

**American Indian Studies
Undergraduate Program**

AIS 484 Internship Handbook

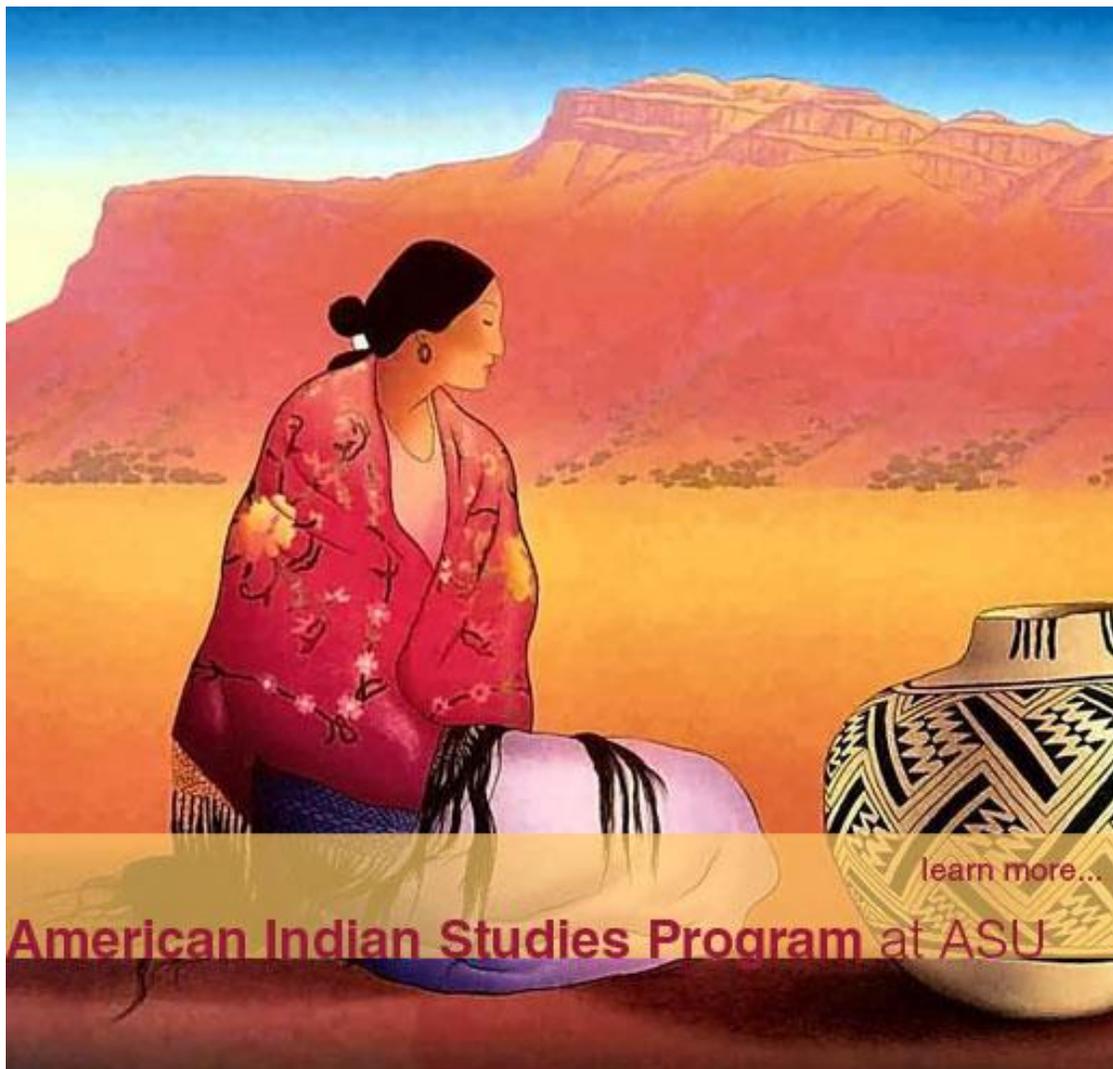


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[AIS 484 Internship](#)

Welcome to the AIS Undergraduate Field Internship! The purpose of the AIS Internship Handbook is to provide you with the requirements and information for your AIS Internship. Please read the handbook and refer back to it as needed to insure you are following the requirements and application procedures.

