

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CORRECTION

103 DOC 226

INTERNSHIP PROGRAM POLICY

TABLE OF CONTENTS

226.01	DEFINITIONS.....	2
226.02	RECRUITMENT OF INTERNS.....	3
226.03	ADMINISTRATION AND SUPERVISION OF INTERNS AND INTERNSHIP PROGRAMS.....	3
226.04	APPLICATION PROCEDURE FOR INTERNSHIP.....	6
226.05	INTERNSHIP TRACK DESCRIPTIONS	7
226.06	BARRING AND RETRACTION OF APPROVAL OF INTERN PARTICIPATION.....	13
ATTACHMENT A:	INTERNSHIP APPLICATION.....	15
ATTACHMENT B:	INTERN SURVEY.....	20
ATTACHMENT C:	PERFORMANCE EVALUATION	23
ATTACHMENT D:	INTERNSHIP TRACK LOCATIONS.....	24
ATTACHMENT E:	AGREEMENT TO ABIDE RULES/REGULATIONS.....	26
ATTACHMENT F:	RELEASE.....	27

MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: OFFICE OF DIVERSITY & EQUAL OPPORTUNITY
TITLE: INTERNSHIP PROGRAM POLICY	NUMBER: 103 DOC 226

PURPOSE: The purpose of 103 DOC 226 is to establish the rules and regulations for the coordination and supervision of interns within the Massachusetts Department of Correction ("Department").

REFERENCES:

APPLICABILITY: All Staff

PUBLIC ACCESS: Yes

LOCATION: Department's Central Policy File
Each Institution's Policy File
Office of Diversity & Equal Opportunity Policy File

RESPONSIBLE STAFF FOR IMPLEMENTING AND MONITORING OF POLICY:

- Commissioner
- Superintendents
- Division Heads
- Assistant Deputy Commissioners
- Director for the Office of Diversity and Equal Opportunity

EFFECTIVE DATE: 08/15/2015

CANCELLATION: 103 DOC 226 cancels all Department policy statements, bulletins, directives, orders, notices, rules and regulations regarding internships, which are inconsistent with this policy.

SEVERABILITY CLAUSE: If any part of 103 DOC 226 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

226.01 DEFINITIONS

1. Central Headquarters: The administrative offices, divisions, and Department personnel who are directly overseen by the Commissioner, Deputy Commissioners, Assistant Deputy Commissioners and General Counsel.
2. Commissioner: The Department's Chief Executive Officer.
3. Criminal Offender Record Information (CORI): CORI is defined as records and data in any communicable form compiled by a criminal justice agency which concern an identifiable individual and relates to the nature or disposition of a criminal charge, an arrest, a pretrial proceeding, other judicial proceeding, sentencing, incarceration, rehabilitation, or release.
4. Correctional Facility: Any building, enclosure, space or structure used for the custody, control and rehabilitation of committed offenders and of such other persons as may be placed in custody therein in accordance with law.
5. Department of Correction: A Commonwealth agency, under the auspices of the Executive Office of Public Safety and Security, that is charged with the detention of those committed to the custody and control of the Commonwealth.
6. Division Head: The administrator responsible for the operations of a particular division, e.g., Commissioner, Deputy Commissioners, Assistant Deputy Commissioners, and Directors.
7. Employee Rule Book: A booklet issued to each Department employee, which contains the basic rules, policies and principles which have been approved by the Commissioner.
8. Intern: A student of an accredited school of higher education participating in supervised practical training.
9. Superintendent: The chief administrative officer of a state correctional institution.
10. Tracks: Any area of discipline, division or unit where an intern is placed for the duration of internship.

226.02 RECRUITMENT OF INTERNS

It is the policy of the Department to provide opportunities for students of accredited schools of higher learning to enhance their learning and experience in the corrections field.

