

INTERNSHIP PROGRAM

The Shelter for Victims of Domestic Violence offers an Internship in conjunction with **Eastern New Mexico University**.

A. Eligibility & Application Process

1. Any junior, senior or graduate student majoring in Psychology, Sociology, or Criminal Justice is eligible for consideration.
2. The student must first consult with the Internship supervisor in the appropriate field at ENMU for approval.
3. After the student receives permission from his/her advisor, he/she should submit a completed Internship Application form to the Agency.
4. After reviewing the applications, the Agency will schedule interviews with those applicants who appear to be appropriate candidates.
5. Acceptance of a student into the Internship Program will be based on the availability of slots, and the suitability of the applicant.
 - a. The number of interns accepted in any given semester is limited to two.
 - b. The Shelter reserves the right to refuse any applicant. However, no applicant will be refused because of race, religion, ethnic origin, sex or age.
6. Applicants will be notified as to the status of their applications as soon as possible.

B. Student Intern Agreement

1. As soon as a student is accepted into the internship Program, an appointment will be scheduled with the Executive Director and/or the Counselor to complete the Student Intern Agreement.
2. The Agreement will state the work schedule, requirements, credit hours to be earned, examples of work performed (where applicable), direct supervisor, etc.
3. The Agreement will be signed by the Student Intern and the Executive Director.
4. Work, evaluations, records, etc. will be done as outlined in the Agreement.

C. Termination

1. Termination prior to the completion of the Internship may take place under the following circumstances:
 - a. The Shelter may terminate the Internship if the Executive Director determines it to be in the best interest of the agency.
 - (1) In cases where the intern does not, or refuses to perform assigned tasks.
 - (2) In cases where the intern violates confidentiality or other agency policies and procedures, or refuses to follow supervisory directions and instructions.
 - (3) In cases where the intern's actions are detrimental to clients.
 - (4) Unexcused or excessive absenteeism.
 - b. The intern may terminate the internship at any time by withdrawing from the class at ENMU and notifying the Executive Director in Writing.
2. In cases where the agency terminates an internship, the reasons will be put in writing and a copy sent to the student's internship supervisor at ENMU.