Field Education Student Internship Application Process

The Bloomsburg University Academic Internship Office maintains a current listing of the agencies with current affiliation agreements. This listing can be found by searching the following site: [http://internships.bloomu.edu/companyList.cfm](http://internships.bloomu.edu/companyList.cfm). Additionally, the Social Work Field Education Office maintains a listing of agencies that may consider hosting a BSW student intern. When considering potential internship agencies, it is helpful to consult the above mentioned lists to obtain an idea of the agencies that have hosted a BSW student intern in the past. **PLEASE NOTE:** Just because an agency has an active affiliation agreement, that does not guarantee that the agency will be able to host a social work intern.

If a student doesn’t find an agency that he/she is interested in or that is in an area of study or geographic location that he/she desires, he/she is asked to discuss his/her individual learning needs with the Coordinator of Social Work Field Education. **Prospective student interns are asked not to investigate potential internships without consulting with the Coordinator of Social Work Field Education.** If a student does this, he/she may potentially place a prospective internship at risk. Oftentimes, agencies do not want to speak to students who are just “internship shopping”; they only want to consider student interns that are serious about a potential internship and who meet certain criteria, which vary from one internship site to another.

The following internship application process explains the steps and procedures necessary to acquire an agency internship field placement:

**Step 1:** Social Work faculty will consider the readiness of the student to commence Field Education (49.497). This will occur on an ongoing basis with particular focus during the semester before the student is scheduled to enter the field. The following criteria will need to be met by the student in order to proceed to acquire an agency internship field placement.

1) **Successful completion of all social work prerequisite courses:**

   - 49.133 Introduction to Social Work & Social Welfare;
   - 49.221 Human Behavior in the Social Environment;
   - 49.250 Research Methods for Generalist Social Work Practice;
   - 49.297 Introductory Practice Experience in Social Work;
   - 49.334 Social Work Practice with Individuals and Families;
   - 49.450 Social Work Practice with Groups and Groups at Risk;
   - 49.452 Social Work Practice with Organizations and Communities;
   - 49.453 Social Welfare Policy and Services
2) Successful completion of the 80 hour Introductory Practice Experience as evidenced by:

a) demonstrated potential in applying expected program personal and professional standards (Code of Ethics) in the practice situation.

b) ability to assume responsibility for one’s own learning and to use collaborative supervisory consultation.

c) demonstrated use of the problem solving process (critical thinking).

d) ability to manage human change and growth process for self and others.

3) Successful academic accomplishments as evidenced by:

a) demonstrated academic integrity.

b) demonstrated use of the problem solving process (critical thinking) throughout all social work curriculum.

c) maintaining at least a 2.2 GPA.

* If a student is deemed not ready to begin his/her internship, he/she will be notified by the Social Work Program Director.

**Step 2:** The student must attend an introduction to field education introductory orientation meeting during the semester prior to Field Education (specific dates to be announced by the Coordinator of Field Education).

**Step 3:** The student must submit a resume and the completed Social Work Internship Screening Questionnaire (see Appendix A; blue sheet) at a specific date identified by the Coordinator of Social Work Field Education in the semester prior to field education. If student interns are unsure of how to write a resume or require some assistance to do so, it is recommended that they seek out assistance from the career development center [http://www.bloomu.edu/careers](http://www.bloomu.edu/careers). Additionally, Appendix B in this manual provides some basic guidelines for resume writing.

**Step 4:** Students will arrange for an individual appointment with the Coordinator of Social Work Field Education to discuss their learning needs and the agencies that exist to match those needs. As a result of these appointments, potential agency placements will be identified and contacted by the Coordinator of Social Work Field Education. The coordinator will then provide the student with names and phone numbers to contact the prospective internship site(s) to schedule an initial interview with the agency.
Step 5: Student safety and safety of clients is crucial. Each student is REQUIRED to ensure that all required clearances as well as student liability insurance are secured. EACH student is REQUIRED to obtain the following by the date specified (dates will be announced on a semester by semester basis).


b) *The Pennsylvania Child Abuse History Clearance* (required for working with children/adolescents, 0-17) ([www.dpw.state.pa.us/PartnersProviders/ChildWelfare/003671038.htm] *)

c) FBI clearance (if student is going to be working with children OR its requested by agency) ([http://www.pa.cogentid.com/index.htm](http://www.pa.cogentid.com/index.htm)) Bloomsburg University Bookstore provides this service *


An affordable option is that provided through student membership in NASW. You can apply for both student NASW membership and liability insurance by going to the NASW website: www.socialworkers.org ; and www.NASWinsurancetrust.org.

*See Field Education/Internship bulletin board outside of the Coordinator of Field Education’s Office for further information.

** PLEASE NOTE: If you will be interning in a different state, you will need to obtain the appropriate clearances for that state.

Step 6: The student will arrange an interview with the prospective agency to discuss learning needs and to discover the resources the agency has to offer. It is recommended that the student intern take a copy of all of their clearances and liability insurance as well as their resume to this interview. While at the interview, the student will obtain the information necessary to complete the Social Work Program Interview Checklist/Pre-Internship Packet Form (See Appendix C) and return this sheet to the Coordinator of Field Education by the date specified. The goal is to seek a match of learning needs and agency resources. The agency representative will determine agency willingness and ability to meet the learning needs. The Coordinator of Social Work Field Education will serve as a mediator between the student and the agency in the event of questions, obstacles or exceptions. Mutual agreement between the agency and the student is necessary for the placement to be confirmed by the Coordinator of Social Work Field Education.

Step 7: After the interview, the student will discuss with the Coordinator of Social Work Field Education the potential internship. If the agency and student intern are in agreement and the coordinator can additionally assure that
the student’s needs can potentially be met with that particular agency, the coordinator will confirm the placement with the agency and the student.

**Step 8:** The student shall complete the University Application for Internship (Form 509), available on the Bloomsburg University Web site under the Academic Internship section) http://internships.bloomu.edu/Form++509.pdf along with obtaining an intern job description from the internship agency. Both the 509 form and the intern job description will need to be handed in to the Coordinator of Social Work Field Education in order for the student to be registered for both the integrative senior seminar class and the internship itself. Students are asked to complete this information ASAP in order to ensure that any financial aid is not compromised due to not being registered for classes.

**Step 9:** All required paperwork MUST be submitted to the Coordinator of Social Work Field Education in the time specified in order to be registered for senior seminar class and an internship. If all of the required paperwork is not received by the Field Education office in a timely manner, then a student intern will not be able to begin his/her internship. If the paperwork is not submitted prior to the beginning of the semester, the Coordinator of Field Education in conjunction with the Social Work Program Director may ask the student to wait until the following semester to begin his/her internship.