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