**University of Maine School of Social Work**

**Eligibility, Process, and Application for Worksite-Based Internships**

The University of Maine School of Social Work understands that students often must work during their studies and may find it difficult to manage the requirements of education, employment, and the social work Internship. We also often have requests by students and agencies for worksite-based internships. Worksite-based internship can bring benefits to students and employers although there are important boundaries and safeguards that must be in place to protect the integrity of student learning as the focus of the social work internship experience.

Regarding student protection, if interning at the work site, a student could jeopardize their employment if problems arise within the domain of the internship. It is also possible for work responsibilities to interfere with the successful completion of the internship. CSWE provides standards and implementation guidelines for schools of social work about the importance of protecting the role of student as learner in any worksite- based internship and directs each school to create policies and procedures for how to address worksite-based internships.

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**Worksite-based Internship**

At times a student may be interested in seeking a worksite -based internship

The School of Social Work allows for worksite-based internships in one of three ways:

1. Same Employer/Different Role: When a student currently employed by an agency requests a worksite-based internship (paid or unpaid) with their existing agency in a position that is different from their current or previous employment; or
2. New Employment as Internship: When a student is offered a worksite-based internship using a new employment position that is different from their current or previous employment as the social work internship; or
3. Hired Along the Way: When a student in an existing unfunded internship is offered the opportunity by the agency to complete the rest of the internship experience as worksite-based internship.

It is the policy of the School of Social Work to consider worksite-based internships when special circumstances (as outlined below) are met. Any arrangements requested by the student must include a **written proposal that ensures the integrity of the learning experience by documenting the requirements outlined below.** The proposal must be:

1. Submitted in writing to the Internship Coordinator at the School of Social Work;
2. Agreed upon by the proposed internship instructor, the student’s employment supervisor and the administration of the agency;
3. Approved by the University of Maine Internship Unit

### **Eligibility**

Students are be in good standing with the agency and the School of Social Work and enrolled or planning for an approved social work internship course. In order to be eligible, agencies must meet criteria established by the School of Social work that guides selection internship agencies and internship instructors/site supervisors. Furthermore, agencies must ensure the student’s opportunity to engage in all social work competencies and behaviors in order to fulfill field education requirements during the internship.

**Same Employer/Different Role: Unpaid, Worksite-based Internship**

A student who is also a current employee of an agency may petition to complete an entirely unpaid internship with their employer in a role that is different than the student’s current or previous employment responsibilities. The student must be an employee in good standing of at least 90 days to apply.

**Same Employer/Different Role: Paid, Worksite-based Internship**

A student who is also a current employee of an agency may petition to complete a paid internship with their employer in a role that is different than the student’s current or previous employment responsibilities. The responsibility to for discussion of payment rests with the student and the agency, not the School of Social Work. The student must be an employee in good standing of at least 90 days to apply.

### **New Employment as Internship:**

A student may petition to use a newly obtained, employment as a worksite-based internship. The student needs to obtain a position in an agency that is different from a position the student has held before in any other capacity. Students are responsible for obtaining this employment, not the School of Social Work. Students should be employed in this new position for at least 60-90 days prior to beginning the internship to ensure they are in good standing with the Agency. Students may not apply for employment-based internships using positions they have held for more than 12 months prior to academic semester the internship begins in order to ensure the integrity of new learning.

**Hired Along the Way: Converting an Unfunded Internship to Worksite-based internship**

A student may petition to convert an existing unfunded internship to a worksite-based internship, should the agency offer the student employment. In order to be eligible to apply, students need to be in good standing with the School of Social Work and the Agency and in a current internship approved by the School of Social Work.

**Stipends during worksite-based internships**

Students may receive stipends from the University of Maine as part of a university administered, grant-funded program during their internship with a worksite-based agency. A stipend placement must be structured so that the student is receiving a stipend, but is not being paid for service delivery. The payment of a stipend must in no way place employment expectations or requirements that result from the remuneration on the student**. Students may not receive stipends from their agency during an un-funded internship at a worksite-based internship.**

**Agencies:**

1. are encouraged by UMS to discuss with the Agency's legal counsel the possible legal consequences of having individuals who are Agency employees also engaging in an internship concurrent with their employment;
2. negotiate roles, responsibilities, wages, benefits, etc. in a worksite-based internship directly with the student;
3. ensure the student has opportunity to engage in all social work competencies and behaviors in order to fulfill field education requirements during the internship;
4. provide MSW/BSW Internship supervision \* in addition to and above any required employment supervision. The School of Social Work requests that agencies assign separate Internship and employment supervisors
	1. If that is not possible, then a single supervisor may offer both Employment and Internship supervision but the two supervision purposes cannot be combined. Internship Instructors must offer at least1.5 hours of internship supervision (1 hour individually weekly and ½ hour as needed) in addition to any required employment supervision
5. sign the completed student application and discuss information contained within with Internship Coordinator prior to approval; and
6. sign a University of Maine Affiliation Agreement prior to the student beginning any practicum.

