

Navajo Technical University Internship Policy

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Purpose

The purpose of the NTU Internship Policy is to clarify the types of internship and related opportunities, procedures, and responsibilities. An internship is intended to provide Navajo Technical University students the opportunity to apply what they have learned in a classroom to a real-world situation, to get hands-on experience, and to learn more about career choices. An internship is usually related to a student's field of study.

Navajo Technical University students are encouraged to participate in internships opportunities for the reason that internships may lead to permanent employment after graduation, or provide further opportunities toward work experience and establish professional references.

NTU Mission, Vision, and Philosophy Statement

Mission Statement: Navajo Technical University's mission is to provide University readiness programs, certificates, associate, baccalaureate, and graduate degrees. Students, faculty, and staff will provide value to the Diné community through research, community engagement, service learning, and activities designed to foster cultural and environmental preservation and sustainable economic development. The University is committed to a high quality, student-oriented, hands-on-learning environment based on the Diné cultural principles: *Nitsáhákees, Nahátá, Íina, Siihasin*.

Vision Statement: The vision of Navajo Technical University is to strengthen the cultural lives of students as leaders and active participants in global education, research, technology, and economic structures.

Philosophy Statement: Based on *Nitsáhákees, Nahátá, Íina, Siihasin*, Navajo Technical University knows that every student has the innate ability and intelligence to learn and acquire the knowledge and skills that enhance their social, economic, and cultural values.

Procedure

Students must meet with their assigned faculty advisor or Navajo Tech Career Placement Advisor or Job Placement Coordinator to identify type and site of internship. The student may also find his/her internship via the web or networking, and coordinate with his/her advisors and coordinator. Students are advised to prepare a resume and obtain letters of recommendation, letter of interest, and unofficial transcripts since these documents are generally required from employers before a student may apply for an internship opportunity.

To receive credit for an internship, a student must register for the appropriate internship course with the required number of credits as stated in the University catalog. Students may accept paid or unpaid internships; however, it is preferable to request for paid internships from employers. Before accepting an unpaid internship, the student should receive the approval of the Dean of Undergraduate Programs.

Paid Student Internship Positions

1. For on-campus internships, preference is given to registered students at NTU for Co-ops, Externship, Internship, Research Assistant, Tutors, and Teaching Assistant positions. Externship, Internship, Research Assistant, and Teaching Assistant positions are very competitive and students with a grade point average (GPA) of 3.0 or better are favored over those who maintain a lower GPA. Students in junior or senior standing would also be given higher preference.
2. A full-time student may work 10 to 30 hours per week during the semester, but for a position that requires part-time hours, approval must be secured from the Dean of Undergraduate programs and the Director of Human Resources.
3. During Spring Break and Christmas holidays, a full-time student may work up to 40 hours per week.
4. For on-campus internships, NTU students have to go through an interview selection process organized by the STEM Lab or by the faculty/staff who will supervise the students.

Internships with Credit Hours

Credit hours for internships at NTU range from three to six credits. Thirty hours of work on site equals one credit hour and 90 hours of work on site equals 3 credit hours.

Grade

An intern must write a 15-20 page final report, make a PowerPoint presentation to an academic advisor and faculty members in the department, and submit a supervisor's evaluation before a grade can be awarded to the student.

Internship Location and Time

An internship site can be on campus or at a local company, government agency, or non-profit organization during the regular semester or in the summer. The duration of internships during the summer can last from 10 to 12 weeks, depending on an organization.

Liability

Navajo Technical University is not liable for health insurance, accident insurance, transportation, housing, or other personal needs of the intern unless stated in an agreement. Each intern must abide by the Navajo Technical University code of conduct as stated in the Student Handbook. It is the duty of the host organizations to advise interns of the policies and procedures related to their organizations.

