

Student Internship Interview Guide

Bloomsburg University of Pennsylvania

Prior to the internship the student should do the following:

Investigate the goals and mission of the potential agency (review website, pamphlets and speak to other students who have completed their internship at the agency). Be clear about what your expectations are of your internship and of the agency (Are you interested in the following? Client contact, a variety of experiences, additional training outside of the agency, non-traditional hours etc.)

The internship interview should cover the following:

- A review of the Bloomsburg University Social Work Field Education requirements
- Initial forms that need to be completed and provided for the internship
- Goals and expectations of student and agency

Use this guide to ensure you cover all the important aspects of your internship

- 1- Provide information about why you are interested in the agency
- 2- Ask the agency questions about the following:
 - a. Mission and History (How long has the agency been operating and has it changed over time due to funding or other factors?)
 - b. Culture of Agency (How do staff get along and how is leadership structured? Are the staff social workers or are there a variety of disciplines represented at the agency?)
 - c. What programs are offered? (You should know some of this already from your pre-review of the program)
 - d. Population served
- 3- Ask the agency what they expect of you and overall of social work interns
- 4- Provide the agency with information about the social work program requirements including the following:
 - a. Professional Profile and Agency Agreement Form
 - b. Job/Internship Description
 - c. 400 hour time requirement including dates of internship
 - d. Weekly supervision from BSW/MSW or regular contact with a Task Supervisor if student receives weekly supervision from BU Faculty
 - e. Collaboration on development of field learning plan
 - f. Completion of mid-term and final student evaluation
 - g. Access to the BU social work field education website as an additional resource that provides access to the field manual and other resources
 - h. The need for an Affiliation Agreement if one does not exist
- 5- Be sure to leave the interview with a clear understanding of the agency and knowledge of if the agency will be a “good fit” for you and the agency. Make sure the Professional Profile and Agency Agreement form are completed or discuss when the interviewer can complete and get the form to you along with the job description.

