MSW II – Advanced Field Practicum Background
Information & Application Materials
SW 750 / SW 755 Courses for
Academic Year 2020-21

*This information/application packet is only for social work graduate students who will have completed their SW 650 Field Practicum by May 2020 and who are entering the MSW II Advanced Field Practicum SW 750 or SW 755 in fall 2020.

For further information please refer to the SDSU School of Social Work Field Education website: https://socialwork.sdsu.edu/field/student-resources/faq/

A hard copy (typed) of the first page of the Field Application or “IPT Face Sheet” is to be turned in at the Placement Planning Meeting or to the School of Social Work’s Main Office (HH-119) by Friday, January 24, 2020.

The MSW II Advanced Field Application Form is to be completed in its entirety on IPT by 4:00 P.M. on Monday, February 3, 2020.

This “IPT Face Sheet” can be found at http://socialwork.sdsu.edu/field/student-forms/ and is labeled “MSW II (SW 750/755) IPT Face Sheet for CURRENT MSW Students Entering 2nd (Advanced) Year of Field Placement”, and must be completed by all students who plan to begin their Advanced Year Field Practicum (SW 750/755) in the fall 2020 semester. The IPT Face Sheet will also be sent to students via email. Most students will already have an IPT account from SW 650; however, students will be given a new IPT account for SW 750 or SW 755. Therefore, students must turn in a new completed IPT Face Sheet at the Placement Planning Meeting on Jan. 24, 2020 for the field education team to generate a new SW 750 or SW 755 IPT account. Students will not be able to access and complete their Field Application until a new SW 750 or SW 755 is created for them.

Date: January 03, 2020
To: Prospective Advanced Field Practicum Students enrolling in SW 750 or SW 755 in fall 2020
From: Amanda Lee, LCSW, Director of Field Education
Re: MSW II Advanced Field Practicum Application and Placement Planning Process
Welcome Back for the Spring Semester 2020!

The placement process for your SW 750 or SW 755 Field Practicum will begin this Spring Semester (as soon as you return to School). We have a combined total of roughly 300 undergraduate and graduate students to place in quality field placements for fall 2020, so it is imperative to begin the placement process early.

Enclosed please find:

- SW 750/755 Field Placement Guidelines - Process - Policies & Procedures
- Sample SW 750/755 Field Practicum Application to be completed via IPT via “Forms” and will be available on IPT after students turn in the first hard copy of their IPT Face Sheet at the Placement Planning Meeting on Jan. 24, 2020. Please allow at least 2-3 days for processing by the Field Education Team
- SW 750/755 “IPT Face Sheet” to be completed and turned in at the Placement Planning Meeting on Friday, Jan. 24, 2020
- Internship Questions for Agencies
- SW 750/755 Field Practicum Student Agreement
- SW 750/755 Field Practicum Checklist

Please read the following instructions carefully:

You will need to submit TWO hard copies (typed) of your “IPT Face Sheet” which can be found at http://socialwork.sdsu.edu/field/student-forms/ and is labeled “MSW II (SW 750/755) IPT Face Sheet for CURRENT MSW Students Entering 2nd (Advanced) Year of Field Placement”. You will also receive a copy of the IPT Face Sheet form by email. The first copy of your IPT Face Sheet must be turned in either at the Placement Planning Meeting or to the School of Social Work office on Jan. 24, 2020. You will then attend the Agency Fair on Monday, January 27, 2020, and afterwards turns in a second hard copy (typed) of your IPT Face Sheet to the School of Social Work office, this time, with your top three agency choices, by 4:00 p.m. on Monday, Feb. 3, 2020. You will also be completing a SW 750/755 Field Application on your new SW 750 or SW 755 IPT account under “Forms”. The Field Application is due on Monday, Feb. 3, 2020 by 4:00 p.m. Please ensure that the top three choices listed on the hard copy of your second IPT Face Sheet and your Field Application online in IPT match.

If you are a 4-year part-time or transfer student and do not have an IPT account yet – please contact swfield@sdsu.edu to request an account.