Responsibilities

1. Student Responsibilities

In addition to the items listed above, student eligibility for an Internship include the following:

- a. The student is ultimately responsible for selecting and setting up his/her internship site.
- b. The Intern must make all financial arrangements for the internship credit hours and is responsible for any financial obligations.

- c. The intern must abide by the policies and procedures for the internship site.
- d. The intern must maintain a professional, responsible, and ethical attitude at all times, including the use of time-management. Confidentiality is expected for all personal information obtained at the internship site.
- e. The intern shall report any problems with his/her internship site to his/her internship advisor and/or instructor and document relevant information.
- f. The intern shall notify his/her Internship Advisor upon completion of his/her internship hours. An evaluation will then be provided to the intern's supervisor to complete on the intern's performance.
- g. The intern will complete a site evaluation form with the Internship Advisor.
- h. Medical, health, and/or auto insurance are the primary responsibility of the Intern.

2. Instructor Responsibilities:

- a. Provide written request or sign Internship Agreement form and return to the Internship Advisor for student to be allowed to do an internship.
- b. Turn in a grade for the student upon completion of his/her internship and when the evaluation for the internship has been received.
- c. If the student does not complete the internship in a timely manner before the end of the semester, the student will be given an Incomplete for a grade, if they plan to continue the internship. An 'Incomplete form' must be filed with the Registrar's Office. The student has one semester to complete the internship. If the student has not completed his/her internship within the semester, the grade will be changed to an "F" by the Registrar's Office.

3. Internship Advisor Responsibilities:

- a. Meet with student to determine eligibility for internship.
- b. Work with student to select and set up an internship site.
- c. Follow up with the site supervisor to ensure the Internship Agreement is signed and returned to NTC Internship Advisor.
- d. Monitor work site internship.
- e. Process request for travel assistance for the student with business office, if appropriate.
- f. Collect an intern evaluation for each month or one evaluation per 160 hours completed.
- g. Meet with student upon completion of internship to collect a site evaluation form.
- h. Coordinate with Registrar's Office for timely submittal of grades.

4. Internship Site Supervisor Responsibilities:

- a. Provide supervision by qualified personnel.
- b. Sign Internship Agreement and return to intern or Internship Advisor.
- c. Orientate the student to agency policies, regulations, and confidentiality guidelines.
- d. Provide weekly direct supervision to the student by coordinating the activities that the student will participate in.
- e. Provide a well-rounded working experience for the Intern within their scope of learning, not just busy work/activities.

- f. Report any significant problem the intern may be having, which is interfering with his/her job
- g. performance, to the Internship Advisor.
- h. Complete Intern Evaluations and return to Internship Advisor. At least one evaluation will be needed per month or one evaluation per 160 hours or less completed.
- i. Submit a final grade to the NTU Registrar's Office.
Note: Supervisors may write letters of recommendation for interns or may refer students to companies with job openings

NTU Internship Courses

For programs with internships, refer to NTU catalog.

Glossary

Articulation: The process of determining the transferability and applicability of courses from one institution of higher learning to another.

Carnegie Unit/Contact Hour/Student Hour: A contact hour is an instructional time in which a student has contact with an instructor, and this includes both lectures and laboratory time. A Student hour is equivalent of one hour (i.e., 50 minutes) of lecture time per week over the course of a semester, usually 14 to 16 weeks.

Co-ops: These are full-time paid positions. Co-op is a joint venture between a university and an employer. Typically it lasts for at least three terms, alternated with school terms, which results in a five-year program.

Credit Hour/Semester Hour

A semester is based on the idea that for each hour/week a student spends in class, he/she gets an hour credit. Most courses are three-semester credit hours, which means a student will go to that class for about an hour for three days a week or he/she might go two days for one and a half hours, or even have the whole class in one three-hour session per week; this is mostly common for graduate or upper level courses.

Curriculum: A curriculum is a program of courses approved for a specific degree or certificate.

