



## **AMERICAN INDIAN STUDIES INTERNSHIP BOOKLET**

Harvill Building, Room 218  
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## **LETTER FROM THE DIRECTOR**

Dear Intern:

Greetings! Congratulations on your decision to enhance your education by committing to an internship. This could be one of the most valuable experiences of your academic career. The purpose of an internship is to provide you with hands-on, day-to-day work experience that is directly related to your academic interests. Many interns learn as much outside the classroom as they do in the classroom and some identify post-graduation employment opportunities during their internship experience.

An intern experience is an important addition to your resume and will make you more marketable to employers. Good luck with your internship! I know you will succeed and receive as much as you give when you are in the field.

Sincerely,

K. Tsianina Lomawaima, Head  
American Indian Studies

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## OVERVIEW OF AMERICAN INDIAN STUDIES

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### THE UNIVERSITY OF ARIZONA AMERICAN INDIAN STUDIES

American Indian Studies seeks to develop a wider scope of understanding of the languages, cultures, traditions, and sovereignty of American Indians/Alaska Natives. American Indian Studies maintains vigorous and productive scholarship, teaching, research, community development and outreach to foster close, extensive interactions with American Indian nations and communities locally, statewide, and nationally. American Indian Studies provides a unique opportunity for students and scholars to explore historical and contemporary issues from American Indian perspectives through an exemplary University-based education. American Indian Studies promotes Indian self-determination and self-governance as defined by Indian nations, tribes, and communities and encourages the development of leaders to strengthen Native nations.

- **History:** AIS has offered a Masters of Arts degree since 1982 and has graduated over 200 students. In the Fall of 1997, two new academic programs began: a joint Juris Doctorate/ Masters in American Indian Studies, and a Doctorate in American Indian Studies. The purpose of these two new degree opportunities is to educate and prepare graduate students to assume positions of responsibility and leadership within tribal governments, educational institutions, states and federal agencies, among others.

RED INK is a biannual publication that provides opportunities for students to develop, market, and publish a literary journal.

The Tribal Law Clinic provides an opportunity for graduate students to promote and protect the advancement of human rights of American Indian tribes.

The American Indian Language Development Institute provides opportunities for study and practice in American Indian linguistics and bilingual curriculum development.

The Native Nations Institute for Leadership, Management and Policy serves as a self-governance and development resource to indigenous nations in the United States, Canada, and elsewhere through executive education, policy analysis and other programs.

## INTERNSHIP INFORMATION:

- An internship experience is required of all American Indian Studies Masters of Arts candidates. Internships offer students a chance to become directly involved in tribal interests and issues for a semester and gives tribes and communities the opportunity to have a student make a professional and scholarly contribution in an area of expressed need.
- AIS has a structured internship application process; students are responsible for finding their internship sites within various tribal governments, organizations, or related agencies. Sylvia Dawavendewa, on the AIS staff, maintains a directory of internship opportunities and contacts – please contact her for more information.
- All internships are for the full Fall (August - December) or Spring (January - May) semesters; or during the summer sessions (June/July).
- Internships may be paid or unpaid. AIS does not provide funds for interns.
- A general rule of thumb for time required of the intern is 50 hours for 1 unit of credit.

Fall & Spring (3 credits):	10 hours/week (16 week period)
Summer (3 credits):	30 hours/week (5 week period)
- Students normally register for three (3) units of credit but in some cases 6 units are available. Master students must enroll in AIS 593. Ph.D. students must enroll in AIS 693.
- Grades available are S/P and W. The grade is based on a completed *Internship Evaluation Form* done by the Site Supervisor and an evaluation done by the AIS Faculty Supervisor. The Faculty Supervisor evaluation is based on a typed, double-spaced internship experience report.
- Application Process:
  1. Student makes the necessary contacts and secures the internship site by arranging an interview with Site Supervisor.
  2. Student identifies one of the AIS interdisciplinary faculty as Faculty Supervisor.
  3. Student returns completed AIS *Internship Application* to Faculty Supervisor.
  4. Faculty Supervisor reviews proposed internship to determine if it constitutes a constructive course of experience and determines the number of units for the internship.
  5. Student registers for internship units in the AIS front office, Harvill Bldg., Rm. 218, by submitting the internship application form
  6. Student should hand deliver *Internship Evaluation Form* to Site Supervisor before the first day of work.
  7. At the end of the internship the:
    - a. Site Supervisor completes and returns *Internship Evaluation Form* to Faculty Supervisor.
    - b. Student will provide a one page written report to Faculty Supervisor **NO LATER THAN THE LAST DAY OF CLASS.**
    - c. Faculty Supervisor will provide written comments on the *Internship Evaluation Form* and assign a grade. **No grade can be given until the Internship Evaluation Form has been completed and received by American Indian Studies, Harvill 218.**
- **\* Please be advised that the Graduate College restricts Internship registration to students enrolled in a degree program; Non-Degree Seeking students cannot enroll for internships. Additionally, the Graduate College prefers that students complete 1 to 2 semesters of coursework before undertaking an Internship. See Shelly Lowe for more information.**

