

Bloomsburg University Student Internship Checklist

Step	Description	Due Date
Step 1	Successful Completion of all social work prerequisite courses Experience as evidenced by personal and academic achievement. Student's must demonstrate a minimum GPA of 2.2	Fall/Spring Semester of Senior Year
Step 2	Attend Introduction to Field Education Orientation meeting Review Social Work Internship Placement PowerPoint on social work website at https://intranet.bloomu.edu/social-work-field Review current list of internships on BU Professional U website at https://intranet.bloomu.edu/internships	Fall/Spring Semester of Senior Year (Held during 1 st three weeks of Policy Class)
Step 3	*Complete Curriculum Vitae (CV) *Complete Social Work Internship Screening Questionnaire (See Appendix A and C of Field Manual)	Early Fall/Spring Semester of Senior year (Semester preceding internship)
Step 4	Appointment with the Field Director and/or Field Liaison and review of interview process and interview question guide (See Appendix T of FM)	Early Fall/Spring Semester of Senior year (Semester preceding internship)
Step 5	Interview with prospective agency. Take on interview the following <ul style="list-style-type: none"> ▪ CV and copy of clearances to interview ▪ Agency Professional Profile & Agency Response Form (See Appendix B of Field Manual). 	Student should begin interviewing within the first two months of the semester preceding their internship.
Step 6	Field Liaison will collaborate with student and prospective agency regarding potential placement and confirm placement and agreement of agency to sign a BU Affiliation Agreement (AA) and an internship job description if one does not exist.	No later than the final class in the semester preceding the internship
Step 7	Social Work Field Clearances and Liability Insurance (It is suggested that you confirm clearances upon interview and have applications processed no later than the month before finals.)	No later than the final class in the semester preceding the internship
Step 8	Student Completes University Application for Internship (Form 509) available on the social work website and the BU Professional U website -Student obtains internship job description and hands both 509 and description into field coordinator	No later than the final class in the semester preceding the internship
Step 9	STUDENTS WILL BE UNABLE TO BEGIN THEIR INTERNSHIPS UNTIL ALL PAPERWORK INCLUDING CLEARANCES AND STUDENT LIABILITY INSURANCE ARE GIVEN TO THE FIELD COORDINATOR	No later than the day preceding student's first day of their internship