

DATE: 1/24/2018
RE: **INTERNSHIP CONFIRMATION LETTER**
STATUS: MSW Advanced Standing
FIELD HOURS: 600 hours min
INTERNSHIP DATES: Refer to dates listed on Field Application

This is to confirm the field instruction placement of the above student from the Aurora University School of Social Work Program. Please navigate to section #8 or #9 of SWK Field Resources Moodle page, depending on your registration.

It is our understanding that you have had an exploratory interview and have accepted our student for placement in your agency or school.

We hope that you took the opportunity to discuss your agency purpose and function as well as review the general assignments and responsibilities of the intern leading to an agreement and a mutually acceptable contract between you and our student. The emphasis of the internship should be to provide an educational learning experience for the student.

The agreement between your agency or school and the Aurora University School of Social Work includes the following important items:

1. As a field instructor, you agree to hold an individual supervision conference of at least **one hour** with your student intern each week.
2. As a field instructor, you will complete the Learning Agreement with your intern after he/she has completed the first 75 hours of their field placement.
3. A **field liaison** will be assigned to your agency. This person will work cooperatively with you and will schedule one or more visits plus keep in contact with you periodically throughout the term, review the Learning Agreement, etc. If a problem arises, a student cannot be dismissed from placement or cannot quit the placement without the liaison being notified and included as a part of that process.
4. As field instructor, you agree to submit a written evaluation of the student's performance at the end of each semester (or 1/2 of placement). This will be submitted on form provided by Field Director.
5. Advanced students, please note that confirmation of placement is contingent upon completion of foundation field courses SWK 6730 & SWK 6740.

Additional informational materials can be found on the Aurora University website, www.aurora.edu.

We wish to take this opportunity to express our appreciation for you agreeing to provide this opportunity for our student. If you have questions or comments, please give me a call at (630) 947-8936 or dknapp@aurora.edu



Dan Knapp, PhD
Director of Field Instruction