

STUDENT SUPPORT & INTERNSHIP AGREEMENT SPRING 2012 Application

Dear New & Returning Science, Technology, Engineering & Math students,

Yuowanca is Lakota for where the tipi poles come together at the top and this grant from the National Science Foundation (NSF) under the Tribal Colleges and Universities Program. Yuowanca is the title of the grant supporting students and is designed to help science and education come together by cultivating scientific curiosity that is culturally relevant and research-based.

In order to remain in compliance with our OLC Financial Aid Office as well as our grant guidelines as prescribed by the NSF Yuowanca (TCUP III) grant, we have been required to make programmatic changes to the awarding and reporting functions. This warrants continued updates to our student support agreement AND internship applications.

This entire packet will include two separate sections, one for the basic **STUDENT SUPPORT** and the second for student **INTERNSHIPS**. This is new for the Fall 2012 semester.



All existing interns will need to have their completed application reviewed and accepted before working on or after January 23, 2012.

STUDENT SUPPORT SECTION

Yuowanca Support and your other Financial Aid

The OLC Financial Aid Office is required to estimate the level of support for Science, Technology, Engineering & Math (STEM) students. For the Spring 2012 semester, this figure is a single number for ALL STEM students. This estimate includes all grants, scholarships, and internship opportunities available for STEM students. The categories for support are as follows:

➤ **STEM students receiving basic support:**

These students will only be eligible for the basic level of support. Their revised estimate from the financial aid office will be for \$1,500 per year. This is for students electing to not participate in the semester internship opportunities.

➤ **STEM interns:**

These students will have been eligible for the “basic support” above, as well as elect to participate as interns, which will require a separate application process (please inquire the MS&T Dept.).

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At present, we have three levels of STEM support:

1. **Basic** level:
 - provides up to \$750 in tuition support
2. **ANLSAMP** scholar level:
 - This provides an additional scholarship of up to \$1,800 per year (\$900 per semester) for those interns who have met the other *ANLSAMP* eligibility requirements. Please see Tawa Ducheneaux about an application.
3. **Platinum** level:
 - Available for interns who have worked as STEM interns for at least 100 hours over the semester. These interns are eligible for an additional \$750 in incentive support if they have met the eligibility requirements.

The details of the various support levels are discussed below.

1. Basic Level - Eligibility Guidelines for Yuowanca Support

- *Declare* a STEM major such as Life Science, SEM, Natural Science (emphasis areas in Conservation Biology, Natural Resources, and Earth Science), or Information Technology with the Office of the Registrar
- Enrolled full-time in the Spring 2012 semester
- Completed or currently enrolled in Math 134 (Intermediate Algebra) level
- Complete a typed personal essay (minimum 500 words) addressing the following subject areas:
 - ✓ Why did you choose your field of study?
 - ✓ What are your educational and post-educational goals?
 - ✓ Evaluate your past scholastic performance and describe any obstacles you may have faced as a student.
 - ✓ Describe how the STEM internship will help you to achieve your personal and professional goals?
 - ✓ Any other information that you feel will enhance your chances of being selected for STEM support.
- Students **new** to the Yuowanca Student Support also need to provide two current letters of endorsement:
 - ✓ one from an OLC instructor and
 - ✓ a second from a community member, high school counselor, principal, or OLC college staff

➤ Competitive Criteria for Student Support

A committee will review applications on Monday, January 16. Be sure that your application is complete. Incomplete applications will not be reviewed. We will award internships and scholarships based on the following criteria until we have awarded all of the available internship and scholarship money for the semester:

- ✓ Quality of personal essay, thoroughness and clarity
- ✓ Fall 2011 semester GPA and overall course history grades (see below) with a minimum 2.5 GPA (semester)

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- ✓ MS&T Dept. calculates W's (withdrawals) the same way as F's in terms of GPA, and will not support classes that are not towards a STEM degree program, nor any repeats of courses
- ✓ Attendance at Yuowanca sponsored student meetings during the Fall 2011 semester

Application Procedure and Packet Submission Requirements

- ✓ Complete Application form (see below)
- ✓ Obtain a copy of your *Declaration of Major Form* from the Registrar's Office if you are an existing student and have recently changed your major to a Math, Science, or Technology major.
 - If you are a new student, provide a copy of your *Admissions Application*
- ✓ Print your personal essay, as described above in the guidelines
- ✓ Print your unofficial transcript for the Fall 2011 semester from the Jenzabar web portal
- ✓ Print your student schedule for the Spring 2012 semester from the Jenzabar web portal
- ✓ Fax (455-2603) or drop off a paper copy of your entire packet at the MS&T Dept. building with the James Sanovia, the GIS laboratory manager.

Note: Application must be one complete packet when either dropped off or faxed.

2. ANSLAMP level - Eligibility Guidelines for AMPs Support

The All Nations Louis Stokes Alliance for Minority Participation (ANSLAMP) program supports STEM students engaged in research or research-related activities. The revised AMP documentation is available at the OLC Math and Science website.

Note: if you have an outstanding bill with Oglala Lakota College, student accounts will apply up to half of the ANLSAMP scholarship award toward your outstanding bill.

3. Platinum level – Eligibility Guidelines for Yuowanca incentive support

The TCUP III Yuowanca student incentive support is worth \$750 for our top interns. We will email interns with status towards the TCUP student bonus near the end of the fall semester. The eligibility requirements for the platinum internship are:

- ✓ Proof of internship of greater than 100 hours between the dates of January 23th – May 18th 2012
- ✓ Proof of a Fall 2011 semester GPA of greater than 3.0 as computed by the OLC registrar
- ✓ Completion of all Math and Science courses with a B or better
- ✓ Attended 75% of monthly science meetings during the Spring 2012 semester (unless you had classes during meeting times, or made arrangements with Jim Sanovia to do *two* outreach presentations)

If you have any questions after reading this Yuowanca Student Support Agreement & Application, please feel free to email, call or visit with Jim Sanovia at jsanovia@olc.edu at (605) 455-6058.

