

Statement of Understanding
2024 Xavier University Summer Service Internship Program

Xavier University agrees to:

1. Provide intern with an *hourly wage* of \$15.00 (not to exceed \$4,725 before tax) for the duration of the Internship.
2. Provide *housing* (valued at \$1,750) for the intern on the campus of Xavier University for the duration of the Internship.
3. Provide intern with an *intentional community stipend* (valued at \$750) for the duration of the Internship.
4. Provide an *education and reflection component* of the internship whereby the intern will learn about a broad range of subjects relating to community service and social justice.

The intern agrees to:

1. Work approximately 35 hours per week (7 hours per day) during the internship period at an agency selected by Xavier University in conjunction with the intern. Work is not allowed to exceed 40 hours per week.
2. Abide by all policies of internship worksite and report any concerns about worksite to Summer Service Coordinator.
3. Plan and participate in the ongoing training, reflection, and community development components of the internship. This includes, but is not limited to, training sessions, regular reflection sessions, assigned reading, reflection papers, community dinners, and other activities as deemed necessary by the administrators of the internship. (These activities will require approximately 5-10 hours per week, usually consisting of one afternoon and weeknight per week and other meetings as necessary.)
4. Engage with the intern community at least 4 out of 5 nights per week and 7 out of 9 weekends during the internship. This includes being present, engaging in conversations and activities, and building meaningful relationships with all fellow interns.
5. Live in housing provided by Xavier University on campus in an intentional community with the other SSI interns.
6. Abide by all Residence Life policies while living on campus and all Xavier policies at all times.
7. Neither take classes nor accept additional employment or major leadership positions during the Internship.
8. Complete pre- and post-internship surveys as directed by the Coordinator and Director for grant purposes.
9. Actively contribute to a small group, poster presentation, mid-summer reflection, photo scavenger hunt, impact letter to funders, final reflection, and final evaluation during the program.

I accept the offer to participate in the Xavier University Summer Service Internship, and I agree to adhere to the terms stated above.

- I **will attend** the SSI orientation on **Thursday, April 11, 6:30-8:00PM**
- I need to **schedule a makeup orientation time** to meet separately with Shannon Hughes

Signature of student

Date

Please print name

Signature of Program Coordinator

Date

I decline the offer to participate in the Xavier University Summer Service Internship.

Signature of student

Date

Please print name