



CARVER SCHOOL OF SOCIAL WORK

Master of Social Work

MSW FIELD PRACTICUM POLICY  
MANUAL

(subject to change – last updated January 2023)

The MSW Program at Campbellsville University is accredited by  
The Council on Social Work Education

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## **I. Introduction**

### **Welcome to the MSW Field Practicum at the Carver School of Social Work**

This manual will serve as a resource to the MSW Field Education program at the Carver School of Social Work. Your field placement is an opportunity to put into practice your knowledge, skills and values. It is also the place to see theory in action and learn firsthand how theory, policy, research and practice intersect. Fieldwork is exciting and challenging! All of this is necessary to prepare you to become an ethical and competent master level social worker. Our goal at CSSW is to challenge you to learn the skills and knowledge you will need as a master level social worker.

The goal of the MSW Field program is to provide students the opportunity, through the practicum experience and field course, to integrate into practice the conceptual knowledge gained from coursework so students can successfully function as social work practitioners.

We, at the Carver School of Social Work, are committed to your success in the program and your future contributions to the profession.

Sincerely,

***Kalon Moody***

Kalon Moody, MSSW  
MSW Director of Field Education  
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This manual is designed to assist practicum students, Field Agency Instructors, and other agency personnel involved in social work field education in understanding what is expected during the field placement. Field placement is designed to provide students with an opportunity to learn within an agency setting and to apply the knowledge, skills, and values acquired through their classroom course work. This manual provides all those involved with the practicum experience at the Carver School of Social Work the current MSW fieldwork policies, procedures and requirements.

## **CU Mission**

Campbellsville University is a comprehensive, Christian institution that offers non-credit technical programs, along with certificates, associates, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship by linking discovery research to knowledge at the doctoral level, and active participation in a diverse, global society.

## **Carver School of Social Work Mission**

*The Carver School of Social Work Master of Social Work program promotes academic excellence, leadership and personal growth in the spirit of Christian service. The MSW program is grounded in the liberal arts and guided by the person-in-environment framework and global perspective. The purpose of the MSW program is to develop competent advanced generalist social workers with a strong sense of integrity, respect for human diversity, and commitment to the profession's values. The Carver School of Social Work values the dignity and worth of a person, human relationships and the pursuit for social and economic justice. Students learn advanced social work skills of prevention and intervention skills based on scientific inquiry that guide their practice with diverse individuals, families, groups, organizations, and communities. Through the application of ethical principles and critical thinking, the programs' curricula equip students to advance diversity, equity and inclusion, build resiliency and advocate for human rights at the micro, mezzo and macro levels.*

## **MSW Program Goals**

***Program Goals Guided by the mission of this MSW Program and influenced by the mission of CU, the social work profession and the needs of the local, regional, state and international communities, the MSW Program strives to attain the following goals:***

- 1. To prepare competent and effective advanced generalist graduate level social work professionals to empower, lead and serve as practitioners, service coordinators, service administrators, policy analysts' and program developers;***
- 2. To equip graduates with advanced generalist graduate level social work knowledge, values, and skills in preparation for service with diverse, at-risk, marginalized, oppressed populations which exist in rural, urban, national and international locations;***
- 3. To prepare advanced generalist graduate level social workers who are skilled in evaluating***

*and linking empirical knowledge, social work practice wisdom, social research and practice outcomes; and*

*4. To stimulate a desire within graduates for the pursuit of life-long-learning and Christ-centered service.*

*These program goals build on a foundation of generalist content and expand toward the preparation of advanced level social workers. As such, a foundation curriculum, similar to undergraduate social work education, is provided in the first year of this MSW Program; however, the foundation graduate year incorporates graduate level rigor in research activities and learning assignments.*

# **I. Field Education Program**

## **Overview of Field Education**

Field education provides an opportunity for students to integrate into practice the theoretical knowledge gained from coursework. MSW students participate in generalist social work learning opportunities intended to provide experience with Individuals, Groups, Families, Communities, and Organizations. This is accomplished through the practicum placement of students in social work service organizations.

## **Foundation Practicum**

Students admitted at the foundation level complete 900 hours of practicum in the program; 450 at the foundation level and 450 at the advanced level.

## **Foundation Practicum Course Descriptions**

### **SWK 510 Foundation Practicum I (3 credit hours)**

Foundation Practicum 510 is the first 16-week capstone course for the MSW Foundation program. Students will be introduced to the foundation level of social work practice at an agency setting. The online course includes a practicum internship consisting of approximately 15 hours a week of observation, shadowing and building competence of the social work practitioner at the foundation level. In addition to course assignments, students must also complete 225 clock hours by the end of the semester. Pre-requisite: Field placement application approval.

### **SWK 511 Foundation Practicum II (3 credit hours)**

Foundation Practicum 511 is the second 16-week term course for the MSW Foundation program. Students will continue to focus on the development of foundation level of social work practice at an agency setting. The online course includes a practicum internship consisting of approximately 15 hours a week of observation, shadowing practicing and building competence of the social work skills and behaviors at the foundation level. In addition to course assignments, students must complete 225 clocks hours by the end of the semester. Pre-requisite: Successful completion of SWK 510 Foundation Practicum I.

## **Advanced Practicum**

The program accepts student's field education hours completed in their CSWE- accredited BSW program to assure that students do not repeat previous achievement. Students admitted to the program as advanced standing attest to their field hours accumulated at the BSW level on their application. Students with less than 450 hours are required to complete additional hours in the specialized practicum to assure a minimum of 900 hours in practicum.

## **Advanced Practicum Course Descriptions**

### **SWK 610 Advanced Practicum I (3 credit hours)**

This course is the first 16-week capstone course for the MSW Advanced program. Students are introduced to the advanced level of social work practice at an agency setting. The online course

includes a practicum internship consisting of approximately 15 hours a week of observation, shadowing and building competence of the social work practitioner at the advanced level. In addition to course assignments, students must also complete 225 clock hours by the end of the semester. Pre-requisite: Students must be advanced standing and have practicum placement application approved by field director.

#### **SWK 611 Advanced Practicum II (3 credit hours)**

This course is the second 16-week term course for the MSW Advanced program. Students continue to focus on the development of the advanced level of social work practice at an agency setting. The online course includes a practicum internship consisting of approximately 15 hours a week of observation, shadowing practicing and building competence of the social work skills and behaviors at the advanced level. In addition to course assignments, students will also complete 225 hours by the end of the semester. Pre-requisite: Successful completion of SWK 610 Advanced Practicum I.

#### **Areas of Focus**

Advanced Standing Students may select an Area of Focus (AoF) in which to take their elective courses.

The MSW Program currently offers three AoF, clinical, substance use disorders, and faith base. Students are not required to select and declare an AoF. Students are permitted to take any of the courses within the AoF without committing to the AoF. Students may select any electives offered by the program to fulfill the three elective course requirements.

**Clinical.** The Clinical AoF builds clinical skills by requiring students to complete three courses: SWK 650 Change Theory, SWK 661 Clinical Diagnosis and Psychopharmacology and SWK 692 Social Work Theories. Students then complete their advanced practicum in a clinical setting.  
**Substance Use Disorders.**

The Substance Use Disorders AoF builds skill by requiring students to complete three courses: SWK 650 Change Theory, SWK 661 Clinical Diagnosis and Psychopharmacology and SWK 681 Substance Use Disorder Treatment. Student then complete their advanced practicum in a substance use disorder treatment setting.

**Faith Based.** The Faith Based AoF prepares students to lead a faith based and/or non-profit organization by completing the following courses: SWK 601 Integrating Spirituality and Practice, SWK 685 Managing Non-Profit Organizations, and SWK 630 Experiential Learning. Students then complete their practicum in a nonprofit organization, program, or project clearly identifying as faith based in the name or mission statement.

#### **Goal of Field Education**

The goal of the MSW Field Education program is to provide students the opportunity, through a practicum experience and concurrent class, to integrate into practice the conceptual knowledge gained from coursework so students can successfully function as social work generalist practitioners. All forms discussed in this manual are found in appendices at the back.