Introduction

The American Indian studies internship affords students the opportunity to relate their learning to the professional environment, through a structured practical experience. Interns may 1, 2, or 3 credits by contributing 50 hours per credit to their placements and successfully completing assigned academic tasks. Special consideration may be granted for more than 3 credit hour internships, see the internship coordinator for information.

Preparation

Terminology:

- Internship Placement – the ‘real world’ experience the student has in his/her chosen placement agency
- Site supervisor – the agency assigned supervisor
- Internship Coordinator – AIS faculty assigned to coordinate internships
- Intern Student – Students enrolled in AIS 484

AIS Field Placement/Internship Handbook:

The Internship Handbook is available on the AIS web site. Students enrolled in AIS 484 will read the manual prior to the mandatory orientation.

Internship Orientation: AIS faculty assigned to coordinate 484 Internship

A 1hour seminar to review internship purpose & requirements and to answer any questions is mandatory for all internship students. Dates and times of orientation will be scheduled by the Internship Coordinator. Internship attendance form (see Appendix B) will be signed and turned in to the orientation presenter.

Finding and Selecting a Placement

American Indian studies students are required to find their own internship placement sites. Native American organizations such as non-profit groups, service providers and tribal government departments make excellent choices for the student seeking an internship. A list of pre-approved sites is found in Appendix A of the AIS 484 Internship Handbook. If the student finds a site not listed, the site must be approved by the Internship Coordinator before any interaction between the site agency and student occurs.

Things to consider when choosing a placement site:

- Learning opportunities
 - Students should consider the kinds of learning opportunities that the agency/placement site will offer them and clarify the role they will have at the agency/placement site before starting the internship.
- Career Plans and Skills desired to learn
 - The skills you learn in your internship can be used in future reference letters and resumes. Although the internship does not intend to be the student's "specialization", it is important for the student to consider career goals when choosing a placement. If you are not being challenged or are "too comfortable" in your assignment at your placement you may consider talking to your site supervisor about adding some challenging aspect to the assignment.
 - Work near your "learning edge". The learning edge refers to stretching oneself just beyond the point of current knowledge, in other words this is the time to challenge yourself to expand your knowledge and be willing to test what you have learned in the classroom. While students are not expected to work outside the scope of their ability, it is expected that their internship assignments are a learning experience and thought provoking.
 - Remember you are a Student. Asking questions is expected!
 - Remember you do know something. You have successfully come to this point in your education that you have been deemed to be ready for an internship. Your ideas and suggestions can be valuable to your placement setting.
- Competence and Safety
 - If at any time you are assigned to a task that you feel is outside of your competency level or that may be hazardous to you in any way, you should immediately consult with your site supervisor to express your concerns. Be sure to report and discuss this issue with the internship coordinator.
- Location and Times
 - The practicality of the location of the internship site is important to insure that the student has easy access to transportation to the site. The safety of the location should also be taken into consideration.
 - When the student agrees on the hours they will be present in the internship it should be achievable. Being on time is not only professional, but demonstrates respect towards the placement agency and their mission goals. Make sure when deciding the time schedule that you do not schedule other appointments which would interfere with getting to the placement site on time.

AIS 484 Internship Requirements

Prerequisites

To start an internship the student **must** have completed at least 60 credit hours, (junior class status) and have successfully completed AIS 180.

Course Rationale

Internships contribute to the education of the whole person by emphasizing the importance of work and by providing opportunities for self-reflection. Your internship should have been chosen to build on your own interests and to relate what you have learned in school to its application in the workplace. In addition, your internship should help you evaluate yourself as a worker and as a potential employee in a particular professional field. Through the internship, you will enhance your feelings of self worth and confidence in performing in the workplace. While you are on the job, you should not only apply lessons learned in school to your particular job tasks, but you should also explore vocational possibilities and seek to discover what kinds of work you enjoy. You will also be able to build on your résumé and professional portfolio. Internship experiences should offer you access to potential mentors in your professional field.

Course Policies

1. *Attendance*—Regular attendance at the work site is required. Interns who fail to attend at a satisfactory level will fail the course.
2. *Late work and make-ups*—Deadlines are important both at work and at school. Logs and other written materials must be ready for instructor review on the assigned due dates. Late materials will seriously affect your course grade.
3. *Collecting your work*—Keep everything you produce, including notes, plans, drafts, proofs, and written copy. (Make photocopies if necessary.) All this is evidence of effort and testimony that you have really spent your working time as your log indicates you did. If you write and/or design documents on computers, you should save periodic versions of drafts.
4. *Meeting times*—Students are required to meet two times a semester with the internship coordinator. You are responsible for setting up the times for these meetings.

