

INTERNSHIP MANUAL

Horticulture



Eagle Mount
BOZEMAN, MONTANA

Everybody Has Challenges. We Have Adventures.

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Thank you for considering Eagle Mount Bozeman for your internship. This manual will cover only the pertinent information towards the actual internship program. You will be supplied with the Volunteer Manual for additional program information and policies and procedures.

Eagle Mount Therapeutic Recreation

Eagle Mount is a non-profit organization offering therapeutic recreation programs to people of all ages with a variety of physical and developmental/cognitive disabilities. Eagle Ski—the first Eagle Mount program—began in 1983, and skiing remains the largest seasonal program. Eagle Mount’s other programs include Horseback Riding, Saturday Night Out, Adventure Days, Horticulture and Aquatics. Big Sky Kids is a program for young people with cancer and their families.

History

In 1982, General Robert C. Mathis and his wife, Greta, retired from a 34-year career in the Air Force to bring a family dream to reality. They had long dreamed of creating a place where persons of all ages with disabilities could experience and share what an able-bodied person might take for granted. They came to Southwestern Montana and established the I Am Third Foundation (based on Matthew 22) to build Eagle Mount.

In the fall of 1983, in Bozeman, MT, the Eagle Mount winter program began to take form. The idea was to start with a modest program of 20 to 30 people, teaching them either Alpine or Nordic skiing. Very quickly, it became necessary to put people on the waiting list after reaching 104 skiers and almost 80 volunteer instructors. People with disabilities such as cerebral palsy, visual and hearing impairments, developmental disabilities, amputations and spinal cord injuries skied one day a week with their own personal volunteer instructor. Eagle Mount had only just begun.

Eagle Mount’s Mission

Eagle Mount Bozeman is committed to provide quality therapeutic recreational opportunities for people with disabilities and young people with cancer, and to provide support for families of participants so that “they shall mount up with wings as eagles.” (Isaiah 40:31)

Volunteerism and Interning

Without the generous support of the community, Eagle Mount’s programs would not be possible. The humanitarian motive to serve others is a key element in the success of our volunteer-based activities. Volunteering with Eagle Mount can include active involvement in programs, help in the office and with special projects, service on the Board of Directors and financial support. The rewards for everyone involved—participants, volunteers, donors and staff—are immeasurable.

Welcome to an incredible community!

Internship Structure

Purpose

Thank you for your interest in interning with Eagle Mount Bozeman. Opportunities to apply classroom learning in a professional setting are a vital aspect of preparing for a career. Eagle Mount is committed to providing students with practical learning experiences under the direction of experienced program directors.

The purpose of the internship is to provide an opportunity for the student to observe and put into practice in an actual work situation those theories, concepts and techniques studied in the classroom. It enables the student in obtaining both academic and practical experiences before accepting professional employment.

Internship Goals and Objectives

1. Provide the intern with an opportunity to work with people with disabilities of all ages and abilities.
2. Provide the intern with hands on training and experience in several adaptive recreation activities including the use and care of adaptive equipment, adaptive teaching techniques, and exposure to a wide range of disabilities.
3. Provide the intern with professional opportunities to observe and participate in all aspects of therapeutic recreation administration, including but not limited to: program activities such as volunteer coordination, public relations, outreach, and special events.
4. Provide the intern with professional opportunities in all aspects of a Non-Profit program. From programing, to administration. Including but not limited to: functioning without Government funding, community impact, planning, scheduling, public relations, outreach, and special events.
5. Provide the intern with lots of opportunities for FUN!!

Intern Selection Process

The procedure for securing a student internship at Eagle Mount is as follows:

1. Students desiring an internship will submit a resume and cover letter at least four to six months prior to starting date.
2. Based on submitted paperwork, the site supervisor will request an interview by phone or in person.
3. The student selected for the internship will be notified at least two months prior to their starting date.

Intern Job Overview

The purpose of this internship is to provide an educational opportunity for a full-time student in horticulture or an agriculture related course of study. The intern will assist the Program Director with Eagle Mount's Horticulture program.

