

Internship Learning Contract

The Evergreen State College

Hendrickson	Lillian	A00213157	Graduate
Student Last Name	Student First Name	Student ID	Class Standing

Spring 2012	henlil31@evergreen.edu	2	Public Administration internship with Cowlitz Indian Tribe
Term	Email	Credits	Contract Title

Internship Credits			
2	10 hours/week	0	Cowlitz Indian Tribe
Internship Credits	Required Internship Hours	Academic Credits	Organization

Sponsor(s)			
Linda Moon Stumpff	8676845	stumpffl@evergreen.edu	
Name	Telephone	Email	

Field Supervisor(s)			
jan Healy	Grants Specialist	360-575-6224	jhealy@cowlitz.org
Name	Title	Telephone	Email

Learning Objectives	Activities that will help me to attain this objective	What my sponsor will evaluate
grant writing for tribal programs and complex circumstances.	Research and work on specific grants applications for the Cowlitz Tribe.	quality of research and participation in the process
systems design.	Design and implement a grants tracking system.	the usability of the tracking system.
policy making for tribal priorities.	draft internship policies	collaboration, reserach, final draft
understand how structure enhances management.	work with grant writing and cultural resource department as well as design the tracking system	collaboration, design, research

Related Experience
<p>I participated on a grant writing project at Portland State College which was successfully awarded a large grant from the US Department of Education for the American Indian Urban Teaching Program for the Graduate School. However, I was not on the committee from the beginning of the process, so this will be a new perspective.</p> <p>I have some volunteer experince with the Native American Youth Association in Portland Oregon which was related specifically to food sovereignty and the restoration of camas prarries and access to native horticulture in an urban community.</p>

Internship Learning Contract

The Evergreen State College

Hendrickson	Lillian	A00213157	Graduate
Student Last Name	Student First Name	Student ID	Class Standing
Spring 2012	henlil31@evergreen.edu	2	Public Administration Internship with Cowlitz Indian Tribe
Term	Email	Credits	Contract Title

I was part of the Arts in Public Places committee for the 1% allocation during the construction of Lower Columbia College's Rose Theater and Arts Center, which resulted in the Lucinda Parker project. This experience gave me a better understanding of participating in public management and team decision making strategies.

I earned a B.S. from Portland State University in Anthropology (cultural archaeology) with a minor in Native American Issues and a minor in History also with a cultural archaeological perspective.

I am approaching graduation from a unique graduate program at The Evergreen State College in Public Administration with a focus on Tribal Governance. In this program I have developed a deep understanding of the complicated nature of federal indian policy and how each tribe has it's own historical circumstances with the US government.

I have participated in training for section 106 in historic and cultural preservation with the National Preservation Institute.

Evergreen Faculty I have worked with

Alan Parker

Linda Moon Stumpff

John Gates

Cheryl King

Student Collaborators

Contract Description

Goals of the internship are related to possible future employment with a variety of entities or organizations, and will support the development of skills associated with the Master of Public Administration -Tribal Governance program. There will be no monetary compensation for the internship, however, this will be a beneficial experiential position that will transcend mere on the job training, or practical work history. In the progression of this internship I will be observing the fundamentals of administering for tribal public well being. Some of my responsibilities will give me hands on experience in tribal regulatory functions and policy-making. Since I will be working closely with the tribe's grants writing specialist, cultural resource department and federal grant applications, I will gain understanding from internal and external perspectives at the local, regional, national level. One of my main objectives will allow me to design a plan that correlates the relationship between structure and institutions with the daily operations of tribal programs and Cowlitz Indian Tribal priorities.

Internship Learning Contract

The Evergreen State College

Hendrickson	Lillian	A00213157	Graduate
Student Last Name	Student First Name	Student ID	Class Standing
Spring 2012	henlil31@evergreen.edu	2	Public Administration internship with Cowlitz Indian Tribe
Term	Email	Credits	Contract Title

Description of responsibilities:

Design and implement a grants tracking system.

Research and draft internship guidelines, policies and procedures for review with the intent of it being submitted to Tribal Council for consideration and or adoption.

Research and work on specific grants applications.

