



## Intern Expectations

Envision’s training program expects that our interns will:

- **Fulfill professional obligations**
  - Be on time, attend sessions, schedule future sessions.
  - Keep notes, charge clients.
  - Follow up with clients that have stopped attending.
  - Attend Where Grace Abounds on Thursday nights. Engage.
  - Put in the time you agreed to:
    - 8-12 hours/week (for practica)
    - 12-15 hours/week (internship)
    - Be available one evening each week
    - See clients during academic breaks
    - Take 2 weeks for vacation time
  - Spend your time at Envision on Envision- and learning-related tasks.
  - Bring your phone & laptop each time you come to work.
  - Complete the full duration of the internship
- **Prepare for and attend weekly supervision**
  - Set goals for your supervision experience here
  - Highlight any cases with emergent, ethical, or legal aspects to it
  - Have questions prepared for what you need to address
- **Abide by the ethics code and board (DORA) regulations**
  - Read the ethics code at least once during your year as intern
- **Video record one session every other week to bring to supervision**
- **Figure out what your clients need and learn about it**
- **Be honest**
- **Keep track of your hours (experience & supervision)**
  - Provide evaluations / hour-logs for your supervisor to complete
- **Communicate needs**
- **Have a sense of humor**

I have read these expectations and asked for any clarification needed.

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Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern Name (Printed)