

What is the GSSW Internship Database?

The GSSW Internship Database contains information about internship opportunities available for students enrolled in the MSW degree program at the University of Denver Graduate School of Social Work (GSSW). It provides the contact information for agencies that offer internship placements, names and contact information for Field Instructors associated with those agencies, and information related to the number and types of available internship opportunities.

Students can access this database as they search for internships, and agency Internship Coordinators can access this database to make changes to internship opportunities offered at their agency.



Internship Coordinator Login

1. Go to the GSSW Internship Database by pointing your browser to <http://gsswinternships.du.edu>
2. Enter the Username and Password that you received in the welcome email
3. Click Login and a welcome page appears with your name and a list of your agencies, along with the four steps you must complete for each agency or division

Add and Edit Agency Information

Agency information is presented in two areas: the Card on the upper right provides the agency name and primary contact information, and the agency information on the left provides details such as agency description and focus of practice.

Update Agency Information:

1. Click Edit Agency Information
2. Add or Edit the information contained in the form
3. Click Save Changes



Add and Edit Agency Contacts

Add and edit up to four types of agency contacts: Internship Coordinator, Off-Site MSW Field Instructor, On-Site MSW Field Instructor, and Task Supervisor. A person may hold one or more of these roles.

Add Agency Contacts:

1. Click Add an Agency Contact Person
2. Enter the information contained in the form
3. Click Save Changes

Edit Agency Contacts:

1. Click the contact person's name
2. Edit the information contained in the form
3. Click Save Changes



Edit General Placement Questions

This section of the database includes information about driving requirements, background checks, and work hours.

Edit the Placement Questions:

1. Click Edit General Placement Questions
2. Enter the information contained in the form
3. Click Save Changes

The screenshot shows a form titled "General Questions" with several checkboxes and a text input field. The questions and their current states are:

- Our Agency offers student internship stipends indicate amount: \$250
- Our agency has been approved for Child Welfare stipends
- Our agency reimburses students for some or all travel expenses
- All of the required activities of at least one of our internships can be completed using only public transportation and/or transportation provided by our organization (including commuting to and from the agency)
- Our agency's facilities are accessible to students with physical disabilities
- All of the required activities of at least one of our internships are accessible to students with physical disabilities
- At least one of our internships provides opportunities for bilingual students
- Please list the languages available and the percentage of time below. (Text input field)
- Our agency can provide the opportunity for an intern to devote at least 50% of their time to trauma-related practice and content (e.g. 10 hours per week in a 20-hour-per-week placement)

Add and Edit Internship Placements

An agency may list an unlimited number of internship placement opportunities.

Add an Internship Placement:

1. Select the Academic Year
2. Select the Student Type: Foundation (1st year), Concentration (2nd year), or Either
3. If the Student Type is Concentration, select the Concentration: Clinical or Community
4. Click Save Changes

Edit an Unfilled Internship Placement:

1. Click on the unfilled internship placement
2. Change the information or click Delete
3. Click Save Changes

Edit a Filled Internship Placement:

1. Click on the filled internship placement
2. Enter or Change the information in the form
3. Click Save Changes

The screenshot shows the "Agency Placement Slot Form" for "DU Health Services". It includes a dropdown for "Academic Year" (2008-2009) and radio buttons for "Student Type" (Foundation (1st Year), Concentration (2nd Year), Either) and "Concentration" (Clinical, Community, Clinical or Community). A "Save Changes" button is at the bottom.