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 	CHILD AND FAMILY SERVICES AGENCY Approved by: Raymond Davidson Agency Director Date: October 16, 2015	REVISION HISTORY:
	LATEST REVISION: EFFECTIVE DATE: October 16, 2015	

I. AUTHORITY	The Director of the Child and Family Services Agency (“CFSA” or “Agency”) adopts this policy to be consistent with the Agency’s mission, applicable federal and District of Columbia laws and regulations, and the <i>LaShawn A. v. Gray</i> Implementation and Exit Plan (December 17, 2010). This policy is consistent with the Council on Social Work Education (CSWE) accreditation standards and other professional accrediting organizations regarding field instruction.
II. APPLICABILITY	This policy is applicable to all student interns, field instructors, and the CFSA Child Welfare Training Academy (“CWTA”) student intern coordinator.
III. RATIONALE	Internships at CFSA are significant opportunities for students to become effective professionals in their field of study (e.g., social work, nursing, psychology, and criminology). CFSA student internships provide essential theoretical and applied knowledge alongside favorable conditions to integrate theory with practical learning.
IV. POLICY	<p>It is the policy of CFSA to provide undergraduate and graduate student interns, including those studying in the fields of social work, nursing, law, psychology, criminology, etc., with a comprehensive field instruction experience that presents structured opportunities for integrating and applying both theory and practice skills under the supervision of experienced child welfare professionals.</p> <p>Refer to the online <i>Student Intern Program Business Process</i> for detailed procedures associated with roles and responsibilities.</p>
V. CONTENTS	A. Student Intern Program B. Student Placement C. Orientation and Training D. Field Placement for Employment-Based Interns E. Educational Flex-Time for Employment-Based Interns F. Transportation G. Problem Resolution H. Absences from Field Placement I. Early Withdrawal from Field Placement J. Completion of Field Placement Requirements
VI. ATTACHMENTS	A. Acknowledgement of Receipt of Student Intern Policy and Business Process B. CFSA Student Intern Evaluation

VII. GUIDELINES	Section A: Student Intern Program <ol style="list-style-type: none"> 1. CFSA provides up to 2 years of supervised opportunity to interns to establish their practice foundation and advance their practice skills. 2. All student interns are expected to review the student intern policy and business process and submit a signed acknowledgement of receipt form (<i>see Attachment A</i>) to the student intern coordinator no later than 5 business days after the start date for their placement. 3. All students must successfully complete background checks and child protection clearance before being given access to client case records and other private client information. 4. As applicable to the intern's role and placement, FACES.NET training may be required. 5. Undergraduate and graduate student interns who are majoring in social work, psychology, or counseling must carry no more than 5 cases per semester when placed within a case-carrying unit. 6. All student interns are assigned a designated workstation and necessary equipment (i.e., cubicle with computer, telephone, and office supplies) through the Facilities Management Administration.
	Section B: Student Placement <ol style="list-style-type: none"> 1. CWTA identifies placements for student interns prior to the beginning of the academic calendar for the fall, spring and summer. 2. Student interns are placed in a direct service, macro, or program-specific setting, contingent upon the student's interest, the host university requirements and field instructor availability.
	Section C: Orientation and Training <ol style="list-style-type: none"> 1. Orientation and training is mandatory for all interns. <i>Note: Upon approval of their supervisor, interns are permitted to take classes that include new worker training and on-going worker Continuing Education Units training.</i> 2. Student orientation and training must ensure that students have a successful transition and integration of academic and practical experience. 3. All student interns receive a summation of CWTA's pre-service and in-service training. 4. Orientation and training must be designed to help students become acquainted with applicable federal and local child welfare laws and regulations. 5. CWTA must ensure that orientation and training outline the level of performance that the Agency and host university requires.
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	<p>6. Both CFSA-based and external student interns must be instructed that they are required to inform their immediate field instructor and supervisor, no later than the beginning of the field day, of any illness or emergency that requires their absence from the field placement.</p>
	<p>Section D: Field Placement for Employment-Based Interns</p> <ol style="list-style-type: none"> 1. When a CFSA employee is in an internship outside of the Agency, the intern must make up all of his or her normal CFSA tour of duty hours. 2. Employment-based field placements must be new learning experiences and provide opportunities for applying theories learned and knowledge gained in the classroom. 3. Once placed, the intern must submit a field schedule to the student intern coordinator and current supervisor prior to the beginning of each semester. <ul style="list-style-type: none"> • The schedule must denote internship hours; work hours, as well as, notification of any changes to the field schedule.
	<p>Section E: Educational Flex-Time for Employment-Based Interns</p> <ol style="list-style-type: none"> 1. In keeping with the District's Department of Human Resources personnel regulations, employment-based interns cannot combine flexible work schedules with alternative work schedules, compressed work schedules, or telecommuting work schedules. 2. Employment-based interns must discuss time requirements of the placement with their immediate supervisor to ensure the continuity of work within their program area. 3. A new approval for educational flex-time is required each semester. <ul style="list-style-type: none"> • Prior to the renewal review, the employment-based intern's supervisor must comment on any issues or concerns regarding educational flex-time.
	<p>Section F: Transportation</p> <p>With the exception of employment-based interns, under no circumstance is a student intern to transport clients by driving a vehicle.</p>
	<p>Section G: Problem Resolution</p> <ol style="list-style-type: none"> 1. CFSA must ensure that every student intern is afforded the opportunity to a resolution process in order to address any problems or disputes regarding field instruction. 2. All resolution processes must be first initiated by the intern through discussion with CWTA staff. 3. A student intern may only contact a faculty liaison if the intern's first efforts to resolve the grievance in discussion with CWTA staff are unsuccessful.

