

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



**Business Process: Social Work Internship**

**I. Policy**

It is the policy of the Child and Family Services Agency (“CFSA”) to provide undergraduate and graduate student interns with a comprehensive field instruction experience. In addition, provide structured opportunities for integrating and applying theory and practice skills under the supervision of experienced workers.

**II. Procedures**

**1. The Child Welfare Training Academy (“CWTA”) Administrator or designee shall:**

- a. Sign off on college/university partnership agreements.
- b. Provide Human Resource Administration (HRA) with a copy of all college/university partnership agreements.
- c. Ensure that CFSA’s Social Work Internship Policy provide opportunities for students to integrate and apply both theory and practice skills under the supervision of experienced workers. In addition, ensures that guidelines within the policy will satisfy each host university’s expectation.
- d. Provide guidance to the student internship coordinator and secure necessary resources.
- e. Coordinate student internship orientation and training with CFSA’s HRA and CWTA.
- f. Conduct an evaluation of CWTA’s social work internship program at the end of each semester.

**2. CFSA Human Resource Administration shall:**

- a. Maintain a copy of all college/university partnership agreements.
- b. Complete the following actions prior to the beginning of the fall semester:
  - i. Recruit field instructors from CFSA staff and communicate directly with supervisor and program managers of interested employees.
  - ii. Select interested field instructors from each CFSA administration.
  - iii. Disseminate an orientation and training schedule to student interns prior to placement.
- b. Review student internship applications.
- c. Review proposals of employment-based internships.
- d. Determine if the employment-based student is an acceptable candidate for placement at CFSA by reviewing performance documents.
- e. Ensure that the student intern meets the qualifications for the placement.
- f. Send a Social Work Internship Placement Confirmation Letter (Attachment A) to the student intern prior to the beginning of the semester. Include the following information:
  - i. Program area of placement
  - ii. Name and contact information of field instructor

- iii. Start date
  - iv. End date
  - v. Social work orientation schedule
  - vi. Training schedule
- g. Facilitate problem resolution between student interns and field instructors in consultation with the Social Work Internship Coordinator.

**3. The Social Work Internship Coordinator shall:**

- a. Function as a liaison between CFSA and the student's host university.
- b. Gather the following information from the host university:
  - i. A list of prospective student interns
  - ii. The student's objectives for placement
  - iii. The student's current resume
- c. Schedule field instructor and prospective student intern interviews.
- d. Assess the need of student in relationship to the host university's identified learning goals.
- e. Determine an assignment based on the student intern's major area of interest.
- f. Determine the student intern's assignment schedule.
- g. Meet with the student intern and field instructor to resolve any assignment issues.
- h. Consult with the field instructor, the faculty liaison, and HRA regarding areas of disagreement or dissatisfaction with any aspect of the field placement.

**4. The Social Work Internship Field Instructor shall:**

- a. Attend the host university's sponsored orientation and CFSA training.
- b. Review and facilitate student intern's "learning contract" (i.e., agreement between the host university and students that detail performance expectations, according to the student's individual academic discipline).
- c. Orient the student intern to CFSA and facilitate introducing the student to his or her assigned program administrator(s), program manager(s), supervisor(s) and staff.
- d. Ensure that the student intern adheres to all CFSA policies particularly, child-specific policies (e.g., [Confidentiality](#) and [Unusual Incident Related to Children and Youth](#)) and the following topics:
  - i. Applicable federal laws and regulations
  - ii. Applicable District laws, regulations, policies, procedures and codes
  - iii. Health Insurance Portability and Accountability Act
  - iv. When applicable, specific discipline's Code of Ethics
  - v. District's Code of Ethics specific to privacy and confidentiality of client information
  - vi. Penalties for non-compliance with laws, regulations, or codes
- e. Ensure the student intern that CFSA will provide personal protective equipment comprising gloves, tissues, hand sanitizer, disinfectant wipes, and masks placed throughout the Agency.

