ARRIVE Internship Application and Instructions
College of Southern Nevada (CSN)

The Education Department at CSN provides education students with the opportunity to apply for an internship in the local schools. America Reads: Reading Internship with a Vision for Education may include working with classroom teachers, literacy specialists, special education personnel, and/or in science/technology, as well as other subject specific areas. To accommodate CSN students, the schools will schedule the internship during the school day or, in some cases, in after-school programs. Call Professor Robert Shkorupa with any questions at 651 - 4333.

To apply for the ARRIVE tutorial program, students are required to:
- Complete a Free Application for Federal Student Aid (FAFSA). Visit www.fafsa.ed.gov
- Complete an ARRIVE Internship Program Work Study Application*
- Complete the CSN Regent’s Service Program Eligibility Criteria Application*
*these forms are available at www.csn.edu/education; click on “programs”, then on “ARRIVE”
- Submit the application material to Professor Robert Shkorupa:

<table>
<thead>
<tr>
<th>Email (or)</th>
<th>Fax (or)</th>
<th>Mail/Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:robert.shkorupa@csn.edu">robert.shkorupa@csn.edu</a></td>
<td>(702) 651- 4908</td>
<td>Robert Shkorupa CSN Education Department</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3200 E. Cheyenne Ave S2A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>N. Las Vegas, NV  89030-4296</td>
</tr>
</tbody>
</table>

Applicants approved for an ARRIVE Tutoring Internship will be notified by Professor Shkorupa.

NEXT STEPS:
1. Make an appointment to complete a CSN Employment Packet with Shawn Claxton by calling Student Financial Services (SFS-Cheyenne) at 651-4318. Standard hours are 9-11a and 2-4p. SFS will provide you with a grant for $55 for the cost of fingerprinting to be paid against your CSN Student Account. Providing a $0 balance exists a student aid refund will be created and sent to you as a paper check, or as a direct deposit into your bank account after set up with the CSN Cashier.
2. Visit the Clark County School District’s Teacher Development Department located at 2832 E. Flamingo Road and ask for Stacey Kendrick or Karyn Wright. Here you will pay the $51.25 fingerprinting fee by MONEY ORDER made out to Clark County School District. Call 799-1092 for directions or an appointment.
3. To be fingerprinted, take your fingerprinting receipt to Clark County School District Police Services located at the corner of 4260 E. Eucalyptus and Rochelle (behind the Education Center). Call 855-5458 directions or for an appointment. Standard hours are (M-Th) 7-11:30a; 1-4p and (F) 1-4p

FINALIZING THE PROCESS:
A. SFS will contact you to sign your CSN Employment Contract:
   a. Show your CCSD Fingerprinting Fee Receipt
   b. You will earn $10 per hour for up to 20 per week
   c. The initial contract is valid for 30 hours of work while you are enrolled
   d. The contract is renewable so long as all involved parties agree
B. Robert Shkorupa will contact you with your school placement
   a. By telephone
   b. By email
C. Contact your placement school for an appointment to arrange your tutoring schedule and meet your cooperating CCSD teacher.
A.R.R.I.V.E. Internship Program Work Study Application
(America Reads: Reading Inters with a Vision for Education)

Applicant Name_____________________________________________________________________
First  Last

Address_________________________________________________________________________________
Number/Street  City  State  Zip

Telephone_________________________        E-mail_____________________________________

Application Semester:    Fall_____    Spring_____    Summer_____  

Are you currently enrolled in an Education course/s  _____Yes     _____NO
If Yes, list the course/s  ________________________, ________________________, _________________

Tutoring Position requested:   _____Elem. School     _____Middle/Jr. High School     _____High School

I would like to do my internship at:__________________________________________________________

Name of School
_________________________________________________________________________________

School Address                                                                        Phone

Contact Person such as: Cooperating Teacher/Principal/Office Mgr. will be provided by ARRIVE coordinator

Check ONE:  _____Language Arts  _____Math     _____Science     _____Special Education
     _____Other – be specific ____________________________

Please include the following with this application:

1._____ Minimum grade point average 2.5 shown on a copy of an unofficial transcript (last college or
     High school attended)
2._____ Proof of a declared major in Education – Elem./Sec./Early Childhood or A.A.
3._____ Proof of registration for current semester carrying a minimum of 6 credit hours
4._____ 2 letters of recommendation (college instructor, teacher, principal, counselor, employer)
5._____ Current Resume
6._____ Photo copy of Social Security Card and Drivers License (on one sheet)
7._____ Briefly explain why you are interested in participating in the America Reads Program (i.e. what
     you plan to contribute and gain from being an intern, etc.)  Please type and double space.
8._____

If awarded this internship, I will work in the Clark County School District or approved Private School as a
CSN Work Study Student.  I will be paid by CSN at a rate of $10.00 per hour worked at CCSD.  Paychecks
will be provided in accordance to the CSN payroll calendar.