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	<p>Section H: Absences from Field Placement</p> <ol style="list-style-type: none"> 1. Student interns must make arrangements with their immediate field instructor to make up missed time before the end of the semester. 2. Student interns do not attend field placement during holidays (Agency or university-observed holidays). <i>Note: As applicable, student interns must make arrangements to make up any missed days in fulfillment of their field placement requirements.</i> 3. Absences must be made up before final grades can be issued.
	<p>Section I: Early Withdrawal from Field Placement</p> <ol style="list-style-type: none"> 1. Early withdrawal from field placement is not permitted except for extenuating circumstances (e.g., medical reasons, code of ethics violations, illegal acts, or violations of Agency policy). 2. The faculty liaison must be contacted if a situation arises that may potentially affect the student intern's continued placement.
	<p>Section J: Completion of Field Placement Requirements</p> <p>To complete a field placement each student intern must receive, at a minimum, a satisfactory evaluation and must have completed the required field placement hours.</p> <ol style="list-style-type: none"> 1. Hours must be contingent upon school requirements (undergraduate versus graduate placement) and whether the student is full-time or part-time. 2. At the end of each field placement, each student intern must complete an exit evaluation (<i>see Attachment B</i>). 3. CWTA must disseminate an exit evaluation form to student interns upon completion of the program requirements.

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency**



Acknowledgement of Receipt of Student Intern Policy and Business Process

By signing below I acknowledge that I have received and read a copy of the Child and Family Services Agency Student Intern Program policy and the Business Process: Student Intern Program outlining the Agency's policy and procedures. It has been explained to me and I understand the Agency's policy and business process based on the information received. Should I have any questions regarding the Agency's student intern program policy or business process, I will seek clarification from the student intern coordinator.

Student Name (Please Print) _____

Student Signature _____ Date _____

Student Internship Coordinator Name (Please Print) _____

Student Internship Coordinator Signature _____ Date _____

To be placed in student's personal file

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



CFSA Student Intern Evaluation

The purpose of this questionnaire is to gain a better understanding of your experience as a student intern at the Child and Family Services Agency ("CFSA"). Please answer all questions openly and honestly. All responses will remain anonymous. In order to protect your anonymity, please do not write your name or any other distinguishing marks on the evaluation. Your time and effort is greatly appreciated.

Please answer the following demographic questions

Age: ☐ < 20 ☐ 20-30 ☐ 31-40 ☐ 41-50 ☐ > 50

Gender: ☐ Male ☐ Female

Race: ☐ African-American ☐ Asian ☐ Hispanic ☐ Caucasian ☐ Other (please specify) _____

Program: ☐ BSW ☐ MSW ☐ Other (please specify) _____

Time in current internship: ☐ < 1 semester ☐ < 2 semesters ☐ < 3 semesters
☐ < 4 semesters ☐ 4 or more semesters

Is this an employment based internship: ☐ Yes ☐ No

If employment based, time in Agency: ☐ 1-2 years ☐ 2-5 years ☐ 5-10 years ☐ > 10 years

Do you have prior child welfare experience: ☐ Yes ☐ No

If you answered yes, how many years of experience: _____

What is your specialization: _____

Was CFSA your desired placement: ☐ Yes ☐ No

Please answer the following questions regarding your internship experience

1 - Strongly Disagree

2 – Disagree

3 – Neutral

4 – Agree

5 - Strongly Agree

QUESTION	RESPONSE				
1. My field instructor possesses a sound knowledge of child welfare.	1	2	3	4	5
1. My field instructor's expectations of me are clear.	1	2	3	4	5
2. The agency is non-discriminatory in employment of staff, placement of students, and delivery of services.	1	2	3	4	5
3. I feel that I make an important contribution to child welfare with the work I do.	1	2	3	4	5
4. My field instructor encourages me to participate in designing my learning contract.	1	2	3	4	5
5. I feel that I am growing professionally and personally.	1	2	3	4	5
6. I am satisfied with my learning experience.	1	2	3	4	5
7. My field instructor encourages my participation in the evaluation process.	1	2	3	4	5
8. I receive clear feedback from my supervisor about my work performance.	1	2	3	4	5
9. My field instructor is knowledgeable, skillful, and helpful to me.	1	2	3	4	5
10. My field instructor does a good job of stimulating my self-development.	1	2	3	4	5
11. I have sufficient access to consultation on matters for which I need professional assistance.	1	2	3	4	5
12. I receive support and social enjoyment from my colleagues at my internship.	1	2	3	4	5
13. I am eager to go to my internship each day.	1	2	3	4	5
14. I am satisfied with my experience at the agency.	1	2	3	4	5
15. The work requirements of my internship are reasonable.	1	2	3	4	5
16. I am clear about my role and responsibilities as an intern.	1	2	3	4	5
17. I am satisfied with my field instructor.	1	2	3	4	5
18. My internship provides adequate flexibility in time scheduling.	1	2	3	4	5
19. My field instructor is a good role model.	1	2	3	4	5
20. My field instructor develops appropriate learning experiences that are based on my individual needs.	1	2	3	4	5
21. My experience at CFSA has increased my interest in child welfare.	1	2	3	4	5
22. I will consider working for CFSA once I complete my degree.	1	2	3	4	5
23. CFSA provides an atmosphere that is conducive to learning and one in which a student feels welcome.	1	2	3	4	5

24. If you have an employment-based internship, please identify any concerns you have experienced (e.g., problem with balancing work and internship, uncooperative supervisor) (***Please skip this question if you are NOT and employment-based intern***): _____

25. Would you continue working for the CFSA upon completion of your degree if the Agency begins providing financial incentives (e.g., free tuition, book stipend while you complete your degree or assistance with student loan repayment for a two-year service commitment)? _____

27. Additional comments or suggestions (e.g., better training, need for monetary compensation,)?
