

# BY WESTERN HANDS AND NORTHWEST COLLEGE

## INTERNSHIP PROGRAM

These By Western Hands Internship Standards have as their objective the training of Western Design Furniture Makers and Western Design Functional Artists skilled in all phases of the industry. By Western Hands, hereafter referred to as Sponsor, recognizes there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Standards of Internship and will serve as the basis from which the Sponsor can work to establish an internship training program that meets the particular needs of the Western Design Artisan.

### **DEFINITIONS:**

Intern: Any individual employed by the Sponsor, meeting the qualifications described in the Standards of Internship who has signed an Internship Agreement with the Sponsor, providing for training and related instruction under these Standards.

Internship and Training Committee (Committee, ITC): Those persons designated by the Sponsor to act as an agent for the Sponsor in the administration of the program.

Certificate of Completion of Internship: The Certificate of Completion of Internship will be issued by the Sponsor to those interns certified and documented, as successfully completing the intern training requirements outlined in these Standards of Internship.

Competency Based Education: The attainment of manual, mechanical or technical skills and knowledge, as specified by the Internship Standards, and demonstrated by an appropriate written or hands-on proficiency measurement.

Employer: The Sponsor organization, enrolling an intern.

Artisan: A worker who has attained a level of skill, abilities and competencies within the industry, as having mastered the skills and competencies required for the occupation. Use of this term may also refer to a mentor, craftsman, technician, journeyman, specialist, or other skilled worker who has documented 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-study approved by the Sponsor.

Standards of Internship: This entire document, including all appendices and attachments hereto, and any future modifications or additions approved by the Sponsor.

Supervisor of Interns: An individual designated by the Sponsor to supervise or have charge and direction of an intern.

Transfer: A shift of internship agreement to another supervisor within that same program where there is agreement between intern and the Sponsor.

## **SECTION I – PROGRAM ADMINISTRATION**

The Sponsor may establish an Internship and Training Committee to carry out the responsibilities and duties required by the Sponsor, as described in these Standards of Internship.

Structure of the Internship and Training Committee (ITC)

- a. Members of the ITC will be selected by the Sponsor. A minimum of two members must be Artisans in the trade covered under these Standards of Internship.
- b. Membership of the committee shall be no more than 5 persons.

Administrative Procedures:

- a. The ITC will elect a Chairperson and a Secretary and will determine the time and place of regular meetings which will take place at least once per year.
- b. The Chairperson and Secretary will have the power to vote on all questions, affecting the internship.
- c. The Chairperson and Secretary should rotate among the members of the ITC.

Responsibilities of the Internship and Training Committee:

- a. Cooperate in the selection of interns as outlined in these Standards of Internship.
- b. Ensure that interns are under written Internship Agreements.
- c. Review and recommend internship activities in accordance with this program.
- d. Establish minimum standards of education and experience required of interns.

- 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 kept.
- f. Determine the quality and quantity of experience on the job which interns should have and to make every effort toward their obtaining it.
- g. Work with providers of related instruction to insure compatibility of the instructional program to the on-job training.
- h. Hear and resolve all complaints of violation of Internship Agreements.
- i. Arrange tests or evaluations of learning measurement for determining the intern progress in manipulative skills and technical knowledge.
- j. Maintain records of all interns, showing their education, experience and progress in learning the occupation.
- k. Advise the interns on the need for accident prevention and provide instruction with respect to safety in the workplace.
- l. Certify that the interns have successfully completed their internship program, identifying proficiency learning outcomes.
- m. Notify the Executive Director and Board of By Western Hands of all new interns, extensions, completions or cancellations of Internship Agreements.
- n. Supervise all the provisions of the Standards and be responsible, in general, for the successful operation of the Standards by keeping in constant touch with all parties concerned, interns, Sponsor and artisans.
- o. Monitor and adjust program elements, as needed, and based on intern program success.

## **SECTION II – EQUAL OPPORTUNITY**

The recruitment, selection, employment and training of interns, during their internship, shall be without discrimination because of race, color, religion, national origin or sex.

## **SECTION III – QUALIFICATIONS FOR INTERNSHIP**

Applicants will meet the following qualifications:

- a. Interns must not be less than 18 years of age.

- b. A high school diploma or High School equivalency is required. Applicant must provide an official transcript for high school, and post high school education and training. All High School equivalency records must be submitted if applicable.
- c. Applicants must submit a DD-214 to verify military training or experience if they are a veteran and wish to receive consideration for such training or experience.
- d. Applicants must be physically capable of performing the essential functions of the internship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.
- e. Applicants will pass a screen for the current illegal use of drugs on acceptance into the program and prior to being employed.