## Field Titles

Field education, the signature pedagogy of social work curriculum, heavily relies on the work and commitment of numerous individuals to provide an effective educational experience for future professional social workers. The field education department uses the following titles:

- *Director of Field Education* – The Director of Field Education provides leadership to all aspects of field instruction, including monitoring of field students, oversight of the evaluation of field students, and approval of field agencies. The Director of Field Education has oversight of the MSW field education program, which is responsible for the administration of the field program, including field curriculum, planning the program, development of placement processes, oversight of field course instructors, and maintaining the field manual and field forms.
- *Field Course Instructor* – Refers to the member who represents the Carver School of Social Work and provides the link between the department, the agency, and the student. The Field Course Instructor monitors, consults, and intervenes when necessary to ensure a quality field experience occurs for all students. The Field Course Instructor acts as the *liaison* between the university and the agency. The Field Course Instructors are assigned to oversee the field experience, and maintains close contact with the student and field agency instructor throughout the placement.
- *Field Agency Instructor (on-site)* – staff person employed by the agency, who serves as the individual at the agency who met criteria for supervising a social work student and agrees to provide supervision through the field experience. For Foundation Students and Advanced Standing Generalist Students the Field Agency Instructor will have earned an MSW from a CSWE accredited program and have at least two years postgraduate experience. For Advanced Clinical students the Field Agency Instructor will have a LCSW or equivalent for state of licensure.
- *Field Agency Instructor (off-site)* – An individual who met criteria for supervising a social work student and agrees to provide supervision for this the field experience but is not employed by the agency. Off-site Field Agency Instructor works closely with the On-site Task Supervisor to assure the quality of student learning experiences. For Foundation Students and Advanced Standing Generalist Students the Field Agency Instructor will have earned an MSW from a CSWE accredited program and have at least two years postgraduate experience. For Advanced Clinical students the Field Agency Instructor will have a LCSW or equivalent for state of licensure.
- *Task Supervisor (on-site)* – staff person employed by the agency, who serves as the individual at the agency who leads on-site instruction and opportunities, monitors, and supervises the student within the agency. This role is only utilized in placement agencies who offer excellent learning opportunities for students, but do not have a qualified supervisor on-site. When used, the Task Supervisor works closely with the Off-site Field Agency Instructor to assure the quality of student learning experiences.

## **II. Field Education Process**

The Director of Field Education admits students to the Field Education Program.

### **Planning for Your Field Practicum**

Realistic thinking and planning for field practicum is key to your success. Talk with your spouse, family and support system about your personal responsibilities and how things may need to be adjusted for your academic success. (2 graduate courses typically take 20 hours of course work plus an additional 16-hour of practicum = 36 plus hours per week).

If you work full-time and register full-time as a student, you could be averaging 72 hours per week between work and school. Part-time is an option that might fit for you if you have a full-time job, a family and/or are a caregiver to children or loved ones and cannot adjust or changes to your personal responsibilities.

The majority of our field agencies and the field agency instructors work during the workweek. If you are employed full-time, you might want to talk with your employment supervisor about your decision to earn your degree and explore a modified schedule to accommodate hours during the workweek for your practicum. For some, this may not be an option, so we offer an Employment Based Practicum. If you work for a social service agency or an organization that has a social work department, the agency may apply to be a placement site by our field department. (See Employment Based Practicum in Section V for details and requirements).

### **Field Practicum Orientation**

The Field Practicum Website is located at the following address. It contains the Field Manual and other Field Practicum Orientation information and steps in the field practicum process.

<https://www.campbellsville.edu/academics/programs/social-work/degrees/msw-field-practicum/>

### **Intern Placement Tracking (IPT) System**

The Carver School of Social Work (CSSW) uses an Intern Placement Tracking System called (IPT). Students are be given a user code and password when they are admitted into the program. It is crucial for all students to access IPT to begin the field practicum registration process upon acceptance into the program immediately. Students will complete the Student Tab with basic demographics.

In IPT, the student can review, research and choose an agency preference from a list of Field Agencies that are of interest to you. There is a contract between these Field Agencies and the CSSW for student internships. If the student does not find an agency listed in IPT, the student initiates a search for an agency.

The student begins the process of contacting their preferred agency. Introduce yourself by phone using the contact information provided in IPT for the field agency or that you have secured.

Ask to speak with the person in charge of interns. Introduce yourself with your full name and explain you are a CU Master of Social Work student and calling to inquire about a possible practicum placement.

If a slot is available and the agency is accepting students, ask if you can arrange a face-to-face or over the phone interview for a practicum placement.

Prior to your interview, research the agency and take notes about their services, structure, clients served, and mission. Prepare questions for the interview. For example, ask how and when you will be notified about the result of your interview. For the interview, take a notepad make notes about what to expect from the agency practicum. After the interview, write a thank you note to the staff member who interviewed you.

If your practicum site is also your employer, ensure there is distinct difference between your role as an employee and as a student, and distinctly different times when you work as an employee and as a student. Make sure there is agreement by the appropriate official of the agency. Follow the Employment Based Practicum policies in this manual and contact the field office to ensure inclusion of the agency in IPT.

### **NASW Student Malpractice Liability Insurance**

Students are required to have NASW malpractice liability insurance at the time of starting the practicum and documentation must be uploaded in the IPT Student page the first week of field. You are withdrawn from the course if this is not completed within the required time frame.

<https://naswinsure.com/home/>



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: JI

DATE (MM/DD/YYYY)  
07/22/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |                               |                         |                 |
|--|-------------------------------|-------------------------|-----------------|
| PRODUCER<br>Southern States Insurance<br>Service Center<br>P.O. Box 1117<br>Douglasville, GA 30133<br>Jim Schubert | 678-715-9513                  | CONTACT NAME:           |                 |
|  | 770-447-0704                  | PHONE (A/C. No. Ext):   | FAX (A/C. No.): |
|  |                               | E-MAIL ADDRESS:         |                 |
|  |                               | PRODUCER CUSTOMER ID #: | JIMB002         |
| INSURED  | INSURER(S) AFFORDING COVERAGE |                         | NAIC #          |
|  | INSURER A:                    |                         |                 |
|  | INSURER B:                    |                         |                 |
|  | INSURER C:                    |                         |                 |
|  | INSURER D:                    |                         |                 |
|  | INSURER E:                    |                         |                 |

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADOL SUBR INSR WVD              | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|---------------------------------|---------------|-------------------------|-------------------------|---|
|          | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |                                 |               | 07/01/11                | 07/01/12                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
|          | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS   |                                 |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$<br>\$   |
|          | UMBRELLA LIAB <input type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DEDUCTIBLE \$<br>RETENTION \$   |                                 |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$<br>\$  |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br><input type="checkbox"/> | N/A           | 07/01/11                | 07/01/20                | W/C STATU-TORY LIMITS    OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

|  |  |
|--|--|
| <b>CERTIFICATE HOLDER</b><br><br>Joe Somebody<br>567 Any Street<br>Atlanta, GA 30327 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br>Jim Schubert |
|--|--|

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### **Academic Requirement for Enrollment in Foundation Field Practicum**

In order to enroll in the foundation field practicum, a student must have successfully completed 12 hours of core foundation classes and meet the following academic criteria:

- No Ds or Fs
- GPA of at least 3.00
- No more than one C
- Student Practicum Agreement completed and submitted

If a student does not meet these criteria, they are required to retake their courses and improve their academic standing before enrolling in the foundation field practicum.

### **Academic Requirements for Enrollment in Advanced Generalist Field Practicum**

In order to enroll in the advanced generalist field practicum, a student must have either successfully completed the foundation year of the curriculum or have already completed a BSW from a CSWE accredited undergraduate social work program.

To progress to the advanced standing year, students without a BSW must meet the following criteria:

- Successfully completed the foundation curriculum
- No Ds or Fs
- GPA of at least 3.00
- No more than one C
- Student Practicum Agreement completed and submitted

In order to enroll in the advanced generalist field practicum, a student must meet the following academic criteria:

- No Ds or Fs
- GPA of at least 3.00
- No more than one C
- Student Practicum Agreement completed and submitted

## Field Practicum Placement Deadlines

### Summer Practicum

|         |  |
|---------|--|
| April 1 | <b>Deadline</b> for submission of all Field documents<br>Placement Secured/Documents Completed<br>Field Placement entered in IPT |
| May     | Summer Semester  |

### Fall Practicum

|        |  |
|--------|--|
| July 1 | <b>Deadline</b> for submission of all Field documents<br>Placement Secured/Documents Completed<br>Field Placement entered in IPT |
| August | Fall Semester  |

### Spring Practicum

|            |  |
|------------|--|
| December 1 | <b>Deadline</b> for submission of all Field documents<br>Placement Secured/Documents Completed<br>Field Placement entered in IPT |
| January    | Spring Semester  |

## Field Learning Contract

The evaluation of the student's performance is an ongoing process in which the Field Course Instructor and Field Agency Instructor provide the student with constructive feedback and an accurate description of his/her performance. The student is jointly evaluated at the Midterm and Final. The Field Learning Contract is agreed upon, signed in IPT at an Initial Teleconference (within first two weeks of semester), signed at Mid-term Teleconference, and signed again at the Final Teleconference and provides the framework for the evaluation. Evaluations are tied directly to the Learning Contract for a clear picture of the competency, practice behavior, and the task being evaluated. The rating scale is located in the Field Learning Contract in IPT.

