Summer 2020 Incoming Advanced Standing MSW Students

MSW Advanced Standing Program Students Only

MSW II - Advanced Field Internship Application,
Process, Policies and Information*

SW 750 / 755 Courses for Academic Year 2020-2021

*This field information packet is for MSW Advanced Standing Program Students who have been accepted for fall 2020 and will be enrolled in the MSW II SW 750 or SW 755 Courses for the 2020 - 2021 Academic Year only.

For additional information, please refer to the SDSU School of Social Work Web Site Field Education FAQ at http://socialwork.sdsu.edu/field/student-resources/faq/

Field Application will be due in IPT approximately one week after the ASP Orientation Meeting.

Internship choices will be discussed at ASP Orientation Meeting held on the following date: Friday, April 10, 2020 (Please check your email regularly for an announcement of the date/time/location). The finalized list of internship agencies will be available at the ASP Orientation Meeting. The field application with internship selections is due approximately one week after the ASP Orientation Meeting. You may research possible internship agencies as soon as you get access to your Internship Placement Tracking (IPT) account. Please be aware that not all agencies will have advanced year internship openings for ASP students in fall 2020, but the list provides a starting point for your agency selections. If you cannot attend the ASP Orientation Meeting, Field Faculty may be available to consult with you by phone or email to help you make your final selections.

Please note, failure to fully complete and return the Field Application on IPT by the deadline (Wednesday, April 15, 2020), will result in the student not being eligible for the Advanced Field Internship Courses for 2020-2021.

Field applications will be completed on your IPT account. To facilitate the setting up of your IPT account you must complete your IPT Face Sheet, along with your MSW Program Verification form.

MSW Advanced Standing Program - MSW II Advanced Year Field Internship – Application Policies and Process

For the 2020-2021 Academic Year

In accordance with SDSU School of Social Work policies and procedures, the following information outlines the MSW II Advanced Field Internship Placement Process required for the SW 750 and SW 755 courses.
1. SW 750 / 755 Course Eligibility

In order for the student to be eligible for the SW 750/755 Advanced Field Internship course, they must be in accordance with the School policies and field placement process procedures, pass the interview, and be confirmed by the agency. The student must also pass any additional screening criteria set by the agency.*

Students eligible for the SW 750/755 Advanced Field Internship course must have passed the ASP Bridge courses in summer 2020 and have passed the final Bridge courses’ examinations.

Students will be required to enroll in the co-requisite practice courses for SW 750/755, such as SW 744, SW 739, or SW 740, SW745. Students should be aware of the fact that the SW 750/755 courses are year-long courses and must be completed during this academic year.

*Please be aware that there are usually fees associated with agency screenings such as Live Scan (background check), physical/health examinations, drug screenings, immunizations, etc. The cost of these screenings and other requirements set forth by the agency will be paid for by the student. The School is not responsible for this cost.

2. MSW Advanced Standing Orientation & Field Placement Planning Meeting

Date: Friday, April 10, 2020

3. ASP Application Materials

A. ASP MSW II Incoming Student Memo

B. ASP School Placement Policies for MSW II, SW 750/755 Courses and Course FAQs

C. ASP MSW II – SW 750 and SW 755 Agency Lists (provided at ASP Orientation Meeting in April. Students can research agencies on IPT but should be aware that not all agencies will be available for fall 2020)

Students are required to complete the MSW II (SW 750/755) IPT Face Sheet for Incoming Advanced Standing Students through AdobeSign so that the field education department is able to create a unique IPT account for each student.

ASP MSW II Advanced Field Application must be completed in IPT by April 15, 2020, approximately one week after the ASP Orientation Meeting.

Please note, the Field Application form is the ONLY means by which the Field Faculty Placement Committee can identify your needs in regard to placement.

Field agencies may request a copy of your resume, your BASW/BSW field internship evaluations and/or professional references. Student should be prepared to take a copy of their resume to the interview.

Consult with the Director of Field Education by email amanda.lee@sdsu.edu or by phone at 619-594-5144 before making your internship selections. The Director
of Field Education and the Field Faculty team will be available at the ASP Orientation Meeting for consultation.

4. Selection Process

There are several means available to assist you in selecting your advanced field internship that will best meet your needs in continuing your social work education.

a. Attending the MSW – ASP Orientation and Field Placement Planning Meeting
b. Reviewing the Agency List (provided at the ASP Orientation)
c. Review agency descriptions on IPT
d. Consultation with Field Faculty

Please note, as a future advanced field internship student, you have more input afforded to you in selecting an agency, program, type of setting and population group. The Field Faculty provides their expertise, consults, and facilitates the MSW II - SW 750 / 755 Advanced Field Placement Process.

The student’s designated selections do not necessarily guarantee placement in those agencies. Some agencies are highly competitive and may not be available for every student who chooses them; however the SDSU SSW makes every effort to provide the student with their selection. Once you have completed your application on IPT, selections usually cannot be changed.

5. Agency List

Students are required to declare a “Method/Concentration” in Direct Practice or Administration/Community Development. Please review the Agency List that will be provided to students at the ASP Orientation Meeting in April.

