



Undergraduate Internship Checklist

Application & Interview Process

- Learn more & apply online here: <http://nwalsexualassault.org/get-involved/internships/>
 - We encourage you to apply as early as possible during the semester prior to the one for which you are hoping to intern.
- After you apply, if we're interested, the Victim Services Coordinator (VSC) will reach out to you via email to schedule a face-to-face interview at our office.
 - Expect interviews to last between 30 minutes to 1 hour, including the tour.
 - If you're claiming Spanish proficiency, this will be tested.
- After the VSC has completed all interviews, a decision will be made and you will hear from the VSC regardless of the outcome. This decision will come before the end of the current semester so you can plan accordingly.
- If selected, you will be formally offered the internship via email and asked to sign our *Professional Services Agreement* if you accept. More paperwork will follow, and you will be asked to provide your preferred in-office shifts as well as additional availability in case those shifts will not work for the Center's needs.

Mandatory Trainings

NWA Center for Sexual Assault Volunteer Training

- This is a two day training (12 hours total) with Center staff, typically held near the beginning of each school semester – it is only held quarterly, and you **must** be able to attend in order to participate in our internships. You do not need to sign up for this training, as the VSC will automatically sign any interns up for it – however, if there is a training available prior to your internship semester, you are more than welcome to attend the earlier one, and even begin volunteering to ease into the internship.
- At this training you will also be provided with a copy of our in-depth advocate training manual, which you are expected to read.

ACASA Online Modules: <http://acasa.thinkific.com/courses/Advocates>

- A copy of the certificate should automatically be sent to VSC upon completion if filled out correctly, but you should save a copy for your own records. This must be completed no later than the end of your first shift with the Center.

Arkansas Mandated Reporter: <https://ar.mandatedreporter.org>

- You will need to forward the certificate (not the link) to VSC via email – it is also still recommended to keep a copy for yourself. This must be completed no later than the end of your first shift with the Center.

Additional Paperwork

By the end of your first shift, if not completed prior:

- Background Check Form
- Ethics & Confidentiality Statement
- Mission, Values, & Accountability Statement
- ACC Volunteer Application

By the end of your first week:

- Preliminary work plan, including your research proposal
- Sign a statement that you've reviewed employee/intern protocols
- Strengths test: <https://high5test.com/>