E-INTERN TROUBLESHOOTING FOR AFFILIATED AGENCIES

ADDING OR DELETING FIELD INSTRUCTORS IN E-INTERN.COM

FI01-How main contact of the agency edits his/her field instructor information
FI02-How main contact of the agency adds a NEW field instructor
FI03-How a new field instructor activates his/her account in e-intern.com
FI04-How the main contact of agency deletes a field instructor

HOW TO REQUEST INTERNS AND ACCEPT INTERNS IN E-INTERN.COM

RI01-How to request interns in e-intern.com
RI02-How to accept or deny interns in e-intern.com

ADDING A NEW MAIN CONTACT OF AGENCY IN E-INTERN.COM

CA01- How a main contact of agency or a field instructor requests the main contact of agency to be changed.

ASSIGNING A FIELD INSTRUCTOR TO A STUDENT

FS01-How main contact of agency assigns a field instructor to a student
FI01-How main contact of the agency edits his/her field instructor information

1. Log into e-intern.com and click on Your agency application.

2. On your application, scroll down to Field Instructors section. On the bottom right corner, click Edit.

3. Then, on the next page, click View where applicable. Please note that your status should be “Activated” on this page.

4. On the next screen, click on Field Instructor on the top right corner.
5. You will be directed another page. Then, on that page click **Edit** in each box to fill out educational and employment backgrounds. Tick all boxes at the bottom. Then, click **Submit**. Then, click **Yes** to confirm your submission.

6. You are done. Your application will be reviewed by Dr. Jane Hickerson, the Assistant Dean of Field Education.
FI02-How main contact of the agency adds a NEW field instructor

1. Log into e-intern.com, and you will be led to your agency webpage. Click on Your agency application.

2. On your application, scroll down to Field Instructors section. On the bottom right corner, click Edit.

3. Then, on the next page, click Add.
4. Enter your email address of the field instructor you want to add. Then, click **Submit**. You will see a message box saying that “A new field instructor has been added successfully.” An auto-generated email will be sent to the new field instructor to activate his/her account in e-intern.com.

5. You have finished adding a new field instructor.

**FI03-How a new field instructor activates his/her account in e-intern.com**

1. Check your email, including junk mail and spam. You will receive an email that “You have been added as a field instructor by your agency.” Please see below. If you haven’t seen an email, make sure that the mail contact of the agency has added your correct email.

2. Open your email and click the link to activate your account. You will lead to e-intern to fill out the form as shown below. After you are finished, click **Register**. The next page will prompt you to fill out your information.
3. Click **Edit** in each box to fill out educational and employment backgrounds. Tick all boxes at the bottom. Then, click **Submit**. Then, click **Yes** to confirm your submission.

4. You are done. Your application will be reviewed by Dr. Jane Hickerson, the Assistant Dean of Field Education.

**RI01-How to request interns in e-intern.com**

**Information about Interns:** UTA School of Social Work has three classifications of students, BSW, Foundation Year MSW, and Advanced MSW students. Each practicum level requires a total of 480 hours. Students can choose to do split field to obtain 480 hours over the course of two consecutive semesters or block field, over the course of only one semester. For more information, please visit our website at [http://www.uta.edu/ssw/field/field.php](http://www.uta.edu/ssw/field/field.php).

1. The main contact of agency logs into e-intern.com and click on **Request for Interns**.
2. On the next page, click on **Request for Interns** button on the right.

3. A dialogue box will appear, and you can select intern options from the dropdown lists.

   - **For BSW**
     - Please select only **Split BSW** and/or **Block BSW**. Students tend to choose Split BSW.

   - **Foundation Year MSW**
     - Please select only **Split Foundation Year MSW** and/or **Block Foundation Year MSW**. There are more students who have chosen to Split than those who selected Block.
➢ Advanced MSW
   o Please do NOT select Advanced Graduate Direct Practice Split First Semester and Advanced Graduate Direct Practice Block Placement. Please see explanation on the valid options below:
     ▪ Advanced Graduate Community & Administrative Practice Split Placement First Semester = students who are doing Split Internship and their specialty is Community & Administrative Practice (CAP).
     ▪ Advanced Graduate Community & Administrative Practice Block Placement = students are doing Block Internship; and their specialty is Community & Administrative Practice (CAP).
     ▪ Split Children and Families = students are doing Split Internship; and their specialty is Children and Families.
     ▪ Block Children and Families = students are doing Block Internship; and their specialty is Children and Families.
     ▪ Split Mental Health = students are doing Split Internship; and their specialty is Mental Health.
     ▪ Block Mental Health = students are doing Block Internship; and their specialty is Mental Health.
     ▪ Split Aging = students are doing Split Internship; and their specialty is Aging.
     ▪ Block Aging = students are doing Block Internship; and their specialty is Aging.
     ▪ Split Health Services = students are doing Split Internship; and their specialty is Health Services.
     ▪ Block Health Service = students are doing Block Internship; and their specialty is Health Services.

