



## **Host Site Commitment and Expectations Form**

*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:
  - Complimentary member booth at the virtual internship career fair at the 2020 LeadingAge Annual Meeting
  - Complimentary internship postings on the LeadingAge Career Center
  - Promotion of the Summer Enrichment Program to students at universities across the country
3. Offering professional development, networking, and training benefits for students 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 2021 LeadingAge Annual Meeting

### **Host Site Commitment and Expectations**

**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 internships by posting opportunity no later than December 1, 2020 and requiring application deadlines no earlier than January 1, 2021.
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 culminating with a special project presentation to key leaders

4. Access to high-level executives and insight on the decision-making process within the organization. This must include:
  - A meeting with President/CEO and intern (virtual or otherwise)
  - Attendance/participation in department, staff and board meetings
  - Mentoring opportunities with key leaders within the organization
5. Access to a workspace (computer, phone and temporary email address as needed) and an employee orientation for the intern
6. Time for the intern and preceptor to attend the LeadingAge Summer Enrichment Program events including:
  - Summer Enrichment Program - Networking event for Interns
  - Summer Enrichment Program - Networking event for Preceptors
7. A formal performance feedback upon completion of the internship

**After the Summer Enrichment Program the host site is expected to:**

1. Complete a Summer Enrichment Program evaluation to assist LeadingAge in evaluating the program.
2. Attend the Summer Enrichment Program virtual graduation event

**Name/Title**

**Signature/Date**

**Organization**

**Contact Information (Email/Phone)**