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# **Intern General Information Handbook**

**DSS**  
*Serving Children and Families*

*The Department of Social Services (DSS) is the primary social service agency for South Carolina. Through the generosity, compassion, talents and dedication of our staff, interns and volunteers, DSS strives to provide timely, effective and cost efficient services through seven primary program areas: Child Welfare, Adult Protection, Family Assistance, Child Care, Family Nutrition, and Child Support Enforcement.*

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## **Disclaimer**

The information and guidelines in this handbook are intended exclusively for use as a reference document for interns of South Carolina Department of Social Services.

South Carolina Department of Social Services  
Human Resource Management Division  
Internship Program  
P.O. Box 1520  
Columbia, SC 29202

Phone: 803-898-7315  
E-Mail: [dssinternship@dss.sc.gov](mailto:dssinternship@dss.sc.gov)

**Last Updated January 25, 2008**

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## **Our Purpose**

The South Carolina Department of Social Services provides a work atmosphere that encourages active participation on the part of students in helping this organization fulfill its overall goal; to ensure the safety and health of children and adults. The goal for each student is to conclude the work experience as a better, more productive participant in the workplace. We are committed to providing interesting and challenging work opportunities as well as a pleasant, helpful work environment.

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## **The DSS Mission Statement**

The mission of the South Carolina Department of Social Services is to ensure the safety and health of children and adults who cannot protect themselves, and to assist those in need of food assistance and temporary financial assistance while transitioning into employment.

## **The Intern Defined**

An intern is one who works in a temporary position with an emphasis on education rather than merely employment, making it similar in some respects to an apprenticeship. Interns are usually college or university students or other young adults. An intern voluntarily provides services to/for the agency without monetary or material compensation, except for reimbursement of actual costs incurred in carrying out assigned intern duties. These actual costs may include transportation, meals, lodging and incidental out-of-pocket expenses.

Student internships provide valuable opportunities for students to gain experience in their field of study, determine if they really have an interest in a particular career path, create a network of contacts, and often gain high school or college credit.

## **Internship Liaison**

The Internship Liaison serves as a point of contact for the Division of Professional Development and Leadership. Each county/ office should have a representative that would be responsible for:

- Collecting internship packets from internship supervisors
- Maintaining copies of all internship information
- Submitting necessary paperwork to Internship Coordinator
- Facilitating or coordinating prescribed training (see page 20)
- Serving as a mentor for the intern

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## **Expectations of Interns**

The Department of Social Services expects interns to support the mission of the agency through the following statements.

- All information concerning clients, interns and interns must be treated as completely confidential.
- Clients and staff members depend on your help. If you cannot complete assigned duties, please contact your staff supervisor as soon as possible.
- Attendance of job/program specific training is required for all interns. Staff supervisors will instruct individual interns of training dates and registration information.
- You must attend any additional meetings required by your program in order to provide quality service to our clients.
- Each client is respected by providing services in a non-judgmental manner, without regard to gender, race religion, physical capabilities, sexual orientation, educational level, political opinion or income.

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# **Intern Bill of Rights and Responsibilities**

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*DSS interns have the right ...*

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- to a suitable assignment, with consideration for personal preference, temperament, life experience, and education;
- to training on the job, which is both carefully planned and effectively presented;
- to know as much about the agency as possible, including policies, staff members, etc...;
- to continued education as a volunteer, including information about new development, and training for greater responsibilities;
- to sound guidance and direction by someone who is experienced, well-informed, patient, and thoughtful;
- to a space to work, which is orderly conducive to work, and appropriate for the job to be done; and
- to be heard, to make suggestions, and to be given respect for an honest opinion.

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*DSS Intern Responsibilities*

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- Obey agency rules, policies and regulations. Do not criticize what you do not understand, because there may be a good reason for it.
- Speak up and offer suggestions.
- Ask about the things you do not understand.
- Be willing to learn. Training, both formal and on-the-job, is essential to any job well done.
- Welcome supervision. You will be a more effective intern by following the instructions and meeting the expectation of your staff supervisors.

- Be dependable. Do what you have agreed to do, and do not make promises you cannot keep.
- Be a team player.