Please note, due to fluctuations in community field agency resources, available internship slots may vary on a daily basis. The School cannot guarantee which advanced field internship sites will be available at a given time.

6. Consultation with Faculty

Field Faculty are available during their scheduled office hours to assist you in determining the best suited advanced field internship placement to meet your needs.

If you are choosing the Administration/Community Development (SW 755 Course), students are strongly encouraged to consult with Jennifer Cosio, Thomas Packard, Lianne Urada or Marci Siegel before finalizing your advanced field internship application.

7. Specialized Programs

In the MSW Advanced ASP Program, students may not be eligible to participate in all of the School’s specialized programs, e.g. Title IV-E Child Welfare, Integrated Behavioral Health (IBH) stipend, Geriatric stipend, etc. as the stipend slots have most likely been filled by this time. ASP students
cannot participate in the PPS Credential. ASP students are not eligible to utilize their employment site for their advanced year internship.

Reasonable Academic Accommodation(s):

Reminder - When a student is requesting accommodations for their internship, the student is required to immediately consult with the SDSU Student Ability Success Center (SASC) for evaluation, verification and/or assistance in accommodations being requested. In order to assist the student in their internship confirmation, written accommodations from SDSU SASC must be submitted to the Director of Field Education by the student as soon as possible and before internship interviews are completed. The student will be requested to sign a release of information form so that the School can consult with the SDSU SDS and the field instructor regarding the academic accommodations being made. Please contact SDSU SASC immediately at 619.594.6473, http://www.sa.sdsu.edu/sds/, Calpulli Center, Suite 3101. Please note that the Graduate Advisor is available to expedite a student’s referral to SDSU SASC.

Misdemeanor and/or Felony Conviction(s):

Field placements must be planned in accordance with State and Federal laws and with consideration of field internship agency policies, including the best interests of consumers. 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, misdemeanor and/or felony conviction(s) may encounter barriers in the field internship placement process. Review and complete the Felony/Misdemeanor Conviction(s) section on the Field Application. Students who fail to inform the Director of Field Education may be administratively ineligible from the field internship course and dismissed from the MSW program.

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. 1999, 2008, 2017). As a social work student, it is considered to be a conflict of interest to engage in a field internship at an agency where you and/or a family member have been a CLIENT and/or an EMPLOYEE. Thus, social work students may not be placed in an agency where they or a family member have worked, gone to school, or received services such as medical care, mental health services, employment assistance or child welfare services. Since the School of Social Work does not ask nor obtain such information, it is the responsibility of the social work student to inform the Director of Field Education of a potential conflict of interest AND to decline a placement in which there is a conflict of interest.
Students who interview and accept field placement in an agency where they have a conflict of interest may be delayed or ineligible to enroll in the field internship course, receive a grade of No Credit for the field course, and/or administratively dropped from the field internship program due to violations of the NASW Code of Ethics.

Due to the NASW Code of Ethics (rev. 1999, 2008, 2017) being accepted as part of the School’s academic standards, students who knowingly or unknowingly violate any part of the ethical code may be dismissed from the program without further qualification regardless of coursework, research, or other academic achievement.

9. Interview Referral Process

After the applications have been completed on IPT, the Director of Field Education and Field Faculty Placement Committee review the applications and begin making referrals to the field internship agency.

The Field Faculty will make every effort to provide the student with their first choice agency. However, if for some reason your first choice agency is not a viable option, e.g. the agency does not accept you after reviewing your application and/or the interview, the field faculty will move on to the next choice on your list which still has an opening.

It is possible that the #2 or #3 choices on your list may be another student’s first choice and you may in effect be “locked out” of that choice, in which case the School will offer you an agency which we think will best meet your curriculum and preference goals.

For example, if you have chosen a children’s counseling setting and your first choice is not achievable and the other 2 choices are no longer available, the field faculty will discuss with you other agency options where you are able to counsel and work with children. In addition, if your 1st choice agency does not seem to fit with your expressed goals and interests, we will discuss this with you before assigning you to that agency.

In NO case will the Field Faculty make an arbitrary assignment; we make every effort to match you with the agencies and experiences you are requesting. Our goal is to facilitate the student’s placement process and have you obtain the field education experience you wish.

Please do not contact any agency on your own without a direct referral from the Field Faculty.

Interview Referral Process (Continued)

Contacting agencies on your own will result in your ineligibility for the MSW II - SW 750 or SW 755 Advanced Field Internship courses for 2020-2021.

a) When an agency is interested and agrees to interview the student, a referral to the student will be made by the Field Faculty Placement Committee usually through email. All agencies must review the student’s application as part of the agreed-upon School policy and field placement
Some agencies “screen out” students on the basis of their application and may not select them for an interview. The student then becomes ineligible to interview at this agency.

b) The student will be responsible for calling and arranging an interview with the agency contact person immediately. Delay in contacting the prospective field agency immediately could result in a loss of opportunity and an interview. Long delays in setting up an interview could result in the agency filling up their internship slots before you had a chance to interview.

Please be as flexible as possible in being available for an interview. Agency professionals tend to have a tight schedule.

c) For the interview, field placement agency representatives will expect to review a copy of your resume and may ask for your BASW/BSW field internship evaluations, and/or professional references.

