These MSW I Foundation Year Field Information & Application Materials are only for:

2-Year MSW program students who are entering the MSW program in fall 2020 who will enroll in the MSW I Foundation Year - SW 650 Field Internship Course for the 2020-2021 Academic Year.

AND

3-Year or 4-Year MSW Program Students and Students in dual programs such as MSW-MPH and MSW-JD who entered the MSW Program in fall 2019 and who will enroll in the MSW I Foundation Year SW 650 Field Internship Course for the 2020-2021 Academic Year.

For additional information, please refer to the Field Education Website FAQs at: http://socialwork.sdsu.edu/field/student-resources/faq/

MSW I Foundation Year Field Application Due Dates:

For incoming 2-Year MSW students who will enroll in the MSW program in fall 2020:

Submit completed MSW I (SW 650) IPT Face Sheet for Incoming 2-year full-time students at the same time as your “MSW Program Verification Form”. Both forms are due within one week from the date of the acceptance letter. Complete both forms via AdobeSign.

Note: Failure to return the MSW I (SW 650) IPT Face Sheet for Incoming 2 year full-time students by the deadline will result in the student not being eligible for the Foundation Year - SW 650 course for 2020-2021.

Once your verification form and IPT Face Sheet have been received and processed, you will receive instructions via email regarding completing your SW 650 Field Application form online in IPT (Internship Placement Tracking). You will receive information about setting up your IPT account and instructions on how to fill in your SW 650 Field Application form. More information about IPT can be found at http://socialwork.sdsu.edu/field/student-resources/ipt-tutorial/

For 3-Year and 4-Year program students and dual-program (MSW-MPH and MSW-JD) students enrolled in the MSW program as of fall 2019:

A Placement Planning Meeting will take place on Thursday, February 13, 2020 from 2:00 p.m. to 4:00 p.m. (Location: TBD). Students must complete the MSW I (SW 650) IPT Face Sheet for 3-year or 4-year
part-time students entering their 1st (Foundation) year of field internship and turn it in by February 13, 2020, at the Placement Planning Meeting or to the School of Social Work office in Hepner Hall 119 by 4:30 p.m.

The IPT Face Sheet form can be downloaded from http://socialwork.sdsu.edu/field/student-forms/ under the section entitled, “Information for CURRENT 3-Year or 4-Year MSW Students and Dual-Program (MSW-MPH, MSW-JD) Students Entering 1st (Foundation) Year of Field Placement”.

Students will receive information and instructions about their IPT account and how to complete the SW 650 Field Application form via email after their IPT Face Sheet is received and processed by the field education department.

For the 2020-2021 Academic Year

In accordance with SDSU School of Social Work policies and procedures, the following information outlines the MSW I Field Placement Process required to be eligible and to be able to register for the SW 650 course.

1. Foundation Year Application Materials

   MSW I – Foundation Year Field Application Materials include:
   - School Policies for MSW I, SW 650 Course – Foundation Year Placement Process
   - MSW I Field Internship – SW 650 IPT Application Face Sheet
     - Available at: http://socialwork.sdsu.edu/field/student-forms/
   - MSW I Foundation Year – SW 650 Course FAQ’s

   Students are required to hand in the IPT Face Sheet by the required due date, indicating their intention to begin field internship in fall 2020. The IPT Face Sheet will be used to create a student’s IPT account.

   MSW I SW 650 Foundation Year IPT Face Sheet for MSW Incoming 2 Year Students – is due along with your verification form within one week from the date on the School’s Letter of Acceptance. Complete both forms electronically via AdobeSign. Refer to the date listed in your acceptance letter.

   When your verification form and IPT Face Sheet are received by the School of Social Work and field education department – you will receive an email providing you with instructions about your IPT (Internship Placement Tracking) account. The email will provide you with information on how to login and complete your Field Application form online. For more information about IPT please review the tutorial at http://socialwork.sdsu.edu/field/student-resources/ipt-tutorial/

   Please review the Field Education Website’s FAQs: http://socialwork.sdsu.edu/field/student-resources/faq/

2. Field Application Additional Important Information
Field Placement Notes & Additional Information:

- **Transportation** – Students can expect an average driving time of **up to one hour** between their residence and field internship site. Due to traffic and distances, commuting to placements will involve a considerable amount of time. Also, many placements require travel during the field internship days. Since San Diego’s public transportation is not always reliable and timely, it is important that you provide yourself with a dependable car. Also, students shall be expected to show proof of automobile insurance as required by law and a valid California Driver’s License upon request by the field internship site. In accordance with University policy, students are not authorized and cannot transport clients at their field internship in their personal car. They may transport clients in the agency’s vehicle if they meet the agency’s insurance criteria.