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## **Intern Policies and Procedures**

While an intern of the South Carolina Department of Social Services, all individuals are expected to abide by the following policies and procedures. Please read and review all sections of this document carefully. Failure to comply with these policies and procedure will result in immediate dismissal. By signing the Intern Agreement Form, individuals state their willingness to follow the policies and procedures detailed in this handbook.

Should an issue arise regarding any specific policy or procedure, contact your immediate supervisor or the Division of Professional Development and Leadership - Intern Coordinator at (803) 898-2165.

Thank you for completing your internship with the South Carolina  
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## **EQUAL OPPORTUNITY**

The agency's policy is to provide equal employment opportunity to all prospective and current interns in compliance with applicable local, state, and federal laws by selecting, placing, training and promoting the most suitable individuals based upon relevant factors such as work quality, attitude, and experience and without regard to non-work-related factors such as race, color, religion/creed, gender, national origin, age, disability, citizenship, or veteran status. This equal opportunity policy applies to all Department of Social Services activities, including but not limited to, recruiting, hiring, training, transfers, promotions, and benefits.

## **Anti-Harassment Policy**

The agency's policy is that all interns should be able to work in an environment free of harassment and free of discrimination. The agency's goal is to provide a workplace free from tensions involving matters which do not relate to the business of the agency. In particular, certain conduct does not belong in the agency's workplace. Conduct which involves ethnic, racial, sexual or religious remarks, animosity, unwelcome sexual advances or other such conduct does not belong in the workplace or in any other place while engaged in work-related business.

Harassment of interns, employees, applicants, clients or visitors by other interns or employees is prohibited. Harassment may include, but is not limited to, verbal harassment (epithets, derogatory statements, slurs), physical harassment (assault, physical interference with normal work), visual harassment (posters, cartoons, drawings), and innuendo.

The Department of Social Services will do its best to keep itself free of any conduct, which creates an intimidating, hostile, or offensive work environment for its interns. The agency does not tolerate harassment or retaliation against interns who have, in good faith, report harassment.

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## **CONFIDENTIALITY**

Interns must exercise extreme caution in handling information that is confidential. This requirement applies regardless of whether the information is in written, oral, electronic, or other form.

State and federal statutes and regulations make certain information confidential. The exact restrictions will vary from one program to another. The statutes and regulations have been implemented through agency policy and procedures. See, for example, food stamp, Family Independence, and human services manual materials. It is the responsibility of all interns who access or use client information to understand and adhere to confidentiality requirements that apply to the records they create, use or have access to.

Protected health information is a category of confidential client information controlled by federal law, the Health Insurance Portability and Accountability Act (HIPAA). The DSS HIPAA manual contains agency policy and procedure and references to federal requirements related to HIPAA.

To ensure that confidential information is protected from unauthorized access, use, modification, disclosure, release, or destruction, interns must:

- (1) Access, use, or modify such information only if authorized because it is necessary for performing official job duties;
- (2) Never share passwords with anyone or store passwords in a location accessible to unauthorized persons;
- (3) Never access or use confidential information out of curiosity, or for personal interest or advantage;
- (4) Never show, discuss, disclose, or release such information to or with anyone who does not have the legal authority or the "need to know" based on their job duties, legal authority or official role;
- (5) Store such information in a place that is physically secure from access by unauthorized persons;
- (6) Never remove such information from the work area without authorization;
- (7) Dispose of such information when appropriate by using an approved method of destruction, including shredding or witnessed destruction. Never dispose of such information in trashcans; and

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- (8) Use, modify, disclose, release, and destroy confidential information only as permitted by state and federal statutes and regulations and by DSS policies and procedures.

Unauthorized access, use, modification, disclosure, release, or destruction of confidential information is strictly prohibited by DSS policy and, in certain programs, by state and federal laws. The penalties could include dismissal from the internship program and/or criminal or civil action. When DSS policy or procedure, state law or federal law provides more protection for information than does a code of professional conduct or ethics, the law or DSS policy and procedure prevails. A determination that information is confidential is solely within the discretion of DSS.

