

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS  <b>POLICY AND PROCEDURE</b>		<b>EFFECTIVE DATE:</b>	April 28, 2017	<b>Page 1 of 8</b>
			<b>SUPERSEDES:</b>	3720.1F October 23, 2013	
			<b>OPI:</b>	PROGRAMS	
			<b>REVIEW DATE:</b>	April 28, 2018	
			<b>Approving Authority</b>	Quincy L. Booth Director	
	<b>SUBJECT:</b>	UNIVERSITY STUDENT PRACTICUM PROGRAM			
	<b>NUMBER:</b>	3720.1G			
<b>Attachments:</b>	Attachments A -F				

**SUMMARY OF CHANGES:**

Section	Change
	Minor changes throughout policy.

**APPROVED:**



\_\_\_\_\_  
**Quincy L Booth, Director**

4/28/17  
**Date Signed**

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1. **PURPOSE AND SCOPE.** To foster collaborative relationships with colleges and universities by providing opportunities for future criminal justice professionals to gain practical experience in corrections.
2. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Selected college and university students will be afforded opportunities to gain practical job experience in corrections.
  - b. The D.C. Department of Corrections (DOC) will maintain a partnership with local colleges and universities through its practicum program.
  - c. Student volunteers will be assigned to duties commensurate with their abilities and will receive sufficient staff guidance, support, and supervision.
3. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01 et seq., (hereinafter, “the Act”), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
4. **AUTHORITY**
  - a. D.C. Code § 1-319.01 through § 1-319.05 Governmental Volunteers
  - b. D.C. Code § 32-1501 et Seq. Workers’ Compensation
  - c. D.C. Personnel Manual Chapter 35 Voluntary Services
  - d. DC Code § 24-211.22, Department of Corrections Employee Mandatory Drug and Alcohol Testing.
  - e. DC Code § 24-211.41, Department of Corrections Criminal Background Investigations

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- f. Mayor's Order 2008-81, Joint Delegation of Personnel Authority, Dated June 5, 2008
- g. Mayor's 2011-183, Delegation of Personnel Authority to Identify and Designate Positions Subject to, and to Conduct, Criminal Background Investigations for Employees in Subordinate Agencies, dated November 2, 2011.

## 5. DIRECTIVES AFFECTED

### a. Directives Rescinded

PP 3720.1F                      University Student Practicum Program (10/23/13)

### b. Directives Affected

- 1) PP 1310.3                      Volunteer Services Programs
- 2) PP 3040.6                      Personnel Security and Suitability Investigations
- 3) PM 3360.2                      Employee Attire
- 4) PP 3700.2                      Employee Training and Staff Development
- 3) PP 5020.1                      Entrance and Exit Procedures
- 4) SOP 6050.4B-17              Mandatory Employee Drug and Alcohol Testing (MEDAT)

## 6. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4<sup>TH</sup> Edition Standards for Adult Local Detention Facilities 4-ALDF-4D-10.

## 7. DEFINITIONS. For the purpose of this Program Statement, the following definitions apply:

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- a. **Practicum.** A temporary supervised field work experience in which an approved student from a university or college is placed within the DOC to gain training and insights of a particular office or program by focusing on operations and specific issues, problems, concerns and demands of that unit job assignment in the DOC for university or college students. The job is performed on a volunteer basis for academic credit and to gain practical experience.
- b. **Practicum Student.** A selected student volunteer from a college or university assigned to DOC to carry out duties commensurate with their abilities.
- c. **Practicum Supervisor.** A qualified DOC employee who, supervises, assigns duties, guides, instructs, monitors, and evaluates the job performance of students participating in the practicum program.

## 8. PROGRAM RESPONSIBILITY.

- a. *The Office of Volunteer Services shall:*
  - 1) Submit the signed Authorization for Release of Information Form (Attachment A) to the Office of Investigative Services (OIS) to conduct a criminal background check of each student who is accepted for the practicum program in accordance with *PP 3040.6, "Personnel Security and Suitability Investigations"*.
  - 2) Shall notify student applicants pursuant to *SOP 6050.4B-17, "Mandatory Employee Drug and Alcohol Testing (MEDAT)"* that they are subject to drug testing prior to acceptance into the DOC Student Practicum Program.
  - 3) Ensure that students are not assigned to fill authorized employee positions.
  - 4) Ensure that students are informed that those services whose are utilized in the program are not eligible for any benefits normally accruing to employees of the District of Columbia, including health insurance, retirement, life insurance, leave, or the right to organize for collective bargaining purposes.
  - 5) Ensure students are informed of eligibility for compensation for work-related injuries to the extent authorized in D.C. Code §32-1501 et. seq., Workers' Compensation.

