or at the end of the internship experience (including grading and evaluation documents).

## **5. DOCUMENTS**

Depending on the student's circumstances and interests, some or all of the following documents may be required:

### ***Science Internship Application Form***

**Important Note Regarding the Science Internship Application Form:** Please note that the Science Internship Application Form must be accompanied by all the required supporting materials and must be submitted ***as a complete packet*** as per the instructions

associated with the form, which may be updated and distributed at various times during the year. ***Failure to follow the instructions properly will disqualify a prospective applicant from further considerations during any given application period.***

### ***Instructions to the Intern & Supervisor Regarding Additional Required Documents***

**Important Note Regarding Additional Documents Described Below:** Please note that once a student has been selected to be a science intern and to receive payment through NWIC for that position, that student and the student's supervisor must complete the materials described below and submit them ***as a complete packet*** to the Science Internship Coordinator as per the instructions associated with each form. ***The intern may not formally proceed with the project and accumulate or claim hours for pay prior to completion of the following instructions. Failure to follow the instructions properly may delay the start of an intern's work.***

### ***Human Resources Department Documents***

The following forms are required if a student intern is to receive payment through NWIC, may be obtained from the Human Resources Department and must be completed and submitted ***as a complete packet*** to the Science Internship Coordinator as per the instructions detailed in this handbook. Once the ***original*** forms are completed, the Science Internship Coordinator will return them to the Human Resources Department for processing there and in the Business Office.

#### ***1. Request for Personnel Action Form (PAF)***

Include your name, birth date, driver's license number (if applicable) and Social Security Number.

#### ***2. Form I-9, Employment Eligibility Verification***

Complete according to the instructions provided and include a photocopy of your evidence of identity (e.g., Social Security Card) and employment authorization, enlarged by 10% (***the reproduction should not be the same size as the original and it should be legible***). Note that additional details regarding what is acceptable evidence of identify are detailed on this form, and that Human Resources Department representatives may assist with completion of this requirement.

#### ***3. Form W-4***

Complete according to the instructions provided, and contact the Human Resources Director for additional assistance if necessary.

#### ***4. Employee Data and Emergency Contact Information Form***

This is the yellow Emergency Contact/Data for CMDS form. On side one, fill out the form starting with your name and continuing down to and including the section on U.S. Citizenship. On side two, include your emergency contact information. (No other information indicated on this form is required for an internship position.)

### **5. Application for Employment—Classified Staff**

Complete according to the instructions provided, and contact the Human Resources Director for additional assistance if necessary.

### **6. Drug-Free Workplace Policy 2009**

Complete according to the instructions provided, and contact the Human Resources Director for additional assistance if necessary.

### **7. Confidentiality Statement**

Complete according to the instructions provided, and contact the Human Resources Director for additional assistance if necessary.

### **Agreements, Project Description, Work Plan & Assessment Documents**

The following additional forms also must be completed and submitted *as a complete packet* to the Science Internship Coordinator prior to the student intern beginning work for payment through NWIC.

#### **1. Internship Agreement**

This document details what the internship supervisor and student intern agree to, and indicates that continuation of the internship is dependent upon meeting the objectives of the work plan.

***IMPORTANT NOTE: This document also contains details regarding the conditions under which the internship may be terminated in the event of unsatisfactory intern or supervisor adherence to this agreement.***

#### **2. Internship Cooperator Agreement**

This form is required when the supervisor (cooperator) is not an employee of NWIC. It makes reference to insurance and other important topics regarding the internship and must be signed by the cooperator (i.e., a supervisor or other individual associated with supervision of the intern who is not an employee of NWIC) and a designated representative of NWIC (e.g., the Science Internship Coordinator).

#### **3. Project Description & Learning Outcomes**

This should include a detailed project description and learning outcomes associated with the internship. It must include the following elements:

- Biographical, academic and professional information on the Internship Supervisor.
- Project description including some investigative research component, rather than simply involving work tasks for the intern.
- The number of hours per week the intern is expected to work. This may be no more than 15 hours per week during the fall, winter or spring quarters. It is expected to be full-time (40 hours per week) during the summer quarter.
- Intern attendance or participation at conferences, workshops, etc.

