

**HISPANIC THEOLOGICAL INITIATIVE (HTI) in partnership with**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BACKGROUND:**

*Clear and concise description of the vision and objective of your institution or department.*

**INTERNSHIP SUPERVISOR:**

*Name and title of Internship Supervisor.*

**OBJECTIVE OF THIS POSITION:**

*Title and Clear and concise description of the internship position.*

**QUALIFICATIONS:**

*List desired qualifications for the position.*

**INTERN’S RESPONSIBILITIES:**

*List intern’s responsibilities*

**TIME PERIOD AND COMPENSATION OF INTERNSHIP:**

This internship is to be completed within the months of \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_. The intern will receive a stipend for her work at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the amount of \_\_\_\_\_\_\_ distributed as follows: \_\_\_\_\_\_\_ per hour and not to exceed \_\_\_hours. It is expected that this stipend will be expended through an eight to ten-hours per week. Hours worked beyond \_\_\_ hours will not be paid by HTI.

Throughout this period, the intern will have weekly zoom meeting with her supervisor to report and discuss on the learnings and experiences acquired. Once the internship is completed a final evaluation is required from the intern and the supervisor. These reports are to be submitted to the HTI office via e-mail by \_\_\_\_\_\_\_\_.

The stipend will be paid out monthly when the intern submits a monthly invoice. The monthly invoice must be approved by her supervisor before being submitted to HTI. The invoice will be forwarded to Angela Schoepf via e-mail ([angela.schoepf@ptsem.edu](mailto:angela.schoepf@ptsem.edu)) every last Wednesday of the month with the exception of December and May, when applicable.

Timeline for submission of stipend invoices:

*Times will be given by HTI in official contract.*

**REIMBURSEMENT OF EXPENSES**

In addition to the stipend the intern’s airfare, lodging, and meal expenses to attend the conference will be paid by HTI, and the total amount cannot exceed $1,300. The intern should make flight reservations through Graycar Travel, HTI’s travel agency, by contacting Sue Flaherty ([sue@graycartravel.com](mailto:sue@graycartravel.com)). All other expenses require the completion of an HTI expense report, and adhering to HTI’s expense guidelines for reimbursement. <http://hti.ptsem.edu/expense-guidelines/>

**TERMINATION OF ASSIGNMENT**:

The internship program is a cooperative effort between HTI and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is serving as the site for the internship and is providing the supervisor. Among the reasons deemed sufficient for termination of this collaborative internship include but are not limited to the following:

1. Mutual consent and agreement for termination by the intern, and supervisor for reasons of illness, emergency, or other unforeseen problems.
2. Failure on the part of the intern to abide by the policies of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Failure by the student to establish and maintain a satisfactory performance level in his/her professional role.
4. Failure on the part of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ site/supervisor to complete their supervisory role for reasons of illness, emergency, or other unforeseen extenuating circumstances.

**TERM OF THE AGREEMENT:**

The HTI intern will work between \_\_\_\_\_\_ and \_\_\_\_\_\_\_\_.

Date

Signature Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Signature HTI Executive Director – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Signature of Intern – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_