It is the responsibility of the Director of the Office of Diversity and Equal Opportunity in partnership with the Assistant Deputy Commissioner, Administration to recruit interns from all cultural and socioeconomic segments of the community in accordance with the Department Diversity Plan. It shall be the responsibility of the Office of Diversity & Equal Opportunity to post available intern openings at colleges and universities in order to solicit interest. All intern vacancies shall be posted on the Department website.

The Office of Diversity & Equal Opportunity acknowledges that the academic requirements of participating colleges and/or universities may vary. The Office of Diversity & Equal Opportunity shall make every effort to accommodate and recognize these unique educational requirements of each participating college/university for credit hours, supervision and objectives for student interns.

The Commissioner or designee may add or remove tracks based on academic or Department need.

226.03 ADMINISTRATION AND SUPERVISION OF INTERNS AND INTERNSHIP PROGRAMS

The Department's Internship Program offers participants a comprehensive overview of the Department's policies, procedures and practices. Student interns may choose to participate in one of twenty five (25) or more internship tracks. The following is a list of categories the tracks may fall under:

1. Operational Management Track- The Director of Security or designee at each institution shall supervise interns assigned to his/her institution.
2. Female Offender Track- The Classification Manager, Director of Treatment or designee at each institution/division shall supervise interns assigned to his/her institution/division.
3. Reentry/Program Services Division Track- The Director of Reentry and Program Services Division or designee at each

institution shall supervise interns assigned to the division.

4. Classification Division- The Classification Manager and/or designee at each institution shall supervise interns assigned to the division.
5. Special Needs Population Track-
 - A. Bridgewater State Hospital- The Deputy Superintendent of Patient Services or designee shall supervise interns assigned to the Bridgewater State Hospital.
 - B. Massachusetts Treatment Center- The Director of Classification or the Director of Psychological Services or their designees shall supervise interns assigned to the Massachusetts Treatment Center.
6. Offender Case Management Track- The Director of Classification or designee of each institution shall supervise interns assigned to his/her institution.
7. Strategic Research/Planning Track- The Executive Director of Strategic Research and Planning or designee shall supervise interns assigned to the division.
8. Office of Communication and Outreach
 - A. Public Affairs Office- The Public Affairs Director or designee shall supervise interns assigned to the office.
 - B. Legislative Office- The Legislative Manager or designee shall supervise interns assigned to this office.
9. Legal Division Track- The General Counsel or designee shall supervise interns assigned to the division.
10. Inmate Training and Education Track- The Director of Education or designee shall supervise interns assigned to their division.
11. Division of Staff Development Track- The Director of Staff Development or designee shall supervise interns assigned to their division.

12. Engineer-Steam Fireman- The Director of Resource Management or Engineering or designee shall supervise interns assigned to the their division.
13. Technology Services Management Track- The Assistant Secretariat CIO or designee shall supervise interns assigned to the division.
14. Resource Management Track- The Director of Resource Management or designee shall supervise interns assigned to the division.
15. Policy Development/Compliance Track- The Director of Policy Development and Compliance or designee shall supervise interns assigned to the unit.
16. Health and Wellness Track- The Director of Staff Development or designee shall supervise the interns assigned to this office.
17. Inmate Grievance Resolution Track- The Director of Administrative Resolution, Department Grievance Coordinator, or designee shall supervise interns assigned to the division.
18. Diversity & Equal Opportunity Track- Director of Office of Diversity and Equal Opportunity or designee shall supervise interns assigned to the unit.

Learning objectives for participants in the Internship Program are met through the establishment of a structured schedule of activities and related readings. Based on the selected track and established schedule, interns are assigned to observe and work with staff from various disciplines within the different divisions and/or institutions of the Department. At the conclusion of each semester, the intern shall complete an exit survey form (Attachment B). The intern supervisor shall also complete an evaluation form (Attachment C) and submit to the Office of Diversity & Equal Opportunity.

The administration and supervision of interns shall be the responsibility of the staff person or designee identified in the respective Internship Track Description section of this policy. Track length shall vary depending on the requirements of the college/university. Most, if not all, internships shall be the length of the semester or as required by their respective college or university internship programs.

