POLICY FOR INTERNSHIP AT PLACE OF EMPLOYMENT
Revision 1.29.03

The field instruction experience that each student receives through her/his internships is a critical educational component of the MSW program. Students are not encouraged to do internships in their place of current or previous employment. Any student who desires to do one of their field internships in their place of employment must complete the “Student Application for Internship at Place of Employment and submit it to the Director of Field in accordance with deadlines communicated by the Field Program. The Field Program Team will review the student’s application and make a decision to approve or disapprove the proposed arrangement.

An agency of employment may only be used as an internship site when all of the requirements listed below are met.

Return to MJ Gilbert, 140D Peters Hall
Application deadline:
April 17, 2015 for Fall/Spring 2015-2016

Requirements For Internship At Place of Employment

◆ Students are allowed to do only one internship at their agency of employment, and this requires prior and timely approval.

◆ Students must submit an application to do an internship at their place of employment with requisite signatures by the required dates. The application will then be reviewed by the Field Program team and the student informed of the team’s decision.

◆ The proposed agency must meet the same criteria as other approved School of Social Work field agencies as stated in the standards set by the Council on Social Work Education (CSWE).

◆ If the student is employed by the agency during the time in which the field placement takes place, the availability of release time for coursework and field instruction must be assured. There should also be assurance that there is no diminution of the MSW program’s established requirements in class and field placement, that the field instruction be educationally focused rather than centered on agency services and the assignments challenge the student’s skills and are clearly for educational purposes.

◆ Student workspace for the internship must be located in a different department or unit and on a different floor from their current or previous position as employee.

◆ The field instructor (FI) needs to be a qualified, on site, MSW with two years post-masters work experience. The proposed field instructor cannot be the current (or previous) supervisor of the
applicant. The student and FI are required to meet for 1 to 1½ hours of field instruction supervision for each 16 hours of internship. If the FI has never supervised an MSW student before and/or has never taken formal field instructor training, the FI is required to attend the School of Social Work's Field Instructor Training (held in August for the Fall/Spring placements and in May for Summer Block placements).

◆ The student and proposed field instructor are responsible for outlining the “student as intern” role as it differs from the “student as employee” role and to document the new educational emphases in the Learning Contract submitted to the student’s liaison.

◆ The student and proposed field instructor should include in the application significant activities that will broaden the student’s understanding of service systems outside of her/his employing agency. If the agency site is approved, the student and field instructor will be required to include in the learning contract regular activities that will support the student’s learning and critical thinking about other social work systems and approaches.

◆ The placement must be either a block placement (40 hours/week), a modified block (distance ed. students) or a concurrent placement (14-20 hours/week) with the student interning in increments of at least 4 hours.

Note: Research suggests that larger, multi-unit agencies provide for a more positive experience for the worker-intern. The size and complexity of the agency is an important factor in assessing suitability in terms of possible role contradictions and educational experience.

Students are encouraged to talk with other students who have completed an internship at their place of employment in order to be more fully aware of the potential positives and negatives of these arrangements.
INTERNERSHIP AT PLACE OF EMPLOYMENT
APPLICATION

Review “Policy For Internship At Place Of Employment before beginning this application.

This application must be completed and submitted to the Director of Field Instruction no later than the first week of the interview period for field placements so that the application can be reviewed, approved or disapproved, and the decision communicated to the student in a timely manner.

This application is to be completed by student, current employment supervisor and proposed field instructor. Please use additional sheets of paper if needed.

I. Student as Employee
A) Student Name ____________________________
   Address ____________________________________________
   Phone Number (h)_________ (w)_________ E-mail __________________________
   Concentration _______ 1st Year Student?_________ or 2nd Year Student?_________

B) Agency Name ____________________________
   Address ____________________________________________
   Phone Number __________________ Fax __________________

C) Current Supervisor’s Name ____________________________
   Phone Number __________________ E-mail __________________

D) Your current job title ____________________________

E) Length of current employment: from __________________ to __________________

F) Currently work ______ hours per week. Will hours be reduced during internship? ______
   # of hours? ______ On leave? ___________

G) Name and location of work site: ____________________________
   1. Location of work unit: __________________ Floor: __________
   2. Location of employee desk/office: __________ Floor: __________
H) Will your internship be paid?  Yes ___ No ___  Will your salary continue? Yes ___ No ___

I) Your current job description: __________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

J) Specific responsibilities and work assignments (give detailed description).
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

K) What arrangements will be made to cover your current workload/duties during your field placement days/hours?
__________________________________________________________
__________________________________________________________

L) Please attach an updated copy of your resume at the end of this application.

II. Student As Intern

A) List names of other agencies, if any, where you have interviewed for a placement.
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

B) Agency names of any previous field placements:
__________________________________________________________

C) Length of proposed internship will be from _________________ to _________________
C) **Specific days/hours of internship:**
   totaling 420 hours (for foundation intern or 600 hours for concentration intern) student-as-intern hours by the end of the placement

E) **Proposed Field Instructor's Name (must have MSW with two years post- masters experience and be different from current supervisor):**
   
   Phone Number: ___________________________  Fax: ______________________________
   E-mail: ______________________________________________________________________

F) **Explain why interning at your place of employment is necessary or important to you (be specific):**
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

G) **In what ways will interning at your place of employment specifically support/not support your MSW educational goals?**
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

H) **What areas of new and significant learning do you expect to gain as a result of this field placement? Be specific.**
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

This section to be completed by proposed field instructor and task supervisor.

I) **Detailed description of intern responsibilities and assignments. Description should include activities that will assist the student learning and critically thinking about social work systems and approaches outside of the employing agency.**
   
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
J) Describe how you will assure clear boundaries between the student’s internship and employment, i.e. clarify coverage of student’s regular employment duties during internship days, communicate new role to staff, provide for separate work location and phone, etc.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

K) Student must have a separate desk for internship, which should be located on a different floor or in a different building from the work location. Specify location, including building and floor, of the student’s desk/office:
_____________________________________________________________________________________

L) Will student have a separate phone for internship? Yes ___ No ___

M) **Student** case load as intern will consist of approximately
   
   #___ individuals/client systems,
   
   #___ families, and/or
   
   #___ groups
   
   #___ projects

N) Will student and field instructor meet for a minimum of 1 hour per week for internship supervision? Yes ___ No ___

O) Will student be provided adequate time as an intern for documentation, record keeping, meetings, conferences and other student-as-intern responsibilities? Yes ___ No ___
III. Signatures

Student ___________________________ Date ____________

Current Supervisor ___________________________ Date ____________

Proposed Field Instructor ___________________________ Date ____________

Agency/Dept. Director ___________________________ Date ____________

This application has been approved by the University of Minnesota, School of Social Work

Faculty Advisor ___________________________ Date ____________

Faculty Field Liaison ___________________________ Date ____________

Director of Field Instruction ___________________________ Date ____________

* (A signed copy must be on file at the School of Social Work, University of Minnesota.)