

Area: Human Resources

Subject: HR23 – Placement and Utilization of Internship Students

Reference:

Policy: A systematic process of placing and providing opportunities for student interns will be implemented.

Procedure:

1. Student intern initiates contact with designated Director II to communicate interest in utilizing SCOE as an internship site.
2. The Director II or designee ensures that a current agreement is in place between SCOE Human Resources department and the university/college regarding placement of internship students.
3. Director II or designee meets with the potential intern to provide orientation to SCOE Child/Family Services Division programs and determine the student's goals and interests to best tailor the internship to the student's needs.
4. Based on the student's interests and agreement of designated manager, a supervisor is identified.
5. The supervisor meets with the student to identify project(s)/tasks to be completed by the student during their internship and provide them with sufficient information to complete their internship forms as required by instructor.
6. The student obtains approval from their instructor to begin internship.
7. The college/university instructor certifies by email that the student has had a background check clearance and a recent clearance for Tuberculosis.
8. The supervisor emails SCOE Human Resources Director and Safety Coordinator the name of the student intern, planned dates of service and work locations, work duties, specifying which SCOE-university/college agreement through which the student is being placed. Communication will ensure that duties will not take away union work.
9. The student may begin internship.
10. The supervisor completes CFS Orientation with student.
11. The supervisor communicates with the student on an ongoing basis regarding their progress, schedule, any issues, and scheduled evaluations.

Supervised by: Director II, Direct Operated

Performed by: Director II, Designated Management Staff

Forms needed: Orientation Plan

Frequency: Ongoing