226.04 APPLICATION PROCEDURE FOR INTERNSHIP

Any student who would like to participate in an internship with the Department shall:

1. Be eighteen (18) years of age and possess a valid driver's license.
2. Be enrolled in an accredited school of higher learning.
3. Have a related academic background (e.g. major/minor in criminal justice, criminology, psychology, law, social work, business administration or related field).
4. Obtain formal written approval from his/her academic advisor, which shall also include the number of required hours and any unique requirements of the school program.
5. Complete an Internship Program Application(Attachment A).
6. Meet the requirements of a background investigation, which shall include a criminal record check.
7. Successfully complete a Department Orientation Program prior to undertaking his/her assignment. At a minimum, the Orientation Program should include instruction in the following: the purpose, goals, policies, and procedures for the Institution/Division and Department; security and contraband regulations; regulations regarding confidentiality (CORI); emergency procedures; key control; appropriate conduct with offenders; employee rules and regulations and an overview of the correctional field. Once an Orientation with the Office of Diversity & Equal Opportunity designee has been completed, the student shall then have a site specific training conducted prior to commencement of the internship. If the internship track is located at a facility there should be at least one (1) member of the security staff included in the site specific training.
8. Comply with the Department's rules and regulations (Attachment E).
9. Sign a release that discharges the Department and its employees from any claims alleging property damage or personal injury or death caused as a result of an inmate

act which occurs during the performance of duties associated with internship (Attachment F).

10. Have adequate transportation to and from the internship assignment.

Internships may be unpaid and may require travel to other correctional facilities or Central Headquarters.

All internship requests and applications shall be submitted to the Office of Diversity & Equal Opportunity to be processed. Upon successful completion of a background and record check by the Office of Diversity & Equal Opportunity, the internship packet shall be forwarded to the Division(s)/Institution(s) internship supervisor. The Superintendent/Division Head or designee shall review the submitted internship application taking into consideration background, experience, qualification and track availability. The Superintendent/Division Head or designee shall then conduct an interview with the prospective intern. Upon selection of candidate,(s) all paperwork to include students selected and not selected shall be forwarded to the Office of Diversity & Equal Opportunity. It shall be the responsibility of the Office of Diversity & Equal Opportunity to maintain a separate file for each intern, containing any and all paperwork, regarding the intern(s).

The Department reserves the right to refuse program participation to any prospective intern based on an unsuccessful background, record check, interview, or inappropriate track request. An internship can be terminated based on any infraction of program expectations or rules(see 226.06).

When the Office of Diversity & Equal Opportunity Superintendent/Division Head or designee denies an application for internship, the intern and his/her academic advisor shall be notified, in writing, upon request.

Institutions/Divisions may require other additional application procedures, however, these procedures need to be approved by the Office of Diversity & Equal Opportunity prior to implementation.

226.05 INTERNSHIP TRACK DESCRIPTION

Operational Management Track

This track is designed to provide interns with a view of the overall operation of a correctional institution. An emphasis shall be placed on security aspects/initiatives such as tool and

key control, urinalysis sampling and testing, internal investigations, facility and offender searches, institutional counts, and intelligence gathering. Internships are available at various security levels.

Female Offender Track

This track is designed to provide interns with direct experience in dealing with the unique and challenging needs of the female offender at *MCI-Framingham and South Middlesex Correctional Center*. The profound differences in culture between male and female institutions shall be explored, and laws and policies guiding placement options, security levels, and programming for sentenced inmates shall be examined. Interns shall become familiar with factors that contribute to incarceration. Under supervision, interns shall learn about required standards of professionalism, and appropriate interactions between staff and inmates as they relate to dealing with female offenders. Interns shall receive knowledge in the areas of classification, parole, programs and treatment options, inmate demographics, substance abuse issues, mental health, medical issues, parenting issues and programs.