Please check that you have all the materials listed above and review the FAQs posted on the School of Social Work’s Field Education website: https://socialwork.sdsu.edu/field/student-resources/faq/

The enclosed materials will outline the process/procedures you must follow and complete in order to be placed for your field practicum internship and to register for SW 750/755 in the fall semester of 2020. Please be aware of all of the guidelines, instructions and due dates.

After you review all of the materials carefully and have attended the Placement Planning Meeting and the Agency Fair, you will be ready to begin selecting your advanced field practicum agency for your second-year advanced internship. Please note that you are able to access and review all available agencies via your IPT account. All agencies on IPT have a brief description of what the agency does and what the internship experience will be like. This information is updated when agencies provide us with new information. Students will also be provided by email with a current list of available agencies for fall 2020 after the Placement Planning Meeting on Jan. 24, 2020 and prior to the Agency Fair. Be aware that not all eligible agencies attend the Agency Fair and not every agency accepts students every year.

Please ensure that you complete the SW 750/755 Field Application in its entirety before signing & submitting it by the due date of Monday, February 3, 2020 via IPT. Once you sign the application, the system will not allow you to make changes to the form and you will need to contact swfield@sdsu.edu for support.
Your attendance at the Agency Fair on Monday, January 27, 2020 is mandatory. The Agency Fair will take place from 9:00 a.m. to 12:00 p.m. in Montezuma Hall at the SDSU Conrad Prebys Aztec Student Union. You will have a chance to talk to agency representatives and current interns.

Thank you for your time and attention, and I wish you a fruitful placement planning process!

Sincerely,

Amanda Lee, Director of Field Education

San Diego State University - School of Social Work

| SW 750/755 Advanced Field Placement Process | How to choose your 2nd year agency & maximize your chances of obtaining your first choice. |

School of Social Work Policies and Process

The selection of your SW 750/755 Advanced Field Experience Placement is a collaborative process, involving the Student, Field Faculty, the Field Agency and the Field Instructor. This process usually begins the first week of the Spring Semester and involves the following components described in detail in this memo:

- Attend the mandatory Placement Planning Meeting on Friday, January 24, 2020, 9:00 a.m. – 12:00 p.m.
  - Complete 1st hard copy (typed) IPT Face Sheet and turn in at the Placement Planning Meeting.
- Attend the Agency Fair on Monday, January 27, 2020, 9:00 a.m. – 12:00 p.m.
- Turn in 2nd hard copy (typed) of IPT Face Sheet by 4:00 p.m. on Monday, February 3, 2020 to School of Social Work Office (HH-119) with top 3 agency choices.
- Complete the entire SW 750/755 Field Application and submit by 4:00 p.m. on Monday, February 3, 2020 on IPT.
  - The application can be found under “Forms” in your new SW 750 or SW 755 IPT account. You will receive an email when the form is available. IPT website: https://www.alceasoftware.com/web/login.php
- Complete the agency referral process and interview.
- Receive placement acceptance notification from Field Faculty by email.
- Complete all requested background screenings in a timely manner and prior to start of AY 2020-2021.

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**SW 750/755 Advanced Field Placement Process:**

**1. Prospective SW 750/755 Field Placement Planning Meeting and Agency Fair:**

Each student who is eligible for a MSW II Advanced Field Practicum Internship in fall 2020 must attend the Placement Planning Meeting on Friday, January 24, 2020 and Agency Fair on Monday, Jan. 27, 2020 in order to obtain information regarding and be eligible to participate in the field placement process.

The Placement Planning Meeting will be held on **Friday, January 24, 2020**, 9:00 a.m. to 12:00 p.m. (Location: TBD).

SW 750/755 Course Eligibility: To be eligible for the SW 750/755 Advanced Field Practicum course students must follow the School’s policies and procedures regarding field internship referral, interviewing with the agency and acceptance by the agency, including additional background screening requirements which may entail screenings for health, drugs, criminal background,
etc. Please be aware that there are often fees for these agency screenings. Some agencies pay for an intern’s screenings, but many do not. Fees can be up to $300 or more and must be paid by the student. The School is not responsible for this cost.

Eligible students must have passed the course prerequisites: SW 650, SW 630, SW 631, SW 632, the School of Social Work Qualifying Exam and be in compliance with all school policies.

