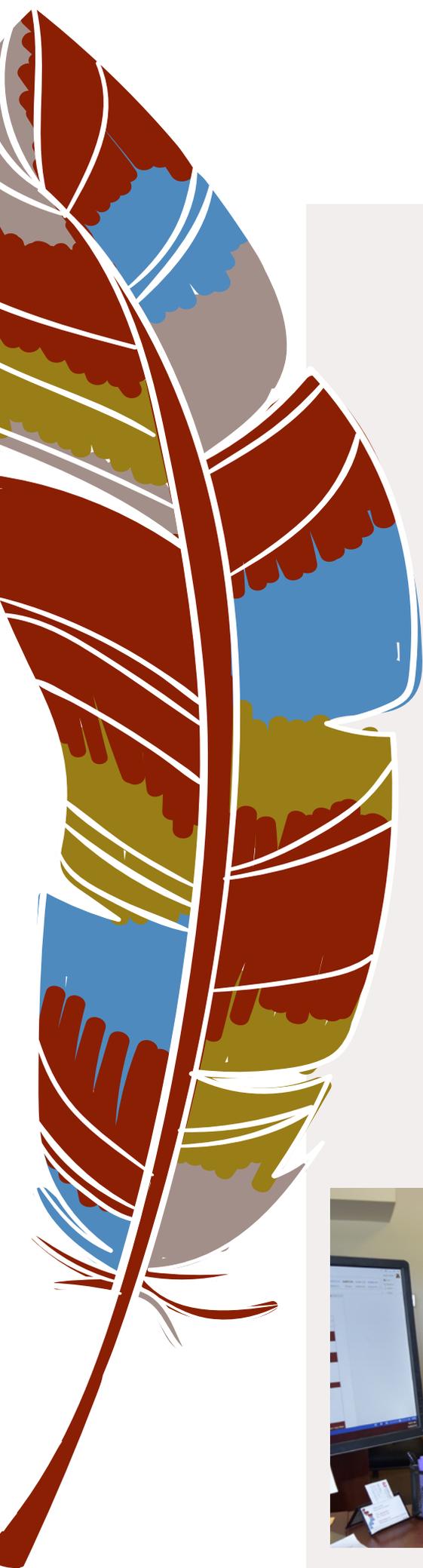


# Native American Internship Program & Application



# Native American Internship Program and Application

## Cover

Native American Internship Program and Application

## Introduction

The Tewa and Travois Native American Internship Program is designed to give students from Haskell Indian Nations University the opportunity for real world experience in a wide range of professional fields such as:

- Environmental Consulting & Engineering
- Technology and Geospatial Services
- Housing Development
- Economic Development
- Architecture and Construction Administration
- Housing Compliance
- Communications and Marketing
- Business Management

Students eligible to apply for this internship should be currently enrolled as an undergraduate in any major offered by Haskell Indian Nations University. Sophomores and juniors are preferred applicants, but seniors will be considered. The internship program is 12 weeks long, beginning in May and ending in August. Upon completion of the internship program, Tewa or Travois, at their discretion, may offer a position to remain at the company during the school year, or the intern may be considered for an entry-level position in the future.

## Tewa

The Tewa Companies are wholly-owned subsidiaries of the Paskenta Band of Nomlaki Indians. They deliver comprehensive and sustainable solutions to federal, state, local and private-sector clients throughout the United States. The tribally-owned companies work independently and collaboratively to provide wide-ranging services to the construction, environmental consulting, technology and fueling system services industries.

The Tribe established Tewa EC as the first Tewa Company and entered the federal marketplace during the military construction surge that resulted from the 2005 Base Realignment and Closure (BRAC) Commission report. The Tewa Companies expanded over the next four years to better serve a growing list of clients. The Companies diversified their business offerings by adding an environmental consulting firm in 2009, a technology company in 2012 and bulk fuel storage facilities company in 2016.

The Tewa Companies are located in California, Colorado, Georgia, Missouri and Texas.

## Travois

Founded in 1995, Travois is a mission-driven consulting firm focused exclusively on promoting housing and economic development for American Indian, Alaska Native and Native Hawaiian communities.

- **Expertise.** Travois team members are proficient in the complex programs they work in, and they will help pull some of the weight, so community needs are met.

