

**Victim Services-Related Internship Agreement Between the
Student and the Agency**

Overview

The victim services-related internship is intended to complement a student's education by providing a structured opportunity to put academic theory into real-world practice. During this semester-long assignment, the student undertakes _____ hours per week of professional work in an agency, plus an academic workload equivalent to an upper-level course. This integrated learning experience provides the student with valuable practice in applying knowledge acquired in courses to real-world situations. The combination of theory and practice provides the student with a more well-rounded understanding of the complexities of issues surrounding crime victims, and allows for in-depth exposure to the various agencies that collaborate to provide support and services.

Student Obligations

The student intern agrees to conduct him/herself as an ethical professional and perform the assigned duties to the best of his/her abilities. The intern will not engage in any activity, including accessing confidential information or the collection of data, without the permission of the site supervisor. S/he will respect the confidentiality of all organizational and client information provided by the agency and will not share this information without permission.

Specifically, in choosing to complete this internship, the student agrees to abide by the following:

1. Report to all training sessions, scheduled hours, meetings, and appointments on time and prepared, making this commitment a top priority even during exams and vacation periods.
2. Maintain a high level of motivation and professionalism, including wearing appropriate attire.
3. Commit to learning as much as possible during the internship assignment.
4. Keep a positive attitude and an open mind when receiving feedback and constructive criticism, and ask for clarification when necessary.
5. Abide by the rules and ethical standards of the agency and the profession to the extent that these are communicated by the supervisor or other agency personnel.

Agency Obligations

The agency is expected to assign duties which will expand the student's knowledge in victims' services in a practical setting. Agencies should provide interns with meaningful opportunities to interact directly with the client population and victims' service providers. The agency agrees to assign a supervisor who will provide guided direction and mentorship during the internship period. The supervisor will provide positive feedback as well as constructive criticism to the student in order to facilitate learning.

By agreeing to host an undergraduate intern, agency directors and supervisors promise to:

1. Determine responsibilities through which the intern can make a positive, meaningful contribution to the agency. Tasks and responsibilities should be appropriate to the intern's level of expertise.
2. Expose the intern to discussions about professional ethics and the agency's ethical guidelines.
3. Schedule regular supervisory meetings to assess the intern's progress and provide feedback.
4. Be willing to modify responsibilities and learning objectives over the course of the internship.
5. Complete an evaluation at the conclusion of the internship assessing the intern's work effort. The evaluation form will be provided by the course instructor.

Learning Outcomes

Through the internship experience, the student should develop the following knowledge, skills and competencies:

1. Develop a better understanding of crime victims she/he may encounter in the community, the workforce, the criminal justice system, and social support agencies.
2. Learn about the availability and provision of legal and social support services for crime victims.
3. Understand the statutory requirements of criminal justice and social service agencies regarding notifying victims of their rights and the services available to them.
4. Understand the various funding mechanisms for victims' services programs.
5. Learn about opportunities for improving the future provision of services to crime victims.

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6. Develop additional skills and competencies as detailed below:

Specific Responsibilities

The intern will:

1. Work a minimum of ____ total hours during the semester on the following days and times:

2. Meet with the supervisor regularly on the following days and times to review work, discuss challenges, and raise agency-related issues, including ethical concerns:

3. Attend the following regular meetings, if applicable:

4. Attend the following occasional meetings (e.g., training sessions, retreats, conferences):

5. Perform the following tasks, duties and responsibilities:

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Student Signature:

Name:

Student ID:

Date:

Phone:

E-Mail

Supervisor Signature:

Name:

Agency Name:

Date:

Phone:

E-Mail:
