



HCI Summer Intern Program

Purpose

The HCI Summer Intern Program will provide valuable work experience within a business environment to outstanding college students ranging from the first year through the master's level. The purpose of the program is to provide summer employment with positive work/training experience and identify and track potential tribal members for possible regular full-time employment. Interns will receive project-focused assignments and challenging objectives consistent with their career goals. Each intern will be assigned a placement and supervisor/coach based on their educational and career goals. Developmental opportunities may include meetings with managerial and corporate executives, various education workshops, subsidiary information exchanges, strategic planning sessions, networking events and various other relevant proceedings.

Application Process

All applicants must submit a letter of interest, resume, and three letters of reference to the following address no later than Friday, April 2, 2010. Incomplete applications will not be accepted. Up to five interns will be chosen. However, an interview will be schedule for each applicant who submits a completed application and meets criteria outlined below. Interview schedules will vary according to various educational institution schedules. All applications will be reviewed by the HCI Summer Internship Committee.

Mail or Deliver to:

Sharon Frenchman
Ho-Chunk, Inc
1 Mission Drive, PO Box 390
Winnebago, NE 68071

Criteria

To apply to the HCI Summer Intern Program, applicants must meet the following criteria:

- Must have an overall GPA of 2.5 or above
- Must have a valid drivers license and be insurable
- Must be a U.S. Citizen
- Must be an enrolled member of the Winnebago Tribe of Nebraska or another federally recognized tribe. Preference is given to Winnebago Tribal members.
- Must come from an accredited U.S. college or university
- Must be majoring in an area of Business, Management, Accounting, Finance, Tribal Management, Law, Computer Science or Engineering,



Telecommunications, Economics, Sales/Marketing, Behavior Science, or related degree program.

- Must be free of any past felony convictions or pending charges.

Term

Internships will last twelve weeks **beginning on May 10, 2010 and ending on July 30, 2010**. Program scheduling may be subject to change based on individual interns, various school schedules, and project assignments.

Activities and Responsibilities

Each applicant will be required to participate in an interview process before an Intern Selection Committee. Upon selection, interns will receive orientation to HCI, information regarding the specific business unit in which they will be assigned and their supervisor/coach. With each placement, interns will receive project-focused assignments that will last the length of the internship, and challenging objectives that are consistent with their career goals and level of education. HCI internships are paid positions; therefore, each assignment must be completed. All assignments are due prior to release of final payment.

Compensation

The HCI summer internships are paid positions. Rate of pay for each intern will be based on the existing Intern Pay Scale and will be determined by the Human Resources Director. **Participants of the intern program are considered temporary full-time employees of HCI and are not eligible for any HCI benefit programs.**

Supervision

Interns will be governed by the existing HCI Policy and Procedure Manual and all procedures set forth within the manual. Each intern will be assigned a placement and a supervisor/coach in which to report.

Evaluation

Evaluation must be part of the total program. It is a critical aspect of the program and vital to participant growth and success; therefore all interns will be subject to an evaluation process involving the intern, management team, and their respective supervisor. Formal evaluations will take place near the end of the term; however, informal midterm sessions will also occur.

An effective evaluation will focus on the interns' learning objectives that were identified at the start of the internship. The management team and supervisor should take time to evaluate participant's positive accomplishments as well as their limitation or weaknesses. An internship can only be a true learning experience for all if constructive feedback is provided.



The following are some of the criteria the management team and supervisor may use when evaluating an intern:

- Skill development or job knowledge gained over the course of the placement
- Overall contribution to HCI
- Overall contribution to the mission of the organization
- Dependability, punctuality, attendance
- Potential in the field of study
- Relationships with others, teamwork, overall attitude and technical ability

It is also necessary for the intern to evaluate his or her experience with the company. This is important as evaluation helps to determine not only what needs to be changed in the company's intern program, but also the strong points of the program. Some potential questions to ask interns after their participation in the program might be:

- Was there educational value or merit in participation of this program?
- Did the program live up to its initial description?
- Was your supervisor receptive to the program?
- Was the management team receptive to your ideas, questions, and comments?
- Did the experience relate to your career or educational goals?
- Did you receive a proper orientation?
- Was the management team willing and/or capable of answering questions?
- Did you develop effective work habits?
- Did your experience meet your expectations?
- In what areas would you like to improve?

