

## Dismas House of Indiana Student Internship/Service-Learning Application

This application form is used to assess students seeking an internship without residency. If you are only interested in general volunteering or student residency, there are separate forms found on our website. After you fill this form out you can mail, fax or drop off in person to our office. For non-academic related internship opportunities contact Dismas staff for possible availabilities.

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone # \_\_\_\_\_  
Interested in interviewing for student resident  
Yes \_\_\_\_\_ No \_\_\_\_\_

College/University \_\_\_\_\_  
Year: 1 2 3 4 grad other \_\_\_\_\_  
Major (s) \_\_\_\_\_  
Minor \_\_\_\_\_  
Anticipated Time of Service:  
Start Date \_\_\_\_\_  
End Date \_\_\_\_\_

### If needed for College Course Credit

Course Name \_\_\_\_\_  
Designation/Number \_\_\_\_\_  
Number of Hours Needed \_\_\_\_\_ Units \_\_\_\_\_  
Instructor \_\_\_\_\_  
Address \_\_\_\_\_

Dept./Program \_\_\_\_\_  
Advisors Name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone # \_\_\_\_\_  
Other Notes: \_\_\_\_\_

List any other Course Requirement we should be aware of \_\_\_\_\_

List Campus Activities- Clubs-Student organizations –Etc. you are or were involved with \_\_\_\_\_

List Other Community Activities /Organizations / other Non-profits experiences (current or past)

Do you have a valid driver's license? \_\_\_ Yes \_\_\_ No    Do you have transportation? Yes \_\_\_ No \_\_\_

Would you be willing to transport residents, volunteer, or staff to events, etc. Yes \_\_\_ No \_\_\_ Maybe \_\_\_

Any experience with people formerly incarcerated? \_\_\_\_\_

Any experience with substance abuse? \_\_\_\_\_

List your work-skills (Computer, Programs, and hands-on Skills)? \_\_\_\_\_

What do hope to gain from your Dismas experience? \_\_\_\_\_

Please list days and times you'd be available: \_\_\_\_\_

Dismas House is unable to provide monetary compensation for academic/course related internships, but interns will be reimbursed for mileage for travel related to Dismas work when company transportation is not available.

**Return completed application to:** Dismas House of Indiana, P.O. Box 4571, South Bend, IN 46634 or by Fax to 574.246.9538 or Email: [dismas@dismasin.org](mailto:dismas@dismasin.org)

Contact the Dismas House office for more information: 574.233.8522

or through our website at <https://dismashouseofindiana.org/>

## **Expectations & Responsibilities For Volunteers/Interns/Work Study/Service-Learning Students**

### **I. EXPECTATIONS OF A VOLUNTEER/ INTERN/WORK STUDY STUDENT**

- Be supportive of the mission, goals, rules and programs of Dismas House.
- Perform assignments to the best of your abilities & seek staff's guidance when you have doubts.
- Be dependable, on time, cooperative, and accountable.
- Notify staff of any problems or concerns, this includes sexual advances or harassment.
- Offer suggestions or ideas to improve services. Including suggestions for resident events/outings.
- Follow and respect confidentiality rules. Stricter confidentiality agreements may need to be signed depending on the types of volunteer service being sought.
- Serve as a positive role model.

### **II. RESPONSIBILITIES OF A VOLUNTEER/INTERN/WORK STUDY STUDENT**

- Be open and honest and to share thoughts and feelings with the staff.
- Keep the identity and information about all residents in strict confidence.
- Report any concerns you have about safety for yourself or resident(s).
- Do not share your home address and/or phone number to resident(s).
- Emphasize to residents that you can be contacted, if necessary, only through the staff of Dismas.
- Socialize with resident(s) only at Dismas House, events or functions. Socializing with residents unauthorized by Dismas Staff is cause for immediate dismissal.
- Dating or having an intimate relationship with a Dismas resident is immediate grounds for termination.
- Do not accept money and/or gifts from resident(s).
- Notify the staff as soon as possible if you are unable to fulfill your commitment or have fallen ill.
- Dress appropriately.

**III. Any volunteer/intern/work study student, who reports to Dismas House under the influence of drugs or alcohol, becomes involved in an inappropriate relationship with a Dismas resident, or divulges confidential information will be immediately terminated. In the case of an intern/work study student the school and advisory will also be notified.**

**I have read, discussed and understand the volunteer rules of Dismas House. I agree to honor these rules.**

Name (Print) \_\_\_\_\_ Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Staff Member \_\_\_\_\_ Staff Title \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_