



CISNT Campus Based Internships

Campus based interns are responsible for duties that support the services to students on a campus, under the close supervision and direction of the Site Coordinator on that designated campus. These positions are located at multiple campuses in Denton, Lake Dallas, Lewisville, Little Elm, Northwest, and Bridgeport ISDs.

The goal of the agency's internship program is to provide interns with valuable learning experiences that are in line with the intern's college degree program and career goals; and to fulfill the requirements to obtain college course credit, if applicable. There are no wages, stipends or monetary reimbursements of any type paid in connection with a campus based internship. Interns are not eligible for employee benefit plans and they are not covered under the agency's workers' compensation plan. There is no guarantee of future employment with CISNT.

The duration of the internship assignment will be one college semester unless a second college semester is required by syllabus and/or degree plan. Intern hour requirements are based upon the intern's course requirements. Internship hours are counted as volunteer hours for CISNT and maybe used as in-kind match funds for grants.

The minimum intern qualifications are as follows:

- Minimum of high school diploma or equivalent.
- Must be working toward bachelors or master's degree in approved field.
- Intermediate level computer skills in Microsoft Office and Excel required.
- Strong organizational, communication and interpersonal skills.
- Experience working with children and youth preferred.
- Ability to analyze data and create reports, charts and graphs.
- Multi-task oriented with ability to effectively manage and work on multiple projects simultaneously.
- Ability to work in a fast-paced environment and meet strict deadlines.
- Exhibit a commitment towards the CISNT mission.

Campus Based Interns may be assigned to perform any of the following duties depending upon the specific intern position in which he/she is placed:

- Provide Case Management services to a minimum 10 at-risk students to improve their academic success, mental well-being, and access to resources. Case management services include individual psycho-social assessment, development and implementation of an individualized service plan, evaluation of student progress, and the reassessment of services as needed.
- Participate in the campus needs assessment and asset mapping process.
- Facilitate one 8-week student group utilizing best practices in social-emotional learning, resilience development, Positive Behavioral Interventions and Supports, and/or trauma informed care. *Master level intern will have the opportunity to utilize therapeutic techniques and theories such as Cognitive Behavioral Therapy, Solution Focused Brief Therapy, Trauma Focused CBT, Play Therapy, Mindfulness, etc.*
- Complete all necessary documentation: case notes, service log documentation, incident reports, and crisis reporting within a timely manner.
- Participate in weekly supervision with practicum supervisor.
- Participate in monthly agency wide staff meetings and trainings.
- Assist in the daily office/administrative tasks of the campus-based CIS Program.
- Follow all CISNT policies and procedures including crisis reporting, FERPA and HIPPA guidelines, and confidentiality.