Externship: This is a period of supervised practice done off campus. Externships typically are unpaid and students usually do not receive college credit for their experience. Externships are usually held for a short time period lasting anywhere from a single day to eight weeks. Additionally, externs are often students who are at an earlier stage of their training program.

Internship: This is a training program for college students, typically for juniors and seniors. It is usually a ten to twelve weeks assignment, often, though not always, done in the summer.

Practicum: An experience under a mentor that provides training for a student who wants to become a teacher. This is common for education and social work majors.

Research Assistant (RA): Research assistants assist professors or principal investigators in academic research. They are not directly responsible for the outcome of the research.

STEM Lab: Science, Technology, Engineering, and Mathematics Laboratory. This study skills lab operates differently than it does in other university settings. Even extraordinary students are encouraged to seek help at the STEM Lab. It is not only for challenged students, although students facing challenges are encouraged to seek out STEM Lab help. All faculty members are expected to participate with STEM Lab tutors and activities to ensure all students have the resources they need to succeed.

Teaching Assistant (TA): A teaching assistant is a student who assists a professor with instructional responsibilities. Teaching assistants can be graduate teaching assistants (GTAs) or undergraduate teaching assistants (UTAs).

Tutor

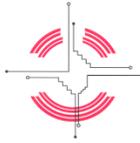
A tutor is someone who gives additional, special, or remedial instruction to students in one or more subject areas, and teaches students outside lectures hours. A tutor may be a certified teacher or someone academically talented in a subject area. Also, a tutor may not be connected to regular classroom instruction, but assists students with assignments and helps to prepare them for examinations.

Work-Study: A Federal program which provides part-time jobs for students with financial need.

Appendices

- I) Internship Agreement
- II) Release of Information
- III) Student Intern Information
- IV) Instructor Approval and Student Acknowledgment of Policies and Procedures
- V) Internship Performance Evaluation (to be completed by internship site supervisor)
- VI) Internship Site Evaluation (to be completed by student on internship site)

Appendix I: Internship Agreement Form



Navajo Technical University

<http://navajotech.edu>

P.O. Box 849, Crownpoint, NM 87313-0849

Tel: (505) 786-4100

FAX: (505) 786-5644

Internship Agreement

This Agreement, entered into this _____ day of _____, 20____, between the NAVAJO TECHNICAL UNIVERSITY, hereinafter referred to as the UNIVERSITY, and _____, hereinafter referred to as the ORGANIZATION.

WITNESSETH

WHEREAS, the UNIVERSITY’S mission is to provide hands-on training, education and experience for their students, and

WHEREAS, the ORGANIZATION agrees to cooperate in providing hands-on training, education and experience for students of the university:

NOW THEREFORE:

- C. The UNIVERSITY will assume responsibility for the planning of the educational programs including programming, administration, matriculation, promotion, and graduation.
- 2. The UNIVERSITY will monitor and keep all records and reports of student’s progress.
- 3. The UNIVERSITY will notify and obtain the ORGANIZATION’S approval in advance of its plans to schedule students including dates and number of students.
- 4. The UNIVERSITY will instruct its students regarding all rules and regulations of the ORGANIZATION.
- 5. The UNIVERSITY will indemnify, defend and hold free and harmless the ORGANIZATION and/or its employees from any and all liabilities which may arise solely by reason of any neglectful act of any student or instructor in connection with and in the normal conduct of this educational program and that the UNIVERSITY’S liability shall be limited to and in accordance with the provisions of the Navajo Nation Sovereign Immunity Act, 1 N.N.C. ' ' 551 et seq., and that said liability have not been found to arise from the negligence, misconduct, or error on the part of the ORGANIZATION. Students and instructors who participate in this program shall not be considered as agents or employees of the ORGANIZATION.

