



**HISPANIC THEOLOGICAL INITIATIVE (HTI) in partnership with \_\_\_\_\_ (Internship Site)**

HTI is entering into an intentional collaboration with \_\_\_\_\_ (internship site) by establishing an internship position titled, \_\_\_\_\_ (internship). The intern will work under the supervision of internship supervisor towards fulfilling the internship objectives outlined below. At the end of the internship, intern and supervisor will be submit evaluations to HTI sharing learnings and contributions of this collaboration.

**INTERNSHIP SITE BACKGROUND:**

**INTERNSHIP SUPERVISOR'S NAME:** \_\_\_\_\_

**INTERNSHIP SUPERVISOR'S TITLE:** \_\_\_\_\_

**OBJECTIVE OF THIS POSITION:**

**DESIRED AND PREFERRED QUALIFICATIONS:**

**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 working at the internship site in the amount of **\$7,040** distributed as follows: **\$20.00 per hour for a total of 352 hours**. It is expected that this stipend will be expended through an eight to ten-hours per week. Hours worked beyond the allocated 352 hours will not be paid by HTI.<sup>1</sup>

The stipend will be paid out monthly when the intern and supervisor submit a monthly billing report. In order for payment to be processed, intern must provide a monthly report and invoice via the [monthly invoice and billing report](#) (invoice must be uploaded in the portal provided via the report platform). The monthly invoice must be approved by supervisor—[who must also provide a billing report indicating the exact invoice amount](#)—before being submitted to HTI.

Throughout this period, the intern will have weekly zoom meetings with their 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](#).

All documents and forms can be found on HTI's internship website. [Click here for accessing.](#)

## REIMBURSEMENT OF EXPENSES

In addition to the stipend, the intern's airfare, lodging, and meal expenses while attending a conference related to this internship will be paid by HTI if applicable, 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 to adhere 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 CBF Latino Network.
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 CBF Latino Network site/supervisor to complete their supervisory role for reasons of illness, emergency, or other unforeseen extenuating circumstances.

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<sup>1</sup> Payments after December 2021 are contingent upon internship grant extension by the Lilly Endowment, Inc.. HTI expects that extension will be granted; however, in the event that extension is not granted, the continuation of the internship beyond December 2021 may need to be reassessed by HTI.

**TERM OF THE AGREEMENT:**

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

\_\_\_\_\_ Date

Signature Internship supervisor

\_\_\_\_\_ Date

Signature HTI Executive Director

Rev. Joanne Rodríguez

\_\_\_\_\_ Date

Signature of Intern