- Clearly stated and realistic learning outcomes that define or describe what students will be able to do specifically, and that are observable or measurable (quantitatively or qualitatively). A blank rubric template is available upon request.
- If applicable, details of how the internship experience relates to credit being sought at either the 100, 200, 300 or 400 course level (i.e., NESC 197, 297, 397 or 497).
- Some research projects may require Institutional Review Board (IRB) or Tribal Council approvals prior to initiating the internship. If necessary, please check with Dave Oreiro, Chair of the Institutional Review Board of NWIC, or any partner institution or Tribal Council involved in the proposed research for details.

If necessary, please contact the Science Internship Coordinator for additional information regarding the development of research elements and learning outcomes. Information on learning outcomes and assessment may be obtained from the NWIC Assessment webpage.

#### ***4. Work Plan***

Bi-weekly work plans are required for the entire internship period. Each work plan should include details regarding the specific research and work tasks, deliverables (e.g., data sheets, reports, etc.) and associated due dates for the project. The intern should maintain the deliverables in a portfolio for project use and review by the supervisor. The final project should consist of a poster presentation prepared according to guidelines provided in this handbook, completed and presented orally prior to the grade due date. Follow the instructions on the Intern Work Plan form. ***Copies of final presentation posters or other internship product final reports should be provided to the Science Internship Coordinator.***

This plan also should include reference, where applicable, to assessment materials and associated rubrics and grading methods as indicated in the project description.

It also should include details regarding intern attendance or participation at conferences, workshops, etc.

Finally, the Internship Supervisor should inform the intern about how to report expected absences or other limitations that may impact successful completion of the internship.

#### ***5. Assessment & Grading Details***

This should include information on how the project activities and deliverables will be linked to assessment of student performance and grading. Furthermore, it should:

- Reflect the learning outcomes and rubric as described in relation to the project description.
- Contain details on how the intern is to be assessed with regard to the learning outcomes, including how the student will earn a grade. (Grades should be linked

to the level of the student's internship course—NESC 197, 297, 397 or 497—and the number of credits associated with it, from 1-6).

If necessary, please contact the Science Internship Coordinator for additional information regarding the development of assessment and grading details.

### ***Progress Reports and Time Cards***

#### ***1. Bi-Weekly Progress Report***

Bi-weekly progress reports should coincide with the internship work plan (which may be revised during the internship period if necessary) and must be submitted with time cards to the Science Internship Coordinator prior to the end of each bi-weekly period of the internship. ***Both the bi-weekly progress report and bi-weekly time cards are required for payment to the intern. Payment may only be made following verification of receipt of a completed time card and associated bi-weekly progress report indicating satisfactory progress or evidence of supervisor and intern response to unsatisfactory intern progress.***

#### ***2. Bi-Weekly Time Card***

Bi-weekly time cards must be submitted to the Science Internship Coordinator prior to the end of each bi-weekly period of the internship and are required for payment to the intern. The Science Internship Coordinator's signature is required as verification of receipt of satisfactory bi-weekly progress reports prior to payment being made to the intern.

Additional information regarding payment may be obtained from the NWIC Business Office. Contact Hien Vo to finalize pay arrangements (e.g., direct deposit, mailing address, details regarding withholdings, etc.). The Business Office also can provide information regarding pay dates, which are based on bi-weekly periods.

Please note that these materials must be submitted in time to allow processing at NWIC in order for the intern to be paid on the appropriate pay date. ***Materials submitted too late to allow the Science Internship Coordinator to verify their completeness and accuracy, and to submit them to the Business Office may result in delay of payment to the intern to a subsequent pay period.***

### ***Enrollment for Academic Credit for Internship Courses***

Science Interns may enroll for academic credit in NESC 197, 297, 397 or 497, Internship/Practicum in Native Environmental Science (for from 1-6 credits depending upon the amount of hours of work completed by the intern).

Funding may be available from NWIC to cover tuition costs for interns wishing to take internship courses for academic credit. Please check with the Science Internship Coordinator for details.

