



## *Summer Internship Policy*

### *Purpose*

To provide a framework for the recruitment, management and development of summer interns, ensuring alignment with the Diocesan organizational mission.

### *Eligibility*

- Applicants must be enrolled in or recently graduated from an accredited undergraduate or graduate program.
- Applicants should demonstrate commitment to Catholic social teaching and the mission of the Roman Catholic Diocese is required.
- Departments should encourage candidates from diverse backgrounds to apply.

### *Position Status & Duration*

- Summer internships are temporary positions, typically lasting 8-12 weeks during the summer months.
- Interns typically work between 20-40 hours per week, as determined by departmental needs.

### *Compensation*

- **Paid Internship:** Interns receive a set stipend of \$2,000.00 for the summer (paid \$500.00 biweekly on a regular payroll schedule).
- **Academic Internship:** Interns participating solely for academic credit will not receive monetary compensation; the internship will be structured to meet the required credit hour criteria as set by the intern's academic institution.
- **Unpaid Internship:** Unpaid interns will not receive monetary compensation; their participation is voluntary and intended primarily for educational or experiential benefit, in accordance with U.S. Department of Labor guidelines for unpaid internships in nonprofit organizations.

### *Application & Selection*

- Interested candidates must submit an application, resume and references.
- Selection is contingent on satisfactory reference checks and background screening.
- Per the Diocesan Handbook, family members are not permitted to work in the same department.

### *Orientation & Supervision*

- All interns participate in an orientation session covering the Diocese of Charleston organizational facts and organizational policies, and the Chancery mission, vision and core values.
- Interns will complete VIRTUS training and sign a Non-Disclosure Agreement.
- Each intern is assigned a supervisor responsible for covering job expectations, mentoring, providing feedback and evaluating performance.

#### *Duties & Responsibilities*

- Interns will collaborate with departmental staff on mission-driven projects, which may include administrative support.
- Specific duties are outlined in the intern's work plan, developed in consultation with the supervisor.

#### *Benefits & Leave*

- Summer interns do not accrue paid time off or receive employee benefits.

#### *Code of Conduct*

- Interns are expected to uphold the values of the Diocese of Charleston, consistent with the teaching of the Catholic Church, and adhere to organizational policies, including confidentiality.

#### *Employment-at-Will*

- Internship positions are at-will: either the intern or the organization may end the relationship at any time, with or without notice or cause, in accordance with South Carolina law.

#### *No Contract of Employment*

- This policy and the job internship offer letter do not constitute a contract of employment.

#### *Policy Review*

- This policy will be reviewed annually and updated as needed.

For questions regarding this policy, please contact the Human Resources Department.

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#### *Policy Effective Date*

June 10, 2025

#### *Applies To*

All summer interns for the Offices of the Chancery of the Diocese of Charleston

#### *Approved By*

Very Rev. Gregory B. Wilson, *Vicar General*  
Michael F. Acquilano, *Chief Operating Officer, Vice-Chancellor*  
Miriam Santos, *Director of Human Resources*