**MSW Summer Internship Instructor Checklist**

**UALR Graduate Social Work Program**

**BEGINNING OF SEMESTER**

\_\_\_\_\_Review agency expectations and course outline.

\_\_\_\_\_Provide agency orientation and expectations for attendance, dress, etc.

\_\_\_\_\_Assist student with learning contract.

\_\_\_\_\_Insure student has access to necessary equipment, supplies, and resources.

\_\_\_\_\_Discuss who will be back-up supervisor/instructor when you are not there.

\_\_\_\_\_Discuss workload and assign first client(s).

**WEEKLY**

\_\_\_\_\_Two hours of supervision (minimum one hour individual).

\_\_\_\_\_Be available for consultation/supervision as needed or have a back-up.

\_\_\_\_\_Review and comment on process recordings, discuss in supervisory sessions.

\_\_\_\_\_Review learning contract and progress, provide ongoing feedback.

\_\_\_\_\_Review assigned cases/work for validity and practice issues; insure size of workload is appropriate and in progression with methods course work.

**MID SEMESTER(S)**

\_\_\_\_\_ Meet with faculty liaison regarding mid-semester report. Insure any concerns are documented with a correction plan (use professional development form as needed).

**END OF SUMMER SEMESTER**

\_\_\_\_\_ Complete student performance evaluation and recommend a grade (Credit or No Credit.) Have student also complete self-evaluation and discuss results. Meet with liaison for final visit/closing summary.

\_\_\_\_\_Insure student termination process with both clients and agency.

\_\_\_\_\_Complete evaluation of internship program and evaluation of Field Liaison. (Send to Amy)