



**EAST CENTRAL UNIVERSITY  
SOCIAL WORK PROGRAM  
INTERNSHIP APPLICATION PROCESS**

The following requirements and policy statements apply to all social work majors enrolling in the internship.

1. The student must have:
  - a. Senior level standing.
  - b. **A minimum retention grade point average of 2.5, and no lower than a "C" grade in each required Social Work course.**
  - c. Completed all required courses for the Social Work major, except for SOWK 4892, Integrative Seminar in Social Work, which is taken concurrently with SOWK 4946-12 Internship in Social Work.
2. The student must file a timely application for internship with the Field Director. Timely application means:
  - a. For Fall & Spring Internship, an application must be filed in compliance with the application deadline during the semester preceding the internship semester.
  - b. **NO SUMMER SOCIAL WORK INTERNSHIP**
  - c. Social Work Internships are approved for social work majors only.
  - d. Students are responsible for submitting a degree check with their application OR documentation that a degree check has been applied for AND an unofficial copy of their current transcript.
3. The Field Director will receive and timely review all applications for Social Work internships.
4. The Field Director will meet with all Social Work Faculty to discuss applications and applicants' readiness for internship. Recommendation for internship is based on the student's attitude, maturity, demonstrated judgment, interpersonal behavior, and skills level, in addition to meeting the requirements specified above.
5. The Field Director will discuss with each student their application and any identified concerns related to his/her admission to internship. Avenues for addressing concerns will be discussed with the student prior to formal disposition of applications by the Social Work faculty.

6. When a Social Work major files an application for internship, that application is acted upon by the Social Work faculty. The application is approved or denied based on requirements set forth in this document. The student is notified, in writing, by the Field Director as to the disposition of his/her application. If the student feels that the decision made is adverse or otherwise does not represent his/her interests, then she/he may wish to invoke the appeals process.

7. Student's Rights of Appeal:

- a. The student first files a written grievance with the Social Work Field Director within ten (10) days following notification of the adverse decision, setting forth the specific reasons why she/he disagrees with the decision. The student and Field Director meet to discuss options and alternatives. If the student remains dissatisfied with the outcome, she/he should request to meet with the Social Work Program Director to appeal the adverse decision. The Program Director meets with the student within one week of the student's request to hear the grievance.
- b. If, after an appeal by the dissatisfied student, the Social Work Program Director sustains the initial decision, the student has further rights of appeal through the Human Resources Department Chair, and then at the University Administration Level (as specified in the *ECU Student Handbook*).

The Social Work faculty will assist the student to assure that the student's rights are preserved.

8. In order to maintain approval for internship, a grade of "C" or better must be earned in all social work major courses taken during the semester in which the application for internship is made; and a retention GPA of 2.50.