

## Frequently Asked Questions

- Q.** Should I call my local DCFS office and see if they will accept me as an intern?
- A.** No. After your application is reviewed and background clearance is received, we will contact offices where you are interested in completing your internship. If there is an approved supervisor at the identified office, we will forward your information to them and they will contact you to set up an interview.
- Q.** Should I have my University Field Director call the local DCFS office to see if they will accept me as an intern?
- A.** No. After your application is reviewed and background clearance is received, we will contact offices where you are interested in completing your internship. If there is an approved supervisor at the identified office, we will forward your information to them and they will contact you to set up an interview.
- Q.** Can I use electronic signatures on my documents?
- A.** No. **We need your original signatures on all documents.** Using an electronic signature could slow down your approval process.
- Q.** If I need to mail, or email documents, where do I send them?
- A.** Mail: DCFS Office of Learning and Professional Development  
Associate Director of Academic Partnerships  
6201 S. Emerald Dr.  
Chicago, IL 60621
- Email: [DCFS.Internships@illinois.gov](mailto:DCFS.Internships@illinois.gov)
- Q.** How long does it take before I gain an internship placement with DCFS?
- A.** The placement process may take up to 2 months. *(This timeline includes the background clearance, finding a supervisor and location.)*
- Q.** Is this a paid internship?
- A.** No, this is an Academic Internship. This internship will allow for you to receive the credit needed for your degree.

- Q.** I don't have a car, can I still obtain an internship?
- A.** In order to obtain an internship with DCFS you need to have a valid driver's license and access to reliable transportation. You don't have to have a car, but you need a reliable way to get to and from your assigned DCFS office, home visits, meetings, court, etc.
- Q.** Is it guaranteed that I will receive an internship with DCFS?
- A.** No, placements are assigned on a *first-come, first-served basis*. However, we will be happy to provide you with information about agencies which contract with the department if we cannot match you with an internship at DCFS.



Illinois Department of  
**DCFS**  
Children & Family Services



**773.371.6000**

**[www2.illinois.gov/DCFS](http://www2.illinois.gov/DCFS)**

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# DCFS Academic Internship Program



Illinois Department of  
**DCFS**  
Children & Family Services



The Department of Children and Family Services (DCFS) Academic Internship Program in partnership with colleges and universities provides internships for students. Staffed with master's degree instructors, DCFS internships are tailored to the students' interests and university/college requirements. The program also offers enhanced learning opportunities in, but not limited to:

- Developing case management skills through direct practice with children and their families;
- Developing skills in program development and social policy;
- Developing knowledge of the child welfare system and broader community supports;
- Engaging in research.

## Internship Placement Opportunities

Internship placement opportunities include, but are not limited to:

- Child Abuse Investigations
- Neglect
- Placement Services
- Adoption Services
- Foster Parent Support
- Program Policy
- Improvement Program Initiatives
- Business Management
- Legal Services
- Nursing
- Advocacy
- Birth Parent Support

## Application Submission Deadlines

Below, are the application submission deadlines according to the semester you are looking for your internship to begin:

- **Summer: January 15 through February 15**
- **Fall: March 15 through April 15**
- **Spring: September 15 through October 15**



## How to Apply

To apply for the Academic Internship Program, students should fill out the online application by visiting [www2.illinois.gov/DCFS](http://www2.illinois.gov/DCFS) and clicking on “*DCFS Academic Internship Program*” on the homepage.

If the application is approved, the student will be sent documents that make up the background-check process. The forms must be completed and returned along with two professional letters of recommendation.

Students may also email questions to [DCFS.Internships@illinois.gov](mailto:DCFS.Internships@illinois.gov).