



ASU SCHOOL OF SOCIAL WORK FIELD EDUCATION MANUAL

Watts College of Public Service and Community Solutions

School of Social Work

<https://publicservice.asu.edu/>

<https://socialwork.asu.edu/>



ARIZONA STATE UNIVERSITY SCHOOL OF SOCIAL WORK

FIELD EDUCATION:

TRAINING GENERATIONS OF SOCIAL WORKERS

Campuses / Office Locations

BSW, MSW Phoenix Campus and Online Programs Office

411 N. Central Ave., Suite 800

University Center Building (UCENT)

Phoenix, AZ 85004

sswfield@asu.edu

West Campus

4701 W. Thunderbird Rd., FAB N 106

Faculty Administration Building (FAB)

Glendale, AZ 85306

602.543.1609

Tucson Campus

340 N. Commerce Park Loop, Suite 250

Tortolita Building

Tucson, AZ 85745

520.884.5507

Yuma Campus

Library Resource Building (LR)

2020 S. Ave 8 E.

Yuma, AZ 85365

928.314.9573

Field Education General Questions: sswfield@asu.edu

Website: <https://socialwork.asu.edu/field-education>

A Message to Students from the Director of ASU's School of Social Work

Welcome to Field Education,

I am pleased to welcome you to Field Education; you are stepping into the home stretch of your Social Work degree. Arizona State University's School of Social Work strives to provide exceptional field experiences for the next generation of social work practitioners.



Your experiences in Field will be built from the building blocks of knowledgeable mental health professionals who exhibit an expertise in every social service area of interest – from child welfare to gerontology, to policy and everything in-between.

We have more than twenty-one hundred students currently enrolled in our BSW and MSW programs in Phoenix, Tucson and Online. As you traverse your internship, you will meet and work with Field Instructors and Field Liaisons committed to the values, ethics and integrity of the social work profession. Absorb these experiences - be proactive, show initiative and an eagerness to learn.

I encourage you to discuss challenges as soon as they arise, your experiences in the field should prepare you for the rewarding but sometimes difficult career in which you are about to embark.

- ❖ Take care of yourself as much as you encourage your clients to take care of themselves.
- ❖ Take advantage of ASU's mental health and wellness resources for students.
- ❖ Utilize the expertise of the Field Education Office and team.
- ❖ Remember why you are entering into this profession when things get difficult.

I am excited to have you learning with us and can't wait to see the incredible impact you'll bring to the profession.

Elizabeth Lightfoot, PhD

Foundation Professor and Director, School of Social Work

A Message to Students from the Manager of Field Education

Hello Students,

You have reached the point in your education where you will begin working with real people in real situations, applying course content and theory to everyday experiences.

It is an exciting time and there are often many considerations and feelings around securing an internship and gaining proficiency in social work practice.



This Field Manual contains valuable information which provides students and our agency partners with our policies and procedures. As well as information about our forms, roles, expectations and responsibilities of everyone involved in the Field Education process.

As you embark on this next step in your educational journey, we encourage you to own your educational opportunity:

- ❖ Use your Learning Contract as a springboard to develop a fully engaged experience.
- ❖ Know that everyone struggles along the way and that this is a part of the learning process.
- ❖ Use your resources - - reach out to your Field Instructor and Field Liaison for support and guidance throughout your internship.

Don't forget to keep the Field Education Office informed as well!

We've all taken this journey, felt the struggles and are here to support you in your success.

Cynthia Peters, MSW

Manager of Field Education, School of Social Work



**THE INTENT OF FIELD
EDUCATION IS TO INTEGRATE
THE THEORETICAL AND
CONCEPTUAL CONTRIBUTION
OF THE CLASSROOM WITH THE
PRACTICAL WORLD OF THE
PRACTICE SETTING.**

COUNCIL OF SOCIAL WORK EDUCATION

**Educational Policy &
Accreditation Standards**

**ALL BSW/MSW FIELD EDUCATION STUDENTS
ARE RESPONSIBLE FOR REVIEWING AND
COMPLYING WITH ALL INFORMATION
CONTAINED WITHIN THE ASU SCHOOL OF
SOCIAL WORK FIELD EDUCATION MANUAL.**

School of Social Work History & Mission

School of Social Work Land Acknowledgement

The Arizona State University School of Social Work acknowledges with respect, that the physical locations of the Arizona State University School of Social Work are within the ancestral homelands of those American Indian tribes that have sustained connections to its lands and waters since time immemorial, including the Akimel O’odham (Pima), Pee Posh (Maricopa), Quechan, and Tohono O’odham peoples.

History of ASU’s School of Social Work

In the fall of 1961, the Arizona Board of Regents authorized the founding for the Graduate School of Social Service Administration, as it was then called, at Arizona State University. The first Dean of the School, Horace Lundberg, was hired in 1962, and in the following year, 5 new faculty members were hired to develop a casework-oriented Masters of Social Work program. The School awarded 14 MSW degrees at its first graduation in 1965.

It was not until 1976 that the newly accredited undergraduate major, the Bachelor of Social Work (BSW), was merged with the MSW program to create the School of Social Work, and the doctoral program followed in 1982.

In July of 2006, the School moved from the Tempe campus to its downtown Phoenix location. To serve the needs of southern Arizona, the School's Tucson campus began in 1972 offering only MSW extension courses. The Tucson BSW program began in 1995 as a pilot program under a Title IV-E partnership between the ASU School of Social Work, Arizona Department of Economic Security, and the ASU College of Extended Education. It became a permanent BSW program in October 1999.

In 2008 the Downtown Social Work program merged with the ASU West Campus’ Social Work program to form one School. The MSW Online Program was launched in the Fall of 2015, followed by the Yuma Campus in 2020.

Mission of ASU's School of Social Work

The School of Social Work prepares social work practitioners committed to social justice and to serving and empowering individuals, families, and communities. It contributes to the development and dissemination of social work knowledge and skills, and affirms professional values and ethics. The School emphasizes understanding and respect for the unique social, political, and cultural diversity of the Southwest.

School of Social Work Vision Statement

ASU's School of Social Work (SSW) is committed to developing future leaders who promote social justice and enhance the quality of life of their clients through innovative education, research and service.

Core Values of Field Education

We are Committed to Our Mission

- Preparing competent and effective practitioners who can apply professional and critical thinking skills using an ecological and strengths perspective framework; contribute to individual group, family, and community empowerment; and work with and within agencies and state, federal, and tribal governments.
- Preparing professionals who affirm social work values and ethics.
- Preparing professionals who understand the forms and mechanisms of oppression and discrimination that lead to poverty, racism, nativism, sexism, heterosexism, classism, ableism, ageism, and religious oppression, and who therefore advocate for social, economic, and cultural justice.
- Preparing professionals who understand and respect social and cultural diversity at the local, national, and international level.
- Preparing professionals who are committed to serving American Indian, Latino/a, African-American, Asian American and other underrepresented communities who are oppressed.
- Contributing to the development of social work knowledge by promoting student and faculty research in general, and, more particularly, research relevant to the social problems most prevalent in Arizona and the Southwest, and related to national and international communities.
- Serving Arizona citizens by disseminating professional knowledge through cooperative partnerships with schools, neighborhoods, communities, social service agencies, and their constituencies.

