

Brook Hill Farm College Intern Packet



College Internship Program

Brook Hill Farm, a non-profit horse rescue organization, exists to provide rehabilitation focused services and safe haven for unwanted horses, as well as offers a therapeutic riding program for personal growth and equine education for the community.

Internship Information: Brook Hill Farm is working with local colleges to providing internship opportunities for credit for students interested in working in the equine industry. Other opportunities available are internships in business (running a non-profit), social work, and teaching (including special education) College programs differ in how college credit for internships is awarded. Students should consult with their college advisor to determine if credit can be earned through a Brook Hill Farm internship. As a guideline, 3 credit hours are typically awarded for completion of a full 14 - week internship program. Most college programs require interns to consult with an undergraduate advisor or coordinator when enrolling in an internship program. Because requirements vary, interested students should consult with their college advisor or program coordinator to ensure that they meet all necessary requirements for a college internship. Brook Hill Farm will coordinate with interns' advisors as needed to ensure that all requirements for the students' programs are met.

Horse Rehabilitation: This program is designed to immerse participants in the daily operations of a non-profit horse rescue by giving them a unique opportunity to work with neglected and abused horses. Through education and interaction, students gain experience working with equine professionals and the public throughout the rescue and rehabilitation process in a volunteer environment. Interns can expect to gain significant equine husbandry experience, receive training in basic rehabilitation, and learn about horse psychology and its application in training. This program is tailored to those seeking careers in equine management, horse rescue and rehabilitation, equine veterinary services, and horse training. Interns can expect to work with a population of 30 horses, a professional staff, and volunteers.

PATH International: This program is for those who are interested in teaching riding. Interns will work with youth including those who are disabled and disadvantaged, teaching the United States Pony Club curriculum and riding through Equine Facilitated Learning. This process involves teaching both on the ground and under saddle. Presently we have over 20 students enrolled in our after school United Neigh Program. If the student is interested in pursuing a professional license either as a Registered Instructor or an Equine Specialist in Mental Health and Learning, there is a fee.

Education, Psychology and Sociology Majors: Internships are available for education majors as well, as we have an after school tutoring program incorporated in our United Neigh Program. We offer psychology and sociology majors internships based on their individual interests working with our United Neigh Participants.

Brook Hill Farm Internship: Examples of Jobs that may be assigned:

1. General care and maintenance of entire equine population
2. Maintaining facility in a clean, orderly, and safe manner, including mucking stalls, paddocks, etc.
3. Maintaining daily records
4. Feed management : maintaining special diets of rescue horses
5. Medicating – Identify and interpreting medical problems, administering medical care under the guidance of a Vet
6. Training horses: this is only offered based on experience.
7. Interacting with Staff - Getting to know staff on a personal level to create a positive working environment and open communication, relaying information, receiving staff approval before performing tasks, acting as a liaison between staff and volunteers to encourage open communication and resolve problems.
8. Role model for the United Neigh program- Guiding young people in both horse care and personal growth
9. Help develop and execute the United States Pony Club curriculum and 4-H program at the farm
10. Volunteer Co-ordination: Matching volunteers with appropriate tasks based on staff instruction, assisting volunteers in completing tasks correctly, fulfilling needs in the presence and absence of volunteers, enforce farm rules and regulations to ensure all volunteers and horses remain safe, educating volunteers with volunteer orientations.
11. Public interaction: Lead tours; receive donations, assisting in visits by the public during open houses and other scheduled events, represent Brook Hill Farm in a professional and acceptable manner at all times.
12. Data entry. Maintaining all horses' records (i.e. – veterinarian, farrier, and dentist visits, shots, deworming, training, etc.).
13. Other duties as assigned by Education Coordinator, Farm Manager, or other staff.