Goals

The intern will:

- Gain valuable, hands-on experience in horticulture and therapeutic recreation
- Assist with the horticulture program
- Assist in volunteer coordination and scheduling
- Learn about the workings of a nonprofit organization
- Gain insights into the needs of people with disabilities and how community-based programs affect everyone's quality of life
- Interact with a wide variety of people, including staff, volunteers, participants and family members
- Become a part of Eagle Mount, functioning as a valued colleague

Requirements

- Available for 10-14 weeks, 20-30 hours a week
- Must have reliable transportation

Qualifications

The ideal candidate for this internship would be:

- interested in the mission of Eagle Mount and the work of nonprofit organizations
- a good student who is fully engaged in his or her academic program
- creative, energetic and positive, with great people skills
- a motivated self-starter
- an excellent communicator and writer

Benefits

- Academic credit, at the discretion of the department; Eagle Mount will furnish reports as needed
- Work in a great organization

Working Conditions

- Greenhouse 70% of the time
- Outside 20% of the time
- Office 10% of the time

**This is an unpaid internship.

Intern Expectations

This is a non-paid internship. Interns will have a wonderful opportunity to learn, work and communicate with verbal and non-verbal participants, and people with developmental and physical disabilities, within a horticulture setting. Intern will gain experience on how different disabilities present and how to adjust your role as a caregiver to best illicit communication and interaction from somebody with a particular disability.

Interns represent Eagle Mount and should maintain good working relationships with all employees in all departments. If an intern has difficulties with other department members, or community vendors they should bring it to the attention of their supervisor as soon as possible. Please keep this first and foremost in your mind.

The Eagle Mount Staff are available to answer questions, address your concerns, and help if problems arise. We may offer suggestions to improve the experience for you and your participant, at any time. We'd like to ensure that you and your participant have a safe, quality experience.

Program leaders and clinicians have a strong, professional background in their specific activities, as well as extensive experience with people with disabilities. Training will take place throughout the season, both in scheduled clinics/trainings and informally during lessons/activities by more experienced volunteers.

The intern must sign an Agreement and Release of Liability (page 12) prior to interning for Eagle Mount. The intern is responsible for informing Eagle Mount about any and all of their personal limitations, physical or otherwise, which may affect their ability to work, lead activities, teach.

The intern will be scheduled to work 20-30 hours each week and specific hours will be determined based on the activities they are assigned. Work will be in the greenhouse 70% of the time with limits on indoor planning time. Please dress appropriately. Scheduled work times may vary.

Cancellations

- Eagle Mount relies on YOU to be there for each scheduled day.
- If you need to be absent a day, please leave a message at the Eagle Mount Office **586-1781** as soon as possible.

Duties

- Help maintain a clean and safe facility
- Maintain daily log of greenhouse conditions
- Gardening tasks: seed, transplant, propagate, water, weed, harvest, etc.
- Maintain First Aid Kit
- Make phone calls to participants as needed
- Record class attendance rosters
- Attend staff meetings
- Put participants and volunteers needs' first
- Any problems, defer to staff
- Set a good example
- Have FUN!!
- Be SAFE!

INTERN RESPONSIBILITIES

Pre-Internship

1. Respond to internship offer with acceptance letter acknowledging:
 - ◆ beginning and ending dates
 - ◆ a statement of expectation (goals, what you are looking forward to, etc.)
2. Sign an affiliation agreement between the academic curriculum and the agency
3. Current certifications in First Aid and CPR

During the Internship

1. Orientation: tour of Eagle Mount, introduction to program and staff
2. Maintain a high level of professionalism
3. Define intern goals
4. Attend appropriate training sessions
5. Participate in all facets of program operation as directed by supervisor
6. Maintain Intern Binder with copy of all records pertinent to the internship including: orientation materials, copy of supervisor's certification, log of hours, evaluations, assignments, and projects
7. Complete assignments as given by supervisor(s)
8. Attend weekly staff meetings
9. Attend formal mid-term evaluation

Internship Tentative Timeline

A minimum of 10-14 weeks is required, in which the intern works 20-43 hours per week averaging five days a week. Weekends are often included in scheduling. Vacation periods during internships are not permitted unless pre-approved by the Intern Supervisor. The intern is expected to complete the internship according to predetermined starting and ending dates. Emergencies are given special consideration.

