



## INTERN CONTRACT

As an intern, you are an important member of our staff and act as a representative of Guardian House to the community at large. For a better understanding of what you can expect as an intern and what is expected of you by our organization, we ask you to read and sign the following Intern Contract. **Thank you for making a difference in the lives of children in our community!**

### **Guardian House will provide for you:**

- Beneficial and life-enriching experiences.
- The opportunity to positively impact the life of a child.
- Comprehensive orientation and specialized training for specific jobs.
- Opportunities for professional development through supervision and trainings.
- An opportunity to learn about family and group dynamics, child development, the impact of divorce on children, and domestic violence.
- Multiple and varied opportunities to obtain service hours.

### **As a student intern at Guardian House I agree to:**

- Commit to working at the Center for a minimum of two semesters.
- Discuss concerns regarding my internship with my site supervisor.
- Arrive on-time and ready to work.
- Comply with the center's policies and procedures.
- Maintain confidentiality.
- Report any outcry of abuse or suspected abuse immediately to supervisor.
- Provide at least two weeks notice of my last day to work at the center.
- *Make a commitment, in Good Faith, to work through my anticipated end date, even if I have completed my required hours.*

### **Volunteer Time Between Semesters**

The relationship between Guardian House and student interns is a symbiotic one; each helping the other. We maintain a balance between staff and interns that allows student interns to get the hours, experience and supervision they need. Once the semester is over, Guardian House needs to continue at regular levels of operation and the support of the student interns is vital during this time. Therefore, **you must commit to continue your schedule between semesters.** Some programs allow students to count this time toward the hours they need. Any questions about how it may or may not count need to be directed to your university.

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Printed Name

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Signature

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Date