

UNI Undergraduate Social Work Field Instruction Checklist

Revised March 2020

Placement deadlines

Spring internship – Dec 1st

Summer or Fall internships – April 1st

- ___ 1. Attend Field Orientation meeting with the Field Director.
- ___ 2. Complete required activities offered by the UNI Career Services (signatures required)
 - Resume and Interview Skills Workshop.
 - Individual resume and mock interview session
- ___ 3. Confirm with the UNI Office of the Registrar that you are on track to graduate. Call or email April Schmiesing at (319) 273-6801 or april.schmiesing@uni.edu.
- ___ 4. Jenny Becker (jennifer.becker@uni.edu) to confirm items below:

___ Social Work major with Senior Standing and has at least **90 credits**

___ A minimum **UNI** and **Cumulative GPA** of **2.5**.

___ Completion of **all** the prerequisite courses:

SW 1001 Intro to Social Services and Social Work

SW 2091 Practice with Individuals (minimum of C)

SW 3192 Practice with Groups and Families (minimum of C)

SW 3185 Social Work Research

SW 4164 Human Behavior and the Social Environment

___ Final copy of Resume; Reference List; Cover Letter.

___ Pre-Professional Sketch (2 pages, double spaced): This is a snapshot of your pre-professional life at this point in time. Acknowledge the good in you and assess your own growth, value, and mindset at this present moment as you prepare for your social work internship. The stronger your self-awareness is, the greater power you have to make growth and change.

- *What life lessons did you learn growing up?*
- *What motivated you to get a Social Work degree?*
- *What do you consider some of your greatest social work skills?*
- *What are your personal and professional goals during your social work internship?*

___ Discuss field placement options.

(Signature of Student)

(Date)

Phone number at which your faculty liaison can contact you at during your internship: _____

Student ID: _____

Number of field credit hours needed: Spring or Fall (11-15): _____ OR Summer (11-12): _____