

# Summer Enrichment PROGRAM



## 2024 Host Site Commitment and Expectations

*The Host Site Commitment and Expectations has been developed by LeadingAge and its members to advance the role, availability, and quality of internships in aging services.*

### LeadingAge Commitment:

LeadingAge will support members participating in the Summer Enrichment Program by:

1. Providing templates, resources, sample curriculum, and education to assist with the design and implementation of an internship program
2. Recruiting student interns by providing
  - a. Complimentary internship postings on the LeadingAge Career Center
  - b. Promotion of the Summer Enrichment Program to students at universities across the country
3. Offering professional development, networking, and training benefits for interns and preceptors
4. Offering Diversity, Equity, and Inclusion training for host organizations
5. Providing complimentary student registrations for all Summer Enrichment Program interns for the 2024 LeadingAge Annual Meeting

### Host Site Commitment:

During the Summer Enrichment Program, the host site is expected to adopt good internship practices by providing the following:

1. Adequate opportunity to review and apply for an internship by posting the opportunity between October 15, 2023, and December 1, 2023.
2. A preceptor that will provide guidance to the intern and meet with the intern weekly and as needed
3. A summer project(s) that will benefit the organization and culminate with a special project presentation to key leaders
4. Access to high-level executives and insight into the decision-making process within the organization.

This must include:

- a. A meeting with President/CEO and intern (virtual or otherwise)
  - b. Attendance/participation in department, staff, and board meetings
  - c. Mentoring opportunities with key leaders within the organization
  - d. Access to a workspace (computer, phone, and temporary email address as needed) and an employee orientation for the intern
  - e. Time for the intern and preceptor to attend the LeadingAge Summer Enrichment Program events, including:
    - i. Summer Enrichment Program - Networking events for Interns
    - ii. Summer Enrichment Program - Networking events for Preceptors
5. A formal performance feedback upon completion of the internship
6. Assist LeadingAge in evaluating the program.
7. Attend the Summer Enrichment Program virtual graduation event.