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Internship Application

Name _____ Date: _____
School Attending: _____ Year: _____ GPA: _____
Major: _____
School Address: _____
Home Address: _____
Email Address: _____
Phone Number: _____
Field of Study the Internship will address: _____
Number of Credits wanted for Internship: _____
Advisor Name: _____ Phone Number _____
Semester Wanted: Please Circle: Spring Summer Fall Year: _____

Please answer the following questions:

1. Brook Hill Farm is open to the public, so it is extremely important that we maintain a high level of professionalism when it comes to staff and interns' work ethics, attention to detail, safety and responsibility to the horses and people. What qualities do you possess that will allow you to excel within, and contribute to, the team structure? What characteristics do you possess that make you qualified to be in our program and trusted with the lives and well-being of our horses?
2. While our main goal is to rehabilitate and find new homes for each and every horse that comes through our farm, there are some that we simply cannot save. What is your viewpoint when it comes to humane euthanasia and do you feel you are able to handle the death of a horse?
3. We constantly have visitors from the general public coming to our farm for tours, orientations, appointments, donations, etc. It is important to present Brook Hill Farm in a very courteous and professional manner, and in a way that will promote attention and funding. Do you see yourself as suitable for presenting Brook Hill Farm?

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4. What specific goals are you hoping to accomplish during your internship time at Brook Hill Farm?

6. Please give a brief Bio of your life journey to this point, and why Brook Hill is a good fit for you!

8. Is there any other additional information that you would like to share with us? Are there any qualities that you possess that were not addressed in this application that you would like to share?

9. Please Sign, and have your advisor sign this application. If completing this form on line, please have your advisor contact us by email (secretary@brookhillfarm.org) stating that this internship has been approved.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Thank-you and we look forward to working with you!

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Background Information

Have you ever been charged with or convicted of a crime or accused of misconduct involving a minor?
_____ if so please explain: _____

I authorize Brook Hill Farm to receive information from any law enforcement agency, including police departments and sheriff's departments, of this state or any other state or federal government, to the extent permitted by state and federal law, pertaining to any convictions I may have had for violations of state or federal criminal laws, including but not limited to convictions for crimes committed upon children.

I understand that such access is for the purpose of considering my application as a volunteer and that I expressly do not authorize Brook Hill Farm its directors, officers employees, or other volunteers to disseminate this information in any way to any other individual group agency, organization or corporation.

Signature: _____ Date: _____

Non-Disclosure Agreement

I, the undersigned, understand that while employed or volunteering at Brook Hill, a not-for-profit organization registered in the state of Virginia, I may receive or have access to certain confidential or proprietary information, including but not limited to, proprietary information concerning Brook Hill's operations, charitable donors, clients, staff, volunteers, personal contact information, information relating to horses and other equines at the facility, adoption programs and adoptions, financial, budget and donation information, fundraising and funds received to Brook Hill by clients, donors, the public at large, staff, volunteers, or founders of Brook Hill and/or parties with which Brook Hill has dealing and also information not publicly known relating to the business and charitable activities of Brook Hill.

Signature: _____ Date: _____

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AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

I DO CONSENT FOR EMERGENCY MEDICAL TREATMENT

In the event emergency medical aid/treatment is required due to illness or injury while being on the premises of or in connection with Brook Hill Farm, I authorize Dream Catchers and/or its representatives to:

1. Obtain medical treatment and /or transportation if needed;
2. Release records upon request to the authorized agency or its representative involved in the medical emergency treatment.

Name: _____ Telephone: _____

Address: _____

City/State/Zip: _____

In the event of an emergency, contact:

Name: _____

Telephone: _____ Relationship: _____

Physician's Name: _____ Telephone: _____

Medical Facility: _____ Telephone: _____

Health Insurance Co.: _____ Policy: _____

In an effort to provide the best care possible, please indicate below:

I am allergic to the following medications: _____

I have the following ongoing medical conditions (e.g. diabetes, seizures): _____

Date: _____ Signature: _____

Parent/Guardian if under 18 years: _____

I DO NOT CONSENT FOR EMERGENCY MEDICAL TREATMENT

I hereby DO NOT give my consent for emergency medical treatment in the case of illness or injury while on the premises of or in connection with Brook Hill Farm. In the event emergency treatment/aid is required, I wish the following procedure to take place:

Date: _____ Signature: _____

Print Name: _____ Telephone: _____

Address: _____

City/Zip: _____