



*Idaho Division of
Vocational Rehabilitation*

Internship Policy

The Idaho Division of Vocational Rehabilitation (IDVR) is committed to providing internship opportunities to students currently pursuing a career in vocational rehabilitation, human services, working with students or adults with disabilities, or who want to learn about vocational rehabilitation programs and services.

IDVR will consider providing internship opportunities to:

- Students in Master's degree programs with an interest in vocational rehabilitation services, human services, or students with disabilities.
- Students in Bachelor's degree programs in related fields of study with an interest in human services careers.
- Students in Associate's degree programs in related fields of study with an interest in human services careers.
- Individuals who are interested in pursuing information on career paths within vocational rehabilitation.

Procedure:

1. An individual who is interested in an internship opportunity with IDVR must complete and submit:
 - an Internship Application
 - a copy of their current resume
 - a cover letter explaining their interest in human services and the reason(s) for seeking an internship opportunity with IDVR

The above must be submitted via email to Internship@vr.idaho.gov

NOTE: the enclosed materials must NOT contain a Social Security number. IDVR's computer system security does not permit unsecured transmission of Social Security numbers.

The materials submitted above will be reviewed by MiKayla Monaghan, Internship Liaison, and Lauren Noble, Internship Coordinator. The internship applicant may be contacted for an interview. If the applicant is not selected for an interview, the applicant will receive an email informing them that they have not been selected for an interview.

2. The Internship Liaison (MiKayla Monaghan) and Internship Coordinator

(Lauren Noble) and an identified team member will be assigned to conduct the interview depending on the location and type of internship the applicant is seeking.

3. If selected, the Internship Coordinator will coordinate internship specifics on location, type of internship, dates, and internship schedule with the intern and identified internship supervisor. If not selected, the applicant will receive an email letting them know they were not selected.
4. If the selected intern is an enrolled student that requires agency signatures related to school documentation or agency agreements, this will be completed by the Internship Liaison.
5. Once an appropriate internship placement has been identified, the Internship Coordinator will send a letter to the intern which will include information about the specific internship placement, internship supervisor, and location of the internship. The dates of the internship will be confirmed in the letter as well. The letter will also include the following expectations:
 - The intern must report for their internship where and when scheduled.
 - If the intern is unable to attend a scheduled date/time, the intern must provide advance notice to their internship supervisor following IDVR's Policy regarding Notification of Lateness and Absence. The intern must maintain an excellent attendance record to avoid termination of their internship.
 - The intern must work effectively in a team environment and interact with all workplace contacts in a professional manner.
 - The intern must comply with all IDVR administrative policies and procedures.
 - The intern must actively participate in all assignments.
 - The intern must participate in designated orientation, in-service training, team meetings, workshops, and other relevant training as assigned.
 - The intern must select from the list of options for an internship summary project to complete and deliver prior to the end of their internship.
6. The intern will be required to sign off on the letter and return it to the Internship Coordinator to indicate acceptance of the terms and conditions of the internship.
7. All of the documentation gathered during steps 1 – 5 will be sent to HR where a confidential internship file will be created and maintained for the intern.
8. On the first day, the intern will be required to:

- Complete and sign off on PII, Confidentiality and Security Awareness Training
 - Complete and sign off on Respectful Workplace Training
 - Read and sign the Confidentiality Statement for Interns.
 - Read and sign the Release of Liability Form for Interns.
 - Read IDVR's Ethics Policy and sign an acknowledgement regarding this policy.
 - Read and sign Intern Conduct Policy
9. Prior to the conclusion of the internship, the intern and their internship supervisor will schedule time to review/complete the intern's Internship Summary Project.
10. At the conclusion of the internship, the intern's direct supervisor will complete an end of internship evaluation, agency Internship Exit Interview Form, and Internship Exit Checklist.

If the internship is school based, IDVR will complete the school's internship evaluation form. If not, the intern supervisor will complete the agency's internship evaluation form which is to be maintained in the intern's file in Human Resources.

Additionally, the final Internship Summary Project will be shared with the Internship Coordinator for Strategic Leadership Team (SLT) review as appropriate. Internship Summary Project options may include:

- Live presentation to SLT/ IDVR Leadership Team on their experience at IDVR
- Completed work product (manual, summary instructions, etc. for an IDVR service)
- Video summary of their experience with IDVR
- Intern's proposal for Summary Project as approved by the Internship Coordinator.