Course Requirements and Grading:

Interns are required to:

- Work at the job site 50 hours per university credit hour
- Send a weekly e-mail journal entry about the internship to the internship coordinator
- Meet with the internship coordinator two times during the semester (local sites only)
- Write an experience report, due by the end of the term

Interns will be graded on the quality of work and fulfillment of the course requirements. You will receive a grade (pass/fail) from the internship coordinator, determined by:

- Evaluation of the site supervisor
- Quality of work produced on the job
- Your attendance and participation at the internship site
- Completion/quality of your activity/reflection email journal
- Written experience report, including any portfolio pieces

Assignments

- A. Weekly e-mail journaling —describe the weeks activities/responsibilities
- B. Final Experience Report (refer to Experience Report Guidelines)
- C. Site supervisor’s evaluation of student performance
- D. Student’s evaluation of internship site and site supervisor
- E. Successful completion of internship contract

Required: An ASU e-mail account you can access frequently, as all contact will be through your ASU e-mail account.

Final Internship Experience Report Guidelines

CREDIT	PAPER LENGTH	ELEMENTS TO BE INCLUDED
1-2	5 – 7 PAGES	1-6, 9, 10
3	8 – 12 PAGES	1-10

(The required weekly journal summary notes must be attached and dated. These pages are not included in the number of pages required for the experience report.)

1. Overview of organization or company’s products/services and corporate culture (no more than one (1) page)
2. Describe your activities, duties and responsibilities
3. A self-assessment of your preparedness going into this experience; speak in terms of education and previous experience
4. Identify lessons learned; name the surprises, disappointments, reality checks
5. List areas you’ve identified for professional improvement as a result of this experience, and how you plan to address them
6. Share your student evaluation of the internship site- provide your thoughts about the learning environment of the site
7. Describe the organizational chart of your department and/or organization. Discuss the career ladders/paths that you have observed and where you see yourself fitting into such positions. (This may include departments you’ve been able to interact with, as well as your own department.)
8. Sketch out a tangible plan for building the credentials needed to obtain your “dream job” as it fits into this organization, or similar organizations (or not!)
9. Describe how the concepts you learned in AIS classes relate to the mission/purpose/work of the internship site
10. As a result of your internship, provide suggestions for concepts that could be taught in AIS classes that would make the classes relevant to tribal programs.

Papers should be typed, and edited for correct spelling and grammar. Resources used (annual reports, etc.) should be appropriately sited.

Student Responsibilities

- Insurance – Arizona State University, by action of the Board of Regents, covers all students who are properly placed and supervised under its self insurance program for purposes of professional liability. If the placement is on tribal land, it is the responsibility of the student to inquire regarding tribal policy regarding liability insurance during the internship.

- Hours – the student will agree to hours of placement with agency and keeping track of hours in placement on form found in Appendix B.
- Holidays – the student will observe the holiday schedule of the agency unless otherwise agreed upon.
- Absences – the student will notify agency of illness or emergency with-in the first hour of the work day, hours of absence will be made up as agreed upon with site supervisor.
- Transportation to and from the field placement is the responsibility of the student and should be carefully considered prior to signing agreements with agency.
- Knowledge of agency policies – the student is expected to know the agency policies pertinent to their placement assignments.
- Understand agency responsibilities and any required agency forms (if applicable).
- Turning in to the internship coordinator all ASU/AIS and agency forms completed by all parties pertinent to the placement before the internship begins. Required forms (found in Appendix B) include:
 - Consent to the Release of Information –must have been approved by Student Life before internship is initiated.
 - CLASworks (AIS 484) Internship Application
 - Student Placement Agreement
 - Site & Site Supervisor Information Sheet

Frequently asked questions:

- Can I use my current or prior workplace as an internship site if it is on the list of approved sites?
 - The student may not use current or previous employment workplaces as an internship site.
- Can I be compensated for the work I do as an intern?
 - Intern students are not expected to be compensated (paid) for their field experience. If the placement site has policy to compensate interns it may be permissible.
- Resolution of Field Problems
 - Occasionally problems arise during the student’s internship that affects their internship experience. It is crucial that any problem or concerns with site supervisor, student behavior, or internship site are brought to the attention of the AIS Internship Coordinator as soon as they become apparent.
- Sexual Harassment
 - Sexual harassment is a serious matter in school, field placements and the student’s professional behaviors. As an intern student you are a representative of American Indian Studies as well as Arizona State University and the upmost professionalism is expected. All students are required to review the University Sexual Harassment policies and guidelines (<http://training.workplaceanswers.com/pwh/arsu>). If you have any questions or concerns regarding sexual harassment during your field experience notify your internship coordinator in writing and in person immediately.