# Native American Internship Program and Application

- **Finance.** Travois raises capital for affordable housing and economic development primarily through the Low Income Housing Tax Credit (LIHTC) program and the New Markets Tax Credit (NMTC) program.
- **Support.** Travois provides the guidance needed to ensure that developments secure financing, progress through each milestone, and meet all regulations and requirements.

**Travois is dedicated to helping clients successfully navigate a complex process — and create homes for families.** Please watch a six-minute video about the four steps that all LIHTC developments share and how Travois team members are involved at each step: [travois.com/resources/videos/](http://travois.com/resources/videos/).

## Our services:

- **Affordable Housing.** Travois can help structure a low income housing development based on the unique needs of the community. Travois will work with the tribe to develop the project scope and timeline, secure financing, and progress through each stage of the process.
- **Economic Development.** Travois will work to secure financing to spur economic development in communities.
- **Environmental Services.** Travois offers environmental consulting to meet the needs of investors and ensures that projects are energy efficient.
- **Asset Management.** Travois ensures that investments are safe and secure. Travois provides trainings and offer solutions for stakeholders.
- **Design.** Travois offers innovative and creative solutions to housing and economic development design needs. Travois' highly skilled architects will work to create energy-efficient and culturally-appropriate designs that meet all the requirements of the financing program.
- **Monitor.** Travois supports tribes through every step of the planning and construction process to ensure developments come in on budget and on time.

## What is an Internship

An Internship is a supervised professional learning experience. It provides the student with the opportunity to apply the skills they have obtained through their Haskell education program.

The goal is to provide a student with the realistic view of a professional workplace while applying their skills and abilities and learning new ones.

### How does it work?

Through this internship will have the opportunity to identify what your interests are and work in areas that contribute to your professional development. This can range from working with a specific department at Tapa or Travois.

## Program Overview

### Eligibility

Applicants must be a student currently enrolled at HINU as a sophomore, junior or senior in an undergraduate program.

# Native American Internship Program and Application

## Expectations and Compensation

The intern is expected to work through the 12-week program. This program will pay a wage of \$15/hour. It is expected you will work 30-40 hours per week, Monday through Friday, during the entirety of the 12-week program. You are paid for the time you work, and no overtime is available. You will be required to log hours worked into each company's tracking system.

## Lodging/Transportation

Tepa and Travois will provide financial assistance, a housing stipend of \$500/month, pro-rated, to supplement lodging and transportation costs for those who may need to commute or relocate to the Kansas City metro area. It will be your responsibility to finalize and secure travel or housing arrangements.

## Credit Hours

HINU will determine evaluation criteria and assess college credits in accordance with the School of Business program.

## Program Evaluation

The intern is expected to provide an exit interview with Tepa and Travois on their perspective and experience regarding the value of the program. Tepa and Travois will provide HINU with an overall evaluation of the intern's performance within the 12-week program at the student request.

## Application & Selection Process

Interested eligible students will submit a completed application prior to the deadline by following the instructions below:

1. Download instructions and application on the Travois website: [travois.com/our-story/join-our-team/](http://travois.com/our-story/join-our-team/)
2. Submit completed application to Janae Levier at [Janae.Levier@Tepa.com](mailto:Janae.Levier@Tepa.com).
3. Submit a brief cover letter and your resume with the above mentioned application.

## Selection Criteria

After application are received Tepa and Travois will select candidates for interviews. These will be standard interviews to get to know each applicant and see if they have the enthusiasm and skills to be a contributing team member for either Tepa or Travois. Depending on the outcome, there may be a second round of interviews, after which the selection will be made, and the applicant will be informed.

If applicants who aren't selected would like feedback on their resumes and interviews skills, they can reach out to Janae Levier.

## Questions/Contact

For more information about the program, contact Janae Levier via phone at (816) 266-2515 or email at [Janae.Levier@tepa.com](mailto:Janae.Levier@tepa.com).

For more information regarding the Tepa Companies, visit [www.tepa.com](http://www.tepa.com) or contact Katie Summy at [Katie.Summy@tepa.com](mailto:Katie.Summy@tepa.com).

For more information regarding Travois, visit [www.travois.com](http://www.travois.com) or contact Ashley Bland at [Ashley@travois.com](mailto:Ashley@travois.com).