Assist in projects for the cultural and natural resource department, yet to be specifically determined.

Additionally both me and my field supervisor will write an evaluation of my experience.

Sponsor and Field Supervisor Support

face to face communication on site as practical, interaction during project implementation, as well as by phone and by email weekly.

Evaluation of Work

- Narrative evaluation from field supervisor emailed to sponsor
- Narrative evaluation from sponsor
- Narrative self-evaluation from student

Internship Learning Contract

The Evergreen State College

Hendrickson	Lillian	A00213157	Graduate
Student Last Name	Student First Name	Student ID	Class Standing
Spring 2012	henlil31@evergreen.edu	2	Public Administration internship with Cowlitz Indian Tribe
Term	Email	Credits	Contract Title

Student Conditions

No Study Abroad: By signing this contract I understand that I cannot earn any credit for work in this contract that is developed while I am traveling outside of the United States.

No Employment Related Internship: I commit to the understanding that I will NOT be doing an employment related internship.

No Facilities/Resources: I commit to the understanding that I will NOT be using special resources or facilities at Evergreen to support my work in the contract.

No Human Subjects Review: I commit to one of the following: 1) I have listed completing the Human Subjects Review Application as an assignment included in my Learning Activities, or 2) I will NOT be interviewing anyone or using information given to me for this contract by anyone that may put him/her at risk in this contract and that if it is realized by the College that I do use this type of information in my contract, I will not get credit for the work.

General Condition of Contract: I understand that I will be charged a late fee if the Academic Deans Office (or Graduate Director/Assistant Director for Graduate Students) receives my contract after 5 p.m. Friday of Week One for the quarter for which I am registering.

Acknowledgement of Risk and Consent by Student: I acknowledge there are certain risks inherent in conducting an internship, including but not limited to physical injury and death. I acknowledge that all risks cannot be prevented and I assume those beyond the control of TESC's faculty and staff. I represent that I am physically able, with or without accommodation, to participate in an internship, and that I am able to use the equipment and/or supplies described in the internship activities above, and that I have obtained the required immunizations.

Should I require emergency medical treatment as a result of accident or illness arising during my internship, I consent to such treatment. I acknowledge that TESC does not provide health and accident insurance for students conducting internships and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment. I acknowledge that I have been given the option to purchase student insurance through the College. I will notify my faculty sponsor and field supervisor in writing if I have medical conditions about which emergency medical personnel should be notified. By signing the contract, I, the student intern, agree to the above terms.

Student Signature:

Signature

Date

3-10-12

Internship Learning Contract

The Evergreen State College

Hendrickson	Lillian	A00213157	Graduate
Student Last Name	Student First Name	Student ID	Class Standing
Spring 2012	henlil31@evergreen.edu	2	Public Administration internship with Cowlitz Indian Tribe
Term	Email	Credits	Contract Title

Approval Signatures Needed

Before your contract will be registered, you will need to get the approval signatures listed below. If your sponsor approves your contract online, their email will appear as the online approval on the signature line.

Compliance with anti-discrimination and workplace safety statutes by Field Supervisor:

In consideration of the opportunity to have TESC students participate in an internship with our organization, and on behalf of the agency/organization listed above, I agree to:

1. Explicitly state risks related to a particular activity so that students can knowledgeably agree to participate.
2. Not expose students to any unusual hazards or conditions.
3. Meet all state and federal safety and health requirements.
4. Indemnify and hold TESC harmless for the acts of the host organization and of the student while engaging in the organization's activities.

In placing students in internships, Evergreen expects that host organizations will comply with state and federal laws relating to discrimination in the workplace. TESC is committed to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, marital status, religion, age, disability and veteran status. This commitment includes equal opportunity and non-discrimination on the basis of sexual orientation and compliance with the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the workplace. By signing this contract, I, the field supervisor, agree to the above contract and terms.

Field Supervisor Signature:
jan Healy - Grants Specialist

Janet M. Healy 3/13/12
Signature Date

Contract Sponsor Signature:

Approved online by *Linda Marie Stumpf* 3/10/12
Signature Date

Director Signature:

Approved online by
Signature Date