

# The University of Montana

## Social Work Practicum Checklist

### → Before Interview

- Update resume
- Update cover letter
- Research agencies
- Review scheduling needs/ conflicts
- Professional Dress (even if the interview is online!)
- Prepare several questions for interview

### → During Interview

- Be on time! (10 minutes early; be early for online meeting and ensure technology works)
- Bring printed resume for interview OR share resume before the interview via email
- Professional Dress (even if interview is online!)
- Ask questions you have for the agency
- Take a deep breath, relax, you got this!

### → After Interview

- Thank you email
- Possible follow up email (week later)
- Once agency confirms placement, email UMSSW Field Team
- Create Placement** in Sonia through the Placements Tab
- Complete SONIA Practicum Forms
  - Memorandum of Understanding (MOU)
  - Essential Skills Agreement
  - Practicum Acknowledgment of Risk Form
    - Complete **this 2-hour WHO Training** & upload certificate of completion
  - Learning Agreement (will be discussed in SW 487, SW 576 or SW 578; to be completed after start of semester and no later than week 4 of the semester)

### → Important Dates to remember:

- Practicum Application – check emails for due date!**
- Secure Practicum no later than week 1 of the fall semester
- Practicum Forms due no later than week 4 of the semester