Internship Application Checklist



Internship Application Guidelines

Internships within the MS&T Department are both competitive and merit-based. Therefore, students are asked to apply for internships each semester. The following documentation is required each semester.

- ___ Essay (500 word minimum) on research/outreach interests;
- ___ Statement of acceptance from a co-mentor
- ___ Semester schedule for days/times you are committed to work;
- ___ Signed copy of this application;
- ___ New intern applicants accepted by the math and science department are required to fill out paperwork with the OLC Personnel office and receive approval from the OLC President before being able to log hours. http://www.olec.edu/local_links/smet/opportunities/interns.php

Note: Application must be one complete packet/document (MS Word or PDF) when dropped off, faxed, or emailed. If you email the application than signed docs need to be scanned and put into your document.

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INTERNSHIP SECTION

Internship Eligibility Guidelines:

The following criteria apply to students seeking Yuowanca internships:

- Minimum 3.0 semester GPA;
- A student needs to be at least at a second semester freshman level and attended OLC for one semester previously;
- 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 through Yuowanca:

We currently have several research and 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.

Student internships in the Math, Science & Technology 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 **engineering, hydrology, and aquatic ecology**, your co-mentor will be Jason Tinant (jtinant@olc.edu);
- ❖ For **soils, paleontology, geology, uranium, and cultural resource management**, your co-mentor will be Hannan LaGarry (hlagarry@olc.edu);
- ❖ For **GIS remote sensing and mapping**, your co-mentor will be Jim Sanovia (jsanovia@olc.edu);
- ❖ For **department research archive and database work**, your co-mentor will be Tawa Ducheneaux (tducheneaux@olc.edu);
- ❖ For **K-12 outreach**, your co-mentors will be Helene Gaddie (hgaddie@olc.edu) and Michelle Salvatore (msalvatore@olc.edu);
- ❖ For **wildlife biology, swift foxes and box turtles**, your co-mentor will be Ale Higa (ahiga@olc.edu);
- ❖ For **math education**, your co-mentor will be AJ Silva (asilva@olc.edu);
- ❖ For the interns working in the **chemistry lab**, your co-mentors are Deig Sandoval (deig@olc.edu), and Al Schwalm (aschwalm@olc.edu);

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.

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- 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. Jim Sanovia will co-mentor all student interns and track of intern hours and timesheets, as well as professional development. **Initial your acknowledgement below.**

_____All intern hours need to be documented. Each day, interns at Piya Wiconi need to sign in and sign out with a staff member if Mr. Sanovia is not available. Work logs **must be completed in detail** before Mr. Sanovia or another staff member signs out an intern. **Hours without documentation will not be submitted for payment. Work logs that are not on Jim's desk by close of business on Timesheet Friday may not be submitted for payment for that pay period.**

_____Your designated place of work is Piya Wiconi. 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 Mr. Sanovia jsanovia@olc.edu with intern start and end time on the day the work occurs.**

_____You need to provide Mr. Sanovia and your other co-mentor with a semester schedule of days and times that you plan to work.

_____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.

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.

_____Mileage will not be paid to interns traveling to or from their place of work at Piya Wiconi, to the field or alternative work location without prior **written** authorization.

_____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.

_____OLC Faculty and Staff will not sign for your name on timesheets. This will be the responsibility for each intern to make happen.

_____ **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).

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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 that began 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 Mr Sanovia. The second step in conflict resolution is a meeting with both 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, Twitter, 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.

Academic Probation

Internships are awarded on a semester basis. If a current student intern falls below the 3.0 semester GPA, that student is placed on probation for the following semester. If the student fails to meet the minimum academic requirement for two semesters, the student will be ineligible for the internship until academic requirements are met in addition to the other internship application requirements.

Computers

New and continuing interns are eligible for the laptop program. Please meet with Jim Sanovia for more information.

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Application for New & Continuing Students – SPRING 2012

Contact and Personal Information:

Name:

Last	Maiden	First	Middle
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Address:

Mailing address	City	State	Zip Code
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Social Security # (for business office / student services use only) _____

Gender: ___ Male ___ Female Birthdate _____

Home Phone # _____ Cell Phone # _____

E-Mail Address(es) (OLC email preferred)

Academic Information:

Semester First Enrolled at OLC (Sem & Year) _____ District Center Enrolled _____

Declared Major _____ (Must be STEM discipline)

Year in College ___ Fr ___ Soph ___ Jr ___ Sr Expected Date of Graduation _____

GPA _____ (last semester, not cumulative) GPA _____ (cumulative)

Full time credits (12+) ___ Yes, ___ No

List Academic Honors, Awards, Societies, Scholarships, or Publications (or may be included in essay):

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Internship Mentor / Project Information:

The M&ST Department requests that potential 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 certify that all information provided and attached documentation are true to the best of my knowledge and belief, and I know that any falsehood or misrepresentation later disclosed will be sufficient grounds for loss of support. I also agree to follow the internship policies outlined herein and all other applicable OLC policies:

Printed Name

Date

Signature

NOTE: Incomplete applications will not be reviewed. Applications must be one complete packet/document (MS Word or PDF) when dropped off, faxed, or emailed. If you email the application than signed docs need to be scanned and put into your document. For example, do not send your grades or your co-mentor's acceptance letter separate from your application. This would be considered incomplete.