**Circumstances Regarding Background** Clearances – Felony and misdemeanor convictions depending on the severity, duration, time frame, type, restitution, etc. may lead to an academic year delay in the field internship course, student’s declaration for liability insurance, immediate field internship ineligibility, and/or disqualification from the MSW Program. Each case is reviewed in relationship to the School’s policies, curriculum requirements, laws, ethics and values directing standards in the social work profession. Students should note that most of the School’s placement agencies require fingerprinting, criminal, health, drug testing clearances, etc. At any time, either during the placement process or when enrolled in the SW 650 course, if a student fails the required agency background check(s), the above consequences will take effect. The School of Social Work cannot guarantee an internship placement if a student has criminal background issues, as agency policies are beyond SDSU School of Social Work’s control.

**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, revised in 2017). As a social work student, it is considered to be a conflict of interest to engage in a field internship in an agency where you and/or a family member have been a CLIENT and/or an EMPLOYEE in the recent past. 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 a 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 internship course, and/or administratively dropped from the field program due to violations of the NASW Code of Ethics.

Due to the NASW Code of Ethics (revised in 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.

- **Academic Accommodations**
  When a student is requesting accommodations for their internship, the student is required to automatically consult with the SDSU **Student Ability Success Center** for evaluation, verification and/or assistance in accommodations being requested. In order to assist the student in their practicum confirmation, written accommodations from the SDSU Student Ability Success Center must be submitted to the Director of Field Education by the student before internship interviews are completed. The student will be requested to sign release of information forms so that the School can consult with the SDSU Student Ability Success Center and the field instructor regarding the academic accommodations being made.

Please contact the SDSU **Student Ability Success Center** at (619) 594 – 6473 or visit the website at [http://go.sdsu.edu/student_affairs/sds/](http://go.sdsu.edu/student_affairs/sds/) or office location at the Calpulli Center, Suite 3101 (third floor), Monday – Friday, 8:00 a.m. – 4:30 p.m. Please note that the Graduate Advisor is available to expedite a graduate student’s referral to the SDSU Student Ability Success Center. The School will make every reasonable effort to meet accommodations being requested. However, due to limited resources that may be available to meet the accommodations, the student’s field experience may be delayed at least one year.

After the student’s completed MSW I Field Application is processed, the Director of Field Education and Field Faculty Placement Committee will review the student’s application. The Faculty Placement Committee makes every effort to assign the student a field internship placement, giving consideration to the following:

a. Student’s prior field experience;
b. Professional interests;
c. Future goals and objectives;
d. Student’s individual needs;
e. Placements to challenge and expand student’s field education needs;
f. Geographic preferences; and
g. Academic accommodations requested, listed, and evaluated and provided by SDSU Student Ability Success Center.

- **3. Field Application**
  Additional Important Information

  Please note that the purpose of the foundation year placement is to provide the student with an educational experience, which differs from, not duplicates your prior experience. The **MSW I Foundation Year internship encompasses a Generalist Intervention Practice Model, which includes micro, mezzo, and macro level experiences throughout the academic year.** Also, the MSW I Foundation Year SW 650 Course includes Field Seminars, which emphasizes practice skills application, growth, and development via vignette exercises, scenarios, assignments, role plays, etc. throughout the year.

- **4. Specialized Programs**
  a. **Title IV-E Child Welfare Students**
Students in this stipend program are required to consult with the Title IV-E Project and Field Coordinator or Title IV-E Field Faculty to discuss Title IV-E field requirements and responsibilities.

b. MSW/MPH Dual Program Students

Consult with Director of Field Education for MSW/MPH field responsibilities and requirements. Students will be placed in a health setting.

c. MSW/JD Joint Program Students

Consult with the Director of Field Education for MSW/JD field responsibilities and requirements. MSW/JD students will be placed in a generalist social work setting for their foundation year.

5. Student Requesting Employment Site for Internship

If a student is employed at an SDSU approved field internship agency and the agency offers to pay for the student’s internship hours, the student may request to utilize their employment site for the SW 650 course.