- f. Ensure that the student intern completes necessary training before having access to client files, records and personal and confidential information necessary to fulfill job functions.
- g. Provide case management support and coverage for student interns assigned to case-carrying placements, when the student is not available.
- h. Provide evaluative feedback to assigned intern(s) during weekly supervision (at least one hour) addressing the following areas:
  - i. Progress based on the student's learning contract and any additional requirements determined by the host university
  - ii. Student intern's performance, strengths and any weaknesses
  - iii. Support in case planning and management
  - iv. Complete host university and [CFSA mid-semester](#), [end of the semester evaluations](#), and final grade performance
- i. Maintain a file folder for each assigned student intern, a file copy of the learning contract, mid-semester evaluation, end of semester evaluation and final grade.
- j. Maintain a record of hours worked at CFSA using the host university timesheet.
- k. Contact the Internship Coordinator if the student does not adhere to the set schedule of the internship.
- l. Seek to resolve any issues or disputes the student intern has regarding field assignments in consultation with the student and the student internship coordinator.
- m. Consult with internship coordinator regarding areas of disagreement or dissatisfaction with any aspect of the field placement.
- n. Provide a copy of the host university and CFSA evaluations to CWTA – Student Internship Coordinator and HRA at the end of each semester.
- o. Apprise the Student Internship Coordinator of the student's last day of assignment.
- p. At the end of the field assignment, ensure that the student intern returns all assigned equipment (computers, badges, etc.).

**5. The Task Instructor Shall:**

- a. Attend the host university's sponsored orientation and CFSA training.
- b. Review learning objectives, tasks, and activities on student's education learning agreement.
- c. Assist the Field Instructor to ensure that student interns work towards achieving their learning objectives, goals, competencies, and progress.
- d. Serve in an advisory capacity relating to the student intern's responsibility.
- e. Assist the Field Instructor with carrying out established practices and policies of CWTA and the Learning Contract of the host university.
- f. Evaluate student work in consultation with the Field Instructor, and to perform other common academic duties.
- g. Support the Field Instructor in completing the host university and CFSA mid-semester, end of the semester evaluations, and final grade performance.

**6. The Faculty Liaison (selected by the host university) shall:**

- a. Serve as the liaison between the host university and CFSA/CWTA Student Internship Coordinator.
- b. Meet once per semester with the student intern's assigned CFSA field instructor to ensure the following objectives are being met:
  - i. The student intern is fulfilling requirements outlined in the learning contract
  - ii. CFSA is meeting the requirements mandated by the host university
- c. Provide necessary information to the student intern and the field instructor.
- d. Participate in problem resolution between the student intern, field instructor, and student internship coordinator.

**7. The Student Intern shall:**

- a. Participate in HRA's and CWTA's orientation and training.
- b. Fulfill the objectives set forth in the learning contract.
- c. Maintain the highest ethical standards outlined by the program and the District of Columbia's child welfare system and Council on Social Work Education accreditation standards and other professional accrediting organizations regarding field instruction.
- d. Adhere to all CFSA's policies particularly, the confidentiality requirements set forth by CFSA's Confidentiality Policy and submitting a signed Social Work Internship Confidentiality Agreement (Attachment B).
- e. Demonstrate a readiness and motivation to learn and be involved in aspects of the field experience.
- f. Contact the student internship coordinator and field instructor if there are any changes to the work schedule.
- g. Maintain a record of hours worked at CFSA using the host university timesheet to be maintained by the Field Instructor.
- h. Adhere to all periods regarding submission of evaluations to the host university.
- i. Provide professionally sound and competent services to clients and seek guidance from the field instructor on handling difficult situations.
- j. Consult with the field instructor, internship coordinator, or the faculty liaison regarding areas of disagreement or dissatisfaction with any aspect of the field placement.
- k. The student intern and the Student Intern Coordinator will ensure that all assigned Agency mobile equipment including ID badges are returned at the end of the field assignment.
- l. Apprise the field instructor and internship coordinator of last day of the field assignment.

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**Social Work Internship Placement Confirmation Letter**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dear

The purpose of this letter is to confirm your placement as a social work intern at the Child and Family Services Agency (“CFSA”). Your placement is in (name of unit) and your field instructor is (name of field instructor). Field instruction shall begin on (start date) and shall end on (end date). Please report to your field instructor at (start time) on (start date) at the designated location of (cubicle or office number). Once you begin placement, please submit a copy of your field schedule to the internship coordinator. Any changes to the schedule reported to the internship coordinator at the beginning of each semester. You are required to attend mandatory student internship orientation and training which will occur on (date of orientation and training). Please arrange with the internship coordinator if you are unable to attend the orientation and training. Should you have any questions regarding your placement, please feel free to contact your field instructor at (202) \_\_\_\_\_ you may also contact the internship coordinator at (202) 727-5283. I appreciate your time and consideration and welcome you to CFSA.

