

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: GA-2	Effective Date: July 1, 2005	Version: 1.0
POLICY TITLE: INTERNSHIPS AND PRACTICUMS		
<p>OVERVIEW: Internships/Practicums are structured job shadowing programs for students interested in learning more about DCS. Due to the nature of DCS work, internships/practicums are only available to students who have completed at least one year of post-secondary education. Additionally, interns may not perform any task or make any decision that may impact the safety and/or well-being of children.</p>		

I. DEFINITIONS

- a. Internship: A structured job shadowing that serves as a bridge between classroom studies and professional work.
- b. Practicum: A school or college course, especially one in a specialized field of study, that is designed to give students supervised practical application of previously studied theory.

II. REFERENCES

None

III. POLICY

- a. Internships/Practicums must not have an adverse effect on DCS operations. The educational needs of the student must be met without compromising the business needs of the work unit.
- b. The program or local director has the authority to approve all internship requests.
- c. Due to the sensitive nature of DCS work, internships/practicums are only available to students who have completed at least one year of post-secondary education and are actively pursuing an undergraduate or graduate degree.
- d. In order to ensure the safety and well being of children, interns are prohibited from making any decision that may affect the safety and/or well being of children. Examples of prohibited activities include, but are not limited to:
 - i. Making decisions on the removal of a child/children from a home;
 - ii. Making decisions on the placement of a child/children;
 - iii. Making decisions or recommendations on Termination of Parental Rights;
 - iv. Providing reports to the court;
 - v. Conducting assessments of families/children, including home studies; and
 - vi. Transporting a child/children in either a personal or state-owned vehicle.
- e. Only those interns who meet the employment criteria for a specific position may perform the duties of that position. Example: In order to perform case management duties, an intern must meet the Family Case Manager II requirements, including holding a Bachelor's Degree in Social Work or a stated related field.
- f. A prospective intern/practicum student must pass applicable background checks, including a Criminal History check, prior to the start of the engagement.

- g. Interns shall be educated on the DCS vision, mission and values, policies and procedures. Additionally, an intern must agree in writing that he/she understands and will follow all DCS policies particularly those relating to confidentiality, ethics and personal safety.

IV. PROCEDURE

- a. Each program or local director should establish procedures for handling internships including how to interview potential interns, assign supervisors and assess progress.
- b. Each intern is to be assigned to a supervisor who will have the primary responsibility for overseeing the intern's work. The intern should have the opportunity to meet and be encouraged to consult with other supervisors and experienced workers.
- c. A learning contract will be created and signed by the supervisor and the intern. This contract will clearly state the duties, anticipated work schedule and the desired outcomes of the internship. If the intern is to receive educational credit, the intern's academic advisor should also be invited to participate in the contract development.

DATE: 06/08/05

James W. Payne, Director
Department of Child Services

A signed copy is on file.