

State of Nevada
Board of Examiners for Social Workers
4600 Kietzke Lane, #C121, Reno, NV 89502
(775) 688-2555

PLEASE READ BEFORE COMPLETING APPLICATION

Checklist for CHANGE in Clinical and Independent Social Work Internship Programs

Below are listed all the documents required for social work internship programs performed in Nevada. **APPLICANTS MUST ALREADY BE LICENSED AS A "LSW" IN NEVADA.** Each item on this list must be completed and provided.

Failure to provide any of the requested information will result in the application not being processed or being rejected as incomplete. Allow 30 days for processing the application. Please check each item as you complete your packet.

Both the Intern and the Supervisor must sign this checklist and include it with submission of the internship application documents.

The following documents must be received before the Board will review a requested internship program:

Application for Social Work Internship Program.

Job description of the individual internship position.

Supervision Agreement (Must have specific dates listed for term of agreement, Article III).

Supervisor's Plan for the Internship Program (**to be composed and signed by Supervisor and Intern**).

If supervisor is not employed by the agency where internship practice will be performed, a **letter** from the agency granting him or her access to the files for the purpose of supervision **and** permission to observe clinical services performed by the intern, **must be included**. Additionally, for clinical internships only, the name of an agency designated licensed mental health professional must be provided (see enclosed clinical internship policy).

To Be Completed by Intern Supervisor

Name _____
Last First Middle

Address _____
Street City State Zip

Work Phone (_____) _____ Other Phone (_____) _____

Nevada Social Work License Number _____

Employer _____

Address _____
Street City State Zip

Position Title _____ Hire Date _____

If this is your first time as an intern supervisor, please attach a copy of your current resume and list the names, addresses and telephone numbers of three (3) references that are able to critique your qualifications as a social worker and supervisor of social worker interns.

Are you able to demonstrate at least three (3) years of experience as a licensed clinical social worker or independent social worker? Yes No

Have you completed an intern supervisor training workshop in the last five years? Yes No

If you are supervising an applicant seeking a license as a clinical social worker, are you able to demonstrate that your current practice consists of not less than 15 hours per month of clinical practice in the area of psychotherapeutic methods and techniques? N/A Yes No

If supervising an applicant seeking a license as an independent social worker, are you able to demonstrate your current practice consists of not less than 15 hours per month of independent practice? N/A Yes No

Do you or have you ever had any business or personal relationship with the applicant? Yes No

Do you have or have you ever had a client relationship with the applicant? Yes No

Number of social work interns currently under your supervision _____

Supervisors should be cognizant of the responsibility for supervising clinical and independent interns. Supervisors may be subject to disciplinary action by the Board and/or held civilly liable by the courts for the practice of interns under their supervision.

Social Work Intern Signature

Date

Intern Supervisor Signature

Date

Any change of internship sites or supervisors must be pre-approval

Supervision Agreement

ARTICLE I Parties

This agreement is made by and between _____ and _____
Intern Supervisor
hereafter referred to as Intern and Supervisor respectively.

ARTICLE II Purpose

The purpose of this agreement is the provision of internship supervision for the practice of clinical social work or independent social work in Nevada as defined by Nevada Revised Statutes 641B.

ARTICLE III Term

This agreement is effective from _____ and will remain in effect until _____.
month/day/year month/day/year
unless terminated by Intern or Supervisor after 30 days advance written notice. Duration and termination of internships and internship supervision are subject to conditions specified in Chapter 641B of Nevada Revised Statute and Nevada Administrative Code.

ARTICLE IV Internship Content and Process

Content

Intern and Supervisor agree the content of the internship learning experience will adhere to the Nevada Board of Examiners for Social Workers "Learning Objectives for Clinical and Independent Social Work Internships" as published and made a part of and attached to this agreement. (Appendix I)

Process

Intern and Supervisor agree the process of the internship learning experience will comply with Nevada Administrative Code 641B.140 through 641B.170 which are attached and made part of this agreement. (Appendix II)

Intern and Supervisor agree to establish a face-to face supervision schedule as specified below:

_____ hour(s) per _____.

ARTICLE V Internship Site (s)

Agency Name _____ Telephone (____) _____

Address _____
Street City State Zip

Agency Name _____ Telephone (____) _____

Address _____
Street City State Zip

Supervisor and Intern agree and declare internship supervision and internship site comply with Nevada Revised Statute and Nevada Administrative Code prohibiting the private and independent practice of clinical social work for interns.

ARTICLE VI Compensation for Supervision

Intern agrees to pay Supervisor \$_____ per hour for supervision provided during the agreement period.

