

PROCEDURE

Series: HR Practices

COA:
CFOP:

Procedure Name: [08] Intern Policy
Procedure Number: HR 2812
Reviewed Date: 10/28/2025
Revision #/Date: [08] N/A
Effective Date: 01/27/25

Applicable to: All external interns

PURPOSE:

OVERVIEW

To facilitate the transition from academic study to a professional career, Family Partnerships of Central Florida (FPOCF) has partnered with a variety of colleges and universities (see Attachment A – List of Preferred Schools) to establish an internship program for students in the community. This internship program is an opportunity for students to transfer and apply the knowledge and theory gained in the classroom to an actual agency setting. In this capacity, the student can practice skills, apply knowledge, and test theories and concepts under the guidance and supervision of experienced professionals, apply learned theory to practical situations, and gain an appreciation of the role, duties, and responsibilities of the work that the student has chosen as a career.

Internships are available in a variety of areas and for a variety of degrees. Internships for students that do not reside within close proximity of the FPOCF service area will not be considered. Many internship roles require in-person contacts and regular travel within our service area. Virtual internships will not be considered, and the intern should reside in the same county that they work and receive supervision. For the latest information about interns currently being considered for placement, please refer to the Family Partnerships of Central Florida website.

ACKNOWLEDGEMENTS

Internship and practicum positions are primarily for the benefit of the student-intern. FPOCF derives no immediate advantage from the activities of the interns.

Interns are expected to work alongside and under the close supervision of FPOCF employees.

External interns are not considered employees, and interns are not entitled to wages for the time spent performing their intern work.

Interns are not entitled to a job offer at the completion of their internship period.

Interns are not entitled to participate in any fringe benefits, plans, arrangements, or programs for the benefit of FPOCF employees. However, all interns are expected to comply with FPOCF policies and procedures.

INTERNAL INTERNS

Requests by FPOCF employees for internship placement will be given priority. Internal internships are not available until the individual has been employed by FPOCF for at least six months and approval from their direct supervisor has been received by HR. All internal internship hours are to be in addition to regular work hours and are to be supervised by someone other than the employee's direct supervisor and performed in a unit other than the employee's regular unit.

Internal interns must adhere to their program's specific internship requirements.

APPLICATION PROCESS

1. Any student interested in applying for an internship should submit the application available on the FPOCF website.
2. Human Resources (HR) will review the application and if the candidate meets criteria and there is capacity within the identified department, the application will be forwarded to the internship lead for the department.
3. The department's internship lead will arrange an interview and decide whether to move forward or not.
4. If they choose to move forward, the department's internship lead will email HR and attach the intern resume and the User Access Form (UAF) which is needed for IT items such as a laptop and building access.
5. FPOCF HR Department will perform background screenings and other required checks. HR will forward the IT paperwork (UAF) and note that the offer is contingent upon background screening results.
6. An offer of an internship can be made by the department's internship lead once HR notifies them that the intern is cleared.
7. HR will let the department's intern lead and IT know the results of the screening. The department's intern lead will make contact to share information on who will be supervising them and a general description of the onboarding expectations and start date.
8. All interns regardless of area of study/assignment must complete an onboarding training that addresses confidentiality, conflict of interest and an overview of the mission, vision and values of FPOCF by the department's identified intern supervisor.
9. On the 1st day of internship, the internship supervisor will:
 - a. Take a picture of the intern to email it to HR for their badge,
 - b. Ensure the Affidavit of Good Moral Character is signed and notarized,
 - c. HIPAA and Security Awareness trainings are completed,
 - d. and an appointment with IT is set to obtain their laptop and key fob.

INTERNS IN CASE MANAGEMENT

Interns may be utilized to assist Child Protection staff in the performance of their job duties; however, every intern must be always accompanied by and under the direct and constant supervision of a Certified Child Protection Professional.

Interns attending the pre-service training will remain in trainee status for the duration of the pre-service training. As a trainee, under no circumstances shall an intern carry a caseload, be assigned responsibility for any cases, conduct any unaccompanied or unsupervised home visits or contacts with children or families, perform any unsupervised home studies or interviews of children or adults, be ultimately responsible for any assessment of risk, or otherwise have primary responsibility for any case.

Following successful completion of pre-service training, if the trainee has not yet obtained their degree, they may be hired in the role of FSW until their degree is awarded. The intern shall not carry a caseload, be assigned responsibility for any cases, conduct any unaccompanied or unsupervised home visits, perform any unsupervised home studies or interviews of children or adults, be ultimately responsible for any assessment of risk, or otherwise have primary responsibility for any child, family or case until they are officially hired in the role of Case Manager.

There is no guarantee of being offered a position upon completion of an internship, even those that involve completion of pre-service training.

At no such time shall an intern transport any client of FPOCF in an agency or personal vehicle.

EXPECTATIONS

FPOCF is appreciative of each intern's interest in interning and gaining an understanding of the families and children we serve. To provide a rewarding and safe experience, FPOCF will:

- Provide you with adequate training, information, and assistance so you can be successful in your internship.
- Respect your skills, opinions, and individual needs.
- Be open-minded and receptive to your comments and suggestions.
- Treat you as a valued team member.
- Maintain an inclusive and welcoming culture.
- Provide timely completion of the requested paperwork.
- Provide regular supervision as needed to meet your program's requirements.

In return, FPOCF expects interns to:

- Honor your commitment to our program.
- Be prompt and reliable.
- Practice open and honest communication.

- Keep all information regarding our children and families confidential.
- Adhere to our policies and procedures.
- Maintain a respectful relationship with clients, staff members, and fellow interns.

INTERN REQUIREMENTS

All interns must be at least 18 years old and pass a Level 2 FBI background screening (including checks of local, state, and federal law enforcement database, and the National Sex Offender Registry), fingerprinting, and drug screening.

After successfully passing all background screenings, interns will attend an orientation and fill out all onboarding forms with the department's internship lead or designee.

TIME REPORTING AND TRACKING

Interns must communicate the need for documentation completion to their internship lead not less than three days prior to the paperwork being due to the intern's school program. This includes the time/hours log, the learning contract, mid-term and final evaluations, and supervision logs. Requests will be processed by the intern's department lead within three business days.

DRESS CODE

Tops must be full length, long or short sleeved shirts. Pants, capris, and skirts are appropriate bottoms. Shoes must be close toed. All clothing items must be free of rips, tears, and holes. Apparel and grooming should reflect cleanliness, modesty, professionalism, and safety. Please remember that you are an example of the core values of FPOCF and need to represent our agency well within our community.

DRUG FREE WORKPLACE

It is the policy of FPOCF to maintain a drug and alcohol-free workplace. For the purposes of this policy, "workplace" is defined as the organization's properties, locations where FPOCF-sponsored and/or client-sponsored activities are held, and any other site for performance of work on behalf of the organization.

Any interns found to be in possession, or under the influence of unauthorized controlled substances or alcohol, will be automatically dismissed from service.

END OF INTERNSHIP PROCEDURE

The supervisor will schedule an exit interview with the President and Chief Executive Officer (CEO) or another designated representative on or before the internship has formally ended.

The supervisor will notify IT and HR that the internship is ending on a specific date.

On the final workday, the intern supervisor will ensure that the intern returns their laptop and any other equipment to the IT Department. Identification cards and key cards to access the workplace should be collected by the intern supervisor and provided to Human Resources.

Attachment A: List of Preferred Schools*

Eastern Florida State College
Florida State University
Seminole State College
University of Central Florida
University of Florida
University of South Florida
Valencia College

*Other colleges may be considered on a case-by-case basis

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 11/7/2025