February 2020

MEMORANDUM

To: Incoming MSW Graduate Students Entering Fall 2020

From: Amanda Lee, LCSW
       Director of Field Education

Re: MSW I Foundation Year Field Internship Application Materials, Field Placement Policies and Procedures, Timeline and Steps Involved

Congratulations on your acceptance to the SDSU School of Social Work Graduate Program! If you are entering the MSW Graduate Program at full-time status, you are now ready to begin the Graduate Field Internship Practicum Course(s) for 2020-2021.

For 3-Year and 4-Year MSW Students:
If you are entering with 3-year or 4-year MSW part-time or dual MSW-MPH/MSW-JD program status, it is highly recommended that you review the MSW I (SW 650) Explanation of Policies and Field Application Process and the FAQs, located on the Field Education website, so you can begin to familiarize yourself with the Field Education Curriculum and to assist you in planning for your first (foundation) year of field internship in fall 2022. If you are a 3-year or 4-year MSW student part-time OR dual MSW-MPH/MSW-JD student, do not complete the Field Application form yet, as you will not be entering the first (foundation) year of field internship SW 650 until fall 2022. In the spring 2021, 3-year and 4-year part-time MSW and dual MSW-MPH/MSW-JD program students will begin their placement planning process. There will be a mandatory placement planning meeting in February 2021.

For 2-Year Incoming MSW Students enrolling in SW 650 in fall 2020:
Welcome to the MSW I Foundation Year - SW 650 Field Internship Course. The MSW I Foundation Year Placement Process begins as soon as you receive your Letter of Acceptance. You are required to immediately review the following MSW I - SW 650 Documents and Forms from http://socialwork.sdsu.edu/field/student-forms/:

- MSW I (SW 650) Explanation of Policies and Field Application Process
- MSW I (SW 650) IPT Face Sheet for Incoming 2-year full-time students
  - The IPT Face Sheet form will also be sent to you electronically by Admissions via AdobeSign with your acceptance email.

Please also review the IPT (Internship Placement Tracking) tutorial found at http://socialwork.sdsu.edu/field/student-resources/ipt-tutorial/. You must complete your SW 650 Field Application form on your IPT account. Information about your IPT account and
instructions for completing the Field Application form will be emailed to you after your IPT Face Sheet is received and processed.

These materials will outline the School’s policies and procedures and outline the steps a student must follow in order to be confirmed for a field internship in fall 2020. Field internship agencies may also require additional steps to be confirmed and to maintain eligibility, such as background and health screenings, so it is important for students to follow through on all the steps in the process. If you have questions about the field placement process or IPT at any time, please reach out to Maria McClean, Administrative Assistant, at swfield@sdsu.edu.

The field placement process is intricate and detailed, so please give careful attention to all the procedures, instructions and due dates. Check your email regularly to make sure you have not missed any communications from the School of Social Work or your field internship agency. Please make sure admissions and the Field Education Department have your most current email.

We look forward to seeing and meeting all of you at the mandatory SW 650 - Field Practicum Orientation Meeting, to be held in August 2020, date to be determined. This meeting will take place in the afternoon, after the general MSW orientation meeting held in the morning.

Good luck in completing your field application materials and welcome to the field placement process! Thank you for your time and attention.