



THD Internship/Practicum Application

Application Requirements

Prospective students participating in the THD practicum/internship program must:

1. Currently be enrolled as a student at an accredited school/university/training program
2. Agree to follow all THD policies and maintain a high level of confidentiality with regards to HIPPA, health and safety protocols, and procedures
3. Authorize their college or university and THD to exchange information related to their school records, application, performance as an intern, and other relevant information

THD requires a completed Internship Agreement with all schools, universities and/or programs **before** students can begin their internship with our agency. This process can take up to **6 weeks**

1. A drug screen and background check must be completed prior to attending any internship/practicum at THD. Students may provide a background check and drug screening that was completed within the last 6 months, schedule a background check and drug screening through THD with a cost associated that is the responsibility of the student, or may elect to have them done independently. Results will be sent directly to THD and shall remain confidential.
2. Students participating as interns, in any department or program, shall be and remain students of the school and are not considered employees of THD.
3. At all times, students shall wear an appropriate badge, provided by THD, identifying them as an “Intern” or “Student” while in THD facilities and while performing their duties under this Agreement.

THD will make every effort to place students; however, internships are **not guaranteed** and are based upon availability and the needs of THD. THD reserves the right to approve, in advance, the number of students to be assigned to the THD and the locations, dates and times of the intern experiences.



Personal Information

Name: _____ Phone: _____

Email: _____ Address: _____

City: _____ State: _____ Zip: _____

School Information

College/University/Tech Program: _____

Degree: _____ Expected Graduation Date: _____

Program Advisor: _____ Advisor Phone: _____

Advisor Email: _____

High School/GED: _____ HS Graduation Year: _____

Qualifications

Do you have a reliable mode of transportation to get to the internship location(s)?

☐ Yes

☐ No

What languages do you speak and at what levels?

Please share any relevant extracurricular activities, volunteer experiences and leadership roles:



Internship Information:

Desired semester:

- ☐ Fall
- ☐ Spring
- ☐ Summer

MM/DD/YYYY you are available to begin an internship: _____

Required Hours needed: _____ Hours available/week: _____

Availability

Please check the boxes indicating when you are usually available. **Note:** Available internship hours are typically Monday - Friday 8:00am to 5:00pm, with very occasional evening and/or weekend hours.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8 - 10 am							
10 – 12 pm							
12 – 2 pm							
2 – 4 pm							
4 – 5 pm							
Evenings							

I hereby attest that all information provided in this application is true and complete to the best of my knowledge and have read, understand and agree to the terms and conditions of this application process.

Signature: _____

Date: _____