Reentry/Program Services Division Track

The Reentry/Program Services track shall provide interns with an overall view of all Department reentry and program services. It shall include program development and the operational aspects of program administration from a central office perspective. Interns shall explore the programs as they take place in the institutional setting and at all security levels. Information on which programs are selected for implementation and how they are developed shall be provided. Interns shall become familiar with volunteer services and religious services. Interns who choose this track shall learn the importance of the mission of this Division by experiencing first hand the steps taken to assist offenders in gaining access to services in the community to ensure successful transition back into society. Interns shall collaborate with county, state, community and faith-based agencies in areas such as employment, medical, mental health care, substance abuse treatment, education, and other transition programming.

Central Classification Division Track

At the Central Classification Division, interns shall become familiar with the Classification process and legal standards as well as the use of an objective point based tool. Some interns may assist in areas such as the County, Federal and Interstate Unit or Date Computation. Finally, interns shall become

conversant in the goals of the agency, agency core values, objective classification, reentry initiatives, and how we put the goal of public safety into practice.

Special Population Track

Interns who choose to work at either the Bridgewater State Hospital or the Massachusetts Treatment Center, shall at no time provide direct services, but shall work observing members of an interdisciplinary team of correctional professionals including classification, record management, forensic evaluation, mental health or sex offender treatment and case management.

At the *Bridgewater State Hospital*, interns shall work within the Rehabilitation Services Department. Under supervision, interns shall observe patients in various programs including day treatment, art therapy, substance abuse, occupational therapy, anger management, and other programs targeted toward special groups, such as older patients. Interns shall learn all aspects of record management including accessibility, dissemination and confidentiality as well as becoming familiar with the various discharges from Bridgewater State Hospital.

At the *Massachusetts Treatment Center*, interns shall learn procedures relevant to the commitment of sexually dangerous persons through required relevant readings, observation of a Community Access Board meeting, observation of court hearings to determine sexual dangerousness, and consultation with legal professionals. Interns shall become familiar with the classification process by preparing for and observing the institutional classification hearings and transfer boards. Interns are expected to become familiar with all aspects of the Sex Offender Treatment Program by attending relevant training and observing various treatment modalities. They shall be able to familiarize themselves with all aspects of record management including accessibility, dissemination and confidentiality, and to become familiar with the various discharges from Department custody by observing and assisting in a certificate of release, Parole and Court ordered release.

Offender Case Management Track

Interns shall be introduced to the correctional environment and specifically the role, duties and responsibilities of the Correctional Program Officer in the Department. Interns shall gain experience through observation and job shadowing within the various counseling arenas. Interns shall learn about the security, and institutional management at each security level.

Interns shall observe the admissions process to include orientation of new offenders to the facility, identification of appropriate programming for the offender and maintenance of inmate six-part folders and other related processes. Under supervision, interns shall observe the classification process by preparing for and observing institutional classification hearings, transfer boards and the risk assessment process. Internships are available at various security levels and at both male and female facilities.

Strategic Research and Planning Track

This track is designed to provide interns with the opportunity to work with a diverse group of staff on research, statistics, and evaluation results. Interns shall ascertain how important this information is and how it is used in the planning, management, and decision-making strategies for effective prison operations, policies, legislation, and services. Primary duties shall be to assist in interpreting research and evaluation to improve public safety and research offenders' abilities to succeed as productive citizens in their communities. This office is also instrumental in the grant writing process for the Department. For those interns who have an interest in this subject area, the research and writing of grant proposals shall provide familiarization of the grant writing of the process.

Office of Communication and Outreach Track

An intern assigned to the *Public Affairs Office* shall be exposed to many aspects of corrections and the media. This track shall provide a comprehensive view of the role of public affairs in a criminal justice agency. An understanding of how to maintain positive working relationships by fulfilling information requests, which may be impacted by issues such as CORI Regulations, confidentiality, and other information of a sensitive nature, shall also be addressed. Interns who choose this track shall work to enhance communication of the agencies mission, vision, and core values. This shall be accomplished by assisting in the development of publications, such as newsletters, correspondence, and audiovisual material for dissemination to Department staff, other state agencies, the legislature, the media, and the community at large.