## AMERICAN INDIAN STUDIES

### Internship Application Form

Fill out and return to AIS, Harvill 218, to register

This Internship Application Form matches Faculty Supervisors with students at grade reporting time. A student who is not in frequent contact with his/her Faculty Supervisor may be ineligible to receive a grade of "I" (Incomplete) and will consequently receive an "E" grade (failure). Students may apply a maximum of six (6) units of Internship toward their graduate or undergraduate degree.

Please ✓ the applicable course number and semester:

#### INTERNSHIP

- AIS 193 - Undergraduates
- AIS 493 - Undergraduates
- AIS 593 - Masters
- AIS 693 - Doctoral
- AIS 793 - Doctoral

#### SEMESTER

- Fall
- Spring
- Summer I
- Summer II
- 200** \_\_\_\_\_

This section is to be completed by **student with appropriate signatures:**

# of **Internship** units this semester/session: \_\_\_\_\_

# of **Internship** units to date: \_\_\_\_\_

Student Name \_\_\_\_\_ SID# \_\_\_\_\_ Phone \_\_\_\_\_

Local Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of **Placement Site Supervisor** \_\_\_\_\_ *Signature* \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone \_\_\_\_\_

Name of Placement Site Organization \_\_\_\_\_ Phone \_\_\_\_\_

Name of **Faculty Supervisor** \_\_\_\_\_ *Signature* \_\_\_\_\_

**NOTE:** Site Supervisor and Faculty Supervisor must agree on a timely date to *submit final grade prior to the last day of finals* for the semester/summer session.

NEXT SECTION TO BE FILLED OUT BY SITE SUPERVISOR AND STUDENT FOR FACULTY SUPERVISOR APPROVAL AND SIGNATURE →

**INTERNSHIP APPLICATION FORM (cont.)**

**The following is to be completed by student and Site Supervisor:**

*1. List Internship Objectives:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Additional comments:

*2. Summary of student responsibilities:*

**Date to return Site Supervisor's evaluation to AIS Faculty Supervisor: \_\_\_\_\_**

**To register, student must return Pages 1 and 2 to:** American Indian Studies  
Harvill Bldg, Room 218  
(520) 621-7952 fax

## **STUDENT/FACULTY/SUPERVISOR RESPONSIBILITIES**

### **STUDENT:**

- Contact and secure the internship site by arranging a meeting with Site Supervisor
- Identify one of the twenty faculty as Faculty Supervisor
- Complete and return Internship Application with Faculty Supervisor signature to AIS Office before the first day of internship
- Register for internship hours by completing and submitting a Internship Application to the AIS Main Office, Harvill 218
- Pay for internship credit hours (See Class Schedule for fees)
- Review AIS Internship Supervisor Guide Book before internship begins
- Provide Site Supervisor with Internship Evaluation Form at the beginning of internship
- Arrange work schedule and financial stipend (if provided) with Site Supervisor
- Meet with Faculty Supervisor to arrange final evaluation report (one page written)
- Perform duties with same accountability and professional manner as paid staff
- Respect confidential information, conversations, and materials available on site

### **SITE SUPERVISOR:**

- Provide a thorough orientation and training session for intern during the first week
- Provide intern with adequate work space and supplies to effectively perform duties and responsibilities
- Communicate (oral & written) on a regular basis with AIS faculty regarding concerns and progress
- If organizations is providing a financial stipend: Pay intern in a timely and consistent manner
- Complete and return Internship Evaluation form to Faculty Supervisor at the end of internship, by date specified on Application Form

### **FACULTY SUPERVISOR:**

- Review proposed internship to determine if it constitutes a constructive course of experience
- Provide academic advising to intern on a regular basis
- Communicate on a regular basis with site supervisor and intern
- Assign the final grade and provide written comments on the Internship Evaluation Form at the end of the semester and return form to the AIS Office

### **AIS INTERNSHIP COORDINATOR:**

- May be contacted regarding possible internship sites and opportunities.