Sincerely,

CFSA Human Resource Administration

cc: CWTA Student Internship Coordinator  
Child Welfare Training Academy

Faculty Liaison



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
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**Social Work Internship Confidentiality Agreement**

I, \_\_\_\_\_ acknowledge that I have read and fully understand the Child and Family Services Agency's *Social Work Internship Policy* and procedures regarding confidentiality of client information and have discussed any questions or concerns that I may have regarding the policy with my field instructor. In accordance with the Social Work Internship policy, I agree to safeguard personal and confidential information regarding client records and program material that I may acquire during my internship experience. I understand that failure to safeguard personal and confidential information may result in administrative, civil or criminal action or the assessment of fines against me.

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X

Student Intern

X

CFSA Field Instructor



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**Proposal for Employment-Based Internship Form**

I, \_\_\_\_\_ present this proposal for an employment-based internship at the Child and Family Services Agency (“CFSA”). I understand that the objective of this proposal is to provide CFSA with evidence that my proposed internship will include sufficient educational objectives and experiences to satisfy my university expectations and work requirements. I understand that in order to qualify for an employment-based internship, I must meet the following criteria:

- ◆ Be employed at CFSA full-time
- ◆ Be employed at CFSA for one year
- ◆ Maintain an official performance rating of at least “Valued Performer” and in good standing
- ◆ Obtain approval from my supervisor and program manager

I understand that, with this proposal, I must submit supporting documentation verifying that I satisfy the aforementioned criteria.

Furthermore, I understand that proposed field instruction assignments shall differ significantly from my CFSA current position of record or field instruction experiences at CFSA and my proposed field instructor shall differ from my immediate supervisor. Lastly, I am aware that if I decide to accept a placement outside of CFSA, I may have to make up all work hours lost to internship if placement is to occur at an agency other than CFSA.



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**Proposal for Employment-Based Internship Form**

Once this document is complete, please submit it to the following address:

**Human Resource Administration**  
Child and Family Services Agency  
200 I Street, SE  
Washington, DC 20003

Please complete the following information regarding your proposed employment-based internship. Submit the completed form to the HRA 14 business days prior to the beginning of the semester.

**1. This section completed by the prospective employment-based intern.**

Student Information

Name		Host University	
Address	City	State	Zip Code
Home Telephone	Work Telephone	Email Address	

Employment Information

Agency Name
Job Title and Program Area
Program Manager and Contact Telephone Number
Immediate Supervisor and Contact Telephone Number
Employment Start Date and Length of Time Employed
Number of Hours Employed Each Week





**[For Agency Use Only]**

**Proposed Field Instruction Information**

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Agency Name

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Program Area

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Proposed Field Instructor and Contact Telephone Number

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Program Manager and Contact Telephone Number

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Proposed Start and End Date/Total Internship Hours Each Week

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Previous Internship Placement (if applicable)

**2. This section completed by the prospective employment-based intern's supervisor.**

**Please list the prospective employment-based intern's current job responsibilities.**

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**Please list a detailed description of your plan for accommodating a prospective employment-based intern (e.g., caseload reduction, flexible time scheduling).**

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**3. This section completed by the prospective employment-based intern's field instructor.**

**Please list the responsibilities that the prospective employment-based intern shall assume when he or she begins the position.**

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**Please list below any special educational assignments that will be given to the prospective employment-based intern that are not normally required of employees (e.g., written assignments, readings, videos, field trips, analyses, process recordings, training, special projects).**



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The prospective employment-based intern shall complete this section.  
 Describe your plan for making up work hours lost to internship (if placed at an agency other than CFSA).

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Please provide a proposed schedule of your internship hours and work hours.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours
Internship Hours								
Work Hours								

Once this document is completed, the CWTA Administrator or designee shall review your request for an employment-based internship and determine if it meets the criteria established by the host university and the Council on Social Work Education CFSA. If this document is not complete, CWTA's Administrator or designee will send you a written request for additional information. Once all of the information is in and the proposal reviewed, then CWTA's Administrator or designee will provide a written response regarding your internship proposal.

X

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Prospective Employment-based Intern Sig...

I have reviewed and approved the employment-based internship proposal submitted by

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Name of prospective employment-based intern



X

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Supervisor's Signature

X

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Proposed Internship Field Instructor (FI) Si...

X

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PM of Proposed Internship FI Signature ...

