




# **MSW PRACTICUM ORIENTATION**

**FIELD INTERNSHIP PROGRAM**



SO LET ME  
INTRODUCE  
MYSELF



# LET'S CHAT... SOCIAL WORK FIELD EDUCATION

- Field Education is the “signature pedagogy” of social work: Theoretical & conceptual learning from the classroom and transition to real world practice.
- Focuses on professional work toward one’s next steps by helping he/she to think, act, and perform in an ethical manner with integrity (CSWE, 2022).
- Partnerships are built throughout different areas (city & states) to establish good quality placement for each student to gain professional experience.

# CSWE & EPAS

- CSWE (Council of Social Work Educators)
  - Preserves and enhances the quality of social education for practice and promotes the goals of individuals, community, and social justice
- EPAS (Educational Policy and Accreditation Standards)
  - Supports academic excellence by establishing thresholds for professional competence
- Program Goals and Objectives
- Core Competencies
- Field Evaluation





# 9 CORE COMPETENCIES...

- 1. Demonstrate Ethical and Professional Behavior
- 2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice
- 3. Engage Anti-Racism, Diversity, and Inclusion in Practice
- 4. Engage Practice-Informed Research and Research-Informed Practice
- 5. Engage in Policy Practice
- 6. Engage with Individuals, Families, Groups, Organizations, and Communities
- 7. Assess Individuals, Families, Groups, Organizations, and Communities
- 8. Intervene with Individuals, Families, Groups, Organizations, and Communities
- 9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

# PURPOSE...



TO PREPARE AND PRODUCE  
COMPETENT SOCIAL WORKERS  
PRACTICE WITHIN RURAL SETTINGS.



TO GAIN EXPERIENCE AND EXPOSURE  
WITHIN THE SOCIAL WORK  
PROFESSION.



TO STRENGTHEN AND DEVELOP SKILLS  
THAT WILL BENEFIT THE AGENCY AND  
THE POPULATION BEING SERVED.

# MSW PRACTICUM STUDENT RESPONSIBILITIES...

- Watch your WKU email
- Submit ALL Required Paperwork on Time
- YOU are responsible for the following:
  - Practicum Course: logging hours, journals, other assignments, field visits
  - Practicum Placement: PASS/FAIL – learning plan & objectives (competencies)



# MSW Practicum REQUIREMENTS...

## Practicum REQUIREMENTS

- Mandatory Orientation
- **NASW Membership (\$60)**
- **Professional Liability Insurance (\$15-\$50)**
- Safety Guidelines
- Professionalism, Resume, Cover Letter, & Interview
- **Tevera Software Fee \$72, \$215, or more than \$300**
- Pre-Field Assignments

## PLACEMENT REQUIREMENTS

- Criminal Background Checks
- Safety Guidelines
- Drug Tests (depends on agency)
- Immunizations (depends on agency)
- Professionalism, Resume & Interview



- Time Sheet Entries & Approval
- Learning Plan Evaluation
- Self Assessment
- Storage for Field Documentation



# GENERAL POLICY...

- WKU DOES NOT provide any travel reimbursement
- Student is responsible for health, automobile, and liability insurance
- If you transport clients... WKU WILL NOT be responsible, but the Student (YOU) will be...
  - We recommend that you are a RIDER



# WHO'S INVOLVED IN PRACTICUM PLACEMENT...

## MSW PRACTICUM DIRECTOR

- Responsible for placement contracts, matching students with placements, trainings, and trouble shooting

## PRACTICUM INSTRUCTOR

- MSW post 2 years experience: supervise student interns and provide quality leadership, opportunities for growth, and guidance
- Responsible for Task Supervisors (agency staff person who oversees daily activity, under guidance of Field Instructor)

## TASK SUPERVISOR

- Responsible for providing you with certain duties and tasks developed to fulfill the internship/job requirements assigned

## PRACTICUM LIAISON

- Faculty member responsible for coordination and oversight of placement in addition to teaching field courses

## PRACTICUM PLACEMENT

- Agency/organization where the student will be placed for their internship/practicum

# STUDENT CONCERNS IN PRACTICUM...

## WHO CAN HELP???

- Practicum Instructor: Anything that involves the agency
- Practicum Liaison: Completing hours, placement issues, and assignments

## If Concerns are NOT Resolved...

- Practicum Director will take those concerns to the MSW Program Director
- Students can always follow Grievance Policy



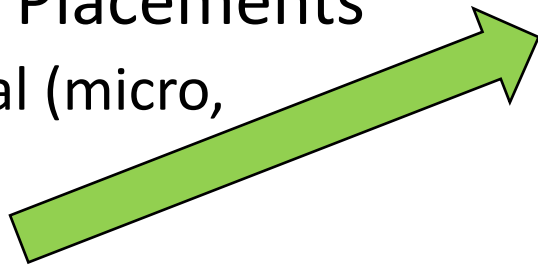
# Generalist VS. Advanced Standing...

