



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 7 – Payroll 6.0	EFFECTIVE DATE: 10/12/1986
TITLE: Student Field Placement Program	REVISION DATE: 12/09/2014
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

The Wisconsin Department of Health Services (DHS) and its divisions have cooperated with university and college campuses to provide student field placement experience for graduate or upper-level undergraduate students who are majoring in academic areas relating to direct services or program support in public health services.

The field placement program is not an employment program, and the student interns are not viewed as employees of the Department. Rather, it is a study-related experience offered in conjunction with office, field or institution exposure where students gain practical insights into Wisconsin's health services program.

GOAL OF PROGRAM

The main goal is to provide graduate or advanced undergraduate students with opportunities to participate in health services settings, such as mental health institutes, public health and support service opportunities, they otherwise might not have. The program gives students practical experience by working with and observing trained professionals. Thus, students can combine classroom learning with real situations. Field and institution intern placement can be a valuable recruitment tool. By offering field placements, the Department has the opportunity to attract prospective employees who have a demonstrated interest in a human services career.

FIELD PLACEMENT STUDENTS

The students in field placement are under the direction of a Department employee who supervises and teaches the student about the agency, advises the student on the issues and policies of the agency, and helps the student gain a better understanding of the particular human services area.

These students are identified by the academic coordinators of the college or university, and their names are given to the agency worksite coordinators in the division or institution.

Note: Students placed in institutions may be required to receive an orientation on security matters and sign an acknowledgment of awareness regarding prohibition of contraband, inmate contact, etc.

HOW STUDENTS ARE SELECTED

The academic coordinator of various colleges and universities cooperates with the worksite coordinators to administer the program.

Students considered for selection as interns are graduate or upper-level undergraduates who have a serious interest in a particular human service area as a career. In conjunction with the placement, all interns must be enrolled in an academic course for credit.

The academic coordinator recruits, screens, refers, and supervises the students. He or she determines the most appropriate setting for each student, contacts the worksite coordinator directly, and arranges an interview. (For placement in a correctional institution, all arrangements must be cleared through the institution superintendent, or his or her designee.)

The student interviews with the division or institution employee who will be responsible for supervision. The employee, who will be responsible for supervision, decides to accept or deny placement. If the supervising employee denies placement, the academic coordinator will contact other placement choices.

MONITORING

The supervising employee and academic coordinator maintain communication throughout the time of placement.

Each worksite coordinator monitors placements through a standard Student Field Placement Agreement. The agreement is signed by the academic coordinator, the student, the worksite coordinator, and the employee who supervises the student. The monetary commitment of the division, if any, is indicated in the agreement.

The department employee who supervised the student prepares a final evaluation on a form provided by the school.

HOW STIPENDS ARE DETERMINED

The student placement is usually for a block of time under the supervision of an academic coordinator.

Stipends may be given to students who could not afford to take an intern placement without some financial assistance. These students are identified by the academic coordinators. Statutory provision for payments of stipends is found in § 230.046 (3) (b).

Note: Care should be taken to comply with any statutory limitations that may exist on the use of specific funds for a stipend program.

TRAVEL EXPENSES

If the host division or institution wishes, student interns may be reimbursed for normal travel expenses in connection with their placement duties in accordance with Chapter 205 of the Department's Human Resources (HR) Policies and Procedures Manual.

REFERENCES

[DHS HR Policies and Procedures Manual, Chapter 205 \(Reimbursement – Travel and Other\)](#)

CONTACTS

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