

Field Confirmation Form

Within **one week** of securing your field internship, complete and submit online a “**Field Confirmation Form**” *which can be found in the GSSW Internships Database*. This form provides the school with the official documentation needed for your student records and is directly tied to your registration for field credits. You will not receive credit for your field internship until this form is submitted.

- Be prepared to answer specific questions about your internship (agency name and division, agency address, website and MSW Field Instructor phone and email address.) If you are unsure about the correct and complete contact information, **please call or email the agency before you start filling out the form to ensure you have accurate contact information.**
- Go to: <http://gsswinternships.du.edu>
- Log on to the database using the instructions below.
- Near the bottom of your Student Details Page, click on **Field Confirmation Form**.
- Fill in all requested information. If for some reason you are unable to provide the requested information, DO NOT enter incorrect information, but STOP and contact the Field Program Office at field@du.edu or by calling 303-871-2844.
- Allow **15 minutes** to complete this form online.



Instructions for Accessing the GSSW Internships Database

The GSSW Internships Database is web-based, so it is accessible from any computer that has internet access.

- Go to: <http://gsswinternships.du.edu>
- Read the Conditions of Use Policy.
- For USERNAME, enter your DU ID Number beginning with “87...”
- For PASSWORD, enter your webCentral password.
- Click on the LOGIN Button.
- Verify your personal information on the left side of the screen.
- Verify your MSW degree information on the right side of the screen
- Click on the Field Confirmation Form link at the bottom of your student details page.