

**CENTRAL REGION DCF EMPLOYMENT-BASED INTERNSHIP GUIDELINES 2020**

**A BRIEF SUMMARY:**

Students who are current employees of DCF and considering employment-based internships through DCF offices must follow the guidelines below ***in addition*** to all other guidelines for applying for an internship through the social work program (i.e. completing a WSU social work field application by February 1, 2020).

1. Provide a written request (email is acceptable) for consideration to the identified DCF internship coordinator (below) **no later than January 3, 2020** NOTE: *students are not permitted to seek individual arrangements with potential field supervisors and must follow these established guidelines.*

North Central Area Office:	Lori Sherburne, Area Director
South Central Area Office:	Lisa Hamed, Area Program Manager
Worcester East Area Office:	Paul Leahy, Area Clinical Manager
Worcester West Area Office:	Ann Horgan, Area Director
Central Regional Office:	Natarsha Webster Lester, Regional Clinical Director

2. The DCF social work internship coordinator for each site will notify students of the status of their request **no later than February 14, 2020**, including whether their request has been approved and prospective options and instructions for follow-up.
3. Students who are denied authorization to apply for an employment-based DCF internship must notify the WSU Field Education Director, Terri Haven, to proceed with other options for an internship.
4. Students who receive authorization to apply for an employment-based DCF internship must submit a completed WSU Employment-based Internship Application to the appropriate DCF internship coordinator **no later than March 27, 2020** for final DCF approvals. As soon as all DCF approvals and signatures are complete, the student must submit the WSU Employment-based Internship Application to the WSU Field Education Director, Terri Haven, **no later than April 20, 2020**. The final approval for the internship or any required adjustments will be determined by Terri Haven according to all WSU MSW program requirements and policies.

**For Additional Information, Contact:**

Terri J. Haven, MSW, LICSW, Field Education Director 413-572-8405, [thaven@westfield.ma.edu](mailto:thaven@westfield.ma.edu)