

INTERN HANDBOOK

Northern Rockies Internship Collaborative



Internship Information

Title:
Agency:
Location:

Intern Information

Name:
Phone:
Email:

Agency Supervisor/Mentor Information

Name:
Phone:
Email:

Intern Goals

Goals you have set for yourself:

Supervisor/Mentor Goals

Goals your mentor has set with you:

Contact Guide

Lisa Gerloff

NRIC Internship Coordinator

lisa.gerloff@umontana.edu

406-552-5938

- Internship program information
- Internship questions and concerns
- Hiring process
- Emergency situations

Caitlin Malinak

Student Payroll

cfc-timecards@mso.umt.edu

406-243-2459

- Payroll questions

Hiring Forms

To be employed as student hourly employees the students must be registered for six (6) or more credits in the summer semester **and/or** the fall semester.

S/he may pick up a printed packet of these forms from the Forestry main office (FOR 109). The forms can also be downloaded and printed from the HRS website:

<http://www.umt.edu/hrs/Personnel%20Resources/Recruitment%20and%20Hiring/Hiring/Students.php>. When printing the forms below be sure to print **single-sided only**. It is not necessary to print the information only pages.

The student will need to bring her/his IDs (see Form I-9, page 3) with her/him to be copied when s/he turns her/his forms in at the Forestry main offices (FOR 109). This is required so that the person receiving the forms can certify the Form I-9.

The employee's original forms with ink signatures are required. Human Resources cannot accept the forms via fax nor scans sent via email.

- **Personal Information Form**
- **Form W-4**
- **Selective Service**
- **Workers' Compensation**
- **Form I-9** – See the last page of this form for accepted ID's (i.e., one ID from column A, or else **one each** from columns B and C). **See instructions attached for student employees who will need to have this form certified by someone other than a UM employee.**
- **Direct Deposit** – **Optional**.

If the student **has** worked for the University of Montana previously and had submitted these forms within the last two years, then these would not be required. However, s/he will need to fill out the relevant forms to update his/her address, withholding allowances, direct deposit banking information, etc.

- Mailing address has changed: [Personal Information Form](#)
- Direct deposit has changed: [Direct Deposit Form](#)
- Federal or state income tax withholding allowance elections:
[W-4 \(Federal\)](#)
[MW-4 \(Montana\)](#)

Academic Credit

All students are encouraged to tie the internship to academic achievement. The types of academic credit available to the intern include:

- UM student, home department.
- Career and Technical Education (CTE 298 or CTE 498) through Experiential Learning and Career Services (an option for students when their major and the internship do not align).

Students taking credit work must:

- Meet with faculty advisor to discuss and agree upon learning objectives.
- Register for internship credit.
- Submit Learning Agreement through Experiential Learning Portal.
 - Go to the Extended Learning Career Services (ELCS) homepage: www.umd.edu/elcs
 - Scroll down to the QUICK LINKS section and click on Submit Learning Agreement

Performance

Every intern is expected to complete their internship in good standing. In cases of sub-standard performance, the agency mentor and NRIC staff, will develop a plan that outlines expectations for improvement. Should an intern not make improvements in the designated timeframe, they may be terminated from their internship.

Termination

Termination can refer to a change in an intern's status, poor performance, or end of an agreement or budget; it is not necessarily a negative action against the intern.

The NRIC is recognized as the disciplinary and supervisory body of all interns. The NRIC reserves the right to terminate an intern and remove them at any time should they feel continued participation is not in the best interest of program and/or its students.

Orientation

All interns must attend the NRIC Orientation prior to beginning their internship. Individual or small group orientations can also be arranged should interns need them in the offseason or during the school year.

The NRIC Internship Coordinator will send an email to all interns prior to orientation notifying them of the date and time of their orientation. For a summer internship, orientation will take place in April. Topics at orientation include:

- Overview of the NRIC program.

- Policies and procedures.
- Human resources paperwork.
- Payroll information.
- Upcoming trainings.
- Internship Q & A.

Training

To prepare students for their internship, two soft skills training sessions are required. The NRIC Internship Coordinator will send an email to all interns prior to training sessions notifying them of the date and time. For a summer internship, the training will take place in April. These training sessions may cover:

- Making the most of your internship.
- Navigating different work styles.
- Dos and don'ts of difficult conversations.
- Cultural awareness and generational awareness.
- Alumni panel sharing experiences on internships and career paths.

Your agency host will provide agency and position-specific training.

Career Guidance

Career guidance is another component of the NRCI program. Besides working closely with their agency supervisor/mentor, interns are required to schedule an appointment with an appropriate agency representative to discuss topics such as career paths in the agency to are they taking the right courses for their career interest. The NRCI Internship Coordinator will identify this agency contact for you.

The NRIC will also provide a resume building and navigating USA Jobs session.

Evaluations

As the internship concludes, interns and their agency supervisor/mentor are sent evaluations to complete and submit electronically.

NRIC will also host a closeout event to celebrate and share experiences.