# NATIVE AMERICAN INTERNSHIP PROGRAM & APPLICATION



## Application

Name (First, Last, Middle Initial): \_\_\_\_\_

Nickname: \_\_\_\_\_

Maiden/Other Names: \_\_\_\_\_

### CONTACT INFORMATION

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Area of Study (Degree): \_\_\_\_\_

Are you a full-time student?  Yes  No

Level on May 30, 2019:  Freshman  Sophomore  Junior  Senior

Hobbies/Interests: \_\_\_\_\_

1. In 50 words or less describe how you see this program helping you achieve your professional development goals:

2. Check all types of industries you have interest in learning about:

- |  |  |
|--|--|
| <input type="checkbox"/> Architecture/Planning/Interior Design | <input type="checkbox"/> Government/Federal            |
| <input type="checkbox"/> Environmental Consulting and Planning | <input type="checkbox"/> Media/Publications            |
| <input type="checkbox"/> Community Outreach                    | <input type="checkbox"/> Multimedia/Technology         |
| <input type="checkbox"/> Marketing/Public Relations            | <input type="checkbox"/> Surveying                     |
| <input type="checkbox"/> Construction – General or Specialty   | <input type="checkbox"/> Training/Customer Service     |
| <input type="checkbox"/> Engineering – (please specify): _____ | <input type="checkbox"/> Other (please specify): _____ |

3. Have you ever participated in an internship program before?

- Yes If yes, for which organization/company? \_\_\_\_\_
- No

# NATIVE AMERICAN INTERNSHIP PROGRAM & APPLICATION



4. Check all the areas in which you are interested in learning more about with a mentor:

- |   |  |
|---|--|
| <input type="checkbox"/> Basic Business Operations                    | <input type="checkbox"/> Environmental                 |
| <input type="checkbox"/> Budgeting/Finance                            | <input type="checkbox"/> Construction                  |
| <input type="checkbox"/> Communications/Public Relations/Social Media | <input type="checkbox"/> Architecture                  |
| <input type="checkbox"/> Marketing Coordination & Research            | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Technology (Geospatial/Survey Mapping)       |  |

5. What are the top three benefits you hope to get from participating in the internship program?

- Increase my level of skills
- Increase my ability to problem-solve
- Increase my ability to set priorities
- To better communicate with colleagues and peers
- To get coaching / training in areas of interest
- Other: \_\_\_\_\_

## AS AN APPLICANT, YOU AGREE TO AND UNDERSTAND THE FOLLOWING:

1. You must provide proof of identity and authorization to work in the U.S. as required by the Immigration Reform and Control Act of 1986.
2. You will be required to meet the minimum age requirements of applicable laws.
3. The Companies (Tepa, LLC and Travois) may conduct investigations including verification of prior employment history and education. By signing this application you hereby grant permission to any person, firm, or corporation to release to the Companies or its representative any and all information regarding my past work or employment, and my background. I waive any and all claims I might have with respect to the providing of such information.
4. I certify that the information provided in this Application is accurate. I understand that the withholding of information or the giving of false information on this application will result in a refusal to hire or in disciplinary action up to and including the termination of my employment.
5. I understand that nothing in this Application or in the Companies' personnel guidelines, handbooks, policies or procedures is intended to create, or does create, an employment contract between the Companies and me. I further understand and agree that if I am offered employment by the Companies it will be on an at-will basis. This means that either the Companies or I may terminate the employment relationship at any time for any reason, with or without cause. I understand and agree that only the Companies CEO can enter into an agreement on any other terms and he or she can only do so in writing signed by him or her and the employee in question. Finally, I understand and agree that this constitutes the entire agreement between the Companies and me with regard to this subject. If you have signed an employment agreement, confidentiality agreement or any other document with a prior employer that might restrict your activities if hired by Travois or Tepa, LLC or any other subsidiary to include: Komada, LLC, Tepa EC, LLC, Medvolt, LLC, Nomlaki Technologies, LLC, Tehama, LLC, Roundhouse PBN, LLC, Goshawk, LLC, Tukup Technologies, LLC, you must disclose this fact before a job offer is made. Failure to disclose such information is grounds for termination of your employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_