Office of Legislative Affairs

The *Legislative Office* intern shall learn the legislative process by assisting in the filing of new legislation, tracking all bills that affect the Department, as well as attending the actual hearings. Hands on experience shall be obtained by working directly with the Director of Legislative Affairs on

researching and answering all inquiries made to the office by the public, other state agencies, and members of the legislature.

Legal Division Track

The primary mission of the Legal Division is to provide legal representation to Department administrators and employees at all institutions and divisions. Interns receiving approval to participate in this track shall work on assigned tasks from the General Counsel and Legal Division attorneys. The interns' duties may include researching legal issues, drafting and reviewing pleadings for civil litigation, drafting and reviewing legislation, contracts, and working on various legal issues involving such matters as health services, sentencing, workers' compensation claim, discrimination and confidentiality.

Those interns assigned to either the *Bridgewater State Hospital* or the *Massachusetts Treatment Center*, shall also gain experience and knowledge, in the areas of mental health matters, including issues surrounding civil commitment proceedings, forced medication, guardianship hearings, and defense of release positions brought by sex offenders at the Treatment Center.

Technology Services Track

The Technology Services Division is tasked with providing effective technology systems that support the business practices of the agency. Interns who choose this track shall learn multiple hardware/software support services to the end user level, including applications, workstation and server operating systems, Wide Area Network (WAN), Local Area Network (LAN) and web programming. In addition, this Division is responsible for a variety of databases that provide a means of communicating accurate information for current and future planning in the mission of the department.

Resource Management Track

The Division of Resource Management is responsible for the maintenance and operational oversight of the Department's wastewater and power plant facilities. Interns who choose either the wastewater treatment or the power plant track shall learn applicable terminology, safety practices and standard methods/procedure. They shall observe variations in operating conditions and assist in determining long and short-term maintenance needs. Knowledge of applicable laws and regulation codes such as OSHA regulations, EPA standards, MSDS, hazardous contamination and the Clean State Initiative shall be utilized as well as the Department's tool and key control. They shall

provide assistance in maintenance of required records and reports.

Policy Development and Compliance Track

This track is designed to provide interns the opportunity to understand Department policy development and compliance. Interns shall ascertain the importance of policy development and compliance and how improved and efficient practice within correctional institutions lead to enhanced public safety, safe-working environments for personnel and humane settings for inmate populations. Interns shall have the opportunity to engage in facility inspections and observe operational practice and procedures of all department and county correctional institutions. In doing so, exposure to and familiarization with statutory regulations, Department policy, and National Correctional Standards as issued by the American Correctional Association shall be examined.

Health and Wellness Track

The Division of Staff Development is responsible to implement a comprehensive worksite Wellness Program for the Department workforce. This track is designed to provide interns the opportunity to view and understand the unique challenges involved in the implementation of the program. Interns shall learn the various aspects of establishing a wellness program through on-going analysis and assessments of the wellness services presently provided. The objective of this internship track is to assist in the on-going development of a wellness program, which includes reaching out to internal and external sources, providing educational awareness, promoting health and fitness programs, designing and implementing courses, researching health and wellness issues, monitoring fitness center usage, and working on issues involving wellness matters.

Inmate Grievance Resolution Track

This track is designed to provide interns with exposure to the importance of providing inmates an opportunity to resolve legitimate problems in a responsible manner through grievances and informal communication. Interns shall work within the Office of Administrative Resolution and Grievance Office under direct supervision. Interns who choose this track shall have the opportunity to gain first hand experience and skills in conducting investigations into inmate complaints reviewing policies, collaborating with Department staff, and assessing supporting documentation. Interns shall learn to analyze the legitimacy of inmate complaints in order to determine the appropriate final outcome. Interns shall also learn the

importance of utilizing good judgment when dealing with sensitive issues involving the inmate population. An opportunity shall be provided to assist with auditing functions related to the Inmate Grievance Policy, which may include supervised institution site visits. In addition, Interns shall assist with the gathering and reporting of statistical information in order to identify potential trends within the agency. Ultimately Interns shall gain a better understanding of the impact of inmate conflict on the institution climate and how the proactive identification and resolution of individual inmate issues and emerging trends contributes to agency-wide policy development and a safer prison environment for staff and inmates.