We are Committed to the Social Work Profession

- Providing innovative educational programs that produce effective social work professionals, leaders and scholars dedicated to creating a more just and humane society
- Conducting research that illuminates the causes and consequences of social injustices, seeks effective solutions to complex social problems, and provides effective means to implement these solutions in social policies and social work practice

Field Education Mission Statement

The goal of Field Education is to prepare students for competence in **social work** practice. Students learn and practice theoretical concepts, ethics and principles of which they apply when working in the field with individuals, families, groups, communities, and organizations. The **Council of Social Work Education (CSWE)** has declared that field education is the signature pedagogy for social work as cited in the **2022 Educational Policy and Accreditation Standards (EPAS)** for Baccalaureate and Master’s Social Work Programs.

Field Education Vision Statement

Our Field Education Program aims to remain consistent with our institutions mission while providing field opportunities for students that reflect the values and priorities of the social work profession.

Field Roles

Field Instructor

The Field Instructor is a professionally trained social worker who is vetted and trained by the School of Social Work to serve as supervisor and mentor to our students. This person provides weekly supervision and signs off on all internship forms. The Field Instructor evaluates the student at mid-semester and the end of each semester.

Off-site Field Instructor

An Off-site Field Instructor is a contracted by the agency to provide supervision who will not be able to provide oversight of student activities at the location the student is stationed. An on-site Task Instructor is required when agencies provide an Off-site Field Instructor.

Task Instructor

A Task Instructor is usually a person from another discipline/educational background other than social work who is assigned to assist the Field Instructor with task assignments and training. A Task Instructor is required when the Field Instructor is off-site.

Field Liaison

The Field Liaison is a professionally trained social worker either employed in the community or on staff/faculty at ASU School of Social Work and are assigned to students after the semester begins. They oversee the field placement and serve as a bridge between the school, the student, and Field Instructor to ensures that students are involved in high-quality education that is in alignment with the curriculum, and that students meet all the requirements of field placement.

Field Education Specialist

The Field Education Specialist serves as the first point of contact for students searching, beginning, and completing internships. Field Education Specialists also recruit and vet potential agencies for affiliation and may also act as Course Instructors and Field Liaisons.

Manager of Field Education

Manages and oversees the Field Education Office, and trains Field Education Staff, Field Instructors and Field Liaisons.

CSWE Accreditation

A system for recognizing educational institutions and professional programs affiliated with those institutions for a level of performance and integrity based on review against a specific set of published criteria or standards.

Arizona State University is accredited by the North Central Association (NCA) Commission on Institutions of Higher Education and has been accredited since 1931. The School of Social Work MSW Program was first accredited by the Council on Social Work Education (CSWE) in 1965. Our BSW Program was accredited by CSWE in 1974. Our BSW and MSW Program accreditation applies to both in-person and online options.

<https://socialwork.asu.edu/content/accreditation>

Open Letter from the Field Education Team

To Students, Liaisons, Field Instructors and Partners,

Few professions offer more diverse employment opportunities than social work. Dedicated to enhancing the human capacity to solve complex social problems in the pursuit of creating a more humane and just society, **Social Workers** can be deployed to find creative solutions for complex social problems.

Students - As you work towards your degree, try always to remember the reasons you've chosen social work as your professional path. We encourage students to utilize their own resources and support networks as well as take advantage of the connections built throughout your internship.

Field Instructors and Liaisons – Thank you for your mentorship, we encourage you to approach the selection and support of students seeking placements with an open heart and an open mind. Instructors and Liaisons are charged with exemplifying the social work skills and ethics they've garnered throughout their career: that adaptability, flexibility and patience are key skills in becoming a resourceful and empathetic **Social Worker**.

The Field Education Team stands by our commitment to support students by answering questions, sharing information, and providing guidance with respect to securing an internship. In return, we expect that same commitment from our students, to continue to adhere to deadlines, respond to requests in a timely manner, and practice professional conduct with all parties. Field is where it all comes together. Take great care, stay healthy, stay safe, and stay connected. [Meet Us Here!](#)

The Field Education Team



Welcome to the Field Education Manual

The Field Education Office

Is responsible for the identification, affiliation, oversight and approval of all field placement sites where students will complete their Field Education experience. The Field Education Office is also responsible for maintaining connections with Field Directors/Coordinators regionally and nationally through membership in CSWE and other associations of Directors of Schools of Social Work.

The Field Education Manual

Provides guidance to students and community partners on the policies and procedures which dictate eligibilities, permissions and restrictions pertaining to Arizona State University's School of Social Work field practicum program. Wherein this manual, field practicum will be referred to as placement, internship and practicum interchangeably.

Sonia

Sonia is the student placement database, accessible to all students enrolled in a Field Education course, vetted Field Instructors and Field Liaisons.

The Table of Contents

Allows easy navigation to important sections of the Field Education Manual. You can navigate to a section by hovering over the title you would like to navigate to and clicking the **left button** on your mouse.

There are clickable links throughout the document which are indicated with **red words**.

Appendix

Important criteria, checklists, and other information can be found in the appendix.

- ❖ Appendix A - Readiness for Field Checklist
- ❖ Appendix B – ASU Funding Internships
- ❖ Appendix C – Internship Approved Checklist
- ❖ Appendix D – Steps for Conflict Resolution
- ❖ Appendix E – Covid-19 and MonkeyPox FAQ
- ❖ Appendix F – On-site Field Instructor Criteria Checklist
- ❖ Appendix G – Community Field Liaison Criteria Checklist
- ❖ Appendix H – Trainings & Evaluations for Field Instructors and Liaisons

If you have any questions about the Field Education Manual, please reach out to sswfield@asu.edu.

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Required Internship Forms

Forms which require signature are not considered complete without all required signatures. Incomplete forms will not be processed and may delay the start and/or completion of an internship. All forms require **submission** either directly to a Field Education Specialist or through Sonia.

Watch this quick video on ASU's School of Social Work's Field Education process:

[Internship Placement Overview](#)

Internship Confirmation Form

This document is completed and **signed** by the student and Field Instructor assigned to supervise the student, as well as the task instructor (if applicable). The Internship Confirmation Form must be **submitted** directly to a students' assigned Field Education Specialist prior to the start of the semester the student wishes to begin the internship.

Learning Contracts

Students use their learning contract to develop professional competencies in social work skills. Students, Field Instructors and Field Liaisons are responsible for working together to complete the learning contracts. Students will not be awarded a grade if the learning contract is not completed by all parties, does not indicate a passing grade, or scores do not show satisfactory completion of objectives. Must be **submitted** through Sonia by the Student, Field Instructor, and Field Liaison.

