

The Kennedy Willis Center

AT PATHFINDER VILLAGE

AGENCY / INTERN AGREEMENT

This agreement is intended to indicate the seriousness with which we view the relationship with Interns at Pathfinder Village. The intent of the agreement is to assure you of our appreciation of your services and we are committed to do the very best we can to make your internship experience productive and rewarding.

I. PATHFINDER VILLAGE

We, Pathfinder Village (agency), agree to accept the services of _____
(Intern) beginning _____, and we commit to the following:

1. To provide information, training and guidance for the Intern to enable him/her to meet the responsibilities of the position.
2. To provide supervisory feedback on performance throughout the internship.
3. To respect the skills and contributions of the Intern and to flexibly adjust to individual requirements as necessary to achieve desired outcomes.
4. To solicit feedback from the Intern regarding ways in which we might mutually better accomplish respective tasks.
5. To support the internship experience with the goal of furthering Pathfinder Village's mission, vision and guiding principles.

II. INTERN

I, _____, agree to serve as an Intern and commit to the following:

1. To perform my Intern duties as defined by my supervisor(s).
2. To adhere to Agency rules and procedures, including record keeping requirements and confidentiality of agency and client information.
3. To provide adequate notice if I am unable to meet internship schedule commitments, so that alternate arrangements can be made.

III. AGREED TO:

Intern

Staff Representative

Director, KWC

Date

Date

Date