

Undergraduate Social Work Program Field Orientation Session

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2015 Educational Policy and Accreditation Standards (EPAS) - Standards of Professional Competence

Competency 1–Demonstrate Ethical and Professional Behavior

Competency 2 –Engage Diversity and Difference in Practice

Competency 3 –Advance Human Rights and Social, Economic, and Environmental Justice

Competency 4 –Engage In Practice-informed Research and Research-informed Practice

Competency 5 –Engage in Policy Practice

Competency 6 –Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7 –Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8 –Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9 –Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Mission of Social Work Program

The mission of the UNI BA in Social Work program is to prepare students for **beginning generalist social work practice** at the individual, family, small group, organizational and community levels while **adhering to social work values and ethics**. Students will learn to use research informed practice to **advocate** for social and economic justice. This commitment is supported by the promotion of **multicultural responsiveness**. Critical thinking is a fundamental component of the program that encourages students to **examine challenging or opposing concepts and explore conflicting personal and professional values**. Service learning requirements, to include volunteer and internship experiences, contribute to the **sharing of knowledge** between community partners, faculty and student.

Pre-Field Requirements

UNI Undergraduate Social Work Field Instruction Checklist

1. Attend Field Orientation (today) - ROI
2. Career Service Workshop (today) & 1:1
3. Office of the Registrar confirmation
4. Provide all documents to Jenny Becker who will **clear** you to enroll for SW 4200 (internship).
5. Signed Contract with Approved Site

UNI CAREER & INTERNSHIP FAIR

If you are doing your internship in Spring 2023, you must attend:

UNI Fall 2022 Internship & Career Fair

Wednesday, September 14, 2022

12pm-4pm Maucker Union Ballroom

Dress professional, SIGN IN, bring resumes, connect with social service agencies

Field Site Search

1. UNI Social Work website
 - <https://csbs.uni.edu/socialwork>
 - Click on “Field Instruction”
 - View: Cedar Valley sites; State of Iowa Sites
2. Intern Placement Tracking System (IPT)
 - Agency profiles of approved field partners
 - Follow process for applying stated on profile

Where to intern.....

Are you getting a Child Welfare or Addictions Counseling certificate?

What populations do you want to work with?

What issues/causes motivate you?

What do you want, expect, and feel you need in your field experience?

Placement Policies

- Option 1: Internship with approved field partner (unpaid or receive a stipend)
- Option 2: Internship at your place of employment BUT different intern experiences & different supervisor
- Option 3: Employment position as your internship
- The field program does not grant social work course credit or field hours for life experience or previous social work related experience. The field hours can only be completed through the field instruction course. (*Accreditation Standard 3.1.5*)
- Handout: Hospital/Health care settings

How To Apply

Step 1: Follow the information provided on the IPT profile for each site in how they want to be contacted, usually via email but some have website application processes. If you are applying through a website, be sure to have a cover letter & resume ready to be uploaded. Some sites have EARLY application deadlines (i.e. Orchard Place in Des Moines).

Step 2: Required language for a professional email.

Hello XXX,

I am an undergraduate social work student at the University of Northern Iowa. I am interested in completing my XXX hour social work internship with (insert name of agency) from (insert start and end date). I appreciate you taking the time to review my attached cover letter and resume, as well as my school's requirements. I look forward to hearing from you.

***Step 3:** Set up your interview. Accept or respectfully pass on the offer.

Step 4: Signed contract turned into Jenny Becker by deadline

**If you don't hear back in 5-10 working days, reach out again. You can email or call, inquiring about the status of your application. If still no response, contact Jenny Becker to reach out on your behalf. If the site is full or not taking interns, please notify Jenny Becker.*

Facebook-WhatsApp-Instagram-Tumblr-Twitter-Snapchat-Pinterest-LinkedIn-TikTok -Etc....

And nearly half of hiring managers who screen candidates via social networks said they've found information that caused them not to hire a person.

(Source: CareerBuilder)

8 Easy Ways to Clean Up Your Social Media (Source: themuse)

1. Make Your Accounts Private
2. Hide or Delete Any Inappropriate Posts
3. Deactivate Old Accounts
4. Add the Right Photos
5. Add a Professional Bio
6. Edit Your Handles and URLs
7. Post Industry-Related News, Quotes, or Articles
8. Follow Inspiring People and Companies

Professional Qualities Agencies are Looking for...

