



Internship FAQs

The Ohio Domestic Violence Network (ODVN) offers internship opportunities for students who are studying a variety of disciplines including and not limited to social work/social service, psychology, pre-law/law, public health, communications, and other majors. ODVN strives to provide meaningful learning opportunities for students who are interested in domestic violence as both a field and as a movement to end gender-based violence.

Social Work Students interested in internships may reach out through their colleges or universities. Students who are seeking summer internships may reach out directly through email at internships@odvn.org.

How do I request an internship at ODVN?

Reaching out via email at internships@odvn.org is the best way. Let us know the following when you reach out:

- What you are studying, what is your major?
- Why you are interested in interning at ODVN?
- If your internship is for a social work program?
- Are you seeking a summer internship?
- What hours are you available on a weekly basis?
- What type of work experiences are you looking for in an internship?

Your answers will help us determine the best fit for you within ODVN.

What do interns do at ODVN?

There are a variety of learning opportunities at ODVN. See the job descriptions listed [here](#).

Can I get paid for interning at ODVN?

Typically, ODVN does not offer paid internships. From time to time, we may have additional resources to pay for an intern's services. Sometimes, interns are hired and become staff members of ODVN.

If I become an ODVN intern, what can I expect in terms of supervision?

If you are a social work intern, you can expect to be supervised by a licensed independent social worker with supervisory status in tandem with a task supervisor who may not be a social worker.

Interns from other disciplines can expect to be assigned to a staff member who will serve as their primary point of contact. The point of contact is responsible for your supervision and for gathering tasks from other staff members.

Sometimes, when big projects are occurring and all hands are on deck, interns may be asked to pitch in and help by staff members who do not supervise them. At ODVN, we work together to get the job done!

What does ODVN provide for interns?

Currently, ODVN has 6-8 flexible workspaces that are shared among staff and interns. In addition, ODVN has a limited number of laptops that may be available for internship work. Interns are advised to bring their own laptops or notebooks and to establish a folder on the hard drive that contains ODVN work.

ODVN will provide introductions to staff members including an email to all staff about your internship. In addition, you will receive staff policies and procedures, and a confidentiality statement that needs to be signed on the first day.

All ODVN interns are able to participate in any agency-sponsored workshops such as Domestic Violence Advocacy Fundamentals, Justice Systems Advocacy and other workshops on the training calendar. ODVN will also provide interns with specific training so they can perform tasks such as answering the agency telephone.

All ODVN interns are invited to attend staff meetings if their schedules permit. This is one great way for you to experience ODVN's organizational culture.

In some cases, ODVN may provide an intern with the opportunity to work remotely.

What should I expect in terms of orientation to ODVN as an agency?

Interns at ODVN can expect that their supervisor will inform all staff of the date and time you will be starting your internship. You will be asked to provide a professional picture of yourself that can be shared in the email.

You can expect that your supervisor will meet you at ODVN on your first day of internship and introduce you to all staff members who are in the office, and provide you with a tour of the office suite.

You will be provided with the staff policy/procedure manual for review and you will be asked to sign a statement of confidentiality.

Your supervisor will help you negotiate who you should report to in case your supervisor is out of the office on an internship day. And, your supervisor will work out a weekly schedule with you.

As you become more familiar with ODVN, the work we do, and how it is done, there may be additional expectations of you such as answering the phones. However, you will not be expected to answer agency phones until you receive training to do so.

If I am a high school student, will you consider me as an intern?

Absolutely! We might ask you to engage with us by shadowing staff at various meetings, helping prepare for events such as workshops, and other tasks.