## **Public Relations**

Agency interns represent the State of South Carolina and the Agency to the people of South Carolina both on and off the job. Each contact made is an opportunity to create good will. Politeness and consideration are expected at all times in relations with fellow interns and the public. A pleasant, helpful manner is essential in creating a favorable public image.

## **Dress Code**

Agency interns, regardless of position, are expected to present a neat, well-groomed, and businesslike appearance. Management may take into consideration the intern's contact with the public to determine the appropriateness of an intern's appearance and apparel.

## **Identification Cards**

Department of Social Services' interns are issued and use an identification (ID) card to prove their association with the Agency and/or to gain access to agency buildings. The Agency has a dual Intern ID System. For enhanced security measures, interns in the North Tower and 3150 Harden Street Building are issued a PVC Building Access/ID Card. Normal building access hours are 6:45 a.m. - 8:00 p.m. Monday-Friday. Appointing authorities may request access exceptions for interns who need building access on a 24 hour - 7 day a week basis. All other interns are issued a laminated paper ID Card. Interns should wear their ID Card at all times while at work. The ID Card is the agency property and is to be used for

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official business. The ID Card must be returned to the agency at request or departure from the agency. The intern is responsible for safeguarding the ID Card. Interns must not allow anyone to use their cards for any reason. Violations may be subject to immediate dismissal.

The Human Resources Management Division (HRM) manages the ID Card program and issues the PVC Building Access/ID Cards. HRM and various county offices issue the laminated paper cards. Some of the county offices/out stationed offices also issue ID cards for DSS interns.

If the ID Card is lost or stolen, it should be reported immediately to the intern's supervisor or appointing authority. Delays in reporting may breach the agency's security measures and may subject the intern to disciplinary action. Replacement cost is at the agency's prevailing fee. Interns are responsible for obtaining a new ID card due to a name change or a significant change in the intern's physical appearance. There will be no charge for a new ID card under these circumstances. The HRM Director or designee may waive the replacement fee in extenuating circumstances.

## **Use of Governmental Property**

You are expected to exercise extreme care in the preservation of state property and are held accountable for supplies and equipment in your custody. You may be required to reimburse the Agency for any equipment or supplies lost or damaged through neglect.

You are required to return all agency property in your custody when your internship is complete. Criminal charges may be filed in the event that items are not returned.

## **Email and the Internet**

The e-mail and Internet systems of the Department of Social Services (DSS) are valuable tools to further enhance your job in serving South Carolina's citizens.

These tools are to be utilized pursuant to the guidelines, procedures, and policies reflected in this manual.

The computer system, computer equipment, network services and the web browser housed in and operated by DSS are government property. They are to be utilized for DSS business

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purposes only. DSS interns have no privacy interest as to any information on file maintained in or on the agency's computer system or transmitted or stored through the agency's computer system, computer equipment and /or network services.

Use of the computer system, computer equipment, network services, and the web browser provided by DSS may be monitored for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring and agree to this practice.

Due to the variety of sites available throughout the World Wide Web, interns utilizing the web browser must limit the sites visited to those sites, which are required as an extension of their job responsibilities. Every personal computer with Internet access is monitored for sites visited, date and time of visit, and duration.

At its discretion, and upon approval of the State Director and/or General Counsel or designees, DSS reserves the right to investigate, including but not limited to searching, copying, and reviewing, any information any user may store, create, transmit or receive from others using DSS computers, web browser or network systems.

Except for the purpose of monitoring or investigation by properly authorized staff as described above, no user shall access another user's electronic files or messages without consent of the assigned user or supervisor.

Any violation of these policies could result in dismissal from the internship program. Further, DSS will advise appropriate law enforcement or other officials of any illegal activity discovered.

## **State of South Carolina Acceptable Use Policy for Network Services and the Internet**

The following policies were developed by the State Budget and Control Board and apply to all state-owned computer systems and networks. The Department of Social Services and all of its interns and anyone using these systems are subject to these policies.

### **General Principles**

Access to Computer Systems and Networks owned or operated by the State of South Carolina imposes certain responsibilities and obligations on state interns and officials (hereinafter termed "users") and is subject to state government policies and local, state,

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and federal laws. Acceptable use is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

Users may be subject to limitations on their use of the networks as determined by the appropriate supervising authority.

