



The Kuskokwim Corporation  
4300 B Street, Suite 207  
Anchorage, AK 99503  
907-243-2944

## COLLEGE SUMMER INTERN PROGRAM: APPLICATION PACKET

### PROGRAM DESCRIPTION / BACKGROUND

The Kuskokwim Corporation (TKC) is administering a College Summer Intern Program for the summer 2018. There are currently three **(3) COLLEGE SUMMER INTERNS POSITION OPEN UNTIL April 6, 2018.**

The Kuskokwim Corporation College Summer Intern program provides Alaska Natives that are currently enrolled in a college, post high school vocational training program or recent college graduates with work experience and an opportunity to explore career options. The program is designed to promote shareholder hire and training opportunities. Internships are available through TKC, TKC subsidiaries or TKC partnerships. College summer intern's hours are flexible, depending upon projects and placement. The number of weeks and the specific dates a summer intern works will be determined on a case-by-case basis to accommodate the intern's academic calendar and host site's needs. The pay scale is based on a competitive intern wage. The wage for undergraduate and graduate students depends on experience (D.O.E.).

### WHO MAY APPLY

1. Alaska Natives as defined by the Alaska Native Claims Settlement Act (ANCSA) of 1971, including legally adopted children are eligible to apply to the college summer intern program. (43 U.S.C.A. §1601).
2. Applicants must be either an undergraduate or graduate college student enrolled full-time in a degree program for the fall 2018 term or plan to graduate from an undergraduate or graduate program with a degree in the spring 2018.
3. *Qualified* employees who also meet all other requirements under "Who May Apply, are eligible.
4. To be eligible to apply for the college summer intern program applicants must be a high school graduate or have a GED and be at least 18 years of age at the time their internship would begin.

### APPLICATION PROCEDURES

Applicants may apply for an internship through the TKC Human Resources Department.

1. Applicants must submit a completed college summer intern application. Incomplete applications will not be reviewed. A complete application includes the following:
  - Cover Letter;
  - Summer intern application form (pages 4 through 6 of the 2018 college summer intern application packet);
  - Updated resume;
  - Most recent high school or college transcript;
  - Proof of college enrollment or recent graduation;
  - Letter of Acceptance (if applicant is enrolled in college but have not yet started college classes); and

Refer to the “**APPLICATION CHECKLIST**” section on page 3 of this packet for a detailed description of what to include in each of these items.

2. All items listed in this section must be mailed, faxed, e-mailed or delivered in person by April 6, 2018.

The Kuskokwim Corporation  
Keja Whiteman  
4300 B Street, Suite 207  
Anchorage, Alaska 99503

knw@kuskokwim.com  
Phone (907)771-8205  
Fax (907) 243-2984

### **REVIEW/SELECTION PROCESS**

A College Summer Intern Committee is responsible for selecting interns. The Committee considers all information and completeness of applications. Selection is a competitive process as if applying for employment. The Committee ranks each application in a variety of categories, including: neatness of application packet, scholastic achievement, cover letter, and interview.

### **COLLEGE SUMMER INTERN PROGRAM GUIDELINES**

1. **COMMUNICATION** – Summer Interns must notify the Human Resources Manager immediately if there is a change to their mailing address, institution/program attending, or enrollment status (full-time vs. part-time).
2. **TRANSCRIPTS** – Summer Interns must provide an transcript at the beginning of their internship. If an Intern fails to submit his/her transcripts to TKC, the anticipated intern start date may be delayed or the intern may be placed on probation until requirements are met. If requirements are not met by a date specified by the Human Resources Manager, the intern may be separated from the program.
3. **GRADE POINT AVERAGE (GPA)** – Summer Interns must have a cumulative 2.0 grade point average (GPA). Applicants with a GPA lower than 2.0 will not be considered for the program.
3. **ENROLLMENT STATUS (FULL-TIME TO PART-TIME)** – Summer Interns must demonstrate proof that they are either 1) enrolled full-time (a minimum of 12 credits for undergraduate students and 9 credits for graduate students) in a college degree program for the fall term 2018 or 2) will graduate from a undergraduate or graduate college degree program in the spring of 2018. Applicants that do not have proof that they are either enrolled full-time in a college degree program or on track to graduate from a college degree program will not be considered.

