

2020 Legal Summer Institute Supervisor Agreement

My organization requests to serve as a placement for summer interns through Project Harmony's Legal Summer Institute. Therefore, I agree to the following:

- Complete the online "Request for Intern" form and submit by November 1, 2019.
- Conduct telephone or in-person interviews with internship applicants between January 13-24, 2020.
- Submit a list ranking my top applicant choices to the Anne Rogers (arogers@projectharmony.com) by 5:00 pm, January 31, 2020.
- Require the student intern to participate in the training program to be held at Project Harmony May 26-29, 2020.
- Host and appropriately supervise the student intern for the duration of the program from June 1-August 7, 2020.
- Provide meaningful work that is challenging for the student's ability levels in the area of child abuse and neglect. A substantial part of the student's work must fall into this kind of work to comply with the grant funding the program. This also includes the handling of child fatality cases in which child abuse or neglect is suspected.
- Intern must complete 400 hours (40 hours/week) in the placement.
- Provide intern with adequate work space, equipment, and materials in order for intern to successfully complete work assignments. Adequate provisions include, but are not limited to, a workstation, computer, email and internet access, and adequate office supplies.
- Receive and review student timesheets each week during the summer.
- Complete an evaluation form at the end of the summer about the student intern and the ESCAP.
- Contact Anne Rogers if there is a change in organization leadership/supervisor for the intern at any time during the program. (402-850-3456)

I have read and understand the Supervisor's Agreement and Program Information for Supervisors. Efforts will be made to match candidates to my placement but no guarantee is made that there will be a match. Likewise, if I do not think any of the candidates will be a good match for my organization, I am under no obligation to host an intern at my organization.