



THE MARIPOSA PROJECT INTERNSHIP TRAINING MANUAL

Presented by

The ALLSTATE TREATMENT AND TRAINING IN ATTACHMENT CENTER (**TATTAC**)

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EXPENSES

The Mariposa Project is a non-funded volunteer experience. Interns are responsible for:

- Travel to and from the area Chapala, Jalisco, Mexico
- Transportation throughout the internship.
- Lodging and meals during their stay (there is a potential for linking you with another Intern who may desire to share lodging). The final decision on the lodging is that of the Intern.
- Access to money for emergencies
- Any personal expenses while fulfilling the Internship
- Emotional consultations will be conducted weekly to assure the Intern is adjusting to the challenges of working with traumatized children

ABOUT THE LEAD AGENCY

The Allstate Treatment & Training in Attachment Center (TATTAC) began in Alaska, USA in 1997 working with traumatized children living in new homes. More information about our agency can be found in [General Info](#).

WAYS TO ENTER THE PROJECT

The Mariposa Project is designed by The Allstate Treatment & Training in Attachment Center (TATTAC). TATTAC is the lead agency in providing this project. It was created primarily for individuals who wish to experience living and working in a foreign country while providing a service to underprivileged youth. Individuals may enter into the project one of two ways. One way is as a university undergraduate or graduate Intern (for credit). A second way to enter the project is as a “citizen of the world” (those helping others – without credit). All participants are considered Interns.

University Status

Both undergraduate and graduate programs may apply for the project. The training experience for university students is primarily for those interested in behavioral science, social work, health, international studies, business, Spanish Majors or education. An Intern must be within two semesters of completing their degree. Students may contract with The Allstate Treatment and Training in Attachment Center (TATTAC) directly. TATTAC is willing to work with all universities wishing to place students. Universities may contract with the project directly.

Citizens of the World Status

A “Citizen of the World” may apply who wishes to extend their knowledge and experience in community service. “Citizens of the World” within our program will work primarily with traumatized children. We heartily welcome “citizens of the world” to participate in our internship program.

TITLE of Participants:

Individuals participating in the project will carry the title of “Intern” during their experiential period in Mexico under supervision with TATTAC.

TIME COMMITMENT OF THE INTERNSHIP

Commitment Range

The majority of commitments can range between 8-12 weeks. TATTAC will work with each university to meet their Intern requirements. We ask that our Citizens of the World make a commitment of 8 weeks. Most work weeks are 40 hours. There are additional mandated hours during the month the Intern will provide for the success of the Intern experience.

Official Number of Hours of Internship

For those individuals requesting hours for university credit hours will be determined and arrange between TATTAC and the requesting university. If volunteering as a “citizen of the world” we ask that a minimum of 8 weeks be arranged with the organization (TATTAC). A Minimum of an 8 hour day is expected of the Intern. Contact: Mac Whyte for inquiry:

macbwhyte@gmail.com

GOALS AND OUTCOMES OF THE TRAINING PROGRAM

The **goals** for the Interns are to:

- 1) Promote a child’s sense of belonging to others in the facility
- 2) Develop one program which support youth connecting to their community
- 3) Provide an outline for maintaining and sustaining a program developed by the Intern

4) Prepare individuals for the “world of work” through weekly expectations of performance

Outcomes

The Intern will be able to:

1) Communicate, verbally and in writing, the affects of poor or inadequate attachment and the effects it can have on an individual’s sense of belonging

2 a. Demonstrate in writing how healthy interventions can provide a better chance for a successful outcome in an individual’s connection to their community

b. Design and implement a program which supports a child’s ability to develop trust in their care givers and belonging to a community

3) Provide workable methods for maintaining and financing life skill development programs in the Mexican culture

4) be punctual, adhere to regulations, and seek ways to provide support to staff and attend and participate in community meetings