6. The ORGANIZATION will make available, at no charge to the UNIVERSITY a place where student can gain hands-on experience.
7. The educational experience provided by the ORGANIZATION shall be of such quality as to provide the students with sound experience and the required internship hours which is _____ (if applicable).
8. The term of this AGREEMENT shall begin on this _____ day of _____, 20____ and shall end on the _____ day of _____, 20____. Either party may terminate this AGREEMENT without cause by giving thirty (30) days prior to written notice to the other party.
9. Any services rendered by the student enrolled in the program covered by this Agreement and who are engaged as volunteers by the ORGANIZATION and who are not employed by the ORGANIZATION will be considered to be educational in nature, and without monetary compensation.
10. Other conditions:
 - A. The UNIVERSITY will apprise the student to respect the confidentiality of information and records related to ORGANIZATION.
 - B. The ORGANIZATION does not provide student accident or health insurance. Health coverage is available to the student through his Contract Health Office.
 - C. The ORGANIZATION will make provisions for the student orientation on the ORGANIZATION prior to student starting internship.
11. Nothing in this Agreement, including actions to enforce this Agreement, shall be interpreted to provide a waiver, express or implied, of the sovereign immunity of the Navajo Nation applicable to the UNIVERSITY as the Nation's wholly owned institution of higher education or of any of UNIVERSITY'S officers, employees or agents acting within the scope of their authority as set forth in the Navajo Nation Sovereign Immunity Act, 1 N.N.C. §§ 551 et seq., and the amendments to the enabling legislation for the UNIVERSITY, codified at 15 N.N.C. §§ 1201 et seq.

Acknowledgment:

Student's Signature

Date

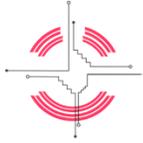
UNIVERSITY's Representative

Date

Organization's Representative

Date

Appendix II: Release of Information Form



Navajo Technical University

<http://navajotech.edu>

P.O. Box 849, Crownpoint, NM 87313-0849

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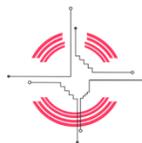
Release of Information

By virtue of my signature, I hereby give my consent to the Internship Advisor to release pertinent information regarding my enrollment, employment or internship to all entities of the NAVAJO NATION, and all others in need of said information to facilities and obligations documented between myself, the entity, and the NAVAJO TECHNICAL UNIVERSITY. This consent will cover the duration of my tenure student of the NAVAJO TECHNICAL UNIVERSITY and one full year thereafter.

I give my full consent this _____ day of _____ 20____, to the Counseling & Internship Office.

Student's Signature

Appendix III: NTU Student Intern Information Form



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NTU Student Intern Information

NAME _____ SS# _____

ADDRESS _____

TELEPHONE NUMBER _____

E MAIL ADDRESS: _____

PROGRAM _____

INTERNSHIP SITE _____

POSITION _____

START DATE _____ END DATE _____

NAME OF ORGANIZATION _____

ADDRESS _____

TELEPHONE NUMBER _____

SUPERVISOR'S NAME _____

EMERGENCY CONTACT INFORMATION:

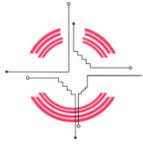
NAME _____ RELATIONSHIP _____

ADDRESS _____

TELEPHONE NUMBER _____

COMMENTS:

Appendix IV:
Instructor Approval and Student Acknowledgment of Policies and Procedures Form



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**Instructor Approval & Student Acknowledgement of Internship
Policies and Procedures**

2. Complete part **1** or **2** below depending upon which is applicable:

2) I _____ am required to complete an internship for
(student print name)

_____ program. **Hours required** _____.

2) I _____ would like to do an internship to gain knowledge
(student print name)

and experience as a part of _____ program. Internship is not a
requirement for my program.

B. Permission to begin my internship from my Program Instructor

Instructor signature

Date

C. Approval from instructor for selected internship site

Instructor signature

Date

Name of site, location and supervisor: _____

2. Financial Assistance

I have been made aware that financial assistance for internship is not guaranteed and may be
provided if funds are available and as set by a predetermined rate. _____

(student's initials)

2. Arrangements

Arrangements for internship site will finalized by the intern with approval from the Program
Instructor and the Internship Advisor. This gives ultimate responsibility for completing and
providing required paperwork and setting up and attending interviews etc. with the student.

