

FIELD EDUCATION FACT SHEET

1. Academic Level and Course Numbers:

<u>ON-GROUND PROGRAM:</u>	<u>Course:</u>	<u>Course No. (1st Semester)</u>	<u>Course No. (2nd Semester)</u>
BSW Professional Program	Field Instruction I & II	SWU 412	SWU 414
<u>Foundation Year:</u>			
MSW Foundation (FND)	Field Practicum I & II	SWG 541	SWG 542
<u>Concentration Year:</u>			
MSW Advanced Direct Practice (ADP)	Advanced Practicum/DP I & II	SWG 641	SWG 642
MSW Policy, Administration and Community (PAC)	Advanced Practicum/PAC I & II	SWG 643	SWG 644
<u>Specializations for MSW-ADP:</u>			
(1) Children, Youth & Families (CYF), (2) Health/Behavioral Health with Adults (HBHA), (3) Public Child Welfare (PCW)			
<u>ONLINE MSW PROGRAM:</u>			
MSW Foundation (FND)	Field Practicum I & II	SWG 541	SWG 542
MSW Advanced Generalist (AG)	Advanced Generalist I & II	SWG 645	SWG 646

2. Field Internship Process:

Internship placements are arranged through a web-based system called **Intern Placement Tracking (IPT)**. The process begins with the eligible student submitting an IPT Student Form to the Field Education Office. Once eligibility and enrollment are confirmed, the student will receive an email message to their ASU email address which will provide the website and login codes. The student will then have access to the School of Social Work IPT System, will populate their Student Detail Page information, attach their resume and photograph and begin viewing agencies that are available for their academic level. Within the IPT system, students are able to access an agency listing to search for internship opportunities in their areas of interest. Students send their resumes directly to the contact person via their own email program and schedule interview appointments directly. The IPT System facilitates greater internship matching choice for both field students and field instructors. Confirmation forms are submitted to the Field Education Office to confirm placements. All Field Education forms will be retained electronically.

Online students also utilize the IPT system to connect with established agencies nation-wide, or seek new internship placements in their geographic area.

3. First Day of Field Education (Internship):

Field internships start on the first day of classes. If you are starting Field for the first time, you are **REQUIRED** to complete our online **Preparation for Practice Training**. Students earn internship time for the completion of Preparation for Practice Training.

4. Internship Hours Per Semester:

Field hours are 240 hours each semester for two consecutive semesters totaling 480 hours per academic year. Some field placements require additional hours due to their specific pre-placement requirements or mandatory training. Be sure to confirm the time expectations when you interview with prospective field instructors.

5. Incomplete Hours – Request for Grade of Incomplete Form:

If a student is unable to complete the required Field Education hours by the end of the semester that they are enrolled in, a **Request for Grade of Incomplete Form must be submitted to the Field Education Office**. Forms may be obtained from the Field Education Office.

6. Holidays:

Students obtain credit for holidays that are observed by **both** ASU and the field agency. However, students are required to make up the internship time from any **other** holidays that are observed by the field agency that occur on Field days. Spring Break is *not* considered a holiday.

7. **Learning Contract:**

Student Learning Contracts are available on our website, electronically through the IPT system, and available in the Field Education Office. Students complete the learning contracts at their placement agency and with the assistance of their Field Instructors. Completed contracts are reviewed and signed by the student, field instructor and liaison then signed in the IPT system.

8. **Work Variance Request:**

A **Work Variance Request** is available to working students who are eligible to complete an internship at their place of employment. There are specific requirements that must be met for approval. Primarily, the agency must provide social services; the student has been employed at that agency for a **minimum of six months**; and can demonstrate that the educational learning activities are separate and distinct from job duties. Additionally, the field instructor and employment supervisor must be two different people. The field instructor must be a professionally trained social worker. Forms are available online at <https://socialwork.asu.edu/content/field-education-documents>), from the Field Education Office or by request at 602-496-0063.

9. **Professional Liability Insurance:**

Arizona State University, by action of the Board of Regents, covers all students who are properly placed and supervised under its self-insurance program for purposes of professional liability. Professional liability insurance protects against claims arising from a student's acts, errors or omissions in rendering services of a professional nature. It **does not** provide any coverage for a student's automobile or any health/medical coverage if a student becomes ill or sustains an injury while performing field-related activities.

10. **Policies and Procedures:** Field policies are currently under revision.

11. **ASU Counseling and Mental Health Services:** <https://eoss.asu.edu/counseling/>

12. **Disability Resource Center (DRC):** ASU Downtown Phoenix Campus, Post Office, 522 N. Central Ave., Suite 104, Phoenix 85004.

Phone: (602) 496-4321; Fax: (602) 496-0384; <https://eoss.asu.edu/drc/>

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