EXPECTATIONS OF THE INTERNSHIP

- Interns will primarily be working in the mid-day to early evening hours
- Leading children’s activities and the daily shared care of children will be common
- Interns will use and maintain communications with staff, volunteers and other Interns
- Interns will apply and maintain a clean and orderly working and living environment
- Using appropriate cultural interactions in the project and in the community will be demonstrated by each participant
- Individuals of the project will help organize events while fulfilling clerical and administrative duties when requested
- Interns will actively participate in monthly training sessions and meetings
- Interns will seek opportunities to help and support contracting site staff and clients
- Interns will select and develop a meaningful and sustainable program with written instructions as to its continuation and potential for future direction (see Program Development, below)
- Interns will provide a presentation on their designed program

- Interns will learn to speak articulately and professionally about the Mariposa Project by the end of the contracted period
- Individuals will have an opportunity to evaluate their experience with the lead agency at the conclusion

POC

Each Intern will be assigned a Point of Contact (POC) at the site they are placed. Interns will meet weekly with their POC to familiarize themselves with the inner workings of the site and access how the development of their program (see program, below) will be maintained and sustained. All Interns must have their program accepted by their POC and their university (if applicable) and the Lead Agency.

PROGRAM DEVELOPMENT

Each Intern is responsible for a final project at the end of time pre-arranged. Interns will design a meaningful and sustainable program. The design of the program will need to benefit the contracting site, meet a need and be able to be maintained and sustained for years to come. Interns will provide a design outline, written materials describing how the program was implemented (success and failures), future direction and a final presentation.

The first two weeks of the Interns experience will be to immerse oneself into the contracting site’s culture and ask the critical questions to determine a direction for a program. After the first two weeks the Intern will be provided 6-8 hours a week for the design of the program.

Examples of program development might be:

Youth Job Searching Guide	Community resource development
Low cost art projects	Fundraising training manual for staff and volunteers
Music for disadvantaged children	Story telling or development of books for children
Basic finances for children	Staff Training Manual
How to Teach English: When you only speak English	Exercise Programs – Life Skill for Life
Outline for leading art or music programs	Tutoring for Disadvantaged Youth
Music for disadvantaged children	Story telling or development of books for

	children
Training for the World of Work	God Parent Manual: What to Provide, What to Expect
Nutritional guides for staff and children	Hygiene for young boys
Sanitation guides for staff and children	Training workshop for bartering services

The range of program design is limited only by your imagination, the realities of maintenance and the sustainability of the program. Again, the POC must approve the program. The lead agency will have each program designed translated into Spanish within one month of the date of separation (DOS) of the Intern.

INTERNS FACE-TO-FACE EXPERIENCE:

The intern will experience 75% of their time in interaction or direct service with staff and children of contracting site.

WHAT YOU’LL BE DOING

- Daily

Leading of children’s activities and the daily care of children will be common. You will use and maintain communications with staff and other interns. Participants will seek opportunities to incorporate themselves into the daily activities of the staff and children. An eight hour work day, not including travel, will be expected.

- Weekly

Interns will have an opportunity to share their experiences with other Interns and volunteers. Participants will demonstrate how to speak articulately and professionally about the Mariposa Project. Interns will participate weekly in supervision meetings. A forty-hour work week is expected.

- Monthly

Individuals of the project will help organize events while fulfilling clerical and administrative duties when requested. Interns will actively participate in monthly training sessions which, is additional to the required hours for the Intern.

INTERN WEEKLY SUPERVISION, TIME SHEET& LIBRARY The intern will be provided 1 hour of individual supervision weekly outside of the Intern hours. The opportunity provides both the supervisor and the Intern to review the week’s interaction with children and

staff and process their emotional status within the site. The intern will be provided with a bi-monthly time sheet. The point of contact (POC) from the contracting site will sign for hours performed. The TATTAC library is open to Interns during their stay. See **Time Sheet** at the end of the training manual.

MONTHLY IN-SERVICE TRAINING

A two hour introductory training will be provided within the first two weeks of entry to the Mariposa Project. Monthly the Intern will receive four hours of in-service training (off-site or on-site). The training will provided information and interventions specific to traumatized children. The trainings will be provided separately from the hours necessary for completion of the Internship.