Termination

A student may be terminated from the field placement program under any one of the following circumstances:

- Lack of adherence to the standards specified in the Policy and Procedures of the AIS Internship Handbook
- Failure to carry out the plan developed during their placement
- Failure to uphold standards of contract with agency
- Failure to disclose critical background information on application forms, agency forms or pre-internship interviews

Appendix A

Approved Internship sites

***Native Connections v**

“Native American Connections”

Administration

4520 N. Central Ave., Ste 600

Phoenix, AZ 85012

602-254-3247

Fax: 602.256.7536

<http://www.nativeconnections.org>

Heard Museum v

2301 N. Central Ave.

Phoenix, AZ 85004

602-252-8848

<http://www.heardmuseumshop.com>

Phoenix Indian Center

4520 N. Central Ave., Ste 250

Phoenix, AZ 85012

602-264-6768

Fax: 602.274.7486

<http://www.phxindcenter.org/>

Arizona Indian Gaming Association

2214 N. Central Ave.

Phoenix, AZ 85004

602-307-1570

FAX: 602.307.1568

<http://www.azindiagaming.org/>

Inter Tribal Council of Arizona

2214 N. Central Ave., #100

Phoenix, AZ 85004-1448

602-258-4822

Fax: 602-258-4825

<http://www.itcaonline.com>

***American Indian Policy Institute**

Arizona State University

Executive Director, Eddie Brown

PO Box 872603

Tempe, AZ 85287

480-965-1055

Fax: (480) 965-6404

<http://aipi.clas.asu.edu/>

***American Indian Studies**

Arizona State University
Director, Eddie Brown
PO Box 874603
Tempe, AZ 85287
480-965-3634
Fax: 480-965-2216

<http://americanindian.clas.asu.edu/>

National Center for American Indian Enterprise Development

953 E. Juanita Avenue
Mesa, AZ 85204
480-545-1298
Fax: 480-545-4208

<http://www.ncaied.org/>

American Indian Chamber of Commerce

P.O. Box 2285
Phoenix, AZ 85002-2285

<http://www.aiccaz.org/>

American Indian Tourism Association

Arizona American Indian Tourism Association
Box 268
3370 North Hayden Road, #123
Scottsdale, Arizona 85251
602-254-1952

<http://www.azindiantourism.com/>

Red Note, Inc.

P.O. Box 13426
Phoenix, AZ 85002
602-903-4380
Fax: 888-999-6422

<http://www.rednoteinc.com/homepage.php>

American Indian Science and Engineering Society (AISES) Summer Internship

Mailing Address

P.O. Box 9828
Albuquerque, NM 87119-9828
Telephone: (505) 765-1052
Fax: (505) 765-5608

Application Deadline: March 1, 2013

<http://www.aises.org/what/programs/internships>

Washington Internships for Native Students (WINS)

4400 Massachusetts Avenue NW
Washington, DC 20016
202-895-4900
Fax: 202-895-4882
wins@american.edu
Tenley - Constitution Hall, Room 100

**Northern Arizona University
Institute for Tribal Environmental Professionals**

PO Box 15004
Flagstaff, AZ 86011-5004
Phone: (928) 523-9555
Fax: (928) 523-1266
Email: itep@nau.edu
<http://www4.nau.edu/itep/>

Morris K. Udall

130 South Scott Avenue
Tucson, Arizona 85701-1922
Ph. 520.901.8500
Fax 520.670.5530
bravo@udall.gov
<http://www.udall.gov/OurPrograms/NACInternship/NACInternship.aspx>

National Congress of American Indians (NCAI)

1516 P Street NW, Washington, DC 20005
Phone: (202) 466-7767
Email: ncai@ncai.org
<http://www.ncai.org/native-youth/fellowships-internships>

National Museum of the American Indian/Smithsonian Institution

Cultural Resources Center, MRC 538
4220 Silver Hill Road
Suitland MD 20746
Phone: (202) 633-6645
Marian A. Kaminitz, Head of Conservation
kaminitzm@si.edu
<http://nmai.si.edu/connect/internships/>