By signing below, I acknowledge the information provided is true and complete.  Further, I understand that
if selected as an A.R.R.I.V.E. intern, I must comply with all the CSN Financial Aid, Clark County School
District, and ARRIVE rules and regulations:

Applicants Signature:_____________________________________________  Date:________________
CSN Regent’s Service Program
Eligibility Certification

This document is used exclusively as a qualifying tool for the Regent’s Service Program. The student applicant is responsible for all of the information provide on this form.

Student Name __________________________
Social Security # ______________________

___ I am enrolled in at least six units at the Community College of Southern Nevada, and have declared with the Registrars Office, the following degree or certificate course of study _____________________.

___ Nevada Resident

You must qualify for at least one of the following:
Check all that apply

Head of Household
Single Parent
Age 22 or over and have never attended college; or have had a break in enrollment of two or more years
No support from parents or family
First Generation College bound
Unusual family or financial circumstances – DIRECTOR’S APPROVAL REQUIRED
Please describe on separate page

STUDENT CERTIFICATION
I understand that the Regents’ Service Program at CCSN requires that I work to earn the monies awarded to me through this program. I also understand that I am required to maintain at least half-time enrollment in a degree or certificate program to continue participation. If my eligibility for this program changes, I will notify my supervisor and the Financial Aid Office immediately.

By signing this Regents’ Service Program Eligibility Certification, I am verifying my eligibility for this program based upon the criteria checked above.

______________________________  __________________
Student’s Signature                  Date
The Coordinator has informed me I am eligible for ARRIVE. What’s next?
Every employee of the College of Southern Nevada must sign a contract. Student Financial Services (SFS) will prepare your contract and contact you once the contract is ready for your review and signature. This should be within 7-10 business days of completing the CSN new hire packet.

When should I get fingerprinted?
It depends. Students that have their own funds and can pay the CCSD fingerprinting fee should make an appointment to have the fingerprinting done immediately. Bring your receipt for the fee with you to SFS to complete your CSN Employment Packet and you will be reimbursed for the expense. Students that cannot pay for fingerprinting upfront, should go to SFS to complete the CSN Employment Packet and will have a $55 award added to their existing financial aid package. The grant will be paid to the student’s CSN Cashier’s Account. If the student does not owe CSN for the semester, the grant will be refunded to them and should be used to pay for the fingerprinting fee. Bring your fingerprinting fee receipt with you to your contract signing.

How do I get paid?
Twice a month, you will submit timesheets to the ARRIVE Coordinator. You and your CCSD supervisor must sign the timesheet document attesting the number of hours you worked. Timesheet will be validated and given SFS for processing. A paycheck will be generated for the hours you worked.

When is payday?
Employees are paid on the 10th and 25th of each month. Scheduled paydays that happen to fall on a Saturday, Sunday or state-recognized holiday, are moved to the preceding business day.

• Timesheets submitted on the 6th payday the 25th.
• Timesheets submitted on the 21st payday the 10th.
• All late timesheets will be processed the next payroll cycle.

I understand I am limited to working no more than 30 hours. How can I work additional hours?
The thirty hour limitation is for new hires and can be renewed at the request of the collaborating parties (you, CCSD, Professor Shkorupa, and Student Financial Services). Professor Shkorupa will work with your sponsoring teacher and school to assess your performance; SFS will verify your continued financial eligibility. Provided all parties agree, you will be allowed to continue. Professor Shkorupa will inform the SFS of the requested extension and the amount.

• Working hours beyond your contracted amount is highly discouraged and may lead to removal from the ARRIVE Program.

Any additional questions may be directed to Shawn Claxton at 651-4318 or 651-4327.