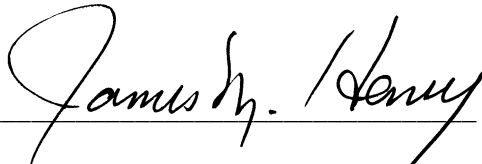
	POLICIES AND PROCEDURES State of Tennessee Department of Intellectual and Developmental Disabilities	Policy #: 10.4.1	Page 1 of 4
Policy Type: Administrative		Effective Date: May 15, 2013	
Approved by:  Commissioner		Supersedes: N/A	
Subject: Internship Policy		Last Review or Revision: N/A	

- I. **AUTHORITY:** Tennessee Code Annotated (TCA) Section 8-42-101(3) (B); TCA 4-3-2708; TCA 33-1-303.
- II. **PURPOSE:** The purpose of this policy is to establish guidelines for interns working for the Department of Intellectual and Developmental Disabilities (hereinafter "DIDD" or "Department").
- III. **APPLICATION:** This policy applies to all DIDD staff responsible for selection and supervision of interns and to all interns.
- IV. **DEFINITIONS:**
 - A. **Intern** shall mean an advanced student or graduate in a professional field gaining supervised practical experience in a profession or occupation. Interns shall not be paid or otherwise compensated by the Department.
 - B. **Internship** shall mean a formal program to provide interns with supervised practical experience in a profession or occupation.
- V. **POLICY:** The Department of Intellectual and Developmental Disabilities (DIDD) offers educational experience to students in a variety of fields of study who wish to expand their knowledge base concerning the field of intellectual and developmental disabilities.
- VI. **PROCEDURES:**
 - A. General
 1. Pursuant to Tennessee Code Annotated, Section 8-42-101(3)(B), the Department shall register all authorized interns with the Department of Treasury, Board of Claims.
 2. No later than the 15th of every month, the internship coordinator shall submit a list to the Department of Human Resources containing the names and initial start dates of all active interns.
 3. The Department shall not utilize paid interns due to reductions in staff.
 4. The focus of the internship program is academic experience and building universal job skills.

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5. Internships are of fixed duration, established prior to the onset of the internship, and governed by a Student Intern Service Agreement between the Department and the intern. The Student Intern Service Agreement shall specify in reasonable detail the expectations for and responsibilities of the intern.
6. The Department abides by U.S. Department of Labor criteria for unpaid internships.
 - a. The internship, even though it may include actual day to day activities in the operation of the agency, is similar to training which would be given in an educational environment.
 - b. The internship experience is for the benefit of the intern.
 - c. The intern does not displace regular employees, but works under close supervision of existing staff.
 - d. The Department derives no immediate advantage from activities of the intern.
7. Any student applying for the program shall be willing to commit to the entire duration of the internship.
8. Interns shall abide by all policies relevant to current employees.

B. Benefits

1. The Department does not provide any benefits to interns (i.e., stipend, sick leave, annual leave, tuition reimbursement, health insurance, etc.).
2. The Department and the intern acknowledge that the intern is not entitled to wages for the time spent in the internship.
3. The Department and the intern acknowledge that the intern is not entitled to a job at the conclusion of the internship.

C. Internship Areas

1. The Department may authorize internships in the following divisions:
 - a. Fiscal and Administrative Services
 - b. Health Services
 - c. Policy and Innovation

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- d. Program Operations
- e. Communications
- f. Quality Management
- g. Office of Customer Focused Services
- h. General Counsel
- i. Civil Rights

D. Academic Credit

- 1. Interns may earn academic credit for the program if authorized and conferred by the school of attendance.
- 2. It is the intern's responsibility to contact his or her faculty sponsor or representative to determine whether academic credit shall be granted and under what circumstances.

E. Eligibility

- 1. The applicant must have junior or senior standing and be enrolled in a four (4) year or longer degree program or be enrolled in a graduate program.
- 2. The applicant shall have a minimum cumulative grade point average of 3.0 or higher and have completed at least 12 hours of course work appropriate for the internship.
- 3. The applicant shall pass a nationwide criminal background check.
- 4. The applicant shall not be listed on the Tennessee Sexual Offender Registry, Department of Health Abuse Registry, Tennessee Felony Offender Registry or Office of Inspector General (OIG) List of Excluded Individuals/Entities.
- 5. A letter of recommendation from a faculty sponsor at the educational institution where the applicant is currently enrolled is required.
- 6. The applicant shall submit an application (see Attachment A).
- 7. The applicant shall have strong initiative and the ability to work independently.
- 8. The applicant shall demonstrate strong verbal and written communication skills.

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F. Selection

1. The Department's internship coordinator shall screen and review all internship applications. Within five (5) business days of receipt of a completed application, the internship coordinator shall either:
 - a. Notify the appropriate division director(s) that a qualified intern is available for placement in that area.
 - b. Notify the applicant that he or she does not meet the eligibility criteria and will not be placed for an internship with the Department.
2. Upon notification from the internship coordinator, the division director shall review the application and notify the internship coordinator within five (5) business days that the director will either accept or decline the applicant.
3. Upon notification from the division director, the internship coordinator shall inform the applicant within fifteen (15) business days of the placement decision.

G. Minimum Responsibilities and Duties

1. Depending on the discipline, day-to-day responsibilities will vary from office to office. Nonetheless, each intern shall have a detailed program plan (see Attachment B) that describes his or her responsibilities and expectations.
2. Each intern shall participate in at least one hour per week of face-to-face supervision with his or her immediate supervisor. If the intern's educational institution requires supervision beyond one hour per week, this shall be described in the internship service agreement (see Attachment C).
3. Each intern shall participate on one (1) committee, workgroup or project team in his or her discipline.
4. At the conclusion of the internship the DIDD supervisor shall complete a Student Intern Evaluation form (see Attachment D) and submit it to the internship coordinator, student intern and faculty sponsor.

VII. **ATTACHMENTS:**

- A. Student Intern Application
- B. Student Intern Program Plan
- C. Student Intern Service Agreement
- D. Student Intern Evaluation