Office of Diversity and Equal Opportunity Track

The Office of Diversity and Equal Opportunity is charged with ensuring compliance of the Governor's Executive Order 478 and Executive Order 390. It is our mission to create a workplace that reflects the diversity of the Commonwealth and all its citizens. We ensure that our work environment promotes equal employment opportunity for all. The Intern shall have the opportunity to engage in addressing issues of civil rights, American's with Disabilities Act, and the Affirmative Market Program. In addition, the intern shall have the opportunity to work in various program services addressing issues such as: disability accommodation requests, employee complaints around harassment, retaliation and hostile work environment, mediation, outreach to internal and external stakeholders, training and awareness. The intern shall have exposure to recruitment strategies and processes.

226.06 BARRING AND RETRACTION OF APPROVAL OF INTERN PARTICIPATION:

1. A Superintendent, his/her designee, or intern supervisor may bar an intern from entrance to the institution or Central Headquarters. A Superintendent, his/her designee, or intern supervisor has the right to bar entrance for violation of a rule or regulation of the Department or of a criminal statute; where there is reasonable suspicion that the continued presence of the intern in the institution or Central Headquarters would present a threat to the safety, security or orderly running of the Department. A decision to bar shall require immediate notification, in writing, to the intern, the Office of Diversity & Equal Opportunity designee, the intern supervisor, and the intern's academic advisor.

2. The intern may appeal, in writing, the decision of the Superintendent, his/her designee, or intern supervisor. If the Superintendent his/her designee, or intern supervisor affirms the decision to bar, the Office of Diversity & Equal Opportunity designee, the intern, his/her academic advisor, and the intern supervisor shall be notified, in writing, as soon as possible, of the decision and the reason(s).
3. It is the responsibility of the intern supervisor to ensure that Department-wide notification is made of the barring of or reinstatement of the intern.
4. The Director for the Office of Diversity and Equal Opportunity or his or her designee shall have the authority to remove an intern from the internship program for violation of a rule or regulation of the Department or of a criminal statute; where there is reasonable suspicion (as determined by the Director for the Office of Diversity) that the continued presence of the intern in the institution or Central Headquarters would present a threat to the safety, security or orderly running of the Department. Notification of such shall require immediate notification, in writing, to the intern, the academic advisor, appropriate Superintendent or designee, and the intern supervisor. There shall not be an appeal process for the removal from the internship program.

Attachment A

Commonwealth of Massachusetts
Department of Correction
Student Internship Application

Internship Track Posting # _____

Application submitted by: Student
 College/University Official

Date: _____

Name: _____
First Middle Last

Present Address: _____
Number and Street City State (zip code)

How long have you lived there? _____

Home Phone number: _____

Cell Phone number: _____

Email Address: _____

Emergency Contact: _____

Name Address Phone

Relationship to Intern:

College/University Enrolled In: _____

Semester & Year of Graduation: _____

What is your current major? _____ Minor? _____

Do you speak other language(s) fluently? Yes No If yes,
list: _____

Do you have any hobbies or talents? _____ If so, list: _____

The DOC is an equal opportunity/Affirmative Action Employer. DOC will make a good faith effort to recruit from a diverse pool of Interns. The completion of this Data Record is optional. Inclusion or exclusion of any affirmative action data will not jeopardize or adversely affect any internship decision.

