Next Steps

Here are the next steps in choosing which one of the three to five agencies that have been emailed to you will serve as your field placement site. **You are only permitted to interview at agencies provided to you by the Field Office. Failure to comply with this may result in removal from the field program. Do not contact agencies prior to February 13th unless specifically requested to do so by the Field Director.**

1. **Contact each agency to arrange for an interview.**

   Unless instructed otherwise, email your cover letter and resume to the contact provided to you.

   Make sure your cover letter states:
   - you are a social work (MSW/BSSW) student at MSU Denver
   - you are a student who will be entering their BSSW/MSW Foundation/MSW Concentration-level internship
   - why you are interested in the agency
   - any relevant coursework or volunteer/internship/work experience that may set you apart from the rest of the applicants. (PT students- include # of credit hours completed in the program)
   - the purpose for your contact - that you are interested in a graduate internship with their agency from August 2017 - May 2018
   - the number of hours required (16 hours a week or 20 hours a week)

2. **Check-in.**

   While securing an internship is a priority for you, it may not be the top priority for an agency, as they also have regular business to conduct. Please be patient and professional when following-up with an agency. It is appropriate to contact an agency a week or two after submitting your application materials to restate your interest, acknowledge their busy schedules, ask if they have received your materials, inquire into their interviewing timeline and procedures, and thank them for their time. It is NOT appropriate to pester agencies with repeated daily inquiries or admonishments for not responding.

3. **Prepare for the interview.**

   Do your research!!! Make sure you learn about the agency as best you can beforehand. If a website is available, become familiar with the agency’s mission and services. Attend the Interview Prep Day to practice your interview skills (Mon, 2/27 or Fri, 4/7). Review the following documents on the School’s website ([http://msudenver.edu/socialwork/officeoffieldeducation/](http://msudenver.edu/socialwork/officeoffieldeducation/) - click on the Field Placement Search Process tab):

   - **Potential Interview Questions**- look over and be prepared to answer the sample interview questions. Use the list of sample questions to prepare a list of questions of your own to ask each agency.
   - **FAQs**- this sheet will answer many questions about Field policies including vacations, driving requirements, and more.

4. **Interview and follow-up.**

   Treat each interview as you would a professional job interview. Dress professionally, bring a clean copy of your resume, and arrive on time. Make sure you are familiar with directions and parking instructions beforehand. Make sure to ask what the agency’s timeline is for making a decision. After the interview, **send a personal thank you note/email** to each person that you met with during your interview.
5. Decision time!

After you interview with each agency, it is time for you to weigh your options and decide which field placement would be the best match for you. Keep in mind that each agency is interviewing several students to select the student(s) that would be the best match with their program.

a. **If the agency of your choice offers you a field placement**, feel free to accept. Congratulations! You will need to notify the Field Office. The Field Office will generate an electronic field confirmation form that will be sent to your agency. Once that is completed, the form will be sent to you to be finalized. Your placement is not secured until this form has been turned in. **In keeping with professional standards, you must call any other agencies that you have interviewed with and inform them of your decision.**

b. **If an agency offers you a placement, but you still want to interview at another agency or are waiting to hear from another agency**, tell them tactfully what is going on (ex. “I am very interested in this internship, but have been encouraged by my Field Office to interview with all three agency options that were provided to me to ensure that I am carefully considering which opportunity can best meet my learning goals”), and ask if you can let them know your decision in a few days. Agency staff will respect both your desire to choose the best place for yourself and your honesty. While it is not mandatory to interview with all agencies you have been assigned, it is recommended, in order for you to make the most informed decisions.

c. **If for any reason, you need additional placement options**, please contact the Field Director. You will be required to submit a narrative detailing each of the interviews you completed and the reason each agency will not work as a match. Remember, you are only permitted to interview with the agencies that have been provided for you by the Field Office.

6. Complete Field Confirmation Form

You must have confirmed your field placement and turned in your completed electronic form by **July 3, 2017**.

7. Attend mandatory Student Field Orientation

All field students MUST attend the on-campus Field Orientation during the first week of classes.

- Concentration Year Students: **August 21, 2017**
- Foundation Year Students: **August 22, 2017**
- BSSW Students: **August 25, 2017**

The Field Orientation is for ALL field students. Students will attend the Field Orientation instead of their regularly scheduled Field Seminar Class during the first week of school.

Note: Student Field Orientation is a separate event from the social work New Student Fall Assembly.