The Field Learning Contract contains all nine Social Work Core Competencies and all Practice Behaviors. Students are required to complete all listed Practices Behavior tasks within their 450-hour practicum. A joint collaboration between the student and Field Agency Instructor will decide how the tasks will be completed within the agency. Students will comment on each Competency how they completed the Practice Behaviors and Field Agency Instructor will comment on each Competency on how well the student completed the Practice Behavior and their overall comprehension of the Competency.

Students are rated using the following scale:

| Scale | Performance Measure            | Description  | Definition   |
|-------|--------------------------------|--|--|
| 5     | Strong Competent Performance   | The intern/student <b>demonstrates strong application</b> of the knowledge, values, and skills related to the performance of the practice behavior.              | Above average performance of the practice behavior.                  |
| 4.5   |                                | Exceeds 4, but does not meet all criteria for 5.   |  |
| 4     | Adequate Competent Performance | The intern/student <b>demonstrates adequate application</b> of the knowledge, values, and skills related to the performance of the practice behavior.            | Average performance of the practice behavior.                        |
| 3.5   |                                | Exceeds 3, but does not meet all criteria for 4.   |  |
| 3     | Emerging Competent Performance | The intern/student <b>demonstrates emerging application</b> of the knowledge, values, and skills related to the performance of the practice behavior.            | Dependably implements the basic elements of the practice behavior.   |
| 2.5   |                                | Exceeds 2, but does not meet all criteria for 3.   |  |
| 2     | Inadequate Performance         | The intern/student <b>demonstrates inadequate application</b> of the knowledge, values, and skills related to the performance of the practice behavior.          | Inconsistently performs the basic elements of the practice behavior. |
| 1.5   |                                | Exceeds 1, but does not meet all criteria for 2.   |  |
| 1     | Lacking Performance            | The intern/student <b>lacks the ability to demonstrate application</b> of the knowledge, values, and skills related to the performance of the practice behavior. | Fails to perform the basic elements of the practice behavior.        |
| N/A   | Lack of opportunity            | The intern/student <b>has not had the opportunity</b> to work on the skills related to the performance of the practice behavior.                                 | <b>**Mid-Term Rating Only**</b>                                      |

The MSW Field Practicum encompasses all Competencies, all Behaviors, and all Dimensions.

## **Foundation Competencies, Behaviors & Dimensions**

### **Competency 1: Demonstrate Ethical and Professional Behavior**

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

- 1.1 Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- 1.2 Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- 1.3 Demonstrate professional demeanor in behavior, appearance; and oral, written, and electronic communication;
- 1.4 Use technology ethically and appropriately to facilitate practice outcomes; and
- 1.5 Use Supervision and consultation to guide professional judgment and behavior.

### **Competency 2: Engage Diversity and Difference in Practice**

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

- 2.1 Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- 2.2 Present themselves as learners and engage clients and

- constituencies as experts of their own experiences; and
- 2.3 Apply self-awareness and self-regulations to manage the influence of personal biases and values in working with diverse clients and constituencies.

### **Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice**

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

- 3.1 Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- 3.2 Engage in practices that advance social, economic, and environmental justice.

### **Competency 4: Engage in Practice-Informed Research and Research-Informed practice**

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:

- 4.1 Use practice experience and theory to inform scientific inquiry and research;
- 4.2 Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- 4.3 Use and translate research evidence to inform and improve practice, policy, and service delivery.

### **Competency 5: Engage in Policy Practice**

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are

also knowledgeable about policy formulation, analysis, implementation, and evaluation.  
Social workers:

- 5.1 Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- 5.2 Assess how social welfare and economic policies impact the delivery of and access to social services;
- 5.3 Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

### **Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

- 6.1 Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary frameworks to engage with clients and constituencies; and
- 6.2 Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

### **Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

- 7.1 Collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- 7.2 Apply knowledge of human behavior and the social environment,

- person-in- environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- 7.3 Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
  - 7.4 Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

### **Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration. Social workers:

- 8.1 Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- 8.2 Apply knowledge of human behavior and the social environment, person-in- environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- 8.3 Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- 8.4 Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies;
- 8.5 Facilitate effective transitions and endings that advance mutually agreed-on goals.

### **Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities.

Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating

outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

- 9.1 Select and use appropriate methods for evaluation of outcomes;
- 9.2 Apply knowledge of human behavior and the social environment, person-in- environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- 9.3 Critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- 9.4 Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

## **Advanced Generalist Competencies, Behaviors, and Dimensions**

The Advanced Generalist curriculum builds on the BSW or foundation and uses the following competencies and behaviors:

### **Competency 1: Demonstrate Ethical and Professional Behavior**

Advanced generalist social workers understand the values and ethics of the social work profession and are proficient in using ethical decision-making frameworks. They critically analyze situations and use ethics to influence conduct at all levels of practice. They also use self-reflection and self-care practices to avoid secondary trauma. Advanced generalist social workers apply ethics and values in engagement, assessment, planning, intervention, and evaluation when working with individuals, families, groups, organizations, and communities looking through a trauma informed lens. Advanced generalist social workers:

- A1.1 Engage with clients and colleagues conveying a strength-based demeanor and attitude;
- A1.2 Demonstrate professional and ethical social work conduct in all levels of practice;
- A1.3 Demonstrate the ability to critically analyze cases and articulate how to manage ethical issues in practice scenarios;
- A1.4 Demonstrate the ability to apply social work ethics and values to the evaluation of social intervention; and
- A1.5 Engage in self-reflection and self-care practices which may include reflective trauma responsive supervision to prevent and address secondary trauma in self and organization.

### **Competency 2: Engage Diversity and Difference in Practice**

Advanced generalist social workers understand how racism and oppression shape human and traumatic experiences and influence practice, policy, and research at the micro, mezzo and/or macro levels. Advanced generalist social workers understand the pervasive impact of White privilege and supremacy and use their knowledge, awareness of biases, and skills to engage in anti-racist practice. Advanced generalist social workers understand how diversity and intersectionality shape human experiences and identity development which affect equity and inclusion. The breadth of diversity is understood as the convergence of factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, and gender identity. Advanced generalist social workers understand intersectionality to mean that a person's life experiences may include oppression, trauma, marginalization, poverty, alienation as well as privilege and power. Advanced generalist social workers understand the historical roots of social and racial injustices and recognize the extent to which a culture's structures and values systematically oppress, traumatize, marginalize, and alienate. Advanced generalist social workers:

- A2.1 Demonstrate culturally centered practice that recognizes the impact of diversity factors, to include trauma experiences and responses at the micro, mezzo and/or macro levels; and

- A2.2 Apply self- awareness to manage the influence of personal biases and values in working with diverse individuals, families, groups, organizations, communities and/or constituencies.

**Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice**

Advanced generalist social workers must understand how social problems are violations of human rights and be able to advocate for all people, regardless of their position in society. They must recognize the impact of social problems which may result in inequalities, racism, and societal injustices and advocate to overcome traumatic barriers. Advanced generalist social workers must use a framework of intersectionality for individuals or groups which may include oppression, poverty, marginalization, and alienation to challenge privilege and power. They utilize trauma-informed strategies to eliminate oppressive structural barriers to ensure social rights and responsibilities are distributed equitably. Furthermore, advanced generalist social workers understand the need to protect and promote human rights, including civil, political, environmental, economic, social, and cultural. Advanced generalist social workers:

- A3.1 Demonstrate effective and diplomatic skills in advocacy;
- A3.2 Deconstruct situations (culture, social, political, economic, etc.) where human rights are being violated;
- A3.3 Compare how social, economic, cultural, and political frameworks can oppress and violate human rights; and
- A3.4 Recognize and seek to redress human rights, social, economic and/or environmental injustices resulting from or perpetuating trauma.

**Competency 4: Engage in Practice-Informed Research and Research-Informed Practice**

Advanced generalist social workers are proficient in understanding and using various methods of program evaluation. They collect and organize data, apply critical thinking, interpret information, and use results to improve practice that influences individuals, families, groups, organizations, and communities. Advanced generalist social workers are proficient at identifying bias and determining provisions to reduce impact on clients and constituents. They use evidence-based methods of program evaluation and advocate for strategies to reduce trauma in practice. Advanced generalist social workers:

- A4.1 Appraise, evaluate, and propose various methods of program evaluation;
- A4.2 Collect and organize data, and apply critical thinking to interpret information from individuals, families, groups, organizations, communities, and/or constituencies;
- A4.3 Evaluate how personal values and biases impact research-informed practice and practice-informed research; and
- A4.4 Advocate for strategies to improve practice-informed research and/or research informed practice in trauma care.