2. Advanced Field Practicum Application Packet and IPT Face Sheet:

Each potential SW 750/755 student is required to complete: 1. IPT Face Sheet found at [http://socialwork.sdsu.edu/field/student-forms/](http://socialwork.sdsu.edu/field/student-forms/) and turn in a hard copy (typed) at the Placement Planning Meeting or to the School of Social Work office (HH-119) by Friday, January 24, 2020 and complete the "MSW II Advanced Field Practicum SW 750/755 Field Application” via their IPT account by 4:00 p.m. on Monday, February 3, 2020.

Please review each section of the application and ensure that the following items are completed:

1. The Field Application and your updated résumé
2. Passport photo uploaded to your IPT Student Detail page
3. Student Agreement – signed and dated

**NOTE:** Failure to complete all items in the application will delay your field placement opportunities and/or entering the SW 750/755 Field Practicum.

Field placement agencies may request a copy of your Field Application in addition to your résumé. It is possible to print a copy of your Field Application through IPT if your agency requests a copy for your interview.

3. Placement Selection and Referral Process:

**Concentration Areas – Choosing Direct Practice (SW 750) or Administration/Community Development (SW 755):** 2nd year students are required to declare a concentration in Direct Practice or Administration/Community Development. Students may review agencies via IPT and an updated list of agencies will be sent to students via email prior to the Agency Fair. Further information about the Admin/CD concentration will be discussed at the Placement Planning Meeting. Students may also consult with Prof. Marci Siegel, Dr. Tom Packard, Prof. Steve Hornberger, Dr, Lianne Urada or Prof. Jennifer Cosio to find out more about the Admin/CD concentration. Students may also review curriculum requirements of both concentrations on the School of Social Work web site: [http://socialwork.sdsu.edu/field/prospective/curriculum-requirements/](http://socialwork.sdsu.edu/field/prospective/curriculum-requirements/). Students can also consult with current SW 755 students via Communications Central.

MSW II Advanced year students are permitted to select three specific agencies; however, the placement process takes your educational and experiential needs, goals, objectives, and preferences into consideration and you may be in competition with other students for placement sites. We will do our best to meet your request, but students must realize that not all who apply to agencies will be selected to their first field placement choice.

**Students must attend the Agency Fair that is scheduled to be held on Monday, January 27, 2020 at Montezuma Hall located at the Conrad Prebys Aztec Student Union.**

As the Field Practicum Application Packet is the ONLY means by which Field Education Faculty can identify your needs, please complete these forms thoughtfully, specifying any special accommodations (please make an appointment with the Director of Field Education to discuss), restrictions, physical limitations, problems/concerns, as well as geographic preferences. Field agencies may request a copy of your résumé, SW 650 Comprehensive Skills Evaluation and/or professional references. Be prepared with references and have a copy of your SW 650 Comprehensive Skills Evaluation available for review. Some agencies may also request a writing sample, so be ready to send a school paper or any other professional writing sample.
After reviewing all completed applications, the Field Education Faculty will begin the placement process by contacting field placement agencies in February. Please do not contact any agency on your own without a direct referral from the Field Education Faculty. We also request that Agencies do not contact the student independently, without a referral from the School.

a) When an agency agrees to interview a student, the Field Education Faculty will make a referral to the student.
b) The referral will be made by email.
c) Student is responsible for calling and/or emailing to arrange an interview with the agency contact person immediately. Delay in contacting the prospective field experience agency can result in a lost opportunity. Long delays in setting up an interview could result in the agency filling up their internship slots before the student has a chance to interview. Please be as flexible as possible in being available for an interview.
d) For the interview, the agency representative will expect to review a copy of your entire SW 750/755 Field Practicum Application Packet and a résumé. Your résumé should be a brief summary of your paid work, unpaid work or volunteer experience, education and training. It should also highlight the special skills, achievements, experiences, knowledge and potential that you would bring to a graduate social work internship. The SDSU Career Services Center is available to review students’ résumés and to help practice interviewing skills: http://career.sdsu.edu/

As part of the interview process and in order to be accepted, agencies may request, sometimes at your expense, additional screenings such as a drug screening; health examination; verification of immunizations; TB test; Live Scan/background check; DMV validation of driver’s license; etc. In addition, agencies may require random drug screening at any time during the year. These additional requirements can be costly. Students must be prepared to bear the cost of these screenings, which can be $300 or more. Some agencies pay for the background screening for their interns/volunteers, but many do not. If you cannot afford any additional expenses, make this clear in the “comments” section of your field application.

