

**Maryland State Department of Education  
Division of Rehabilitation Services  
Internship Fact Sheet**

The Division of Rehabilitation Services (DORS) provides services which enable individuals with significant disabilities to achieve employment, self-sufficiency and independence. DORS employs rehabilitation specialists and staff in related disciplines and, within its capacity, is committed to providing internships for students interested in becoming employed in the field of rehabilitation. Internships supplement post-secondary academic programs and enable students to learn from a hands-on perspective about working with people with disabilities and providing rehabilitation services. Priority is placed on internships for students in rehabilitation counseling programs.

**Possible locations of DORS internship placements:** DORS offers internship placements:

- In over 20 field offices throughout the state.
- At the Workforce Technology Center (WTC), a comprehensive interdisciplinary rehabilitation facility in North East Baltimore.
- With staff providing rehabilitation services to individuals with significant disabilities, including those who are blind and visually impaired and those who are deaf and hard of hearing (in field offices or at WTC).
- At the Disability Determination Services, Timonium, where claims for Social Security disability benefits are adjudicated.

**Interested in an internship with DORS?**

- Visit [dors.maryland.gov](http://dors.maryland.gov) to get more information about DORS mission and services.

- Discuss your interest with the internship coordinator at your college/university.
- Contact Erica Kneesi, DORS Staff Development Specialist, who will describe internship options and requirements and forward an application form. The Staff Development Office manages internships with college/university internship coordinators and arranges placement with DORS staff.

### **How to apply for an internship:**

- Submit the DORS Intern/Volunteer Application, a current resume, and letter of interest at least 4 weeks prior to the start of your semester. Assignments are contingent upon DORS capacity; priority will be given to students in Masters programs in Rehabilitation Counseling.
- Your college/university internship coordinator will be required to forward:
  - Information about internship requirements, e.g., number of hours, types of activities, and
  - A letter of recommendation that you have the background and characteristics to learn to work with individuals with disabilities.

### **Other responsibilities:**

- If accepted for an internship with DORS, you will need to participate in an orientation to review confidentiality, ethical standards and general information about your internship. Additional orientation will occur at the particular DORS office where you are placed.
- Interns work under the direction of DORS staff in accordance with established policies and procedures. Performance is assessed periodically and shared with college/university

internship coordinators. Continuation of internships is based on performance.

## Questions?

- Contact Erica Kneessi, Staff Development Specialist, 410-554-400; [Erica.Kneessi@maryland.gov](mailto:Erica.Kneessi@maryland.gov)