## Generalist (Traditional)

- Bachelor's degree is NOT Social Work
- Bachelor's degree in Social Work for over 7 years
- 2 Years of Practicum Placements
  - 1<sup>st</sup> year Foundational (micro, mezzo, and macro)
  - 2<sup>nd</sup> year Specialized

## Advanced Standing

- Bachelor's degree is in Social Work
- Specialized Year
- 1 Year of Practicum Placement
- Focus on area of interest that you plan to work in



# MSW PRACTICUM HOURS...



## **Generalist Year**

First Semester 200  
Hours  
Second Semester 200  
Hours



## **Specialized Year**

First Semester 250  
Hours  
Second Semester 250  
Hours



Internship Hours are NOT included in Pre –  
Practicum Orientation, or Agency Training  
(beyond 16 hours)



Field courses are linked with PRACTICE  
Courses

# TASKS & HOURS...

- Student will have weekly meetings with Field Instructor
- Establish a schedule for Internship Hours
- Generalist YEAR (1<sup>st</sup> year Traditional) =
  - 15 weeks x 14 hours = 210 per semester
- Specialized YEAR (Advanced Standing or 2<sup>nd</sup> Year Traditional)
  - 15 weeks x 17 hours = 255 per semester





## Timeline for Starting Placements...

- Students are strongly encouraged to start within the first 2 weeks of the semester.
- Students must have a placement and begin earning hours by the 5<sup>th</sup> week of the semester.
- If a student has not secured a placement or started accumulating hours by week # 5... then this is grounds for dismissal from practicum and co-requisite practice course.





# TYPES OF SOCIAL WORKERS & PLACEMENTS...

- Administration and Management
- Advocacy and Community Organization
- Aging
- Child Welfare
- Developmental Disabilities
- Health Care
- International Social Work
- Justice and Corrections
- Mental Health and Clinical Social Work
- Mental Health and Substance Abuse Social Work
- Occupational and Employee Assistance Program Social Work
- Policy and Planning
- Politics
- Public Welfare
- Research
- School Social Work

# MSW PRACTICUM FORMS & RESOURCES...

- Practicum information can be found:  
[https://www.wku.edu/socialwork/field/student\\_toolbox.php](https://www.wku.edu/socialwork/field/student_toolbox.php)
- Scroll down to MSW Field at the bottom of the link to view the field (Practicum) manual and other pertinent forms for MSW Field Students.
- Checklist
- Verification of HIPAA Training
- Pre – Field (Practicum) Assignments



# PRACTICUM APPLICATION PROCESS...

- You should provide as much information as possible on the field application—specifically to relevant work experience, criminal background, and personal strengths/weaknesses.
- You will be asked to provide your top 3-5 areas of interest—specific agency preferences can be discussed with the Practicum Director after your practicum application has been submitted.
  - Practicum Director and Student work together to find a placement that is a “good fit”
- Student approaches the placement process just like a job opportunity: always professional



# 1<sup>st</sup> ACTION STEPS TO PRACTICUM PROCESS...



Complete Practicum Application  
online (SWRK Website)



Update and send in a resume &  
cover letter



Email both documents to  
[swrkfield@wku.edu](mailto:swrkfield@wku.edu) or enter into  
BB Ultra Organization Site

# PRACTICUM INTERVIEW PROCESS...

Interviews will start with field team before an interview is scheduled with an agency

Field Director will approve student to schedule an agency interview

The student will schedule an interview with the agency

Student is required to have resume, and cover letter

Student will contact/update the status of their potential placement

Agency will confirm with Field Director before student can start placement.

Student will have dress appropriately and professionally

# WORKSITE PLACEMENTS

...

