Collaborative Governance
Student Intern/Practicum Program

The National Policy Consensus Center (NPCC) intern program is a cornerstone of the Center’s mission to build capacity for collaborative governance. Internship and practicum placements provide an exceptional opportunity for students to gain real life experience with:

- Collaborative governance and the public issues addressed
- Interactions with staff, stakeholders and the mediation community
- Office work and meeting logistics to support collaborative governance
- Project planning, implementation and tracking
- Government and University operations
- Professional networking and the job market

NPCC strives to make the intern/practicum experience mutually beneficial. In exchange for mentoring and training, interns contribute hard work and talent that supports the success of NPCC projects.

The Intern/Practicum Role

Your role is to work alongside NPCC Program Managers and contracted practitioners engaged in the work of the Center. As an intern, you are considered a professional representative of the NPCC program and are expected to maintain professional conduct when in service of NPCC. Your contribution is important to the overall success of the project to which you are assigned.

The Field Supervisor

The field supervisor is the person designated to directly oversee your work as an intern, and will work with you to create a challenging, well-rounded learning experience. The field supervisor, will identify and assign you tasks, direct you to the resources needed to carry out those responsibilities, supervise the implementation of those responsibilities, and provide feedback to you.

Project Assignment and Training

Participating interns are primarily master’s level students in conflict resolution or public administration graduate programs, or law school. Each student is interviewed by NPCC training staff to create a profile of their talents, availability and learning goals. Students are matched to projects based on a number of factors including identified learning goals, skills, and logistical needs.
All students participating in the placement program are required to have prior mediation training and are required to attend the three-day NPCC training, “Using Collaboration to Reach Agreements on Complex Public Issues” before or during their placement. In addition, the students will be participating in monthly brown bag training sessions offered through NPCC. Students will complete all assignments as required by their academic programs for practicum credit, and will utilize the NPCC blog to enable us to track and respond to issues as they arise.

**Your Initial Contact with the Field Supervisor**

When you are assigned to a project, the field supervisor will receive a copy of your initial profile, which offers some background about you and your learning goals and availability. The field supervisor will schedule an initial meeting with you. The meeting will provide an opportunity for you to get an overall impression of the project and your potential role. This meeting will allow you and the field supervisor to determine if the assignment is a “fit.” Contact the NPCC Training Services Program Director to confirm the placement or to discuss the appropriateness of the match. When placement is confirmed, you will complete an intern contract with the field supervisor that will require the signature of the NPCC Training Services Program Director and your university advisor.

**The Role of the Intern on Projects**

It is recommended that students begin their placement with basic duties that allow their field supervisor to observe the quality of their work and follow-through. As you demonstrate your abilities, you will receive more responsibility progressively.

Through working on projects, students benefit from learning about:

- Meeting logistics and basic office tasks
- Project pre-assessment and assessment
- Project development and implementation
- Project-related research
- Meeting dynamics (through direct observation)
- Meeting documentation, facilitation, summarizing
- NPCC organizational operations, university and government operations
- Interacting with participants, practitioners, and NPCC staff
- Giving (low-risk) presentations before NPCC staff or project participants
- Legislative process
- General professional development
- Oregon Consensus (OC) recruitment process, RFQs, mediator job market
Intern Duties and Responsibilities

In any project, there are a number of duties and responsibilities to match your interests, skill levels, and learning goals; a partial list is provided below. In addition, as you become familiar with your project, you may identify specific areas where you could contribute and grow. Bring your ideas to your field supervisor—initiative and enthusiasm are always welcome!