Use of network services provided by the State of South Carolina may be subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring and agree to this practice.

Users who violate any copyright declarations are acting outside the course and scope of their employment or other authority and the State of South Carolina is relieved of any legal responsibility therefore. Users will be personally responsible and liable for such infringing activities.

By participating in the use of networks and systems provided by the State, users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in state disciplinary action.

## Specific Provisions

### Users shall:

Limit use of the network to official state business, access only files and data that are their own, that are publicly available, or to which they have authorized access.

Protect their USERID and system from unauthorized use.

Refrain from monopolizing systems, overloading networks with excessive data or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

### Users shall not:

Use the networks for illegal, unlawful, non-job related purposes or to support or assist such purposes. Examples of this would be the transmission of violent, threatening, defrauding, or otherwise illegal or unlawful materials.

Use mail or messaging services to harass, intimidate, or otherwise annoy another person.

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Use the networks for private, recreational, non-public purposes including the conduct of personal commercial transactions.

Use the networks for commercial or partisan political purposes.

Use the networks or other state equipment for personal gain such as selling access to a USERID or by performing work for profit with state resources in a manner not authorized by the State.

Use the network to disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer "worms" and viruses, and sustained high volume network traffic (which substantially hinders others in their use of the network).

Attempt to circumvent or subvert system or network security measures.

Intercept network traffic for any purpose unless engaged in authorized network administrative duties.

Make or use illegal copies of copyrighted software or other mediums, store such copies on state systems, or transmit them over state networks.

Access another user's electronic files or message boxes without the consent of the assigned user or supervisor.

## **Internet Access and the Department of Social Services**

The Internet is a worldwide network open to basically anyone with a personal computer and access either through a modem, network, or one of the on-line services such as CompuServe or America On-line. All users on the DSS network have access to the E-mail function of the Internet through the Agency's Lotus Note's software.

### **Downloading of Data from Internet Sites**

Downloading (saving information to your computer from a source on the Internet) is permitted when the purposes of the Agency are advanced. Downloading of obscene, obnoxious, and /or inappropriate material for personal use is prohibited. Because of the potential exposure of the Agency's equipment to viruses, all users shall exercise extreme caution prior to downloading information. *Violation of these policies could result in dismissal from the internship program. It is within the sole discretion of the agency to determine when this policy is violated.*

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### Internet Sites - Appropriate Visitation

Due to the variety of sites available throughout the World Wide Web, interns utilizing the web browser must limit the sites visited to those sites, which are required as an extension of their job responsibilities. Every personal computer with Internet access is monitored for sites visited, date and time of visit, and duration. *Violation of these policies could result in disciplinary action.*

### A general note about the Internet E-mail function of Notes

Within the Agency, all messages are encrypted, but once a message leaves the DSS system, the message is in the clear and may be read by anyone. The reason for this is to allow the exchange of messages between various types of electronic mail systems. Any E-mail message, and any file attached thereto, going outside of the DSS Network is subject to hackers. This possibility exists because the internet is a worldwide network, which sends information through whatever route can be found, to anywhere in the world. People interested in doing so can peruse and pick up any data traveling across those lines. It is therefore recommended that very sensitive information not be sent through Internet mail.

## **HIPPA Privacy Regulations WORKING WITH MINORS**

DSS Interns are strictly prohibited from working alone with minors, or children under the age of 18. A DSS employee must accompany interns when working directly with minors.

## **TORT LIABILITY INSURANCE**

An agency intern, while acting in the course of his or her official duties, generally will be covered under the agency's tort liability insurance policy with the South Carolina Budget and Control Board, Office of Insurance Services, Insurance Reserve Fund. ("Tort" is a legal term for a wrong committed upon a person or property independent of contract.) This insurance coverage generally protects an agency intern from becoming legally obligated to pay damages because of unintentional personal injury or property damage caused by an occurrence or an event in the scope of his or her official duties. This insurance policy, however, does contain some exclusion, and all situations and/or causes of action may not be covered under the policy.

