

Auburn University Social Work Program
LEARNING ACTIVITIES CHECLIST FOR BSW INTERNS

The following is a checklist of activities which are expected to be accomplished during your internship. This is a minimal requirements list and does not include additional tasks related to your learning goals, professional competency skill tasks, and agency expectations. The Field Instructor will assist you, however it is ultimately your responsibility to seek and find opportunities, and to communicate any difficulties to your field instructor on a weekly basis, at a minimum. A summary should be written and submitted to your field instructor upon completion of each task.

Date Accomplished

Learning Activity

- _____ a) Shadow a caseworker/social worker at least twice each week, and document your activity on your weekly time sheet.
- _____ b) Shadow at least one time with a caseworker/social worker from each different program offered by your agency (minimum of 3 different staff persons). If you are in an agency with only one social worker, shadow other disciplines.
- _____ c) read at least 1 case file each week
- _____ d) Observe and/or assist in conducting one intra-agency meeting
- _____ e) Observe and assist in conducting one inter-agency meeting (if applicable)
- _____ f) Attend at least two case staffings.
- _____ g) Make at least one home visit/school visit/hospital visit/or nursing home visit.
- _____ h) Liaison with several community agencies re: several clients' needs
- _____ i) Visit at least three community agencies involved with your client population.
- _____ j) Complete a problem solving process with at least one client (week 3-7) (assess, plan, intervene, evaluate)
- _____ k) Complete a problem solving process with at least one client (week 7-14) (assess, plan, intervene, evaluate)
- _____ l) Write one or more comprehensive assessments
- _____ m) Make a formal presentation at a unit meeting or case staffing.
- _____ n) Maintain a professional calendar of appointments, deadlines, etc
- _____ o) Submit a weekly activity/time sheet to your field instructor, and retain a copy for your internship record.
- _____ p) Meet record/documentation guidelines required by the agency, or as directed by field instructor if requested prior to agency deadline.
- _____ q) Document all case-related contacts in narrative form, consistent with agency practice
- _____ r) Complete a case record review
- _____ s) Identify one policy which creates barriers to client care and offer a means by which to address/resolve this barrier.
- _____ t) identify one potential new or expanded funding source for the agency
- _____ u) Attend one board meeting and/or county commission meeting