A move to part-time status will result in the Summer Intern being placed on probation and potentially separated from the program. Interns may be exempt who fail to maintain their full-time status due to situations beyond their control, such as a death in the family, illness, or a family emergency. A Summer Intern seeking an exemption is responsible for notifying his/her direct supervisor and the Shareholder Development Manager of the extenuating circumstances. The supervisor and Human Resources Manager will determine exemptions on a case-by-case basis.

4. **DROP-OUT** – If a Summer Intern drops out of school before the end of his or her internship, TKC will require that the intern be separated from the program. Interns may be exempt who fail to attend or drop out due to situations beyond their control, such as a death in the family, illness, family emergency, etc. An Intern seeking an exemption is responsible for notifying his/her direct supervisor and the Human Resources Manager of the extenuating circumstances. The supervisor and Human Resources Manager will determine exemptions on a case-by-case basis.
8. **ORIENTATION** – All supervisors will provide orientation for Summer Interns during the first week of employment. The orientation will include the following:
  - an explanation of TKC policies to include work rules, proper work attire, attendance/punctuality requirements, etc.;

- information on job assignments and all aspects of the tasks and expectations;
- a review of the job description and performance evaluation criteria (the supervisor will conduct the performance evaluation);
- discussion about the importance of participating in company meetings, events, and training conferences;
- host site expectations;
- introduction to co-workers and a tour of the facility; and
- a contact person will be provided to the intern if they have any follow up questions.

The Human Resources Manager will also provide an orientation to the Summer Intern program, reviewing the program policies, guidelines and procedures.

9. **WORK SCHEDULE** – Interns hours can vary on a case-by-case base. The number of weeks and the specific dates a summer intern work will be determined on a case-by-case basis to accommodate the Interns academic calendar and the host site. TKC expects the intern to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on TKC. Typically not to exceed 8 weeks.
10. **PAY & BENEFITS** – The pay scale is based on a competitive intern wage. The wage for undergraduate and graduate students depends on experience (D.O.E.). Summer Interns do not qualify for benefits. One-time roundtrip airfare for Interns that must travel a long distance to their work location may be provided at the discretion of Human Resources Manager.
11. **MONITORING** – The manager of the department will be responsible for monitoring employment progress. Formal feedback will be given to the Intern over the summer. If performance falls below a satisfactory level, the Summer Intern will either be placed on probation or separated from the program. Interns are directly supervised by a staff member in the department they are interning in. The same job performance standards and time and attendance regulations that apply to “regular” employees also apply to Summer Interns. Summer Interns will receive a copy of the Employee Handbook upon hire. The Human Resources Manager will monitor Summer Interns’ GPAs, credits taken, and hours worked.
12. **TERM** – The Spring & Summer Internships are designed to accommodate Intern’s school schedules and therefore, last between 7 - 12 weeks, depending on the Intern’s academic calendar. There is no guarantee or contract for employment or an internship for this duration. No one other than the Intern Committee or Human Resources Manager may change these conditions.
13. **COMPLETION** – The Summer Intern has no obligation to return upon graduation to TKC, nor does TKC have an obligation to hire the Intern once he or she has graduated.
14. **EXCEPTIONS** – Exceptions to these policies may be justified and granted by the Intern Committee as needed.
15. **PAY SCALE** – Hourly wage range.

Freshman	\$12-\$13
Sophomore	\$13-\$14
Junior	\$15-\$16
Senior	\$16-\$18

## APPLICATION CHECKLIST

Include the following information in your application in the order listed:

- A cover letter that explains:**
  - Why you are applying for a College Summer Internship with TKC.
  - What your career goals are and how you plan to achieve them.
  - What you hope to gain or accomplish from your summer internship.
  - The area(s) that you are interested in working and why.
  
- Summer Intern application form (pgs 4-6 of the 2018 College Summer Intern application packet).** Be sure to submit a complete form. If an area does not apply to you please fill in the blank with N/A (not applicable) to prevent your application from being scored lower. Be sure to sign the College Summer Intern Pledge Sheet.
  
- Updated resume.**
  
- Most recent high school or college transcript.**
  
- Proof of college enrollment or recent graduation.** If you plan to graduate in the Spring 2018 term, you must submit a transcript and documentation from your college or university that clearly identifies your expected graduation date.
  