*\* Internship instructors may hold BSW or MSW for BSW students only. Internship Instructors must hold an MSW for MSW students. All Internship instructors must have two years post graduate social work experience.*

**Students:**

1. talk with the School of Social Work about the risks and benefits of applying for a worksite-based internship;
2. are in good standing with their employer and the school of social work;
3. negotiate roles, responsibilities, wages, benefits, etc. in a worksite-based internship directly with the agency;
4. work with the employer to develop learning opportunities in the worksite-based internship, understanding they must demonstrate all social work competencies and behaviors during the internship in order to fulfill field education requirements;
5. clarify the expectations of the agency for internship timeframes, including semester breaks;
	1. Students may count up to 40 hours of pre-practicum *orientation only* towards their internships.
	2. Students are not able to engage in internship activities during times they are not registered for classes (i.e., winter break/summer break) without special arrangements made with the SSW. This means employment activities are not counted towards internship hours during times a student is not registered for an internship course.
	3. In no circumstances may students complete the internship earlier than outlined by the School of Social Work internship schedule;
6. and complete the worksite application and submit to the School of Social Work. This application must be approved prior to any hours being counted towards internship hours.

**UNIVERSITY OF MAINE APPLICATION FOR WORKSITE-BASED INTERNSHIP**

***Instructions:*** *Students, please complete in full and discuss with and obtain required signature from supervisors prior to submitting to the Internship Coordinator. Please Type on this form.*

1. Student’s Name:
2. Which Type of Worksite-based Internship are you applying for? (Select only one)

\_\_\_\_\_\_ Same Employer/Different Role: paid, worksite-based internship

\_\_\_\_\_\_ Same Employer/Different Role: unpaid, worksite-based internship

### \_\_\_\_\_\_New Employment as internship

\_\_\_\_\_\_ Hired Along the Way: Converting an unfunded internship to a worksite-based internship

1. Agency, program and address:
2. How long have you been with this agency? In what capacity? Please list titles or roles held/dates held while at the agency, noting your current position clearly:
3. Describe your current position/role at the agency (i.e., responsibilities, population of clients or client system that you currently work with, part time/full time, etc.).

***If you are completing a hired along the way application, skip to Q#11. Everyone else, please continue to Q#6.***

1. Program or Department and address of proposed internship:
2. Describe your proposed internship. What will you be doing?
3. Is this proposed internship similar to other roles you have held before? How? Is it different to other roles you have held before? How?
4. Using the 9 Social Work competencies, describe the learning opportunities that you will receive as a social work student in this internship. Provide at 1-2 examples per competency:
	* 1. Demonstrate Ethical Professional Behavior
		2. Advance Human Rights and Social, Racial, Economic and Environmental Justice
		3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
		4. Engage in Practice-informed Research and Research-Informed Practice
		5. Engage in Policy Practice
		6. Engage with Individuals, Families, Groups, Organizations, and Communities
		7. Assess Individuals, Families, Groups, Organizations, and Communities
		8. Intervene with Individuals, Families, Groups, Organizations, and Communities
		9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
5. New Employment as Internship only – Will you have held the role at least 60 days but not more than 12 months by the beginning of the semester your internship begins?
6. What kinds of things will you do to keep the focus on your learning as a social work student intern while you also are an employee?
7. What kinds of things will you do to keep your employment secure and in good standing while also being a social work student intern?
8. Name/Phone/Email for your administrative supervisor at the agency:
9. Name/Phone/Email for Internship Instructor:

A BSW or MSW Internship Instructor with two years of social work experience is required for BSW students. An MSW Instructor with two years of social work experience is required for MSW students.

* 1. Credentials of Internship instructor/supervisor? (Please check)

\_\_\_\_\_\_\_\_\_BSW or \_\_\_\_\_\_\_\_ MSW or \_\_\_\_\_\_\_\_Other degree

* 1. Is the Internship Instructor employed at the agency? If not, where?
	2. Is your proposed Internship Instructor also the person who does/or will you provide social work supervision for employment?
1. # of placement hours you plan to complete at the agency during the Internship (Please check one):
	1. BSW 400 hours \_\_\_\_\_\_\_\_\_
	2. MSW Generalist 400 hours \_\_\_\_\_\_\_\_\_
	3. MSW Specialization 500 hours\_\_\_\_\_\_\_\_
2. Average # of weekly hours counted towards your internship (Please check one):
	1. 14-16 hours per week (BSW or MSW Generalist) only \_\_\_\_\_
	2. 18-20 hours per week (MSW Specialization Year Fall/Spring only) \_\_\_\_\_\_
	3. 38-40 hours per week (MSW Specialization Year Summer Block only) \_\_\_\_\_
3. Temporary or Permanent Position? (Please check one):
	1. This worksite-based position is expected to be temporary and end after the academic semesters of the internship\_\_\_\_\_\_\_\_\_\_
	2. This worksite-based position is expected to be permanent and continue after the academic semesters of the internship\_\_\_\_\_\_\_\_\_
4. Number of additional employment hours per week you plan to complete at the agency during the Internship period, if applicable\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Rate of pay while an employee\*:

Hourly: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Salaried: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Gathered only for aggregate, de-identified accreditation and university data reporting purposes*

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Instructor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This request was reviewed on \_\_\_\_\_\_\_\_\_(date) and \_\_\_\_\_\_approved or \_\_\_\_\_\_not approved. If not approved, see comments below.

Internship Coordinator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Coordinator Comments**