Weekly Supervision Forms

Supervision forms serve as a way to track, document, and discuss the learning activities and field hours that you've completed each week, and plan for learning activities for the following week. Field Instructors are responsible for ensuring supervision forms clearly

indicate the students' proficiency in completing the learning activities, assess skill level, solicit feedback, and encourage self-reflection. Must be **submitted** through Sonia by the Student and Field Instructor.

Internship Semesters and Hours

Fall and Spring Semesters

Fall and Spring semesters are typically 15 weeks long. Students are expected to work a minimum of 16 hours per week.

Summer Semester

Summer semester is typically 12 weeks long. Students are expected to work a minimum of 19 hours per week.

Student Expectations

Client & Peer Boundaries

Conflicts of interests, dual relationships, exploitive behavior, and personal affiliations with clients create an unbalanced therapeutic alliance. To protect clients' interests, students must adhere to the confidentiality and boundary policies of their agency, the **NASW Code of Ethics**, and the **Student Academic Integrity policy**. These same policies extend to peer relationships to include other interns, volunteer, agency staff, and Field Education faculty and staff.

Student Safety at Internship

Agencies are expected to take an active role in developing safety practices and student compliance with agency safety. Incident and ethical policies and reporting are mandatory.

Throughout the internship, students should gain an understanding of how to conduct risk management, practice risk reduction and be introduced to the agency's safety plan.

Student Responsibilities

- Review the Field Education Manual
- Complete two consecutive semesters with one agency (unless otherwise approved)
- Understand that all forms, supervision, and corrective actions are required
- Disclose any prior or current relationship/affiliation
- Submit an **Internship Confirmation Form** and be confirmed for an Internship before beginning placement
- Address expectations with **Field Instructor**: notify of absences, tardiness, issues and policies

- Cooperate with **Field Liaison**: email and phone coordination, site visit schedule, grading expectations
- Do not terminate field placement without first notifying Field Liaison and the Field Education Office
- Understand risks of field participation including: driving protocol, unpredictable behavior of clients, and exposure to infection diseases
- Comply with Field Education and School of Social Work policies and protocols

Plan of Study (iPOS)

Academic Services

Academic Advisors are available to advise students of program milestones and requirements, including the Individual Plan of Study (iPOS). They serve as a guide through a range of procedures and will help interpret school and university policy.

For questions regarding Plan of Studies, contact Academic Services/Advising via email at:

sswadvising@asu.edu (Undergraduate)

mswonline@asu.edu (Online campus)

mswadvising@asu.edu (Downtown Phoenix, West, and Yuma campus)

mswtucson@asu.edu (Tucson campus)

iPOS Internship Requirements

Bachelor of Social Work (BSW)

Hours

240 hours each semester

2 semesters

480 hours total in **1** academic year

Registration

SWU 412 Field Instruction I

SWU 414 Field Instruction II

Master of Social Work Advanced Generalist (MSW-AG)

Hours

240 hours each semester

4 semesters

960 hours total in **2** academic years

*Pre-Requisite**

SWG 540 Professional Experience I

Registration

SWG 541 Field Practicum I

SWG 542 Field Practicum II

SWG 645 Professional Experience III

SWG 646 Professional Experience IV

Master of Social Work Advanced Direct Practice (MSW-ADP)

Hours

240 hours each semester

4 semesters

960 hours total in **2** academic years

Registration

SWG 541 Field Practicum I

SWG 542 Field Practicum II

SWG 641 Advanced Practicum: ADP I

SWG 642 Advanced Practicum: ADP II

MSW Policy, Administration and Community Practice (PAC)

Hours

240 hours each semester

4 semesters

960 hours total in **2** academic years

Registration

SWG 541 Field Practicum I

SWG 542 Field Practicum II

SWG 643 Advanced Practicum: PAC I

SWG 644 Advanced Practicum: PAC II

MSW Advanced Standing

Prerequisite Required: Y grade in BSW Field Practicum courses

Hours

240 hours each semester

2 semesters

480 hours total in **1** academic year

*Registration***

SWG 641 Advanced Practicum: ADP I

SWG 642 Advanced Practicum: ADP II

SWG 643 Advanced Practicum: PAC I

SWG 644 Advanced Practicum: PAC II

SWG 645 Professional Experience III

SWG 646 Professional Experience IV

*SWG 540 pre-requisite is only for online MSW students and is not required for on-ground or LIVE students. **MSW Advanced Standing Downtown Phoenix students must choose to enroll in either ADP or PAC; Tucson is ADP only, and Yuma and West Advanced Generalist.

Pre-Placement Requirements

Medical Requirements

Each medical facility has different requirements, but they typically include immunizations, TB skin test, MMR, a health examination, drug screening, Health and Safety training modules, CPR/First Aid certification, HIPAA training, proof of health insurance, and criminal background clearance. These typically take 2 to 3 months to complete before the internship start date.

My Clinical Exchange (mCE)

Some hospitals in Arizona, use a web-based automated system called **My Clinical Exchange (mCE)** to operate, administer, and manage their student Clinical Placements*. This provides an effective and efficient way for students to complete regulatory learning modules and agency specific orientation content. All students with confirmed medical social work internships that use these systems must enroll and pay the monetary fee of \$36.50 in order to complete the modules, and other requirements.

How do I enroll in mCE?

In order to enroll in mCE, students who have been confirmed for placement at a medical institution which requires the use of this platform, should reach out to the Field Education Office Medical Specialist for instructions at sswfield@asu.edu.

Medical Sites that do not utilize mCE

Students who have been confirmed for placement at a medical institution which does not require the use of this platform, can check the internship description of the

agency's profile or contact their Field Education Specialist to inquire about any pre-placement requirements.

Background and Fingerprint Requirements

Arizona (In-State) Students

Many Arizona field internship placements require a "Level 1" fingerprint clearance card. Field students should apply for this Level 1 Card as soon as possible since it may take 6-8 weeks for processing. Students can determine if their agency requires a fingerprint card by viewing pre-placement requirements or inquiring during outreach and interviews.

Visit <http://www.azdps.gov/services/fingerprint/> for Arizona students.

Online (Out of State) Students

Check with your prospective agency regarding fingerprinting requirements.

Additional Background Checks

Additional pre-placement requirements may be required by the Agency – check with your prospective agency for specifics.

*Any & all costs incurred for medical, background and fingerprint requirements are the responsibility of the student.

Student Internship Policies

Computer, Internet, and Electronic Communication Policy

This policy defines the boundaries of acceptable use of ASU computing and communication resources, including computers, data storage systems, mobile devices, electronic data, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resources. In addition, this policy reflects the goal of ASU to foster academic freedom while respecting the principles of freedom of speech and the privacy rights of ASU students, faculty, employees, courtesy affiliates, and guests.

