



STATE OF NORTH DAKOTA
HIGHER EDUCATION
INTERNSHIP/WORK EXPERIENCE
EXPANSION PROGRAM
“OPERATION INTERN”

NORTH DAKOTA TALENT
INITIATIVE:
THINKING GLOBALLY —
SUCCEEDING REGIONALLY

REVISED: 5/16/2008



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Introduction:

Governor John Hoeven and the 2007 Legislature recognized the importance of expanding internship and work experience opportunities to the State's postsecondary students as a way for them to make connections with North Dakota businesses with career opportunities in North Dakota.

SECTION 37: Chapter 54-60 of the North Dakota Century Code was created and enacted as follows:

Division of workforce development - Higher education internships and work experience opportunities: The division of workforce development shall administer a program to increase use of higher education internships and work experience opportunities for higher education students. The primary focus of this program must be higher education internships in target industries. This program shall provide services to employers, communities, and business organizations to increase higher education internship and work experience opportunities.

The objectives of the higher education internship and work experience opportunities initiative is to assist students gain real-world credentials, develop job opportunities with the state's existing companies, and enhance the strengths of current cooperative education and internship programs.

The overall goal of this initiative is to expand the use of both credit and non credit internships and work experience opportunities with North Dakota Target Industry employers for students enrolled in North Dakota Higher Education Programs.

An internship is a student work experience associated with academic Credit. A work experience opportunity is a student work experience that is closely related to the student's course of study and/or career goals, which will provide the student with competencies and experiences required to pursue their career goal, but is not associated with academic Credit.



OPERATION INTERN PROGRAM GUIDELINES:

- The program provides matching funds to support the expansion of internships and work experience opportunities with North Dakota employers in target industries and within the Federal Executive Branch for postsecondary students enrolled in a course of study at a North Dakota school.
- Program funds are to be used to expand new internships and work experience opportunities with employers who have not previously had an internship or work experience program or with employers who are expanding the number of internships and/or work experience opportunities they have had in the past.
- Program funding will not be used to supplant funding for internships or work experience opportunities.
- A private sector match requirement of 50% or more of the wage or stipend will be required.
- The program match will be provided to cover internship or work experience wage and/or stipends.
- Matching funds under this program is limited to a maximum of \$3,000 per student intern per year. Each student intern can participate in the match program for up to two years.

PERFORMANCE AND ACCOUNTABILITY METRICS:

The effectiveness of the Operation Intern Program will be evaluated based on the following:

- Increased number of North Dakota businesses supporting credit and non credit internships and/or work experience programs.
- Increased number of North Dakota business who has expanded the number of internship or work experience opportunities.
- A student follow up will be conducted at intervals to determine successful placement in employment:
 - a. With the business who provided the internship or work experience opportunity;
 - b. With another Target Industry Business in North Dakota; and
 - c. Retention of participants in jobs within North Dakota.

APPLICATION PROCESS:

Applications will be accepted by the ND Department of Commerce during regular working hours. Applications can be submitted to the following address:

North Dakota Department of Commerce
Attention: Internship/Work Experience Program
1600 East Century Avenue, Suite 2
P.O. Box 2057
Bismarck, ND 58502-2057
Phone: 701-328-5345
www.ndcommerce.com

PROGRAM ELIGIBILITY:

Eligible Employers:

The Operation Intern Program is available to any North Dakota employer with priority given to businesses from one of the following target Industries:

- Energy
- Advanced Manufacturing
- Value Added Agriculture
- Tourism
- Technology Based

Operation Intern will support a limited number of Federal Administrative Agency Internships

The internship and work experience positions must be located in North Dakota with North Dakota employers who are implementing a new internship or work experience program or with North Dakota employers who are expanding the number of internship and work experience opportunities above their current level.

All internship and work experience opportunities must be related to the student's field of study or career goals and should provide an opportunity for the student to develop patterns of professional behavior and skills and to apply academic knowledge to work situation. The internship should be constructed so that the student gains experience appropriate to a position that the student may ultimately seek,

Eligible Students:

The Operation Intern Program is available to students who are enrolled with a North Dakota public or private higher education institution. The student must be a United State Citizen or have permanent legal immigration status, be enrolled at least half-time (6 – 11 credits) in a program of study at least two years in length, be able to benefit from a internship or work experience opportunity, have an overall GPA (Grade Point Average) of 2.75 and not be delinquent or have defaulted on any student loan.

Students will be required to submit an application to the ND Department of Commerce and will be selected based on their interest in pursuing a career in North Dakota and how they define the internship or work experience opportunity supporting their goal.

REPORTING REQUIREMENTS:

During the Internship/Work Experience Opportunity period, a progress report for each student participating will be provided to ND Dept. of Commerce at the mid-point of the assignment. At the conclusion of the Internship/work experience period, the intern's supervisor will be asked to complete a brief evaluation form assessing the intern's performance. In addition, during the course of the internship experience, the Program Coordinator with the ND Department of Commerce, Division of Workforce Development will periodically (at least once during the internship) contact the Intern and the intern's supervisor to discuss the intern's progress.

