NASW-NC STUDENT INTERNSHIP GUIDE

EVERYTHING YOU NEED TO KNOW ABOUT INTERNING AT NASW-NC
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Mission

The National Association of Social Workers North Carolina (NASW-NC) is a membership organization with a dual mission to: 1) Promote, develop and protect the practice of social workers; and 2) seek to enhance the effective functioning and well-being of individuals, families and communities through its work and advocacy. Our mission is to be experts and leaders in creating and sustaining systemic change through ethical social work practice.

Vision

A world where Social Workers are empowered and enabled to see those most vulnerable and social justice and social welfare are the norm.

Internship

- An invaluable component of education designed to enhance the student’s achievement of competency in areas of specialization and to provide opportunities for the integration of knowledge, values and skills
- A collaborative partnership between the NASW-NC, the social work program, the community, social work professionals and students that allows the connection of education and practice
- An opportunity to prepare students to face the challenges of effective service delivery

NASW-NC provides a unique macro experience in administrative and policy work with a significant focus on advocacy for the profession and for those we serve. The internship is individually tailored around the discipline and specialization of the student, the focus of the association, requirements of the social work program, and student interests. Qualified internship instructors are committed to providing new and challenging experiences to maximize student learning.
Roles and Responsibilities of Internship Instructor

Key Role: To provide structure, support, and guidance to the student with the central focus of professional development.

The internship instructor is responsible for establishing a supervisory teaching relationship with the student, clearly setting standards, and evaluating performance with a strong focus on professional development.

Responsibilities include the following:

- Having a clear knowledge and understanding of the social work program’s educational objectives.
- Assisting the student intern in defining, designing, and implementing learning experiences that meet the outlined educational objectives of the social work program.
- Assisting the student intern in establishing mutual goals that are clear, measurable, and realistic.
- Providing an orientation to NASW-NC through interviewing, shadowing, observing, and reading material.
- Providing support and educational assessment through weekly supervision to:
  - Review goals and benchmarks,
  - Provide on-the-internship training,
  - Problem solve,
  - Define areas to be developed,
  - Identify and address any special needs, and
  - Ensure progress of work.
- Communicating on a continuing basis with the internship liaison regarding the student intern’s performance and completing quarterly evaluations.
Roles and Responsibilities of Student Interns

Key Role: To fully utilize the internship experience to strive for professional proficiency under the guidance of an experienced professional.

This internship is self-directed and interns need the ability to work independently.

Responsibilities include the following:

- Maintaining association membership. All student interns and staff are required to be NASW members. It is only through membership that we are able to accomplish our mission.
- Adhering to the NASW Code of Ethics.
- Adhering to the policies and procedures of NASW-NC.
- Starting the internship with a working knowledge of basic computer programs and applications, including:
  - Microsoft Office (Word, Excel, PowerPoint)
  - Zoom
  - Gmail and Google Calendar
  - Knowledge of Canva a plus!
- Attending and participating in statewide events developed and coordinated by NASW-NC (unless the internship instructor excuses the student intern), such as Fall Conference, Ethics Conference, and/or Social Work Advocacy Day.
- Maintaining oral and written communication that is professional and effective. The student intern will communicate internally and externally with NASW-NC members and other stakeholders, write articles for NASW-NC newsletters, lead Student Liaison presentations, and more.
- Fostering relationships between NASW-NC and community partners by attending coalition meetings. The student intern will regularly attend meetings organized by a coalition of organizations NASW-NC is in partnership with and keep record of issues discussed.
- Planning or assisting in the planning of at least one NASW-NC event.
- Participating with NASW-NC committees including Membership Committee, Equity and Inclusion Committee, Legislative Committee, PACE Committee, and more.
Participating fully in the development of the internship goals and objectives. Each student intern will craft an individualized plan, according to their social work program requirements. All plans will include engagement in membership retention and recruitment, advocacy for the profession and those we serve, and involvement in agency management. Through this internship, student interns will develop skills to engage social workers and social work students in understanding the value of NASW membership and the importance of advocacy.

Actively engaging in learning through self-study:
- The student intern is expected to read material published by NASW, including emails and newsletters. Student interns must have knowledge of programs and services offered by the NASW-NC and National offices when speaking with members and potential members. Knowing this information will also provide the student intern with an understanding of how their work aligns with the overall services of the association.
- The student intern is required to become familiar with the NASW-NC and National websites to have a general knowledge of materials, services, and programs provided through the website and to know how to access those materials.
- The student intern is expected to gain an understanding of the local and state advocacy process, since effective advocacy is part of a social worker’s ethical responsibility to the broader society according to the NASW Code of Ethics.

Actively engaging in learning through supervision and activities as requested by the internship instructor. The work of NASW evolves from the association’s mission, with specific projects and tasks based on relevant opportunities, local and statewide issues impacting the profession, political climate, and activities outlined in the strategic plan. At times, this requires flexibility and rapid response, providing student interns with unique opportunities. It is NASW-NC’s expectation that the student intern participate in these learning activities, as their schedule permits.

