

ISTA UniServ Intern Program Curriculum

Interns are expected to not merely complete the outlined curriculum, but be an active participant, when deemed appropriate by the UniServ Director or other Association professional staff mentoring at the time. It should also be noted that some of these activities may require some overnights and Saturdays. Based upon need and availability, more activities may be added to the list.

Unless otherwise stated, the expectation is the intern will attend trainings, meetings, etc. with locals that are OUTSIDE of their own local. If you are required to attend more than one of the same types of events (i.e. service area meeting), every effort should be made to not attend those events in the same local. Spread your experiences to as many different types of locals as possible.

***Attend the Intern Orientation and statewide conferences as they occur**

***Leadership Activities**

1. Attend two (2) different UniServ area meetings or UniServ Director led trainings
2. Serve as a co-presenter in statewide ISTA events, trainings run by field staff (UDs/UOs) or full-day regional events led by ISTA staff
3. Attend one (1) training with Emerging Leaders

***Governance Functions**

1. Attend one (1) ESP Statewide meeting
2. Attend an ISTA Board of Directors meeting to be introduced to the Board of Directors
3. Attend at least one (1) I-PACE meeting
4. Attend one (1) meeting with an L-PAC
5. Observe two (2) local association executive committee meetings. One local meeting should be with a local that is smaller or slightly larger (if possible) than your own local. The other meeting should be with a local that consists of at least 500 members.

***Membership Recruitment Activities**

1. Participation in two (2) year-long membership recruitment meetings
2. Observe two (2) new teacher meetings
3. Actively engage in a member recruitment activity in a local

***Bargaining and Bargaining-related Matters**

1. Observe and assist with preparation for ten (10) bargaining sessions with, at minimum, three (3) different UniServ Directors where at least one serves as bargaining spokesperson
2. Follow two (2) different bargaining teams, one large local (more than 500 members) and one small local (less than 150 members), from start to finish
3. Attend at least one (1) ESP bargaining session (as available during length of internship)
4. Discussion/Meet & Confer training with one (1) local

***Contractual/Employment-related Matters (as available)**

1. Assist in two (2) unfair labor practices, grievances or IEERB mediations
2. Attend two (2) dismissal hearings or disciplinary meetings

***Advocacy Activities**

1. Attend one (1) political action committee interview, not within intern's UniServ area
2. Work in a targeted election (opportunities as available if intern program and election cycle coincide)
3. Assist in at least one (1) Association sponsored legislative reception and/or Third House session
4. Use the Action Center to advocate throughout the legislative session (<https://www.ista-in.org/our-advocacy>)
5. Attend statewide advocacy action (as available)
6. Work with a UniServ Director and/or a UniServ Organizer to develop and implement an organizing action plan to address one (1) issue a local is facing.
7. Attend Lobby days at the Statehouse (if available)
8. Attend two (2) organizing meetings such as organizing for settlement, membership organizing, issue organizing, community organizing, etc. (if appropriate organizing meetings occur during length of internship)

***Communication Activities**

1. Draft one (1) flier using ISTA brand standards to announce:
 - a. An emergency bargaining unit meeting to discuss job actions **OR**
 - b. Encouraging union members as well as community members to attend a rally at the county courthouse or other prominent location for a purpose of your choosing.

***Training Sessions on Relevant Topics**

1. Interns are expected to attend a variety of intern training sessions, including:
 - a. Basic Unionism
 - b. Issue campaigns
 - c. Title IX
 - d. Resetting a local's structure
 - e. Adult Learning Theory
 - f. True Colors
 - g. Racial & Social Equity
 - h. Legal training
 - i. School finance/bargaining
 - j. Grievance
 - k. Dismissal
 - l. Unfair labor practice
 - m. Political action



- n. How to create power through relationships

***Conclusion of Internship**

1. Complete mock interview
2. Participate in exit interview/discussion
3. Apply for the ISTA Field Staff Career Readiness Pool