Meeting logistics
- Schedule meeting rooms
- Poll participants for availability
- Notify and remind participants of meeting dates/locations
- Recommend, schedule and supervise catering
- Draft meeting materials
- Copy, fax and e-mail materials
- Make tent cards (a great way to get to know meeting participant names)
- Assist with room set-up and AV equipment set-up and use

Project assessment support
- Accompany lead facilitators on assessment interviews
- Observe lead facilitator assessment interviews or listen-in on phone interviews
- Observe pre-assessment meetings

Research
- Research project-related topics and compile resources for participants
- Research and summarize a topic related to NPCC’s work and share it at a staff meeting

Project development
- Draft a mediator recruitment e-mail based on a previous example
- Proofread a scope of work or project budget or perform basic budget calculations

Meeting participation
- Take notes and draft a meeting summary for facilitator review
- Chart discussion items during meetings
- Staff committees
- Facilitate committees
Project tracking and documentation

- Maintain participant contact information for final project evaluation
- File project-related documents on I: drive or coordinate with NPCC staff to file documents
- Work with NPCC staff to tabulate and summarize project evaluation results
- Draft summary of final project agreement, attend staff meeting and briefly discuss summary during OC project updates
- Draft web summary for project
- Proofread (and add footer and attribution) to project documents for web posting
- Schedule and attend facilitator post-project debriefing

NPCC organization involvement/support

- Attend an NPPC Learning Network Meeting
- Observe an Oregon Consensus (OC) or Oregon Solutions (OS) staff meeting to learn what the organization does for Oregon
- Sit-in on a Sacramento CCP Professional Development call with an NPCC Program Manager
- Observe or co-staff an OC/OS booth at a conference

Broad government experience

- Join your Field Supervisor in observing a Legislative hearing related to the project or NPCC/PSU program funding
- Monitor or summarize legislation related to a project or the field

Supporting other interns

- Share special skills by collaborating on a task with a less-experienced intern
- Review and provide feedback on intern program materials from a student perspective
- Participate in “alumni intern” event or visit collaborative governance training to tell new recruits about the intern experience

Tracking and Providing Feedback on Intern Progress

Interns are responsible for tracking their own hours, attending all required training, and completing all practicum assignments. At completion of the internship, the field supervisor will review the intern’s log of hours and sign off. Students are to take responsibility for managing
their internship paperwork and making sure all required internship forms are turned in to their university advisor on time.

**Tips for making the internship a success**

*At the beginning of the internship:*

- Sit down and discuss a task plan with your field supervisor. Complete the intern tracking sheet (see attached) and sign. Get the form signed by the NPCC Training Services Program Director and their academic advisor. This is the form you will use to track and submit their placement hours.

- Review general background information, web links for project information and/or web site for more background information on the project. Ask your field supervisor to direct you to useful background information.

- Discuss the confidentiality of the project with your field supervisor. Find out specifically what is or is not released to the public.

- Find out whom to notify if you have a meeting conflict or cannot complete an assignment on time. Remember to conduct yourself as a responsible professional.

*During the internship:*

- Discuss how to introduce yourself at initial project meetings and keep the group informed of your developing role.

- Ask your field supervisor to direct you to samples of any documents you’ll be drafting as a guide to content and style.

- Keep up to date on all project communications that you receive, so you have the “big picture” of all that’s involved in a project.

- Confirm your attendance at events and clarify what’s expected of you for the meeting.

- Use your initiative. If you notice ways you might be able to contribute to a project, bring your ideas to the field supervisor’s attention. The supervisor may not be aware of all the special talents you could contribute!

*At the end of the internship:*

- If your placement ends before the project is completed, discuss with the field supervisor how to transition out of the project.
• Seize opportunities to share your internship experiences with NPCC staff and intern recruits at post-internship events. You never know when a prospective employer might be listening to all that you’ve learned!

If Problems Arise

Students are encouraged to maintain on-going communication with the field supervisor and discuss issues as they may occur in the placement. Additionally, the Training Program Director is available at any time to support you in making your internship a great experience.

