NORTHERN ARIZONA UNIVERSITY
Office of Native American Initiatives

SUMMER INTERNSHIP PROGRAM

Host Site Guidelines

In 1993, Northern Arizona University (NAU) and the U. S. Environmental Protection Agency (USEPA) signed a Memorandum of Understanding (MOU) to support activities promoting environmental studies by Native Americans and to assist Indian tribes in developing capabilities to manage their own air quality and other environmental programs. A key element of the MOU is the need to assist Native American and other students in pursuing careers in the environmental sciences. The purpose of this document is to provide information and guidelines for the host site mentors.

PROGRAM GOALS:

- To provide Native American and other students with an opportunity to gain meaningful work experience and conduct research on actual problems in the environmental field;
- To encourage and support student interns in their academics and exploration of environmental careers; and
- To contribute to the research efforts of government facilities (primarily USEPA), Northern Arizona University and Tribal environmental agencies addressing environmental protection issues.

Duty Station. The intern will be located at a host site and will be supervised by host site staff. The intern will be paid by NAU. The intern must comply with appropriate NAU/ITEP policies and procedures, as well as policies and procedures at the host site.

On-Boarding. There are several urgent activities that must be completed as part of the on-boarding process. Delays in completing these activities and following the ITEP guidelines may result in delays of the intern start date or even cancellation of the internship. All of the activities listed below should be completed at least 4 weeks prior to the start date.

1. Start date. Discuss a potential start date with your intern and share with the ITEP staff.

   o Preference of the intern. In addition to personal considerations, when is the last day of Spring semester and when does Fall semester begin?
   o Preference of the host site. There may be activities or training/orientation cycles driving the preferred start date for the host site.
   o Logistics. Several actions must be completed before the internship can start such as: background checks, financial arrangements, travel arrangements, lodging arrangements, etc.

2. Housing arrangements. The intern will need help with finding suitable housing. Housing must be in place in order to confirm the intern start date.
3. Travel arrangements. After the start date and housing arrangements are confirmed, travel arrangements can be completed.

Your assistance will be needed throughout the on-boarding process to ensure a successful on-boarding and internship.

Communications with Interns. We will be advising the intern to communicate with the host site staff several times covering a range of topics before they arrive at your site. Please provide the intern and the ITEP staff with alternate contacts at the host site. The internship is short, so some advance planning is needed to ensure a successful internship. The internship contract includes several checklists to facilitate communication between the intern and the host site staff.

Housing. The interns will need help to identify suitable housing. The ITEP staff will also be involved in completing this task, but the intern will need advice and assistance from the host site to help identify suitable options for the intern to consider. The housing must be confirmed four weeks prior to the start date.

Reports. There are several reports the intern must complete, including a weekly report, which is also used to verify the work hours and justify the intern payments. The host site mentor should be getting a copy of the weekly reports from the intern. We request that the host site mentor complete a mid-term evaluation and a final evaluation of the intern's performance and learning. Of course, we anticipate that the intern will receive regular feedback throughout the internship from the host site staff.

Work Station. The host site will need to provide a suitable work space with the tools needed for the internship activities. Please make sure all the tools are available and ready before the intern arrives. The internships are short and delays in setting up a workstation or other needs can be disruptive.

Background Checks. All the interns will complete a Northern Arizona University employment background check, but if your office requires additional background checks, please identify those requirements for the ITEP staff. Whenever possible, background checks, security badges, and other requirements should be processed prior to the start of the internship.

Timeline for the Internship. The dates listed below are goals which may need to be adjusted to accommodate needs of the host site and the students. Maintaining this schedule will facilitate the on-boarding of the interns including tasks such as finding housing.

- January 17, 2020 host site applications due
- January 24, 2020 selected host sites posted on website for interns to review
- February 28, 2020 student applications due
- March 9, 2020 distribute student applications to host sites
- March 20, 2020 host sites select students to interview by telephone
- April 3, 2020 host sites select a student for hire
- April 6, 2020 make offers to students, including internship contract
- April 10, 2020 students accept internship offer
- April and May 2020 on-boarding activities for intern

During the selection process you are competing for interns along with several other host sites. If you delay the selection and interview process, the intern that you want may be selected by other host sites.