Applicants will meet the following selection traits:

- a. Recognized by instructors, grades, letters of recommendation and other assessment sources, as demonstrating skill and knowledge suitable to be a candidate for selection.
- b. Expressed desire to learn Western Functional Art design and work with artisan mentors.
- c. Exhibited willingness to experiment, make mistakes and grow.
- d. Demonstrated entry level of tool skill.
- e. Evidenced ability to balance patience and perfectionism.
- f. Evidenced ability to communicate with a broad variety of people.
- g. Evidenced understanding of the benefits of internship to his/her own career.
- h. Demonstrated craftsmanship at entry skill level.

## **SECTION IV – INTERNSHIP AGREEMENT**

After an applicant for internship has been selected, but before enrollment as an intern or enrollment in related instruction, the intern will be covered by a written Internship Agreement (Appendix B) signed by the Sponsor and the intern. Such agreement will contain a statement, making the terms and conditions of these Standards a part of the

agreement as expressly written therein. A copy of the Internship Agreement will be furnished to both the intern and the Sponsor.

Prior to signing the Internship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the Sponsor written rules and policies, and the Internship Agreement.

## **SECTION V – RATIO OF CRAFTSMEN TO INTERNS**

For each occupation identified in these Standards of Internship, a numeric ratio of one intern to one artisan is consistent with proper supervision, training, safety and continuity of employment throughout the internship. There may, however, be selected periods of time in which interns are instructed in larger groups yet supervised by individual supervisors.

## **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 related instruction, and any disciplinary action taken during the probationary period.

Any probationary intern evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period, the internship agreement may be cancelled at the request of the intern or may be suspended or cancelled by the Sponsor for reasonable cause after the

documented due notice to the intern and a reasonable opportunity for corrective action. In such cases, the Sponsor will provide written notice to the intern.

#### **SECTION VIII – HOURS OF WORK**

Interns will generally work the same hours as Artisan mentors. Interns who do not complete the required hours of on-job learning, during a given segment, will have the term of that segment extended until the required number of hours of training have accrued.

#### **SECTION IX – CREDIT FOR PREVIOUS EXPERIENCE**

The Sponsor may grant credit towards the term of internship to new interns who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these standards.

Intern applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application, and furnish such records, affidavits, certifications, portfolios and other documents to substantiate the claim. The request for credit will be evaluated, and a determination made during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the 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 interns.

#### **SECTION X – WORK EXPERIENCE**

During the internship, the intern will receive such on-job learning and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled Artisan. The on-job learning will be under the direction and guidance of the supervisor of the intern(s).

#### **SECTION XI – RELATED INSTRUCTION**

During each segment of training, each intern is required to participate in coursework related to the job as outlined in Appendix A. Each recommended term of the internship will include 15-16 credit hours of related instruction associated with a college semester schedule. In each semester, 6 credits will be granted for experiential learning, requiring 30

hours of hands-on instruction with an assigned artisan for a total of 180 hours. Interns also agree to take such courses as the Sponsor deems advisable.

Any intern who is absent from related instruction classes, unless officially excused, will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an intern to fulfill the obligations, regarding related instruction or on-job learning without due cause, the sponsor will take appropriate disciplinary action and may terminate the internship agreement after due notice to the intern and opportunity for corrective action.

To the extent possible, instruction will be closely related to the practical experience and training received on the job. The Sponsor will monitor and document the intern progress in related instruction classes.

The Sponsor will secure competent instructors whose knowledge, experience and ability to teach will be carefully examined and monitored.

## **SECTION XII – SAFETY AND HEALTH TRAINING**

All interns will receive instruction in safe and healthful work practices both on the job and in related instruction.

Interns will be taught that accident prevention is largely a matter of education, vigilance and cooperation, and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

## **SECTION XIII – SUPERVISION OF INTERNS**

The Sponsor will be responsible for the training of the intern on the job. Interns will be under the general supervision of the Sponsor and under the direct supervision of the Artisan to whom they are assigned. The supervisor of the intern designated by the Sponsor will be responsible for the intern work assignments, will ensure the intern is working under a skilled artisan always, evaluate work performance, and complete and submit progress reports to the Sponsor.

No intern will be allowed to work without direct artisan supervision.

Supervising Artisans shall be selected by the Sponsor and shall demonstrate the following:

- Recognized by peers as expert in particular area of Western Design.
- Expressed desire to teach his/her craft or skill to another.