**AMERICAN INDIAN STUDIES  
INTERNSHIP EVALUATION FORM**

Student should hand deliver this form (pages 1 and 2) to Site Supervisor on or before the first day of work.

At the end of the internship the:

1. Site Supervisor completes and returns this form to the Faculty Supervisor at UA, AIS, Harvill 218, include pages 1 and 2. **This form is due to the Faculty Supervisor no later than the last day of finals.**
2. Student will provide a one page written report to the Faculty Supervisor.
3. Upon receipt of this form, Faculty Supervisor will assign a grade. *No Grade can be given until this form has been completed and received!*

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TO BE COMPLETED BY **STUDENT INTERN** AT THE BEGINNING OF INTERNSHIP:

**AIS Internship Course number** \_\_\_\_\_

**Semester** \_\_\_\_\_

**Name of Intern** \_\_\_\_\_ **SID#** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name of Faculty Supervisor** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name of Site Supervisor** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name of Organization** \_\_\_\_\_ **Phone** \_\_\_\_\_

**\*AFTER THIS SECTION HAS BEEN COMPLETED, STUDENT SHOULD HAND DELIVER TO SITE SUPERVISOR TO FILL OUT SECOND PAGE OF EVALUATION FORM**

**AMERICAN INDIAN STUDIES  
INTERNSHIP EVALUATION FORM**

TO BE COMPLETED BY **SITE SUPERVISOR** AT THE END OF INTERNSHIP

1. Briefly discuss the student's strengths and/or weaknesses regarding their internship objectives and responsibilities.

2. Give an overall assessment of the intern in terms of how well he/she worked.

3. How did the intern add in your site's overall goals?

4. What is your overall grade for this intern:           Excellent           Good           Fair           Poor

5. Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*SITE SUPERVISOR RETURN COMPLETED FORM TO:           American Indian Studies  
The University of Arizona  
Harvill Building, Room 218  
Tucson, AZ 85721  
or fax to (520) 621-7952

**Please return by:** \_\_\_\_\_

TO BE COMPLETED BY THE **FACULTY SUPERVISOR** AT THE END OF INTERNSHIP:

Student's name \_\_\_\_\_

1. Grade given to intern:                    S        P        C        D        E        I        W

2. Faculty Supervisor comments regarding grade assigned:

3. Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*No grade can be given until this Form has been completed and returned to:**

**American Indian Studies  
Harvill Building, Room 218**

## IMPORTANT PHONE NUMBERS

Head, K. Tsianina Lomawaima	626-9772
Graduate Education Program Facilitator, Amy Fatzinger	621-5234
Business Manager, Debbie Friesen	621-5030
Support Systems Analyst, Andrew (Drew) Woodard	626-3836
Administrative Secretary, Beverly Larson	621-7108

### **Faculty:**

Babcock, Barbara	626-7014
Begay, Manley (Navajo)	626-8629
Colombi, Benedict	621-2269
Cornell, Stephen	884-4393
Evers, Larry	621-3287
Ferguson, T. J.	743-3229
Fox, Mary Jo Tippeconnic (Comanche/Cherokee)	621-4242
Fryberg, Stephanie	626-9730
Gonzales, Patrisia	626-0408
Hershey, Robert Alan	621-5677
Hiller, Joseph (Lakota)	621-7621
Holm, Tom (Cherokee/Creek)	621-5083
Hopkins, James	621-7669
Joe, Jennie (Navajo)	621-5075
Lomawaima, Tsianina (Creek)	621-9772
Luna-Firebaugh, Eileen (Choctaw/Cherokee)	621-2262
Mills, Barbara	621-9671
Nichols, Roger	621-4684
Parezo, Nancy	626-4057
Stauss, Joseph (Jay)	
Stoffle, Richard	621-2462
Tapahonso, Luci (Navajo)	621-7149
Washburn, Franci	626-8581
Williams, Robert (Lumbee)	621-5622
Willie, Mary (Navajo)	621-9726
Wyman, Leisy	626-8787
Zepeda, Ofelia (Tohono O'odham)	621-8294

### **Joint JD/MA Program/Tribal Law and Policy Program:**

Contact, Rob Williams (Lumbee)	621-5622
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### **Tribal Law Clinic:**

Adjunct Professor, Robert Alan Hershey	621-5677
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### **RED INK:**

626-0691

### **American Indian Language Development Institute (AILDI):**

Program Coordinator	621-1068
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### **Native Nations Institute (NNI) for Leadership, Management and Policy:**

Director, Manley Begay (Navajo)	884-4393
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