Assuming responsibility for one’s own schedule and accounting for all internship hours in a time sheet that the student intern will submit to the social work program. The student intern is responsible for notifying their internship instructor and acquiring permission if there is a need to change their schedule. The student intern is responsible for sending the internship instructor the dates and times worked outside the office and the specific details of the work.
Potential Projects

- All interns will attend a NASW-NC Board of Directors meeting to understand our association leadership
- Attend and assist with March Ethics conference and Local Program Unit meetings
- Organize Advocacy Day at the North Carolina General Assembly during odd numbered years
- Attend legislative and coalition meetings
- Attend NASW-NC committee meetings
- Manage the Student Liaison Program by serving as the point of contact for liaisons, liaison recruitment, professional development, resource development, and more
- Assist in planning of NASW-NC Student Webinar Series
- Assist with new graduates/transitional member retention projects
- Research, collect data and assist in the development of documents related to policy issues and advocacy efforts, such as title protection, integrated care, etc.
- Research social workers with dual degrees to profile their experiences
- Maintain the Social Work and Politics in North Carolina ebook by interviewing and adding new social work lobbyists or elected officials
- Create new membership documents based on member needs and inquiries
- Develop a Speakers Bureau that is member based
- Assist with carrying out fundraising for the Conference Scholarship program
- Create Private Practice Manual
- Create, distribute, and analyze annual Membership Survey
- Manage association social media
- Provide feedback for and update association website
- Compile project manuals that provide an on-going record of intern’s work during the placement
- Involvement in a variety of public policy activities
- Give public presentations
- Write articles for NASW-NC newsletter
- Work with Chapter lobbyist to advocate on issues of concern to social workers (examples: Medicaid, Social Work Licensure, Child Protective Services, etc.)
- Coordinate volunteers for election related activities during election years
- Assist with efforts to increase recognition of the social work profession
- Assist NASW-NC in maintaining and updating databases of members and social workers in North Carolina
- Assist NASW-NC in creation and general maintenance of member benefits
The Internship Experience

The Internship Experience Will Be Unique to Each Student
NASW-NC will strive to ensure that students are placed in areas of interest and provided a professional challenge to develop skills and increase knowledge. NASW-NC is a small office, providing students an opportunity to define their own objectives and take action to accomplish them. **A student intern will need to be self-driven and motivated, able to direct their own work with little instruction, and be flexible.**

Orientation & Intern Training
Student interns will be provided with an orientation that will cover an overview of NASW-NC, an overview of NASW membership, and other topics that will assist in getting started. Professional development is provided throughout the placement; there is no formalized process outside of orientation. **An internship at NASW-NC is a self-directed internship.** **Success is defined by the student intern’s investment in his or her work.**

Support and Assessment
The internship instructor will facilitate weekly supervision. The student intern is expected to create an agenda in advance of the meeting. During supervision, the intern will provide project updates, feedback, and discuss issues or concerns. Additional meetings will be scheduled as needed.

Expectations
An internship at NASW-NC is not structured like a class. Being flexible is the gateway to success. It is expected that when a student intern is at their internship, they will not work on class assignments, unless directly related to NASW work.

When attending meetings on behalf of NASW-NC, the student intern is expected to listen with intention. This means keeping their Zoom camera on and refraining from cell phone or Internet use. As appropriate, the student intern should introduce themselves as a representative of NASW-NC and make an effort to talk to people before and after meetings. This is the best way to make professional contacts.

NASW-NC carries a large workload. It will be commonplace during an internship to have an extensive to-do list. Despite being a student, NASW-NC fully expects interns to multi-task each semester. Each student intern will be treated like members of the staff, while also understanding that the student is in the process of learning.
Completion of Internship

Student interns are required to complete all assigned tasks, including written reports, prior to completion of their placement. It is the student intern’s responsibility to make certain that all documentation needed by their social work program is provided to the internship instructor with deadline information.

It is NASW-NC’s earnest desire for all students to conclude the internship experience one step closer toward preparation for a successful and prolific professional future.
How to Apply and Application Process

Step One: Submit Cover Letter, Resume, and Complete Application Form
NASW-NC will accept up to three students for internship. All students interested in interning at NASW-NC must complete an NASW-NC Intern Application Form here: https://www.naswnc.org/page/internapps

This will include uploading a resume and cover letter.

If you have any questions about applying for an NASW-NC internship, please email: membership.naswnc@socialworkers.org.

Step Two: Interview
After receiving the internship request, an NASW-NC staff member will contact select students to schedule an interview. (Students who do not get chosen for an interview will also be notified.) It is strongly encouraged that the student becomes familiar with the association by reviewing NASW-NC’s website (www.naswnc.org) and National NASW’s website (www.socialworkers.org). The interview will define goals and interests, explore previous experience, ask scenario-based questions to see how a student would perform in placement, provide the student with an overview of the placement, and answer any questions or concerns.

Step Three: Decision
The decision to accept or decline the placement will be mutual; the student and the internship instructor will need to determine if NASW-NC is an appropriate setting for the student.

It is NASW-NC’s hope for all students to conclude the internship experience more prepared for a successful and rich professional future and social work career. Thank you for your interest in an internship at NASW-NC.
Chapter Directory

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