The ND Dept of Commerce will conduct periodic follow-ups on student participants to evaluate the outcomes of the Internship/work experience opportunities goals of retention of youth in career positions in North Dakota.

OPERATION INTERN BACKGROUND:

Employers and students participating in Operation Intern will be required to submit applications to the Commerce, Division of Workforce Development.

Operation Intern requires sponsoring employers and businesses to treat interns as they would any trained and qualified professional staff member. Interns should observe the same work rules as other staff members, attend staff meetings as appropriate to a beginning professional, carry out work assignments productively and efficiently, and accept supervision.

Sponsoring employers and businesses are expected to provide ample opportunities for students to exercise independent professional judgment and decision-making responsibilities. Students should not be excused from performing routine tasks associated with the work, but they should be challenged by important and useful projects.

In order to accomplish these objectives, the student/Intern needs to experience day-to-day operations under the direct supervision of an experienced professional within the organization. The intern must assume professional-level responsibilities and become involved in a major project during the internship period.

FUNDING ASSISTANCE:

Under the “Operation Intern Program”, the ND Department of Commerce will provide matching funds to eligible employers equal to 50% of the wage or stipend paid to each student enrolled in a new intern or work experience position created. This reimbursement will not exceed \$3,000 per year per student. The matching funds provided under this program for new internship or work experience positions created will be limited to two years.

All internships under the Operation Intern must be approved by the Commerce, Division of Workforce Development prior the start date. A formal contract stipulating the nature and objectives of the internship experience must be completed and signed by the business or employer, the proposed internship supervisor, and the Director of the Workforce Development Division.

Verification of wage and stipends paid to and on behalf of the intern or work experience participant will be verified prior to reimbursement of funds under the Operation Intern Program.

APPLICATION PROCESS:

Employers or businesses interested in participating in “Operation Intern” will be required to submit an application to the ND Dept. of Commerce using the attached application cover page and application outline.

INTERNSHIP OPPORTUNITY POSTINGS:

Internship and Work Experience Opportunities can be posted on www.TeamND.org . TeamND is an easy to use system that provides a single point of entry to allow employers with internship or work experience opportunities to connect with students seeking these opportunities.



OPERATION INTERN EMPLOYER APPLICATION COVER PAGE

Internship/Work Experience Position Title:		
Proposed Start Date	Proposed End Date	
Company:	Telephone Number	
Fax	E-Mail Address	
Street Address / PO Box		
City	State	ZIP Code
Internship/Work Experience Opportunities Synopsis:		
President / CEO/Manager	Telephone Number	FEIN
<p> CERTIFICATION/ATTESTATION: By signing this application I certify that to the best of my knowledge this is a new internship and/or work experience opportunity which has not been available in our organization within the past 18 months and is being created to that is being created to expand and increase these opportunities for North Dakota postsecondary students. I further certify that the funding received will not supplant funding previously budgeted for similar activities. </p>		
<p> Signature of chief administrator of organization verifying that the applicant has the necessary legal authority to apply for and to receive the proposed contract. </p>		
Name (Please Print or Type)		Date
Title		

INTERNSHIP/WORK EXPERIENCE OPPORTUNITIES APPLICATION:

Describe the Function of the Organization:

Provide information to include general background information about your organization: objectives, size, and type of customer you serve. Provide your organization's website address.

Describe Your Organizations past experience with Internships/Work Experience Programs:

Provide a description of your organizations current or past involvement with Internship or Work Experience Programs. Has your organization had an internship or work experience program in North Dakota within the past 18 months? If yes, how many Interns/Work Experience positions has your organization supported during the past 12 months? How many Interns or Work Experience positions are currently filled? How many are vacant? How many new Internship/Work Experience positions will be created under this application? Describe the positions being created.

Internship/Work Experience Position Description:

Briefly describe the tasks, responsibilities, and expectations you have of a student. These may include, but are not limited to, routine work duties, staff relationships, travel, and equipment to be used. Your description should emphasize the educational experience that the student will receive in exchange for their work.

Internship/Work Experience Position Preferred Qualifications:

The qualifications should focus on the skills, experience, or interests that you are seeking in a student. Remember that the University's student population is very diverse. Be sure to explicitly indicate the minimum qualifications necessary for the position and whether training is provided.

Internship/Work Experience Work Schedule:

Indicate the number of hours per week you expect a student to work. Indicate how flexible the scheduling may be and whether or not there are fixed times the student must be available.

Internship/Work Experience Length of Experience:

Indicate the duration of the position and whether this is a fixed period (i.e. September 1 - December 31); recurring, (i.e., available every three months on a regular schedule); or ongoing, (i.e., something is available for the right person at almost any time).

Many students will seek opportunities compatible with their academic schedule.

Internship/Work Experience Compensation:

Compensation options vary. Some organizations offer strictly volunteer positions, others offer a wide-range of hourly salaries. Some organizations offer stipends, such as travel expenses, or tuition reimbursement as compensation.

Describe your process for recruitment of students for your Interns/Work Experience Opportunities:

Recruitment of Interns and listing of intern opportunities through the www.teamnd.org is suggested.