The student must pass all required screenings requested by the agency to be considered confirmed at the placement. If the student fails these screenings, the Field Education Faculty will review the student’s circumstances. Depending on the time frame and the professionalism demonstrated, the outcome may result in the student being placed in another agency. Students may also become ineligible for the field experience and delayed in placement for an entire academic year. Some agencies review a student’s legal activities and request additional screenings throughout the field experience.

Please note: Students who have misdemeanor and/or felony convictions may not be eligible for placement in certain agencies, and may be delayed from beginning their SW 750/755 course.

e) All Student and Agency schedules need to be discussed at time of the interview. Students are required to defer vacations, so they are not absent from the field experience when School is in session. Students are required to be in their field placements from the first week of School until the end of the Spring semester. When arranging the internship schedule with the agency, the student and agency must follow School Policy, which states that an intern’s schedule in the Field is the responsibility of the student and the agency. Priority in scheduling should always be given to social work courses, including the SW 750/755 field practicum course and all related requirements.

Field Instructors cannot waive School Policy. If the agency has specific scheduling requirements, such as staff meetings, case conferences, etc., the student should register for social work class sections that do not conflict with field if possible. The student cannot ask the agency to arrange the internship around the student’s other responsibilities, such as employment or childcare. Expectations regarding a student’s schedule at the field placement site should be clearly stated during the initial interview and again at the start of the fall semester.

f) Be prepared for the interview process. This is an interview for a “professional internship.” The interview is the first, and sometimes the only, opportunity students will have to present themselves to the field placement agency and to learn about the agency itself. Arrive with time to spare and dress appropriately. During this professional encounter students should explore how they and the agency would work together to accomplish educational goals, while assisting the delivery of services to the agency’s clients. Issues concerning agency workload, hours, winter break expectations, if driving is required and if mileage reimbursement is provided and other professional expectations should be addressed.
The interview is viewed as a competitive interview. You may be competing against other applicants from SDSU or other schools. If a student does not interview in a professional manner, or if the agency feels the student lacks skills and experience for a second-year placement, they can be declined by an internship placement. The student stating, “I am not interested in this particular agency and/or population” or “this was not the agency that I selected” during the interview process may not receive another referral for placement. Students who have received (or are receiving) services from the interviewing agency, should notify Field Faculty before the interview to determine if there is a conflict of interest. The Field Education Faculty will review the circumstances and decide on whether to have the student proceed. Agencies have the right to turn down any student for placement but are asked to provide a written rationale.

Any information contained in a student’s Field Application and/or any pertinent information relating to the professional student role shall be discussed between SDSU Faculty and approved field experience agencies and their representatives. A student’s signature on the Field Application confirms that they are aware of this.

4. Acceptance at Field Placement:

If a student is accepted by an agency, the Field Education Faculty will notify the student directly, either in person, by phone, and/or by email. (Please make sure the Field Faculty is aware of any changes to your contact information, particularly your email address and phone #.) If the School has not notified the student of an acceptance, the placement has not yet been confirmed. If a student is not accepted by the first agency with whom they interview, the Field Faculty will meet with the student to determine any issues which may have led to them not being accepted. If the student was declined for competitive reasons or the agency provided relevant feedback, Field Faculty will consult with the student to assist them to succeed at their next interview. When it is determined that a student is appropriate for another interview, the student will be interviewing with another agency following the same process outlined above. In accordance with School Policy, in some circumstances, if an agency denies acceptance to a student for internship, the student can be delayed in field placement until the following year; and/or can be disqualified for field placement; and will be referred to the Student Affairs Committee for immediate review. These circumstances are rare.

After a student is notified of their acceptance from the Field Faculty, they are directed to reach out to the agency contact person to confirm their starting date (first week of classes, Fall Semester) and to take care of any necessary paperwork, screenings, or miscellaneous details. Students should provide the agency with their email address, summer residence address and phone number so that the agency can keep the student informed of any changes made prior to their return to campus in the fall. Please note: Students placed in San Diego County BHS or County-contracted mental health agencies, should request to complete Cerner (Electronic Health Record) training during the summer, prior to starting their internship.