Once the evaluations are complete, they should be discussed between the intern, supervisor, and management team.

Non-Disclosure/Confidentiality

As a paid employee of HCI, all interns are bound by the Non-disclosure/Confidentiality policy (Policy Number 2.4) in the HCI Employee Handbook. A signed copy of *Acknowledgement of Understanding* form must accompany application (Appendix A).

Expectations

Interns are expected to complete all projects and duties assigned by their respective supervisor. In addition to the following written requirement and any projects assigned by supervisors, participants will be expected to provide input and comments, and ask pertinent questions when appropriate. It is not a requirement that participants keep an ongoing journal of their experience as an intern, but it is highly recommended.

Reporting

- 1) At end of term - Interns will be asked to reflect actively on what she or he learned throughout the experience and how they have or plan to apply each acquired skill. These skills may include, but are not limited to:
 - Academic learning - knowledge learned during internship to the workplace
 - Career development - knowledge of the qualifications and duties of a position and can explore their interest in a field
 - Skill development - understanding of the skills and knowledge required in the workplace
 - Personal development - decision making skills, critical thinking skills, increased confidence and self-esteem



Ho-Chunk, Inc. Summer Intern Application

Name: _____
(Last, First, MI)

Address: _____
(Street & PO Box)

City, State, Zip: _____ Email: _____

Daytime #: _____ Evening #: _____

Date of Birth: _____ SS#: _____

Tribal Affiliation: _____ Enrollment #: _____

Have you ever participated in the HCI Summer Intern Program? _____ If so, please indicate when _____

Have you ever been convicted of a felony or are any felony charges pending? Yes No (If yes) Please explain. _____

Name & Address of College or University: _____

Major: _____ *Cumulative GPA: _____

Minor: _____ Year in College: _____

Expected Date of Graduation: _____

If selected, when are you available to begin your internship? _____

*You must provide a statement or form from your educational institution showing documentation of your cumulative GPA.

Work Experience, Education, Honors/Awards, Special Skills, etc should all be included as part of your personal resume.



HCI Summer Intern Program

Applicant Recommendation Form

Student Name: _____

I hereby waive my rights to see these recommendations.

Student Signature: _____ Date: _____

To the individual completing this form:

Part of the HCI Summer Intern Program application requires recommendations from three individuals, one of which should be a teacher/professor. Recommendations from family members or personal friends will not be accepted. HCI would appreciate a candid reference on the above named candidate. Thank you for taking the time to complete this form.

How long have you known this candidate?

What capacity have you known the individual?

Please list five adjectives that best describe the candidate:

In your opinion, how will the candidate adapt to a professional setting?



Please rate the candidate in the following areas. (On a scale of 1=poor to 5=outstanding)

Maturity	1	2	3	4	5
Respect for others	1	2	3	4	5
Honesty	1	2	3	4	5
Tactfulness	1	2	3	4	5
Discretion	1	2	3	4	5
Work Habits	1	2	3	4	5
General Appearance	1	2	3	4	5
Organizational Skills	1	2	3	4	5
Emotional Stability	1	2	3	4	5
Motivation	1	2	3	4	5
Flexibility	1	2	3	4	5

Would you recommend the candidate:
with some reservation____without reservation_____enthusiastically_____.

Additional Comments: *Please add a few comments as to why you believe this applicant would or would not make a successful intern.*

Name: _____ Title: _____

Organization: _____

Address: _____

Daytime #: _____ email: _____

Signature: _____ Date: _____

Please send the completed form to: Ho-Chunk, Inc.
Attn: Summer Intern Program
1 Mission Drive, PO Box 390
Winnebago, NE 68071