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- 6) Require that each student submit a "Student Practicum Request", (Attachment B) and sign the agency "Student Practicum Agreement" form (Attachment C) indicating that the student has been informed of the nature and scope of his/her practicum duties and agrees to perform his/her practicum duties under the terms and conditions established by the Government of the District of Columbia and the DOC.
  - 7) Upon completion of orientation, ensure each student is issued the appropriate identification card. Identification cards are valid for one (1) year.
  - 8) Each student shall be assigned to a Supervisor of the agency utilizing the student's services, who shall be responsible for assignment of duties; supervision and control of the activities of the student; evaluation of performance; and establishment and monitoring of the hours during which student services are performed.
- b. *The Volunteer Coordinator shall:*
- 1) Ensure each student attends mandatory orientation in accordance with PP 3700.2, "Employee Training and Staff Development".
  - 2) Facilitate student placements, monitor the practicum program activities, and maintain program records, e.g., performance evaluations, resumes, practicum applications.
- c. *The Training Department shall:*
- 1) Conduct an orientation session designed to acquaint each student with the rules, regulations and operations of the D.C. Department of Corrections.
  - 2) Forward copies of Verification Sign-in sheets to the Volunteer Coordinator for the record.
9. **REQUESTS FOR AND APPROVAL OF PRACTICUM STUDENTS.** A university or college faculty member must submit a formal request for a student practicum to the Volunteer Coordinator on the official stationery of the institution. This request must clearly detail the goals of the practicum and its requirements and expected activities. To be approved for a practicum placement, each student applicant shall:

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- a. Be currently enrolled and attending a university, college or junior college;
  - b. Have a minimum grade average of "C", as evidenced by his/her university or college;
  - c. Provide a request from the Student's faculty advisor on official university or college letterhead stationary requesting the placement;
  - d. Submit two (2) letter of recommendations from persons who can attest to his/her knowledge, skills and abilities (e.g., professor, faculty advisor, former employer);
  - e. Pass a criminal background investigation and be expected to comply with security requirements and other regulations of the DOC;
  - f. Student applicants who wish to work at the Central Detention Facility (CDF) must be twenty-one (21) years of age; and
  - g. The Volunteer Coordinator shall determine a student's acceptance and enrollment into the University Student Practicum Program. The DOC reserves the right to terminate a student practicum at any time without citing a cause.
10. **STUDENT RESPONSIBILITIES.** Each student who is participating in the practicum program shall:
- a. Abide by the rules and regulations governing the operations of DOC, including all regulations pertaining to confidentiality of records and information;
  - b. Perform his/her duties professionally and courteously;
  - c. Submit an evaluation of his/her practicum to the Volunteer Coordinator;
  - d. Students shall not engage in political activities while performing assigned duties.
11. **PRACTICUM SUPERVISOR RESPONSIBILITIES.** Each Practicum Supervisor shall:
- a. Submit a request for an Intern utilizing the Request for Intern Form (Attachment D) to the Volunteer Coordinator.

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- b. Once the request is approved, the Supervisor shall ensure that each student is assigned to perform tasks and duties within their program area that commensurate with the student's education, training, and experience;
- c. Provide guidance and support to students, thereby fostering their growth and professional development; and
- d. Complete weekly or bi-weekly progress reports for all interns assigned to their area. Reports will track the effectiveness of the Intern (unless weekly is specified by the college or university). Supervisor shall document progress reports on the Internship Report Form (Attachment E) or use the form provided by the college or university.
- d. Discuss the contents of each performance evaluation with the student.
- e. At the end of the program, a Final Evaluation Report (Attachment F) shall be completed and signed by the Program Manager and submitted to the Volunteer Coordinator.

## 12. PROVISIONS

- a. Persons whose services are utilized on a voluntary basis are eligible for compensation for work-related injuries to the extent authorized by D.C. Code 32-1501 et seq., except that, in cases of organizations which supply volunteers to perform services for the District of Columbia also provide disability or workers' compensation for such volunteers, in which event the coverage provided by such organizations would be applicable.
- b. Student applicants must sign the Student Practicum Agreement form (Attachment C) in accordance with D.C. Code § 1-319.01, Governmental Volunteers.

