



Internship/Coaching Introduction

Phoenix Strategies, Inc. (PSI) internship/coaching program consists of dispute resolution activities that support achievement of your goals. The intern/coachee pays PSI for assistance in achieving mutually agreed upon goals. (This may be unlike many other internships whereby the intern/coachee is assigned office work and is paid by the organization). PSI usually accepts one intern/coachee at a time. The process for acceptance includes: completion of an application by the intern/coachee; review of written goals by PSI; PSI and applicant discussion and refinement goals as to attainability and measurability; and mutual agreement that internship/coaching relationship is desirable, realistic, meaningful and workable. After acceptance, the intern/coachee completes the catalogue enrollment form and pays the initial fees to PSI. The internships are usually completed in one year; however, PSI can not guarantee one year as the length of time as goal attainment is dependent upon your goals, your effort to achieve your goals and the dispute resolution process opportunities available during the internship/coaching.

Internship/Coaching Application

Name _____ Phone (H) _____

(C) _____ (W) _____ E mail _____

Address _____

Education:

Mediation and Conflict Management Training:

Conflict Management experience:

Other applicable training and experience:

Internship/coaching Plan (See page 3 for an optional planning tool)

Goal: What measurable outcome would you like to realize at the completion of the internship?

Objectives: What measurable milestones or key result areas, support your goal success?

What action steps are essential to accomplish each objective?

I understand that the internship/coaching program includes preparation, mediation and debrief time with a minimum of 40 hours. Internship time also includes any appointments to talk about intern progress with PSI. Usually, one is scheduled after the first few months into the internship to talk about strengths and weaknesses. The internship or coaching session may also include roleplays. The total fee to be paid by the intern is \$1430. Upon acceptance of the application, a \$700 internship/coaching fee plus \$30 enrollment fee is paid as a deposit by the applicant. (See the catalog for additional tuition, books and supplies fees that are payable and complete the enrollment form on page 11 and 12). The second payment of \$700 is due prior to the last billed hour from the previous installment.

If your plan includes mediator certification, PSI will offer a minimum of: 3 observations, 3 co-mediations and 3 lead mediations (a lead can also be within the co-mediation model). Mediation cases may originate with PSI, other organizations or even by the intern. If you are scheduled for a mediation with a PSI mediator, the mediation will be considered part of the internship whether the scheduling was intentional or happenstance. This includes community volunteer mediator opportunities with other organizations. An intern may schedule mediations also with other mediators as a part of the internship if preapproved by PSI; however, preparation and debrief time remain with PSI. If you bring a mediation case into the internship whereby there is not conflict of interest for you to mediate, PSI will reduce the fees for this session by ½ the normal charge for prep, mediation and debrief.

I agree to notify Phoenix Strategies, Inc. at least 48 hours in advance for any change in scheduled services that I commit to. If I fail to notify PSI 48 hours in advance, I agree to pay for the scheduled time and services and fees which will be deducted and charged from the total commitment of fees. I also agree to pay the hourly rate even if the session ends earlier or pay for time over the scheduled time based on quarterly hour increments. Each mediation session will include preparation time of at least 15 minutes and debrief time of at least 30 minutes. It is my (the intern's/coachee's) responsibility to schedule this time with the mentor. If the time is not scheduled and not used, I will pay for the minimum times. I acknowledge cancellations by parties maybe evitable and I will not hold PSI liable for goals as I realize that I am ultimately accountable for goal achievement. If I turn down 3 coaching opportunities within in a calendar month, PSI may terminate the internship/coaching and I agree to pay the remaining balance of the \$1430.

Signature

Date

Signature

Date

Coaching Planning Tool (optional tool to use for your plan).

Goal I			
Objective I	Actions	Due Date	Evaluation
	Step 1.		
	Step 2.		
	Step 3.		
Objective II	Actions	Due Date	Evaluation
	Step 1.		
	Step 2.		
	Step 3.		