

GSSW INTERNSHIP DATABASE

Internship Coordinator Quick Start Guide

For additional questions, contact us at field@du.edu or 303-871-2844

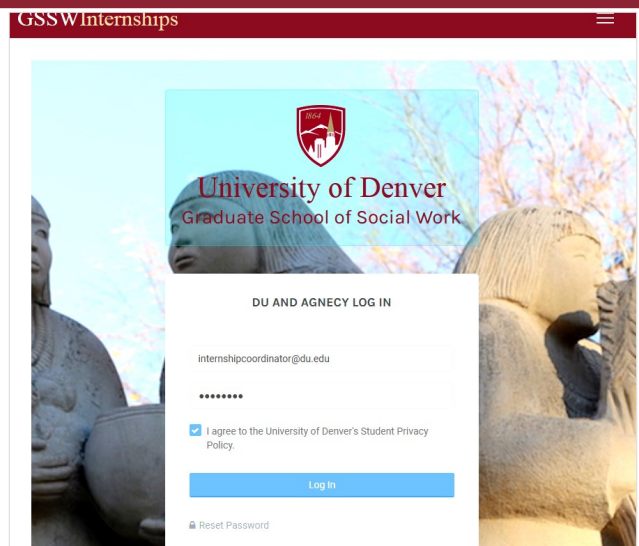
What is the GSSW Internship Database?

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 your username (primary email address) and the password that you received in the welcome email or that you updated during your last log in.
3. Check the box to agree to the University of Denver's Student Privacy Policy.
4. Click login and a welcome page appears with your name and a list of your agencies.
5. From this home page you can edit specific agency information or you can choose to "View Agency Profile" and edit any section the profile.

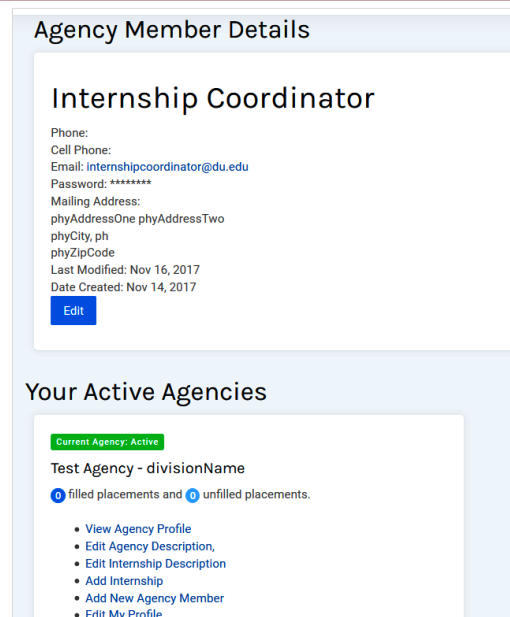


Add and Edit Agency Information

Location, contact information, focus of practice and the agency description can all be edited in this section of the database.

Update Agency Information:

1. Click "Edit Agency Description"
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 New Agency Member”
2. Enter the information contained in the form
3. Click Save Changes

Edit Agency Contacts:

1. Click “View Agency Profile”
2. Scroll down to the “Agency Member’s” section and select the name of the member you would like to edit
3. Edit the information contained in the form
4. Click Save Changes

Edit Internship Description & General Placement Questions

This section of the database includes information about driving requirements, background checks, typical schedule, and ADA accessibility.

Edit the Placement Information:

1. Click “Edit Internship Description”
2. Enter the information contained in the form
3. Click Save Changes

Add and Edit Internship Placements

On your home page, the number of unfilled and filled placements for the current academic year is displayed below the agency name. By viewing your agency’s profile, you can see who the placements are filled by and

Add an Internship Placement:

1. Click “Add Internship”
2. Select the Academic Year
3. Select the Student Type: Foundation (1st year), Concentration (2nd year), or Either
4. Click Create Internship Slot

Edit an Unfilled Internship Placement:

1. Click “View Agency Profile”
2. Scroll to down to Current & Future Available Placements section
3. Click on the unfilled internship placement that you would like to edit

The screenshot displays a user interface for managing active agencies. At the top, it says "Your Active Agencies". Below this, there is a green status indicator that reads "Current Agency: Active". The agency name is listed as "Test Agency - divisionName". Below the name, it shows "0 filled placements and 1 unfilled placements." A list of actions is provided, including "View Agency Profile", "Edit Agency Description", "Edit Internship Description", "Add Internship", "Add New Agency Member", and "Edit My Profile".