<http://www.asu.edu/aad/manuals/acd/acd125.html>

Field Instruction Policy

Agencies are expected to provide a Field Instructor who provides on-site supervision for students. The Field Instructor Criteria Checklist can be found on Appendix C. If an agency contracts a Field Instructor who is not considered an employee, they are known as an **Off-site Field Instructor**. Any student placed with an Off-site Field Instructor must also be assigned an on-site **Task Instructor**.

Paid Internship Policy

Paid internships are permitted. Students may be allotted a lump sum payment in the form of a stipend and in some instances, may be paid on an hourly basis.

Billing for Services Policy

Agencies that bill for student services must report their billing practices directly to the Field Education Office, including the professional license the agency or Field

Instructor is billing under. Agencies should also provide compensation to the student in the form of a stipend for services rendered.

Internship Orientation Policy

If an agency requires students to attend orientation/training prior to the semester start date, up to 10 hours can be counted toward the internship, with the approval of the Field Instructor and the Field Education Office. If an agency requests a student begin their internship before the semester start date, the student must be considered a volunteer and be covered by the agency's professional liability insurance.

Work and Internship Policies

Work Variance Policy: Request to do an Internship with Employer

Student who have been employed for an agency for at least 6 months may be eligible to apply for a Work Variance.

Work Variance Eligibility

The Work Variance Request should clearly demonstrate that the field practicum component differs from the student's employment. Students must document the distinctions, including separate supervision, responsibilities, and appropriate learning experiences. Field education supervision must be provided by a different supervisor than the student's employment supervisor. Students who experience a loss in employment will be allowed to change placements, however only one **Work Variance** will be approved per student.

Dual Relationship or Ethical Dilemma at Internship Policy

ASU's School of Social Work discourages and, in most situations, will not approve placements where students have previously received services as a client, have been employed, or where family members or friends are employed or are receiving services with their proposed internship agency.

Should there be a question about the existence of a dual relationship, the student has the responsibility to inform the Field Education Office to determine if the field placement can be approved. These recommendations exist to protect students, agency employees, and clients from conflicts that may arise due to dual relationships.

Work Dual Relationships

If a field student accepts an offer of employment while in an internship, the placement will be discontinued resulting in the student needing to locate an alternative placement. Students would **not** be eligible for a Work Variance. Students are required to report to the Field Team any change in internship or employment status at the agency.

Ending Internship Early Policy

If the student requests to complete their internship more than two weeks ahead of schedule, the student must obtain approval from the Field Education Office by mid-semester.

The number of hours the student will need to complete, their plan of study and graduation date may be impacted. If offered employment while completing an internship, the agency is able to defer the employment offer or start date until the internship is completed.

Home/Field Visit Policy

The agency must provide an agency representative to accompany the student at all times during client interactions in the client’s primary residence.

Students enrolled in the Child Welfare Education Program, current employees of the agency who have been approved for a Work Variance and who have demonstrated training and skill are exempt from this policy. These activities must be noted on the student’s Learning Contract and safety concerns when conducting home visits should be discussed in weekly supervision.

Transporting Clients Policy

Students are not allowed to use their own vehicles to transport clients. Student interns may ride with an agency employee in a company vehicle if transporting clients is part of the service delivery. These activities must be noted on the students Learning Contract and safety concerns when transporting clients should be discussed in weekly supervision.

Accumulating Internship Hours Policy

Over Accumulation of Hours

Students are expected to complete a maximum of 240 hours each semester. Hours accumulated once 240 hours has been reached, will not apply to the next semesters hours.

Accumulation of Hours between Semesters

Students may continue to work at their agency over the spring and/or winter break and accumulate up to 40 hours. All hours must be added to the next semester.

Working over Break Eligibility

To be eligible to accumulate hours over a break, students must:

1. be enrolled in the next sequential field course.
2. have completed 240 hours and all required forms have been approved.
3. ensure there will be proper supervision.
4. have been approved by the Field Instructor and Field Liaison.

Students who Commute to Internship

Students cannot count their commute to and from the agency as internship hours.

Students are permitted to use their own transportation to travel to and from the agency.

Mileage Expenses

The School of Social Work does not reimburse students for travel or mileage expenses.

Unless prevented by law or agency policy, it is expected that the agency assumes responsibility for any expenses for all agency delegated activities that include internship travel.

Exceptions to Policies

Completing your Second Internship with the Same Agency

Students are expected to complete their first and second internships at different agencies.

If a student would like apply to complete your internship with the same agency, they must contact the Field Education Office to:

1. Determine if the agency is eligible to host the student for a second year.
2. Discuss the new learning opportunities and/or population.

3. Request vetting paperwork from the new Field Instructor.

If eligibility is obtained, the student's Field Education Specialist will provide instruction on the application, review and appeal process.

Request to Complete 480 hours within One Semester

First year MSW students are eligible to complete 480 hours within one semester also known as a Block placement (MSW concentration and BSW students are not eligible). Internships are designed to be completed during two consecutive semesters in one agency placement. It is a full-time internship: approximately 40 hours per week over one semester (12 weeks in the summer semester or 15 weeks in fall or spring).

Block Placement Eligibility

First year MSW students who have **secured a placement** must petition to change their iPOS from academic services (MSW Concentration and BSW students are not eligible).

Requesting a Change in Internship

Students are expected to complete both semesters with the same agency. When a student seeks to change a field placement assignment, the first step before resigning is for the student to connect with their assigned Field Liaison. If no Liaison is assigned, they should contact their assigned Field Education Specialist.

If requesting a change before the completion of the first semester:

Once the student's change in internship is approved, and the student is awarded an incomplete grade (I), the student will be informed of the hours they are allowed to carry over into their next internship (maximum is 40 hours).

Internship Site Expectations

Liability Insurance

ASU provides students residing in or outside of Arizona professional liability insurance coverage effective the first day of internship. Students are permitted to acquire health and automobile insurance coverage, as well as any other insurance required by the agency. The agency must be willing to adhere to the home visit and transportation policies within this manual. Liability certificate is available upon request, please send requests to sswfield@asu.edu.

Change or Loss of Field Instructor

Students and their Field Instructor must immediately inform their assigned Field Liaison if there is a change or loss in Field Instructors and task instructors or if the student is losing their Field Instructor. If no Liaison has been assigned, students and Field Instructors should contact their assigned Field Education Specialist. If the Field Instructor has already left the agency without notifying the Field Office, it is then the responsibility of the Contract Coordinator or Authorized Signee of the Affiliation Agreement to inform the Field Education Office.

When notified of the loss, resignation, or termination of a Field Instructor, the Field Education Office will contact the Authorized Signee to ascertain what the agency's plan is to provide a new Field Instructor for the student. If the agency does not have the capacity to replace with either an on-site or off-site Field Instructor, the student will be removed from the internship and the agency will no longer be eligible to accept new students.

Incidents and Incident Reporting at Internship

Students who perceive a violation of principle, ethics or safety should refer to the [Steps for Conflict Resolution](#). If the Field Instructor and/or Agency Representative is not available, report immediately to the Field Liaison in a written statement. Agencies are responsible for providing training and guidance on safety, ethical and principle protocols as well as the system for anonymous internal reporting. Agency instructors and staff have an obligation to disclose any and all information that may jeopardize the physical/mental health and safety of interns.

