

Nueta Hidatsa Sahnish College Internship Application



This application must be filled out completely, signed and returned to the office of the NACTEP Director, Iman Moore imoore@nhsc.edu 701-421-7472/ 701-627-8099.

Name _____ Phone _____ E-mail Address _____
 Academic Major _____ Advisor _____
 Cumulative GPA _____ Credits Completed _____ Is this internship on campus or off campus? _____

Company or Organization _____ On-site Supervisor's Name and Title: _____
 Company Address _____ City _____ State _____ Zip _____
 Employer's Phone Number _____ Employer's E-mail _____

**If this internship is on campus, you are able to earn pay or credits. Internships can be either paid or unpaid but not both. This will be discussed between you, and your Academic Advisor.*

Attach a job description / internship tasks and responsibilities, NHSC transcript, and copy of photo ID

Learning outcomes of Internship – to be developed by student and advisor PRIOR to employer signature

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

STUDENT RESPONSIBILITIES:

- I will fulfill the tasks and responsibilities assigned by my on-site supervisor and outlined in this learning agreement. I will conduct myself in a professional and ethical manner at all times.
- As an intern with the organization listed above, I will treat all knowledge, information, and material gained through my work assignment so as to protect its confidentiality. I understand that information acquired and compiled in the course of my work assignment is the sole property of the organization, and I agree to make no public release of any portion thereof, nor shall I publicly discuss or distribute any information as to compromise its confidentiality.
- I understand that the awarding of an internship does not guarantee or imply any future employment opportunities with this organization
- I understand my grade will be based, in part, on evaluations by my on-site supervisor and any assignments required by faculty internship supervisor.
- I will contact the Office of NACTEP and my faculty supervisor in a timely manner of any changed to the Internship Contract, or if any problems arise and ensure that all evaluations are returned to the office of NACTEP before the deadline.
- I understand and Agree to comply with the NHSC Student Employment/Internship Guidelines, which can be found in the NHSC NACTEP office and <https://nhsc.edu/students/career-services/>

I have read, understand, and agree to abide by the guidelines described above.

Student Signature

Date

ON-SITE INTERNSHIP SUPERVISOR RESPONSIBILITIES:

- Verify that the position and duties meet NHSC internship criteria.
- Comply with all federal and state laws regarding nondiscrimination and sexual harassment.
- Confirm proposed learning outcomes are reasonable expectations for the internship and provide a complete job description to the student and NHSC NACTEP office.
- Provide the student with supervision, training, and the resources necessary to perform assigned tasks.
- Provide written evaluation of student at mid-term and upon completion of the internship. The evaluations will be sent electronically to the employer by the NHSC NACTEP Office.
- Immediately notify the NHSC Faculty internship supervisor and/or NACTEP Coordinator should any problems arise or early termination of the internship become necessary.
- Comply with the RMC Student Employment/Internship Guidelines found at <https://nhsc.edu/students/career-services/>

Supervisor's Signature

Printed Name

Date

FACULTY INERNSHIP SUPERVISOR RESPONSIBILITIES:

- Approve the number of credits, work hours, length of internship and proposed learning outcomes and related tasks and responsibilities of the internship.
- Keep in contact with student throughout internship to offer guidance and support.
- Assign the student an academic assignment in conjunction with the internship.
- Submit student's grade based on successful completion of an academic assignment, required hours, and the intern's performance as evaluated by the internship on-site supervisor.

ACADEMIC ASSIGNMENT: _____ DUE DATE: _____

Faculty Supervisor's Signature

Printed Name

Date

NHSC NACTEP COORDINATOR RESPONSIBILITIES:

- Maintain all appropriate internship records, forms, and evaluations
- Facilitate communication with student, employer, and faculty throughout internship. Conduct internship site visits when appropriate and allowable by intern work schedule and location.
- Distribute and collect evaluation forms twice during the semester. The forms are to be completed by the on-site supervisor at mid-term and upon completion of internship and by the student upon completion of the internship.
- Distribute a copy of the internship contract to the student services director for course registration and copies of all evaluations to the faculty supervisor.

Forms received by NHSC NACTEP Coordinator: _____
Signature Date

STUDENT INTERNSHIP CHECKLIST:

- Submit the original contract to the NACTEP Office by the deadline. Provide a copy to your on-site supervisor as well.
- Ensure that your health care coverage is up-to-date.
- Be sure that your internship supervisor completes mid-term/final evaluations & submits them to the NACTEP office.
- Complete a time sheet and submit to NACTEP Coordinator at the completion of the internship.
- Complete Academic Assignment for your faculty supervisor.
- Complete the internship self-evaluation form and submit to NACTEP Coordinator upon completion of internship.

STUDENT RELEASE OF INFORMATION:

I hereby attest that all information is true and correct to the best of my knowledge. I understand that providing false information will prevent me from internship participation. I hereby authorize NHSC Internship staff to access my confidential educational records including: Student Schedule, unofficial transcript and unmet need analysis from Financial Aid. This information will be used to track persistence and completion rates and will be used to verify all information provided on the application. I understand that my advisor must approve my decision to apply for an NHSC Internship. Any incomplete portion of this application will disqualify my chance to obtain an internship at NHSC.

| | |
|----------------------|------|
| Student Printed Name | Date |
|----------------------|------|

| | | |
|-------------------|-------------------|------|
| Student Signature | Advisor Signature | Date |
|-------------------|-------------------|------|

| | | |
|----------------------------------|-------------------------------------|------|
| Internship Coordinator Signature | Internship Coordinator Printed Name | Date |
|----------------------------------|-------------------------------------|------|