TRANSLATIONS/SPANISH LESSONS

The Intern is responsible for the cost of two hours weekly for a private and group translator and Spanish instruction. After presentation of the program developed it will need to be translated into Spanish.

TECHNOLOGY

Interns will need a laptop for processing their programs. International cell phones can be helpful. Check with your service provider before bringing. Many individuals find using SKYPE to be most economical. Some individuals chose to purchase an inexpensive cell phone in Mexico and purchase minutes as they need.

EVALUATIONS

Interns will be asked to provide written evaluations of the program twice during their stay with the project. The evaluation will occur during the middle and end of internship. The evaluations can be made available to the university requesting documentation from TATTAC. A copy of the evaluation can be found on our web site [here](#).

APPROPRIATE CLOTHING

The climate of the Region of Chapala, Jalisco, Mexico lends itself to shorts and t-shirt. As an Intern for the Mariposa Project you will be expected to save that clothing for your own personal time.

- Clothes

Casual wear is appropriate when on site. Clothing which does not cover women's and men's cleavage/chest, shoulders or knees is not acceptable for Intern hours. Interns will be expected to wear pants which cover their knees when standing. Shirts which have sleeves will be necessary. Avoid clothing of religious, political or drug/alcohol statements or advertising. Due to

interacting with children, women should save their, skirts, blouses and dresses for professional settings. One casual outfit for more professional settings will be necessary.

- **Shoes**

You will be involved in daily activities with the children. Sandals are acceptable, if they have a back strap which enables you to run. Tennis shoes are acceptable for daily work on the site. One pair of shoes/dress sandals for attending more formal activities will be necessary. The area is paved with dirt or cobble stones. Practical footwear for walking is a necessity. Higher heels are not practical in this area.

- **Bathing Suits**

There might be an occasion you will swim with the children. Women should plan a modest, one piece bathing suit.

- **Rain Gear**

If you are providing an Intern position during the months of May, June, July, August be aware it is the “rainy” season in the Chapala Region, Jalisco, Mexico area. Most often the rain comes in the evenings and clears by the early morning hours. An umbrella and a light rain jacket will be necessary.

PERSONAL APPEARANCE

- **Cleanliness**

Interns will apply and maintain good hygiene and a clean, orderly appearance.

- **Tattoos**

Tattoos which advertise or make statements to religious, political or drug/alcohol beliefs should be covered by clothing.

WORKING AND LIVING AREAS

Both working and living environments must be in order and maintained during your stay.

DUE PROCESS PROCEDURES

The due process procedures will be provided and reviewed at the beginning of the internship. If a university is involved they will be provided a copy of the due process procedure. The due process procedures consist of Intern performance, notice, hearing and appeal.

Intern Performance

Should the Intern have any behaviors which would jeopardize the project the supervisors will verbally approach the individual in question. The verbal approach will be documented in the supervisor log. If the Intern should continue the same jeopardizing behaviors the supervising staff will provide a written statement as to indiscretions of the Intern and what steps were taken to resolve the problem. If the Intern behaviors are severe there is a possibility of a discontinuance of the internship without a return of the Intern's fee.

Intern Concerns

Steps of Notice:

- 1) Verbal approach
- 2) Written statement to university and/or contracting site
- 3) Dependent on seriousness of offense.....dismissal from project.

Hearing:

- 1) Written request for informal hearing
- 2) Written request for formal hearing with TATTAC and contracting site

Appeal:

- 1) Written request of TATTAC, contracting site and /or university

CERTIFICATE OF INTERNSHIP COMPLETION

A certificate of completion will be awarded at the end of successful internships.

TIME SHEET

MARIPOSA PROJECT – BI-Monthly TIME SHEET

List number of hours worked. Do not include traveling time.

	WEEK OF: _____	WEEK OF: _____
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		

FRIDAY		
SATURDAY		
SUNDAY		

Signature of POC: _____ Date: _____

APPLICATION FOR INTERNSHIP

Contact Mac Whyte for more information at: macbwhyte@gmail.com or 956-242-6183

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