

WESTERN 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 January 31, 2020).

1. Provide a written request (email is acceptable) for consideration to Regional Clinical Director, Anna Moynahan, for all Western DCF Area Offices and Regional Office **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.*

The Regional Clinical Director will work in collaboration with identified internship coordinators:

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| a. DCF Van Wart | Nelson Colon |
| b. DCF Holyoke | Corrine McDonald |
| c. DCF Springfield | Judith Macmunn |
| d. DCF Greenfield | Katherine Theodore |
| e. DCF Berkshire | Paula Teixeira |
| f. Regional | Anna Moynahan |

2. The Regional Clinical Director, in collaboration with 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 13, 2020** for Area Office approval and to the Regional Clinical Director **no later than March 27, 2020** for final 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:

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