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## **State Auto Liability Insurance**

When an intern operates a state owned vehicle while conducting official agency business, the state's Auto Liability Insurance covers his/her liability for accidental bodily injury or property damage for up to a certain amount. If the intern drives his/her personal vehicle while conducting official Agency business, the intern's personally purchased liability insurance on the vehicle is required to cover liability up to the limits of the intern's coverage. If the intern is held liable for more than his/her personal policy coverage, then the state's auto liability insurance assumes secondary coverage for up to a certain amount. If the intern expects to frequently drive his/her vehicle on agency business, it is recommended that he/she advises the personal insurance carrier. Should the insurance company determine that it is necessary to carry a rider, interns will have to pay the additional premium. There is no mechanism to allow the Agency to reimburse interns for insurance premiums.

## **SAFETY**

Interns are expected to practice safe work habits. Keep in mind that failure to practice safety habits on the job, may result in personal injuries, harm to other interns or the public, and may cause the destruction of government property.

When warranted, supervisors will further describe safety procedures per job responsibilities.

## **SEXUAL HARASSMENT**

Sexual Harassment is a form of harassment and discrimination based on sex. Sexual harassment of or by agency interns, including supervisors, managers, or DSS staff is prohibited. The agency will not tolerate sexual harassment by agency employees, volunteer workers, clients or other non-interns toward agency interns. The agency is committed to acting on its own initiative against known harassers rather than waiting for formal complaints. If the agency determines that sexual harassment by an intern has occurred, then that intern will be dismissed from the internship program. Prompt remedial action will be taken by the agency in all cases where there has been a determination that sexual harassment has occurred by an intern or to an intern.

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Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended. The federal Equal Employment Opportunity Commission regulations state that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following: (1) the victim as well as the harasser may be a woman or a man; (2) the harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or a non-intern; (3) the victim does not have to be the person harassed but could be anyone affected by the offensive conduct; (4) unlawful sexual harassment may occur without economic injury to or termination of the victim; and/or (5) the harasser's conduct must be unwelcome.

Sexual harassment can take a wide variety of forms, including but not limited to the following examples:

1. Threats or intimation of sexual relations or sexual conduct, which is not freely or mutually agreeable to both parties;
2. Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words to describe the person, or unwelcome propositions of a sexual nature;
3. Any sexually-oriented gestures, noises, remarks, or jokes directed at any intern or made in the presence of any intern who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;
4. Hostile comments about an intern's actual or alleged sexuality or sexual experience directed at that intern or any comments about any intern's or other person's actual or alleged sexuality or sexual experience made in the presence of any intern who has indicated by word or deed that such comment made in his or her presence is unwelcome;

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5. Threats or insinuations that the person's employment, wages, promotional opportunities, job or shift assignments, or other conditions of employment may be materially adversely affected by not submitting to sexual advances;
6. Preferential treatment of an intern in exchange for dates or sexual conduct;
7. Retaliation against an individual for reporting or complaining about, or for being a witness to, sexually harassing conduct.

## **CONTROLLED SUBSTANCES**

Pursuant to the Federal Drug-Free Workplace Act of 1988, this section is to formally state the Agency's policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on the Agency's premises. Agency policy is as follows:

Interns are expected and required to report to work on time and in an appropriate condition for work.

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, including alcohol, on agency premises or while conducting agency business off agency premises is absolutely prohibited. Violations of this policy could result in termination from the internship program and may have legal consequences.

The agency recognizes drug dependency as a major health problem. The Agency also recognizes drug abuse as a potential health, safety, and security problem. Interns needing help in dealing with such problems are encouraged to contact their supervisor immediately.

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## **TRAINING**

All interns shall participate in staff training prior to working with children, driving state vehicles, and transporting children under six year of age. Signed records (DSS Form 2100) must be kept of all completed training. In addition to training mandated by DSS, other training may be assigned by individual intern supervisors.

