



College Work Experience

The CWE Program is committed to providing comprehensive resources designed to assist participants with professional experience, skill development and knowledge related to their field of study. Participants attend a series of leadership workshops and training sessions during the course of the program. Muscookee (Creek) Nation provides exposure to history, governance process and strategic initiatives. There are increased opportunities to meet with current leaders in small group settings strengthening communication interaction.

Goals

- To gain professional experience, skills, and knowledge related to the participant's field of study.
- To be aware of the Muscookee (Creek) Nation's history, culture, and traditions.
- To become engaged in workforce opportunities within the Muscookee (Creek) Nation.
- To increase learning through service.

Benefits to the Participant

There are clearly developed learning objectives during this internship. Supervision is provided by the professional with experience and education/ professional background in the field of experience. Participants receive routine feedback from the on-site supervisor.

Benefits to the Organization

The internship provides exposure to participants that bring new perspective and ideas to the organization. The organization will have the opportunity to utilize candidates for temporary or seasonal positions and projects. Professional staff will have more opportunity to pursue other projects. This program provides flexible and cost effective workforce not requiring long-term commitment. This would also provide a cost-effective way to recruit and evaluate potential employees.

Summary:

- Attend a series of leadership workshops and training sessions during the course of the program.
- Learn more about the Muscookee (Creek) Nation history, governance process and strategic initiatives.
- Meet with current leaders in a small group environment, thereby increasing the opportunity for high quality, one-on-one interactions.
- Learn more about leadership positions associated with Creek communities, executive, judicial and legislative branches of government.
- Develop lifelong relationships with other participants in the CWE program.
- Strengthen communication and teambuilding skills.
- Presentation about the leadership experience to be presented on the Reflection Day.



MCN Employment and Training College Work Experience Application Instructions

Admission to the MCN College Work Experience program is through a competitive application process. Candidates must agree to a commitment of personal time and effort during the 10 week internship in addition to a financial commitment for travel expenses to attend workshops and activities.

Candidates selected will be required to certify their commitment to:

- **College Work Experience orientation**
- **Leadership Academy**
- **Attend MCN National Council Quarterly Session**
- **Attend Inter-Tribal of the Five Civilized Tribes (location TBA)**
- **Attend your local MCN community meetings**
- **Complete a minimum of 8 hours of community service**
- **Research and reflect MCN history, governance and culture**

Participants are expected to attend all activities of the College Work Experience as well as the meetings/conferences in their entireties. Pre and post-assignments are also part of the time required for successful completion of the program. While there is no charge to participate in the College Work Experience program, travel and commitment of personal time should be considered when applying for this program.

Eligible Candidates:

- MCN tribal citizen and live within the MCN jurisdiction
- Classified as a current College Junior, Senior and Graduate student
- Current term GPA of 2.75

Applications:

Applications will be considered complete once MCN Employment and Training has received the following:

1. **Completed and signed application form**
2. **One-page resume with cover letter** Outline your educational background, honors, or recognitions, work experience, activities, special skills, etc.
3. **Statement of professional interest (approx. 100 words)** Broadly describe your internship interests, future career goals, skills you're hoping to gain and ways in which you will contribute to your placement. Please do not specify the name(s) of any particular organization in this statement.
4. **Official transcript(s)**
5. **Two Recommendation Forms with Letter of Recommendation attached.** (One recommendation must be from faculty member and one recommendation from a professional supervisor.)

References:

The application form, one-page resume with cover letter, statement of professional interest, official transcript(s) and two recommendation forms with letters of recommendation (attached) are to be submitted in one application packet. If necessary, references/recommendations can be sent separately by individuals completing the forms. Forms sent directly from references should be sent to Courtney Josie at cjosie@mcn-nsn.gov. Candidates are responsible, however, for ensuring that these items reach MCN Employment and Training by the application deadline. Forms received after the due date will cause the entire application package to be ruled ineligible, even if this is due to a reference being late.

