



EASTERN BAND OF CHEROKEE INDIANS EDUCATION & TRAINING INTERNSHIP GUIDELINES



College internships allow students the opportunity to consolidate and apply learning from college coursework into a meaningful and relevant on-the-job experience. College internships are a way of helping students understand the relevance of academics in relation to success in the workplace. Working with an adult mentor at the worksite enables students to develop a foundation of professionalism and to acquire skills in their chosen career.

a. College Internship Program

Selection:

1. Students are selected for the College Internship Program based on their application.
2. Students who are required to complete an internship by their university to complete their course of study will be given priority.
3. Selection is made based on a first come, first served basis, depending on the number of positions available.
4. Students must maintain a GPA of at least 2.0

b. Internship Placement

1. The student is responsible for coordinating the internship in a profession they have chosen
2. The student will meet with the Training Specialist to fill out all necessary paperwork
3. The student will be responsible for submitting a timesheet every two weeks to the Training Specialist
4. The Training specialist will work with the Program Manager to validate hours

c. Hours & Pay

1. Students will be allowed to work for a total of 480 hours
2. Interns will be paid \$9.00 an hr.



EDUCATION & TRAINING College Intern Application



Last Name _____ **First Name** _____ **MI** _____

Mailing Address _____ **City** _____ **St** _____ **Zip** _____

Phone _____ **Email Address** _____

Date of Birth _____ **Enrollment #** _____

Are you currently enrolled in college? ____ Yes ____ No

Name of institution you are attending. _____

What is your major or field of study? _____

Type of degree you are seeking? (i.e., Bachelor's) _____

Are you required to do an internship? _____ If yes, will you receive credit? _____

What location (program/institution/agency) would you like to serve your internship?

I certify that the information provided is true and correct to the best of my knowledge. I understand that all information provided is subject to review and verification and I may have to provide documents to support this application. I am also aware that I am subject to immediate termination if I am found ineligible after enrollment or approval to participate and may be prosecuted for fraud and/or perjury. I allow the release of information for verification purposes that will be used to determine eligibility. I acknowledge that I will be held to standards of performance, which includes, but is not limited to, punctuality, professionalism, and abiding by the program/institution/agency's policies and procedures. And, failure to do so will result in termination. All terminations are final and as this position is not a full-time employee, is not appealable.

Signature _____ **Date** _____

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| <p>Required Attachments to be submitted with your application:</p> <ul style="list-style-type: none"> - Copy of your most recent grades - Copy of your enrollment card (or documentation from Tribal Enrollment Office) - Copy of your social security card (or official document that contains your ss#) - Letter from your advisor or institution department head or professor |
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