

**Arizona State University
School of Social Work - Field Education Office**

Fact Sheet

Field Education Course Numbers and Field Days:

<u>Academic Standing:</u>	<u>Course:</u>	<u>Course # 1st Semester</u>	<u>Course # 2nd Semester</u>	<u>Days:</u>
BSW	Field Instruction I & II	SWU 412	SWU 414	Mon. & Wed.
MSW-FND	Field Practicum I & II	SWG 541	SWG 542	Tues. & Thurs.
MSW-ADP	Advanced Practicum/DP I & II	SWG 641	SWG 642	Tues. & Thurs.
MSW-PAC	Advanced Practicum/PAC I & II	SWG 643	SWG 644	Tues. & Thurs.

Location is the student's field placement.

MSW Degree Programs:

1st Internship of the MSW Program is your **foundation** year: **MSW Foundation (MSW-FND)**

2nd Internship of MSW Program is your **concentration** year. You can choose one of the following concentrations:

- **MSW Advanced Direct Practice (MSW-ADP)**
Specializations: (1) Children, Youth & Families; (2) Health/Behavioral Health with Adults; (3) Public Child Welfare
- **MSW Planning, Policy, Administration and Community (MSW-PAC)**
Specializations: (1) Planning, (2) Policy, (3) Administration, (4) Community

Field Placement Process:

a. Intern Placement Tracking (IPT) Form:

The student completes an “**Intern Placement Tracking**” Form, to the Field Education Office. This form can be downloaded from our website: <https://socialwork.asu.edu/content/field-education-documents>

b. Student Contact:

Our Field Education Office personnel will enter the student's information into the IPT system and the student will receive instructions on how to access the system. The log on code and password will be delivered in a separate email. Once the student has access to the system, they must go in and fill out designated fields on their detail page, including uploading their resume and picture.

- c. Locating an Internship:** Student use the Intern Placement system to access appropriate internships by reviewing the agency detail pages. Students can use the IPT system to send their resumes directly to the agency field instructor. After a match is made, a field placement **referral letter** will be sent out by the Field Education Office to both the student and the potential field instructor advising of the match and providing contact information. The student is expected to contact the Field Instructor in a timely manner to schedule a placement interview.

d. Field Placement Response Form:

After the interview, the student and field instructor will complete, sign and submit a “**Field Placement Response Form**” that is enclosed with the referral letter. The form can be signed and submitted by both the student and the field instructor (or signed and submitted separately) via fax, mail or in person to the Field Education Office.

If student is declining field placement, the student must contact the field instructor via telephone to advise that the placement is being declined. Student must submit a completed Field Placement Response Form advising the Field Education Office of the decision to decline the placement.

Please note: Subsequent field placement referrals will not be made until the Field Placement Response Form is received.

e. Confirmation of Placement:

After the Field Education Office receives a Field Placement Response Form signed by both the field student and the field instructor, a confirmation **memo or email** is sent to both parties confirming the field placement.

First Day of Field Education (Internship):

Field internships start on the first day of classes (Monday). If you are starting Field for the first time, you are **required** to attend **Preparation for Practice Training**, which is an all-day training. Students earn 8 hours of internship time for attendance at the Preparation for Practice Training. Please refer to the Field Education website for information regarding this training.

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Orientation vs. Preparation for Practice Training:

A student **Orientation** is hosted by ASU School of Social Work (SSW) Academic Services and relates to your whole experience as a new student in our School of Social Work. **Preparation for Practice Training** is a ***mandatory*** training related to your Field Education internship experience.

Internship Hours Per Semester:

Field hours required for each semester are 240 hours. Some Field placements require additional hours due to their specific training requirements. Be sure to confirm the time expectations when you interview with potential Field Instructors.

Internship Hours Per Semester (not completed):

If you cannot complete your required Field Education hours by the end of the semester, you must submit a “**Request for Grade of Incomplete**” Form, which is available on our website. You are required to submit the completed form to our Field Education Office for approval. This form does not require a signature by your field instructor as long as you are both in agreement with the completion date. The Instructor signature on this form is for Field approval. Please reference University policy on Incomplete grades.

Holidays:

You obtain credit for holidays that are observed by ***both*** ASU and your Field agency. (Please see our “Calendar” on our website.) However, you are required to make up the time from any ***other*** holidays that are observed by your Field agency that fall on your Field days. Spring Break is *not* considered a holiday.

Learning Contract:

Students are assisted with the completion of their Learning Contract by their Field Instructor. Students are provided with an in-service training for completion of Learning Contracts during our Preparation for Practice Training. Additionally, Field Instructors assist students with questions regarding learning activities.

Due Dates for Field Education documents:

Due dates for submission of **(1) Field Profile Forms, (2) Learning Contracts, and (3) Student Performance Evaluations** can be found on our website under “Calendar.” Please submit the Student Field Profile Forms during the established submission dates – not before.

Work Variance Request:

A **Work Variance Request** is available to working students who want 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; you have been employed at that location for a minimum of six months; and you can demonstrate that your educational learning activities are separate and distinct from your job duties. Additionally, you must obtain a different supervisor to be your Field Instructor. The new Field Instructor must be a trained professional social worker. Forms are available on our website. These must be submitted no later than eight weeks before the semester begins.

Policies and Procedures for Field Education:

Our **Policies & Procedures** and **Field Education Manual** are available on our website for accessing and printing.

NASW Code of Ethics:

Field students must familiarize themselves with the NASW Code of Ethics. This can be accessed and/or downloaded at the following website address: <http://www.naswdc.org/pubs/code/code.asp?print+1>.

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 your 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.

Counseling Services (for academic, occupational and/or personal issues):

Information may be obtained at: <http://nursingandhealth.asu.edu/nmhc/index.htm>