Contracted Agency Policies

Agency Contract Policy

An affiliation agreement may also be referred to as a Memorandum of Understanding (MOU), Student Placement Agreement (SPA), or Contract. The Agency's Field Instructor should review the [Agency Selection Criteria](#) before applying. Contract must span at least one full year, beginning the semester the agency intends to begin recruitment of students.

Standard ASU Student Placement Agreement

A representative from the agency must sign the [ASU Student Placement Agreement](#) (SPA), which outlines agency and school responsibilities. The SPA, once reviewed and approved by the agency, is an electronically generated document that will be sent to the person named as the authorized signer for final approval and signature.

To process this agreement, the agency will submit the following documents to the Field Education Office:

- New Agency Affiliation Agreement Packet
- Resume of qualified Field Instructor

Once the Field Education Office receives all the necessary paperwork, please allow a minimum of 8 weeks to process.

Non-Standard ASU Student Placement Agreement

Governmental agencies, schools, and hospitals may submit their own Affiliation Agreement for review. Once received, the Field Education Office will review and send to the ASU Office of Clinical Partnerships (OCP) for legal review. This process can take a minimum of 3-6 months to complete. Once an Agreement is agreed upon by ASU, the OCP and the agency, the paperwork is ready to be processed for signing.

Field Education SSW Programs

Bachelor of Social Work (BSW)

Juniors and seniors majoring in social work focus on social work courses in social policy and services, human behavior in the social environment, social work practice, research and field instruction in community agencies. In addition, majors take elective courses in related areas.

Masters of Social Work (MSW)

The Standard MSW Program is an in-person, campus-based two or three-year program. Students work on building curriculum and skills that create a foundational knowledge in social work. Downtown students may select either the Policy, Administration and Community Practice or Advanced Direct Practice concentration to customize their education. West, Yuma and Online students are Advanced Generalist, and Tucson is Advanced Direct Practice.

The Online MSW Program is a two-year, full-time program that also has part-time options. Students in this program work in a virtual classroom to gain foundational knowledge in social work, and participate in the Advanced Generalist Concentration.

The MSW LIVE Online Program is a fully synchronous two-year program where ADP and MSW Generalist students can attend all courses virtually through ASU sync.

The Advanced Standing Program is an in-person intensive, accelerated, one-year program geared toward individuals who have graduated with a bachelor's degree in social work from an accredited program within the last six years and hold a minimum 3.2 GPA on a

4.0 scale. It starts with a bridge program in the summer and concludes with two semesters in one of three concentrations: Policy, Administration and Community Practice, Advanced Direct Practice or Advanced Generalist Concentration.

MSW Concentration Programs

Downtown Phoenix MSW Standard students must match their internship to their chosen Concentration of either Advanced Direct Practice (ADP) or Policy, Administration and Community Practice (PAC).

Policy, Administration and Community Practice (PAC) concentration requires you to complete a collection of materials documenting your activity and productivity in the field practicum, together with a critical synthesizing essay. Portfolio details [here](#).

Tucson Campus students must match their internship to the Advanced Direct Practice (ADP) concentration and requires you to choose an agency that provides direct service to specified populations depending on the specialization chosen. Specialization details [here](#).

If you are an Online or West Campus MSW student, your concentration must be Advanced Generalist (AG). This concentration combines the micro skills of advanced direct practice (casework or counseling) with the macro skills of policy, administration, and community practice. Micro, Mezzo, Macro details [here](#).

Watts College Graduate Certificate Programs

Assessment of Integrated Health Modalities

Downtown students who elect this certificate will be provided with extensive knowledge of integrative health practices and with an experiential and didactic experience in which cutting-edge research is explored, advanced skills are developed and a mindfulness practice is nurtured.

To satisfy the culminating project requirement, students may more deeply explore a topic of interest by completing an individual research paper or by performing a community activity that demonstrates mastery and application of the advanced skills acquired while enrolled in the certificate. View Plan of Study [here](#).

Criminal Sentencing and Sentencing Advocacy

Online students who elect this certificate will be provided with content on the relationship between mental disorder and crime and the way in which differential sentencing frameworks affect the sentencing of offenders suffering from mental disorders. View Plan of Study [here](#).

Domestic Violence and Evidence-based Practice

Downtown students who elect this certificate will be provided with experiences and knowledge to intervene safely and effectively on behalf of survivors of gender-based violence, a vulnerable group that helping professionals are likely to encounter in all areas of practice. Graduates who have learned the dynamics of domestic violence and other forms of violence against women are better equipped to assist those suffering its negative physical and mental health consequences.

Evidence-based care is crucial in domestic violence settings. Students in the certificate program engage in service-based and classroom learning to understand the role of evidence-based interventions in promoting survivor safety and client empowerment. Upon completion of the program, certificate holders become verified advocates for victims of domestic violence in the state of Arizona. View Plan of Study [here](#).

Latino Cultural Competency in Social Work

Downtown students who elect this certificate will be provided with the opportunity to learn the critical, cross-cultural factors that influence a worker's competency in forming professional helping relationships with Latinos; understand the social, cultural context and theoretical principles of social work practice with Latinos; and learn the social service delivery issues involved in providing services for bilingual and limited- or non-English speaking Latino populations.

The School of Social Work offers Latino-oriented courses with an emphasis on Spanish language development for professional social workers. View Plan of Study [here](#).

Trauma and Bereavement

Downtown students who elect this certificate will be provided with enhanced knowledge about grief responses and the effects of trauma. Students have opportunities to research an under-explored topic while helping transform the sociopolitical management of grief, traumatic losses and end-of-life issues in contemporary society. View Plan of Study [here](#).

Foundational Graduate Certificate in Gerontology

Students who apply and are awarded this certificate will learn to support and promote the preparation of baccalaureate and graduate social workers for professional

practice with older adults and their families. This certificate is a joint 9 credit certificate with ASU's School of Social Work (SSW) and the University of Arizona Center on Aging. Review application instructions [here](#).

General Policies

Discrimination, Harassment, and Retaliation Policy

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all of the students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Inappropriate conduct need not rise to the level of a violation of federal or state law to constitute a violation of this policy and to warrant disciplinary action/sanction.

All individuals are responsible for participating in and assisting with creating and maintaining an environment at ASU free from all forms of prohibited discrimination, including harassment and retaliation.

Violations are immediately reported to the ASU Title IX Coordinator or designee either written or verbal ([ACD 401](#)).

Field Education Grading Policy

Undergraduate and Graduate field education courses are graded by use of a “Y” (satisfactory), “I” (incomplete), “E/EU” (failure/failure to attend), or “W” (withdrawn). Students who are awarded a failing grade (E or EU) from their Field Liaison, please review [Field Education Grading Policy](#). The Field Instructor makes a recommendation to the Liaison, who awards a final grade. The majority of Field grades are posted within two weeks after the end of the semester.