Native American Internship Smithsonian Institution

Deadline(s): February 1, 2009; October 1, 2009
Office of Research Training and Services
MRC 902 PO Box 37012
470 L'Enfant Plaza SW, Suite 7102
Washington, DC 20013-7012

Email: siofg@si.edu

Program URL: <http://www.si.edu/ofg/Applications/NAP/NAPapp.htm>

Telephone: 202-633-7070

FAX: 202-633-7069

The Geological Society of America

http://rock.geosociety.org/g_corps/GeoCorpsAmericanIndianInternships.htm

Multicultural Advertising Intern Program

http://www.aaaa.org/careers/maip/Pages/maip_students.aspx

State of Arizona

http://www.hr.az.gov/Intern/PDF/Internship_Program_Guide.pdf

Gila River Indian Community

Post Office Box 97 +

Sacaton, Arizona 85147

Different Dept.

Amber Mix at (520) 562-9832

<http://www.gilariver.org/index.php/departments-cols5-colw1190-colw2190-col3w190col4w190-col5w190-right0-tribal-departments>

Pasqua-Yaqui tribe

7474 S. Camino De Oeste

Tucson, AZ 85757

Phone (520) 883-5000

FAX (520) 883-5014

Email contact@pascuayaqui-nsn.gov

http://www.pascuayaqui-nsn.gov/index.php?option=com_content&view=article&id=6&Itemid=4

Salt River Maricopa Indian Community

10005 East Osborn Road

Scottsdale, Arizona 85256

480.362.7740

<http://www.srpmic-nsn.gov/community/>

Ak Chin Indian Community

42507 W Peters and Nall Rd

Maricopa, AZ 85138

(520) 568-4084

Appendix B

Forms

AIS 484 Consent to Release Information

AIS 484 CLASWORKS Internship Application

AIS 484 Internship Contract

AIS 484 Student Placement Agreement

Verification of Attendance at AIS 484 Internship Orientation

AIS 484 Site and Site Supervisor Information Sheet

AIS 484 Internship Time sheet

AIS 484 Internship Final Evaluation

AIS 484 Student's Evaluation of Site Supervisor

AIS 484 Student's Evaluation of Internship Site

CONSENT TO THE RELEASE OF INFORMATION

STUDENT NAME: _____

STUDENT I.D. NUMBER: _____

EDUCATIONAL RECORD(S) TO BE RELEASED: Disciplinary Records.

PARTY OR CLASS OF PARTIES TO WHOM DISCLOSURE OF RECORDS MAY BE MADE,
“AUTHORIZED RECIPIENT(S)”:

Internship Advisor: _____

College/Department: _____

Mail Code: _____

PURPOSE OF THE DISCLOSURE: Confirmation of disciplinary standing.

By presenting a signed and dated copy of this Consent to Arizona State University “ASU”, Student consents to the release by ASU of the Records to the Authorized Recipient(s) for the Purpose identified above. The Student further agrees that ASU may discuss the information contained in the Records with the Authorized Recipients. This Consent applies to educational records that may otherwise be protected under the Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g.

STUDENT SIGNATURE: _____ DATE: _____

A.S.U. Internship Advisor: Please send this form to Student Life, MC-0512.

Student Life will return this form with the disciplinary report to you for your records. The student should not start the internship until you receive the report from Student Life.

If you have any questions contact Jan.Pagoria@asu.edu; 480-965-3462.

CLASWORKS (AIS 484) INTERNSHIP APPLICATION

(Please print or type clearly)

LAST NAME: _____ FIRST NAME: _____

ASU ID#: _____ Today's Date: _____

LOCAL ADDRESS: _____ ST: AZ ZIP: _____

PHONE NUMBERS:

HM: _____ CELL: _____ WK: _____

EMAIL-HOME: _____ WK: _____

NUMBER OF COLLEGE CREDITS COMPLETED: _____ GPA: _____

(Attach unofficial transcript)

CIRCLE THE INTERNSHIP SEMESTER: FALL SPRING SUMMER I SUMMER II

CIRCLE INTERNSHIP CREDITS SOUGHT: 1 2 3 4 5 6

(Over 3 credits will require additional approval)

DESCRIBE YOUR PROFESSIONAL/ACADEMIC INTERESTS:

LIST YOUR TOP 5 SKILLS:

1. _____
2. _____
3. _____
4. _____
5. _____

COMPANY/LOCATION: _____

SUPERVISOR/TITLE: _____

SUPERVISOR'S EMAIL/PHONE: _____

INTERNSHIP POSITION TITLE: _____

WORK SCHEDULE: _____

(Please list specific days and times, if available; also list total weekly hours)

AIS 484 INTERNSHIP CONTRACT

_____, ASU I.D.# _____ on this date ___/___/___ ,

(Print or type student name)

agrees to an internship with _____ for _____ total

(Print or type company/organization internship site)

contract hours, to begin on _____, and be completed by _____.