### **Competency 5: Engage in Policy Practice**

Advanced generalist social workers understand and engage in trauma-informed human rights-based policies advancing social, economic, racial, and environmental justice. They should recognize and use a trauma-informed lens to view the historical, social, racial, cultural, economic, organizational, environmental, and global influences that affect social policies at the local, state, federal, and global level. This affects well-being, human rights and justice, and service delivery, and access to social services. Advanced generalist social workers must understand their role in policy formation, analysis, implementation and evaluation with individuals, families, groups, organizations, communities, and on a global level to engage in and advocate for policies that do not retraumatize. Advanced generalist social workers:

- A5.1 Apply analytical knowledge to assess the impact of policies; to engage in the policy proposal process and/or to amend policies that are counter to the principles of trauma informed practice or that re-traumatize, victimize, or oppress;
- A5.2 Evaluate the impact (intended and unintended) of global policies and regulations; and
- A5.3 Interpret societal trends in order to develop and promote the empowerment of vulnerable populations within social work practice.

### **Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities**

Advanced generalist social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of individuals, families, groups, organizations, and communities. They establish relationships that encourage others to be equal participants and are proficient at using relationships to achieve positive outcomes. Advanced generalist social workers know and implement interprofessional conceptual frameworks and engagement strategies. They use self-reflection and intrapersonal skills to effectively engage others and integrate a trauma perspective at all levels of practice. Advanced generalist social workers:

- A6.1 Establish a relationally based process that encourages individuals, families, groups, organizations, and communities to be equal participants in the establishment of expected outcomes;
- A6.2 Implement appropriate engagement strategies to engage individuals, families, groups, organizations, and/or communities within a particular theoretical model;
- A6.3 Utilize self-reflective and intrapersonal skills to effectively engage diverse individuals, families, groups, organizations, communities, and/or constituencies; and
- A6.4 Integrating trauma-informed principles of engagement with practices at the micro, mezzo and/or macro levels that are responsive to those underrepresented and oppressed in society.

## **Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities**

Advanced generalist social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work and trauma-informed practice. They understand theories of human behavior and person-in-environment, as well as, the importance of trauma, the consequences and emphasis on healing, and recovery. Advanced generalist social workers critically evaluate and apply this knowledge in culturally responsive and trauma-informed assessment with clients and constituencies, including individuals, families, groups, organizations, communities, and at the global level. Assessment involves a collaborative process of defining presenting issues and identifying strengths and resiliency with individuals, families, groups, organizations, and communities to develop a mutually agreed-upon plan. Advanced generalist social workers recognize the implications of the larger practice context in the assessment process and use interprofessional collaboration to provide safety and focus on healing. They are self-reflective and understand how bias, power, privilege and their personal values, and experiences may affect their assessment and decision making. Advanced generalist social workers:

- A7.1 Articulate and demonstrate the influence theory has on assessment process;
- A7.2 Apply an assessment strategy to assess individuals, families, groups, organizations, and/or communities within a complimentary theoretical model; and
- A7.3 Design and conduct trauma informed assessment and planning strategies that include risk and protective factors that empower service recipients.

## **Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**

Advanced generalist social workers understand ongoing assessment and intervention are critical components of the dynamic and interactive process of social work practice. They understand the intersectionality of theories of human behavior, person-in-environment, strengths perspective, and other interprofessional theoretical frameworks. Advanced generalist social workers critically evaluate and apply this knowledge in selecting culturally responsive interventions with all clients, including individuals, families, groups, organizations, communities, and at the global level. Understanding methods of identifying, analyzing, and implementing interprofessional theoretical framework interventions to achieve client and constituency goals is an integral part of advanced generalist social worker practice. They also understand the need to assist clients and constituents develop flexible and adaptive responses to trauma effects and develop maximally adaptive personal narratives in the wake of traumatic experiences. Advanced generalist social workers recognize the value of interdisciplinary collaboration in maximizing their effectiveness with clients. Advanced generalist social workers:

- A8.1 Utilize effective leadership skills to promote sustainable changes in service delivery and practice to improve the quality of interventions;
- A8.2 Implement effective intervention strategies to work with individuals, families, groups, organizations, and/or communities within a particular theoretical model;

- A8.3 Implement the strategies that empower individuals, families, groups, organizations, and/or communities in various contexts of practice; and
- A8.4 Critically select and implement trauma-informed evidence-based interventions to address the adverse consequences of trauma.

**Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

Advanced generalist social workers evaluate practice through measuring change when working with individuals, families, groups, organizations, communities, and at the global level. They are proficient with distinguishing many types of information from multiple sources to evaluate target practice and outcomes. Advanced generalist social workers conduct evaluation utilizing interprofessional conceptual framework models that include trauma, cultural, and ethical components in their practice. Advanced generalist social workers:

- A9.1 Discern evaluation methods to measure the extent of change to individuals, families, groups, organizations, and/or communities;
- A9.2 Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge and practice wisdom to achieve target outcome;
- A9.3 Critique evaluation practices informed from a particular theoretical model; and
- A9.4 Systematically use evaluation to include historical or current trauma, intergenerational trauma, trauma reactions, and/or risk and resilience factors.

## *Competency Dimensions*

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Within each competency, there are dimensions necessary for learning and developing the competence and practice behaviors for application in social work practice. The dimensions are indicated using the following key:

- **Knowledge (K)** – indicates location in which necessary knowledge is present that is necessary to achieve a given competency
- **Values (V)** – indicates location in which values are learned and practiced in order to demonstrate adherence to SWK values
- **Skills (S)** – indicates location in which skills are learned and/or demonstrated in order to achieve a given competency
- **Cognitive and Affective Reactions and Processes (C/A)** – indicates location in which knowledge is learned or skills are demonstrated in practicing critical thinking, affective reactions and judgment.

### **III. Policies and Procedures Related to Field Practicum**

#### **Agency Practicum Requirements**

Most, if not all social service agencies require at least one if not more than one background check for their volunteers/interns/practicum students. Some agencies require drug testing. Some agencies have more requirements. These items and the costs are the responsibility of the student. (Please keep in mind these items may take a few weeks to be approved when planning for your practicum approval). Hospitals have additional requirements.

#### **Safety Requirements**

The student and Field Agency Instructor meet during Week 1 of the practicum at the agency and individually review each item on the Safety Checklist. This document contains vital information for the student in the event of an emergency. The Field Agency Instructor and student sign in IPT, acknowledging review of each item on the document. Completion of the Safety Checklist is a mandatory assignment.

#### **Timesheets**

Students in the MSW Field Practicum are required to spend a minimum of 450 hours in an approved practicum agency under the supervision of an approved Field Agency Instructor. Field hours may not begin prior to the semester beginning, without prior approval by the Director of Field Education, and ends during the final week of the semester. An exception to field hours beginning prior to the semester include mandatory orientation/training at the agency and approved field hours earned on a CSSW service/mission trip. The Director of Field Education must preapprove these field hours. Students may complete field hours during Spring break, and Fall break but are not permitted to complete hours during Christmas break without prior permission from the Director of Field Education. Fields hours begin the first day of the semester if the student has verified obtaining their liability insurance and continues throughout each week.

#### **Background Checks**

In the event an agency requires students to complete finger printing/background checks the student is responsible for all costs.

#### **Drug Screening/Immunizations/TB Test**

In the event an agency requires any drug screening or medical requests, the student is responsible for all costs.

## **Transporting Clients**

MSW students are not allowed to transport clients in their own vehicles or in an agency vehicle. Students may accompany an employee of the agency when the employee is transporting a client(s).

## **Services Provided by the Student**

Services provided by the student while in the agency are for the benefit of the student's development. These services cannot be represented to the client, or any other party, as professional service. In addition, insurance cannot be billed for the student's learning experience.