Application Instructions:

In order for your application to be considered, MCN Employment and Training must receive all completed materials by the application deadline of **March 16, 2019**. Incomplete applications or applications received after this date will not be considered. If you have any questions, please contact Courtney Josie at cjosie@mcn-nsn.gov or 918-732-7619. Receipt of complete applications will be acknowledged by email. **All applicants will be notified of their acceptance status no later than April 5, 2019.**



MCN College Work Experience APPLICATION FORM

MCN Employment and Training welcomes your application to the MCN College Work Experience program. Please complete all sections of this form as applicable and enclose the required documents.

Name: _____
First Middle Last (Maiden)

Physical Address: _____
(Street) (City) (State) (Zip) (County)

Mailing Address: _____
(P.O. Box) (City) (State) (Zip)

Required E-mail: _____ Male/Female: _____

Do you have a valid Driver's License: _____ Are you a veteran: _____ Spouse? _____

MUSCOGEE (CREEK) Blood Quantum: _____ DOB: _____ SSN: _____

Marital Status: Single Married Separated Divorced Widowed

Home Phone#: _____ Mobile Phone#: _____ Work Phone#: _____

Emergency Contact Name: _____ Relationship to you: _____

Address: _____ Phone # 1: _____ Phone #2: _____
(Street) (City) (State) (Zip)

EDUCATION

School	Name/Location	Dates Attended	Last Grade Completed	Diploma/Major	Date Completed/Graduated
High School/GED					
College					
Technical School					

I certify that I have reviewed this application and that the information given is true to the best to my knowledge.

I am also aware that the information I have provided is subject to review and verification and I may have to provide documents to support this application.

I am also aware that I am subject to immediate termination if I provide false information and may be prosecuted for fraud and/or perjury.

I allow the release of this information for verification purposes and understand that it will be used to determine eligibility.

I understand that I am responsible for providing written documentation to the ETA Office immediately to report the following changes: address, phone number, name or other information pertaining to my record.

I grant MCN ETA permission to obtain information from the Emergency contact person listed within the application.

I understand that data will also be used for reporting purposes and will be shared with the United States Department of Labor and the United States Department of Health & Human Services.

Participant: _____ Date: _____

ETA Staff _____ Date: _____

A complete application packet includes:

- Application Form with signature below
- One-page resume with cover letter
- Statement of professional interest
- Official transcript
- Two letters of recommendation with the recommendation form

Please send all materials by March 16, 2019
to: **Courtney Josie** at cjosie@mcn-nsn.gov

In order to accomplish the objectives of the MCN Employment and Training College Work Experience Program, the full commitment and participation of each individual selected is necessary. Participants are expected to attend all workshop sessions as well as attend other meetings in their entirety. Individuals will be removed from the College Work Experience if he/she does not perform in compliance with the stated requirements.

If selected, I am fully prepared to be an active participant and devote the time and energy required to complete the program. My signature below (electronic signature is acceptable) indicates that I understand the requirements for participation in the MCN Employment and Training College Work Experience Program and have completed this form to the best of my knowledge.

Signature: _____

Date: _____



MCN Employment and Training College Work Experience Recommendation Form

The CWE Program is committed to providing comprehensive, resources designed to assist participants with professional experience, skill development and knowledge related to their field of study.

Your evaluation will be an important part of the candidate’s application. We are interested in your assessment of the applicant’s past achievements as well as future potential.

Applicant’s Name: _____

Recommender’s Name: _____

Recommender’s Signature: _____

Date: _____

SECTION I: Evaluation of Candidate

Rate the candidate by placing one “X” per row in the appropriate column for the following dimensions:

Dimension	Below Average	Average	Above Average	Outstanding	Unable to Judge
Leadership Ability					
Leadership Potential					
Interpersonal Skills					
Intellect					
Maturity					
Initiative/Motivation					
Commitment to CWE Program					

SECTION II: Letter of Recommendation

Please attach a letter of recommendation.

Please consider the following components within your comments.

1. Examples/observations that demonstrate the candidate’s potential for leadership.
2. Attest to the candidate’s commitment to the mission and vision of MCN Employment and Training College Work Experience program.
3. Address the candidate’s demonstrated strengths and successes.
4. Why you believe that the candidate is well-suited for the MCN Employment and Training College Work Experience.

Electronic signature is acceptable. Thank you for providing this recommendation. Please return the completed form and recommendation letter to **Courtney Josie** at cjosie@mcn-nsn.gov . **Must be received by March 16, 2019.**