CHECK ONE:

Male

Female

CHECK ANY THAT APPLY:

- White Black/African American Hispanic/Latino
 Asian/Pacific Islander
 Native American (American Indian or Alaskan Native)
 Person with a Disability
 Veteran
 Other

All Intern Applicants in need of an Americans with Disabilities Act (ADA) Reasonable Accommodation due to a disability please contact the Office of Diversity and Equal Opportunity directly at 508-850-7730. The information you provide will be kept confidential. This information is not part of your Intern file and used only in accordance with the state guidelines and any applicable Federal regulations including Section 504 of the Rehabilitation Act of 1973.

What Internship Track are you applying for? _____

For Semester beginning Fall 20 _____

For Semester beginning Spring 20 _____

For Semester beginning Summer 20 _____

Is there a specific date you need to commence and/or end your Internship? _____ Begin by: _____ End by: _____

Are you available for a part time or full day program?

What days of the week and times are you available?

What skills do you hope to learn through this internship opportunity?

Please tell us why you are a good candidate for the Department of Correction Internship Program?

How does your educational/academic program complement the Internship you are seeking?

Have you ever applied for a position with or been employed by the Department of Correction or any other Criminal Justice or Public Safety Agency? Yes No

If yes, when? _____

Where? _____ Who was your Supervisor? _____ Tel. # _____

Have you ever been a volunteer with the Department of Correction or any Massachusetts County Correctional Facility? Yes No

If yes, when? _____

Where? _____ Who was your Supervisor? _____ Tel. # _____

Have you ever been convicted of a felony? Yes No

If yes, provide detailed explanation: _____

Has any member of your immediate family or a relative (including in-laws) ever been or is currently incarcerated in any Massachusetts State or County Correctional Institution?

Yes No

Are you aware of any acquaintance(s) or personal friend(s) who are or have been incarcerated?

Yes No

Please disclose the names and relevant information for all family, friends, relatives and acquaintances incarcerated in any Massachusetts State or County Correctional Institutions.

Name	Relation	Date	Place Incarcerated	Charge	Final Disposition

Please list any medication that you would need to bring with you during Internship: _____

Please tell us about your employment history and give an example of your most successful experience?

Have you ever been dismissed from a job/school of higher learning?

Yes No

If yes, please explain: _____

COMMENTS

This space is provided for your use in giving us any additional information about yourself not already covered by this form, e.g. interests, plans, special skills, goals or any other information that you feel we should know in considering you for this internship. You may add attachments.

To be completed by Intern:

Statement: I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this application is grounds for removal from the Internship Program.

Date: _____ Signature of Intern: _____

To be completed by College/University Official:

Statement: I certify that this student is in good standing at:

_____ College/University

Date: _____

Signature of College/University Official: _____

Title: _____

Attachment B

Department of Correction

INTERN EXIT SURVEY FORM

The Department of Correction would like to offer all interns prior to their departure an opportunity to provide relevant input with regards to their intern experience. We regard your feedback as a valuable source of information concerning working conditions. Your response to this inquiry will be reviewed and taken under advisement as an important tool to identifying opportunities and for improvement.

This questionnaire and the responses contained will be strictly confidential and **will not** become a part of any personnel record file. Any comments contained will in no way negatively affect your employment possibilities should you desire to seek employment here.

Our goal is to maintain a positive working environment. We are confident your suggestions, comments, and observations will aid us in accomplishing this goal.

Intern's Name (optional): _____

Last Day Worked: _____ Intern Start Date: _____

Location/Facility/Division: _____

SECTION 1 – DEMOGRAPHICAL INFORMATION

- Disability Yes No American American
- Gender Female Male Asian
- Veteran Yes No Black
- Disabled Vet Yes No Caucasian
- Hispanic
- Other

Age Group 18-23 24-30 31 and over

SECTION 2

1. How would you rate your exposure and experiences in the following areas?

	Excellent	Good	Fair	Poor	No Opinion
Policies, procedures and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General orientation to Department.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General orientation to facility.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific knowledge of your internship.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career opportunities.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Between you and your supervisor.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Through chain of command.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel representatives.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

