



UTE MOUNTAIN LEARNING CENTER

Grant-Internship Program (HPOG, SEEDS)

The purpose of the UMLC Grant-Internships are to give practical opportunities for Native students who have completed training to apply their new professional skills in an appropriate setting.

Both the HPOG and SEEDS (2015-2020) programs target employers of the surrounding region (Colorado, Utah, New Mexico) in order to identify and deliver effective skill trainings. The grants also work closely with the Southwest Regional Workforce Board to confirm the value of our trainings and preparations. These programs therefore aim to place students who finish their track with employers who can share the daily experiences of real-life jobs. HPOG and SEEDS provide funds to help employers pay the interns for their time and effort.

The expectations of student-interns is that they perform at maximum proficiency. Each student is guided by a case-manager in both their learning and their internship processes (with the primary direction of the host employer), including weekly coaching about methods and techniques for best performance. Ideally, we hope, each student's successful internship will lead to permanent employment with either the host or an affiliate employer.

Internship pay is calculated to reward students with earnings above minimum wage, since their training and skill-gains merit the higher level. Weekly hours are limited to part time (max. 25/week) for budget reasons, and in order to allow time for case-manager tutoring and additional student services. The span of internship goes for six consecutive weeks—possibly longer depending on employer need and budget availability.

Interns must meet all criteria of the host-employer's Human Resources policy and management rules. If a background check is required, the UMLC case-manager can help the intern obtain the preferred item. At the employer's discretion, the case-manager will visit the intern periodically at work to verify his/her compliance and duties. The case-manager also will engage regularly with the employer or supervisor to assess the intern's "fit" and serviceability, determine additional needs, etc. Disciplinary concerns by the employer will be strictly followed up by UMLC staff, and case-manager priorities will be to protect the employers' interest during all phases—including, if need be, intern termination.

The partnering employer reserves full authority over the conduct and duties of the intern, with the UMLC case-manager providing secondary monitoring and guidance. At the close of the internship period, the employer will be asked to complete an intern evaluation. These evaluations will inform the final feedback by UMLC for the student-intern but will remain in themselves confidential.

THANK YOU FOR YOUR PARTICIPATION!

Eligibility and Conduct Policies for Internship

The Intern must:

- Be a Native American, eligible under the respective grant guidelines, who has completed a Learning Center program in good standing
- Register for internship by completing the designated Agreement form at least one week prior to the first day of the internship
- With his/her assigned case-manager, meet with the prospective employer at least one week in advance before starting work
- At all times, commit to:
 - Punctuality
 - Courteous, respectful contact with peers and customers
 - Clean and appropriate dress
 - Diligence in all work assignments
 - Minimizing all personal distractions
- Act in a responsible and appropriate manner in accordance with the rules and regulations of the UMLC grant-program and the highest expectations of the employer.
- Remain a good learner, on and off the job, and keep a willingness to receive feedback from others for work improvement
- Understand that the internship may be revoked at any time by the host-employer and/or the UMLC grant-program if any of these conditions are not met

By signing the Internship Agreement form, the applicant is agreeing to abide by these policies and responsibilities, plus any additional conditions that may be indicated by the employer (and recorded for reference in advance).

Comments: _____

Eligibility and Conduct Policies for Internship

The Partnering Employer will:

- Disclose in advance all agreements or special conditions which a student may be asked to perform for their internship activity
- Complete and sign the Employer portion of the Learning Agreement prior to the intern’s start date
- Provide an orientation—with the help of UMLC case-manager, if preferred.
- Assist the intern through mentoring, communication, and supervision to refine the intern’s skills—again, with support from the assigned UMLC case-manager, if desired.
- Contact the UMLC case-manager with any concerns or if any disciplinary issues arise
- Provide opportunities for increased responsibility; directing the intern toward accomplishing his/her professional objectives.
- Provide worker’s compensation and liability insurance in accordance with Colorado State Law and provide said coverage (associated funds from UMLC can help cover this expense).
- Comply with federal and state tax laws prohibiting discrimination on the basis of race, color, sexual orientation, national origin, sex, and/or disability. Comply with Federal labor Standards Act (FSLA).
- Complete a final evaluation as provided by the UMLC program

By signing the Internship Agreement form, the employer is agreeing to abide by these policies and responsibilities, plus any additional conditions that may be indicated by the employer (and recorded for reference in advance).

Additional requirements for Student-Intern: _____

The Ute Mountain Learning Center Case Worker will:

- Serve as primary liaison between the employer and the Ute Mountain Learning Center
- Verify that the prospective student meets requirement for internship.
- Determine and discuss how the proposed internship is relevant to the student’s educational objectives.
- Assist in creating appropriate learning objectives to be met during the internship and provide students with appropriate academic supports related to the internship placement.
- Be available to the student throughout the internship in order to appraise progress and address concerns and questions.
- Identify needs for and provide supplemental assistance, per program policy, with administrative approval
- Conduct site visits with employers and interns at the employer’s discretion.
- Upon request, meet with host employer/supervisor to discuss intern activity.
- Maintain communication with the student’s case-manager if issues arise and mediate as necessary to resolve problems.
- Administer and review the evaluations of the internship experience for all parties.

By signing the Internship Agreement form, the case-manager is agreeing to uphold these policies and responsibilities, and enforce any additional conditions that may be indicated by the employer (and recorded for reference in advance).

Comments: _____