Once a placement is confirmed, agency assignment changes cannot be made unless there are emergent issues and/or problems which cannot be resolved, and all efforts to resolve them have been exhausted. Changes are made ONLY through the Field Faculty (in consultation with the Director of Field Education) and are not made once the Fall Semester begins. Be sure the Field Education Team knows how to contact you during the summer if any last-minute issues arise!

5. Selecting your agency choices. Consultation with faculty and students:

Students are encouraged to speak with faculty and fellow students about the agencies that they know and recommend. Many agencies that accept first year SW 650 students also accept second year SW 750/755 students for different responsibilities. Thus, students can consult with 2nd year peers. Students may use field seminar time or schedule an appointment with their Field Faculty to discuss agencies and their interests. Students are best prepared by attending the Placement Planning Meeting and Agency Fair, reviewing the Agency descriptions in IPT, and by researching agencies online. Since Field Faculty are negotiating Service Learning Agreements with new practicum sites on a daily basis, students have the opportunity to be placed at a variety of new sites. If a particular agency does not have an existing or active Service Learning Agreement with SDSU, students should discuss this with their Field Faculty. Please be aware that it may or may not be possible to establish a Service Learning Agreement with the particular agency in a short time.
6. Specialized Programs – Placement Selections:

a) Title IV-E Stipend Program: Students in this stipend program will receive specialized information from Amalia Hernandez and Silvia Barragán about their 2nd year placement choices. Representatives from various programs within San Diego County Child Welfare Services will attend the Agency Fair.

b) Mental Health Training Program: (also known as IBH – Integrated Behavioral Health): N/A

c) MSW/MPH Dual Program: Students shall make advanced field practicum selections in the Administration/Community Development Concentration only. Students should consult with Prof. Marci Siegel regarding MPH SW 755 Admin/CD agency choices.

d) MSW/JD Joint Program: Students can make advanced field practicum selections in direct practice OR Administration/Community Development Concentrations. These students may wish to meet with Dr. David Engstrom or Amanda Lee to identify specific MSW/JD direct practice or administration agencies.

e) Prospective PPS Credential Program Students: Current students interested in the PPS credential are required to select two school districts for their advanced internships. Interested students should meet with Prof. Paul Brazzel to discuss the PPS program and internship requirements and additional hours and specific classes.

f) EC-TEaMH Graduate Certificate Program: The EC-TEaMH certificate program is an interdisciplinary program focusing on professional preparation and skills enhancement of early childhood professionals who work with young children who demonstrate socio-emotional and behavioral concerns, and their parents. MSW students are now able to apply to this certificate program. Students who are interested in this certificate program, should meet with Prof. Paul Brazzel to find out more information.

7. Internship at Employment Site Materials:

If a student is employed at an SDSU approved advanced field practicum agency and the agency offers to pay for the student’s internship hours, the student may request to utilize their employment site for the MSW II Advanced Field Practicum SW 750 or SW 755 course. Students are to download, read and complete the “MSW I or II (650/750/755) Application Form for Internship at Employment Site” and criteria policies at https://socialwork.sdsu.edu/field/student-forms/.

Use of employment for the field practicum must agree with the School’s policies and procedures and must be pre-approved by the Director of Field Education. If a student requests using their employment site as their field practicum, then they must place their employment agency as their first choice on the Field Application and put the letter E (for employee) after the agency name. Students are still required to also complete the MSW II Advanced Field Practicum Application packet by the due date of February 3, 2020. Students must make an appointment with the Director of Field Education to turn in the additional paperwork and to discuss their interest in using their employment site for their field practicum by February 17, 2020.

8. Reasonable Academic Accommodations:

When a student is requesting accommodations for their internship the student is required to immediately consult with the SDSU Student Ability Success Center for evaluation, verification and/or other assistance in the accommodations being requested. In order to assist the student in their field practicum placement process, written accommodations from the Student Ability Success Center must be submitted to the Director of Field Education by the student as soon as possible and before internship interviews begin. The student will be requested to sign a release of information so that the School can consult with the Student Ability Success Center and the field instructor regarding special accommodations being requested. The Student Ability Success Center can be reached at (619) 594-6473 http://www.sa.sdsu.edu/sds/ Calpulli Center, Suite 3101 (third floor). Please note that the graduate advisor, Kellie Scott, is available to expedite a student’s referral to the Student Ability Success Center.