2. What is your opinion on the following areas? (If applicable)	Excellent	Good	Fair	Poor	No Opinion
Intern experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands on opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern expectations.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance evaluation system.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Seminar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-the-job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional/technical.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morale in your office.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

3. How would you rate your supervisor in the following area?	Almost Always	Usually	Sometimes	Never
Evaluated your performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated fair and equal treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage feedback, welcome suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicated well with you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolved complaints, grievances and problem.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide recognition for good work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

4. If you could improve something about your intern experience what would it be?

Comments _____

5. How would you feel about any opportunity for future employment with this Department?

- I would return and would recommend it to my friends
- I would consider returning under certain conditions. If so-please note conditions below
- I am undecided, but would not rule out returning
- I probably would not seek employment with the Department
- I definitely would not return or recommend it to others

Comments _____

Attachment C

Department of Correction
Student Internship Program
Performance Evaluation

Dear: Intern(s) Supervisor(s)

An intern has been assigned to your Unit / Area for _____
_____. Please complete this form at the end of the
internship and return it to the Office of Diversity & Equal
Opportunity. Thank you for your help and cooperation.

Name of Intern: _____ Date: _____

Name of Supervisor: _____

Length of Internship: _____

Activities observed - functions performed -

General Comments:

Staff Signature: _____ Date: _____

Intern Signature: _____ Date: _____

cc: Superintendent

Attachment D

Internship Track Locations

<u>Title</u>	<u>Location</u>
Operational Management	MCI-Cedar Junction Walpole, MA
Female Offender	MCI Framingham Framingham, MA South Middlesex Corr. Center Framingham, MA
Central Classification	Main Office Norfolk, MA Concord, MA Hodder House-Framingham, MA
Special Needs Population	Bridgewater State Hospital Bridgewater, MA Massachusetts Treatment Ctr Bridgewater, MA MASAC Bridgewater, MA
Offender Case Management	NCCI Gardner Gardner, MA MCI Norfolk Norfolk, MA Baystate Correctional Center Norfolk, MA Northeastern Correctional Center Concord, MA SBCC Shirley, MA
Office of Communication & Outreach Legislative Office/Public Affairs	Central Headquarters Milford, MA
Legal Division	Main Office Boston, MA
Reentry Services	Central Headquarters Milford, MA Norfolk, MA

Technology Services	Main Office Norfolk, MA
Resource Management	Main Office Norfolk, MA
Policy Development & Compliance	Central Headquarters Milford, MA
Staff Development	Division of Staff Development Shirley, MA
Health and Wellness	Division of Staff Development Shirley, MA
Inmate Training & Education	MCI-Framingham Various locations
Inmate Grievance Resolution	Central Headquarters Milford, MA
Performance Measures & Data Collection	PCCC Norfolk, MA
Engineering-Power Plant Operation	Bridgewater, MA
Strategic Research and Planning	SFU Building Concord, MA

Attachment E

**AGREEMENT TO ABIDE BY RULES
THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CORRECTION**

I, _____, agree to abide by all applicable laws, rules and regulations governing persons employed by the Massachusetts Department of Correction as well as policies of each facility/division, especially those relating to confidentiality.

Signature: _____

Date: _____

Copy: Office of Diversity & Equal Opportunity
Superintendent/Division Head

Attachment F

**RELEASE
THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CORRECTION**

I, _____, am approved by the
Superintendent and/or Division Head of
_____ (facility or division) to work as
an intern.

I release and forever discharge the Commonwealth of
Massachusetts and all of its officers, agents, and employees,
acting officially or otherwise, from any and all claims,
demands, action, or causes of action on account of my death or
injury to myself or damage to my property which may occur as the
result of any act by an inmate during the performance of the
above-mentioned service.

Signature: _____

Date: _____

Copy: Office of Diversity & Equal Opportunity
Superintendent/Division Head