

Internships with the Philadelphia Department of Human Services

The Philadelphia Department of Human Services (DHS) accepts college interns throughout the year. Internships help prepare students. This hands-on experience can make for a smooth transition into the global workforce. DHS interns must follow the City's public health guidance and protocols.

Would you like to intern with DHS? Here is all you need to know about applying.

Please note: This document does not include information for the following two programs.

- Child Welfare Education Program for Baccalaureates for undergrad students
- Employee Education Program for current DHS employees

Step One: How to Request a DHS Internship

Please email DHS at DHSU.collaboration@phila.gov to make an internship request. All requests must include the following information:

- Student name
- University
- What degree you are pursuing
- When your internship will start and end
- How many hours of internship service you need to do
- The requirements for your field placement supervisor (**attach any supportive documents**)
- University contact name, number, and email for Affiliation Agreement negotiations

Step Two: Affiliate Agreement Process

All undergraduate and graduate internship requests at DHS **must** have an Affiliation Agreement. An Affiliation Agreement is a legal contract that outlines each party's roles and responsibilities. The City of Philadelphia Law Department and the legal department of your school or university negotiate this process.

Affiliation Agreements must be signed and approved by the DHS Commissioner **before the internship begins.**

In the past, DHS has established affiliation agreements with the following universities:

- Temple University
- Bloomsburg University
- Widener University
- Kutztown University
- Lock Haven University
- LaSalle University
- Neumann University

Deadlines for internship requests

- Fall placement requests must be submitted no later than April 1
- Spring placement requests must be submitted no later than July 1
- Summer placement requests must be submitted no later than January 1
- Affiliation Agreements can take a minimum of **120 business** days to complete. It's important to make your requests by the deadlines listed above.

Please note that having a signed Affiliate Agreement does not guarantee an internship position with DHS.

Important things to consider

- If you are a DHS employee seeking an internship at DHS outside of your normal business hours (after hours and weekends), **you must still** have an Affiliation Agreement.
- If you are a DHS employee, it is the student's responsibility to identify and secure their field placement location within ANY division of DHS.
- If you are NOT a DHS employee, we will provide support and help for the identification of your field placement.

- If an Affiliation Agreement cannot be reached between the university and the City of Philadelphia, then DHS cannot, under any circumstances, host an intern. It poses a serious liability concern to all parties involved.
- We will provide support to you and the Field Education team to address any barriers you are experiencing in pursuing your educational goals.
- Any requests received outside of the deadlines listed above cannot be accommodated.