The following are suggested questions for interviewing a potential agency for your fieldwork placement. These are not presented for verbatim use in the interview but rather are provided to give you some general understanding of the type of information you should be seeking when arranging a placement. There will be other questions which will become apparent as you proceed with the interview. Relax and attempt to be “conversational” in the interview. Remember that agencies are looking for qualified people to represent the organization. It may be necessary to provide the field supervisor a copy of your resume, as he/she may have questions regarding your experience, interests and skills. In addition to the agency interviewing you as a potential intern, it is important to realize that you are interviewing the agency (based on the agency’s mission statement and job descriptions). Through this process you will determine if you will achieve your learning goals through practical skills and responsibilities.

1. What are the goals and purpose of your agency/organization? What services are provided?

2. Have you ever had student interns before?

3. What internship opportunities are now available at this agency?

4. What would be my specific responsibilities? Is there a job description? How much time is expected of me?

5. Are there skill requirements for the internship?

6. What are you looking for in an intern?

7. To whom would I report? Who would supervise me? How often would I be able to meet with this person for direct supervision? Has this person supervised interns before?

8. What is the supervisor’s philosophy toward internships?

9. Are there training/staff development requirements/opportunities at the agency?

10. Is any travel involved? If yes, will I be reimbursed for travel?

11. Are there other costs involved in this internship? (i.e., fingerprinting, training or certification, TB tests, etc.) If yes, will I be required to pay for these?

12. Do you require a two-semester stay at your agency?