Contact Information:

Training Program Director  Laurel Singer  503-725-8224  laurels@pdx.edu
Training Program Coordinator  Mari Saint-Pierre  503-725-8114  msaint2@pdx.edu
Internship Tracking Form

Sponsoring Agency

Portland State University
School of Government
720 Urban Center
PO Box 751
Portland, OR 97207
503-725-9077

Training Program Director: Laurel Singer / laurels@pdx.edu

Date: ___________________ University: ___________________

Name of Student: ________________________________

Name of University Program Advisor: ________________________________

Student’s Internship Learning Goals:

I have been informed of the responsibilities of the advisor role and agree to act as the student’s advisor.

Advisor Signature: ___________________ Date: ___________________ 

Field Supervisor: ___________________ Date: ___________________
Internship Supervision Agreement

With the understanding that a practicum relationship should be of benefit to both the intern and the sponsoring organization, ________________ (student) and ________________ (program director) enter into the following practicum agreement:

The field supervisor will provide internship placement and supervision for the student during the period ___________ to ___________ for ________ (number of hours) during which the student will (description of duties) ____________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

The student and field supervisor are in agreement that the daily/weekly schedule will be as follows and the student will track their hours and review regularly with the field supervisor:

__________________________________________________________________________________________

☐ The field supervisor is aware of the student’s learning objectives and believes that the type and scope of work will address those learning objectives.

☐ The student will strive to make a meaningful contribution to the field supervisor’s organizational goals, to work professionally, and to be punctual and reliable.

☐ Field supervision will include monitoring hours worked and providing regular guidance and support as needed.

☐ Field supervisor and student agree to maintain open communication about the progress of the internship and to address any concerns that might arise in a timely and collaborative manner.

_________________________  __________________________  
Student Signature  Date

_________________________  __________________________  
Field Supervisor Signature  Date
# Hours Tracking Sheet

- [ ] Completed Internship Supervision Agreement Attached

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Successful completion of Internship assignment: __________________________

Total Hours / Date Completed

Field Supervisor: __________________________ Date: _________________
Intern Confidentiality Agreement

Confidentiality is critical to creating the trust and confidence needed for a collaborative, mediated, and/or facilitated process to be successful. As an intern at NPCC, you are assuming professional responsibilities. As such, you are expected to adhere to the same rigorous standards of confidentiality expected of all NPCC professional practitioners.

By signing this agreement you are acknowledging your understanding and willingness to accept the responsibility for maintaining the confidentiality of information about all NPCC projects to which you are exposed either directly or through your work at the Center. You are expected to treat all information as confidential and to avoid any public comment on NPCC projects. This confidentiality is expected to extend even when no longer engaged as an intern at NPCC. Confidentiality is to be maintained even when writing reflection or summary papers required for your practicum. Required writing should focus on your learning about process and address only generalities of a public case. Care should be used to avoid attribution of any comments made by a participant. Exceptions to confidentiality are made only with the written permission of the project participants or as directed by the operating principles adopted by the group.

Signed

(Intern)  (Date)

(Field Supervisor)  (Date)
PORTLAND STATE UNIVERSITY
Assumption of Risk, Release, Indemnification and Participation Agreement
National Policy Consensus Center (NPCC), Oregon Solutions and Oregon Consensus Internship Program

Parties & Consideration
I, ___________________________________________ (print your name), a student at Portland State University (PSU) or the University of Oregon (UofO) _____________ (print your student id#) voluntarily agree to participate in the NPCC internship program which may include meetings, travel, and other events associated with the internship (the Activity) between the date of this signed document and June 30, 2010.

In consideration for being permitted to participate in the Activity, I hereby agree and warrant that:

Assumption of Risk and Liability Release. I assume the risks of personal injury and/or property damage in participating in the NPCC Internship program at PSU/UofO. I understand that any violation of campus rules may result in termination of my attendance in the program and/or judicial charges.

I understand that students will leave the PSU/UofO campus during the Activity and that I may travel in a university owned or a personal vehicle. I understand that if PSU/UofO is not providing a university owned or leased vehicle, and transportation consists of a personal vehicle (of another student, faculty or staff member) or public transportation, PSU/UofO has no liability regarding transportation and I travel at my own risk.