Contact Student Services or Enrollment Services for details regarding enrolling for academic credit courses associated with an internship. These may require the completion of an Enrollment Form, implementation of the internship course in Enrollment Services and completion of an Add/Drop Form if the student intern begins the internship for credit once the quarter has already begun.

### ***Limitations to Internship Academic Credits***

Additional information regarding the number of hours as student may work and the amount of academic credit that a student may receive is presented below. In addition, students should consult their academic advisors in Student Services for additional details regarding how many hours of internship credits they may receive and what costs may be involved in those additional credits.

### ***Credits and Credit Load Considerations***

Each internship credit hour represents an expectation of at least 40 hours of student internship work per quarter. For example, if a student enrolled in NESC 197 for 6 credits, that student would be required to have a total of 240 hours of work over the course of the entire internship period.

Following are guidelines regarding how many hours of work would be required on a weekly basis if divided equally throughout the quarter to obtain a corresponding amount of credits. Information is provided for six and ten-week long summer quarters (with full time 40 hour per week positions) and for ten-to-twelve-week long fall, winter or spring quarters (with a maximum of 15 hours of internship work allowed per quarter). Failure to complete the required number of hours of work will affect the number of credits earned and may also negatively impact a student's financial aid situation.

#### **For NESC 197/297/397/497:**

- 1 credit hour requires 40 hours of work
- 2 credit hours require 80 hours of work
- 3 credit hours require 120 hours of work
- 4 credit hours require 160 hours of work
- 5 credit hours require 200 hours of work
- 6 credit hours require 240 hours of work

#### **If a 6-week summer quarter (maximum of 6 academic credits possible):**

- 1 credit hour requires 40 hours of work (6.67 hours/week)
- 2 credit hours require 80 hours of work (13.3 hours/week)
- 3 credit hours require 120 hours of work (20 hours/week)
- 4 credit hours require 160 hours of work (26.7 hours/week)
- 5 credit hours require 200 hours of work (33.3 hours/week)
- 6 credit hours require 240 hours of work (40 hours/week)

#### **If a 10-week summer quarter (maximum of 6 academic credits possible):**

- 1 credit hour requires 40 hours of work (4 hours/week)
- 2 credit hours require 80 hours of work (8 hours/week)

- 3 credit hours require 120 hours of work (12 hours/week)
- 4 credit hours require 160 hours of work (16 hours/week)
- 5 credit hours require 200 hours of work (20 hours/week)
- 6 credit hours require 240 hours of work (24 hours/week)

**If a 10-week fall, winter or spring quarter (maximum of 150 hours of work and 4 academic credits possible):**

- 1 credit hour requires 40 hours of work (3.6 hours/week)
- 2 credit hours require 80 hours of work (7.3 hours/week)
- 3 credit hours require 120 hours of work (11 hours/week)
- 4 credit hours require 160 hours of work (14.5 hours/week)
- (Note: Ten-week long quarters allow a maximum of three academic credits.)

**If an 11-week fall, winter or spring quarter (maximum of 165 hours of work and 4 academic credits possible):**

- 1 credit hour requires 40 hours of work (3.6 hours/week)
- 2 credit hours require 80 hours of work (7.3 hours/week)
- 3 credit hours require 120 hours of work (11 hours/week)
- 4 credit hours require 160 hours of work (14.5 hours/week)
- (Note: Eleven-week long quarters allow a maximum of three academic credits.)

**If a 12-week fall, winter or spring quarter (maximum of 180 hours of work and 4 academic credits possible):**

- 1 credit hour requires 40 hours of work (3.3 hours/week)
- 2 credit hours require 80 hours of work (6.7 hours/week)
- 3 credit hours require 120 hours of work (19 hours/week)
- 4 credit hours require 160 hours of work (13.3 hours/week)
- (Note: Eleven-week long quarters allow a maximum of three academic credits.)

***Final Evaluation & Grade Report***

A final evaluation form to be completed by both the supervisor and intern is required at the end of the internship. This should be provided to the Science Internship Coordinator prior to the grade due date and end of the internship period.