## 13. FACILITY ACCESS. Students who are eligible for work assignments at CDF and the Correctional Treatment Facility (CTF) are subject to rules set forth in *PP 5020.1, "Entrance and Exit Procedures."*

- a. Students shall enter the facility through the visitor's entrance and upon entering the building, display his/her appropriate DOC Identification Card to the Staff Entrance officer. Students shall wear the identification card at all times while in DOC facilities.
- b. The Staff Entrance officer shall check the student's ID card.

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- c. Staff Entrance officer shall contact the assigned Supervisor or approved DOC employee to escort the student to his or her assigned duty post.
- d. All students shall comply with the department dress code as identified in PM 3360.2, "*Employee Attire*".

#### Attachments

Attachment A - Release of Information Authorization Form  
Attachment B - Student Practicum Request  
Attachment C - Student Practicum Agreement  
Attachment D - Request for Intern Form  
Attachment E - Internship Report  
Attachment F - Final Internship Evaluation Report

**DOC/PP3720.1G/4/28/2017**



**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_, do hereby authorize a review by, and a full and complete disclosure to \_\_\_\_\_ a duly authorized agent of the D.C. Department of Corrections of the following records, or any part thereof, concerning myself, whether the said records are public or private, and including those which may be deemed to be of a privileged or confidential nature: the records of educational institutions, former employers, and law enforcement agencies, including but not limited to: employment and pre-employment records, background investigation reports, efficiency and performance ratings, convictions for violations of the law, and criminal and/or traffic records.

I understand that, pursuant to Mayor's Orders 2008-81 dated June 5, 2008 and 2011-183 dated November 2, 2011, the Department of Corrections has the authority to establish my suitability for employment by conducting pre-employment checks and background checks and investigations in accordance with D.C. Code § 1-604.01 et seq. and Chapter 4 of the District of Columbia Personnel Regulations. I further understand that the Department of Corrections will ensure that any and all information gathered in order to determine my suitability for employment will be kept confidential.

I understand that information and documents related to the background check, suitability investigation or any other inquiry shall be kept in strict confidence and shall not be disclosed to me nor shall any information be discussed with me in a manner that would reveal or permit me to deduce the source of any information.

I fully consent to any fitness for duty testing, including urine testing for controlled substances, to determine my suitability to be employed by the D.C. Department of Corrections prior to beginning employment and throughout the course of my employment with the D.C. Department of Corrections.

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: M / F

Race: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Complete Name (Print): \_\_\_\_\_

Previous/Other Names Used: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Stamp:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## STUDENT PRACTICUM REQUEST

\_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL

\_\_\_\_\_  
DOB ETHNICITY ☐ Male ☐ Female GENDER SSN

ADDRESS: \_\_\_\_\_

CITY STATE ZIP CODE

PHONE NUMBERS Home Work Alternate

EMAIL ADDRESS License/Certification

OCCUPATION

TYPE OF INTERNSHIP REQUESTED: \_\_\_\_\_

SKILLS, TRAINING, EDUCATION, HOBBY \_\_\_\_\_

COLLEGE/UNIVERSITY \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Why are you interested in an internship with the D.C. Department of Corrections? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What specific experience would you like to gain through this Internship Program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your long-term goals? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### LIST COMMUNITY, SOCIAL OR PROFESSIONAL ORGANIZATION MEMBERSHIPS

\_\_\_\_\_

Will you accept another assignment if the one preferred is not available Yes ☐ No

Days of the Week Available Times Available

HISTORY OF ANY CRIMINAL CONVICTIONS

Dates Jurisdiction

Dates Jurisdiction

IDENTIFICATION CARD INFORMATION (I.D.)

Ft Inches

Height Weight Color of Eyes Color of Hair

Student Faculty's Name Phone #

REFERENCES: All student volunteer applicants must submit two (2) letters of recommendation with this request

Falsified information on this application is automatic grounds for termination of services.  
The DC DOC reserves the right to terminate a student practicum at any time without citing a cause.



