Tohono O’odham Kekel Ha-maṣcamakuḍ
Tohono O’odham Community College

Internship Guidelines and Supplemental Materials

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I. GENERAL INFORMATION

A. Overview

The Internship Program provides an exciting opportunity for TOCC students to gain work experience closely related to their field of study. Through this internship program, students gain transferrable skills to prepare them for the workforce, while also serving a local entity. The students’ service is through application of learned classroom knowledge in host-site projects, and objectives, beyond everyday office work. Internship opportunities are available on-campus, as well as with tribal organizations, local schools and local nonprofits. Students may apply to internships aligned with their major.

B. How do internships benefit students?

Advantages of student participation in an internship:

➢ Gain practical work experience in a field of interest
➢ Develop professional skills
➢ Network with and learn from skilled professionals in a structured work environment
➢ Connect with professional contacts who can serve as potential references and mentors in support of long-term career goals
➢ Explore careers and gain a clearer understanding of interest/disinterest in specific career fields to support informed decision-making when deciding on a future profession

C. How do internships benefit participating host organizations?

Advantages for employers hosting an intern:

➢ Opportunity to fulfill objectives left unmet by current staffing levels at no cost to the host site
➢ Connect with and train a potential future hire by providing them with the skill-sets needed to work within the host site’s organization
➢ An opportunity to mentor local students who may have long-term aspirations of becoming future employees of the placement site’s organization
➢ Opportunity for employers to connect with TOCC and its instructors to advance students’ learning experience by informing instructors of critical academic information students need to excel in specific professional fields
II. PROGRAM ADMINISTRATION

A. Transition Coordinator

The Internship Program shall be administered by a contracted Transition Coordinator who will be a direct report to the Academic Dean and Dean of Student of Student Services. Utilizing Administrative Funds through Grants.

Long-term, TOCC may consider the hire of a Career Services Coordinator through the Grant Administrative Funds and another funding source available to the College. This position could fall under the purview of the Student Services Division as Career Services is a common Student Services function in many colleges and universities.

Major duties and responsibilities of the Transitions Coordinator include:

- Promoting internship program to potential student interns and prospective placement site organizations
  - Develop recruitment materials and host specialized informational sessions about the Project Success Internship Program
- Selecting eligible student interns aligned with program guidelines
- Serving as the direct contact to hired interns and placement site supervisors
- Developing job descriptions aligned with placement site’s responses to the Internship Placement Questionnaire
- Orienting students to TOCC internship guidelines, personnel policies, and informing interns of the necessity of complying with their host site’s workplace policies and procedures that host site supervisors provide orientation on
- Requiring student interns document internship activities and hours on a weekly basis
- Maintaining student intern files which will be treated as personnel files to include interns application/resume, emergency contact information, agreement form, performance evaluation, and other internship documents

III. INTERNSHIP GUIDELINES

A. Student Intern Eligibility Requirements

The eligibility requirements are derived from best practices common in many college and university internship programs as well as identified recommendations from the Internship Program funding agency.

Eligibility Requirements include:

1. Be enrolled at TOCC as a part-time or full-time student the semester the paid internship is awarded
a. Students may participate in summer internships as long as they are continuing students, who have not yet graduated and are enrolled in the subsequent fall semester
2. Be a certificate or degree seeking student in the field of requested internship
3. Have a 2.0 GPA or higher
4. Have completed at least one full semester of college prior to internship

B. Application Process

The application process varies across internship sites. Students have options of applying to on-campus internships, placement with external tribal programs or local schools and non-profit organizations. Parts of the application process that are consistent across all positions are the following:

1. Student identifying placement opportunity aligned with their major
   a. Transitions Coordinator will maintain a list of potential internship opportunities for students to review
2. Completing the TOCC Student Internship Application
   a. Include current copy of resume and unofficial transcripts
3. Interview for position (if competitive)
4. Receive notification of internship start date
5. Complete internship orientation
6. Begin internship

Students applying for internships with Tohono O’odham Nation tribal programs, local schools and non-profits have additional application requirements. Students applying for internships with external programs/schools recommended to submit their internship application and supporting documents two months prior to the internship start month e.g. students interning in the Spring semester, which start month is February will submit their completed application by the first week of December. *This are guidelines and this process may vary depending on internship.* The Internship Coordinator will provide the specific date. Students signing up for a summer internship, which begins in June shall have their completed application submitted by the first week of April. This will ensure the required background checks and orientation are cleared in time for the student to begin their internship.

Please refer to Appendix for a checklist of the application process by placement site. For students interning with the Tohono O’odham Nation, additional information is provided in Appendix which details the internship application process specific for tribal program internships.
To apply, students may request a copy of the internship application and other pertinent information from the Transitions Coordinator. Current internship announcements, internship application form and supporting documents should also be made available via the TOCC Website.