Release and Indemnification
I hereby release any and all rights for claims and damages I may have against PSU/UofO, its trustees, officers, employees and agents, including faculty, staff members and supervisors, in any manner due to any personal injury or property loss sustained by me as a result of my traveling to and from the internship destination(s) and/or my participation in the Activity associated with the Internship, including any activities I may engage in during my free time while participating in travel-related activities during the internship. I will not hold PSU/UofO responsible for liability for injury or damages arising from the result of my participation in this Internship Program. I understand that traveling to and from the internship activity site may present additional risk of serious injury or death, and agree to comply with requirements for the use of seatbelts by vehicle passengers during travel.

Medical Treatment Consent
I fully understand that the Activity may occur in a remote area and that medical services may not be available. In the event of illness or injury to me, and in the event that medical services can be obtained, and if I am unable to grant permission at the time emergency treatment is
required, I hereby authorize PSU/UofO by and through its authorized representative(s) or agent(s), if any, to secure any necessary treatment including the administration of an anesthetic and surgery. I agree to be the party responsible for all medical expenses that are incurred on my behalf.

**Statement of Health**
I certify that I have neither a condition nor circumstance, such as medication, that would prevent me from participating in this Activity. If I have a question concerning my specific situation, I may ask an organizer to clarify the Activity, but ultimately the decision to participate is mine.

**Statement of Insurance**
I am aware that the State of Oregon does not provide medical insurance coverage for participation in the Activity and therefore take full responsibility for procuring my personal insurance. If I do not have insurance, I accept full, sole and exclusive financial responsibility for the cost associated with any injury or illness.

Furthermore

- I understand that PSU/UofO may not have a representative(s) or agent(s) present at this Activity and the Activity may be solely student-operated.
- I agree to abide by the policies of PSU/UofO while engaged in the Activity and with all the provisions of the Student Code of Conduct.
- I understand that PSU’s/UofO’s authorized representative(s) or agent(s) has authority to revoke my participation in the Activity at any time if, in the judgment of the representative(s) or agent(s), my actions or general behavior are determined to be unacceptable.
- In the event of an injury or death that occurs during my participation in the Activity, I hereby waive my rights of nondisclosure under the Family Educational Rights and Privacy Act, ORS 351.070(4)(e) and any other statutes or rules, and hereby consent to the release of this Agreement to the media, public or any others who inquire.

**Choice of Law; Venue Selection**
In event of a law suit, I agree that all causes of action will be filed in Multnomah County, Portland, OR and that this Agreement shall be construed in accordance with the laws of the State of Oregon.

**Severability**
If any term or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law governing this Agreement the validity of the remaining portions shall not be affected thereby.

**Final Acknowledgment**
The foregoing is submitted in consideration of PSU and the department and/or program noted above allowing my participation in this Activity. I confirm that I am over 18 and I
execute this document with full knowledge of the contents and consequences stated in this release.

**Participant Signature**

Signature: ___________________________ Date: ________________

Printed Name: __________________________________________________________

Primary Email: ________________________ Primary Phone: ____________________________

**Emergency Contact Information**

Name: ___________________________ Relationship: ___________________________

City: _______________ Day Phone: ______ Evening Phone: ____________________________

**Parent or Guardian Indemnification and Release** (Complete for participants under the age of 18)

In consideration of ______________________ (print Minor’s name) (“Minor”) being permitted by the department and/or program noted above to participate in its Activities or use its equipment and facilities, I further agree to indemnify and hold harmless and release and forever discharge the State of Oregon, the Oregon Board of Higher Education, the Oregon University System, PSU, the UofO, and their officers, employees, agents, and representatives from any and all claims brought by, or on behalf of Minor, and which are in any way connected with such use or participation by Minor.

Parent or Guardian Signature: ___________________________ Date: __________

Print Name: __________________________________________________________