**D.C. DEPARTMENT OF CORRECTIONS  
UNIVERSITY STUDENT PRACTICUM PROGRAM SERVICES FORM**

Pursuant to the D.C. Code §§ 1-319.01-1-319.05, Government Volunteers, and the Volunteer Services Act of 1977, DCMR Title 9, Chapter 35 Voluntary Services, and the D.C. Department of Corrections Program Statement entitled “University Student Practicum Program,” I acknowledge the following:

- (a) That I have been informed of the nature and scope of the voluntary student practicum services to be performed;
- (b) That I have read and understand the provisions of D.C. Law 2-12, (D.C. Code, §§ 1-319.01-1-319.05), and the Volunteer Services Act of 1977, DCMR Title 6, Chapter 35, (attached) as well as the applicable agency guidelines for the use of volunteers set forth in Program Statement 1310.3 entitled Volunteer Services Program, PS 3720.1, University Student Practicum Program ; and
- (c) That I agree to perform voluntary services under the terms and conditions set forth in this D.C. Law 2-12, (D.C. Code, §§ 1-319.01-1-319.05), and the Volunteer Services Act of 1977, Title 6, Chapter 35 as well as the applicable agency guidelines for the use of volunteers set forth in Program Statement 1310.3 entitled Volunteer Services Program;

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

**D.C. Code Provisions §§ 1-319.01-1-319.05 “Government Volunteers”  
The Volunteer Services Act of 1977, Title 6, Chapter 40, B4000, et seq.,**

**D.C. Code Provisions §§ 1-319.01-1-319.05 “Government Volunteers” state as follows:**

**§ 1-319.01. Utilization by District government encouraged; exception**

[Formerly § 1-304]

It shall be the policy of the District of Columbia government to utilize volunteer citizens in as many governmental programs as is practicable to serve the interests of the community. No volunteer person shall be used to fill any position or perform any service which is currently being performed by an employee of the District of Columbia government.

**§ 1-319.02. Promulgation of regulations** [Formerly § 1-305]

The Mayor is directed to promulgate regulations governing the use of volunteers by agencies, departments, commissions, and instrumentalities of the District of Columbia: Provided, that the District of Columbia Board of Education and the Council of the District of Columbia may promulgate regulations governing their respective use of volunteers

**§ 1-319.03. Conflicts of interest; ineligibility for employee benefits; liability of District for torts of volunteers** [Formerly § 1-306]

(a) Volunteer citizens may not assist governmental programs until regulations have been properly promulgated under the authority of §§ 1-319.01 to 1-319.05. No volunteer may be placed in any position likely to constitute a conflict of interest or the appearance of a conflict of interest in violation of the provisions of Chapter 29 of Title 18, United States Code, or part F of subchapter I of Chapter 11 of this title.

(b) Persons engaged as volunteers by the District of Columbia government as authorized by this section shall not be eligible for benefits provided to employees of the District of Columbia government under Chapters 81, 83, 85, 87, and 89 of Title 5, United States Code.

(c) All volunteers shall be considered employees of the District of Columbia government for the purposes of §§ 2-411 to 2-416.

(d) The District of Columbia shall be liable to third parties for tortious injury caused by volunteers under its supervision and control.

**§ 1-319.04. Inapplicability to offices of United States Marshal or United States Attorney for the District of Columbia** [Formerly § 1-307]

No provision of §§ 1-319.01 to 1-319.05 shall be deemed to apply to volunteers in the

Offices of the United States Marshal or the United States Attorney for the District of Columbia.

**§ 1-319.05. Definitions** [Formerly § 1-308]

For the purposes of this subchapter:

(1) The term "employee" means a person who is paid by the District of Columbia government from grant or appropriated funds for his or her services.

(2) The term "volunteer" means a person who donates his or her services to a specific program or department of the District of Columbia government, by his or her free choice and without payment for the services rendered. The reimbursement of the actual expenditures by a volunteer on behalf of the District of Columbia government shall not make that person an employee of the District of Columbia for the purposes of this section.

(3) The term "agencies, departments, commissions, and instrumentalities of the District of Columbia" means all governmental instrumentalities and bodies of the District of Columbia government, except the Superior Court of the District of Columbia and the District of Columbia Court of Appeals.

**The Volunteer Services Act of 1977, Title 6, Chapter 35, states as follows:**

**4000. UTILIZATION OF VOLUNTARY SERVICES.**

4000.1 For the purposes of this section, the following terms have the meaning ascribed:

Agency -- Any governmental instrumentality or body of the District Government, except the Superior Court of the District of Columbia and the District of Columbia Court of Appeals.

Employee -- A person who is paid by the District Government from grant or appropriated funds for his or her services.

Volunteer -- A person who donates his or her services to a specific program or department of the District Government, by his or her free choice and without payment for the services rendered, except that reimbursement for actual expenditures by a volunteer on behalf of the District Government shall not make that person an employee for the purposes of this section.

