

# Tips on getting started with your internship search

R. Davila, 2016

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# Here to support you

**Field Director**

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# Getting started: Overview

- 1) Attend a required pre-field meeting
- 2) Review your Field Manual (on SAC website)
- 3) Update your resume with IWE
- 4) Review the agency list and choose 3-5 agencies
- 5) Research each agency before making contact
- 6) Contact potential field supervisors via e-mail
- 7) Prepare for your interviews
- 8) Let the Field Director/Liaison know of your interviews or if you accept an internship

# Link to the BSW Field Manual

[http://www.staugustine.edu/index.php?src=ge ndocs&ref=bsw\\_fieldplacement](http://www.staugustine.edu/index.php?src=ge ndocs&ref=bsw_fieldplacement)

In this link you will also find:

Learning Contract

Examples of appropriate learning experiences

Memorandum of Agreement

Mid-term Evaluation

Addendum to Final Evaluation

Evaluation of Agency by student

Timesheets

# Pre-field Meeting

You have probably already attended a pre-field meeting with the Field Director.

If you have not attended one, and think you should have, please contact the Field Director, Rebeca Davila.

# Updating your resume

- You are required to attend a resume workshop or you can set up an appointment with IWE to update your resume before you interview with agencies

*Please contact:*

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Monica Hurtado, Career Specialist

[mhurtado@iwe.staugustine.edu](mailto:mhurtado@iwe.staugustine.edu)

# Contacting agencies

- At the pre-field meeting you wrote down the contact information for agencies that interested you.
- If you want to contact more agencies, please the Field Director or the Liaison know which agencies you have contacted.

# E-mail correspondence

- Most field instructors prefer to be contacted by e-mail
- Include the following in your email:
  - Your name, a St. Augustine College Social Work student,
  - Interested in doing an internship at your agency
  - Start date and finish date
  - If you will be doing a 2 semester internship or a block placement

# Sample e-mail

Hello \_\_\_\_\_,

My name is \_\_\_\_\_, and I am a bachelor of social work student at St. Augustine College. I am interested in meeting with you about interning at your agency.

I plan to start my internship in \_\_\_\_\_ and will complete it in \_\_\_\_\_ semester(s). Please let me know if you have any spots available and when would be a good time to meet.

Thank you,

\_\_\_\_\_ (Your name, phone number)

# Preparing for your interview

- 1-2 days before the interview, write down your accomplishments from previous experiences (and also in classes/trainings).
- Know what were the effects of the accomplishments.
- Know why you should be chosen. Write it down and review before going into the interview.
- Know your personality strengths.
- Know your skills, be able to give real-life examples
- Know your weaknesses
- Do your research! Get on the employer's website and read everything on the website. Get to know the "feel" for the organization. Know the services that are provided, and the history if possible.

(Frost, 2013).

# Preparing for your interview

- Have an example for how you are a quick learner
- Why are you interested in this specific agency?
- Have a list of questions ready about the internship. Develop these from your research.
- Be ready for “tell me about yourself”. Do not talk about your kids, car, friends...they want to know relevant employment information: where you went to school, your past job and what you did, why you are interested or excited about the position you are applying for.
- Always ask what the next step in the internship process is. That way you will know when to expect a phone call and whether there is a second interview.

(Frost, 2013)

# Multiple interviews

- Meet with several agencies, and be honest with the field instructor. Tell them if you are interviewing at other agencies.
- Don't promise anything or submit a learning contract until you are sure which is your best choice  
(they know you have several options)

# Resume Support

Institute for Workforce Education (IWE)

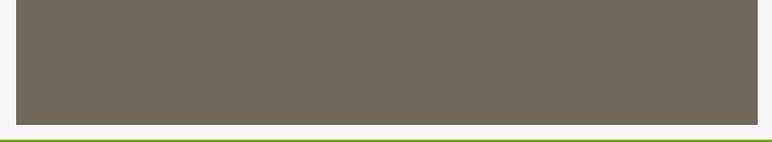
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IWE provides assistance with your resume,  
cover letter, and mock interviews



Best of Luck!