- Understands that learners may surpass their mentor.
- Exhibited willingness to allow intern to experiment, make mistakes, and grow.
- Demonstrated expert level of tool skill and business acumen.
- Evidenced ability to balance patience and perfectionism.
- Demonstrated ability to communicate with people from all walks of life.
- Experienced in adequate commissions to give the intern a broad variety of experience.
- Personal experience with mentorship or internship, and recognizes the benefits of that to his/her own career.
- Experienced in training and working with workers/staff, bringing them up in the Western Design tradition.
- Demonstrated craftsmanship at a high skill level.
- A By Western Hands member in good standing.

## **SECTION XIV – RECORDS AND EXAMINATIONS**

Each intern may be responsible for maintaining a record of his/her experience, training on the job and in related instruction, and for having this record, verified by the supervisor at the end of each week. The intern will authorize an effective release of their related instruction records from the local school authorities to the Sponsor. The record cards and all data, written records of progress evaluations, corrective and final actions, pertaining to the internship, will be maintained by and will be the property of the Sponsor. The record will be included in each intern record file maintained by the Sponsor and kept for a minimum of 5 years beyond completion of the internship.

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 XVII – COMPLAINT PROCEDURE**

The Sponsor will have the authority to supervise the enforcement of these standards. Its decision will be final and binding to the Sponsor and the intern, unless noted below.

If an intern believes an issue exists that adversely affects his/her participation in the internship program or violates the provisions of the internship agreement or standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

- a. The Sponsor will hear and resolve all complaints of violations, concerning the internship agreement for which written notification is received within 15 days of the violation. The sponsor will make such rulings as it deems necessary in each individual case and within 30 days of receiving written notification.
- b. Either party to the internship agreement may ask the Internship and Training Committee to provide a hearing upon written notice within 15 days of the violation. The ITC shall convene within 30 days of receiving written notification to provide a hearing and an interpretation of any provision in these standards over which the differences occur. They have the authority to receive, process, and make disposition of a complaint, during that convening. Each party to the complaint shall receive written notice of the complaint disposition by the ITC within 5 business days of the complaint hearing.

## **SECTION XVIII – RESPONSIBILITIES OF THE INTERN**

Interns, having read these standards formulated by the Sponsor and signed an Internship Agreement with the Sponsor, agree to all terms and conditions contained therein and agree to abide by the Sponsor rules and policies, including any amendments, and serve such time, perform such manual training and study such subjects, as the Sponsor may deem necessary to become a skilled worker in the trade.

In signing the Internship Agreement, interns assume the following responsibilities and obligations under the internship program:

- a. Diligently and faithfully perform the work of the occupation and other pertinent duties assigned by the Sponsor and the supervisor, in accordance with the provisions of these standards.
- b. Respect the property of the Sponsor and supervising artisan and abide by the working rules and regulations of the Sponsor and supervising artisan.

- c. Attend and satisfactorily complete the required hours of on-job learning and related instruction in subjects related to the occupation as provided under these standards.
- d. Diligently work to learn and advance skills and knowledge in and out of the shop and studio.
- e. Maintain and make available such records of work experience and training received on the job and in related instruction, as may be required by the sponsor.
- f. Develop and practice safe working habits and work, in such a manner as to insure his/her personal safety and that of fellow workers.
- g. Sign an acknowledgement receipt of the program written rules and policies, and agree to adhere to the same.

## **SECTION XIX – RESPONSIBILITIES OF THE SUPERVISING ARTISAN**

The supervising Artisan assumes the following responsibilities and obligations:

- a. Provide written rules and policies to the intern.
- b. Provide safety training and maintain a safe work environment.
- c. Share knowledge of the occupation.
- d. Work with the intern to maintain work and training records, which document the internship and completion of the internship agreement.
- e. Provide the instruction and knowledge needed to design and build decorative art with the best available craft techniques and in a Western style.
- f. Introduce the intern to other artisans, practicing in the Western style.

## **SECTION XX – RESPONSIBILITIES OF THE SPONSOR**

The Sponsor assumes the following responsibilities and obligations:

- a. Adhere to the outline for internship as set forth in the Internship Agreement.
- b. Provide written rules and policies to the intern and to the supervisor.
- c. Maintain internship records and make those records available to the intern for a period of no less than 5 years post completion of the internship.

- d. Provide for a fair and equitable selection process for interns and supervisors.
- e. Support instructors of related instruction in curriculum and instruction product, process and content.
- f. Monitor and adjust program elements, as needed, and based on evaluation for intern program success.
- g. Upon the intern completion of the internship program, the Sponsor shall provide a Certificate of Internship Completion.