4000.2 Agencies of the District of Columbia are authorized to accept and utilize the

services of persons on a voluntary basis in accordance with the provisions of D.C. Law 2-12 (D.C. Code, §§ 1-304-308, 1981 ed.) and the provisions of this section.

4000.3 Volunteers may be utilized to perform services for any purpose which is in the interests of the government, except where specifically provided otherwise by this section, any rule or regulation, or the laws of the District of Columbia.

4000.4 No volunteer shall fill an authorized position or be utilized to perform any function or service which is currently being performed by an employee of the District of Columbia, provided that volunteers may be utilized to perform the following:

- (a) Any service or function which augments or supplements an existing function, service, or program which is staffed by employees of the District of Columbia;
- (b) Any service or function which creates a community service capability which would not be available under existing programs or within the level of available resources;
- (c) The duties assigned to a regular employee during the temporary absence of the regular employee, provided the volunteer is qualified to perform the assigned duties; or
- (d) The duties assigned to a regular employee on a temporary basis during periods of heavy workload or to assist in relieving an existing backlog of work.

4000.5 Volunteers may be used only to enhance District functions by contributing a service which would not otherwise be available. Therefore, normal recruitment, employment, and internal placement activities will not be affected by the use of volunteers.

4000.5 In no case shall the utilization of voluntary services or the availability of voluntary services be used as the basis for a reduction in force. The availability of voluntary services may be considered as a factor in determining the allocation of limited resources.

4000.6 The standards of conduct prescribed for employees of the District of Columbia shall be applicable to all volunteers.

4000.7 The services of a person on a voluntary basis shall not be accepted or utilized where such services or the use of such services would constitute a conflict of interest or could reasonably give rise to the appearance of a conflict of interest, as set forth in § 4 of D.C. Law 2-12 (D.C. Code, § 1-306, 1981 ed.).

4000.8 Except as provided in subsection 4000.9 below, persons whose services are utilized on a voluntary basis shall not be eligible for any benefits normally accruing to employees of the District of Columbia, including health insurance, retirement, life insurance, leave, or the right to organize for collective bargaining purposes, unless such

benefits are specifically provided by the laws of the District of Columbia.

4000.9 Persons whose services are utilized on a voluntary basis are eligible for compensation for work-related injuries to the extent authorized by Section 2301(a)(2) of

D.C. Law 2-139, except that, in cases of organizations which supply volunteers to perform services for the District of Columbia also provide disability or workers' compensation for such volunteers, in which event the coverage provided by such organizations would be applicable.

4000.10 Persons whose services are utilized on a voluntary basis shall be considered employees of the District of Columbia for the purposes of liability for tortious injuries caused by the volunteer while acting within the scope of duty under the supervision and control of the District of Columbia.

4000.11 All rules and procedures with respect to the confidentiality of personnel records and release of personnel information which are in effect for employees of the District of Columbia shall be applicable to persons whose services are utilized on a voluntary basis.

4000.12 The acceptance and utilization of the services of any person on a voluntary basis shall be at the discretion of each agency, and the utilization of such services may be discontinued by the agency at any time for any reason.

4000.13 The decision by an agency official to discontinue the utilization of the voluntary services of any person shall not be considered an adverse action and shall not give rise to any right or process of appeal.

4000.14 Each volunteer shall be assigned to an employee of the agency utilizing the volunteer's services, who shall be responsible for assignment of duties; supervision and control of the activities of the volunteer; evaluation of performance; and establishment and monitoring of the hours during which voluntary services are performed, if appropriate.

4000.15 Volunteers shall not engage in political activities during the time voluntary services are being performed.

4000.16 Persons who offer services on a voluntary basis shall only be utilized to perform services for which they are qualified based on training, education, experience, and maturity.

4000.17 Volunteers must be mentally and physically capable of performing the duties assigned without unreasonable danger of harm or injury to the volunteer or any other person.

4000.18 Although physical examinations shall not ordinarily be required, the agency head or designated supervisor may require a physical examination where voluntary

services involve the handling of food or participating in activities which may be strenuous or potentially hazardous.

4000.19 Any volunteer whose services are utilized to perform duties which would ordinarily require that the person be licensed in a trade or craft under the laws of the District of Columbia shall be required to have or obtain the required license(s) prior to the performance of voluntary services.

4000.20 No offer of voluntary services by any person shall be unlawfully rejected on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, physical handicap, source of income, place of residence or business, or any other basis of unlawful discrimination under the laws of the District of Columbia.