(Start date)

(End date)

Based on contract hours designated, the intern will register for _____ semester hours of academic credit.

Site Supervisor: _____ Phone: (____) _____

(Print or type supervisor name and title)

Email: _____

INTERNSHIP SCHEDULE:

In the space below, designate the scheduled days of the week and approximate times the intern normally would be expected to be on the job.

MONDAY _____

THURSDAY _____

TUESDAY _____

FRIDAY _____

WEDNESDAY _____

SATURDAY _____

SUNDAY _____

The intern and the organization agree on the following (or attached) general job description or statement of goals/objectives. As specifically as possible, this statement should indicate what the intern will be expected to do or accomplish during the internship in order to meet both organizational and academic goals.

(Intern's Signature)

(Site Supervisor's signature)

(ASU Internship Advisor's signature)

(Print Name)

(Print Name)

(Print Name)

Copies of this contract are to go to: the Intern, the Site Supervisor, and the ASU Internship Coordinator.

AIS 485 STUDENT PLACEMENT AGREEMENT

This Student Placement Agreement (“Agreement”) is entered into between the ARIZONA BOARD OF REGENTS for and on behalf of ARIZONA STATE UNIVERSITY (the “University”) and the “Facility” as of the “Effective Date.”

UNIVERSITY:

By: _____

Printed: _____

Title: _____

FACILITY: _____

By: _____

Printed: _____

Title: _____

Effective Date: _____

1. DURATION

The duration, or term, of this Agreement shall be for the designated number of years and months as agreed upon below, not to exceed five (5) years, commencing on the Effective Date. This Agreement may be renewed by written agreement of the parties. The parties may revise or modify this Agreement only by a written amendment signed by both parties.

Number of Years: ____

2. GENERAL TERMS

2.1. The purpose of this Agreement is to establish a relationship between the University and the Facility to enable an educational experience for students at Facility’s site that may qualify for University academic credit as determined by University.

2.2. The University and the Facility will agree on a schedule for student participation at the Facility.

2.3. The student’s participation should complement the service and educational activities of the Facility. The student will be under the supervision of a Facility employee.

2.4. Each student is expected to perform with high standards at all times and comply with all written policies and regulations of the appropriate department of the Facility.

2.5. Either the Facility or the University may require withdrawal or dismissal from participation at the Facility of

5. Either the Facility or the University may require withdrawal or dismissal from participation at the Facility of any student whose performance record or conduct does not justify continuance.

2.6. Neither the University nor the Facility is obligated to provide for the student's transportation to and from the Facility or for health insurance for the student.

2.7. A meeting or telephone conference between representatives of the University and the Facility will occur at least once each semester to evaluate the educational program and review this Agreement.

2.8. Statements of performance objectives for this educational experience will be the joint responsibility of University and Facility personnel.

GENERAL TERMS

2.9. Each student must adhere to the Facility's established dress and performance standards.

3. FACILITY'S OBLIGATIONS

3.1. Facility agrees to appoint an Educational Coordinator who is responsible for the educational activities and supervision of University students participating under this Agreement.

3.2. The Facility agrees to submit to the University an evaluation of each student's progress. The format for the evaluation is established by the University in consultation with the Facility.

3.3. The Facility is responsible for the acts and omissions of its employees and agents and must maintain adequate insurance (which may include a bona fide self-insurance program) to cover any liability arising from the acts and omissions of the Facility's employees and agents. The Facility is not responsible for maintaining insurance

to cover liability arising from the acts and omissions of the employees and agents of the University. University students are not deemed to be employees of Facility by virtue of this Agreement.

3.4. Nothing in this Agreement is intended to modify, impair, destroy, or otherwise affect any common law, or statutory right to indemnity, or contribution that the University may have against the Facility by reason of any act or omission of the Facility or the Facility's employees and agents.

