

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: GA-8

Effective Date: 11/1/2008

Version: 1.0

POLICY TITLE: EMPLOYEE OUTSIDE INTERNSHIPS AND PRACTICUM

OVERVIEW: Internships and Practicum are structured job shadowing programs for students interested in learning more about their field of study. While working outside of the Department Child Services (DCS), it is necessary to ensure we are fulfilling our responsibility to our clients. Internships or Practicum must not conflict with DCS employment. Additionally, employees may not perform any task or make any decision that may impact the safety and/or well-being of children.

I. DEFINITIONS

- A. Internship: A structured job shadowing that serves as a bridge between classroom studies and professional work.
- B. Practicum: A course of study designed for the supervision of practical application of a previously studied theory.

II. REFERENCES

[Employee Outside Internship/Practicum Application Form](#)

III. POLICY

- A. Internships or Practicum may not be completed with an agency which the Department Child Services (DCS) employee would be required to work with children, family members, or other individuals who are DCS clients;
- B. Internships or Practicum may not be completed with any agency that receives referrals from any DCS office in the employee's region of employment;

Note: If an employee completes an internship or practicum at a contracted agency that receives referrals from a DCS Office outside of their region, the agency may not bill DCS for any work performed by the DCS employee during their internship/practicum.

- C. Employees must notify their supervisor they will be involved in the internship or practicum;
- D. Internships or Practicum at the following locations are permitted (no management authorization or approval required):
 - 1. Hospitals,
 - 2. Schools,
 - 3. Churches,
 - 4. Programs or residential facilities for the elderly,
 - 5. Programs for disabled,
 - 6. United Way,
 - 7. Health Department,
 - 8. Multi-Service Community Centers; and
- E. Internships or Practicum in the following fields/locations must be authorized by

the employee's supervisor and the Deputy Director for Staff Development, through submission and approval of the [Employee Outside Internship/Practicum Application Form](#):

1. Private therapy or counseling, including but not limited to the following:
 - a. Substance Abuse,
 - b. Marital,
 - c. Child Behavioral/Parenting,
 - d. Domestic Violence,
 - e. Perpetrator,
 - f. Reunification,
2. Counseling Centers;
3. Mental Health Facilities;
4. Stress Centers;
5. Juvenile Detention Facilities;
6. Department of Correction;
7. Child Advocate Services Agency (CASA)/Guardian ad Litem (GAL); and
8. **Any other internship or practicum not specifically outlined herein.**

IV. PROCEDURE

- A. The employee's supervisor must complete and sign Part B of the [Employee Outside Internship/Practicum Application Form](#) prior to submitting it to the Deputy Director for Staff Development for approval;
- B. The [Employee Outside Internship/Practicum Application Form](#) must be submitted to the Deputy Director for Staff Development, for approval at least thirty (30) days prior to the date the proposed internship is scheduled to begin; and
- C. All individuals involved in the internship must agree that confidentiality is of the utmost importance and if the DCS employee encounters anyone, with whom the DCS employee has any information based on his or her employment with DCS, that the employee:
 1. Will be removed from the situation immediately;
 2. Will not be required to disclose any information; and
 3. Will immediately report the situation to their DCS supervisor and follow all recommendations of the DCS supervisor.

DATE: 10/06/08
James W. Payne, Director
Department of Child Services

A signed copy is on file.