**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

## **APPENDIX A-1**

Occupation Schedule for: Western Design Functional Artist

This schedule is attached to and is part of these Standards of Internship for the above identified occupation.

1. TERM OF INTERNSHIP

The term of internship shall be a period of 800-900 hours, not less than 2 years for the AAS-Art or AAS-Business Degrees, of reasonably continuous employment and training on the job and supplemented by the required hours of related technical instruction.

2. RATIO OF INTERN TO ARTISAN

One (1) intern shall be supervised by one (1) Artisan.

3. SCHEDULE OF WORK EXPERIENCE

### WORK PROCESSES SCHEDULE Western Design Functional Artist

	Approximate Hours
Core Skills + Tools + Machinery Skills	50 (may be able to test out)
Design and Assembly	450
Surface Preparation and Finish	200
Presentation and Installation	100
Supplemental Skills (optional)	100
Total	800 – 900 hours

#### 4. SCHEDULE OF RELATED TECHNICAL INSTRUCTION

Specific skills developed and offered to financially sustain a craftsman, including business and best business practices instruction include the following:

1. Follow standard safety procedures while operating and maintaining tools and machinery.
2. Produce high-quality products using appropriate tools and equipment, maintaining tolerances and standards, and efficiently using time, motion and materials.
3. Visualize, design, plan and complete projects that meet clients' expectations.
4. Interpret technical drawings and specifications necessary to create, modify and assemble products.
5. Communicate clearly and effectively with clients and co-workers.
6. Contribute to a dynamic and energetic workplace by following instructions, accepting responsibility, and working both collaboratively and independently, as required.
7. Engage in lifelong learning to advance technical, personal and professional skills.
8. Skill used of power and hand tools for drilling, tapping, alignment, basic layout, and the repair and settings of machinery.
9. Skilled in working in teams and with other trades.

Expected Learner outcomes at completion of the program:

Students will:

- Perform entry level functions as an artist for By Western Hands.
- Demonstrate use of the tools and skill sets necessary to design and create functional Western Design art.
- Develop and present an entry level portfolio of completed functional Western Design projects.
- Describe the history and historical importance of Western Design.
- Discuss basic business terminology, in connection with the functions of production, marketing, management and finance.

- Function collaboratively with other Western Design artists to promote the future of Western Design.
- Demonstrate creative and critical thinking within the Western Design context, as they interact with other artists and patrons.

Whenever possible, The Standards for International Society for Technology in Education and Industrial Technology Education Standards will be utilized in developing learning outcomes. The Standards follow:

## **THE INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION (ISTE)**

### **INDUSTRIAL TECHNOLOGY EDUCATION STANDARDS**

Empowered Learner Intern will:

- Leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.
- Articulate and set personal learning goals, develop strategies, leveraging technology to achieve them, and reflect on the learning process itself to improve learning outcomes.
- Build networks and customize their learning environments in ways that support the learning process.
- Use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways.
- Understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies, and transfer knowledge to explore emerging technologies.

Note: Students must use good common sense and be comfortable, using related field tools and machines.

Innovative Designer Intern will:

- Use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.
- Know and use a deliberate design process for generating ideas, testing theories, creating innovative artifacts or solving authentic problems.

- Select and use digital tools to plan and manage a design process that considers design constraints and calculated risks.
- Develop, test and refine prototypes, as part of a cyclical design process.
- Exhibit a tolerance for ambiguity, perseverance and the capacity to work with open-ended problems.

Note: Students select, and use hand and digital tools.

#### 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.



## **APPENDIX A 2**

RELATED INSTRUCTION SCHEDULE FOR: Western Design Functional Artist

By Western Hands Internship Curriculum

One-Year Intern.....180 hours per semester/360 hours  
NWC Instruction Hours.....135 hours per semester/270 hours  
Certificate Program Layout by Semester – 30 Hour Certificate

### Semester 1

Course	Credit Hours
BADM 1000 Introduction to Business	3
MATH 1000 Problem Solving	3
ART 1005 Drawing 1	3
* Internship	6
Total Credit Hours	15

### Semester 2

Course	Credit Hours
ART 1120 Design 3-D	3
ART 2465 Portfolio	3
ACCT 2110 Quick Books	3
BADM 1020 Business Communications	3
* Internship	6
Total Credit Hours	15

\*Competencies for Internships at all levels developed by employer and student with approval and monitoring by NWC staff. Non-Registered Internship work plan or ISTE (International Society for Technology in Education) Standards may be used.