## **IV. Employment Based Practicum**

### **Employment Based Practicum (EBP)**

In order to accommodate students who, need to balance their degree completion and their employment, CU offers the option of applying for an Employment Base Practicum (EBP). An EBP allows a student to use his or her current place of employment, but not the actual employment position, as the site for the field practicum. Students can earn up to 16 hours of field practice per week while retaining their employment position. The employer either adjusts workload or decreases employee responsibilities to allow time for the student to conduct the practicum. The requirements are as follows:

- Student must be at their place of employment for at least 4 months.
- The agency is able to provide educational opportunities that are clearly different from the student's employment responsibilities
- The student's practicum learning assignments must be different from her/his work responsibilities. This is often accomplished by assigning the student to a different unit, a different population of clients, opportunities to work with different staff, different agency documentation, or different community supports from the student's regular employment responsibilities during the 16 hours.
- The agency and the employment supervisor can ensure the integrity of the field placement by agreeing the student will not be moved out of practicum to attend to pressing or urgent job duties during the designated practicum time.
- The agency is able to provide a qualified Field Agency Instructor. The Field Agency Instructor cannot be the student's employment supervisor. This means the Field Agency Instructor cannot have managerial or supervisory responsibility for the student's employment. The Field Agency Instructor agrees to provide regular supervisory conferences, meeting face to face with the student on a weekly basis for at least 1 hour throughout the practicum.
- Students may only complete either their MSW Foundation/BSW practicum or MSW Advanced practicum at their place of employment.

### **Student's Responsibility to Facilitate the EBP Application Process**

Before completing the EBP application, the student discusses with his/her employment supervisor and/or agency administrator if the above criteria can be fulfilled within the student's employing agency. Open and clear communication between all parties is imperative. If the agency or the student is unable to maintain the standards required for a sound educational experience, the result may be a terminated EBP.

### **What an Employment Based Practicum is not:**

A way for the student to get educational credit for the doing their regular job nor is the EBP a way for employers to get more hours of work out of an employee.

## **Submitting EBP Application Requirements**

The student is responsible for completing the application for an Employment Based Practicum and email the required documents to the Field Education Office. All applications must be received in the Field Education Office by the due date or they are not considered. Questions concerning the EBP process can be directed to Field Education staff.

### **The EBP application involves the following documents:**

- 1) Employment Based Practicum Form with signatures
- 2) A current job description of the student should be attached to the application. This document is very important in understanding the separation between the proposed practicum learning activities and the current job responsibilities.
- 3) A letter from the student's employment supervisor on agency letterhead assuring Carver School of Social Work
  - The student has been at the agency for at least 4 months
  - The student is not starting a new position in place of a practicum hours
  - The agency is able to provide educational opportunities that are clearly different from the student's employment responsibilities
  - The agency will assign the student learning assignments different from the student's regular work responsibilities.

## **Loss of Employment**

If a student is terminated or chooses to leave employment at any time during the two semesters of field practicum, the student forfeits all hours and is required to withdraw from practicum. The student could enroll in Practicum I the following semester.

If a student loses employment due to agency closure or lay off, the student is to notify their field course instructor and the MSW Director of Field Education immediately. Steps will be taken to allow student a two-week timeframe to secure a new agency.

## **Limitations of Employment Based Practicum**

Students may only complete one practicum as an employment-based practicum. For example, if a student completes their BSW Practicum at their place of employment they cannot complete their MSW Practicum at their place of employment. Likewise, if a student completes their MSW Foundation Practicum at their place of employment they cannot complete their MSW Advanced Practicum at their place of employment.

## Employment Based Practicum Form

Please list the primary roles/tasks under the appropriate heading below for documentation of field activities versus paid employment activities.

| Employment Role/Task:                     | Field Placement Role/Task:                      |
|---|---|
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| <b>Employment Hours Per Week</b><br>_____ | <b>Additional Field Hours Per Week</b><br>_____ |

All parties who sign below are agreeing that the field placement hours at this agency are different in role and activity from the paid employment hours. The field placement hours are designed to meet the 9 social work competencies/practice behaviors.

| Title:   | Signature: |
|--|------------|
| <b>Student:</b>  |            |
| <b>MSW Field Supervisor:</b>   |            |
| <b>Agency Supervisor:</b><br><small>(If MSW Field Supervisor is not present)</small> |            |
| <b>Paid Employment Supervisor:</b>   |            |

## **V. Roles and Responsibilities**

### **Monitoring Students**

Students are monitored throughout both semesters of field practicum by the Field Agency Instructor. There are required weekly one-hour supervision meetings between the Field Agency Instructor and the student. The meetings are individual and may occur face to face or via zoom.

Students are monitored throughout both semesters of field practicum by the Field Course Instructor. Students must participate weekly in the course. Participation is defined as logging into the online course weekly. The course week begins on Monday and ends on Sunday. The Field Course Instructor takes attendance in the online course every Monday.

The Field Course Instructor monitors the students when grading the competency paper assignments. Students are required to write a total of nine competency papers throughout both semesters. They must discuss how the competency guides or influences best practice the agency. They provide two examples where best practice was achieved. They list each practice behavior and discuss two task/activities that they completed in the agency that demonstrates the respective practice behavior.

The Field Course Instructor monitors the students during teleconferences with the student and Field Agency Instructor. There are three required teleconferences.

The initial teleconference occurs during the beginning of the first semester. Topics covered include expectations, responsibilities, documentation and detailed discussions of the Field Learning Contract.

The mid-term teleconference occurs during the last week of the first semester. Topics covered include evaluation of the student's performance utilizing the Field Learning Contract.

The final teleconference occurs during the last week of the second semester. Topics covered include evaluation of the student's performance utilizing the Field Learning Contract and Workplace Readiness Assessment.

There are optional class zoom meetings scheduled each semester between the Field Course Instructor and the students. The purpose of these optional meetings includes creating a sense of community and giving the students the opportunity to ask questions.

### **Evaluating the Field Agency and Field Agency Instructors**

At the conclusion of each semester (i.e. three times per year), the Field Education Staff send students a link to an online evaluation of the field agency and the field agency instructor. Students who receive the evaluation have completed their two-semester field sequence (511/611). Students are asked to rate the field agency and field agency instructor, using a 5-point Likert scale, on several aspects of their field experience. Students are given opportunity to

offer comments in a dialogue box, and ultimately make a recommendation about using the field agency and the field agency instructor in the future, and why. The MSW Director of Field Education and the MSW Program Director review the evaluations and make decisions about future use of the field agency and field agency instructor.

#### **A. Field Course Instructor (CU Faculty)**

The Field Course Instructor's responsibilities are as follows:

1. The FCI is in contact with the student by teleconferencing/videoconferencing with student and Field Agency Instructor at the beginning of the term to ensure understanding of roles and responsibilities.
2. The FCI works with the student on the Field Learning Contract activities supported by the CSWE competencies.
3. The FCI serves as a communication link between the Field Agency Instructor and the Director of Field Education regarding student progress.
4. The FCI serves as a problem solver regarding practicum student questions.
5. The FCI reviews timesheets.
6. The FCI conferences with the Field Agency Instructor and student regarding Field Learning Contract progress mid-term and evaluation.
7. The FCI provides student course grade.
8. The FCI provides feedback to the Director of Field Education.
- 9.

#### **B. Field Agency Instructor (FAD)**

Field Agency Instructor –meets criteria for supervising a social work student and agrees to provide supervision through the field experience. Field Agency Instructors have earned an MSW from a CSWE accredited program and have at least two years postgraduate social work experience.

##### **Foundation Students**

Field Agency Instructor Requirements:

- MSW with 2 years post degree experience

##### **Advanced Standing Students: No Area of Focus**

Field Agency Instructor Requirements:

- MSW with 2 years post degree experience

##### **Advanced Standing Students: Clinical Area of Focus**

Field Agency Instructor Requirements:

- LCSW or equivalent for state of practicum site
- MSW with 2 years post degree experience & licensed at the graduate level & supervised by a LCSW

### **Advanced Standing Students: Addictions Area of Focus**

#### Field Agency Instructor Requirements:

- LCSW or equivalent for state of practicum site
- MSW with 2 years post degree experience & licensed at the graduate level & supervised by a LCSW
- MSW with 2 years post degree experience & Licensed Clinical Alcohol and Drug Counselor

### **Advanced Standing Students: Faith Based Area of Focus**

#### Field Agency Instructor Requirements:

- MSW with 2 years post degree experience

The Field Agency Instructor is employed at the agency or under a host agency unless an exception is granted by the Director of Field Education. If there is not an MSW or LCSW at the agency, students may request to have an onsite task supervisor and an offsite Field Agency Instructor who has the required credentials. The offsite Field Agency Instructor is responsible to provide one-hour of supervision with the student per week, participate in teleconferences, review and sign time sheets, work with the student and task supervisor developing the field learning contract, evaluate the student progress, and evaluate the student on the field learning contract at mid-term and finals. The onsite task supervisor and offsite Field Agency Instructor must collaborate and are responsible for the student's education. This role is voluntary and unpaid.