4000.21 The Director of Personnel shall establish guidelines for the acceptance and utilization of voluntary services in the agency, including guidelines for the deployment and supervision of volunteers pursuant to the provisions of this section. Agency heads may supplement such guidelines when appropriate.

4000.22 The residency requirements contained in chapter 3 of these regulations shall not apply to volunteers under this section.

4000.23 No agency head, supervisor, or other employee of the District of Columbia shall be authorized to limit, waive, amend, or otherwise modify the restrictions and requirements on the use of voluntary services set forth in this section without the approval of the Director of Personnel.

4000.24 Each volunteer shall be informed of the requirements and restrictions set forth in this section and in the guidelines established by the agency head.

4000.25 Prior to engaging in the performance of voluntary services for the District of Columbia, each volunteer shall be required to sign a statement which acknowledges the following:

- (a) That the volunteer has been informed of the nature and scope of the voluntary services to be performed;
- (b) That the volunteer has been informed of and understands all of the provisions of this section, of D.C. Law 2-12, and of the applicable agency guidelines for the use of volunteers; and
- (c) That the volunteer agrees to perform voluntary services under the terms and conditions set forth in this section, in D.C. Law 2-12, and in the applicable agency guidelines for the use of volunteers.

4000.26 The Director of Personnel shall issue such procedures as he or she deems appropriate to implement the provisions of this section.



## REQUEST FOR INTERN FORM

**Instructions:** This form should be submitted to the Office of Volunteer Services no later than four (4) weeks prior to obtaining an Intern for your department. Approval must be received before an Intern is permitted.

Date: _____ Name: _____ Department: _____	
Supervisor: _____ Phone: _____	
Email Address: _____	
Briefly explain why you are requesting an Intern for your department.	
What are your expected goals of the program?	
What tasks/projects do you expect to ask of your Intern?	
Time needed from Intern per week:	Expected benefits for the Intern:
Preferred background and experience from the Intern:	

***By signing this document, you acknowledge that you have read and understand the information contained herein***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Department

\_\_\_\_\_  
Title of Position

\_\_\_\_\_  
Date



## BI-WEEKLY INTERNSHIP REPORT

**Instructions:** When completing this form be as brief, yet specific, as possible. Use additional pages, if necessary. Completed forms are due at the end of every other week throughout the internship period and should be sent to the Office of Volunteer Services.

Name:	Date:
Session: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Other: _____	Department: _____ Number of Credits: _____
On-the-job Supervisor:	Name of University/College:
Week of: _____	Hours worked this week: _____

1. Summarize what he/she did this week:
2. What specific objectives did he/she work on?
3. Discuss the Intern's major successes.
4. What problems (if any) did you encounter?
5. Discuss any goals / objectives / tasks you would like the Intern to mainly focus on for next week.



## Final Internship Evaluation Report

### INSTRUCTIONS

The information provided in this evaluation will be kept confidential, unless you specify otherwise. The purpose of this evaluation is to determine the effectiveness of the internship program and the relationship between department/supervisor and intern. Please be specific and objective.

**PLEASE SUBMIT THIS EVALUATION FORM IMMEDIATELY FOLLOWING THE END OF EACH INTERN'S AGREED UPON TIME WITH DOC.**

Intern's Name: \_\_\_\_\_ Internship Position: \_\_\_\_\_  
DOC Department: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Supervisor's Email Address: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

### Rating System:

1. Strongly Disagree    2. Disagree Somewhat    3. Neutral Feeling  
4. Agree Somewhat    5. Strong Agree

JOB EXPERIENCE	RATING	COMMENTS
<b>WORKLOAD</b> Did the Intern meet your expectations and achievable goals that were set in the beginning of the program?		
<b>QUALITY SUPERVISION</b> Did you provide the Intern with meaningful direction, answer questions, and professional training? Please provide examples.		
<b>ACHIEVEMENTS/HIGHLIGHTS</b> What achievements and highlights occurred during the Internship Program? If none, please briefly explain why.		
<b>IMPROVEMENTS</b> Is there anything you would like to see added or removed to make the program more successful?		



**Additional Comments:**

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Would you like to hire this Intern at some point in the future? Yes\_\_\_\_\_ No\_\_\_\_\_

Would you like to request another Intern in the future? Yes\_\_\_\_\_ No\_\_\_\_\_  
If yes, please state, when and why?

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May we share this evaluation with the Intern? Yes\_\_\_\_\_ No\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE, SIGN AND SUBMIT TO THE  
OFFICE OF VOLUNTEER SERVICES**