



Field Education Fact Sheet

Masters of Social Work (MSW) Program- Advanced Student

Child and Family Specialization

WHEN DO STUDENTS BEGIN APPLICATION PROCESS?	<p>Field placement at GSU begins in the beginning of the Spring semester. Thus, a student who is planning to begin Field Education in the Fall has already been oriented and met with a Field Education coordinator to identify potential placement sites during the previous Spring semester.</p> <p>GSU typically encourages interns to be prepared to apply for placements by late February/early March of each academic year.</p> <p>For students who are admitted in Spring as a full time MSW student, applications may begin in May and continue on through August 1st.</p>
HOW ARE INTERNS PLACED?	<p>Interns are allowed to choose their preferred placement sites from a list of affiliated agencies. They also can suggest new agency affiliations. Interns are asked to prepare both a cover letter and resume and prepare to apply for positions and participate in interviewing.</p> <p>Students are allowed to contact agency internship coordinators directly after meeting with a Field Education Coordinator who approves the placement. Agencies are encouraged to directly contact students to offer or decline offers on internship positions and students report back to the University their final placement choice.</p>
HOW MANY HOURS ARE STUDENTS REQUIRED TO COMPLETE?	<p>MSW Advanced interns are required to complete 480 hours of practicum during an academic year. Students are required to participate in practicum for a minimum of 16 hours per week.</p>

	<p>Interns are to remain in practicum for the entire academic year. This will typically include a start date in late August and an end date the first week in May.</p> <p>Students may be required to submit to additional hours for trainings and orientations as needed.</p>
<p>WHEN DO PRACTICUM HOURS BEGIN AND END?</p>	<p>Students are encouraged to follow the academic calendar as far as beginning and ending placements. Yet, in certain cases it may be permissible for a student to begin 1-2 weeks earlier or end later.</p> <p>We do ask that if special scheduling is required that this information be presented to the student PRIOR to acceptance of the position.</p>
<p>WHAT ARE THE REQUIREMENTS FOR THE AGENCY/FIELD INSTRUCTOR?</p>	<p>MSW Advanced interns can be supervised by various levels of staff. A field instructor with an MSW is preferred. Additional masters' degrees such as those in counseling, psychology or other related human services fields may be approved if social workers are not available. A field instructor with a bachelor's degree solely cannot be approved.</p> <p>In addition, Field instructors are required to:</p> <ul style="list-style-type: none"> • Be two years post-graduation • Have been employed at the organization for at least 6 months • Provide a minimum of 1 hour of supervision to the student per week
<p>WHAT TYPES OF LEARNING EXPERIENCES ARE EXPECTED FOR STUDENTS?</p>	<p>MSW Advanced students are expected to receive a specialized practice experience in Field Education that should build upon generalist skills of engagement, professionalism and policy engagement to learning and practice in evidence-based assessment, intervention and evaluation with individuals, families, groups, organizations and/or communities. Students should be assigned tasks comparable to an MSW staff member within the organization. Students' learning experience must involve consistent direct contact with clients. Some independence in practice is ideal with student assignment of caseloads, groups, etc. Positions which are primarily administrative in nature may NOT be approved.</p> <p>Typical MSW Advanced learning experiences include: • Assessment One on One therapy/counseling • Facilitation of group services with clients • Treatment Planning/Referral/Linkage • Education/Advocacy • Crisis assessment/intervention • Additional tasks as appropriate for the setting</p>

WHAT IF THE STUDENT IS ALSO AN EMPLOYEE OF THE ORGANIZATION?

Students are NOT permitted to complete their job duties as a dual internship.

Students can apply to complete their internship within their employment organization but must be accepted to intern with a unique field instructor/supervisor, in a unique program/location and completing unique duties to their employment. Duties must also match the CSWE competencies for an advanced student.

Organizations are *strongly* encouraged to withhold new offers of employment to students until after the internship period is complete.

WHAT DOCUMENTATION IS REQUIRED BY THE UNIVERSITY?

There are several documents that the University will request from either the Field Instructor or an Administrator within the organization.

- Affiliation Agreement- Signed by an Executive Director/Administrator
- Agency Application – to be completed by the internship Coordinator or Field Instructor
- Field Instructor Contract and Resume – Signed by the Field Instructor and his/her direct supervisor
- Learning Contract- to be completed by the Field Instructor in collaboration with the student
- Time Logs – to be completed by the student and signed by the Field Instructor
- Student Evaluation – to be completed by the Field Instructor

WHO ARE THE CONTACT PEOPLE AT THE UNIVERSITY RESPONSIBLE FOR INTERNS?

BSW Field Placement Coordinator-

Latesha Newson – lnewson@govst.edu

Director of Field Education – MSW Placement Coordinator-

Januari Wilson – jwilson7@govst.edu

Field Liaison- As assigned at the beginning of the academic year

ADDITIONAL INFORMATION

- ✓ MSW students are required to complete a background check and purchase malpractice insurance prior to beginning practicum.
- ✓ MSW students are prohibited from transporting clients

