

School Readiness Checklist for Accepting School Social Work Interns

The following document is a checklist for informing Schools interested in hosting a School Social Work intern, the requirements of hosting a student and processes they need to be prepared to manage and participate in for completing the requirements. This is meant to be a support document. Please note that some university programs may have slightly different requirements than the ones described below, but this list is to guide the school in determining their readiness for accepting an intern.

Typical Requirements for a School Social Work Internship Placement:

- Must be an identified K-12 program;
- Must have a School Social Worker on site to supervise the intern (If the school does not have a School Social Worker on site our project can assist with this);
- Must agree to host the student August-May and offer 15-20 hours a week;
- Must offer the opportunity for intern to participate in School Social Work Standards of Practice activities while in internship

✓	Steps for Securing a School Social Work Intern	Assistance and Solutions
	Connection with a University with a School Social Work Licensure Program: University of Tennessee, Knoxville (UTK); University of Tennessee, Chattanooga (UTC); University of Memphis (UofM); Middle Tennessee State University (MTSU)	We can assist you with these connections if needed
	Complete an MOU with the University School of Social Work Program. Typically Facilitated by the University Field Director UTK UTC UofM MTSU	We can assist with making these connections if need. Sample MOUs provided so you can review.
	A representative from the school (School Social Work Supervisor preferred), must attend an annual Field Placement Training Day. This will discuss the roles of the placement and interns as well as terminology and programming.	
	The university will establish a connection between the potential intern and the school placement, and the school representatives are responsible for setting up an interview, conduct interview, and determine if the student intern is a fit. Upon completion of the interview, the school must inform the university's Field Director and the student, if the identified intern can continue into the placement.	
	You will agree to accept a School Social Work intern for a full academic year. Typically, from August until May. Most students are aware they will start in late July for Inservice and onboarding. The student will need between 15-20 hours a week in the school setting. They need to participate in school social work-related activities and standards of practice (see sample standards)	
	You agree to support the student by supplying daily tasks, oversight, and support in the work as a School	

	Social Worker and reflected in their annual Learning Plan.	
	You will work with the student to complete an annual learning plan.	Completed by a School Social Work Supervisor and Student.
	You agree to support the student in timely review and signing of student hours/ time logs. This is typically done weekly.	
	You agree to provide one hour of School Social Work specific supervision each week to the student.	If your school does not have a School Social Work, we will support you in finding a supervisor for this work.
	You agree to have a representative in your school to monitor daily tasks (Task Instructor) and sign off on the students work (Field Instructor-School Social Work Supervisor).	The Task Instructor can be anyone in the school who can provide tasks and daily activities. The school social work supervisor is required for oversight of clinical work. If your school does not have a School Social Worker on site, we can support the access to a School Social Work supervisor for this project.
	You agree to complete required university mid-year and end of year evaluations of student progress.	This is completed by the Field Instructor-School Social Work Supervisor.
	You agree to participate in university required Liaison check-in meetings. These typically happen once in Fall and once in Spring semester. This is to check in on progress and programming.	This can be facilitated by the schools identified Task Instructor OR the School Social Work Supervisor/ Field Instructor.
	You agree to participate in problem in field meetings as needed if the student or the school experience difficulty with the internship process.	This is only done if needed, and the School Social Work Supervisor- Field Instructor, and other school staff are welcomed to attend these meetings.
	The School Social Work Supervisor (Field Instructor), may be asked to complete additional assessments or letters of support for the interns School Social Work skills. These may be required for purposes of final licensure of the intern through the TDOE.	This assessment and letter must be provided by the School Social Work Supervisor (Field Instructor) at the school.
	Your school may be asked or invited to an annual Field Agency Fair at the university to educate potential and future School Social Work interns about your school and the option for internship placements. This is NOT required, but offered annually to students.	