Tentative Weekly Outline

Week 1

- Welcome and orientation
- Complete necessary forms
- General trainings
- Meet individually with supervisor to discuss:
 - Assignments
 - Intern Schedule
 - Internship Goals
 - Project
 - Weekly Journal & Reports
- Review intern duties, responsibilities, and therapeutic recreation implications

Week 2-4

- Continue training
 - Safety
 - Programming & Leading
 - Documentation
 - Review participant info
- Prep for programs

Weeks 4-8

- Mid-Term Evaluation
- Mid-Term Report Due
- Continue program specific training clinics as needed
- Assist in program implementation
- Present Project to staff at weekly staff meeting

Week 8-15

Final evaluations of intern

- Final Report/Evaluation of staff/Eagle Mount

Weekly Reports

Weekly Reports should be submitted to intern's supervisor. Reports should include:

- Statement of past weeks objective and why it was or was not met
- Reaction/Summary to the previous week's programs
- Statement of next week's objective

Mid-Term Report

Summarizing the first half of the student's intern experience. Things to consider:

- Areas in which you feel strong
- Areas needing improvement
- Areas you'd like to cover the second half of internship
- Aspects to be changed from the first half if necessary

Final Report

Final report should include:

- Reaction to internship
- Intern progress and learning experience
- Evaluation of staff/EM
- Evaluation of program
- Comments/suggestions for future internship or programs

Intern Project

- Program/project topic
- Statement of Need
- Outline & Description of program
- Who is it designed for
- Leisure/social/physical/emotional benefits
- Adaptation ideas if needed
- Cost/Budget
- Grants or money available
- Links to resources
- Benefits to EM

Internship Hours

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Grand Total Hours								

Intern Name _____

Safety Management

Safety First

- Safety is the primary concern in all Eagle Mount activities. Even with well-trained volunteers, accidents may occur. Intern must act responsibly for his/her safety and that of fellow volunteers, the client and the public. The intern is ultimately responsible for the safety and well-being of the participant under his/her care.
- Eagle Mount has a zero tolerance policy on the use of drugs and alcohol during volunteer hours. If you are suspected of being under the influence, you will be asked to leave immediately. If you suspect or are aware that another volunteer or participant is under the influence, please contact a staff member immediately.
- It is important to be informed about the participant's disability and physical limitations. Each intern will be provided with the history and medical concerns relating to the participant as it is provided to Eagle Mount. Remember this is *confidential* information. Be aware of medications and their side effects.
- Participants need to manage their own bowel and bladder functions. The intern should not assist in bathroom needs, except to escort participants to a restroom. The intern should not be alone with participants in the bathroom. Options are standing outside the bathroom or asking an additional person to be with you.
- *Please refer to our volunteer manual for more details on our Code of Conduct, program details.*

Confidentiality

All records, files and computer files of Eagle Mount are the property of Eagle Mount and considered confidential. No intern is authorized to copy or disclose any file or record. Confidential information includes all letters or any other information concerning transactions with participants, participant lists, payroll or personnel records of past or present volunteers, financial records, all records pertaining to purchases from vendors or suppliers and documents concerning operating procedures. All telephone calls, letters, or other requests for information about current or former volunteers/interns/staff should be directed to the Program Director who can assist in providing the appropriate information.

Other Information

College/University Responsibilities to Eagle Mount

Eagle Mount expects the following involvement from the college/university:

1. A specific faculty member will be assigned as the student's advisor during the course of the internship.
2. The student's advisor will provide consultation to the student and site-supervisor as needed.
3. The agency will be provided with updated school internship manual or any pertinent info.

Eagle Mount Bozeman Contacts

Eagle Mount Bozeman Office	(406) 586-1781
Executive Director	(406)
Tracey Wheeler, HR, CFO (Facilities) Emergency only	(406) 580-1925
Colleen Hébert, Horticulture Program Director	(406) 490-0305

INTERN MANUAL – ACKNOWLEDGEMENT AND RECEIPT

I have read the Eagle Mount’s Intern Manual (“manual”) and understand the policies and procedures fully. Eagle Mount reserves the right to modify, revoke, suspend, terminate or change any or all policies or procedures, in whole or in part, with or without notice. The language used in this manual is not intended to create, nor is it to be construed, to constitute a contract between EAGLE MOUNT and any one or all of its volunteers. Eagle Mount is the sole interpreter of all policies and procedures stated in this manual.

I acknowledge that I am an intern and not an employee of Eagle Mount, or any of the sponsors of this program. I receive no compensation for my services. **I acknowledge that I am not covered by Workers Compensation Insurance for accidents occurring during volunteer activities.**

I HAVE READ THE INTERN AGREEMENT AND RELEASE OF LIABILITY

Intern Signature

Date

Intern Name (please print)

IN CASE OF AN EMERGENCY, PLEASE CONTACT:

Name _____

Phone _____

Relationship _____

Cell _____

6901 Goldenstein Lane
Bozeman, Montana 59715
Phone: 406-586-1781
Fax: 406-586-5794
www.eaglemount.org