- Letter of Acceptance.** Only those applicants that are enrolled in college but have not yet started college classes must provide a letter of acceptance from the educational institution he or she plans to attend during the fall term.
  
- Proof that you are a Alaska Native**

**2018 TKC**  
**COLLEGE SUMMER INTERN APPLICATION FORM**  
**COLLEGE SUMMER INTERN POSITIONS ARE OPEN UNTIL FILLED**

**GENERAL INFORMATION**

Full Name: \_\_\_\_\_ Maiden or Birth Name: \_\_\_\_\_

Male  Female Alaska Resident:  Yes  No College GPA: \_\_\_\_\_ High School GPA: \_\_\_\_\_

Mailing Address while in the Intern Program: \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone number(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

**HIGHSCHOOL / GED INFORMATION**

Did you graduate from High School?  Yes Date Graduated: \_\_\_\_\_  No

Did you get your GED?  Yes Date Received: \_\_\_\_\_  No

School name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**COLLEGE INFORMATION**

Indicate the terms in which you plan to enroll:  Fall  Winter  Spring  Summer

Dates you will be attending the educational institution: From: \_\_\_\_\_ To: \_\_\_\_\_

Grade you will be in Fall 2017:  Freshman  Sophomore  Junior  Senior  N/A Will Graduate Spring 2017  Graduate School year: 1 2 3 4 5 6 (circle one)

Enrollment Status for Fall 2017:  Full-time (undergraduate 12 or more credits, graduate 9 or more credits)

Part-time (undergraduate less than 12 credits, graduate less than 9 credits)

Expected degree:  Associate  Bachelors  Masters  Doctorate

Other: \_\_\_\_\_

Major in school: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Name and address of school you are attending: \_\_\_\_\_

\_\_\_\_\_

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Phone number: \_\_\_\_\_

Indicate if your school is an accredited post secondary educational institution:  Yes  No

Present degrees held and year received: \_\_\_\_\_

**LOCATION & AREAS OF INTEREST**

Please identify the office location(s) and department(s) you are interested in serving:

California:       South Carolina:       Arizona:

- |                                                 |                                      |                                                |
|-------------------------------------------------|--------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Accounting/Finance     | <input type="checkbox"/> Marketing   | <input type="checkbox"/> Environmental Science |
| <input type="checkbox"/> Risk Management/Safety | <input type="checkbox"/> Avionics    | <input type="checkbox"/> Media Relations       |
| <input type="checkbox"/> Geology                | <input type="checkbox"/> Lands       | <input type="checkbox"/> Project Management    |
| <input type="checkbox"/> Business               | <input type="checkbox"/> Engineering | <input type="checkbox"/> Aviation              |

Other, Please Specify:

Location: \_\_\_\_\_ Area of Interest: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Please give the name and contact information of your previous employers, starting with your current or most recent:

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

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

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

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

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

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

**REFERENCES**

Name:	Phone number:	Relationship:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**COLLEGE SUMMER INTERN PLEDGE**

I have applied to attend or am presently attending the school indicated on this application and agree to follow all rules, regulations and attendance requirements of the school to the best of my ability and will satisfactorily complete the course(s) that I have selected. I authorize the school to release grade, and attendance information to the TKC College Summer Intern Program. I understand that if awarded an internship, I am responsible for submitting an official transcript at the beginning of the college summer intern program to the TKC Human Resources Manager to verify my enrollment or graduation status and grade point average. I understand that the College Summer Intern program is designed for interns to work for 7-12 weeks during the summer months. In order to participate in the College Summer Intern program I must maintain a 2.0 GPA on a 4.0 scale.

**Privacy Act and Paperwork Reduction Act Statement**

1. The authority for solicitation of the information on this form is 25 U.S.C. 13 (42 Stat. 208) and P.L. 84-959 (70 Stat. 986) as amended by P.L. 88-230 (77 Stat. 471,25 U.S.C. 309).
2. Disclosure of the requested information by the applicant is voluntary, but required to obtain benefit.
3. The purpose of this information collection is to determine your eligibility for an TKC Intern Position.
4. The routine use of this information is by the TKC Intern Committee to evaluate your request and to assist in determining your place in our awards system.
5. Failure to provide requested information may result in a delay or denial in receiving an internship.

I have read the above statement and I hereby provide the required information and authorize the use of such information to the extent of the uses specified in the statement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date