



## **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



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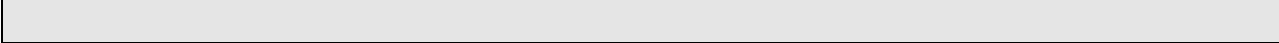
applicant. The student and FI are required to meet for 1 to 1½ hours of field instruction supervision for each 16 hours of internship. If the FI has never supervised an MSW student before and/or has never taken formal field instructor training, the FI is required to attend the School of Social Work’s 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.





INTERNSHIP 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.

[Empty rectangular box for additional information]

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, 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:



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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).  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_



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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.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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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.

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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:

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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.)**