

HUMAN RESOURCE MANAGEMENT DEPARTMENT POLICIES AND PROCEDURES MANUAL

Section 11.0

PONCA PREFERENCE INTERNSHIP POLICY

A. POLICY STATEMENT

The Ponca Tribe of Nebraska (PTN) has identified a need to develop the Ponca Tribe membership through opportunities for on-the-job experience, while they are seeking education.

To fulfill that need, the PTN will offer and promote internships that will allow participants the opportunity to gain knowledge of specific programs; develop the ability to make decisions that are data-driven; work on and present specific projects; and develop contacts through networking.

With proper preparation, orienting, goal setting and mentoring; the internship program is designed so participants will develop the knowledge, skills and abilities to enhance their likelihood of gaining regular employment within the PTN organization, or other governmental or private organizations.

B. OBJECTIVES

The primary objective is to provide members of the Ponca Tribe of Nebraska, who are enrolled in a post secondary educational program, with practical work experience which will help them with their personal and career development.

C. CRITERIA

1. Interns will be treated as regular part-time employees (typically 20 hours per week), and must fulfill all the job requirements as established for their position.
2. The hiring process for the internships is a competitive process and requires the completion of an employment application and supporting materials. The 'HIRING PROCESS', as established in Section 3.0 of this manual, will apply to Ponca Preference Internships **with the exception that only enrolled Ponca members may apply**.
3. Interns must be enrolled in a post secondary educational program, and at a level specified by the position description for their internship. The student / intern must be enrolled at least on a half-time basis, and for all semesters or grade periods so as to make suitable progress toward their degree (summer school is optional).
4. Interns must maintain passing grades in all class-work, and provide a copy of their written grade reports to their supervisor within 30 days of the end of each semester or grading period. The supervisor will provide a copy to Human Resources for the Personnel File. Failure to provide such documentation may result in the termination of the internship.
5. There may be the opportunity for an Intern to work up to 30 hours per week during school breaks, with supervisor approval. This will depend on the existing work requirements and availability of funds.

D. DURATION

Internships expire after one calendar year or less as otherwise determined. The internship may be renewed for the same individual for a second year; depending on their prior performance, maintenance of satisfactory grades, the need for the position and availability of funds. Two calendar years is the maximum duration for an internship, but this does not preclude application and acceptance for other internship opportunities.

E. ELIGIBILITY

Enrolled Ponca Tribe of Nebraska members are eligible to participate in the Ponca Preference Internship Program. Members must be enrolled at a post secondary educational program, and at a level specified by the position description for their internship.

F. INTERN DUTIES AND RESPONSIBILITIES

1. Interns are expected to fulfill all responsibilities and objectives as assigned.
2. Complete all required forms and provide requested reports or other information in a timely manner, including grade reports.
3. Follow the policies and procedures of the PTN and the instructions of assigned supervisor or director.
4. Perform work assignments to the best of ability and behave in a professional manner at all times.
5. Aid PTN in ensuring that the program provides a productive and meaningful experience, and communicate any problems or difficulties.

G. PONCA TRIBE OF NEBRASKA RESPONSIBILITIES

1. Provides Intern with Workers' Compensation and Liability Insurance as with any other employee.
2. Provides a thorough orientation to the policies and procedures of PTN, as well as department specific objectives and programs.
3. Designate a supervisor to provide ongoing and regular mentoring, guidance, support and evaluation. Interns may work with more than one supervisor.
4. Provides supervisor with ample time and resources to fulfill their responsibilities for the internship.
5. Provide appropriate physical arrangements including office space / work area and other appropriate equipment (e.g. computer, telephone).
6. Ensures intern is evaluated on work performance as with other employees, or as required for the intern's educational program.
7. Ensure internship provides a productive and meaningful experience, and work to resolve any problems or difficulties