



## INTERNSHIP INFORMATION

This document is designed to be a guide for the selection, placement, and supervision of interns at Transitions Family Violence Services. Transitions welcomes interns from a variety of disciplines from the Peninsula and Southside with the hope that the intern practicum experience will be a valuable learning experience for each student and beneficial to the agency.

### GENERAL INFORMATION

- I. Opportunities for interns include, but are not limited to:
  - a. Legal Advocacy
  - b. Working with the Children's Department
  - c. Research/Database Entry
  - d. Fundraising/Special Event Coordination
  - e. Community Education/Volunteer Appreciation
  - f. Office Assistance
  - g. Working with Clients

**Note: Interns will meet with the Community Education & Volunteer Resources Coordinator (CE&VRC) to develop a curriculum that best suits the student's educational needs and interests.**

- II. Time Commitments vary with each assignment and will be decided by the supervisor and the intern.
- III. While all internships are unpaid, the experience the student will gain will be very useful. As an intern, you will gain experience in community education/service, public policy, case management, crisis management, research, and resource development.

### INTERNSHIP GUIDELINES

- I. All interns must complete the Intern Application, submit a resume, and pass a state background check and child protective services background check prior to the beginning of the internship.
- II. All interns must submit all necessary paperwork (placement requirements, university assurances, time sheets, etc.) prior to or during the initial interview.

- III. All interns must be interviewed and approved by the prospective supervisor and the CE&VRC prior to the beginning of the internship. The interview is an opportunity to discuss the purpose of the internship; the length of the internship; schedules; and the tasks and responsibilities of the intern, university, and Transitions in fulfilling the requirements of the internship.
- IV. Within the first week of the initial interview, all interns must submit in writing his/her understanding of the purpose, schedule, and tasks in writing for his/her supervisor.

### **INTERN TRAINING AND ORIENTATION**

- I. All interns must attend and successfully complete a volunteer session in conjunction with or prior to the start of the internship.
  - a. The 32-hours spent at this volunteer training will count towards the total number of hours that the intern needs to fulfill their requirements.
  - b. Volunteer Trainings are offered in January, May, and September.
    - i. Contact the CE&VRC for exact dates, times, location, and to reserve a spot in the class.
- II. All interns must complete on the job training (OJT) with their supervisor after the Volunteer Training.
- III. All interns must submit a monthly timesheet to the CE&VRC.
  - a. Timesheets are due no later than the last business day of the month.

### **ASSURANCES**

- I. All interns must sign assurances attesting to the following:
  - a. Read and understood confidentiality policy.
    - i. Sign confidentiality contract.
  - b. Tasks/Responsibilities.
  - c. Read and understood volunteer manual.

### **STEPS TO BECOMING AN INTERN**

- I. Fill out the Internship Application and submit (along with current resume and 1 letter of recommendation) to the CE&VRC.
- II. Schedule a meeting with the CE&VRC.
  - a. Bring your Internship Syllabus and Requirements
- III. Meet with the perspective site supervisor.
- IV. Attend and successfully complete the Volunteer Training.
- V. Complete OJT and internship!

If you have any questions regarding an internship with Transitions Family Violence Services, please contact Sanu Dieng at [sdieng@transitionsfvs.org](mailto:sdieng@transitionsfvs.org) or at (757) 728-0025 x504.

### PERSONAL INFORMATION

Last Name	First	MI	Other Name(s)	Date of Application
Street Address			How Long at Address?	Email Address:
City	State	ZIP	Under 18?	Home Phone: Cell Phone:

### INTERNSHIP INFORMATION

Type of Internship Desired?	Days/Hours Available No Pref ___ Thurs ___ Mon ___ Fri ___ Tues ___ Sat ___ Wed ___ Sun ___	How many hours are required to fulfill your internship?	Are you available Nights? _____ Weekends? _____ Holidays? _____
Internship Time Frame Desired? <input type="checkbox"/> Spring of _____ <input type="checkbox"/> Fall of _____ <input type="checkbox"/> Summer of _____	How did you learn of Transitions Family Violence Services?		
What is your area of study?			

### EDUCATIONAL HISTORY

School Name	Location (City, State)	# of Years Completed	Degree
High School			
College (list all attended)			

### COMPUTER AND OFFICE EXPERIENCE

Please indicate the programs/skills in which you have experience and are comfortable using:  <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Microsoft Publisher <input type="checkbox"/> Other _____	Please indicate which skills you feel you can provide/utilize while at Transitions:  <input type="checkbox"/> Database Entry <input type="checkbox"/> Public Speaking <input type="checkbox"/> Case Management <input type="checkbox"/> Fluent in Another Language(s) <input type="checkbox"/> Other _____
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### MILITARY EXPERIENCE

Have you ever been in the Armed Forces of the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes  <input type="radio"/> If Yes, please answer the following questions:

Branch of Service: \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_

Are you presently a member of the National Guard?

No

Yes

**REFERENCES:** Please list two (2) references other than relatives or previous employers.

Name	Relationship	Address (Street, City, State, ZIP)	Phone Number (Include area code)	Occupation

Have you ever been convicted of a crime? \_\_\_\_\_  
 (A conviction will not necessarily result in the denial of an internship)

Have you ever been discharged or asked to resign from a job? \_\_\_\_\_

**EMPLOYMENT RECORD:** Please attach your current resume that lists your professional work and/or educational experience.

**INTERNSHIP QUESTIONNAIRE** (If you need more space, please continue on a separate sheet).

**What expectations do you have for your internship with Transitions Family Violence Services?**

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**What educational requirements must be met to satisfy your internship with Transitions Family Violence Services?**

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**Will Transitions Family Violence Services be required to provide a written evaluation of your internship?**

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**When will you be available to start your internship and how long will it last?**

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**Indicate any honors, certificates, or licenses held:**

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**Past and present professional, business, or civic organizations:** (you may omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disability).

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**Volunteer Experience:** (you may omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disability).

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**AUTHORIZATION:**

I authorize Transitions Family Violence Services to have access to my school and employment records to verify any statements contained in this application. In addition I authorize the Commonwealth of Virginia State Patrol to conduct a background investigation. I understand that all information will be treated as confidential by Transitions Family Violence Services.

To the best of my knowledge, the information included in this application is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE RETURN COMPLETED APPLICATION TO:**

Transitions Family Violence Services  
Attn: Sanu Dieng  
PO BOX 561  
Hampton, Virginia  
Or Fax—757-728-1538  
Or Email – [sdieng@transitionsfvs.org](mailto:sdieng@transitionsfvs.org)