



SAULT STE. MARIE TRIBE OF CHIPPEWA INDIANS INTERNSHIP PROGRAM

523 ASHMUN STREET
SAULT STE. MARIE, MI 49783
PHONE (906)635-6050 FAX (906)635-4969

2021 SAULT TRIBE INTERNSHIP PROGRAM INSTRUCTIONS

ELIGIBILITY:

- SAULT TRIBE MEMBER
- MUST BE ATTENDING A COLLEGE, UNIVERSITY, TRADE SCHOOL, OR TECHNICAL COLLEGE
- INCOMING COLLEGE FRESHMAN, SOPHOMORE, JUNIOR SENIORS, GRADUATE STUDENTS, OR OTHER TECHNICAL/TRADES PROGRAMS
- MUST BE 18 YEARS OF AGE OR OLDER

OTHER REQUIREMENTS:

- COMPLETE APPLICATION
- COMPLETE PERSONAL ESSAY
- OBTAIN COLLEGE/SCHOOL ADVISOR RECOMMENDATION
- PROVIDE TRANSCRIPTS
- PROVIDE COPY OF SAULT TRIBE MEMBERSHIP VERIFICATION/CARD

ESSAY INSTRUCTIONS:

- 1 PAGE IN LENGTH
- MUST BE TYPED, 12 PT, TIMES NEW ROMAN FONT, 1-INCH MARGINS
- RECOMMENDED TO SUBMIT PDF VERSION, BUT GOOGLE DOC OR MS WORD WILL ALSO BE ACCEPTED.
- TOPIC: DESCRIBE YOUR ACADEMIC & PROFESSIONAL GOALS AND IDENTIFY HOW YOU PLAN TO CONTRIBUTE BACK TO YOUR SAULT TRIBE & COMMUNITY

SUBMISSION INSTRUCTIONS:

- **SUBMISSION DEADLINE EXTENDED FRIDAY JUNE 11, 2021 AT 5:00 PM (EST)**
- APPLICATIONS MUST BE COMPLETE
- ALL DOCUMENTS MUST BE SUBMITTED PRIOR TO DEADLINE
- NO MATERIALS WILL BE ACCEPTED AFTER THE DEADLINE
- SUBMISSIONS WILL BE ACCEPTED VIA EMAIL, US MAIL OR FAX
- WE WILL NOT BE RESPONSIBLE FOR TECHNOLOGY ERRORS. IT IS THE APPLICANT'S RESPONSIBILITY TO FOLLOW-UP OR ENSURE THAT THE APPLICATION HAS BEEN RECEIVED BEFORE THE DEADLINE.

EMAIL	INTERNSHIPS@SAULTTRIBE.NET
US MAIL	SAULT TRIBE OF CHIPPEWA INDIANS ATTN: ASSISTANT EXECUTIVE DIRECTOR 523 ASHMUN STREET SAULT STE. MARIE, MI 49783
FAX	(906)635-4969

- INTERNS WILL BE RESPONSIBLE FOR THEIR OWN HOUSING & TRANSPORTATION
- IF PROGRAM DATES CONFLICT WITH SCHOOL SESSION DATES, PROVIDE NOTICE ON APPLICATION



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FOR OFFICAL USE

ASSIGNED NUMBER

2021- _____

APPLICATION

PERSONAL INFORMATION:

NAME					DOB		
ADDRESS					SS #		
CITY		STATE		ZIP			
EMAIL		HOME PHONE		MOBILE			
PREFERRED METHOD OF CONTACT	BEST TIME	MAIL	EMAIL	HOME	MOBILE		

CURRENT SCHOOL:

SCHOOL NAME					MAJOR		
SCHOOL ADDRESS					MINOR		
CITY	STATE		ZIP		CUM. GPA		
2020-2021	FRESHMAN	SOPH.	JNR.	SNR.	GRAD. STUDENT	CREDITS EARNED	

PREVIOUS SCHOOLS ATTENDED:

SCHOOL NAME					MAJOR		
SCHOOL ADDRESS					MINOR		
CITY	STATE		ZIP		CUM. GPA		
DATES ATTENDED			CREDITS EARNED			DID YOU GRADUATE?	YES NO

SCHOOL NAME					MAJOR		
SCHOOL ADDRESS					MINOR		
CITY	STATE		ZIP		CUM. GPA		
DATES ATTENDED			CREDITS EARNED			DID YOU GRADUATE?	YES NO

