



Schenectady County
Partnerships to Build Success for Tomorrow's Workforce
Academic Internship Program

INTERNSHIP PARTNERSHIP AGREEMENT

PROGRAM MISSION

Schenectady County encourages departments to utilize County high school, community college, and university students in learning based intern positions. The opportunity to enhance the learning experience for our interns through public service is mutually beneficial for the interns and the County. The purpose for this policy is to outline responsibilities and to ensure such interns have a productive experience interning for Schenectady County.

DEFINITIONS

INTERN – A student currently enrolled in an accredited college during the time period in which they are with Schenectady County.

FIELD PLACEMENT – Term used by academic institutions to describe an Internship Program in a “practitioner” agency.

FIELD INSTRUCTOR - A term used to designate the County staff member who has direct training and supervision responsibility for the intern.

ACADEMIC INTERN CRITERIA: The intern candidate must be enrolled as a student as determined by their academic institution. The intern candidate must provide proof of enrollment in school. For summer internships, the intern candidate must provide proof of continuing enrollment in the upcoming fall term. Candidates must have a solid academic standing, must possess background knowledge of the internship area, and should exhibit qualities that would indicate personal responsibility and dependability. Candidates will be screened by the Department Head or their designee and criminal records will be considered during the interview process, although existence of such a record will not be an automatic bar to the internship.

FIELD INSTRUCTOR: The department will designate a Field Instructor/Supervisor to train and oversee the volunteer intern. The Field Instructors are responsible to:

- Introduce and orient the student to the Departments’ procedures such as office hours, scheduled meetings and conferences, travel requirements, confidentiality, etc. The Field Instructor shall introduce the student to the staff of the units.
- Coordinate a schedule with the intern for the semester, make certain the schedule is adhered to and maintain a written record on the intern’s hours and provide regularly scheduled meetings with the intern to enhance the student’s learning experience and performance.
- Provide an organized schedule of activity throughout the semester.
- Allow the intern to become involved in certain aspects of the job

- Link the intern with other staff members and departments to give the intern exposure to other aspects of County government.
- Respond to intern inquiries and provide ongoing guidance and direction.

SCREENING AND MINIMUM QUALIFICATIONS

Candidates must have a solid academic standing, must possess background knowledge of the internship area, and should exhibit qualities that would indicate personal responsibility and dependability. Candidates will be screened by the Director or designee and criminal records will be considered during the screening process, although the existence of such a record will not be an automatic bar to internship.

FIELD INSTRUCTORS RESPONSIBILITIES

The department will designate a Field Instructor/Supervisor to train and oversee the volunteer intern. The Field Instructors is responsible for:

- introducing a d orienting the student to the Departments' procedures such as office hours, scheduled meetings and conferences, travel requirements, confidentiality, etc. The Field Instructor shall introduce the student to the staff of the units.
- Coordinating a schedule with the intern for the semester, make certain the schedule is adhered to and maintain a written record on the intern's hours and provide regularly scheduled meetings with the intern to enhance the student's learning experience and performance.
- Provide an organized schedule of activity throughout the semester.
- Allow the intern to become involved in certain aspects of the job
- Linking the intern with other staff members and departments to give the intern exposure to other aspects of County government.

INTERN RESPONSIBILITIES:

The intern's responsibility is to:

- Adhere to the schedule developed with his/her assigned Field Instructor.
- Maintain the confidentiality of all case records and case work, and shall refer only in general terms to cases when reporting to their faculty advisors or discussing their internship with others.
- Abide by all rules, guidelines and procedures as promulgated by the County of Schenectady. The intern shall strictly follow the directions and instructions of the assigned Field Instructor.
- The intern shall conduct himself/herself professionally at all times and shall be constantly cognizant of the fact that they, at times, represent this Department and the County.
- The intern shall advise their Field Instructor or the Director or designee of any problems being experienced in relation to the internship.
- The Intern shall immediately inform Field Instructor of any known preexisting relationship with any staff or clients.
- The Intern shall refrain from engaging in any relationship or behavior that is disruptive to the departments functioning.

RESTRICTIONS:

- Interns shall not drive a county vehicle or a personal vehicle to accomplish a county project.

- The transportation of interns by County vehicle must be authorized by the Department Head as necessary in the conduct of County business and necessary for the intern’s training experience.
- The Interns may not represent Schenectady County at any time or under any circumstances unless in the direct company of the Field Instructor or their designee.
- Interns may not review department records, case files unless expressly authorized to do so by the Field Instructor.

TERMINATION OF INTERN

If an intern fails to abide by the responsibilities and duties as outlined above, or if the Director or designee deems the continued presence of an intern within the County Internship Program inappropriate, that intern may be terminated immediately and the academic institution so advised. The academic institution may take whatever action they deem necessary.

Interns Acknowledgment

I, _____, have read and agree to the above terms of my internship. I fully understand the responsibilities of my internship and will maintain the confidentiality of my work during and after the completion of my internship. I understand that the Director or designee may revoke my internship status if I fail to abide by the responsibilities and duties as outlined above, or if the Director or designee deems the continued presence of an intern (myself) within the Probation Department’s Internship Program inappropriate, that I may be terminated immediately and the academic institution so advised. The academic institution may take whatever action they deem necessary.

Intern Print Name

Date

Intern Signature

Department Head (or designee) Signature

Date