

 <p>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</p>	Developed by/Date: Human Resources 2/09, Rev. 11/09	Page: 1 of 2	Number: 6.1
	Reviewed by/Reviewed Date: CSA Exec Team 11/23/09	Replaces:	Category: Professional Development
Title: MSW Title IV-E 3 Year Internship Program		Approved: 11/23/09	

Policy **Procedure** **Guideline**

Purpose

The Community Services Agency (CSA) encourages and promotes staff in their professional growth in order to develop and retain skilled employees. Our Agency recognizes that staff is our most important asset and that education and lifelong learning are essential.

Definition

All employees accepted into the MSW Title IV-E 3 Year Internship Program (internship program) are expected to adhere to all agency requirements and expectations.

Procedure

In order to receive the Agency’s support, the employee must meet the following criteria and requirements:

- Full-time permanent employee of CSA.
- In good standing with the Agency. This is defined as no pending disciplinary issues, corrective action plans, and working at a standard level of performance as determined by the employee’s supervisor.
- Demonstrates potential to be successful in the program.
- Be accepted into California State University Stanislaus (CSUS) and the internship program.

A. Process

1. The employee submits an application to CSUS.
2. After acceptance, the employee will submit an application to the internship program at CSUS.
3. Once the employee is accepted into the MSW program they will notify their Supervisor and Section Manager, in writing, of their intent to apply for the internship program.
4. The supervisor will make a recommendation to the Manager based on the employee’s performance. Employees who are not performing at a standard level will not be considered for the internship program.
5. The Section Manager will notify management as well as the staff developer in Child and Family Services to schedule an interview.

6. Management and the staff developer will conduct the interview. Employees will be assessed on their current workload, possible assignment changes and potential to be successful in the program.
7. Management or the staff developer will meet with the Section Manager to discuss the outcome of the interview.
8. The Section Manager will make a recommendation to the Assistant Director.
9. If the internship is approved, the Assistant Director will work with the CSA Director to complete the letter of support for the employee.
 - The Director will complete the letter and forward it to the employee along with copies to the Assistant Director and CSA Human Resources.
 - The employee will include the letter in the screening process for the CSUS internship program.
 - CSUS MSW faculty will interview the employee.
 - Once accepted into the internship program, the employee will notify, in writing, their Supervisor and Manager so accommodations can be made.
10. If the internship is not approved, the Assistant Director will notify the employee in writing.

B. Withdrawal of Support

1. Failure to maintain a standard job performance in the internship or regular job duties may jeopardize an employee's internship. The Agency may withdraw its support for the employee's participation at their discretion.
2. If the Agency is unable to accommodate the schedule necessary for the employee, it may withdraw support for the internship program or transfer the employee to an alternative position to meet the business need of the Agency.
3. If the Agency withdraws its support for an employee's participation the Agency will notify the employee as well as CSUS.

Approval of this program is contingent upon the availability of agency funds per annual budget authority.