



## 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. Court 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 Volunteer Coordinator 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 Volunteer Coordinator 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 Volunteer Coordinator 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 Volunteer Coordinator.
  - 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 Volunteer Coordinator.
- II. Schedule a meeting with the Volunteer Coordinator.
  - 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 Regina Johnson at [jnelson@transitionsfvs.org](mailto:jnelson@transitionsfvs.org) or at (757) 722-2261.

**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 ○ If Yes, please answer the following questions:
Branch of Service: _____ From: _____ To: _____  Are you presently a member of the National Guard? <input type="checkbox"/> No <input type="checkbox"/> Yes

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

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

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: Jasmine Nelson  
PO BOX 561  
Hampton, Virginia  
Or Fax—757-723-2717  
Or Email – [jnelson@transitionsfvs.org](mailto:jnelson@transitionsfvs.org)