

Agency Statement of Understanding Xavier University Summer Service Internship

To host a Xavier student as a Summer Service Internship Program intern this summer,

_____ agrees to:

(Agency Name)

- Comply with all deadlines, key dates, and events prior to and during the 2024 Summer Service Internship.
- Provide a written job description outlining purpose of position, duties and time commitment. This must be meaningful work providing direct service to the community and cannot include administrative or fundraising duties as a main component of the internship. (Note: If you submitted a job description with your original application for the program, you do not need to resubmit a description unless parameters have changed.)
- Provide 35 hours of work per week (*during normal business hours unless notified otherwise in writing by Summer Service Internship Program Coordinator*) over the course of the internship, May 28 – July 26, 2024.
- Contribute \$500 per intern upon selection as an internship site.
- Provide intern with orientation to the agency/organization (following the orientation plan submitted with application), training for the specific job, and ongoing training as needed.
- Provide appropriate staff supervision including maintaining records on intern, and where appropriate, including intern in staff meetings and other agency functions.
- Provide intern with feedback on performance, recognition and job references as appropriate.
- Provide intern with 15 minutes of uninterrupted work time each day to journal.
- Establish and maintain a regular weekly meeting between the intern and supervisor in order to promote open communication, offer performance feedback, discuss future tasks, answer questions, and provide general support and mentoring.
- Participate in evaluation of intern and the summer experience at the conclusion of the program (to be shared with Xavier University).

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

Signature of Intern Supervisor / date

Signature of Agency Director / date

Please print name

Please print name

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

Signature of Intern Supervisor / date

Signature of Agency Director / date

Please print name

Please print name