**Policy: Intern-Extern Program**

**I. Purpose**

The Leadership Intern and Extern Program promotes coaching of new members and develops future chapter leaders.

The leadership Extern or Intern will be coached by a member of the Board of Directors and will have the opportunity to learn skills for leadership development, be coached as a nurse leader, develop networking opportunities, and participate in honor society activities at the international, regional and chapter levels.

**II. Definitions**

A leadership Extern, who when they apply, is a licensed registered nurse, including licensed graduate students.

A leadership Intern, who when they apply, is a newly inducted undergraduate member.

**III. Applicant Criteria**

Eligible applicants must meet the following criteria: must be a current member of Epsilon Theta Chapter of Sigma Theta Tau International, show interest in the chapter, be available for a term that may last up until the next induction, aspire to strengthen leadership skills, and show evidence of service, scholarship, and dedication to nursing.

Selected Interns and Externs must agree to meet the following position requirements during their term: attend a minimum of 50% of Board meetings, attend and be recognized at the Induction Ceremony, participate in special event planning and implementation, be available for future chapter leadership positions, and attend (with chapter sponsorship) chapter, regional, and international events.

**IV. Procedure**

1. Each spring following new officer election, the Leadership Succession Committee will determine the area of focus for the following year’s Leadership Intern and Extern Program. This will be confirmed by the Board.
2. The Leadership Succession Committee and President-Elect will review the application for necessary changes.
3. A member of the Leadership Succession Committee or designee will communicate information about the Leadership Intern and Extern Program to new members via the new member chapter newsletter, which is distributed once a month to new members (identified through the Chapter Management System 90 day activity list).
4. Applications will be due in March and October of each year (specific dates TBD by Board of Directors). The Leadership Succession Committee will review applicants and make recommendations to the Board two weeks following the application deadline.
5. The Leadership Interns or Externs will be approved by the Board during the next Board meeting. All applicants will be notified of their selection or rejection from admittance into the program. Those not admitted to the program will be notified of ways to improve their application for future admittance.
6. Interns and Externs will be announced via electronic communication with all chapter members, and will be recognized at the first chapter event following acceptance into the program. These individuals will also me recognized at induction.
7. The Leadership Intern or Extern’s tenure may last up until the next induction ceremony. Each individual is permitted to serve no more than one term as an Intern or Extern. Leadership Interns and Externs will be encouraged and guided into running for an elected chapter position or serving in an appointed position following the completion of their term.

11/24/13

Amended 11/24/15