9. Misdemeanor and/or Felony Convictions:

Field placements must be planned in accordance with State and Federal laws and with consideration of field practicum agency policies, including the best interests of clients. Increasingly, human service agencies are requiring background checks, such as fingerprinting, Live Scan, etc. to insure the suitability of students interning at their agencies. Students who have a history of
arrest, criminal charges, and misdemeanor and/or felony convictions may encounter barriers in the field placement process. Students must review and complete the criminal conviction(s) section of the Field Application as it applies. Students who fail to disclose past criminal convictions and then fail an agency background check may be administratively ineligible for SW 750/750.

10. Conflict of Interest:

The NASW Code of Ethics states that “social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment.” (NASW Code of Ethics, rev. 2017, 2008, 1999) For a social work student, it is potentially a conflict of interest to engage in a field practicum in an agency where they and/or their family member(s) have been a client or employee. Thus, a social work student is discouraged from being placed at an agency where they or a family member have worked, received services such as medical or mental health services or child welfare services. Since the School of Social Work does not ask or obtain such information, it is the responsibility of the student to consult with Field Faculty if they believe that there is a potential conflict of interest and that they need to decline an internship placement. The NASW Code of Ethics is accepted as part of the School of Social Work’s academic standards and students should be mindful of the Code and aware of the consequences of violations.

Additional Advanced Field Practicum Information & Policies:

- SW 750/755 Field Practicum requires **20 hours per week**, for a total of 300 hours each semester for the Academic Year. All placements are made in San Diego County (in accordance with School policies and procedures). Requests for placements outside of this area will be considered on a case by case basis by the Director of Field Education who will ensure the ability to provide quality field education, appropriate monitoring, and professional accountability.
- **Transportation:** Students must show proof of automobile insurance and a valid California Driver’s License upon request by an agency. Most settings require the use of a car. Students can expect an average driving time of up to 30-60 minutes (each way) between their residence and the field practicum site. The hours spent driving to and from an agency are not included in the required field placement hours. Some agencies require travel; students must inquire about reimbursement before the placement is finalized. Not all agencies reimburse for mileage and policies may change unexpectedly.
- Students must be available for placement during usual agency business hours in order to participate in appropriate experiences and receive proper supervision. **Evening and weekend placements are not usually available;** if an agency can provide evening or weekend hours, then the agency is responsible for providing appropriate supervision during a student’s time at the site. There are a few agencies that provide some evening and weekend hours, but at least 8 hours during business hours is usually required.
- A student’s field seminar assignment will be e-mailed to them during the summer. It is the student’s responsibility to check their email to know their assigned Field Faculty and seminar section # at the beginning of the Fall Semester.
- Students should download and review a copy of the Field Education Manual which will be available on the Field Education Website at the end of August. Students are responsible for knowing the latest School policies and procedures and Field Calendar for the next academic year.
- SW 750/755 Field Experience **must** be taken concurrently with the specified practice class (SW 744; 739 or SW 740 or SW 745). Please refer to the general catalog, SDSU Class Schedule, and SW Graduate Student Handbook for further details.

PREPARATION FOR AGENCY FAIR - POINTS TO CONSIDER:

1. Direct Practice vs. Administration/Community Development Concentration?
2. Would you like an inpatient/residential versus an outpatient setting in the community?
3. Office-based or opportunity to go into the field and do home visits?
4. What population is being served? Adults/Older Adults? Children Youth and Families?
5. Is the pace fast and unpredictable or steady and predictable?
6. What is a typical case load? What is a day in the life of an intern like?
7. Does the agency offer any evening or weekend hours?
8. Are there interns from other schools/disciplines at the agency? Are there current interns at the agency that you can talk to?
9. Are additional trainings or educational experiences offered?
10. What are the expectations for hours over the Winter break?
11. Are any stipends available? Is parking or mileage paid for by the agency?
12. Is a second language preferable/needed?