Please refer to the form entitled, “MSW I or II (SW 650/SW 750/SW 755) Application Form for Internship at Employment Site” at the following website: http://socialwork.sdsu.edu/field/student-forms/

Use of employment for field internship must agree with the School’s policies and procedures and must be pre-approved by the Director of Field Education. If there is a possibility of the student requesting to use the employment site as their field internship, then make sure to indicate this on your Field Application form. You are still required to complete your MSW I – SW 650 Field Practicum Application materials by the due date.

Please review the additional field application paperwork required to have your employment site considered for your internship site. If you have questions, please make an appointment with the Director of Field Education.

Title IV-E students and HHSA-Child Welfare Service students requesting to use their employment site for internship must consult in March with the Title IV-E Field Coordinator or the Title IV-E Field Faculty.

“MSW I or II (SW 650/SW 750/SW 755) Application Form for Internship at Employment Site” is due by Friday, March 6, 2020.

Using Employment as Internship site application form is available in “Student Forms” at the Field Education website http://socialwork.sdsu.edu/field/student-forms/

Failure to return the Application Form for Internship at Employment Site by the required due date shall result in loss of utilizing employment site for internship for the SW 650 course for the following academic year.
This additional paperwork must be completed before placement consideration will occur and will thus be reviewed, approved and confirmed. Please be aware that completing the Application Form for Internship at Employment Site does not guarantee approval of the site for internship by the Director of Field Education.

After the applications have been submitted, the Field Faculty Placement Committee will review the applications and begin contacting the field placement agencies.

a) **When an agency** agrees to interview the student, the Field Education Placement Faculty will make a referral to the student, either by phone contact and/or email.

b) The student is responsible for calling or emailing and arranging a face-to-face interview with the agency contact person immediately. Delay in contacting the prospective field internship site immediately may result in the loss of the opportunity and interview. Long delays in setting up an interview could result in the agency filling their internship slots before the student has had a chance to interview. The student must be flexible in being available for an interview.

c) **For the interview,** the agency representative will expect to review the student’s resume and may ask for references. Students must be prepared to email their resume to the agency contact ahead of the interview.

d) **At the interview,** students are expected to present themselves in a professional manner (presence, manner, tone, appearance, etc.). Students will be interviewing for a "professional educational internship" and must treat the interview like a job interview.

e) A student’s resume should be a brief summary of their work experience (paid and unpaid), education, training and any prior internship experiences. Students should consider utilizing the Career Services Center on campus.

As part of the interview process and in order to be confirmed for the SW 650 Field Internship course, most agencies require additional screenings, such as: drug screenings, health examinations, immunizations verified, TB test, background check, fingerprinting, DMV validation of your driver’s license, etc.

The student interviewing in an unprofessional, unethical manner can be denied an internship placement and can become ineligible for the field internship course. The student stating, “I am not interested in this particular agency and/or population” during the interview process can be considered inappropriate behavior and will not receive another referral for placement. The Field Education Faculty will review the circumstances concerning the student’s professionalism demonstrated during the interview.

In accordance with School policy, **DO NOT** initiate any contact with any agency on your own without a direct referral from the Field Education Faculty. Contacting an agency on your own will delay or terminate you from the field internship course.

**A student is not considered confirmed in their internship until they pass all of the required tests requested by the agency.** If the student fails these tests, the Field Education Faculty will review the student’s circumstances. The outcome may result in the student being placed in a new agency or becoming ineligible for field internship at this time, and thus delay placement for an entire academic year, and/or the student being
ineligible for their field internship at all. Please note in rare circumstances, a few students already enrolled in the SW 650 course during the academic year may still be waiting for final confirmation of the agency’s required additional screenings, such as: security checks, drug evaluations, etc. If the student fails these screens during the year, the School will review the student’s eligibility for the field internship course, the student may be considered ineligible, be delayed for an entire year in the field internship course and/or be considered permanently ineligible for the course.

**Semester Schedules** should be discussed during the interview. Students are expected to defer vacations so that they are not absent when school is in session. **Students are expected to be in their Field Internship Placements and Field Seminars, from the first week of school until classes end in December for the fall semester.** When arranging the internship schedule with the agency, the student and the agency shall be in accordance with School policies, and that an intern’s schedule in the Field is the responsibility of the student and the agency.