ARTICLE VII Special Provisions (Optional)

ARTICLE VIII General Provisions

This agreement supersedes any and all other agreements, oral or written, between Intern and Supervisor hereto with respect to the rendering of supervision of Intern by Supervisor. This document contains all of the covenants and agreements between Intern and Supervisor with respect to representations, inducements, promises or agreements, orally or otherwise, made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained in the agreement shall be void or binding.

Any modification of this agreement will be effective only if in writing, signed by Interns and Supervisor, submitted to and approved by the Nevada State Board of Examiners for Social Workers. Such modifications must be in compliance with applicable Nevada Revised Statutes and Nevada administrative Code.

If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this agreement, the prevailing party will be entitled to reasonable attorney's fees, which may be set for that purpose, in addition to any other relief that the party may be entitled.

This agreement shall be governed by and constructed in accordance with the laws of the State of Nevada.

Executed at _____ On _____
City/State Month/ Day/Year

Intern

Supervisor

Notary Seal

Subscribed and sworn to before me this _____
date of _____
Month/Year
Notary Public for the State of _____
My Commission Expires _____

Signature of Notary Public

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Appendix I

**General Learning Objectives for Clinical and Independent
Social Work Internship Programs**

Supervision is an educational process with the objective of enhancing the intern's professional development. The ultimate goal of the clinical or independent social work internship is the attainment of the intern's competency for self-directed practice. The following learning objectives are considered by the Board of Examiners for Social Workers to be minimal standards for the internship experience. The content of the internship and supervision will vary contingent upon many variables including the baseline skills and knowledge of the intern and supervisor, the internship agency's mission, agency policy and procedures and the intern's conscious use of self for professional growth and development.

Orientation:

1. Agency history, funding sources and mission statement.
2. Working knowledge of the internship agency's program plan which identifies services delivered to clients.
3. The social worker's role within the agency.
4. Working knowledge of the agency organizational chart which details various staff positions, lines of authority and communication.
5. Working knowledge of agency budget process and fiscal system.
6. Specific role responsibilities of interns in the agency.
7. Purpose of supervision, agreement with intern supervisor and internship supervision structure.
8. Accountability of agency to board or public authority.
9. Sanction of agency to provide human services and agency limitations.
10. Basic policies and procedures of the internship agency.
11. Agency process for program planning and policy-making.
12. Agency personnel practices and work performance standards.
13. Working knowledge of agency referral sources.
14. Agency's role in community network and agency's responsibility to develop community awareness of unmet human needs.

Administration:

1. Application of social work goals, values and ethics when fulfilling administrative responsibilities to clients, agency and community.
2. Working knowledge Chapter 641B of Nevada Revised Statutes and Nevada Administrative Code.
3. Establish intern compatibility with agency, agency goals and practices.
4. Time management skills.
5. Strategies for decision making.

6. Determination of priorities for work assigned.
7. Application of agency policy and procedures to specific learning experiences.
8. Developing intern's relationship to colleagues in the agency.
9. Appropriate agency social behavior on the job.
10. Use of agency forms, statistics and records.
11. The requirements of confidentiality; agency and criminal penalties.
12. Adjustment to work load and agency performance expectations.
13. Participation in staff meetings.
14. Accountability and documentation for services provided by intern.
15. Ethical and cultural considerations in public relations.
16. Program evaluation and planning.
17. Evaluation of intern work performance.

Educational Content:

1. Stimulation of intern's commitment to the social work profession and services to clientele.
2. Application of social work values, ethics and knowledge base to practice as demonstrated by review of records and direct observation of intern's service delivery.
3. Stimulation of spirit of inquiry.
4. Application and knowledge of human behavior and the social environment.
5. Development and management of the professional relationship and its differential use with clients and client systems.
6. Develop skills in assessment of individuals, families, groups, communities and effective problem amelioration.
7. Develop diagnostic, assessment and treatment skills for mental disorders (CLINICAL SOCIAL WORK INTERNS ONLY).
8. Develop ability to respond to client strengths and weaknesses in a therapeutic manner.
9. Recognize and reinforce the client's prerogative of self-determination.
10. Utilize supervision for critical review of practice.
11. Practice conscious use of self in service delivery.
12. Identification of intern's method of learning.
13. Develop ability to network with other professionals and laypersons.
14. Knowledge of the unique historical basis of the social work profession.
15. Use of consultation in social work practice.

NOTE: The term "agency" means any and/or all public or private entities providing social work services.