Worksite

Each intern's worksite may vary based on location, description, and duties of the internship. Please confirm your meeting location prior to starting your internship. Worksite locations can include:

- Office: based mainly out of the host agency field office with minor field duties.
- Field: operates almost exclusively in the outdoors with minimal office work. Inclement weather and varied terrain possible.
- Campus: based on campus at UM.
- Mixed: duties may include several of the following listed above.

Workweek

The UM workweek is defined as the period between Saturday morning at 12:01 AM through the following Friday night at 11:59 PM.

Interns may have certain hour restrictions during their internship based on several factors such as student, holiday breaks, semester, and internship budget. Please contact your NRIC supervisor if you have any questions regarding workweek hours. Examples of basic intern workweek hours are as follows:

- Summer: 40 hours a week may be worked by any intern.
- Spring/Fall: 29 hours a week may be worked if a student is in school. If a work-study position then the limit is 19 hours a week.

Holidays

Student hourly employees may work on holiday days (Independence Day, Labor Day, etc.) without incurring overtime. Student employees do not receive holiday pay. They should not record holiday hours on their timecards. They **should only record actual hours worked**.

Time and Pay

Interns are paid bi-weekly, and you can view the [pay schedule here](#). On Wednesdays the week timecards are due, you will receive an email from cfc-timecards@mso.umt.edu with directions the following direction:

Subject line: NEW Student Timecard - HOURLY SP08 (3/23/24-4/5/24) Due FRIDAY April 5 by 2PM

Please remember to submit your biweekly timecard (SP08) via email by 2:00 PM on Friday as instructed below.

- Pay period: Saturday, **3/23/24**, through Friday, **4/5/24**.
- Pay date: Wednesday, **4/17/24**.

If you are no longer a student hourly employee with the W.A. Franke College of Forestry & Conservation, please reply to this email so that your name can be removed from the email distribution list.

Late or unsigned time sheets: *Payment of wages on the expected pay date may be affected if time sheets are submitted after the deadline, or without employee and/or supervisor approval(s).*

Here's what you need to do:

1. Send to cfc-timecards@mso.umt.edu by **replying to this message**. Emails to this address are auto-filtered by payroll type and handled by different accounting department staff.
 2. Do not change the subject line.
 3. CC your supervisor.
- **Overtime:** *Prior supervisor approval is always required.* Please contact me with questions regarding what is considered overtime.
 - **Holidays:** Student hourly employees may work on holiday days (Independence Day, Labor Day, etc.) without incurring overtime.

Risk Management

Prior to any outdoor activity, interns should consider the many risks that are involved such as weather, terrain, equipment, travel etc. Please use your best judgement and situational awareness to stay safe while in the field. Please take into consideration the following:

Weather Elements:

- Excessive heat or cold: plan accordingly with additional layering and/or water.
- Fire Hazards: Evacuate immediately.
- High winds: Find Shelter if possible. Stay away from trees and loose objects.
- Lightning: Spread out, get in lightning position, stay away from trees and bodies of water.
- Dust storms: Seek coverage if possible, wait out storm, pull over if in vehicle, protect personal airways.

Essential Items:

- Navigation: compass, maps, GPS
- Sun Protection: sunscreen, sunglasses
- Insulation: jacket, beanie, wool socks
- First Aid: meds, wraps, ointments
- Repair Kit & Tools: leatherman, tape
- Hydration: ext. water, tablets, purifier
- Illumination: flashlight, head lamp
- Fire: waterproof matches, lighter, flint
- Nutrition: ext. snacks, fruit, trail mix
- Emergency Shelter: space blanket

Personal Protective Equipment:

- Head: hard hat, helmet, sun hat
- Eyes: safety glasses, goggles, mask
- Ears: ear plugs, muffs
- Body: long pants, long sleeve, chaps
- Hands: work gloves
- Feet: heavy duty boots, thick socks

Leave No Trace

All interns are expected to practice Leave No Trace (LNT) principles during their internship. The [7 principles of LNT](#) are as follows:

- Plan ahead and prepare
- Travel and camp on durable surfaces
- Dispose of waste properly
- Leave what you find
- Minimize campfire impacts

- Respect wildlife
- Be considerate of other visitors

Drug and Alcohol Use

The Drug-Free Workplace Act of 1988 prohibits "**the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance**" in the workplace. Personnel actions consistent with University policy and all applicable state and federal laws will be taken against any violator of this Act.

The Drug-Free Schools and Communities Act Amendments of 1989 prohibit, at a minimum, "**the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees**" on school and campus property or as part of any school or campus activity. Standards that are more rigid than those required by this Act may be imposed. Personnel and Student Conduct Code action will be taken against any violator of this Act.

See full details of the policy here:

- <https://www.umt.edu/asum/student-groups/policies/alcohol-drug.php>

Agency Housing:

If the agency hosting your internship is providing housing, you are required to follow the alcohol and drug policy for its housing facility.

Title IX

The University of Montana, together with our affiliates, commits to a learning and working environment that emphasizes the dignity and worth of every member of its community that is free from discrimination, harassment, and retaliation based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, gender, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation (taken together, generally, "protected-class harm"). An inclusive environment is necessary for a healthy and productive University community. The University will take appropriate action to prevent, resolve, and remediate protected-class harm.