For students desiring support in creating a résumé or preparing for an interview, the Tohono O’odham Nation’s local One Stop Program provides such services at their Resource Center in Sells. This is a free service that students can take advantage of by stopping by the One Stop Resource Center or calling One Stop to schedule an appointment- 520-383-4251. A sample résumé template and a listing of online resources are included in Appendix.

C. Intern Selection

In instances where the number of applicants surpasses the number of available internships, applicants will be interviewed by the Transition Coordinator and a panel of up to two additional selected individuals which may include faculty, staff department heads and/or an official from the internship placement site.

The Transition Coordinator is responsible for coordinating the logistics of the interview such as the day, time, location and confirming applicant’s availability for interview. The interview committee shall follow the hiring practices of TOCC which includes Indian preference. Please refer to p. 11 of TOCC’s Personnel Policies and Procedures Handbook for more information.

D. Orientation

Prior to the student beginning an internship, interns will receive information about the payroll process with the Transitions Coordinator. The internship placement site supervisor will provide an orientation with specific information about the expectations of the student intern while interning with the organization. Sample orientation guidelines as outlined in Appendix will be provided to internship placement sites by the Transitions Coordinator to support intern’s success at host site. Adherence to the information provided during the orientation will be formalized through a signed internship agreement.

E. Internship Agreement

To participate in the internship program, there are general agreements the participants must verify adherence to by signing the agreement form provided in Appendix.

At the start of the internship, the placement site supervisor and the intern will determine goals, objectives and primary duties and responsibilities the intern will complete for the duration of the internship. Across all internships, student interns and internship placement sites will be responsible for the following:
Student Intern Agrees to:

1. Complete a new hire orientation with placement site supervisor
2. Understand and follow guidelines set forth by placement site aligned with host site personnel policies
3. Understand and follow TOCC’s personnel policies and student code of conduct while serving as a student intern
4. Perform primary duties and responsibilities as specified in the Project Success Internship Agreement for the duration of the internship
5. Be responsible to record weekly activities and weekly hours worked via a timesheet
6. Report any internship related concerns to placement site supervisor and/or TOCC Internship Coordinator
7. Provide advanced notice, in writing, should internship need to end prior to agreed upon end date
8. Submit student internship evaluation form to TOCC Transition Internship Coordinator at the completion of the internship

Internship Placement Site Agrees to:

1. Assign a site supervisor for the intern to report to
2. Provide a new hire orientation to student intern at the start of the internship and review organization specific policies with student intern
3. Develop goals, objectives and primary duties and responsibilities for student intern to complete aligned with student’s academic major
4. Provide relevant training to student intern to successfully perform the assigned duties and tasks
5. Notify the TOCC Transition Coordinator if for any reason the internship must be terminated prior to the projected end date and provide a written report to TOCC regarding the reasons for terminating the internship
6. Complete and submit a final evaluation of the student intern and evaluation of overall internship experience to the TOCC Transitions Coordinator at the completion of the internship

A signed copy of the agreement will be placed in the student intern’s personnel file and remain under the safeguard of the Transitions Coordinator.

F. Evaluation

A critical component to support continuous improvement of the internship program will involve evaluation. Both the placement site supervisor and student intern will provide feedback of the internship experience by completing the evaluation forms found in Appendix I and J.

To support the student intern’s professional development, the placement site supervisor will monitor and share feedback with the intern throughout the duration of the internship. An intern performance evaluation will also be completed at the end of the internship by the placement site supervisor and is included Appendix.
G. Internship Schedule

Internships are available during the Fall, Spring and Summer.

<table>
<thead>
<tr>
<th>Fall Semester (10 weeks)</th>
<th>Spring Semester (10 weeks)</th>
<th>Summer Session (8 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September – December</td>
<td>February – May</td>
<td>June – July</td>
</tr>
<tr>
<td>· September (1 week)</td>
<td>· February (1 week)</td>
<td>· June (4 weeks)</td>
</tr>
<tr>
<td>· October (4 weeks)</td>
<td>· March (4 weeks)</td>
<td>· July (4 weeks)</td>
</tr>
<tr>
<td>· November (4 weeks)</td>
<td>· April (4 weeks)</td>
<td></td>
</tr>
<tr>
<td>· December (1 week)</td>
<td>· May (1 week)</td>
<td></td>
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</tbody>
</table>

Placement is contingent upon the number of available internship sites, which may vary from semester to semester.

Please refer to Appendix for the projected internship schedule for the Semester.

H. Intern Compensation

Interns are compensated at $12.00 an hour for up to ten (10) per week for the duration of the internship.

For payment, students will track their hours via a timesheet in Paychex along with a Par form and verified accurate by their internship placement site supervisor. The Transitions Coordinator will collect the timesheets every two weeks and submit to the campus Payroll Office to support students receive their wages at equal intervals as hired TOCC personnel (every two weeks). Please defer to the campus Finance Office for information about the intern payroll process and a copy of the intern’s timesheet.