

# OLC Math & Science Department

## Internship Guidelines & Application – Fall 2010

---

This set of guidelines and application is being provided by math and science departmental administration to give you a better understanding of changes to the math and science internships since summer of 2010. Please read through the guidelines carefully as many changes have been made since last semester.

### Internship Eligibility Guidelines

The following criteria apply to students seeking internships:

- Internships are limited to a semester / summer session
- A student needs to be at least at a second semester freshman level;
- A student must have been accepted for departmental tuition support;
- During the semester a student needs to be enrolled in at least 6 credit hours at OLC and/or 3 credit hours at OLC during the summer session;

### Student Internships

We currently have several research / outreach projects that you may work on depending on your experience, interest, and the project's specific objectives. Because our co-mentors each have several established research / outreach projects, you are asked to work on an existing project in which you have an interest, rather than developing a new project from scratch.

Student internships in the Math & Science department not only include a research component but also a community outreach component. This means interns are required to participate in K-12 outreach events at schools across the reservation, participate in community cleanups, and assist with the annual reservation-wide Science Fair.

- ❖ For the interns working in the chemistry lab, your co-mentors are Deig Sandoval ([deig@olc.edu](mailto:deig@olc.edu)), and Al Schwalm ([aschwalm@olc.edu](mailto:aschwalm@olc.edu));
- ❖ For the students wishing to work on GIS remote sensing, hydrology, and aquatic ecology, your co-mentor will be Jason Tinant ([jtinant@olc.edu](mailto:jtinant@olc.edu));
- ❖ For the students wishing to work on soils, paleontology, geology, radon and uranium, your co-mentor will be Hannan LaGarry ([hlagarry@olc.edu](mailto:hlagarry@olc.edu));
- ❖ For the students wishing to work on wildlife biology, swift foxes and box turtles, your co-mentor will be Ale Higa ([ahiga@olc.edu](mailto:ahiga@olc.edu));
- ❖ For the students wishing to work on K-12 outreach, your co-mentors will be Deano Haley ([dhaley@olc.edu](mailto:dhaley@olc.edu)) and Michelle Salvatore ([msalvatore@olc.edu](mailto:msalvatore@olc.edu));
- ❖ For the students wishing to work on math education, your co-mentor will be AJ Silva ([asilva@olc.edu](mailto:asilva@olc.edu));
- ❖ For students wishing to work on cultural resource management, your co-mentors will be Michael Catches Enemy ([mcatchesenemy@olc.edu](mailto:mcatchesenemy@olc.edu)) and Hannan LaGarry ([hlagarry@olc.edu](mailto:hlagarry@olc.edu)).

### Internship Application Guidelines

Internships within the math and science department are both competitive and merit-based. Therefore, students are asked to apply for internships each semester. The following documentation is required each semester from interns.

1. 250-word essay on research / outreach interests in a research / outreach / education area listed above;
2. A statement of acceptance from a co-mentor;
3. A semester schedule for days/times you are committed to work;
4. A signed copy of this application;
5. After being accepted by the math and science department, you will be required to fill out paperwork with the OLC Personnel office and receive approval from the OLC President before being able to log hours.

# OLC Math & Science Department

## Internship Guidelines & Application – Fall 2010

---

### Internships and Academics

The purpose of student internships is to provide you with an opportunity to deepen your educational experience at OLC by working under the supervision of a faculty or staff researcher on a research project. Your internship is intended to **supplement** your academic experience but should not be viewed as something to replace the classroom. In terms of your internship, what this means is the following:

- You may not skip class to work on your internship.
- You will not be paid to attend class-related fieldtrips.
- You will not be paid to attend conferences.

### Internships and Mentoring

Your internship is an opportunity to work closely with your faculty or staff researchers in a way that will allow you to learn science and mathematics through experience and simultaneously teach professionalism. In order to simplify record-keeping, the Environmental Services Coordinator, will co-mentor all student interns. In this role as co-mentor, the Environmental Services Coordinator will keep track of intern hours and timesheets, as well as professional development. Furthermore, the Environmental Services Coordinator will collect, maintain, and organize data and analysis so that research is not lost or repeated. The following responsibilities apply to all student interns:

1. All student interns need to provide the Environmental Services Coordinator and their other co-mentor with a semester schedule of days and times that they plan to work.
2. Be at work on time and don't skip work. We realize that emergencies come up occasionally. In the case of an emergency, you are expected to inform your co-mentors by email **before** you miss work.
3. Your designated place of work is Piya Wiconi. Each day, interns at Piya Wiconi need to sign in and sign out with the Environmental Services Coordinator.
4. Internships may require work outside of Piya Wiconi. In this case, interns will be under the direct supervision of their co-mentor. The research or outreach co-mentor needs to send an email to the Environmental Services Coordinator with intern start and end time on the day the work occurs.
5. All intern hours need to be documented. Each day at the close of work, interns are required to send a paragraph detailing their research or outreach work to their co-mentors and attachments of any spreadsheets, word documents, power point presentations, shapefiles etc. that were created during the work day. Fieldwork will be documented by providing copies of field books and/or data sheets to the Environmental Services Coordinator. Hours without documentation will not be paid.

### Timesheets, Mileage and Billable Hours

- You will be paid only for the time that you are at your designated workplace, be it at Piya Wiconi or in the field.
- No mileage will be paid to interns traveling to or from their place of work at Piya Wiconi, the field, or alternative work location.
- Internship hours during the academic semesters are limited to 20 hours per week/40 hours per pay period and 35 hours per week/70 hours per pay period during spring break, Christmas break, and the summer months.
- We will automatically subtract 30 minutes for lunch for work greater than 4 hours. Everyone will need to take a lunch break in order to comply with South Dakota Department of Labor law.

### Travel

At present, the availability of travel funds is severely limited in the Math and Science department. For this reason, interns will not be compensated for travel within South Dakota and the least costly travel opportunities are preferred (e.g. camping during nice weather, less costly hotels, shared rooms. The priority for intern travel is: 1) Interns with completed research abstracts/posters and/or interns who completed greater than 100 hours of internship over the prior semester, 2) AMP scholars, 3) other interns of good standing).

# OLC Math & Science Department Internship Guidelines & Application – Fall 2010

---

## Revised Intern Pay Schedule

We have been asked by OLC administration to make our internship pay schedule consistent with prevailing wages at OLC and on the Pine Ridge reservation. The following intern pay schedule will be used for interns beginning September 27, 2010. The Registrar determines class status.

**Table 1: Pay schedule for OLC math and science interns**

Freshman	\$11.00
Sophomore	\$12.00
Junior	\$13.00
Senior	\$14.00
Graduate Student	Pay schedule determined by OLC Personnel Department

## Evaluations and Concerns

All programs and projects are dependent upon grant funding and are subject to be discontinued at any time. The protocol for conflict resolution follows OLC policy. Interns with disputes with supervisors need to respond to incidents in writing to the math and science department administration. The first step in conflict resolution is a formal meeting with the Environmental Services Coordinator. The second step in conflict resolution is a meeting with Department Co-chairs. Further steps are defined in OLC policy.

## Intern Conduct

Student interns, as OLC Employees follow OLC policy for employee conduct to all other staff and supervisors (who include all full-time Math and Science Department staff), honest reporting of time, and using funds obligated for travel in an appropriate way, and working on activities related to Math and Science departmental goals and objectives (e.g. non-work related internet use, Facebook, IM clients, and excessive use of texting and cell phones is prohibited during work hours). Student interns who are found guilty of misconduct will be given a verbal warning, followed by a written warning, and then termination.

OLC Math & Science Department  
Internship Guidelines & Application – Fall 2010

---

**Application for New & Continuing Students – Fall 2010**

**Contact Information:**

Name: \_\_\_\_\_  
                    Last                                      Maiden                                      First                                      Middle

Address: \_\_\_\_\_  
                    Mailing address                                      City                                      State                                      Zip Code

Social Security # (for business office / student services use only) \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

E-Mail Address(es) \_\_\_\_\_

Semester First Enrolled at OLC (Fall/Sp) \_\_\_\_\_ Home Center Enrolled \_\_\_\_\_

Declared Major \_\_\_\_\_ Year in College: \_\_\_ Fr \_\_\_ Soph \_\_\_ Jr \_\_\_ Sr

**Mentor / Project:**

The M&S Department requests that Student Interns commit to their chosen research / outreach project for the entire semester. If by chance there is a different interest during the semester, the Student Intern will discuss with their Mentor and the Department will assist in accommodating that request.

Please indicate your intended Mentor and existing research / outreach project:

Mentor \_\_\_\_\_ Project \_\_\_\_\_

**Concurrence:**

By signing and dating below, I agree to follow the policies outlined herein and all other applicable OLC policies:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*(The M&S Dept will be unable to process those which are unsigned or are missing contact information.)*