### Prescribed Training

Defensive Driving 8-Hour Course

Child Passenger Safety, if transporting children under 13 years old

HIPPA Training Video/CD

Civil Rights Video

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## **Possible Intern Responsibilities**

1. **MENTORING** - Being a role model, advisor and friend to youth and adults.
2. **RESUME PREPARATION** - Give assistance on writing resumes for employment.  
Recipient may need assistance with evaluation skills and experience, proper format and typing.
3. **JOB INTERVIEW COACH** - Assist adults and teens with techniques to aid in successful job interviewing.
4. **TRANSPORTATION** - Provide transportation for youth and elderly as needed.
5. **GED/COLLEGE PREPARATION** - Assist adults in obtaining a GED and/or preparation for college. Investigate classes in local schools, churches, or an individual tutor.
6. **TUTORING** - Provide special/remedial instruction for individual or groups.
7. **INFORMATION RESOURCE ASSISTANT** - Assist Information Resource Coordinator with specialized computer projects.
8. **NUTRITION/FOOD PREPARATION** - Arrange for attendance of classes or workshops.  
One-on-one instruction of nutritional guidelines and menu planning.
9. **LITERACY TRAINING** - Assist adults or children with reading skills.
10. **RECEPTIONIST/SECRETARY** - Answer the phone, retrieve and distribute mail, and type correspondence.
11. **FILE CLERK** - File/retrieve case files as assigned.
12. **SPECIAL EVENTS ASSISTANT** - Coordinate special events such Child Safety Seat Checks, Holiday Toy Drives, etc...
13. **SUMMER FOOD PROGRAM ASSISTANT** - Assist Summer Food Program Coordinator with program activities as assigned.

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14. **HOMEMAKER ASSISTANT** - Assist homemakers with household duties/chores as needed for upkeep and maintenance.
15. **VISITATION** - Interns may be invited to observe Foster Care Visits with families.
16. **COURT OBSERVER** - Interns may have the opportunity to observe Family Courts proceeding involving DSS case managers.

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# Confidentiality Agreement

As an intern with the South Carolina Department of Social Services, the clients you will work with will share some very personal information about their families and themselves. South Carolina Department of Social Services staff may share confidential information with you about the clients. With the exception of knowledge or suspicion of child abuse/neglect (to include sexual abuse), which must be reported to the Department of Social Services, it is very important you do not discuss client information with anyone.

## Confidentiality Agreement

As an intern with the South Carolina Department of Social Services, I understand that in addition to my legal obligation, I have a moral obligation to regard as sacred and confidential all information obtained in the performance of my duties. I agree that all confidential information will always be held as trust and will never be discussed with any unauthorized person(s), and under no circumstances will a record be given to any unauthorized person(s). I do, however, understand that this agreement does not apply to knowledge or suspicion of child abuse (to include sexual abuse)/neglect or the abuse, neglect or exploitation of vulnerable adults, which must be reported to the Department of Social Services.

I understand that any failure on my part to adhere to the above-stated confidentiality agreement will result in my immediate dismissal as an intern with the department.

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**Signature of Intern**

**Date**

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**Witness**

**Date**

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**Witness**

**Date**

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# Student Agreement

I agree to accept an internship in the \_\_\_\_\_ of the  
(County/Division)  
South Carolina Department of Social Services effective \_\_\_\_\_.  
(Date)

I understand that the internship **does not constitute employment**. Rather, it is for the purpose of acquiring practical experience as a part of the degree requirements for my field of study. I also understand that I do not receive any pay or benefits, such as retirement, workmen's compensation, health insurance and sick leave.

Further, I understand that during the period of placement, the Department will provide:

- Work space with a desk in an area with sufficient privacy for the purpose of conducting my assignments;
- Interview space in which privacy for interviews and conference can be assured;
- Convenient access to a telephone;
- Office supplies necessary to perform assigned responsibilities;
- Clerical support for those records and reports associated with my assigned responsibilities;
- Access to client and Department records and information as necessary and appropriate to accomplish planned learning experiences; and
- Use of Department vehicles or mileage reimbursement for use of my private vehicle when traveling on behalf of clients. Mileage reimbursements shall be paid at the prevailing state rate for state employees.

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**Signature of Intern**

**Date**

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**Appointing Authority Signature**

**Date**