LEADERSHIP ROLES/MEMBERSHIPS/VOLUNTEER ACTIVITIES:

LEADERSHIP ROLES HELD		ACTIVE MEMBERSHIPS		PAST & CURRENT VOLUNTEER ACTIVITES	
DATES		DATES		DATES	
COMPANY		COMPANY		COMPANY	



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REFERENCES: (NO RELATIVES)

REFERENCE 1:		REFERENCE 2:		REFERENCE 3:	
NAME		NAME		NAME	
TITLE		TITLE		TITLE	
# YRS		# YRS		# YRS	
PHONE		PHONE		PHONE	
EMAIL		EMAIL		EMAIL	

INTERNSHIP PREFERENCES:

PRIMARY CHOICE		SECONDARY CHOICE	
DIVISION/DEPT		DIVISION/DEPT	
ENVIRONMENT		ENVIRONMENT	
DUTIES/TASKS		DUTIES/TASKS	
FIELD OF INTEREST		FIELD OF INTEREST	

SKILLS: (IDENTIFY SKILLS YOU POSSESS/YRS OF EXPERIENCE/TYPES USED)

TECHNOLOGY		EQUIPMENT		INTERPERSONAL	
YRS EXP		YRS EXP		YRS EXP	

SCREENING QUESTIONS:	RESPONSE
HAVE YOU EVER BEEN EMPLOYED BY SAULT TRIBE (INCLUDING PRIOR INTERNSHIPS)?	
WOULD YOU OBJECT TO COMPLETING A BACKGROUND INVESTIGATION?	

I certify that all information provided in this application is true and complete to the best of my knowledge. I understand that falsified statements on this application in any detail shall be considered sufficient cause for disqualification from further consideration for this internship program.

SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE							
RECEIVED BY:				DATE RECEIVED			
SUBMISSION METHOD	COMPLETE			YES		NO	# PAGES

Student Advisor's Recommendation Form
2021 Sault Tribe Internship Program

Student's Name: _____ **Class Level:** _____

College/University: _____ **Degree Program:** _____

Major: _____ **Minor:** _____ **GPA:** _____

Areas of possible placement for Student Internship: *please check the box of the Department(s) where you believe student will receive the most benefit for their academic goals*

- | | | |
|--------------------------|------------------------------|---|
| <input type="checkbox"/> | Communications | (Video Productions, Tribal Newspaper, Tribal Website) |
| <input type="checkbox"/> | Cultural Department | (Ojibwe Language, Training, Outreach) |
| <input type="checkbox"/> | Education | (Youth Education & Activities, Adult Education, Head Start) |
| <input type="checkbox"/> | Fiscal Services | (Accounting, Budgeting, Investments) |
| <input type="checkbox"/> | Fisheries | (Management, Enhancement, Regulation) |
| <input type="checkbox"/> | Health | (Nursing, Nutrition, Dental, Community Health, Pharmacy) |
| <input type="checkbox"/> | Housing | (Resident Services, Homeownership, Home Improvement) |
| <input type="checkbox"/> | Judicial Services | (Tribal Court, Legal, Probation) |
| <input type="checkbox"/> | Kewadin Casinos | (Marketing, Management, Public Relations) |
| <input type="checkbox"/> | Law Enforcement | (Police Officers, Detention Officers) |
| <input type="checkbox"/> | MIS | (Telecommunications, Computer Information Systems) |
| <input type="checkbox"/> | Purchasing | (Shipping, Receiving, Management) |
| <input type="checkbox"/> | Recreation | (Events, Fitness, Administration) |
| <input type="checkbox"/> | Social Services | (Child Placement, Behavioral Health, Direct Services) |
| <input type="checkbox"/> | Tribal Administration | (Management, Administrative) |
| <input type="checkbox"/> | Tribal Enterprises | (Hospitality, Retail) |
| <input type="checkbox"/> | Other: _____ | |

Please provide a narrative justification explaining what benefit the student might realize with practicum experience in the identified department(s) above: (provide additional pages if needed.)

The competition for an internship with Sault Tribe is very strong. Why should this student be considered for the internship experience?

Advisor Name: _____ **Title:** _____

Advisor Signature: _____ **Date:** _____

This completed form must accompany student application at time of submission
APPLICATION DEADLINE EXTENDED TO JUNE 11, 2021