- Open to the experience
- Accept your role as a learner - ask ?'s, accept feedback
- Reliable - follow your schedule, be on time, submit paperwork on time, keep appointments
- Private life is separate from intern life
- Develop Professional Use of Self - **create and maintain positive work-related habits**

Possible Issues During Field

- | | |
|-----------------------------|--|
| Unrealistic Expectations | Inability to Embrace Uncertainties |
| Unrecognized Anxiety | False Assumptions |
| Refusal to Ask for Help | Over-Scheduled |
| Overwhelming Triggers | Boredom |
| Help from Unhelpful Sources | Conflicting Personal and Professional Values |

Sources: Barlow & Hall (2007); Gelman (2004); Gelman & Lloyd (2008); Gelman (2009); Glassman (2016); Hemy, Boddy, Chee, & Sauvage (2016); Hughes (2011); Pierce(2016); Zeff, Kaersvang, & Raskin (2016).

Process for Resolving Internship Conflicts

Student Issues with Field Placement

- Step 1: Student consults with Agency Instructor/Supervisor
Step 2: Student consults with Faculty Liaison
Step 3: Faculty Liaison consults with Field Director

Student Issues with Faculty Liaison

- Step 1: Student consults with Faculty Liaison
Step 2: Student consults with Social Work Department Head

Agency Issues with Student

- Step 1: Agency Instructor/Supervisor consults with Student
Step 2: Agency Instructor/Supervisor consults with Faculty Liaison
Step 3: Faculty Liaison consults with Field Director

Credits and Hours in the Field

11 credit minimum = 440 hours

12 credits = 480 hours

13 credits = 520 hours

14 credits = 560 hours

15 credits = 600 hours

Fall and Spring: 11-15 credits over 16 weeks

Summer: 11-12 credits over 12 weeks

(400 hour minimum Accreditation Standard 2.2.5)

Placement Deadline and Registration

Deadlines

Spring Semester
Internships:

Dec 1st

Summer or Fall
Internships:

April 1st

Registration

Fall or Spring (11-15
credits)

***Students enroll through MyUniverse
SW 4200 Field Instruction**

Summer(11-12 credits)

*** Students enroll at
www.uni.edu/continuinged/enroll
SW 4200 Field Instruction**

Social Work Faculty Liaison

- Instructor of SW 4200 (oversee field experience)
- Two (2) agency meetings during field experience
- Facilitate 1 pre-field meeting and 3 seminars during field experience (**ATTENDANCE REQUIRED**)
- Monitoring all logs, assignments and assessments
- Assign credit/no credit for the field experience

Agency Instructor/Supervisor

- View the Agency Instructor Orientation
- www.uni.edu/csbs/socialwork/field-instruction - Agency Instructor Tools: Agency Instructor Orientation
- “Coach” - guide, direct and provide feedback
- Develop Learning Plan with you
- Provide supervision during placement (weekly sessions; review summaries of learning)
- Complete assessments
- Attend all agency meetings with Faculty Liaison

Assignments during Field

Field Assignments:

- Learning Plan
- Weekly summary of learnings (share with your site supervisor)
- Documentation of hours
- Attend field seminars
- Agency Presentation during seminar
- Intervention Analysis Report (minimum grade to receive credit)

Evaluations:

- Midterm and End Evaluation completed by Agency Instructor/Supervisor
- Field Program Evaluation administered by Field Office

Lessons Learned From Previous Interns

- Practice interview skills (phone, zoom, face to face)
- Apply early and cast a wide net
- Envision where you would want to work (passionate about client base; see yourself employed there)
- Actively update resume
- Look for opportunities to network during internship
- Extra time on your hands = volunteer
- “Don’t plan to do much more on top of internship”

FAQs

Q:When should I start reaching out to field sites?

(3-4 months prior to start date, range 2-7 months, “March” for Fall internships)

Q:Where do I find what sites are available to me?

Q:How do I apply for a specific internship?

Q:What 3 documents should I have ready prior to applying?

Q:What do I do if I don’t hear back from the site I applied to?

Q:What do I do if I have more than 1 offer?

Q:What do I do if I accept an offer but have interviews scheduled with other sites and/or interviewed with other sites?

Q:When should I plan to be freed up to complete the required internship hours?

BSW Program and Field

- BSW Program Handbook - March 2022
- BSW Field Manual - March 2022

Looking for Spring 2023 interns

Brain Injury Alliance (Remote Internship Experience)

Iowa Department of Human Services, Waterloo

Questions

