ABC Resort and Casino believes that providing an internship program in our organization can result in many benefits: provides an introduction to ABC as a career choice and 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 (HR) is limited to ABC’s ability to efficiently fund and host the Intern experience, with all placements requiring final approval by the ABC Chief Executive Officer (CEO).

1. **Intern Requirements:**
2. Must be currently enrolled in an institute of higher education or vocational training.
3. Internship or work experience must be a requirement of the Intern’s field of study.
4. Apply for a ABC Internship placement by submitting: the ABC Intern application, a personal Letter of Interest, a Letter of Support from a faculty member of the higher education/vocational training institute, and a copy of the program requirements showing intern/work experience as a requirement for completion in this field of study.

Current ABC Higher Education students may apply for a summer intern placement in their field of study, or comparable field when available, without internship being a requirement of their program. Whenever possible, this placement will be coordinated through the ABC Youth Employment Program. ABC may fund this position depending on position placement and budget availability.

1. **Preference:**

Preference will be given to applicants in the following order: enrolled members of the Confederated Tribes of the ABC Indian Reservation (ABC); current ABC employees; and all others.

1. **Intern Selection**

All Intern applications will be administered through Human Resources (HR) who will review the applications and contact the appropriate department to discuss placement opportunities.

Applicants selected for Intern consideration will be formally interviewed by the department head and a member of HR. Selection factors will include the Intern’s field of study and experience, application packet, academic background, availability for working in a 24/7 environment and the availability to place the intern in a department related to their field of study.

Upon selection, the intern will be provided an Internship Agreement that outlines the mutual responsibilities of the Intern and ABC, including educational objectives, performance benchmarks, supervisory responsibilities, benefits the Intern is eligible for, and job placement details. The agreement is final once signed by the Intern, Supervisor, Department Head, Human Resources and the CEO.

Interns are required to attend the ABC new hire orientation and will be expected to comply with all ABC 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.

Interns are scheduled in coordination with their program requirements, but depending on business needs, may occasionally include working beyond those program hours. The length of the internship placement should not exceed four (4) consecutive months unless authorized by the enterprise/division head in consultation with HR.

At any time during the length of the internship, the Intern may apply for a regular position at ABC. If hired, the date of hire will begin once hired as a regular employee of ABC. Any time worked as an intern will not be credited towards actual employment, but the intern will be considered an “in-house” applicant for preference purposes.

**IV. Gaming Licensing/Background Clearance**

All ABC positions that require a gaming license will be approved or denied by the Gaming Commission of the Confederated Tribes of the ABC Indian Reservation (ABC). Interns shall be responsible for complying with the licensing process and paying the appropriate fee for their clearance level. ABC may in its sole discretion, cover the cost of the gaming license.

All interns seeking placement in a non-gaming area will require passing a background check conducted by HR, as appropriate for the position.

**V.** **Compensation**

Interns will qualify under one of two categories for compensation: paid or non-paid. The compensation status will be determined by HR after reviewing the intern’s application and supporting educational documentation.

Non-Paid Interns

If an intern meets the criteria for a learner/trainee, then ABC is not required to pay a wage. The criteria for a "learner/trainee” includes:

* the training must be comparable to that given at a vocational school
* the training must benefit the student
* the student would not replace regular employees
* ABC does not immediately benefit from the student’s activities
* there is not a promise of a job following the training
* when the student is receiving course credit for their work.

ABC must receive formal documentation from the intern’s college, university or vocational school stating the educational relevance of the internship and the learning objectives should be clearly defined. Each school will also have their own guidelines for internships taken for course credit.

Not all students want to receive academic credit for an internship and many colleges and universities do not require credit for internship experience. In this situation, intern applicants seeking work experience not tied to a degree or certification completion, shall be subject to ABC’s regular recruitment mode for employment.

Paid Interns

ABC may determine in its sole discretion that the Interns knowledge or skills will immediately benefit the department and may decide to pay a wage or stipend to the Intern. The department director, in consultation with the HR Director, will determine an appropriate wage or stipend for the Intern. Compensation is limited to either an hourly wage or a weekly stipend amount, and shall not include any living expenses, travel costs, etc. The Intern should recognize that even if a wage is paid that there is no promise of a job following the training period.

VI. **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 weekly meetings to stay up-to-date with the intern’s progress. The supervisor realizes that the purpose of an internship is two-fold: Interns will provide useful assistance for ABC while also gaining on-the-job training that will assist them with their future career endeavors.

1. **Meaningful Assignments**

Students are seeking opportunities that will stimulate them and provide real experience. The ABC 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, ABC 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.

1. **Appropriate Documentation**

Documentation is very important for effective learning to take place. It is strongly advised that the department head or supervisor, and the Intern create mutually agreed upon learning objectives. 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.

1. **Evaluation**

An internship can only be a true learning experience if constructive feedback is provided. An effective evaluation will focus on the Interns’ 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.

Intern Training/Cooperative Work Experience Agreement

Terms and Conditions

This agreement is classified as: \_\_\_\_\_\_\_ Course credit (no compensation)

 \_\_\_\_\_\_ Required field experience (with compensation)

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ROP: $\_\_\_\_\_\_\_\_\_\_\_\_\_hrly/wkly

1. **ABC agrees to:**
* Orient the Intern to ABC’s structure, operations, policies and procedures.
* Designate a Supervisor to orient, train, and monitor the intern.
* Schedule the intern to work for at least the minimum number of hours and weeks specified as long as student is performing at a satisfactory level.
* Provide training experience for the intern and assist in completing learning tasks.
* Provide feedback to the intern on his/her work performance throughout the length of placement.
* Evaluate the intern at the end of the intern placement.
* Reserve the right to release the Intern under At-Will with or without cause, and to notify the interns’ educational institution.
1. **The Intern agrees to:**
* Maintain their academic requirements of their higher education program.
* Work the required number of hours during the term for which credit is requested.
* Develop a set of job-oriented learning objectives.
* Abide by the regulations and policies of ABC.
* Adhere to company policies governing the observation of confidentiality and the handling of confidential information.
* Assume personal and professional responsibilities for his/her actions and activities and maintain a professional relationship with ABC employees and customers.

AGREEMENT:

Intern signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Mgr signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_