#### ***Field Agency Instructor (On-site or Off-site) and the Task Supervisor (as needed) Responsibilities***

1. FAI actively seeks to establish a positive, courteous and effective working relationship with the student and the Field Course Instructor.
2. Reviews Field Practicum Information sent from the Field Education Department including but not limited to policies, procedures, calendar, and documents for the student.
3. Ensure that the student is appropriately oriented to the organization and is afforded reasonable and adequate opportunity to enter the "culture" of the organization as a learner.
4. Ensure that the student is informed of, and understands all safety procedures of the agency by completing the provided Safety Check List.
5. Facilitates the student in the development and implementation of a written achievable Field Learning Contract allowing student access to learning opportunities related to the core competencies/practice behaviors.
6. Provides the student with opportunity to engage, assess, intervene, and evaluate in social work change efforts with individuals, families, groups, communities and organizations, or on their behalf.
7. Prepares for and conduct weekly field supervision meetings (a minimum of one hour per week) with the student, and use the student's Field Learning Contract as a guide in planning student progress in the placement.

8. Provides signature for timesheets in IPT.
9. Provides written progress of student behaviors and activities related to the core competencies using the Field Learning Contract Evaluation mid-year and at finals BEFORE Field Course Instructor conferences.
10. Conferences with the Field Course Instructor and student at the beginning of the semester, at mid-term and for the final evaluation.
11. Notifies the Field Course Instructor of potential problems or conflicts in a timely manner to allow for problem solving at the earliest possible moment.

### **C. Field Agency**

A Field Agency is an agency meeting the highest standards of providing a quality social work placement while ensuring students the opportunity to practice the NASW Core Competencies. To become a field agency, an agency completes a qualification form ensuring the nine CSWE competencies can be completed on site under the supervision of an approved field agency instructor. A signed Memorandum of Agreement (MOA) between the agency and the university outlays the details, is current, and recorded in the IPT system.

Field Agency Requirements:

#### **Foundation Students**

Field Agency Requirements:

- An agency that provides general social work services including but not limited to case management, child/adult protection, etc.

#### **Advanced Standing Students: No Area of Focus**

Field Agency Requirements:

- An agency that provides general social work services including but not limited to case management, child/adult protection, etc.

#### **Advanced Standing Students: Clinical Area of Focus**

Field Agency Requirements:

- An agency that provides clinical social work services including but not limited to assessment, diagnosis, treatment, and prevention of mental illness, emotional, and other behavioral disturbances. Individual, group and family therapy are common treatment modalities.

#### **Advanced Standing Students: Addictions Area of Focus**

Field Agency Requirements:

- An agency that provides clinical social work services to individuals with substance use disorders.

#### **Advanced Standing Students: Faith Based Area of Focus**

Field Agency Requirements:

- A nonprofit organization, program, or project clearly stating in its name or mission statement that it is faith based.

## **Field Agency Responsibilities**

A social welfare or human service organization identified as a potential organization to provide field placement experience. The agency must be in conformity with standards of the Council on Social Work Education. Therefore, field agencies should:

1. Have a commitment to the Social Work profession with its values, skills, and knowledge and to the provision of social services;
2. Have a staff member with the social work supervisory qualification of an MSW degree plus two years post MSW experience or a LCSW as applicable.
3. Provide opportunities for student learning at the master's level social work practice with individuals, families, groups, communities, and organizations;
4. Agree to provide students with learning opportunities that relate to the core competencies/practice behaviors.
5. Agree to the conditions and mutual responsibilities outlined in the Carver School of Social Work Memorandum of Agreement.

## ***D. Field Student***

The student is responsible for reading and learning the policies, procedures and protocols on the Field Orientation materials.

The student accepts responsibility for and ownership of his/her learning process by:

1. Actively seeks to establish a positive, courteous and effective working relationship with the Director of Field Education, Field Agency Instructor, Field Course Instructor, and other staff at the practicum site in a manner that reflects a commitment to the ethics and values of the social work profession, the Carver School of Social Work and the mission, policies, procedures and protocols of the practicum site.
2. Completes all work essential to an effective practicum within the agency and documents that work on the Practicum Hours form and the Field Learning Contract.
3. Prepares for and participate in weekly field supervision meetings with the Field Agency Instructor.
4. Ensures that the Field Agency Instructor has the most current Field Learning Contract completed.
5. Completes and uploads the Field Learning Contract, Check List, Timesheets and course assignments based on the Field Education Calendar in the Moodle course and or IPT.
6. Accepts responsibility that the field course adheres to the standard university policy regarding late work.
7. Meets with the Field Agency Instructor and Field Course Instructor at the beginning, mid-term and finals to discuss progress, achievements on the student's core competency behaviors and practices. (via teleconference)
8. Informs the Field Agency Instructor and Field Course Instructor of issues in a timely and appropriate manner to ensure opportunity for discussion and problem solving at the earliest possible time.
9. Completes end of the year surveys regarding Field Course Instructor and the Practicum Agency.

## **VI. Frequently Asked Questions**

### ***Can I start my practicum early?***

The practicum begins when the semester begins. Some agencies require students to complete an orientation to their organization prior to beginning the practicum. In such circumstances, students are permitted to attend their agency orientation prior to the start of the semester and can count those hours towards the total hours required for the semester practicum. Students should inform the Director of Field Education about required orientations. After completion of the early required agency orientation, students wait until the start of the semester to begin the practicum.

### ***What if the agency terminates my placement?***

In instances where agencies terminate a student's practicum due to the student's conduct, the student receives an unsatisfactory for the online course and all hours obtained in the agency are voided. If this occurs in the first semester, the first semester must be repeated. If this occurs in the second semester, the first and second semester must be repeated.

### ***Are there any afterhours/weekend placements?***

The vast majority of placements are available only during regular weekday business hours. Although many organizations serve clients 24 hour/7 days per week, the social work staff usually work during normal business hours. If a Field Agency Instructor is willing to work with a student to ensure weekly meetings and a competent Task Supervisor is on site, an after- hours placement is possible. However, students should consider altering their full-time work schedule to ensure the highest quality of practicum experience.

### ***Can I get a paid practicum?***

Most social service organizations in which students are placed do not have funding to pay students for their work. Paid practicums for social workers are rare. However, on occasion a field agency offers a stipend during the practicum. If an organization has funding for a stipend, the student may accept this as long as the student's role as learner remains primary. (Example of practicum with a paid stipend: AmeriCorps) The student may not accept regular full-time employment at the organization and count this as field. (See Employment Based Practicum Policies).

### ***Can I do a hospital practicum?***

Yes, however these types of agencies typically take longer to secure. There are a few types of institutions with specific gatekeeping requirements before accepting students. These are often social work host agencies where their primary mission is medical services. Large hospitals or medical groups require Campbellsville University sign their Blanket Student Internship Affiliations Agreement. This may differ completely from the Campbellsville University MOA. This may require the legal document to be re-written and examined by an attorney. If you chose a placement agency that fits into this process, please understand you will be responsible for providing

Campbellsville University Field Education staff with copies of all the medical requirements for the internship, including but not limited to: immunizations, TB skin tests, certification in CPR, and several other items in order to fulfill their own accreditation standards and risk management purposes. These must be on file before a student can begin the practicum. This process can take 4-6 months to complete.

***What happens if I do not have a practicum by the deadline?***

You cannot begin practicum if you do not have an agreement ready by the deadline. You will have to delay your practicum. The deadline for registering your practicum (securing the agency and submitting all required documents to the field department) is the 1<sup>st</sup> day of the month prior to the month the practicum starts. For example, if you have a May entry date then the deadline is April 1st.

***Can I use student service-learning trips towards practicum hours?***

Yes, please see the section titled student service-learning trips.

***Can I take a break between practicums?***

No, your 450 hours must be completed in two consecutive semesters.

***Can I do my foundation and advanced practicums at the same agency?***

No, your foundation and advanced practicums have to be at two different agencies. There are rare exceptions to this policy. Exceptions are approved in advance by the Director of Field Education.

***Is there someone who helps me find a placement?***

Finding and securing a placement is student-initiated. There is a list of agencies in IPT where students have completed practicums in the past. Students may search IPT and choose an approved agency, and then contact the agency for interview. The Director of Field Education is available to assist if needed.

***What happens if I need to change my placement?***

Students are expected to complete their field placement at their assigned agency. All requests for changes must follow the protocol listed in the following section. Changes are only made in extreme cases and highly discouraged. Practicum sites may be changed if there are circumstances that either the Field Agency Instructor or the Field Course Instructor agree would be in the best interest of the student. In the event a student desires to change practicum sites for personal reasons, the student would start over at the new site and not carry over hours from the previous site.

