F&M Works in Lancaster Program Guidelines

Program Description:
The Steinman Interns will work 10 hours per week for 12 weeks each academic semester. Based on the principle of reciprocity, this initiative allows students who are passionate about social issues to further develop programs and partnerships that support community need. F&M, through the Steinman Interns, will help organizations build capacity while providing students with real-world experience.

Program Guidelines:

I. Role of the Community Partner

a. Provide orientation and training for the intern
b. Assign a staff member who will provide the intern with ongoing supervision and support and monitor his/her progress
c. Communicate with the Ware Institute in a timely and responsive manner
d. Provide meaningful opportunities for the intern to apply his/her skills and knowledge
e. Provide a safe and appropriate working environment
f. Help assess the impact of F&M Works in Lancaster on the community
g. Provide structured feedback on intern performance

II. Role of the Steinman Intern

a. Adhere to organizational policies and procedures including the confidentiality of the organization and client information
b. Perform respective duties with integrity, enthusiasm and professionalism at all times
c. Participate in evaluating the placement and the program
d. Establish a work schedule that accommodates community partner's needs and the academic schedule
e. Agree to commit to the placement for the entire academic year
f. Agree to prioritize attendance at all training, reflection and professional development meetings

III. Role of the Ware Institute and Franklin & Marshall College

a. Communicate with the community partner in a timely and responsive manner
b. Train Steinman Interns in professionalism and etiquette in the workplace
c. Work with the community partner to facilitate reporting on and evaluation of the program and the intern
d. Oversee the management of any issues related to the intern and/or placement
e. Ensure a highly selective process for choosing and placing interns
f. Respect and value the investment made by the community partner

*** In addition to reviewing this document, all students will also sign a Memorandum of Understanding with the College, the Organization and the Intern that documents in detail the terms of the agreement once the intern is placed.**