

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 4005

SUBJECT: FIELD PLACEMENTS OR INTERNSHIPS FOR STUDENTS

POLICY: Agency may offer field placements to students from accredited schools.

PROCEDURES:

- 1) A qualified field instructor will interview a prospective intern to determine if appropriate.
- 2) A student will be assigned to a field instructor for supervision.
- 3) The field instructor will assign cases and supervise the student on a weekly basis or more frequently.
- 4) The student is expected to participate in supervision, case reviews, staff meetings, in-service training, and other duties as required.
- 5) In the absence of the field instructor, the student will be supervised by the division director or associate director.
- 6) Evaluations will be completed as required by the schools.

AUTHORIZED DATE: 02/20/01

REVISED DATE: 06/25/09