Denali Training Fund
Quarterly Progress Report

Funds for this project are provided by the USDOL and the Denali Commission.

Name of Organization: First Alaskans Institute
Name of Project: First Alaskans Institute 2012 Grant #1252-B
Reporting Period: 7/1/2012 – 9/30-2012
Contact Person: Kristel Komakhuk
Contact Number: 907-677-1710 Email Address: KristelKomakhuk@firstalaskans.org
Expenditures to date: $131,860

Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.

Signed by: [illegible] Dated 9-30-12

1. In a few sentences, please describe the scope of your project:

First Alaskans Institute provides Alaska Native or rural Alaskan college students with a 10-week summer internship opportunity. Interns are placed with a partner employer in the students' field of study. Each intern, regardless of location, participates in a series of leadership training seminars.

In order to evaluate the success of the program, FAI maintains annual contact with each intern. We survey interns to determine where they are in their career path, who they are working for, and to identify any other leadership roles they may be involved in.

2. Project Activities for this Reporting Period:

Describe the grant activities that happened during this report period. Include planning, advertisement and/or training performance that occurred this quarter? List any accomplishments achieved. (Attach advertisements if applicable)

Project activities for the 4th quarter span the remaining weeks of the internship and marks the completion of the 2012 Summer Intern Program. The project objectives were met: assisting Alaska Natives and other rural residents in acquiring the skills and training necessary to participate fully in private sector business and economic development opportunities through fellowships, scholarships, internships, public service programs and other leadership development activities.

This report includes: Leadership Friday agendas, August 6-10 leadership training schedule (as attached) and a summary of site visits/intern communications, graduation, evaluations, and continuous improvement processes and planning for next year's summer program.

Leadership Fridays Schedule and Implementation

In addition to the management level placements at the partner organizations, a critical component of the internship project is leadership training conducted by FAI staff and expert presenters. These leadership development sessions were conducted the first and last week, and every other Friday afternoon during the course of the 10-week program.

Six interns were placed outside of Anchorage and participated via teleconference and web-casting. Three were placed in Fairbanks, and the others were placed in Nome, Valdez, and Yakutat.

Site Visits/Intern Communications

Leadership staff visited all of the intern work-sites located in the Anchorage area at least once during the 10- week period for mid-session monitoring.

Evaluation and Continuous Improvement

To assess the effectiveness of the program, mid-term and final evaluations were collected and a debriefing session was held with the interns. Staff received input on how to improve future program years. Evaluations were also received from employer partners.

Interns evaluated each speaker individually. This information will help when identifying speakers in future years. In addition to content and speaker evaluation, interns were asked to evaluate First Alaskans' staff and our communications with each. Interns provided suggestions to improve the logistics, content, and overall program. This information is helpful when planning for the 2013 class.

Evaluations were also completed by the employers. Each evaluation was highly satisfactory. When asked if an employment opportunity arose and/or whether they would re-hire the intern as a regular employee, each stated they would.

Ongoing and regular contact between the leadership development staff, employer/mentor, and intern was maintained throughout the 10-week internship via telephone, email and in-person meetings. There was a 100% completion (28 out of 28 interns) rate.

3. Scheduled Project Activities/Important Dates for next quarter:

Describe your planned activities and training for next few months. Please include important dates like graduation, site visits, travel, job fairs, etc.

Next quarter, recruitment planning will begin for employers, interns, and corporate sponsors. The 2012 Summer Intern Program Plan will be completed. No funds will be required for the next quarter.

4. a. How many are in your training program during this reporting period?

b. How many people have been trained and/or certified to date from this grant?

(Please complete form below.)

There are 28 undergraduate/graduate Alaska Native or rural interns participating in the Summer Internship Program. To date, 187 interns have completed the program.

5. Complete the list by putting the community to which each individual trained is from, the type of training and certification, the graduation date and who will employ them upon completion of training.

Community where trainee lives	Type of Training/ Service	Type of Certification to be earned/earned	Dates of training	Graduation Date	Employment commitment after training is complete

Please copy and use another sheet if you need more spaces.

**Please see previous attachment in 3rd Quarter Report.

6. Identify any problems or changes in your training project that will affect the budget, scope or timeline of the project. Is your training on schedule? What are the reasons for any difficulties or delays? Are you over budget/under budget? Have you had to change the initial scope?

Please provide an explanation to this change and your resolution to the variance.

First Alaskans Institute originally planned to hire 29 interns. We ended up recruiting 28 instead. This is the only change to our project. It will affect our budget minimally.

7. How are you or will you be evaluating the individuals being trained to ensure competency, skill level and understanding? (Testing, assessment, etc)

Each employer completes a detailed work plan with his/her intern identifying goals/objectives and timelines to be met by the end of the project period. Work plans are designed with each intern's level of competency, skill level, and understanding of the job duties. Interns are pre-screened and interviewed prior to participating in the internship program. Interns are also evaluated both midway and at the completion of the 10-weeks, as well as yearly after participation in the program.

8. Identify areas that we can assist you in the future.

As we move towards becoming more sustainable, we appreciate any assistance in identifying long-term relationships with funding partners, partner employers and communities for intern placements. We welcome the Denali Commission's suggestions concerning these matters.