Grades should be established as detailed elsewhere in this document and in accordance with the NWIC grading policy as detailed in the NWIC Catalog and available from the Registrar's Office.

***Grade Reporting Instructions & Due Dates***

The supervisor will need to develop an appropriate assessment and grading method with one or more rubrics to evaluate the student's work in order to report a grade for the student at the end of the internship period. This information should be provided to the Science Internship Coordinator.

Grading must be based on the project description, learning outcomes and associated rubrics and described elsewhere in this document and provided to the Science

Internship Coordinator. They should be linked to the level of the student's internship course (NESC 197, 297, 397 or 497) and the number of credits associated with it (1-6).

Currently, grades must be reported at the end of August for the summer quarter, and at end of fall, winter and spring quarters. The Science Internship Coordinator will serve as the official instructor of record for all intern students, and will report the grades that are earned by each intern as indicated by the intern's supervisor on the Final Evaluation & Grade Report form.

### ***Online Student Course Evaluation***

Each quarter, students are required to complete online student course evaluations for courses in which they are enrolled. Student Services personnel and their instructors will announce when these evaluations are due. This includes students enrolled in NESC 197, 297, 397 or 497, Internship in Native Environmental Science.

## **6. OTHER IMPORTANT FINANCIAL AID CONSIDERATIONS**

If you are applying for or receiving financial aid and plan to enroll in internship credits, the following points should be considered in your decision making:

- If students take too many credits, they can run into excessive credits and run out of financial aid.
- Environmental Science Option students may use internship credits beyond the required 5 credits of NESC 497 as elective credits.
- Interdisciplinary Concentration Option students may include internship credits beyond the required 5 credits of NESC 497 in their concentration.
- Poor grades received for internship credits may jeopardize your ability to obtain financial aid in subsequent quarters.
- If a student takes internship for credits and does not complete the necessary hours of work, this will affect the student's grade, may affect the student's financial aid status and eligibility for further internships, and will require making up work hours to obtain the required credits.
- Students may require a minimum number of credits to be classed as eligible for tribal or other scholarships. Federal Pell awards may be at any credit level.

## **7. RESPONSIBILITIES**

The Intern and Internship Supervisor are responsible for following the instructions and requirements included in this document and associated with the internship, including those set forth in the Internship Cooperator Agreement Form and Science Internship Agreement Form.

## APPENDIX: CONTACT INFORMATION

General enquiries may be directed to the main Lummi campus of Northwest Indian College:

***Northwest Indian College***  
2522 Kwina Road  
Bellingham WA 98226  
Tel.: (360) 676-2772 (Switchboard)  
Toll Free: 1-866-676-2772

The following individuals located at the main NWIC campus can provide assistance and information regarding various aspects of science internships at NWIC:

### ***Science Director***

Joel Green, Ph.D.  
Building 11: Science Building &  
Distance Learning Center  
(360) 392-4309  
email: [jgreen@nwic.edu](mailto:jgreen@nwic.edu)

### ***Science Internship Coordinator***

Brian D. Compton, Ph.D.  
Building 15: Kwina Building, #110  
(360) 392-4321  
email: [bcompton@nwic.edu](mailto:bcompton@nwic.edu)

### ***Financial Aid Director/Associate Dean of Student Services***

Crystal Bagby  
Building 10: Administration Building  
(360) 392-4263  
email: [cbagby@nwic.edu](mailto:cbagby@nwic.edu)

### ***Human Resources Director***

Larry Robinette  
Building 2: Human Resources  
(360) 392-4268  
email: [lrobinette@nwic.edu](mailto:lrobinette@nwic.edu)

### ***Accounting Department/Payroll Specialist***

Hien Vo  
Building 9: Business Office  
(360) 392-4251  
email: [hvo@nwic.edu](mailto:hvo@nwic.edu)

### ***Institutional Review Board***

Dave Oreiro, Chair  
Building 1: Administration  
(360) 392-4249  
email: [doreiro@nwic.edu](mailto:doreiro@nwic.edu)

Additional information may be available from extended campus instructional site coordinators or other site representatives. Contact your local Site Coordinator for details.