

## **Internship Readiness Checklist**

### **Social Work 494/495**

Congratulations! Internships are a wonderful opportunity to gain professional experience and exposure to the social work field. The University and our community partners have high expectations for interns. Be prepared to treat this opportunity as you would professional employment. Students who succeed in their internships experience long term benefits, such as professional skills and development, community connections, and employment opportunities.

Please note the following tips in being successful in your internships

1. Dress Professionally.
  - Follow the dress code of your agency.
  - Even if the dress code of your agency is casual, dress up on days that you have meetings with community partners, presentations, court hearings, etc.
  - Avoid wearing revealing or worn clothing.
2. Be Punctual.
  - Be on time.
  - Follow your agreed upon schedule as closely as possible.
  - Stay the duration of your scheduled shift.
3. Manage Communication.
  - Contact your field supervisor prior to your scheduled shift to inform of any anticipated tardiness or illness.
  - Be articulate and professional in your oral communication with staff and clients.
  - Strive for a high level of written communication, and express your ideas/concepts clearly with an absence of errors.
4. Be Engaged.
  - Take Notes
  - Ask Questions about agency policies, activities, meetings, client interactions, etc.
  - Seek out learning opportunities.
  - Seek out opportunities to interact and build relationships with staff and clientele.
5. Avoid Cell phone use.
  - Cell phones should be off and put away at your internships.
  - If you have a specific reason that you need your cell phone explain this to your field supervisor and keep it on vibrate.
  - Do not use cell phones in meetings, court hearings, and client/staff interactions.
6. Demonstrate Respect.
  - Be respectful to staff members and clients.

7. Demonstrate Self-Awareness.
  - Maintain a high level of self-awareness about the impact of your verbal and non-verbal communications.
8. Demonstrate Awareness and Responsiveness to diversity.
  - Your interactions with clients and staff should reflect an appreciation of diverse opinions, experiences, and/or people.
9. Demonstrate collegiality and collaborative interactions.
  - Work collaboratively with all team members and relate positively with clients.
10. Demonstrate Self-Initiative, Reliability and Dependability.
  - Offer to take on tasks such as writing case notes, making follow-up phone calls, organizing resources, etc.
  - Complete your work in a timely manner.
  - Follow-through on assigned tasks.
11. Demonstrate evidence of motivation to make improvements, and respond to suggestions and feedback
  - Be receptive to suggestions and feedback from others, and adjust your performance accordingly.
12. Be knowledgeable about the Professional Conduct Policy in the BSW Field Education Manual.
  - Refer to our field manual when necessary to ensure you are maintaining professional conduct.
13. Show respect and use the NASW Code of Ethics (especially confidentiality).
  - Demonstrate leadership
  - Discuss ethical issues with staff members.
  - Maintain confidentiality with clients and agency records.
  - Maintain professional boundaries with clients.