Request for Grade of Incomplete

If students are not able to complete their internship hours by the end of the semester, they must fill out a **Request for a Grade of Incomplete** form prior to the end of the semester. Students have one full calendar year to resolve their incomplete. Students must register for the field course if they withdrew, received approval for a leave of absence, or if their incomplete expires.

Probation and Termination Policy

If the student is terminated from the agency, please review **Probation and Termination Policy**. An undergraduate student is placed on unsatisfactory status and an MSW student is placed on probationary status automatically under the circumstances identified below. Students may also be put on unsatisfactory status or be recommended for probationary status for reasons other than grades.

Undergraduate Students (Unsatisfactory Academic Status)

- A grade of D or E in any required social work course (BSW majors), including field education or required CASP course (BA-CASP majors), regardless of GPA

Graduate Students (Probationary Status)

- Cumulative GPA of less than 3.00 at the end of any semester
- A grade of D or E in any required course, including field education, regardless of GPA

Procedures for the SSW Committee on Academic and Professional Standards for the Resolution of Alleged Conduct Violations

Probationary or unsatisfactory status shall require completion of a probationary/academic plan which indicates when and how deficiencies will be made up. The student writes the

plan, and it must be signed by the student's academic advisor and/or field education liaison. The plan is submitted to the Chair of the School's Academic and Professional Standards Committee.

The Committee on Academic and Professional Standards reviews the evidence in order to determine whether the alleged conduct violation did occur; in cases where litigation or investigation of professional standards, etc. may be pending, the Committee will be responsible for requesting the outcome of those decisions and assessing whether there are grounds for action by:

- Evaluating the likelihood of the alleged conduct reoccurring;
- Determining whether the alleged conduct is in violation of professional standards;
- Determining the appropriate sanction for the professional misconduct and the degree of potential harm to clients, staff, and other members of the University Community that the alleged conduct represents.

Students who are currently pending investigation or undergoing disciplinary action administered by the Committee on Academic and Professional Standards will remain ineligible to register for courses or continuous enrollment.

Standards Mediation Process

If at any time Field Instructors, Field Staff, or Field Liaisons identify problems which indicate that a student cannot perform the required functions of a social worker and they agree that documentation warrants further action, they shall meet with the student to engage in new goal setting and career planning.

If the student wants to continue in the School of Social Work after this meeting, the Program Manager, Field Instructor, Field Office Staff, and Academic Advisor will assess the extent the student can perform the required functions of a social worker and will offer support.

In the case of termination from the program for any reason, it is recommended that the student schedule an appointment with Academic Advising to discuss alternative education and/or career options.

Termination

Students recommended for termination to the Undergraduate or Graduate College shall be notified by email or certified mail of a date and time at which they may appeal termination.

After gathering information on the alleged conduct violations, the Committee will meet to make its disposition in a timely period, defined as not more than 10 workdays.

Upon finding credible evidence that the alleged conduct violation did occur and that it is in fact a violation of the SSW, the ASU Student Code of Conduct, the NASW Code of Ethics, or the SSW Standards of Professional and Ethical Behavior, the Committee shall make one of the following recommendations to the Director:

1. Termination from the School of Social Work, which includes no degree awarded;

2. Probation: The student may continue enrollment in the program if the student agrees to follow certain conditions;
3. Verbal or written warning: The student may receive a written statement advising the student of the conduct violation and the consequences of future misconduct and may be required to carry out specific actions to avoid future probation or termination;
4. No corrective action needed.

Academic Integrity and Professional Conduct Code

As a professional school, the Arizona State University School of Social Work (SSW) is responsible for preparing students for competent and ethical practice in organizational settings in which students can work with faculty, colleagues, clients, and supervisors in an effective manner. The delivery of quality services to diverse populations is a primary mission of social work and related professions. Fundamental to the accomplishment of these goals is the incorporation of the National Association of Social Workers (NASW) Code of Ethics in both curricula and in procedures used to evaluate alleged violations of student conduct.

<http://provost.asu.edu/academicintegrity/policy>

<http://ssw.asu.edu/filelib/students/AcademicIntegrityPolicy.pdf/view>

Student and Professional Conduct Violations

Any member of the university community (e.g., faculty, staff, field instructors, students) may bring to the attention of the SSW Academic and Professional Standards Committee students whose conduct may violate the **Arizona Board of Regents (ABOR) Student Code of Conduct**, the **Student Academic Integrity policy**, or the **NASW Code of Ethics**.

Such conduct violations may consist of the following:

1. Conduct which violates the ABOR Student Code of Conduct including all forms of academic dishonesty;
2. Assaultive behavior including harassment or discriminatory activities with members of the University community; such behavior includes actions that threaten or harm the physical and/or emotional well-being of students, faculty, and/or staff;
3. Unethical or unprofessional conduct which occurs in a field placement or in connection with other social work or social work-related duties including but not limited to behavior that indicates a lack of professional judgment, skills and demeanor necessary for effective and ethical practice;
4. Conduct that occurs off campus and away from the field setting which may indicate a lack of suitability for practice as a social worker or related position (e.g., unethical or unprofessional conduct). Such conduct can include violations of criminal codes; or
5. Conduct resulting in litigation or where other outside procedures have taken place (e.g., the filing of an internal grievance in relation to ethical practice in a social agency, NASW Code of Ethics).

<http://students.asu.edu/srr/code>

Title IX

Title IX is a federal law that protects individuals from being excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or

someone you know has been harassed on the basis of sex or have been sexually assaulted, you can find information and resources at

<http://sexualviolenceprevention.asu.edu/faqs/students>

Mandated Reporting

Faculty, instructors, staff and university employees are mandated to report allegations of unwelcome sexual conduct, defined here:

<http://www.asu.edu/aad/manuals/acd/acd401.html>. (For confidential reporting options, see:

https://sexualviolenceprevention.asu.edu/sites/default/files/sexualassault_flowchart_april_2015_ver2.pdf).

Health Insurance Portability and Accountability Act (HIPAA)

Health Insurance Portability and Accountability Act (HIPAA) Policy Statement: Even as students, social workers are subject to HIPAA regulations that protect client health information. To comply with these regulations, any client information you present from your internship or work must be de-identified. Any information that would allow someone to determine the client's identity must be changed or eliminated. This includes obvious information like names and birthdates. Other information so unique to the person that it will allow for identification may include such variables as diagnosis, race/ethnicity, gender, sexual orientation, and place of residence.

Accommodation for Religious Practices

The university community should in all its activities be sensitive to the religious practices of the various religious faiths represented in its student body and employees. Faculty are asked to recognize the obligations of their students who may be participating

in the observance of religious holidays. Students should notify faculty at the beginning of the semester about the need to be absent from class due to religious observances.