Internship/Work Experience Learning Agreement:

A Learning Agreement must be completed and jointly signed by the employer or business and the students participating in a **Non-credit Internship or work experience opportunity program**. This Learning Agreement will become a part of the Operation Intern Contract file.

INTERNSHIP/WORK EXPERIENCE LEARNING AGREEMENT:

The Internship/Work Experience Learning Agreement serves several purposes:

- Acts as a contract for your internship/work experience position
- Provides a mutual understanding of expectations of all parties on the scope of the internship/work experience opportunity.
- Provides a reference against which progress can be measured
- Provides the basis for evaluation and validation of the learning experiences
- Serves as a reminder to student, work supervisor, and faculty supervisor, of the purpose and activities of the internship

The following guidelines will assist in developing a Learning Agreement. Remember that for Internships for postsecondary credit, the students, the student's faculty supervisor and work supervisor must be consulted in order to secure their agreement on the internship. Internships for credit will be governed by the agreement negotiated between the postsecondary faculty supervisor, the student and the work supervisor.

LEARNING AGREEMENT: Required for all noncredit Internships and Work Experience Positions

Title of Internship/Work Experience Opportunity:

Brief Overview of Internship:

Give a general description of the internship or work experience opportunity.

Learning Objectives:

The learning objectives are specific, measurable statements of what will be accomplished/learned during the course of the internship/work experience opportunity. The objectives should be given careful thought with input from the work supervisor. When the Internship is for post secondary credit it should be discussed with faculty. Before the internship begins, the employer, student, faculty supervisor and work supervisor will all know what is expected to be accomplished or learned in order to receive credit and a grade for the internship.

Some flexibility is needed then to allow for changes in the learning objectives. When changes are made, they should be reported to the faculty supervisor and ND Dept. of Commerce or approval early in the internship. Examples of Learning Objectives include:

Example: To gain knowledge about how computers are used in bill collection.

Example: To develop an understanding of the psychology used in writing fundraising letters.

Example: To develop skill in interviewing clients at the outpatient unit of the hospital.

Example: To clarify my opinion about the use of behavior modification in the treatment of autistic children.

Learning Activities:

The activities describe here will be directly related to the learning objectives. They will enable students to work

toward achieving those objectives and obtain "hands-on" experience in the process. Students who are considering participating in an Internship or Work Experience Opportunity program should:

1. Contact the work supervisor in their confirmed placement. Ask him/her to describe what they will be doing in the internship. Ask questions. Get as many details as possible.
2. Meet with their faculty supervisor. Discuss any additional learning activities they will undertake before, during or after the internship. These may be suggested by the employer, student, or the student's faculty supervisor. Such activities might include relevant readings from a selected bibliography, a review of an appropriate professional journal or an interview or series of interviews with a person in a high-level decision making position at the internship site.

Outcomes/Evaluation

Once the objectives and outlined the activities the student will be undertaking are set, it is important to think about how success in meeting these objectives will be demonstrated. Brochures, lesson plans, computer programs, and logos are just some examples of the tangible evidence that can be provided of the work produced during the internship. These materials are also very helpful to the student when designing a career portfolio.

Supervision:

The Learning Agreement should describe the kind of supervision the student will be receiving. The Learning Agreement should provide specifics, e.g., "Who will be the Supervisor?" and "How often the student and supervisor will meet to review progress and work, make suggestions or assign new responsibilities?"

For Internships where postsecondary credit will be provided, the Learning Agreement should describe the faculty supervisor and how frequently the employer and student must remain in contact with him/her during the internship.

Required Signatures:

After the Internship/Work Experience Learning Agreement is completed it must be signed by those listed in the order given.

- Employer/Business Sponsor
- Student
- Faculty Supervisor or if a Work Experience Opportunity for non credit a representative from the division of workforce development with the ND Department of Commerce.

After all signatures are obtained on the Learning Agreement copies should be filed with the employer or business Internship/Work Experience Contract file, a copy provided to the student and copies provided to the faculty supervisor and ND Dept. of Commerce as appropriate.

A Final Word...

The ultimate value of the Internship Learning Agreement lies in the dialogue it will foster between the student, the student's faculty supervisor and the student's work supervisor about the meaning and quality of the internship. In writing this agreement, in effect you have created a syllabus to support the student's course in an area of inquiry and high interest to the student. The Learning Agreement has spelled out what the student will do and learn, how the student will accomplish this, and how the student's progress will be evaluated.



Operation Intern Student Eligibility/ Enrollment Form

Please type or **print clearly** all of the following information:

Name: _____

Social Security Number: _____ Birth Date: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Nationality/citizenship: _____

School: _____

Degree and Major: _____ Date of Graduation: _____

College Faculty Supervisor: _____

Phone Number: _____ E-mail: _____

Internship/work experience area of interest:

Description of your career goals and how an internship/work experience opportunity with a North Dakota business or employer will help support your goals and describe how the internship/work experience opportunity will benefit the state of North Dakota. (Include additional pages if necessary).

I certify that I am a US Citizen or Permanent Legal Immigrant and am attending a North Dakota Institution of Higher Education.

Student Signature: _____

ND Department of Commerce
Division of Workforce Development
P.O. Box 2057
Bismarck, ND 58502-2057