- WKU **DOES NOT** GUARANTEE WORKSITE PLACEMENTS
- Application for Practicum Placement **MUST** be completed... **There is a deadline!**
- Placements are carefully evaluated and developed
- **ADDITIONAL TIPS...**
  - Placement tasks are different from "employment duties" each semester
  - Field Instructor **CAN** be your Employment Supervisor (must meet requirements)
- **MUST** have a **DIFFERENT** Field Instructor every year

# GOALS...

- Start thinking about a placement and more than one placement...
  - Do you know the population you want to serve?
  - Do you know the areas of interests?
- Start thinking about your professional goals and use the placement as an opportunity...
  - What are your expectations?
  - Do you have a plan?
  - What skills do you bring to the table?
- Growth and Development
  - What areas do you need the most improvement?
  - What areas do you want to strengthen?



**"If you aim at  
nothing, you will hit  
it every time"**

*Author Unknown*

# WEEK BEFORE PLACEMENT BEGINS...

01

Contact the field instructor to confirm your start date and time

02

Review the instructions on your approval letter to make sure you have everything completed

03

Make sure you have joined "NASW" and have the required "Liability Insurance"

04

Contact your Field Liaison or the Field Director if you have any questions about starting field



QUESTIONS

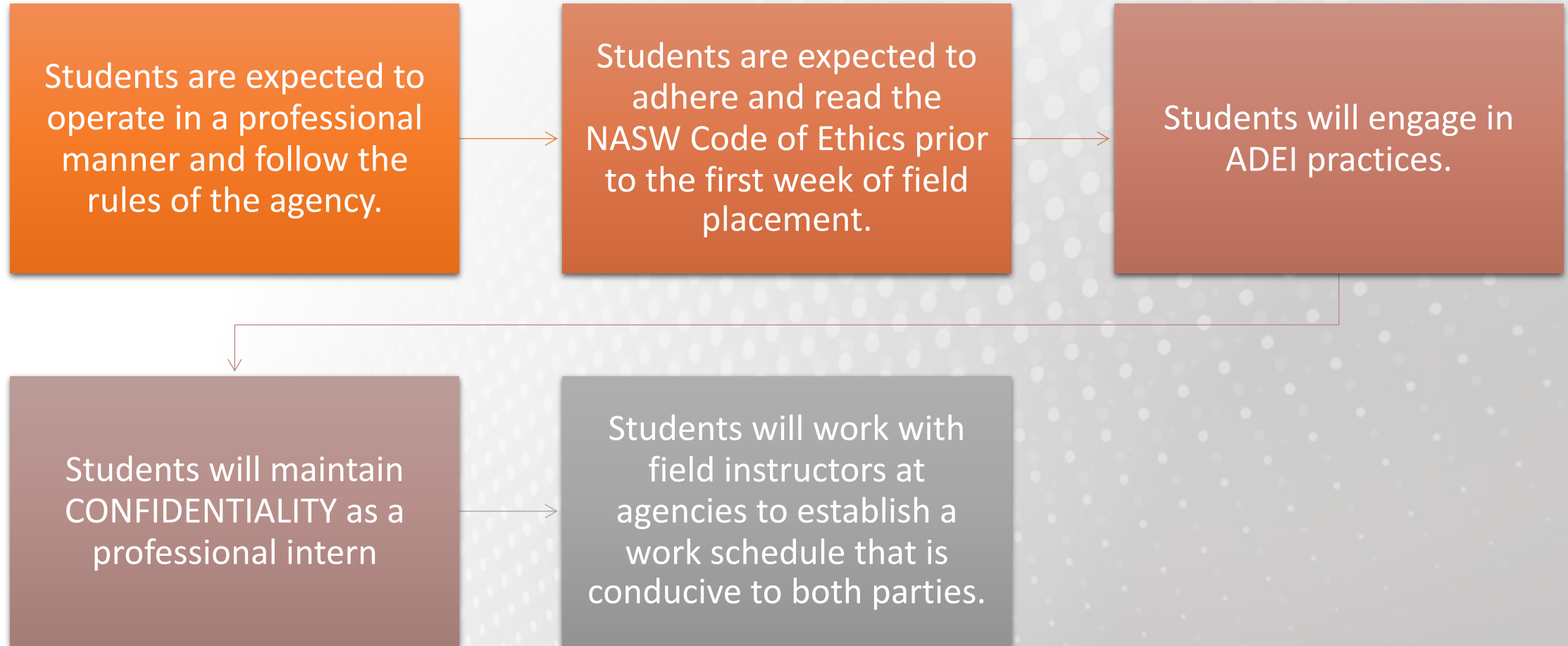






GROWING PAINS

# MSW FIELD STANDARDS & PROFESSIONAL BEHAVIOR...







## Common Internship Challenges...

- Not enough work
- Too much work
- Afraid to ask questions
- Supervisors forget that you are NEW to the field
- Competition with other interns
- Work is not used
- A new lifestyle to juggle

creativity  
resilience  
time  
network  
tenacity effort  
interns  
perseverance

