**Minnesota Department of Corrections**

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| **Policy Number:** | **103.015** |
| **Title:** | **Internship Program** |
| **Effective Date:** | **9/10/20** |

**PURPOSE:** To provide learning experiences which are of mutual benefit to the intern and the department. The internship program aims to increase future applicant pools and workforce diversity.

**APPLICABILITY:** Minnesota Department of Corrections (DOC), department-wide. This policy is not applicable to student workers, work-study, or AmeriCorps volunteers.

**DEFINITIONS:**

Association of Psychology Postdoctoral and Internship Centers (APPIC)-member internship – an internship or post-doctoral training program that has met all of the relevant APPIC membership criteria and is in good standing.

DOC internship coordinator – a centralized position responsible for coordinating the activities and processes for all DOC interns and the DOC internship program

Intern – an individual receiving academic credit or fulfilling an academic requirement of an accredited educational institution through work experience. Appointments may be part time or full time as appropriate to meet the academic requirements of the internship and the needs of the supervisor.

Internship background forms packet – may include the DOC consent form; Criminal History/Release of Predatory Offender Registration/Sexual Abuse Record (103.014F); Release of Information (103.014G); Offender Association Disclosure form (103.223A); Forms Packet for Positions Involving Provision of Psychotherapy (103.070B); Psychotherapy Background Information Release (103.070A).

Preceptorship intern – A period of practical experience and training for a nursing student, that is supervised by a DOC health services expert or specialist in a particular field. Participating schools that supply preceptor interns have pre-established agreements with the college/university and the DOC prior to the preceptor intern's start date.

Psychology intern – an internship emphasizing the practice of clinical psychology in a correctional facility in association with the Association of Psychology Postdoctoral and Internship Centers (APPIC).

Psychotherapy background review – a requirement for all applicants for any treatment position, including sex offender therapy, chemical dependence therapy, and psychotherapy. The review is performed by a behavioral health intern supervisor.

**PROCEDURES:**

A. The DOC provides work opportunities and practical learning experiences to students to enhance their academic preparation. Internships and practicums are unpaid except for psychology interns who participate in the Association of Psychology Postdoctoral and Internship Centers (APPIC)-member internship or other interns specified as paid interns.
   1. Supervisors considering a paid internship outside of the APPIC-member internship must discuss the position with human resources, including compensation as outlined in

Minnesota Management and Budget (MMB) Administrative Procedure 21 E, prior to posting the position.

2. All interns delivering health care or mental health services in a facility must work under direct staff supervision matching their level of training.

3. All intern applicants who are not current DOC employees must successfully pass a Bureau of Criminal Apprehension (BCA) background check, in order to be considered for an internship.

4. All juvenile facility intern applicants who are not current DOC employees must also pass the Department of Human Services background check in order to be considered for an internship.

5. All paid internships must follow the hiring process, in accordance with DOC Policy 103.009, "Affirmative Action/Monitoring the Hiring Process." Upon acceptance, human resources (HR) staff works with the affirmative action manager to properly document the temporary hire.

6. All DOC training must be documented in the agency-approved electronic training management system.

B. The department internship coordinator is responsible for:

1. Recruiting interns by identifying and establishing relationships with educational institutions that have formal internship programs, and verifying that the accredited educational institution and the interns may receive academic credit and meet course requirements;

2. Working with the department recruitment coordinator to ensure that facility recruitment coordinators are attending internship-based recruitment fairs;

3. Responding to applicant inquiries regarding the internship program;

4. Posting internship opportunities within the DOC on educational institution websites;

5. Receipt, review, and retention of the Intern Evaluation Form for Interns (attached); and

6. Retention of application materials, background checks, forms, and test results of interns. Records are retained within the same provisions of applicant data practices used by HR.

