



Internship Program

The Karuk Tribe believes that an established Internship Program results in many benefits by introducing the Karuk Tribe as a career choice and by helping to fulfill the hands-on training requirements for the students' field of study. Intern positions, referred herein as the "Intern", are funded as appropriate by the hosting department and shall not replace regular allocated positions. Intern placement is coordinated through Human Resources and is limited to the Karuk Tribe's ability to efficiently fund and host the Intern experience, with all placements requiring final approval by the Supervisor/Manager in that department.

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I. Intern Requirements:

1. Must be currently enrolled in an institute of higher education or vocational training.
2. Must be an enrolled Karuk Tribal Member or registered Karuk Descendant.
3. Internship or work experience must be a related to the Intern's field of study.
4. Must apply for a Karuk Internship placement by submitting: the Karuk Internship application, a copy of Karuk Tribal card, two Letters of Recommendation/Support (usually from a faculty member(s) of the applicant's higher education/vocational training institute), a personal essay, a resume, and a current copy of the applicant's college transcript. If available, copies of any awards, honors, community service, etc.
5. Must have completed a 1st semester of higher education or vocational training and maintain a 2.0 GPA to apply for the Internship Program.
6. Must successfully pass an **annual** pre-employment drug screening once selected and if necessary, a preemployment background check*.
7. Placements will be coordinated through the Human Resources Department. All positions are dependent upon budget availability.

II. Intern Selection



1. **Human Resources is NOW accepting applications and will accept through July 1, 2023.**
2. All Intern applications will be screened by Human Resources and TERO to assure the requirements are met.
3. Human Resources will contact the appropriate department supervisor to discuss placement opportunities.
4. In the event there are multiple Intern applicants for one position, interviews will be conducted according to the Tribe's Hiring Policy.
5. Interns are required to attend the Karuk Tribe's new hire orientation and will be expected to comply with all Karuk policies, procedural manuals, codes, applicable laws and regulations. Interns are considered an "at will" placement and can be released at any time with or without cause.
6. Interns are scheduled in coordination with their program requirements, but depending on business needs, may occasionally include working beyond those program hours which may include nights, holidays and weekends.
7. Interns will/may work during their college breaks (i.e. summer, Thanksgiving, Christmas, spring). The length of the Internship placement should not exceed four (4) consecutive months.
8. At any time during the length of the Internship, the Intern may apply for a position at the Karuk Tribe. If hired, the date of hire will begin once hired as a regular employee of the Karuk Tribe. Any time worked as an Intern will not be credited towards actual employment, but the Intern will be considered an "in-house"/ "internal" applicant for preference purposes.

III. Background Clearance*

All Interns seeking placement in a child sensitive or KTHA position will require passing a background check conducted by Human Resources, as appropriate for the position.

IV. Compensation



The compensation will be on a graduated schedule with the first year at California Minimum Wage with a \$1/hr. increase during each of the next two years. Compensation is limited to an hourly wage and shall not include any living expenses, incidentals, etc. The Karuk Tribe does not guarantee employment upon completion of the Intern period.

V. Effective Supervision

Due to the training nature of an Internship, it is imperative that Interns are provided with sufficient supervision. It is recommended that the supervisor plan ongoing meetings to stay up-to-date with the Intern's progress and to ensure the success of the program. Supervisors must realize that the purpose of an Internship is two-fold: Interns will provide useful assistance for the Karuk Tribe while also gaining on-the-job training that will assist them with their future career endeavors whether in the Tribe or elsewhere.

VI. Meaningful Assignments

Students are seeking opportunities that will stimulate them and provide real life experiences. The Karuk Tribe Internship Program will ensure the assignment of challenging projects and tasks. Effective assignments are coupled with adequate supervision so as to provide an information resource and to ensure Interns are keeping pace. Additional projects may become available in case an Intern successfully completes a project ahead of schedule. Whenever possible, department and/or the Tribe will try to include the Intern in organization events such as staff meetings, special events, etc. and allow opportunities for networking and informational interviewing with key personnel.

VII. Appropriate Documentation

Documentation is very important for effective learning to take place. It is strongly advised that the department head or supervisor along with the Intern create mutually agreed upon learning objectives in support of their educational goals. Well documented learning objectives provide clear direction and targeted goals for the Intern. This ensures both parties envision the same experience and reduces the possibility of misunderstanding and disappointment.

VIII. Evaluation



An internship can only be a true learning experience if constructive feedback is provided. An effective evaluation will focus on the Intern's learning objectives that were identified at the start of the internship. Supervisors should take time to evaluate both a student's positive accomplishments and weaknesses. If an Intern was unable to meet their learning objectives, suggestions for improvement should be given.

IX. Council Report

Human Resources and the accepting department will provide a completion report on each successful Internship.