## Employer/Supervision Challenges...

- Unimpressed with intern work ethic
- Lack of intern interest with the placement
- Lack of responsibility from intern (always an excuse WHY something is not done)
- Lack of time management
- Intern does not know how to prioritize
- Micro-managing with interns (too time consuming)



# PROFESSIONAL DEVELOPMENT...



Evaluate Self... Set Goals and Assess Growth



Understand the Expectations of the Agency



Develop a Foundation of Trust and Mutual Respect



Turn Weekly Meetings into Learning Opportunities



Ask and Embrace Feedback



Demonstrate Professional/Ethical Behavior at ALL times



# TIPS AND TOOLS...

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- **Take Initiative**
- Be Responsible
- Manage your Emotions
- Perseverance (create GOOD habits)
- Collaborate with Others
- Make every minute Count
- Focus on Strengths, but do not ignore Weaknesses

# QUALITIES...

- **Communication is KEY**
- Conflict Resolution
- Tactfulness
- Work Ethic
- Stress Management
- Perseverance
- Organizational Skills
- Creativity/Innovation





July  
1.7

Questions

# CHECKLIST DEADLINES TO REMEMBER..

- Due Date is **FRIDAY March 8th**
  - Field Application Form
  - HIPAA Training Statement
  - Field Policy Statement
  - Resume
  - Cover Letter
- Interviews through PRACTICUM Team:  
**March (11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, & 14<sup>th</sup>)**
- Forms that need to be turned in by  
**FRIDAY August 9<sup>th</sup>**
  - Proof of Liability Insurance
  - NASW Membership
- Pre – Field Assignments
  - Due Date is **Monday August 12<sup>th</sup>**
- Purchase Tevera
  - Due Date is **Monday August 12<sup>th</sup>**





# ANNOUNCEMENTS



## 2ND ANNUAL SOCIAL WORK

### CAREER FAIR

03/28/24 | Knicely Conference Center  
2355 Nashville Rd, Bowling Green, KY 42101

#### FAIR ACTIVITIES 3:00-5:00PM CST

Network with local agencies  
Discover new job & internship opportunities

Work with WKU Career Services  
on resume & interview tips

#### FREE CEU OPPORTUNITY 1:30 to 2:30 PM CST



Celebrate Social  
Work Month with  
faculty, staff, students,  
and community  
members!

Free food, yoga,  
massages, and  
giveaway prizes!

#### QUESTIONS?

(270) 745-4263  
swrkfield@wku.edu



## OPEN INTERNSHIP INTERVIEWS

### WALK-INS WELCOME!!!

**3/12 1PM-4PM AC ROOM 112D**

**3/13 9AM-12PM AC ROOM 112D**

For questions or to reserve a time email:  
rgregory@lifeskills.com

## Looking for an INTERNSHIP with your HUMAN SERVICES DEGREE?

Graduate Level Paid Internships Available

Gain working experience with the following programs and areas:

- Outpatient Child and Family Services • Outpatient Adult Mental Health and Substance Use Services
- Residential Services • Supported Employment
- Supported Housing • Case Management
- Outreach Services • Clinical Documentation
- Clinical Supervision Provided • Flexible hours

Intern Application  
Here:



<https://www.lifeskills.com/internship>

**Send Your CV**  
rgregory@lifeskills.com

**More Information**  
270-901-5000 Ext.1176  
Felisha Page  
Talent Management &  
Recruiting Specialist



# MORE INFORMATION...

- Visit & Review the Field Website for Field Information
  - <https://www.wku.edu/socialwork/field/>
- Contact Information
  - Dr. Shannon Sales, Academic Complex 112A
    - [Shannon.sales@wku.edu](mailto:Shannon.sales@wku.edu)
    - 270.745.4263
  - Bailey Cooke, Academic Complex 110A
    - [Bailey.cooke@wku.edu](mailto:Bailey.cooke@wku.edu)
    - 270.745.2349