C. The intern supervisors are responsible for:

1. Identifying/creating internship opportunities in their work areas;

2. Forwarding any applications received directly from an intern applicant to the facility intern coordinator;

3. Scheduling and conducting interviews with the intern applicant(s);

4. Notifying the applicant of decisions to accept/deny the internship;

5. Daily supervision and final evaluations of the intern; and

6. Ensuring the "Intern Entry/Exit Checklist for Supervisors" form (attached) or the On-the-Job Training Checklist for Field Services Agents/Interns (attached) is completed.

D. Facility intern coordinators are responsible for:

1. Assisting supervisors and managers in creating internship opportunities;

2. Submitting new internship opportunities to department intern coordinator for posting;

3. Forwarding intern application to appropriate managers and supervisors;

4. Submitting the completed Internship Background Forms Packet (attached) to the department internship coordinator;

5. Scheduling the intern for facility orientation;

6. Collecting documentation of current negative Mantoux (Tuberculosis) test for interns with more than ten hours of direct offender contact per week and providing the information to the DOC intern coordinator; and

7. Ensuring the selected student completes the Volunteers, Contractors, and Interns Orientation Checklist Agreement (attached).

E. The behavioral health (BH) intern coordinator is responsible for:

1. Identifying BH internship opportunities;

2. Reviewing all BH intern applications to determine eligibility for BH placement;

3. Forwarding BH intern applications to appropriate BH managers and supervisors;

4. Ensuring that BH interns have received all pertinent policies;

5. Submitting the completed Internship Background Forms Packet to the department internship coordinator; and

6. Notifying the facility intern coordinator to schedule the BH intern(s) for facility orientation.

F. The intern is responsible for:

1. Completing all application materials and obtaining all necessary signatures prior to the internship start date;

2. Attending all required training, orientation, and tours;

3. Providing the facility intern coordinator with TB test results prior to the internship start date (as required by DOC Policy 105.180, "Tuberculosis Control for Applicants, Employees, Contractors, Volunteers and Students");

4. Turning in the DOC identification badge and all other state property at the conclusion of the internship;

5. Completing the Intern Evaluation Form for Interns; and

6. Complying with all DOC policies.

**INTERNAL CONTROLS:**

A. The DOC internship coordinator retains the intern application, and medical and background information applying the same data practices provisions used by human resources.

B. All training is documented and retained in the DOC's electronic training management system.

**ACA STANDARDS:** 4-4392, 1-ABC-4E-14, 4-APPFS-1C-03, 4-APPFS-1C-04, 4-APPFS-3A-05, 4-APPFS-1C-06, 4-APPFS-1C-07, 4-APPFS-3D-16

**REFERENCES:**
Minn. Stat. §§ 43A.04, 43A.02, subd. 24
Minn. Rules 3900.9000
Administrative Procedures #21E
Policy 103.014, "Background Checks for Applicants and Current Employees"
Policy 105.180, "Tuberculosis Control for Applicants, Employees, Contractors, Volunteers and Students"
Policy 103.223, "Personal Associations Between Staff and Offenders"
Policy 103.009, "Affirmative Action/Monitoring the Hiring Process"
Policy 103.300, "Sexual Harassment Prohibited"
Policy 103.302, "Harassment and Discrimination Prohibited"
Policy 103.310, "Reasonable Accommodation"
Policy 300.040, "Volunteer Services Program"
SEMA4 Instructions #HR006.

**REPLACES:**
Policy 103.015, "Internship Program," 1/15/19.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:**
Internship Application (103.015B)
Internship Program Packet – Cover Sheet and forms (103.015C)
Intern Entry Exit Checklist for Supervisors (103.015H)
Intern Evaluation Form for Supervisor (103.015I)
Intern Evaluation Form for Interns (103.015J)
Orientation Checklist (300.040D)
Nursing Students Packet – Cover Sheet and forms (103.015K)
Psychotherapy Background Review (103.015L)
On-the-Job Training Checklist for Field Services Agents/Interns (103.015M)

**APPROVALS:**
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Criminal Justice Policy, Research, and Performance

**Security Instructions**
103.015CO, “OSI Practicum for Investigations Specialist”