

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: GA-8	Effective Date: February 1, 2023	Version: 3.0
<b>POLICY TITLE: EMPLOYEE OUTSIDE INTERNSHIPS AND PRACTICUM</b>		
<b>OVERVIEW:</b> The Indiana Department of Child Services (DCS) encourages and supports its staff to improve their education and employment status, which may include participating in outside internships or practicums in the employee's approved field of study. While completing an internship or practicum outside of DCS, it remains necessary to ensure the responsibilities to the children and families served by DCS are fulfilled. Internships or practicum must not conflict with DCS employment.		

## I. DEFINITIONS

- A. Client: An individual who receives advice, care, treatment, or services which are managed by an individual or agency with the expectation that the communication will be held in confidence.
- B. Conflict Resolution: An alternative method to participate in an internship or practicum which prevents ethical conflicts.
- C. Ethics Officer: A DCS employee who helps to foster positive ethical values and standards by aligning the practice, mission, vision, and values of DCS with ethics as established by the State of Indiana.
- D. Outside Internship: A structured job shadowing that serves as a bridge between classroom studies and professional work.
- E. Outside Practicum: A course of study designed for the supervision of practical application of a previously studied theory.

## II. REFERENCES

- A. [DCS Code of Conduct](#)
- B. [HR-3-2 Ethics](#)
- C. [HR-3-5 Supplemental Employment](#)
- D. [HR-3-7 Limited Personal Use of State Property and Resources](#)
- E. [HR-3-9 Internal Affairs](#)
- F. [IC 4-2-6: Ethics and Conflicts of Interest](#)
- G. [42 IAC 1: Indiana Code of Ethics](#)

## III. STATEMENTS OF PURPOSE

- A. DCS employees must request approval from their direct manager or supervisor or designee by utilizing the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#) prior to any involvement in an internship or practicum.

**Note:** Child welfare employees cannot work with clients during an internship or practicum who are known to be on their DCS caseload.

- B. All internships or practicum must be authorized by the employee's direct manager or supervisor or designee and the DCS Ethics Officer or designee, through submission

and approval of the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#).

#### **IV. PROCEDURE**

- A. DCS employees must request approval from their direct manager or supervisor or designee prior to beginning an internship or practicum and complete Section A of the following forms:
1. [Application for Employee Outside Internship/Practicum \(SF 54333\)](#); and
  2. [Ethics Conflict Resolution Internship or Practicum Agency Agreement \(SF 54329\)](#).

**Note:** The DCS employee must ensure the Executive Director of the internship or practicum agency completes Section B of the [Ethics Conflict Resolution Internship or Practicum Agency Agreement \(SF 54329\)](#).

- B. The employee's direct manager or supervisor or designee must:
1. Review the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#) and the [Ethics Conflict Resolution Internship or Practicum Agency Agreement \(SF 54329\)](#) to determine if a conflict with the employee's work schedule will exist with the proposed internship or practicum;
  2. Seek approval from the Regional Manager (RM) for proposed schedule changes;
  3. Complete:
    - a. Part B of the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#), and
    - b. Part C of the [Ethics Conflict Resolution Internship or Practicum Agency Agreement \(SF 54329\)](#).
  4. Inform the DCS employee within five (5) business days of the determination to approve or deny the proposed internship or practicum:
    - a. The request to participate in the internship or practicum may be denied by the direct manager or supervisor or designee if it is determined that participation in the requested internship or practicum will interfere with the employee's work schedule, or
    - b. The request to participate in the internship or practicum may be approved by the direct manager or supervisor or designee if it is determined that participation in the requested internship or practicum does not cause an interference in the employee's work schedule, and
    - c. Forward the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#) to the [DCS Ethics Officer](#) to provide final approval or denial of the request for participation in the internship or practicum.
- C. The DCS Ethics Officer or designee will:
1. Review the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#) to determine if the requested internship/practicum will result in a conflict of interest;

2. Complete Part C of the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#) to provide final approval or denial of the request for participation in the internship or practicum;
  3. Send a copy of the approved/denied [Application for Employee Outside Internship/Practicum \(SF 54333\)](#) to the Deputy Director of Staff Development for their records with five (5) business days; and
  4. Send the approved/denied [Application for Employee Outside Internship/Practicum \(SF 54333\)](#) back to the requesting employee and the employee's direct manager or supervisor or designee notifying them of the final decision.
- D. The direct manager or supervisor or designee will complete the following upon receipt of the completed [Application for Employee Outside Internship/Practicum \(SF 54333\)](#) and the [Ethics Conflict Resolution Internship or Practicum Agency Agreement \(SF 54329\)](#):
1. Place the completed forms in the employee's personnel file;
  2. Contact the internship or practicum agency Executive Director or designee and discuss appropriate DCS procedures that must be followed in the event of a potential conflict of interest;
  3. Meet with the employee, as needed, to discuss concerns regarding conflicts of interest; and
  4. Make copies of all forms and ensure they are placed in the employee's personnel file.
- F. All individuals involved in the internship or practicum must agree that confidentiality is of the utmost importance. If the DCS employee encounters anyone with whom the DCS employee has any information from employment with DCS, the employee will:
1. Be removed from the situation immediately;
  2. Not be required to disclose any information; and
  3. Report the situation to the DCS employee's direct manager or supervisor or designee within 24 business hours and follow all recommendations of the direct manager or supervisor or designee.

## **V. FORMS**

- A. [Application for Employee Outside Internship/Practicum \(SF 54333\)](#)
- B. [Conflict Resolution Internship or Practicum Agency Agreement \(SF 54329\)](#)

DATE: January 17, 2023

LaTrece Thompson, Deputy Director of Staff Development  
Department of Child Services