1) Requested and received policies and procedures. _____ **(or)**
(Student's initials)

2) Understand policies and procedures. _____
(Student's initials)

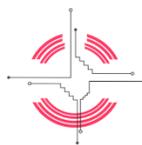
I understand internship policies and procedures and agree to these conditions.

(Student's Signature)

(Date)

*If instructors are not available for signature they will be contacted by phone for verbal approval before an intern can start or Dean of Instruction will give approval.

Appendix V: Internship Performance Evaluation Form



Navajo Technical University

<http://navajotech.edu>

P.O. Box 849, Crownpoint, NM 87313-0849

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FAX: (505) 786-5644

Internship Performance Evaluation

A. Student Evaluation to be completed by an Internship Supervisor

Please complete the evaluation form and return to the faculty advisor at Navajo Technical University using the address above.

Name of Supervisor:

Title of Internship:

Number of hours worked per week:

Duration of Internship:

Rate the student to each criterion listed below on a scale of 1 to 5.

5: exceeds expectations

4: meets expectations

3: acceptable

2: needs improvement

1: unacceptable

Name of Student _____

Leadership skills of student _____

Punctuality _____

Time Management _____

Demonstrates Creativity _____

Completes task in a timely manner _____

Communication skills _____

Writing skills _____

Seeks help when needed _____

Willingness to accept responsibility _____

Ability work in teams with colleagues _____

Ability to interact in a diverse environment _____

Work ethic _____

Alert to health and safety _____

Listens attentively _____

Cares for equipment and property _____

Respect for others _____

Industrious _____

Self-confident _____

Consistence attendance _____

Appropriate attire _____

Ability to follow directions _____

Supervisor's comments on student's strengths and weaknesses

Signature of Supervisor _____ Date _____

B. Student Intern major strengths or Areas of improvement

C. Students Intern's comments on this review

D. Supervisor's comments

Summary Rating (X):	Excellent	_____
	Above Average	_____
	Average	_____
	Unsatisfactory	_____

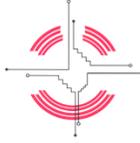


Recommendation

_____ I recommend this student for hire.

_____ I do not recommend this student for hire.

Appendix VI: Internship Site Evaluation Form



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Internship Site Evaluation (to be completed by student on internship site)

Student _____ Date _____

Internship Site _____

Address _____

Phone _____ Supervisor _____

Program _____ Instructor _____

Please circle the appropriate number:

SCALE

Strongly Disagree	Agree	Neutral	Agree	Strongly Agree
	2	3	4	

1. Agency

A. Were you oriented to the agency policies and procedures? 1 2 3 4 5

B. Did you participate in an agency training program? 1 2 3 4 5

C. Did the agency provide adequate materials needed? 1 2 3 4 5

2. Supervision

A. Did you have weekly on-site supervision? 1 2 3 4 5

B. Did your supervision provide supportive and constructive feedback? 1 2 3 4 5

C. Were your mistakes welcomed as a learning experience? 1 2 3 4 5

D. Was your supervisor open to feedback and questions you had? 1 2 3 4 5

3. Internship Experience

- A. Did you feel your contribution to the organization was worthwhile? 1 2 3 4 5
- B. Did you feel that you had an opportunity to learn information that was important to your field of study? 1 2 3 4 5
- C. Did you feel that way you learned has/had practical value to be able to use what you learned now or in the future? 1 2 3 4 5

Would you recommend this site be used again for other internship opportunities?
Yes () No ()

Comments _____

Do you have any recommendations, reservations, or concerns related to this site?

What was the best part of this internship opportunity? _____

What needs to be changed to make this internship experience better? _____

Student's Signature _____ Date _____