

Chapter:	Human Resource Management		
Title:	Student Internships		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: HR Spec	Adopted Date: 07.2024 Review Date: 07.2024	Related Policies: Agency Property Credentials Verification and Background Checks Document Retention and Destruction Onboarding, Orientation and Professional Development Supervision

Purpose:

Hopeful Horizons (HH) has established an internship program that provides growth and learning opportunities for undergraduate and post-graduate students at colleges, universities and trade schools. This policy has been adopted to clarify the parameters and requirements for how students and interns may be used to enhance HHs’ operations and service delivery system.

Scope:

This policy applies to:

- All HH Staff
- Selected HH Staff, as specified: HR and Other Staff Supervising Interns
- HH Board Members
- HH Volunteers
- Other: Students and Interns

Policy:

HH may utilize interns to support the organization’s administrative and service delivery functions and to support the educational experience and personal growth of the involved student intern. All use of interns shall comply with the requirements specified in this policy.

- A. **Recruitment:** Student interns are generally recruited at the program level based on the needs of the program and relationships that have been established with placing institutions.

HHs’ employees may seek an internship opportunity with the organization if they meet the requirements established herein, the internship is approved by the placing institution and by the HH supervisor who would be responsible for internship related supervision and internship related reporting.

- B. **Minimum Qualifications:** Student interns approved to work in HHs’ administrative office or service/treatment settings shall meet minimum qualifications including:

1. The student must be 18 years of age or older
2. The student is enrolled in a program of study that is compatible with HHs’ services or administrative functions
3. The placing institution has approved the internship and has provided a detailed contract/MOU that outlines the supervision and reporting requirements and the expectations of each party (HH, the student and the placing institution) to the HH program director who will be responsible for supervising the placement
4. Meeting credentials and background requirements established in HHs’ [Credentials Verification and Background Check](#) policy and its related procedure

C. **Intern Selection and Approval:** Interns are generally selected by the program where the placement is planned. The referring institution shall recommend appropriate candidates or the student seeking an internship may self-refer based on their interest in HH. The program director receiving the referral shall review the candidate's educational experience, previous related experience and will conduct an interview to determine the candidate's interests and fit with the program. Provided the candidate meets credentialing and background check requirements, the receiving program director has the discretion to approve a student intern placement and to sign the contract/MOU with the placing institution. Contracts/MOUs signed by HHs' Chief Executive Officer (CEO) shall be provided to HR for inclusion in the intern's official file.

D. **Onboarding and Orientation:**

1. **Position Description:** The position description for a student intern shall be based on the scope of the internship and may be a limited scope of an existing HH position description. All duties and responsibilities shall be reviewed with the intern as part of their orientation.
2. **Require Documents:** The intern shall complete all required consents necessary for HH to complete background checks.
3. **Students and Interns shall satisfactorily complete all applicable training and orientation appropriate to their role prior to commencing activities.**
4. **Interns are subject to and must abide by all applicable HHs' policies and procedures including but not limited to:**
 - ✓ Health and safety
 - ✓ Confidentiality and protected health information
 - ✓ Non-discrimination
 - ✓ Technology and HH property use
 - ✓ Standards of conduct and professional ethics
 - ✓ Conflict of interest
 - ✓ Drug and Alcohol-Free Facilities
 - ✓ Commitment to Nonviolence.

It is the responsibility of the sponsoring supervisor to review these policies and procedure details with the intern.

E. **Supervision:** Each intern shall be assigned to an appropriately qualified sponsoring supervisor. The sponsoring supervisor shall be the point of contact with the referring institution and shall comply with the supervision and documentation requirements of the institution.

F. **Student/Intern Records:** The sponsoring supervisor shall retain records of the student intern placement, onboarding and supervision. HR shall retain a record of criminal background checks and any contracts/MOUs. All student intern records shall be retained consistent HHs' [Document Retention and Destruction](#) policy.

Interns are responsible for any required reporting they are obligated to make to the placing institution.

G. **Compensation:** HH does not provide compensation or benefits to student interns. In the case of a HHs' employee concurrently serving as an intern, time reporting and payment shall clearly provide separation for paid and unpaid time.

H. Exit/Termination:

1. Successful Program Completion: The sponsoring supervisor shall complete all closing evaluation and documentation requirements of the placing institution for an intern successfully completing their assignment.
2. Termination: Interns are expected to conduct themselves consistent with standards of professional conduct common to all HHs' staff. Internship opportunities approved under this policy may be terminated at any time with or without cause or prior notice. Email accounts, keys, ID badges and other equipment issued to an intern remain the property of HH and must be returned upon termination and in accordance with HHs' [Agency Property](#) policy.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Supervisors working with interns shall review this policy in advance of any placement.

Definitions:

1. Intern: An intern is a person who undertakes short-term work experience in a professional setting. An internship provides meaningful, practical work related to a student's field of study or career interest and helps them gain entry-level exposure to the industry.

Other Related Materials:

Clinical Case Review and Consultation

Clinical Case Review and Consultation Notes

[Implementing and Documenting Supervision Procedure](#)

[Primary Source Verification and Background Check Procedure](#)

References/Legal Authority:

[Human Resource Standards \(HR1.0-7.06\), Council on Accreditation, 2024.](#)

Change Log:

Date of Change	Description of Change	Responsible Party
06.2024	This is a new policy.	R. Lucovich, HR Spec.