

# TIPS for a Successful Field Internship

Agency support is critical to ensure that you are able to meet the requirements for field and your responsibilities as an employee!

- ✓ *Speak with your supervisor about your intention to apply to or begin the Intensive Weekend Program.*
- ✓ *Discuss possibilities to flex your hours, educational leave, or partial reassignment of duties. Plan how you will structure your time to manage school and your job. Some day-time hours for field are necessary!*
- ✓ *Explore the possibility of an internship within your agency.*



## Workplace-based placement

Your agency agrees to provide you with an internship at your place of employment:

- Are there opportunities for field that differ from your current job responsibilities?*
- Is there an MSW available for field instruction who is not your supervisor?*
- How will you separate your field hours from your work responsibilities?*



## Placement in another agency

If an internship is not possible at your place of employment, we will help you locate a placement:

***To ensure success...***

- Determine time you have available and explore the possibility of flexing your work schedule to allow for some day time hours.*
- Research possible agencies in your area and explore placement options with agency colleagues and your supervisor.*
- Contact only agencies with whom you or your employer have a professional relationship.*

## FIELD INSTRUCTOR REQUIREMENTS:

- Meet students in person on a weekly basis to provide supervision.
- Review process recordings and complete field evaluations
- *Must have 2 years post MSW & SIFI*