

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 staff.

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.

Selection of the Intern. The ITEP staff will provide applications based on the students that request consideration for your host site. As soon as possible, please let the ITEP staff know who you would like to interview for your intern position. The host site can conduct the interviews however they would normally do a selection, but the ITEP staff will want to get your selections in a timely manner. The ITEP staff will make the offer to the intern based on your preferences. Whenever possible, the ITEP staff request an alternate student for the position in case the first student does not accept the offer. The ITEP staff will meet with the intern to review the Intern Guidelines and Contract. The host site staff should start doing the on-boarding activities as soon as possible, including helping the intern identify housing. If the host site has additional on-boarding activities like additional background checks, those need to be initiated as soon as possible.

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.
 - Preference of the intern. In addition to personal considerations, when is the last day of Spring semester and when does Fall semester begin?
 - Preference of the host site. There may be activities or training/orientation cycles driving the preferred start date for the host site.
 - 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 from the host site staff to find suitable housing. The ITEP staff will also help, but the ITEP staff know very little about local housing issues, so we need the host site staff's help. Housing must be in place in order to confirm the intern start date. Problems with finding suitable housing can result in termination of the internship or significant delays.
3. Travel arrangements. After the start date and housing arrangements are confirmed, travel arrangements can be completed by the ITEP staff in coordination with the intern.

Host site staff 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, which will be provided to the host site, includes several checklists to facilitate communication between the intern and the host site staff.

Housing. The interns will need help from the host site staff 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 should 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.



Office of Native American Initiatives

Institute for Tribal Environmental Professionals
PO Box 15004, Flagstaff, AZ 86011-5004
Office: 928-523-9555
Fax: 928-523-1266
nau.edu/itep



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.

Warning. During the selection process you are competing for interns along with several other host sites and with other internship programs. If you delay the selection and interview process, the intern that you want may be selected by other host sites. Delays may also result in withdrawal of the host site opportunity.



**Northern Arizona University (NAU)
Institute for Tribal Environmental Professionals (ITEP)**

**SUMMER INTERNSHIP PROGRAM
HOST SITE GUIDELINES**

I understand that late documentation and slow communications can cause delays in the start date of the internship. Excessive delays can result in withdrawal of the offer for an intern from ITEP. Delays by the host sites in helping with identifying housing or other requirements may result in the internship being delayed or withdrawn.

I have carefully read all the requirements for the internship and accept all the guidelines. This is not a legally binding contract and the ITEP staff anticipates that it will be signed by the host site mentor or supervisor. The signature only indicates you have read the guidelines.

Signature: _____ **Date:** _____

Print Name: _____

Return to Mansel A Nelson

You can send this signed page via an email attachment to mansel.nelson@nau.edu and eeop-intern@nau.edu.