UNIVERSITY'S OBLIGATIONS

4.1. The University will provide an administrative framework, including designating a University faculty or other representatives to coordinate scheduling, provide course information and objectives, and assist in advising students.

4.2. The University will be responsible for developing and carrying out procedures for student selection and admission.

4.3. The University is responsible for the acts and omissions of its employees and agents and maintains insurance coverage through the State of Arizona's Risk Management Division self-insurance program to cover liabilities arising from the acts and omissions of the University's employees, students, and agents participating under this Agreement. The University is not responsible for maintaining insurance coverage for liability arising from the acts and omissions of the Facility's employees and agents.

5. STATE OF ARIZONA PROVISIONS

5.1. Nondiscrimination. The parties agree to comply with all applicable state and federal laws, rules, regulations, and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans with Disabilities Act.

5.2. Conflict of Interest. ASU's participation in this Agreement is subject to Section 38-511 of the Arizona Revised Statutes which provides that this Agreement may be cancelled if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of University is, at any time while this Agreement, or any extension thereof, is in effect, an employee or agent of the other party to this Agreement in any capacity or a consultant to any other party with respect to the subject matter of this Agreement.

5.3. . Notice of Arbitration Statutes. Pursuant to Arizona Revised Statutes Section 12-1518, the parties acknowledge and agree that they will be required to make use of mandatory arbitration of any legal action that is filed in the Arizona superior court concerning a controversy arising out of this Agreement if required by Section 12-133 of the Arizona Revised Statutes.

5.4. Failure of Legislature to appropriate. If University's performance under this Agreement depends upon the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then University may provide written notice of this to Facility and cancel this Agreement without further obligation of University. Appropriation is a legislative act and is beyond the control of University.

5.5. Student Educational Records. The University and Facility recognize that student educational records are protected by the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g). FERPA permits disclosure of student "educational records" to "school officials" that have a "legitimate educational interest" in the information. (For definitions of quoted terms, see ASU Policy SSM 107-01: Release of Student Information.) The federal Family Compliance Office has recognized that institutions can designate other entities, including vendors and consultants, as "other school officials." Designated representatives of Facility will be designated as "other school officials" for purposes of this Agreement. No designated representative of the Facility shall disclose student educational records it receives under this agreement to any third party, except with the prior written consent of the student or as permitted by law. Any disclosures made by the Facility will comply with the University's definition of "legitimate educational interest." Facility agrees and warrants that it shall use student educational records solely to accomplish its obligations under this agreement and solely in a manner and for purposes consistent with the terms and conditions of this agreement and University policies and procedures. Facility agrees and warrants that it shall not make any disclosures of student educational records without prior notice to and consent from the University. If any designated representative discloses or misuses any educational record, the University and/or Facility will take appropriate action against the designated representative that is similar to action ASU would take against one of its employees who disclosed or misused the educational records of its students.

5.6. Representations Regarding Relationship and Use of University Marks. Except as otherwise agreed in writing, Facility acknowledges that its relationship with University is limited to the student internship or placement program contemplated herein. Facility shall not make any representations stating or implying that the parties engage in broader transactions or that University is otherwise associated with Facility without first obtaining express written permission from University. In addition, Facility shall not use any trade name, trademark, service mark, logo, domain name, and any other distinctive brand feature owned or used by University without prior written authorization by University.

6. MISCELLANEOUS

6.1. Neither party shall have the right to assign this Agreement without the prior written consent of the other party.

6.2. This Agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter. No prior or contemporaneous agreement or understanding will be effective. This Agreement shall be governed by the laws of Arizona, the courts of which state shall have jurisdiction over its subject matter.

6.3. The individual signing on behalf of Facility hereby represents and warrants that s/he is duly authorized to execute and deliver this Agreement on behalf of Facility and that this Agreement is binding upon Facility in accordance with its terms.

6.4. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

ASU American Indian Studies
Verification of Attendance of Internship Orientation
Course AIS 484

Date of AIS 484 Orientation: _____

Name of Student: _____

The above stated student attended the mandated orientation as affirmed in the AIS 484 Handbook.

Student's signature _____ Date: _____

Facilitator of Orientation: _____ Date: _____

Facilitator's Signature: _____ Date: _____

Signature of Internship Coordinator: _____ Date: _____
(if different than facilitator)

The student is responsible to bring this form to the orientation, collect signatures and turn form in to the Internship Coordinator. A copy of form should be kept by student.

