Social Work Department
Field Education
Director of Field Instruction
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Students please do not contact the following agencies without approval from the Director of Field Education. Field Placement applications must be approved first and an interview verification form must be filled out once interview has been conducted. The field application and interview verification form can be found on DSU website in the Social Work Field of Education section.

Criteria for Selection of Field Agencies
Agencies are selected on their ability to give a student the opportunity to gain practical professional experience through directed instruction and supervision in activities and settings reflective of the Field Guidelines for each level of the School’s educational program. The following criteria are the baseline that is used to assess the agency’s capability to provide appropriate field placements along with other qualifications:

1. Commitment to active participation as a partner in professional education for social work.
2. Understanding of the BSW and MSW program’s mission and curriculum.
3. Readiness to invest time and effort in the educational process.
4. Cooperative planning is required by Delaware State University and agency to facilitate the arrangements needed to enhance the student’s learning.

Field Matching Process

Updated 5/13/2010
1. Student can make a placement selection from the list of approved field agencies listed below. The selection of a field placement is a collaborative effort that involves the student and the Director of Field.
2. The first step in the placement process is to make an appointment with the Director of Field to discuss your educational and career goals and to select which agencies you have an interest in arranging an interview.
3. Based on your interests and experience the Director of Field will give you referrals to two agencies.
4. Interviewing for an internship is very similar to a job interview, that is, you are expected to assume responsibility for setting up your interviews and communicating with the perspective field instructor and the field coordinator.
5. After interviewing at the different agencies make your decision and inform the field coordinator and the field instructor. The Interview Verification Form must be filled out, signed and returned to the Field Education Office.
6. If there are any questions or if the referrals do not work out the field coordinator is available to assist you.
7. Please note that students are only placed at agencies which have been pre-approved.
8. If you are considering using your place of employment as a field placement please discuss your plans with the Director of Field since arrangements will have to be made.

INTERVIEWING FOR AN INTERNSHIP

In preparing for an interview with your perspective field instructor here are a few items you may want to consider.

PREPARING FOR THE INTERVIEW
1. You may want to do some research about the agency prior to the interview. Most agencies have a web page where you can learn about the agency’s mission and program(s).
2. Talk with other students and community professionals to learn about their perception of the agency.
3. Prepare a resume to take with you to the interview. Make an appointment with the Career Student Services on campus for guidance in writing a resume and interviewing skills.
4. Spend some time clarifying your career goals. This will enable you to answer the interviewer’s question: what would you like to be doing five years from now?
5. Talk with another student who has completed or is in the process of completing their internship. Find out from the student’s perspective the strengths and limitations of their field experience. What did they like about field what they didn’t like.
6. Meet with the Director of Field Education to discuss your educational and career goals.
7. Do not set up interviews until after you have met with the Director of Field Education.
8. Remember to “dress for success”.
9. During the interview remember that one of your tasks is to learn whether or not “if this the right place for you”.

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WHAT TO ASK THE FIELD INSTRUCTOR
1. Find out about the philosophy of the agency:
2. Field instructor’s years of experience as a field instructor; Professional qualification of field instructor.
3. The role of social work in the agency.
4. The role of students in the agency. Ask: “What do you consider to be ideal experiences for students in this setting?”
5. “How do you orient new students?”
6. “How do you supervise students?” (What is field instructor’s style of supervision?)
7. “Tell me about projects other student have done at this agency. How do you evaluate students? What kinds of results do you look for a student to produce?”
Are students reimbursed for mileage to cover community-based services provided by student? Any other anticipated expenses?
8. Will a student have to undergo any special pre-internship screening? For example background check, physical, fingerprinting, etc. Ask to get them completed as soon as possible since it takes time to get results back.
9. Hours of service. Is the field instructor familiar with the university’s academic calendar? For example the winter breaks. How will the student’s workload be covered during the winter break, which is typically four weeks long?
10. Do you need flexible field hours? Can the field instructor accommodate your needs and still provide appropriate supervision?
10. What is the safety issues associated with the placement? Does the agency provide crisis intervention training?

WHAT QUESTIONS TO EXPECT FROM THE FIELD INSTRUCTOR
1. May I see your resume/student profile?
2. Why are you interested in this internship?
3. What do you believe qualifies you for this internship?
4. What do you believe you will contribute to this agency?
5. Tell me about any social work-related volunteer or employment experience you may have.
6. Describe your educational goals.
7. What would you like to be doing five years from now?
8. What do you feel are your greatest strengths and limitations?
9. What type of people appeal most/least to you as potential clients?
10. Do you have any special needs, what type of accommodation? (ADA)