Program total = 30 Credit hours

Cost for a two semester Certificate program:

\$4,386 in-state tuition/fees/books and supplies

\$8,898 out-of-state tuition/fees/books and supplies

(Estimates based on Fall 2017 fee schedule)

Supplies for personal projects which may be completed during the internship will vary on cost depending on choice of materials and equipment which may be needed and not supplied by the employer. Assume \$500-\$1,000 per semester.

Scholarships: Scholarships provided by BWH may be applied to reduce or cover student costs listed above.

Institutional Cost/Staffing: The Internship is done as an independent study thus an Art or Business faculty would be paid, according to faculty payment policy (approximately \$50/ credit hour).

Two-Year Intern.....210 hours per semester/780 hours

NWC Instruction Hours.....135 hours per semester/540 hours

Degree Program Layout by Semester – AAS-Art/AAS-Business

Semester 1

Course	Credit Hours
BADM 1000 Introduction to Business	3
ART 1005 Drawing 1	3
BADM 1020 Business Communication	3
*Internship	6
Total Credits	15

Semester 2

Course	Credit Hours
ART 1120 Design 3D	3
MATH 1000 Problem Solving	3
ACCT 1050 Practical Accounting	3
Internship II	6
Total Credits	15

### Semester 3

Course	Credit Hours
HIST 1251 Wyoming History	3
ART 2465 Art Portfolio	3
ENG 2005 Technical Writing	3
Internship III	7
Total Credits	16

### Semester 4

Course	Credit Hours
BADM 2100 Small Business Practices	3
ACCT 2110 Quick Books	3
ART 2010 Art History	3
Internship IV	7
Total Credits	16

\*Competencies for Internship I may be developed by employer and student with approval and monitoring by NWC staff. Non-Registered Internship work plan or ISTE (International Society for Technology in Education) Standards may be used.

Program total = 62 Credit Hours

This degree program outline assumes that 26 hours of credit will be applied as Internship. The business concentration might be chosen by students who wanted to intern but are more interested in owning/managing a gallery or art sales business.

Cost for a four semester AAS degree program:

- \$8,772 in-state tuition/fees/books and supplies
- \$17,796 out-of-state tuition/fees/books and supplies
- (Estimates based on Fall 2017 fee schedule)

Supplies for personal projects which may be completed during the internship will vary on cost depending on choice of materials and equipment which may be needed and not supplied by the employer. Assume \$500-\$1,000 per semester.

Scholarships: As degree-seeking students, scholarships may be awarded by NWC and BWH. Federal financial aid in form of grants and loans is also available. Housing for interns could also be included in a student aid package for students enrolled in an AAS degree program.

Institutional Cost/Staffing: The Internship is done as an independent study thus an Art or Business faculty would be paid, according to faculty payment policy (approximately \$50/credit hour).

**BY WESTERN HANDS AND NORTHWEST COLLEGE  
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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Intern

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Date

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Supervising Artisan

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Date

# INTERNSHIP SUMMARY

In order to deliver customized, flexible, differentiated and career – ready, experiential curriculum and instruction, Northwest College (NWC) and By Western Hands (BWH) partnered, developing a certification and/or degree Internship program. The following summarizes the program for skill proficiency:

- One-one-one mentor-Intern training in Western design functional art
- Well-developed on-the-job learning combined with related instruction
- Industrial Technology Education Standards of Internship - THE INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION – (ISTE)
- Needs of Western Design Artisan specified
- ICT committee administration (BWH)
- Intern, supervisor and mentor qualifications and responsibilities
- Related instruction coursework (15-16 credit hours/college semester schedule)
- Intern and mentor experiential learning (6 credits for 30 hours of hands-on instruction for a total of 180 hours/semester)
- Intern coursework, as BWH deems advisable
- Selected artisan mentor supervision
- Certificates of Internship Completion and AAS Art/AAS Business Degrees
- Proficiency learning outcomes list (Intern records)
- Artisan status achievement

Intern training process includes the following:

- BWH contact with potential Intern
- ACT and Board Intern approval (BWH)
- NWC enrollment
- Intern and Mentor introduction
- Program plan development with BWH Intern, Supervisor and Mentor
- Graduation with artisan status (certificate and/or degree)

Mentor selection training process includes the following:

selected from self-referral/invitation

- Board approval (BWH)
- Mentor, Supervisor and Executive Director (BWH)
  - Training
  - Monitor and adjust
  - ISTE Standards assessment