



Summer Internship Program Frequently Asked Questions

Applications Due: Friday, March 6, 2020

1. What is the purpose of the Summer Internship Program?

Our overall performance goal is to equip our summer interns with leadership growth, work experience, a strong cultural identity and job skills to enter into management and leadership level positions once they complete their higher education. It is vital to us that they be grounded in the foundation of their cultural and community knowledge. They will learn and understand the qualities, characteristics, traits, choices, and actions of how to become successful leaders. Our interns may also get the opportunity to explore successful management practices for organizations such as: finance, human resources, communications, planning, board-staff relationships, public relations, policies and procedures, etc. The objective is to equip our leaders with practical tools for effective planning and decision-making, within the contexts of their individual communities.

2. What are the dates for the 2020 Summer Internship?

- Internship Program: June 1 - August 7, 2020
- Leadership training dates: June 1-5 (8 am-5 pm); June 19, June 26 & July 17 (1-5 pm); August 3-7 (8 am-5 pm)
- Intern placement at partner organization: June 8 – July 31, 2020

3. Does FAI provide housing assistance?

NO, but we can help interns to find the resources to secure housing.

4. Does FAI provide travel assistance?

YES. FAI pays roundtrip travel from Anchorage to host site after the first official 1-week leadership orientation and before the official 1-week leadership closeout. *SPECIAL NOTE: Interns accepted into program must make their own way to Anchorage for orientation at very beginning of program.*

5. Do interns receive pay?

YES. Interns are compensated every two weeks at a rate of \$15.00 per hour, but no more than eight hours per day or 40 hours per week. Payroll services are also provided for interns including mandatory withholdings.

6. Can an intern work overtime?

NO. Interns will not receive overtime pay, unless it is approved by Employer Partner supervisor and paid for by host organization.

7. Can an intern make up lost work time if they chose to miss work?

NO. Any time taken off will be considered Leave Without Pay (LWOP). Since it is such a short time frame, time missed will not be allowed to be made up.

8. Do interns receive Holiday pay?

YES, but only for July 4th. If your Employer Partner organization has a policy of employees receiving an extra day off, they may decide to pay for it, but if not, the intern will receive Leave Without Pay.

Revised: 2/11/2020

9. Can an intern be accommodated with a special work schedule, such as work four tens, and have the fifth day of the week off?

YES. Full time work schedules are 37.5-40 hours a week. Some organizations schedule Monday through Friday from 8 am to 4:30 pm or 5 pm, while some organizations operate over the weekend Tuesday through Saturday, etc. Anything over 8 hours in a day or 40 hours in a single work week is considered overtime.

10. Can anyone sit through the leadership development course, even if not participating as an intern?

YES. Some sessions are open to individuals not in the program, although there is generally a fee associated with participating in the leadership courses.

11. Can the internship be used for University class credits?

YES, if your college/university has this option. While FAI staff is willing to assist, you may pursue this option at the expense of your own time and resources.

12. What is the placement process like?

When an applicant is offered and accepts an intern position, they will have the opportunity to review all Employer Partner applications. They will then select their top five choices of where they would like to be placed. Employer Partners will simultaneously be reviewing all interns' profiles (resume, essays and GPA), and will make their top five choices as well. FAI will strive to match up intern and Employer Partner preferences as much as possible.

13. Can an intern who has already participated in the internship reapply?

NO. In an effort to make this opportunity available to as many individuals as possible, an intern who has already gone through the program will NOT be able to participate more than once.

14. What is a work plan?

A work plan is a single document designed to allow both intern and supervisor to determine goals and objectives that will be accomplished throughout the summer. A template is [available online](#). It can be a helpful tool and be edited throughout the internship. Please contact FAI's Indigenous Leadership Continuum team for more information.

15. What is a Sliding Scale Placement Fee?

We ask Employer Partners to contribute a sliding scale placement fee, ranging from \$3,250-\$5,500, in accordance with their annual operating budget. Because this placement fee is an investment in the overall program, no reimbursements will be made. Please contact FAI's Indigenous Leadership Continuum team for more information.

16. Can a student who accepts an intern position recruit for an Employer Partner organization?

YES. Interns can take the initiative to approach organizations (who they may consider being employed after college graduation) to partner with FAI. The organization will seek executive and budgeting approval.

17. Can an Employer Partner recruit for an individual intern?

YES. Employer Partners can take the initiative to approach students to apply for the program and potentially the intern will be placed with the Employer Partner.

18. What cultural activities will interns take part in?

We aim to include different aspects of our traditional cultures throughout all that we do. Effort is made to ensure each Alaska Native culture is represented at different times during our gatherings. Cultural activities can include: visiting with Elders, learning introductions in our languages, gift making and giving, traditional foods gathering and hosting a potlatch.

19. What is included in Leadership Retreats and Leadership Fridays?

Our Leadership Retreats and Leadership Fridays are full- and half-day sessions are critical to the cohort building experience and leadership capacity building of each participant. Examples of what we may include are:

- Icebreakers - Get to know each other through a fun activity
- Engage in dialogues on important issues Alaska Natives face within the state
- Family Drum - A reflection on one's life, to help realize their full potential, while achieving their goals, and maintaining their cultural roots
- Traditional Medicine and Personal Wellness Wheel - Learn to identify, collect and process traditional medicinal plants, and prepare a tincture or salve
- Summer Intern Alumni Panel - Hear about past Intern's experiences, and where they are now
- Elder Panel – Hear directly from our greatest wisdom bearers to learn about history, personal experience and traditional culture
- GOTNV (Get Out the Native Vote) - Learn how to your exercise your right to vote and have the opportunity to register to vote
- Alaska Native Heritage Center Tour - Be exposed to the cultural diversity in Alaska
- Tribal Community Tour – Experience the strength of our Tribes by engaging with a local Tribe to learn their history, strengths and challenges
- Service Project - Learn the importance of giving back by engaging in volunteering for a worthy cause

Please direct all questions to Ella Sassuuk Tonuchuk, Indigenous Leadership Continuum Coordinator at 907.677.1700 or sassuuk@firstalaskans.org.