This Policy prohibits members of the University community including employees, students, affiliates, and visitors from engaging in Prohibited Conduct as described below at Section X, while engaged in activities directly related to the nature of their University affiliation. This Policy incorporates the Discrimination Grievance Procedures, which set forth the University's resolution processes for violations of this Policy.

See full details of the policy here:

<https://www.umt.edu/policies/browse/personnel/discrimination-harassment-and-retaliation>

Definitions

A brief overview of UM's definitions are provided here. Please refer to the full policy for details.

A. Discrimination

Discrimination is conduct based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, gender, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation ("protected classes") that:

1. Adversely affects a term or condition of an individual's employment, education, living environment or participation in a University Program or Activity; or
2. Is used as the basis for or a factor in decisions affecting that individual's employment, education, living environment or participation in a University Program or Activity; or
3. Constitutes Harassment, as defined below, by unreasonably interfering with an individual's employment, educational performance, on-campus living environment, or participation in a University Program or Activity.

Discrimination includes failing to provide reasonable accommodation to persons with disabilities.

B. Harassment

The University prohibits two forms of Harassment as described below: (1) Discriminatory Harassment; and (2) Sexual Harassment.

1. Discriminatory Harassment

Discriminatory Harassment is unwanted conduct that is: (a) based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, gender, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation; and (b) that has the purpose or effect of unreasonably interfering with a reasonable person's participation in a University Program or Activity.

2. Sexual Harassment

Acts of Sexual Harassment may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved.

Sexual Harassment is unwanted conduct that: (1) occurs within a University Program or Activity (2) affects an individual participating or attempting to participate in a University Program or Activity at the time the Formal Complaint is filed; (3) is based on sex, gender identity, gender expression, or sexual orientation; and (4) satisfies the elements of Quid Pro Quo Conduct, Hostile Environment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, or Sexual Exploitation.

Sexual Assault and/or Misconduct Protocol

- Safety. Care for the individual or yourself and provide non-judgmental support.
- Any behavior that presents a substantial threat or injury to any intern should be immediately reported to local emergency responders (e.g., dial 911).
- Notify both your agency supervisor/mentor and the NRIC internship Coordinator.
- Reports of discrimination, harassment, or retaliation can be submitted (anonymously, if desired) to the UM Office of Equal Opportunity and Title IX by email (eoaa@mso.umt.edu), by phone (406-243-5710), in person (Room 006, University Hall), or by internet reporting form here (add hyperlink : https://cm.maxient.com/reportingform.php?UnivofMontana&layout_id=9)

Civil Treatment

A respectful workplace is one where all employees are treated fairly, difference is acknowledged and valued, communication is open and civil, conflict is addressed early, and there is a culture of empowerment and cooperation.

Keys to demonstrating civil treatment in the workplace:

- Value and respect similarities and differences.
- Treat everyone with respect and dignity and expect the same.
- Strive to communicate effectively and courteously; speak without judging, blaming, and shaming.
- Address conflict issues positively and constructively.
- Accepting that others have values and opinions that differ from our own.
- Do not blame, threaten, or name call, even if angry or hurt.
- If there is a problem you cannot resolve, seek assistance.

Workplace Accidents

In the event of a workplace accident, please immediately seek safe conditions and alert proper authorities if it is an emergency situation (Call 911). Also make sure and care for injured or sick persons, including yourself. Once scene is safe, inform your agency supervisor/mentor and NRIC Internship Coordinator immediately.

Online incident reports can be found at [Forms and Tools](#), then “For Student Interns”, and finally “Incident Report”. Please fill this form out completely with all necessary details.

Vehicle Accidents

In case of a vehicle accident

- Make sure everyone is safe.
- Contact authorities.
- Gather and exchange all necessary information i.e. insurance, driver information, police report.
- Contact agency supervisor/mentor and follow agency protocols.
- Contact NRIC Internship Coordinator and fill out vehicle accident report be found at [Forms and Tools](#), then “For Student Interns”, and finally “Accident Report”. Please fill this form out completely with all necessary details.

Major and minor accidents must be reported to both your agency supervisor/mentor and the NRIC Internship Coordinator.

Medical: In the event of a medical incident, please seek medical assistance as needed. Once safe, please fill out the incident report mentioned above.

- Non-threatening injuries should be treated at nearest instant care facility.
- All life-threatening injuries and/or conditions should be treated at the nearest emergency facility without delay. Call 911 when appropriate.

- Notify your agency supervisor/mentor and the NRIC Internship Coordinator soon as possible with all accident, incidents, and emergency situations.

Other

The University of Montana is the supervisory body for all NRIC interns. Although you have an agency supervisor/mentor you report to and work for on a daily basis, your NRIC Intern Coordinator is your direct supervisor. Thus, all interns are UM employees and subject to all university policies and procedures.

Please refer to the [NRIC website](#) for all documents needed. Most forms and links can be found under the “Forms and Tools” tab under “Intern Tools