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Number: HR	Adoption Date:
Section:	Last Revision: 4/29/26
Title: New View Alliance Intern/Practicum Student Policy	
Applicable Standards:	

Purpose:

The purpose of this policy is to establish a structured, safe, and compliant framework for the engagement of interns. It ensures that learning experiences are meaningful, educational, and aligned with organizational standards while supporting workforce development. This policy promotes consistency in recruitment, supervision, training, and evaluation of interns/practicum students while ensuring adherence to all applicable labor laws, safety regulations, and ethical practices. It also helps protect the well-being of interns, staff, and the individuals we serve by clearly defining roles, expectations, and accountability.

Scope:

This policy applies to all individuals participating in internship, practicum, or field placement experiences within the agency, including students from accredited educational programs in social work, counseling, psychology, or related fields.

Definitions:

- **Intern:** A post graduate individual participating in a supervised placement.
- **Practicum:** A structured, supervised learning experience that allows a student to apply academic knowledge in a real-world setting as part of their educational program.
- **Supervisor:** A qualified staff member responsible for oversight and evaluation.
- **Field Placement:** A structured educational experience required by an academic institution.

Eligibility and Onboarding:

- Interns/practicum must be enrolled in an accredited program.
- Required documentation includes:
 - Affiliation agreement or MOU with accredited educational institution



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- Background check, fingerprinting, and clearance as required by OCFS, Justice Center and OMH
- Health/immunization records (as required by educational institution)
- Supervision by licensed professional
- Completion of agency orientation is required prior to client contact.
- Training to align with OCFS, OMH and agency expectations:
 - Mandated Reporter Training (Child Abuse & Maltreatment)
 - Justice Center Code of Conduct
 - Abuse Prevention & Reporting
 - Trauma-Informed Care
 - Confidentiality (HIPAA / Mental Hygiene Law)
 - Incident Reporting Procedures
 - Crisis Intervention / De-escalation (e.g., TCI, CPI, or agency-approved model)
 - Cultural Competency / Diversity Training
 - Suicide Prevention (as required by OMH programs)
 - Agency and System Training
 - New Hire Orientation
 - EHR/Documentation systems
 - Relias and other LMS platform tracking

Procedure:

- A Memorandum of Understanding (MOU) must be in place between the Educational Institution and the Agency prior to the start of the internship.
- All prospective interns or practicum students will participate in an interview process to assess program fit and alignment with their learning interests.
- Internship/Practicum positions available for assignment are:
 - Residential Clinical Social Worker
 - Behavioral Health Clinic Intern
 - Foster Care Homefinding
- Interns/practicum students are required to complete a designated number of hours as determined by their university program, not to exceed 30 hours per week.
- Interns/practicum students may not perform duties that replace or substitute for those of a paid agency employee.
- Interns/practicum students are not permitted to transport youth unless explicitly authorized by their learning institution and the agency within the education agreement.



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- Interns/practicum students will receive at minimum, one hour of weekly supervision from a designated supervisor.
- For Master's level interns and practicum students, the supervisors are responsible for working within the educational institution system to document and track the intern's learning contract, hours worked, supervision notes, and any required timesheets.
- For Bachelor's level interns, supervision, internship hours, and primary responsibilities are dictated by the educational institution they attend, and may vary.
- High-risk tasks (e.g. independent crisis response) require:
 - Full training completion
 - Direct supervision
 - Program approval

Interns/ Practicum Student Responsibilities

1. Interns/ Practicum Students must be actively participating in an accredited program leading to attainment of a degree related to the desired program.
2. Interns/ Practicum Students will establish clear learning goals for their internship, and complete a Student Internship Agreement with the agency.
3. Interns/ Practicum Students will establish, in consultation with their identified internship supervisor, a regular schedule of hours for the placement.
4. Interns/ Practicum Students will read and sign all agency and department policies. Any violation of these policies may lead to immediate termination of the placement.
5. Interns/ Practicum Students must use titles that clearly indicate their status.
6. Interns/ Practicum Students will give all documentation, if any, to the supervisor for review and co-signature.
7. Interns/ Practicum Students will follow through with all program requirements for securing and completing the internship.
8. Interns/ Practicum Students will be responsible for transportation to and from the internship site and/or session within the community.
 - a. Transportation will be reimbursed at agency rate.
9. Interns/ Practicum Students will comply with all agency and department policy and procedures.



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10. Interns/ Practicum Students will partake in agency and learning institution evaluation processes midway and upon completion of their internship, or more frequently if identified in their learning contract.

11. Interns/ Practicum Students may *not* work independently without supervision. Second year Masters level interns may be assigned more independent clinical responsibilities as outlined in their learning agreement.

Internship/Practicum Supervisor Responsibilities:

1. Supervisors must be approved by their Program Director.
2. Supervisors must meet the qualifications defined by the academic institution to supervise the intern.
3. Supervisors will work collaboratively with the intern to complete the agency required Student Internship Agreement.
4. Supervisors will continue to ensure job and productivity expectations have been and are continued to be met while providing supervision to interns.
5. Supervisors will ensure that the student receives supervision that meets both agency and academic program standards.
6. Supervisors will orient the student intern to agency policies and procedures.
7. Supervisors will provide supervised opportunities for the student to engage in a variety of activities related to the practice of the interns specified degree program.
8. Supervisors or assigned designee will co-sign student's documentation, if any, in all clinical records.
9. Supervisors will assess the student's skills and abilities on an on-going basis and assign responsibilities accordingly.
10. Supervisors are expected to meet evaluation requirements as established with students' academic program and agency policy.
11. Supervisors will remain in contact with field liaison/professor to ensure all requirements are being met.

Safety & Incident Reporting

Interns are required to:

- Immediately report any incident, allegation, or safety concern
- Follow all Justice Center reporting timelines
- Document incidents according to agency policy



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Failure to report may result in removal from placement following progressive action and collaboration with the educational institution.

Confidentiality & Professional Conduct:

Interns must:

- Sign confidentiality agreements
- Follow HIPAA and Mental Hygiene Law requirements
- Adhere to agency code of conduct and professional boundaries

Evaluation & Performance Monitoring:

- Midterm and final evaluations required
- Ongoing feedback provided by supervisor
- Interns not meeting standards may be:
 - Placed on a corrective plan
 - Removed from placement

Termination of internship

A separation of the internship relationship may occur in collaboration with, and with the support of, the affiliated educational institution. Grounds for termination of internship include:

- Failure to complete required clearances or training
- Violation of safety or confidentiality policies
- Unprofessional conduct
- Non-compliance with OCFS/OMH standards
- Failure to follow through and complete learning contract

Documentation & Recordkeeping:

The agency must maintain:

- Clearance records
- Training completion logs
- Supervision notes as required
- Internship agreements and evaluations