

## Master of Social Work

### FAQ – MSW Fieldwork/Internships

#### How many internships are required?

Traditional MSW students typically enter the program without a Bachelor of Social Work (BSW) degree. They follow the full 60 credit hour MSW curriculum. The traditional route is designed to provide a comprehensive foundation in social work practice and theory, covering both generalist and specialized practice. **Two internships are required.**

Advanced standing students have completed a Bachelor of Social Work (BSW) degree from a BSW program accredited by the Council on Social Work Education (CSWE). Having already covered many of the foundational courses during their BSW studies, they are eligible to bypass certain introductory courses, preventing redundancy in their coursework. This enables them to complete their Master of Social Work (MSW) degree in a shorter time frame and only requires them to complete 30 hour hours. Students must begin their MSW studies within five years of earning their BSW. **One internship is required.**

#### How many hours are needed?

For the generalist or first internship, a minimum of 450 hours is required, unless the student is enrolled in the addictions track, in which case 500 hours are required. For the specialist or second internship, or for the advanced standing internship, a minimum of 600 hours is required, regardless of the chosen track.

#### How long is the internship?

Each internship is over 2 consecutive semesters (32 weeks).

#### How many hours can I do per week?

For the generalist internship, students may complete up to **16 hours per week**. For the specialist internship, students may complete up to **20 hours per week**.

#### Who should I reach out to for help?

Field Director:

Joanna VanLear, [jvanlear@aurora.edu](mailto:jvanlear@aurora.edu)

Field Coordinators:

MSW Online/On-campus, Last names A-L – Samantha Heiden, [sheiden@aurora.edu](mailto:sheiden@aurora.edu)

MSW Online/On-campus, Last names M-Z – Megan Suchomel, [msuchomel@aurora.edu](mailto:msuchomel@aurora.edu)

BSW On-Campus – Sandra Perez Avila, [sperezavila@aurora.edu](mailto:sperezavila@aurora.edu)

BSW Online/ University Center at MCC – Amy Ceshker, [aceshker@aurora.edu](mailto:aceshker@aurora.edu)

#### How do I learn more about the internship application process?

Refer to the [MSW Field Manual](#)

Visit the Brightspace MSW Field Resources Page (You will get access to this once you register for your first class.)

[Attend MSW Orientation.](#)

### **How do I find an internship?**

Tevera provides a comprehensive list of sites with which AU has previously partnered. You can find contact information for each site in its profile and reach out directly via phone or email to inquire about available internship opportunities.

- **Search by Location:** Tevera allows you to search for sites within a specified radius of a ZIP code to help you find opportunities in your area.

- **Use the Tags Feature:** Utilize the "Tags" option (under "More") to identify sites that align with your track or specific area of interest.

Additionally, the **MSW Field Resources** page on Brightspace features a section titled **Current Openings**, where we post internship opportunities from sites that have actively reached out to us seeking interns.

Please note, you are not limited to sites listed in Tevera or the Current Openings page. If there is a site in your community that you are interested in interning with, you may proceed with an interview. If selected, you can add the site to Tevera once you have accepted the internship offer.

### **How do I get a new site approved?**

Once you have received an internship offer from a new site, you will complete your application in Tevera. Instead of selecting an existing site, scroll down and click on the "Suggest a Site" option.

### **I have an internship offer, now what?**

Complete the Tevera application by the specified deadline, as extensions are rarely granted. For detailed guidance, a step-by-step application tutorial is available on the Brightspace Field Resources page.

### **Can I switch internships?**

Once you have made a commitment to an internship site, you are expected to honor that commitment for the full duration of the internship. The internship experience is designed to provide continuity and a comprehensive learning opportunity, which is why completing the entire 32-week placement is essential to your professional development.

Simply feeling that the site is not the best fit, or not enjoying the experience, is not considered a valid reason for breaking your commitment. It is crucial that you thoroughly research and vet the site beforehand to ensure it aligns with your interests, professional goals, and scheduling needs before accepting the internship offer.

### **How do I resolve a conflict at my site?**

Should challenges arise during the internship, it is important to address them early on by discussing concerns with your field liaison. Your liaison will help you navigate next steps and facilitate problem

solving conversations with your site. Support is available to help you navigate any difficulties, but the expectation is that you will remain committed to the site throughout the entire internship period unless there are extenuating circumstances that warrant an exception.

### **Can I do my internship at my place of employment?**

Potentially. If you are interested in pursuing an employment-based internship, there is an additional application that must be completed and approved by your field coordinator. Please contact your field coordinator to obtain the necessary application. To be eligible, your employment activities must align with the required competencies outlined in the employment-based application. Additionally, you will need to have a field instructor at your site, other than your supervisor, to oversee your internship. Weekly supervision of at least one hour, focused specifically on your internship tasks and separate from your regular work supervision, is also required.

### **Who can I reach out to before I am enrolled to see if my work would qualify for an employment based internship?**

Field Director, Joanna VanLear, [jvanlear@aurora.edu](mailto:jvanlear@aurora.edu)

### **Can I finish my hours early?**

No, you are required to complete the full 32-week internship duration, regardless of whether you accumulate excess hours. It is essential to stay at your site for the entire period to ensure a comprehensive and consistent learning experience.

### **Can I use the same site for each internship?**

The field team strongly encourages exploring different sites for each internship. However, if you choose to use the same site for both internships, the experiences must be significantly distinct. This includes having a different role title, responsibilities, and supervisor for each internship. In this case, you will need to complete a separate application, known as the *Repeat Site Application*. Please contact your field coordinator to obtain this document.

### **When are the application windows?**

Summer start: January 6-March 1. **March 1<sup>st</sup>- final day to submit application**

Fall start: April 1-June 1. **June 1<sup>st</sup> – final day to submit application**

Spring start: September 1-November 1. **November 1<sup>st</sup> – final day to submit application**

### **What must be completed by the deadline?**

The student is responsible for completing their portions of the application by the specified deadline. This includes selecting a site, completing the New Site Information Form (for new sites only), selecting a supervisor, completing the New Supervisor Form (for new supervisors only), submitting the Location Form, providing projected start and end dates, completing the Track Form, the Field Consent Form, and the Employment-Based Field Form (if applicable). Forms designated for completion by the AU field team or placement approver are not required to be submitted by the student by the deadline. While forms completed by internship staff should be prioritized, they are also not required to be completed by the student deadline.

### **What if I miss the deadline?**

Your field experience will be moved to the next available semester. Extensions are rarely considered.

**What is the field course?**

The field course is designed to complement the field experience, serving as the academic component where internship hours are tracked and any related issues are addressed. The course includes the following assignments: the Learning Agreement, weekly discussion forums, monthly time logs, virtual site visits, and progress evaluations. This course is delivered asynchronously.

**When can I register for the field course?**

Once your application is submitted, the field team will begin processing it. Upon initiation of the application process, your field coordinator will grant you access to register for your field course. You will be notified by your field coordinator once the necessary permissions have been granted. This does not always occur right as applications are submitted so please be patient with the field team granting permissions.

**I've completed my application, now what?**

Please allow the field team time to process applications. If any information is missing, your field coordinator will contact you to address the issue. Be sure to monitor your email regularly for communications from your field coordinator. You can track the status of your application through Tevera. Once your internship has received final approval, you will be notified via email, and a green checkmark will appear under "Final Review" in Tevera.