A resume should be a brief summary of your work experiences (paid and unpaid), education, training, and internship experiences. It should also highlight what you bring to an internship in terms or skills, achievements, experience and knowledge.

If there are a larger number of students applying for a particular agency or program than there are available slots in that agency or program, the School cannot guarantee an interview or placement in that agency or program. Similarly, if there are limited stipends available, they will be decided upon by the agency; please note that this is not the School’s decision.

As part of the interview process and in order to be confirmed at the MSW II SW 750/755 Advanced Field Internship, agencies may request additional screenings, such as a drug screening, health examination, verification of immunizations, TB test, security evaluations, fingerprinting, validation of your driver's license by the DMV; etc. In addition, agencies may require random drug screening at any time during the academic year.

Please be aware that there are usually fees for these screenings. The fees will be paid by the student. The School is not responsible for this cost.

Semester schedules should be discussed during the interview. Students are expected to defer vacations so they do not have absences when school is in session. Students are expected to be in their Advanced Field Internship for the entire academic year; from the first week of school at the end of August until classes end in mid-December for the fall semester and then in mid-January until mid-May for the spring semester. When arranging the internship schedule with the agency, the student and the agency must follow School policy, which states that an intern’s schedule in the field is the responsibility of the student and the agency, and within the University’s semester time periods.
Priority in scheduling is given, in order, to: 1) classes, including field seminars; 2) field internships; and 3) student’s other responsibilities. Field instructors may not waive School policy. If the agency has specific scheduling requirements, the student may register for classes that do not conflict with the field. The student CANNOT ask the agency to arrange the internship around the student’s other responsibilities, such as employment or childcare.

Winter break should also be discussed at the interview. Most agencies expect students to continue in the agency through part of winter break, in order to ensure continuity of care for clients. Students should be allowed to take at least two consecutive weeks of vacation during the winter break. The scheduling of this should be discussed at the interview.

**10. Internship Placement Confirmation**

**MSW II - Advanced Field Seminar Assignments**

By July of each year, students are notified of their assigned field seminars by email. Since the assignments are agency-driven and determined by School–Agency relationships, University course scheduling, room availability, etc. the student will not be allowed to change seminar assignments. Seminar content and information will be included in the Course Syllabus.

If you are accepted by the agency, you will be notified by the Field Faculty by email.

If the School has not notified you of acceptance, the placement is not yet confirmed. If you are not accepted, the Field Faculty will attempt to find you another placement and you will interview with another agency and follow the above process again. Your advanced field placement should be finalized by mid-June.

Please ensure the Field Faculty know how to contact you during the summer.

**After you have received confirmation** from the Field Faculty Placement Committee by phone or email, call the agency contact person to confirm your start date and to complete any onboarding tasks that are required by the agency. It is also a good idea to give the agency your summer contact details so they can keep you informed of any changes made prior to your return to campus in the fall.

Once a placement is confirmed, changes CANNOT be made unless there are emergent issues that cannot be resolved, and all efforts to resolve them have been exhausted. Changes are made only through the Field Education Department and are not made once the fall semester begins.

Please note, a student is not considered confirmed until they pass all of the required screenings requested by the agency.

If the student fails these screenings, the Field Faculty will review the student’s circumstances. Possible outcomes may include and result in the student being placed in another agency, becoming ineligible for field internship at this time, or being delayed in field placement for an entire academic year.

**11. Additional Policies**
Any information contained in the field application and/or any pertinent information relating to your professional student role shall be discussed between SDSU Faculty and approved Field Internship agencies and their representatives. Your signature on the Student Agreement confirms that you are aware of this. This policy is in accord with School and CSWE standards.

Since the prerequisite for the SW 750-755 courses are adhering to School policies, passing the interview process, and receiving final confirmation for internship at a specified agency; the future SW 750-755 student must complete all of the above to be eligible for enrollment in this course. The student may become ineligible after one or two advanced field internship interviews.

Students who do not pass their interview (other than for competitive reasons) and the agencies have documented the interview process and have contacted the School, may not be eligible for the SW 750/755 Advanced Field Internship course. The Field Faculty will contact the student immediately if this situation arises. A student may be immediately removed from the advanced placement process due to unprofessional behavior, non-adherence to the NASW Code of Ethics, SDSU policies, academic standards, etc. Please refer to the Student Agreement included in the field application.

Q: What do the advanced field internship courses consist of?

A: SW 750 and 755 are ADVANCED SPECIALIZED direct and administration field internship courses.

SW 750 / 755 require 20 hours per week in the field, for a total of 300 hours each semester.

SW 750/755 begin the 20-hour internship week the first week of classes.

SW 750 has more in-depth, comprehensive assignments, requirements, and seminars. Students are responsible for advanced individual and family theoretical frameworks, differential diagnosis, etc. Students will review course calendar(s) and requirements for the academic year.

SW 755 provides administrative projects including management audits, strategic planning, community development, and comprehensive assignments, requirements, and seminars. Students will review course calendar(s) and requirements for the academic year.

SW 750/755 seminars will meet every other week throughout the academic year.