

Alabama Department of Rehabilitation Services Learning Experience Policy

The Alabama Department of Rehabilitation Services is committed to recruiting and hiring qualified rehabilitation professionals to ensure that Alabamians with disabilities achieve their maximum potential. As a result, the department will provide learning experiences for students from university programs that relate to programs and services within the department, and for individuals to gain work experience in the field of rehabilitation.

Procedures and Guidelines

I. Request Procedure

A university faculty member, sponsoring agency's representative or individual must submit to the Diversity and Recruitment Specialist a written request specifying:

- a) The name, address, and telephone number of the student/candidate
- b) Type of learning experience requested (written expectations for training must be included)
- c) Length of learning experience desired
- d) Contact name and telephone number of the appropriate academic advisor/agency representative

II. ADRS Responsibility

Once appropriate approvals have been received for the learning experience, the staff member responsible for supervision of the intern will take the necessary steps to organize and implement the supervised learning experience. ADRS agrees to:

- a) Orient the intern to the department and its policy and procedures; introduce the intern to the appropriate staff and their role; identify ADRS expectations for interns
- b) Provide appropriate instruction, supervision and a learning environment
- c) Provide a written evaluation of the intern's performance to the diversity and recruitment specialist and academic advisor or sponsoring agency upon completion of the learning experience
- d) Notify the diversity and recruitment specialist and academic advisor or sponsoring agency of any problems regarding performance of required duties
- e) Maintain in effect any coverage provided to the department by the State of Alabama Employee General Liability Trust Fund and further cooperate with the university or sponsoring agency in the event of an occurrence that gives rise to claim
- f) Ensure the intern works under close supervision of existing staff without displacing regular employees

III. University Responsibility/Sponsoring Agency

Once the appropriate approvals have been received for the learning experience, the student's academic advisor or sponsoring agency's representative will take necessary steps to facilitate and monitor the learning experience. The university/agency agrees to:

- a) **Send only students who have completed all required coursework and other prerequisites for the learning experience or candidates who are work ready**
- b) **Make application for only those students who are covered by malpractice liability insurance**
- c) **Monitor the intern's progress to ensure that he/she conforms to the rules and regulations of ADRS and terms of agreement for the learning experience**
- d) **Remove any intern whose behavior or performance the agency regards as inappropriate**
- e) **Maintain in effect professional and general liability coverage and further cooperate with ADRS in the event of an occurrence that gives rise to claim**
- f) **Be aware that the responsibility for patient/client care and related duties takes precedence over a supervised learning experience**

IV. Intern Responsibility

Once the student/candidate has been accepted for the learning experience, he/she agrees to:

- a) **Abide by all policies, standards and rules of the department, and all procedures specified for the supervised learning experience**
- b) **Comply with all applicable federal, state, and local statutes and regulations in connection with program activities**
- c) **Observe the highest standards of professional and ethical conduct and to strictly maintain the confidentiality of all patient/client information obtained through the privilege of participating in agency program activities**
- d) **Obtain written approval from agency, department and patient/client before making public or publishing any information or materials relating to training activities**
- e) **Present proof of enrollment in an acceptable malpractice liability insurance plan**
- f) **Be solely responsible for transportation, housing, and costs incurred during the learning experience, unless provided by the department**
- g) **Be aware that this agreement does not create any entitlement to any state merit system benefits, unless specified by the department**
- h) **Be aware that this agreement does not entitle the intern to a job upon completion of the learning experience or wages for time spent in the learning experience unless otherwise specified by ADRS**

ADRS field supervisor	Date	ADRS division director	Date
Diversity and Recruitment specialist	Date	University/College advisor or Sponsoring Agency's representative	Date
Student/Candidate	Date		

This agreement is subject to change when circumstances arise beyond the control of ADRS.
 Revised June 2013