4. Select the semester you intend to provide practicum experience to students.
5. Enter a quantity.
6. Then, click Save. If you want to select another classification of students, please repeat the above steps.
CA01- How a main contact of agency or a field instructor requests the main contact of agency to be changed.

Please contact a Field Advisor at sswfield@uta.edu or 817.272.3533. The process involves the tasks below.

- The Administrator adds a new field instructor to the agency application if there is no field instructor on the agency application.
- The new field instructor needs to activate the account if the field instructor is new.
- Administrator creates a Main Contact of Agency account for the field instructor and assigns him/her as a new main contact to the agency.

FS01-How main contact of agency assigns a field instructor to a student

1. The main contact of agency needs to log into e-intern and click on Student-Field Instructor assignments.
2. The next page will appear and you will see a list of students. Please select a student to whom you need to assign a field instructor.

Students

<table>
<thead>
<tr>
<th>Semester</th>
<th>2016 - Spring</th>
<th>Student classification</th>
<th>Undergraduate</th>
</tr>
</thead>
</table>

Student Name | Instructor Name
Kauth, Sambu

Record 1 - 1 of 1 record(s). Page 1 of 1 page(s).

3. After you have clicked the Select button, a list of field instructors will appear below the list of student(s). Then, click on the Assign button of a field instructor.

Students

<table>
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<th>Student classification</th>
<th>Undergraduate</th>
</tr>
</thead>
</table>

Student Name | Instructor Name
Kauth, Sambu

Record 1 - 1 of 1 record(s). Page 1 of 1 page(s).

Field Instructors

<table>
<thead>
<tr>
<th>Full name</th>
<th># students assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zinstructor, ZField</td>
<td>0</td>
</tr>
<tr>
<td>None, None</td>
<td>0</td>
</tr>
<tr>
<td>Kauth, Bo</td>
<td>0</td>
</tr>
</tbody>
</table>

Record 1 - 3 of 3 record(s). Page 1 of 1 page(s).

4. Finally, you will see the next page showing that the student has been assigned a field instructor. You may later on click the remove button if you want to re-assign a new field instructor to student. You just need to follow the steps 1-4.

Students

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</tr>
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</table>

Student Name | Instructor Name
Kauth, Sambu | Zinstructor, ZField

Record 1 - 1 of 1 record(s). Page 1 of 1 page(s).
Please note that the system is running a bit longer than other functions. However, after you click an Assign button, you can click the button Go Back to do another student-field instructor assignment. As soon as you click an Assign button, an email will be sent to the student to notify the assignment.

**FI04-How the Main Contact of Agency Delete a Field Instructor**

1. Log into e-intern.com and click on **Your agency application**.

2. On your application, scroll down to **Field Instructors** section. On the bottom right corner, click **Edit**.

2. Then, on the next page, click **View** where applicable. Please note that your status should be “**Activated**” on this page.
3. After you click View on a field instructor, you will see the screen below. Then, click the Delete button on the right.

4. The field instructor will be deleted from the agency application.

RI02-How to accept or deny interns in e-intern.com

1. Log into e-intern.com and click on Your agency application. Then, click Assigned Students.

2. You will see the students that have recently been assigned to you. Then, click View on the right to accept or deny a student.
3. You will see the screen below. Then, you can click Accept/Deny button to proceed.

4. After you click Accept/Deny button, another screen will pop up. Click “Yes” if you want to accept the student. Click “No” if you want to deny the student.

5. After that, an email will be sent to the student, main contact of agency, and Administrators that you have accepted or not accepted the student. **Please note that after you have accepted the student in e-intern.com and after the student has accepted your agency in e-intern.com, the system will allow you to assign a field instructor to the student. If the student fails to accept the agency in e-intern.com, the system won’t allow you to assign field instructor.**