ASU American Indian Studies
Site and Site Supervisor Information Sheet
Course AIS 484

Site Supervisor: Please fill this out and return to student. A copy will be given to the AIS Internship Supervisor and one will be kept by student.

Student Name: _____ **Student ID#:** _____

Site name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Site/Agency's Direct Phone Number: _____

Site Supervisor's Name: _____

Site Supervisor's Title: _____

Site Supervisor's Phone Number: _____

Site Supervisor's years of experience at agency: _____

Have you ever supervised master undergraduate level students in the past? Yes No

Site Supervisor's Formal Education/and or work experience:

Site Supervisor's Signature: _____ **Date:** _____

AIS 484 Internship Timesheet

Name: _____ Semester: _____ Year: _____

Agency: _____ Hours Required _____

Course: AIS 484 Internship AIS 580 Practicum *Site Supervisor please initial hours:*

Date	Number of Hours	Cumulative Total

Date	Number of Hours	Cumulative Total

ASU American Indian Studies

Internship Final Evaluation

Course AIS 484

Semester: _____

Year: _____

Student: _____

Internship/Practicum Supervisor: _____

Agency: _____

Please circle one response to each area

Student's progress towards internship goals:

Unsatisfactory Marginal Satisfactory Above average Outstanding

Comments:

Student's general performance at the internship site (work habits, professionalism, initiative, etc):

Unsatisfactory Marginal Satisfactory Above average Outstanding

Comments:

Please describe the student's strengths

Please describe the student's areas of growth:

In what ways could the AIS Internship Coordinator be more helpful to the agency or the student during the course of the internship?

Is your organization planning any changes (such as in staffing, programming, etc) of which AIS should be aware? Please describe.

Did the student complete goals as described in Internship Contract? Please explain/describe.

Please check to verify that the student has completed the agreed upon hours _____
Hours completed

Supervisor Signature

Date

Student's Signature

Date

Student's Comments:

Site Internship Supervisor's Signature

Date

Student's Signature

Date

Please send or fax this form to: AIS Internship Coordinator

ASU American Indian Studies
Student's Evaluation of Site Supervisor
 Course AIS 484

This form must be completed by student and faxed or hand delivered to AIS Internship Coordinator within one week of completion of each practicum course.

Student Name: _____ **Student ID#** _____

Internship Start Date: _____ **Internship End Date:** _____

Site Name: _____ **Site Supervisor Name:** _____

Did you receive weekly supervision? yes no

<u>Evaluation Metrics and Scale</u>	Not Observed	Poor	Below average	Average	Above Average	Superior
Quality of Supervision provided						
Provided clear and consistent expectations						
Approachable						
Professional ethics						
Respectful to you						
Respectful to staff						
Respectful to clients						
Teaching ability						
Overall Supervision Experience						
What was the most helpful part of your Internship experience?						
What areas and or experiences in your Internship could have been better?						

Additional Comments:

Required Signature of Student: _____

ASU American Indian Studies

Student's Evaluation of Internship Site

Course AIS 484

INSTRUCTIONS: Please evaluate your Internship site for this semester. Answer each question by circling the number which most accurately reflects your evaluation of the site and your experience.

1 = Strongly agree	3 = Neither agree or disagree or not applicable	5 = Strongly agree
2 = Disagree	4 = Agree	

1. The site provided adequate opportunities for growth as an intern/practicum student	5	4	3	2	1
2. This site has resources to support an internship/practicum student	5	4	3	2	1
3. This site had process (e.g., orientations) processes, and personnel to support internship/practicum learning experiences	5	4	3	2	1
4. The staff at this site was welcoming to an intern/practicum student	5	4	3	2	1
5. The philosophy of the personnel was directed towards quality service and outcomes	5	4	3	2	1
6. The site provided opportunities for me to successfully complete learning agreement goals	5	4	3	2	1
7. I would recommend this site for future interns/practicum students	5	4	3	2	1
8. The site was based in ethical and professional behaviors and organizational goals	5	4	3	2	1
9. Overall ratings of this practicum site: 5 = Excellent 4 = Good 3 = Good 2 = Poor 1 = Would not recommend in future placements	5	4	3	2	1

Name of Site: _____

Signature of Student: _____

AIS Internship Supervisor _____

The student must complete this evaluation and fax or hand-deliver it to their AIS Internship Coordinator within one week after completion of internship course.