

Internship Guidelines

- **Communication:**
Selected interns will be informed via email and are required to bring a letter of permission from their respective colleges or universities on official letterhead.
 - **Time Commitment:**
Interns are expected to strictly follow the time schedule of ECHO, which is from **9:00 AM to 5:00 PM, Monday to Saturday** (2nd Saturday is a holiday).
Interns must also adhere to the time frame for completion as stipulated by ECHO.
 - **Respecting ECHO's Values:**
Interns/Volunteers must respect the **Mission, Vision, Values, and Goals** of ECHO.
Take your commitment to heart and perform your tasks to the best of your ability.
 - **Conduct & Behavior:**
 - Dress modestly at all times.
 - Refrain from taking photos or videos (illegal as per the Juvenile Justice Act) of any part of the organization or its inmates.
 - If you take on a responsibility, honor it or inform your ECHO mentor in advance if you are unable to accomplish it.
 - Be open to feedback from your supervisor and incorporate it into your work.
 - Certificates of acknowledgment will be given to interns only after their assignment has been checked and approved by the supervisor.
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Copyright/Ownership Concerns

- **Charity Services:**
 - Do not engage in charity services in the name of ECHO.
 - Do not collect or distribute clothes, stationery, or other materials in the community.
 - Do not make any promises on behalf of ECHO.
- **Intellectual Property:**
 - Content produced by the volunteer, including graphics, materials, web page designs, narratives, research, compilations, instructional texts, and photographs, will become the property of ECHO upon submission.
 - Volunteers will be duly acknowledged for their contributions.
- **Disclaimer:**
 - Unless your communication has been officially authorized by an ECHO team member, make it clear that the views you express are your own and not necessarily those of ECHO.
 - Example: *Disclaimer: "This is my personal opinion and does not necessarily reflect that of ECHO."*