

**SPYC Crisis Line
Transcript Notation & Internship Credit Policy**

Transcript Notation

Suicide Prevention is pleased to sign off for university transcript notation for volunteers who are fulfilling their volunteer commitment, which includes:

1. A commitment of 6 hours a week of crisis line coverage during the quarter.
2. A probationary period of 1 quarter (3 months) prior to applying for transcript notation.
3. Timely submission of all documentation. Call reports are due no later than 12 hours after a shift.
4. Attendance to all volunteer meetings.
5. Demonstration of relevant crisis line skills and knowledge.
6. Compliance with agency policies as outlined in the volunteer manual, including seeking consultation when appropriate, advance notice for shift changes, confidentiality, and anonymity.
7. 9 hours of weekend or evening coverage per quarter (during the quarter applying for transcript notation). Evenings start at 4 PM and end at 1AM. Weekends start at 4PM on Fridays and end at 1AM on Mondays.
8. 10-15 minute in-person meeting at the beginning and at the end of the quarter with SPYC staff.
9. Signed agreement at the beginning of quarter

All Transcript Notation documents/notice to SPYC staff to complete online review of volunteer must be submitted 7 days in advance of due dates.

Internship Credit/Fieldwork

Suicide Prevention can also sign off for university internship credit for volunteers who are fulfilling their volunteer commitment, which includes:

1. A commitment of 9 hours a week of crisis line coverage during the 1st year of service
 - a. This is equivalent to 3 units of credit.
 - b. If overnight shifts are to be used towards internship credit/fieldwork, this will be discussed with the volunteer.
2. A probationary period of 1 quarter (3 months) prior to applying internship credit.
3. Timely submission of all documentation. Call reports are due no later than 12 hours after a shift.
4. Attendance to all volunteer meetings.
5. Demonstration of relevant crisis line skills and knowledge.
6. Compliance with agency policies as outlined in the volunteer manual, including seeking consultation when appropriate, advance notice for shift changes, confidentiality, and anonymity.
7. 9 hours of weekend or evening coverage per quarter (during the quarter filing for internship credit). Evenings start at 4PM and end at 1AM. Weekends start at 4PM on Fridays and end at 1AM on Mondays.
8. 10-15 minute in-person meeting at the beginning and at the end of the quarter with SPYC staff.
9. Signed agreement at the beginning of quarter

All Internship Credit/Fieldwork documents/notice to SPYC staff to complete review of volunteer must be submitted 7 days in advance of due dates.