

## **INTERNSHIP/PRACTICUM**

### **QUICK REFERENCE GUIDE**

#### **Things to know...**

- TYSC provides services to at-risk adolescents and their families throughout Tidewater/Hampton Roads
- TYSC accepts Social Work, Psychology, Sociology, Criminal Justice and other Human Services Majors for internship/practicum placements
- TYSC accepts students for placement that have a *minimum* of 20 internship hours per week
- TYSC *only* accepts practicum students that also plan to complete their internship with TYSC
- All students must go through an extensive background process (fingerprinting for criminal record, Child Protective Services Check, a basic physical & tuberculosis screening as well as other processing required by licensure)
- Students must be 21 years of age or older at the start of internship &/or practicum
- It can take up to 4 months from the time you first express interest before you can begin your site placement. *Apply Early!*
- TYSC LCSW will supervise internship/practicum if a LCSW supervisor is required
- Interns/Practicum Students gain valuable knowledge and experience that helps students to secure employment!

#### **Process to apply...**

- ✓ Fill out and send **a Virginia State Application** (found on our website [tyscommission.org](http://tyscommission.org) under the 'Employment' tab) (Make sure that *all* sections are completed and that you have signed and dated your application)
- ✓ Submit a **letter of interest** that includes the following information:
  - Brief Introduction
  - Information about your Academic Program
  - Internship Criteria/Requirements
- ✓ Attach a Resume
- ✓ Internship/Practicum applications should be submitted via *email* to both:
  - Director of Community-Based Clinical Services, Karin Duncan [kduncan@tyscommission.org](mailto:kduncan@tyscommission.org)
  - Deputy Director of Tidewater Youth Services Commission, Ginger Ploeger [gploeger@tyscommission.org](mailto:gploeger@tyscommission.org)
- ❖ Selected applicants will be interviewed for consideration at the TYSC Main Office at 2404 Airline Boulevard, Portsmouth VA 23701