**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 2025 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 27 – July 25, 2025.
	+ 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