

INTERNSHIP AGREEMENT

- I. I, _____, agree to adhere to the schedule and the policies and procedures of the Shelter for Victims of Domestic Violence, hereafter referred to as the Agency, as outlined in the Operations Manual of the Agency.
- II. I understand that I will receive training from the Agency, and that if I have any questions or problems I will take them up with my supervisor, as designated.
- III. I further understand that my performance may be evaluated by my supervisor and by the Executive Director, and that my evaluation may be submitted to the supervisor of internship at my educational institution.

My responsibilities shall include but not be limited to:

1. Coordinate with Supervisor of Direct Services the time available to work
2. Report to work as scheduled and keep appointments unless notification has been given to the Supervisor in advance.
3. Understand and abide by the Agency's rules of confidentiality.
4. Meet with Agency personnel as needed.
5. Keep all records required and submit them to assigned supervisor in a timely manner.
6. Consult with, and inform, Agency personnel in all matters involving clients.

The Agency will be responsible for:

1. Working with the intern on completion of an appropriate work schedule.
2. Training the intern on Agency policies and procedures.
3. provision of necessary office supplies.
4. Supervision of the intern by Agency staff.

This agreement executed by the parties below on the date indicated.

Intern Name (please print)

Intern Signature

Date: _____

Supervisor of Direct Services

Date: _____

Executive Director

Date: _____