

By Western Hands and Northwest College

sufficient skills and knowledge of the occupation, either through portfolio, formal internship, or through practical on-the-job experience or formal training.

Related Instruction: An organized and systematic form of instruction designed to provide the intern with knowledge of the theoretical and technical subjects related to the intern occupation or craft. Such instruction may be given in a classroom, through occupational or industrial courses, or other forms of self-

e.e Meet at least once per year to review records and progress of each intern in training, and recommend improvement or modification in training schedules, schooling or other training activities. Written minutes will be won



## SECTION VI TERM OF INTERNSHIP

The term of each internship shall be as specified on the Appendix A for each occupation covered in these Standards and will be supplemented by the required hours of related instruction as stated in the Work Process Schedule and Related Technical Instruction Outline (Appendix A).

## SECTION VII PROBATIONARY PERIOD

All applicants selected for internship will serve a probationary period as stated in the Work Process Schedule and Related Instruction Outline for each occupation listed (Appendix A).

During the probationary period either the intern or the Sponsor may terminate the internship agreement, without stated cause, by notifying the other party in writing. The records for each probationary intern will be reviewed prior to the end of the probationary period. Records may consist of periodic reports, regarding the progression made in both the on-job learning and

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intern previous work, training/education record and evaluation of the intern performance and demonstrated skill and knowledge during the probationary period.

The granting of advanced standing will be uniformly applied to all intern



Before each period of advancement, or at any other time when conditions warrant, the Sponsor will evaluate the intern record to determine whether he/she has made satisfactory progress. If an intern on-job training or related instruction progress is unsatisfactory, the Sponsor may determine whether the intern will continue in a probationary status or require the intern to repeat a process or series of processes. In such cases, the Sponsor will initiate a performance improvement plan with the intern.

Should it be found that the intern does not have the ability or desire to continue, the Sponsor will terminate the internship agreement, after the intern has been given adequate assistance and opportunity for the corrective action.

#### SECTION XV CERTIFICATE OF INTERNSHIP COMPLETION

Upon satisfactory completion of the requirements of the internship program as established in these standards, the Sponsor will so certify and award a Certificate of Internship Completion to the intern. Certificates of Internship Completion and proficiency learning outcomes list will become a part of the intern records, and the intern will be deemed to have achieved Artisan status.

#### SECTION XVI AMENDMENTS AND MODIFICATIONS

These standards may be amended or modified at any time by the Sponsor provided that no amendment or modification adopted will alter any internship agreement in force at the time without the consent of all parties. A copy of each amendment or modification will be furnished to the intern to whom the amendment or modification applies.







SECTION XXI ADOPTION OF THE INTERNSHIP STANDARDS

We, the undersigned adopt these Standards of Internship, including any appendices thereto.

\_\_\_\_\_ Date \_\_\_\_\_

Sponsor Representative

\_\_\_\_\_ Date \_\_\_\_\_

Intern

\_\_\_\_\_ Date \_\_\_\_\_

Artisan







Creative Communicator Intern will:

- Clearly communicate and creatively express themselves for a variety of purposes, using the platforms, tools, styles, formats, and digital media appropriate to their goals.
- Choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication.
- Clearly and effectively communicate complex ideas by creating or using a variety of digital objects, such as visualizations, models or simulations.
- Publish or present content that customizes the message and medium for their intended audiences.

Note: Students use physical objects for communication.

Global Collaborator Intern will:

- Use digital tools to broaden their perspectives and enrich their learning by collaborating with others and effectively locally and globally working in teams.
- Use collaborative technologies to work with others, including peers, experts or community members, to examine issues and problems from multiple viewpoints.
- Contribute constructively to project teams, assuming various roles and responsibilities to effectively work toward a common goal.

Note: Students understand studio work includes hands on, paper sketches, and 3-D drawings.





BADM 1005 Business or Technical Math	3
ART 2970 Internship	3
Total Credit Hours	15

NWC AAS in Technical Studies in Partnership with By Western Han4(e)3d

NWC AAS Degree Credit Hours.....15 credit hours per semester/60 total credit hours

Estimated Costs for the By Western Hands Education Program

Students enroll in 15 credits per semester, 9-12 hours of college classes with 3-6 internship hours.

- \$2,280 per semester, in-state tuition/fees/books/supplies
- \$6,030 per semester, out-of-state tuition/fees/books/supplies  
(Estimates based on Fall 2021 fee schedule)

Scholarships:

BWH Certificate – BWH may provide scholarships to reduce or cover student costs listed above.

Northwest College AAS in Technical Studies, By Western Hands – As degree-seeking students, scholarships may be awarded through NWC's Trapper Scholarship Program and/or BWH. Federal financial aid in form of grants and loans is also available. Housing expenses for interns may also be included in a student aid package for individuals enrolled in the AAS degree program.

Featured scholarships include:

Annual awards for selected students enrolled in the BWH Education Program may be available to assist with art-related coursework and internship costs.

To apply for scholarships, go to: [www.nwc.edu/scholarships/](http://www.nwc.edu/scholarships/)

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Internship Agreement

Appendix B

We, the undersigned, accept and agree to the terms and conditions of these By Western Hands Standards of Internship signed and dated, and any attached Appendices, as expressly written therein. These terms and conditions formulate the requirements and expectations of all parties to the internship, including the Sponsor, Intern and supervising Artisan. These documents become the contractual agreement for this internship.

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Representative, By Western Hands

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Date

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