There are unique circumstances where a change of placement is necessary. An example is a program closing or conditions where a student is in an unethical, illegal or unsafe environment. In these rare cases, students may be allowed to carry hours earned forward to the new practicum agency.

## **VII. Incomplete Grade Request Process**

When a student is unable to complete the practicum hours due to a health or an emergency situation, the student may request an incomplete grade if they are in good standing. A student in good standing means the student has completed assignments timely and has a quality Field Learning Contract.

On the form the students shall describe the reasons for the extension, ask for additional time to complete the hours and place a specific timeframe for completion. If the Field Course Instructor and the Director of Field Education approves the request and a student fulfills their extension contract, the student shall receive a passing grade. When a student does not complete the required hours in the agreed upon time frame the student will receive an unsatisfactory grade for that term. Students cannot move forward in the practicum sequence until the incomplete grade has been changed.

## **VIII. Student Service-Learning Trips**

Students may use hours completed in sanctioned Carver School of Social Work service learning/mission trips toward practicum hours under certain conditions. Sanctioned is defined as a CU faculty member accompanies and/or organizes the trip. Students complete a form requesting field hours. These hours must be related to the CSWE core competencies and link into the students Field Learning Contract. If approved, the hours accrued will be counted toward the 450 practicum hours.

Only Campbellsville University Carver School of Social Work Mission and Service Learning Trips are eligible to count towards MSW field hours. Students are eligible to earn up to 8 hours a day with a maximum of 40 hours. Any additional hours above and beyond 40 hours require approval by the MSW Director of Field Education. The trips must be within 6 months of students beginning field seminar/course. The hours are documented on a separate time sheet when the student is in the field course. Students are not allowed to earn field hours if earning course credit while taking the same experiential trip.

### **Form Instructions**

The faculty member who leads the trip provides the number of hours and sign this form for students. Each student attaches a separate paper (follow APA guidelines) describing the activities completed on the trip. List and explain how **each** activity fits under one or more of the nine social work core competencies. The student then submits the form to the MSW Director of Field Education for approval.

# Student Experiential Learning Trip – Field Education Form

Mission Trip Name: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Students Name: \_\_\_\_\_

Students ID #: \_\_\_\_\_

Number of Days/Hours Earned \_\_\_\_\_

## Competencies and Practice Behaviors

10. Demonstrate Ethical and Professional Behavior
11. Engage Diversity and Difference in Practice
12. Advance Human Rights and Social, Economic, and Environmental Justice
13. Engage in Practice-Informed Research and Research-Informed practice.
14. Engage in Policy Practice
15. Engage with Individuals, Families, Groups, Organizations, and Communities
16. Assess Individuals, Families, Groups, Organizations, and Communities
17. Intervene with Individuals, Families, Groups, Organizations, and Communities
18. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Lead Professor Signature \_\_\_\_\_

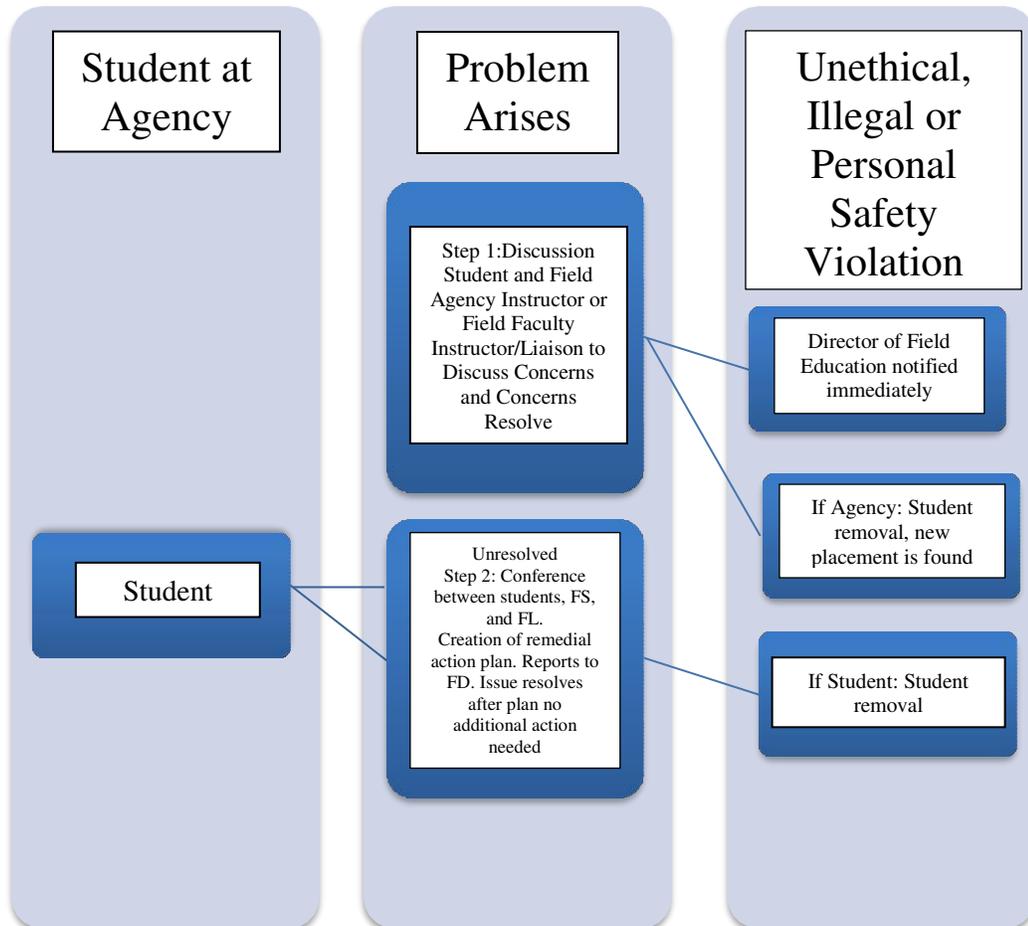
Student Signature \_\_\_\_\_

MSW Director of Field Education \_\_\_\_\_

Effective date: January 2019

## IX. Resolving Issues in Practicum

=|





### III. CONFIRMATIONS AND AGREEMENTS

1. The organization/program will support the policies described in the Campbellsville University MSW Field Manual.
2. The student acknowledges she/he has reviewed the policies and responsibilities stated in the Campbellsville University MSW Field Manual.

#### Signatures

Student's signature

\_\_\_\_\_ Date \_\_\_\_\_

Field Agency Instructor signature

\_\_\_\_\_ Date \_\_\_\_\_

Approved by: MSW Field Director-Kalon Moody

\_\_\_\_\_ Date \_\_\_\_\_

Please return document to Jennifer Houk, [jhouk@campbellsville.edu](mailto:jhouk@campbellsville.edu) or Kalon Moody, [kemoody@campbellsville.edu](mailto:kemoody@campbellsville.edu).

**BSW/MSW MEMORANDUM OF AGREEMENT  
CARVER SCHOOL OF SOCIAL WORK  
CAMPBELLSVILLE UNIVERSITY**

This agreement is entered into by and between Campbellsville University, Carver School of Social Work, hereinafter referred to as “Carver School of Social Work”, and \_\_\_\_\_, hereinafter referred to as “Agency”, to describe the manner in which the parties agree to cooperate on the placement and supervision of the social work practicum students for the purpose of providing an educational experience designed to assist the student in applying the knowledge, skills, values and ethics of the profession of social work in an actual field setting. Therefore, the Carver School of Social Work and the Agency execute this Practicum Agreement and mutually agree that the responsibilities of each party shall be stated herein.