<http://www.asu.edu/aad/manuals/acd/acd304-04.html>

National Association of Social Workers (NASW) Resources

Social work practice consists of the professional application of social work values, principles, and techniques to one or more of the following ends: helping people obtain tangible services; counseling and psychotherapy with individuals, families, and groups; helping communities or groups provide or improve social and health services; and participating in legislative processes.

The practice of social work requires knowledge of human development and behavior; of social, economic, and cultural institutions; and of the interaction of all these factors.

<https://www.socialworkers.org/practice>

COVID Protocol

COVID-19 at ASU

Details pertaining to the ever-changing climate of virus measures being taken by ASU can be found [here](#).

COVID-19 in other states

To get a bird's eye view of emergency orders and mask mandates, you can visit

<https://www.nashp.org/governors-prioritize-health-for-all/>

COVID-19 at your Internship Site

The internship agency is responsible for following its state's COVID guidelines and students are required to follow agency protocols. Please connect with your Field Instructor for clarification on COVID-19 requirements.

Vulnerability to COVID-19 Infection

Students who are vulnerable to COVID-19 should contact Student Accessibility and Inclusive Learning Services (SAILS) to discuss possible accommodations.

Positive COVID-19 Test Results

If you test positive for COVID-19 and disclose this to the Field Education Office, we are mandated to report your name and ASU ID number to the Dean of Students as soon as possible so we may provide support and care to you and your fellow students.

Experiencing COVID-19 Symptoms

If you are experiencing **COVID-19 symptoms**, please stay home and **get tested** for free on campus or find a local testing hub in your area. Immediately inform your assigned Field Education Specialist and your Field Instructor.

Vaccinations

Arizona State University strongly encourages all students to be vaccinated. Appointments for COVID-19 vaccines are available on campus at all **Health Services** locations. Or you can find a local vaccine provider at <https://www.vaccines.gov/>.

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. Fall and Spring breaks are not considered holidays. Students can review ASU holidays here: [Academic Calendar](#).

Religious Observances

Students may observe religious holidays, but these are treated as absences to be made up. Students should discuss their needs/observances with their Field Instructor and Agency. Students can review ASU religious observances here: [Religious Calendar](#).

Jury Duty

Students will be granted time from their field placement when summoned for jury duty. Students must report jury duty to their Field Instructor and make up the missed time.

Interruption of Practicum due to National or Local Events

In the event of an interruption of the student's social work practicum due to national or local events such as: weather conditions, communicable diseases, natural disasters, civil unrest, acts of violence, or work stoppage, resulting in limited but not permanent closure of a field placement site; the student must immediately notify the Field Liaison. The student may receive credit for regularly scheduled hours up to 16 hours. If the student is sent home, the student will receive credit for the remaining scheduled hours for that day.

Illness

Students are expected to follow their agency's absence and sick leave policies and plan to make-up for missed time by the end of the semester, or at some other period by special arrangement with the Field Instructor. Students may be eligible to request a Compassionate Withdrawal in special circumstances. Students should contact their Field Education Specialist and their Academic Advisor to discuss.

Applying for Social Work Licensure

State of Arizona Eligibility Restrictions

An individual is not eligible for a temporary license if the individual:

1. Is the subject of a complaint pending before any state behavioral health regulatory entity,
2. Has had a license or certificate to practice a health care profession suspended or revoked by any state regulatory entity,
3. Has a criminal history or history of disciplinary action by a state behavioral health regulatory entity unless the Board determines the history is not of sufficient seriousness to merit disciplinary action, or
4. Has been previously denied a license by the Board.

Please review the entire eligibility requirements here:

<https://www.azbbhe.us/pdfs/Temp%20license%20eligibility.pdf>

Out of State Eligibility Restrictions

To find eligibility requirements for your state please visit your state NASW chapter and click **Professional Development** tab. They should provide licensure requirements and eligibility standards for your respective state. You can find the NASW chapter database [here](#).

Appendix A

Readiness for Field Checklist

- I have been cleared to register for an internship course by Academic Services.
- I am ready to adhere to the expectations outlined in Preparation for Practice Training and the Field Education Manual.
- I understand and will adhere to HIPAA/Confidentiality Guidelines as the agency requires and the NASW Code of Ethics.
- I am ready to document all activities and hours in the field as well as follow documentation protocol of the agency.
- I understand and will agree to complete the hours required in the field and adhere to the schedule determined at the beginning of the semester with the agency Field Instructor as to when hours will take place.
- I agree to notify the Agency Field Instructor in advance of any anticipated absence from field work and understand this may affect my grade and/or graduation.
- I understand I must practice mature and professional behavior and strive to provide effective and evidence-based services to clients.
- I agree to prepare for meetings and client contacts and effectively prepares for supervision.
- I am aware the purpose of the required field forms is to show my proficiency in the areas of self-awareness, self-discipline, and social work practice behaviors and competencies.
- I understand I must practice being comfortable bringing questions and concerns to the Field Instructor, Field Liaison or Field Education Specialist.

Appendix B

ASU Funded Internships

CWEP Title IV-E, Child Welfare Education Project

The program provides financial support, specialized curriculum, and best practice field experience to MSW students. Students who are accepted into the program receive their in-state tuition, mandatory fees, and a stipend paid through the Title IV-E, Child Welfare Field Education and Student Support Project. For more information, follow the link [here](#).

The Office of American Indian Projects (OAIP)

The purpose of OAIP is to develop the capacity of American Indian communities and programs. OAIP applies for and receives grants which enable students to intern in our American Indian communities and receive stipends for their work. For more information, follow the link [here](#).

AmeriCorps

Survivor Link (AmeriCorps Program): Survivor Link is a partnership with the ASU School of Social Work and AmeriCorps. The Survivor Link program combines student field placement internship experience with domestic violence training to prepare students to act as a network of advocates to serve across the state of Arizona. Students take a required course, SWG 416 or SWG 545, and receive training and certification as a domestic violence advocate. Student interns receive a stipend and upon successful completion of their service are given the Segal Education Award. For more information, contact Survivorlink@asu.edu.

Appendix C

Internship Approved Checklist

- ❑ You have reviewed your Plan of Study with Academic Services and been cleared to register for an internship course.
- ❑ You have reached out to your co-instructor (if applicable) or Field Education Specialist to confirm when you will be scheduled to receive access to Sonia.
- ❑ You have vetted an appropriate agency, and confirmed they qualify to provide supervision.
- ❑ You have turned in any and all necessary and requested paperwork to your Field Education Specialist or the Field Education Office.
- ❑ Have mutually agreed on the placement expectations and responsibilities with the agency/Field Instructor.
- ❑ Your internship agency and Field Instructor have been given the ‘thumbs up’ from the Field Education Office to move forward with scheduling your orientation.
- ❑ You have filled out and signed the Internship Confirmation Form
- ❑ You have had your Field Instructor and Task Instructor (if applicable) sign the Internship Confirmation Form
- ❑ You have submitted your completed Internship Confirmation Form to your assigned Field Education Specialist.
- ❑ The Field Education Specialist has confirmed receipt and reviewed the Internship Confirmation Form and all necessary requirements.
- ❑ The Field Education Specialist sent a written communication to your ASU email confirming your placement has been approved.
- ❑ You can view your internship in Sonia in the Placements Tab.

