

## School of Social Work Field Checklist

**This checklist can be used as a guide to help you successfully find and accept an internship placement.**

**Check out the “How do I find an internship?” section on the Moodle SWK Field Resources Page**

Log into Tevera and search out already approved field agencies. You can search agencies by name or location. To do this, you will go to the Site Placements Tile, and then find the “My Sites” tab and begin your search.

Students are allowed to select an agency that is not already listed in Tevera as an approved agency. Please be aware, all new agencies undergo a pre-screening process well in advance of the internship. **Please allow for one full semester for this pre-screening process to be completed. Students may not begin a placement with a new agency until the pre-screening process is complete.** To initiate the pre-screening process, provide the name of the supervisor and their email address to your field coordinator. Field Coordinator contact information can be found at the bottom of this form.

If you are planning to propose using your place of employment as a field placement, please contact the field department, as there will be additional documentation and vetting required before any approvals can be provided.

If you are planning on/have declared a specialization (track), please contact the respective specialization coordinators. For more assistance in contacting the appropriate parties, please contact the field office.

AU field will post open internship opportunities to Moodle; please see the Field Placement Openings forum which can be accessed through the “Forums” link at the top, right-hand corner of the SWK Field Resources Moodle pages.

**Read the Field Manual**

Review the Field Manual by clicking the link on the SWK Field Resources Moodle page.

**Contact an agency**

Reach out to an agency at which you would like to intern. If you are contacting an agency listed as an approved agency in Tevera, the contact information and preferred method of contact is listed. If you are reaching out to a new agency, reach out via phone or email to inquire about internship opportunities. Utilize resources on the Field Resources Moodle page around crafting a cover letter and resume, or contact AU Career Services for additional assistance.

**Set up an interview**

Once you’ve had correspondence with a potential agency, you will work together to set up an interview. Be sure to bring a list of questions to your interview. This ensures you receive all application information about the learning opportunity and responsibilities.

**Submit your field application in Tevera**

Once you've accepted an offer from an agency, you will complete the Site Selection process in Tevera to begin the field application process. Please begin this process as soon as you accept an offer from an agency to ensure that your start date is not delayed.

**For sites already AU approved:**

- You will log into your Tevera account and go to the "Site Placements" tile on your home page, and then go to "my site placements."
- You will complete the site placement tasks, selecting the site and supervisor from the already approved lists available in Tevera
- Once your placement process has been initiated, the field team will begin to review and approve your site placement. This will include confirming student registration in the field courses, verifying affiliation and liability insurance status, and collecting the required pre-requisites, if applicable. See below for more details regarding these steps.

**For sites not already AU approved:**

- You will log into your Tevera account and go to the "Site Placements" tile on your home page, and then go to "my site placements."
- After completing your pre-application tasks, you will go to "select site" and scroll to the bottom of the page. You will select "suggest site" and enter in the contact email for the agency contact who has offered you the internship position. This will initiate a new site form the site will need to complete and submit.
- Once your site has completed and submitted the new site form, the field team will begin to review and approve your site placement. This will include confirming student registration in the field courses, verifying affiliation and liability insurance status, and collecting the required pre-requisites, if applicable. See below for more details regarding these steps.

**Application Due Dates:**

**Summer (May) Internship Start: March 15th application deadline**

**Fall (August) Internship Start: June 1<sup>st</sup> application deadline**

**Spring (January) Internship Start: November 1<sup>st</sup> application deadline**

**Register for your Field Class**

**AURORA MAIN CAMPUS MSW STUDENTS:** Once the field application is received, students will receive an email from the Field Office allowing permission to register for the field course. For students completing their first year internship, you will register for SWK 6730. For students completing their second year internship, you will register for SWK 6750.

- Students will also need to sign up for the field seminar, (SWK 6850) a monthly workshop requirement for all students in the MSW program. Please see the SWK Field Resources page for more information about the field workshops.

**ONLINE MSW STUDENTS:** Once the field application is received, students will receive an email from the Field Office allowing permission to register for the field course. For students completing their first year internship, you will register for SWK 6730. For students completing their second year internship, you will register for SWK 6750.

**AURORA MAIN CAMPUS BSW STUDENTS:** Once the field application is received, students will receive an email from the Field Office allowing permission to register for the field course, SWK 4210.

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**MCC MSW STUDENTS:** Students register for the field course as they would other courses. For students completing their first year internship, you will register for SWK 6730. For students completing their second year internship, you will register for SWK 6750. If an application is not submitted in Tevera by the field application deadline, students will be dropped from the field course.

- Students will also need to sign up for the field seminar, (SWK 6850) a monthly workshop requirement for all students in the MSW program. Please see the SWK Field Resources page for more information about the field workshops.

**MCC BSW STUDENTS:** Students register for the field course as they would other courses. Students will register for SWK 4210. If an application is not submitted in Tevera by the field application deadline, students will be dropped from the field course.

### Complete any pre-requisites required by your placement site

If, during your interview process, you've learned that your site has requirements that need to be completed prior to starting your internship (like background checks or drug testing), be sure to complete them as soon as possible. Please see the "Pre-screening Affiliation Requirements" section on the SWK Field Resources Moodle page for more information about these requirements. If you have questions about pre-requisites, please contact our Field Affiliation Coordinator, Cindy Korso, at ckorso@aurora.edu .

### Receive confirmation email from AU

If you have accepted an internship offer with any of the agencies already existing in Tevera, it is likely that the agency has a standing Affiliation Agreement with AU. If you have accepted an internship offer with an agency that does not have a standing Affiliation Agreement with AU, the agency and AU will work to establish one. Please remember to **allow one full semester** for the negotiation of a new Affiliation Agreement. Once the Affiliation Agreement is completed and your Tevera application has been fully processed, you will see your application reflecting full completion in Tevera, indicating you may begin your hours. **Students may not begin internship hours until your application has been fully approved by from Aurora University.**

#### If along the way you have any questions, please contact:

<b>BSW Aurora Campus Students:</b>	<b>Alli Schuck</b> - Field Director, School of Social Work Institute for Collaboration Building #226E, (630) 947-8936 or aschuck@aurora.edu
<b>MSW Students M-Z:</b>	<b>Rita Braun</b> - Assistant Field Director, School of Social Work Institute for Collaboration Building #325, (630) 844-6147 or rbraun@aurora.edu
<b>MSW Students A-L:</b>	<b>Joanna VanLear</b> –Field Coordinator, School of Social Work Institute for Collaboration Building #325, (630) 844-5262 or jvanlear@aurora.edu
<b>BSW Online Students and University Center at McHenry County College BSW and MSW Students:</b>	<b>Amy Ceshker</b> - Field Coordinator, (262) 245-8507 or aceshker@aurora.edu