**I. The Carver School of Social Work shall:**

- A. Conduct a program in the field of social work in conformity with all applicable statutes and regulations of the State of Kentucky and the United States and in keeping with the Council on Social Work Education and the National Association of Social Workers’ Code of Ethics for the social work profession.
- B. Identify agency placement sites in accordance with CSWE qualifications and provide students with technical assistance in locating an appropriate practicum based on student interest and location.
- C. Ensure that the Agency is provided adequate opportunity to interview and determine the appropriateness of interested practicum students before any student is assigned to the Agency.
- D. Orient practicum students and personnel who serve in the capacity of Field Agency Instructors and Task Supervisor practicum requirements, policies and procedures of the Carver School of Social Work.
- E. Expect Social Work students and all Carver School of Social Work faculty to abide by the National Association of Social Workers’ Code of Ethics.
- F. Designate a community professional or a faculty member of the Carver School of Social Work to serve as Field Course Instructor between the University and the Agency. The Field Course Instructor will provide regularly scheduled contacts with the Field Agency Instructor and/or Task Supervisor and student to promote the integration of academic learning and the agency-based practice experience by the student, and offer technical assistance and problem solving as needed or at the request of the student or the Agency

- G. Designate the Field Course Instructor to oversee the student's learning in the practicum by the use of a Field Learning Contract.
- H. Require all students to purchase and carry their own malpractice liability insurance policy while at field practicum.
- I. The Field Learning Contract provides tasks/activities for the student to complete during the placement at the agency. The Field Agency Instructor provides direction and oversight to the student and evaluates the student's social work skills and behaviors utilizing the Field Learning Contract at mid-term and final.
- J. Ensure that the designated Field Course Instructor completes a minimum of three teleconference contacts with Field Agency Instructor and student. Field Course Instructor will have ongoing communication throughout the practicum.
- K. Agree that the Carver School of Social Work Field Director(s), any designated Field Course Instructor and the practicum student follow all policy, procedure and professional practice expectations as written and implemented by the Agency, especially related to confidentiality and client rights.

**II. The Agency shall:**

- A. When supervising an MSW student, assign a member of the Agency staff who meets MSW criteria established for a Field Agency Instructor by the Council on Social Work Education (MSW with two years' experience), and who is acceptable to the Carver School of Social Work to provide supervision of the student's learning activities in the practicum. This person is referred to as the "Field Agency Instructor". The Task Supervisor who is working closely with the student will work in conjunction with the outside Supervisor.
- B. When supervising a BSW student, assign a member of the Agency staff who meets BSW criteria established for a Field Agency Instructor by the Council on Social Work Education (BSW with two years' experience), and who is acceptable to the Carver School of Social Work to provide supervision of the student's learning activities in the practicum. This person is referred to as the "Field Agency Instructor". The Task Supervisor who is working closely with the student will work in conjunction with the outside Supervisor.
- C. Ensure an adequate educational learning experience by allowing the designated Field Agency Instructor and/or Task Supervisor to access the Carver School of Social Works Field Practicum materials through the Carver School of Social Work Field Website and actively utilize the Intern Placement Tracking System.
- D. Agree that Field Agency Instructor or a Task Supervisor who work with a practicum student(s) become familiar with and adhere to the policies, procedures, roles and responsibilities outlined in the MSW Field Manual/BSW Field Manual.

- E. Retain all authority regarding all services to clients and other consumers of Agency services. Services provided by the student while in the agency are for the benefit of the student's development. These services cannot be represented to the client, or any other party, as professional service. In addition, insurance cannot be billed for the student's learning experience.
- F. Provide reasonable opportunity for the Carver School of Social Work Field Liaison to become oriented to the Agency and Field Agency Instructor in order to facilitate coordination of student success.
- G. Provide the student with a detailed Agency orientation and learning opportunities essential to satisfying the core competencies and program behaviors established by the Council on Social Work Education and as written below.

**The Council on Social Work Education core competencies and practice behaviors for students to achieve during their practicum experience.**

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Competency 4: Engage in Practice-informed Research and Research-informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

- H. Provide the release time necessary for the Field Agency Instructor, if employed by the Agency, to offer the student a minimum of one hour per week of supervision and allow for adequate time for student evaluations and communications with University faculty.
- I. Provide reasonable and adequate logistical support for the student during the practicum, including, but not limited to, a work space, use of a telephone as required, writing materials, computer and other office supplies necessary for Agency report writing and other activity documentation, etc. The Agency is not responsible for housing, transportation to the placement site, or usual living costs for the student.
- J. Prohibit the student from personally transporting clients in an Agency or personal vehicle unless the student can provide proof of additional insurance certification required by the Agency for transportation of clients.
- K. Notify the Field Course Instructor of the Carver School of Social Work if any questions or problems arise at the earliest possible date.

**III. Both parties agree to the following:**

- A. This agreement is mutually beneficial to the Carver School of Social Work and the Agency. There will be no reimbursement from either party for benefits received. The Agency recognizes that students are not their employees and shall therefore not be entitled to any wages or benefits as a result of their participation in this program unless an internship stipend is part of the Agency practice.
- B. This Memorandum of Agreement shall be effective on the date it is signed and may be terminated at the option of either the Carver School of Social Work or the Agency upon written notice given to the other party no less than thirty (30) days prior to the date of termination unless both parties agree upon immediate termination.
- C. This agreement shall be governed and construed according to the laws of the State of Kentucky and the guidelines of the Council on Social Work Education and the Campbellsville University Carver School of Social Work and the represented agency.

**ACCEPTED (CARVER SCHOOL OF SOCIAL WORK)**

**UNIVERSITY: Campbellsville University**

\_\_\_\_\_  
Campbellsville University Director of Field Education - Kalon Moody

**ACCEPTED (AGENCY):**

**AGENCYNAME:**\_\_\_\_\_

**Agency Director/Executive Director Name:**\_\_\_\_\_

**Title:**\_\_\_\_\_

\_\_\_\_\_  
**Agency Director Signature**

\_\_\_\_\_  
**Date**

**Distribution:**

**Originals (2): Agency and Carver School of Social Work**

**AGENCY APPLICATION TO PROVIDE SOCIAL WORK FIELD INTERNSHIP**  
**Campbellsville University**  
**Carver School of Social Work**

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Thank you for your interest in partnering with us to provide a social work internship at your agency. We value this collaboration and seek to serve your work and mission while providing a practical learning opportunity for our students. Please complete the form below so that we might obtain information that will assist us in identifying students who are most appropriate to the needs, tasks, and environment of your agency setting. It is also necessary that your agency context meet the requirements of our accrediting body, Council for Social Work Education (CSWE). We look forward to partnering with you in an effort to meet both of our specific considerations.

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

\_\_\_\_\_

|      |       |     |
|------|-------|-----|
| City | State | Zip |
|------|-------|-----|

Phone \_\_\_\_\_ Agency Website \_\_\_\_\_

Which intern level best serves your agency?

\_\_\_\_\_ MSW Students \_\_\_\_\_ BSW Students

Does your agency require specific background checks, drug screening or testing?  
If so is the student responsible for obtaining and paying  
If so, please list what is required

Give a brief description or attach a brochure about your agency/programs.

Check the population(s) your agency serves:

- Infants/Children       Adolescents       Adults  
 Seniors       Community

From the following lists please identify types of service(s) your agency provides.

Micro- Level Services

- Residential Treatment  
 Bio-Psycho-Social Assessments  
 Case Management  
 Client Intake  
 Discharge Planning  
 Education  
 Family Counseling  
 Group Counseling  
 Individual Counseling  
 Crisis Intervention  
 Information and Referral  
 Mediation  
 In-home Services  
 Other

Macro- Level Services

- Administration  
 Advocacy  
 Education/ Training  
 Fund Raising  
 Grant Writing  
 Management  
 Community Organizing  
 Policy  
 Program Evaluation  
 Research  
 Program Development  
 Social Planning  
 Collaboration  
 Other

From the following lists please indicate your agency's areas of practice focus.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Aging/ Gerontology         | <input type="checkbox"/> Maternal/ Child Health | <input type="checkbox"/> Health Care        |
| <input type="checkbox"/> Immigration                | <input type="checkbox"/> Physical Disabilities  | <input type="checkbox"/> Government         |
| <input type="checkbox"/> Child Welfare              | <input type="checkbox"/> Mental Health          | <input type="checkbox"/> Public Health      |
| <input type="checkbox"/> International Social Work  | <input type="checkbox"/> Domestic Violence      | <input type="checkbox"/> School Social Work |
| <input type="checkbox"/> Community Organizing       | <input type="checkbox"/> Housing/Homelessness   | <input type="checkbox"/> HIV/AIDS           |
| <input type="checkbox"/> Legal Services             | <input type="checkbox"/> Employment             | <input type="checkbox"/> Substance Abuse    |
| <input type="checkbox"/> Criminal Justice           | <input type="checkbox"/> Poverty                | <input type="checkbox"/> Hospice            |
| <input type="checkbox"/> LGBTQ Services             | <input type="checkbox"/> Foster Care/ Adoptions | <input type="checkbox"/> Gang Outreach      |
| <input type="checkbox"/> Developmental Disabilities | <input type="checkbox"/> Public Health          | <input type="checkbox"/> Other              |

Does your agency offer varied work hours for interns?  Weekend  Evening

Is there anything that you would want an intern to know before interning at your agency?

The academic calendar includes a three-week break between terms in December. Please indicate if this is acceptable for an intern in your setting or if this needs to be discussed.