Appendix D

Steps for Conflict Resolution

Step 1: The Field Instructor and student need to address any issues of concern that arise throughout the internship. Performance expectations for both parties should be clarified. The Field Instructor and student share responsibility for identifying and dealing with problems as soon as they become evident. The Field Liaison may be consulted by either the student or the Field Instructor at any time in the process.

Step 2: If a performance concern persists with the student, the Field Instructor should use the Corrective Action Plan in Sonia to document the concerns. The Plan should include the steps taken to address the concerns, and the steps needed for expected change in performance, as well as the timeline for change to occur. It is most important that open communication be maintained.

Step 3: If the concern is not resolved through the corrective action process, the Field Liaison contacts the Field Education Office for assistance with problem resolution. Field Education Office representatives will meet with all parties to discuss the concern and plan the next steps.

If problem resolution cannot be reached, a discussion of either termination or release of the student from the internship will be held. If mutual determination is decided upon for release of the student from the internship; the student, liaison or field instructor must contact the Field Education Office for approval.

Appendix E

COVID-19

We appreciate your continued efforts to help keep the ASU community safe and healthy. The easily spread Omicron variants are the dominant strain of COVID-19 in Arizona.

The ASU community is largely vaccinated. U.S. Centers for Disease Control and Prevention guidance note that **vaccination and boosters** greatly reduce the risk of severe illness or death from COVID-19.

We encourage you to remember these essential COVID-19 prevention tips:

- If you test positive or show symptoms of the virus, stay home.
- COVID-19 tests are available free of charge, with results returned within 48 hours after sample pickup. Testing is a critical way to limit the spread. COVID-19 tests are available on campuses for students, employees and dependents through **Devils' drop-off**.
- COVID-19 vaccinations and boosters are readily available for on-ground students. Follow the evolving guidance for boosters, particularly those in more vulnerable age groups and those with other conditions that may increase risk. Learn more about COVID-19 vaccines on the **student ASU Health Services** and **ASU Employee health** webpages.

While the vaccines won't necessarily keep you from catching the virus, they are effective at helping people avoid severe illness.

Monkeypox

Monkeypox is a communicable disease that, while currently somewhat rare, is spreading in the United States, including in Maricopa County. **Maricopa County**

Department of Public Health (MCDPH) and the Centers for Disease Control (CDC) have websites dedicated to MPX with signs and symptoms as well as information about testing and vaccines. ASU Health Services is able to test and treat ASU students for a wide range of health concerns, including MPX. Students can schedule an appointment through the [MyHealth.asu.edu](https://myhealth.asu.edu) portal or by calling 480-965-3349. If you believe you have been exposed to or have contracted MPX, it is important that you schedule an appointment as soon as possible. Right now, MPX vaccines are only available through state and county vaccine clinics.

For students in Arizona: If you are interested in receiving the MPX vaccine, MCDPH asks that you complete their [vaccine interest form](#). The information on the MCDPH and CDC websites changes regularly as the situation evolves, and we encourage you to stay up to date.

Appendix F

On-Site Field Instructor Criteria Checklist

The School of Social Work approves social workers as Field Instructors who meet the following criteria:

- ❑ For MSW supervision: holds a MSW with two years of post-graduate experience
- ❑ For BSW supervision: holds a BSW or MSW degree with two years of post-graduate experience
- ❑ Has been employed at the agency for a minimum of six months prior to internship start date
- ❑ Agrees to participate in our Field Instructor Certification Training (FICT) or offer a certificate for reciprocity review
- ❑ Agrees to utilize the student placement database to track student's learning activities, hour and grades
- ❑ Agrees to assist in scheduling Liaison Visits and be present and prepared for all meetings
- ❑ Complete the required Field Instructor Certification Training (FICT) (if applicable) before the internship start date
- ❑ Assist the student with the development of a learning contract and performance expectations
- ❑ Provide instruction on a regular basis and an individual supervisory conference, ordinarily one hour a week. Group supervision may be utilized in place of individual supervision; however, individual sessions must be scheduled at least every other week with each student.
- ❑ Develop specific practice opportunities, which will enable the student to fulfill the expectation of the learning contract.
- ❑ Provide feedback to the student, on an ongoing basis, as to performance and skill acquisition.
- ❑ Communicate to the student and to the Field Liaison about any unusual opportunities, conditions, or problems as soon as they are evident.

Appendix G

Community Field Liaison Criteria Checklist

The School of Social Work approves social workers as Field Liaisons who meet the following criteria:

- MSW from a CSWE accredited school of social work.
- MSW with a minimum of two years of post-graduate experience and LMSW preferred (not required).
- Has served as a Field Instructor for a minimum of one full internship period (two semesters).
- Agreement to participate in Field Liaison training, online or in person.
- Provide official transcripts to the Field Office
- Complete an interview with the Field Education Office Manager
- Complete liaison training before the internship start date
- Agrees to explain the role of the Field Liaison to students and Field Instructors
- Agrees to lead the scheduling of Liaison Visits to review Learning Contracts
- Agrees to review and complete forms in Sonia including the corrective action form
- Facilitate requests for incompletes
- Ensure that all forms are completed in Sonia before awarding final grade
- Agrees to provide professional mentorship, educational opportunities, and be present for all meetings

Appendix H

Trainings & Evaluations for Field Instructors and Liaisons

Field Liaison Training

Field Liaisons complete initial online or in-person training with the Field Education Office. Included in this training are the responsibilities and roles of the Field Liaison, the student, the agency/Field Instructor, and the ASU School of Social Work. Topics included are learning contract development and approval, assessment of the educational experience at the internship, facilitation of the Mid-Semester Performance Report, and end-of-semester Evaluation protocol. Field policy interpretation, problem resolution protocol, and required documentation are also covered.

Field Instructor Certification Training (FICT)

All Field Instructors who meet the criteria are required to complete this 1.5-hour online training through ASU Continuing and Professional Education (CPE). Field Instructors will receive an email to log in to the training after they have been approved by the Field Education Office.

Reciprocity: Field Instructors may opt out of this online Field Instructor Certification Training if they have received similar Field Instructor training through another accredited CSWE university. Field Instructors may submit a copy of their training certificate at the time they submit their resume.

Recertification required every 5 years: Field instructors are required to recertify every 5 years by completing an online refresher certification course.

Evaluation of Field Experience

In order to ensure quality experiences, the Field Education Office appreciates feedback from all of the stakeholders in the field experience. Students are able to provide feedback on the overall field experience, including the agency, the Field Instructor, and the Field Liaison. The Field Liaison has an opportunity to provide feedback about the agency and the Field Instructor, and the Field Instructor is given an opportunity to provide feedback about the Field Liaison.