**Winter break** should also be discussed at the interview. Many agencies expect students to continue in the agency through part of winter break in order to ensure continuity of care for clients and consistency of service delivery. For future professional planning, the scheduling of this should be discussed at the time of interview. The School’s policy is that students must be given at least 2 consecutive weeks off during winter break. Winter break expectations should be discussed at the interview.

**Priority for SSW course scheduling is given, in order, to 1) classes, including field seminars, 2) field internships, and 3) students’ 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 should not request the agency to arrange the internship around the student’s other responsibilities, such as employment or childcare.

By July of each year, students are notified of their assigned field seminar via 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 their field seminar assignment. Seminar unit content and information will be included in the Course Syllabus.

**Students Living Outside of San Diego County:**

In accordance with School policies and procedures, **field internship sites are located within the San Diego and Imperial County areas only.** It is the student’s responsibility to abide by the timelines for field course interviews and confirmation of the field internship site. **If you are on vacation or traveling, ensure that Field Faculty can communicate with you. Please be aware that parents and friends may be helpful, but they are NOT responsible for your interview confirmation and adult learning.**
If you are accepted by the agency, you will be notified by the Field Faculty Placement Committee, via email.

**If the School has not notified you of acceptance, the placement is not yet confirmed, even if the agency states that you have been accepted.**

If you are not accepted, Field Faculty will alert you to the procedures, e.g. Field Faculty may refer you for a second interview with another agency, and you will follow the above process once again, or the School will begin procedures to terminate you from the field internship process, and thus the course. Please refer to the “Field Placement Process Policy” in the Field Education Manual located on the Field Education website for further details. [https://socialwork.sdsu.edu/field/student-resources/field-manual/](https://socialwork.sdsu.edu/field/student-resources/field-manual/)

Your placement should be finalized by June or July; if not, please be sure the Field Faculty knows how to contact you during the summer.

As soon as you have received an acceptance by an internship site via email from Field Faculty, the student is required to call the agency contact person to confirm your start date for the first week of classes in the fall semester and to take care of any onboarding procedures as soon as possible to prevent a delayed start. It is advisable to give the agency a way to contact you during the summer. Please provide the agency your address, phone number and email so that 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 which cannot be resolved, and all efforts to resolve them have been exhausted. Changes are made **only** by the Field Faculty and are not made once the fall semester begins.

For the student to be eligible for the SW 650 field internship course, they must follow the School policies and field placement procedures, pass the interview and be confirmed by the agency, including all additional screening criteria.

- **A student is not considered confirmed until they pass the required screenings requested by the agency.** If the student fails these screenings, the Field Faculty will review the student’s circumstances. Depending on the time frame and the student’s demonstrated professionalism, the outcome may 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.

- **If you are a student who previously withdrew from a MSW I Foundation Year - SW 650 Course placement after it had been confirmed or after the placement had begun, DO NOT expect that you will be placed at that practicum site again.**

- **Any information contained in the field internship application and/or any pertinent information relating to your professional student role shall be discussed between**
SDSU Field 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.

- **Students who do not pass their interview** and the agencies have documented the interview process and contact the School, may not be eligible for the SW 650 Field Internship course. The Field Faculty will contact the student immediately if this situation arises. Depending on the student’s professional behavior and adherence to the NASW Code of Ethics, the student may become ineligible for this field course after one interview only. **Students may automatically become ineligible for this course after two unsuccessful placement interviews.** The Field Faculty will contact the student regarding their field placement status and course eligibility.

**SW 650 Course Prerequisite:**

Since the prerequisite for the SW 650 course is adhering to School policies, passing the interview process and receiving final confirmation for internship at a specified agency; the future SW 650 student must complete all the above to be eligible for enrollment in this course. The student may become ineligible after one or two field practicum interviews.

The Director of Field Education will make the final determination if the student shall be eligible for their second interview, based on professional ethics and performance required in the course. Student ineligibility can delay field placement until the following academic year and/or disqualify the student for the field internship course. In the latter case, the student will be referred to the Graduate Advisor and Student Affairs Committee for immediate review.

All Students entering the SW 650 course in the fall semester should read the SSW Field Education FAQ’s located on the School’s website: [http://socialwork.sdsu.edu/field/student-resources/faq/](http://socialwork.sdsu.edu/field/student-resources/faq/)

**Q: How many hours will I be in the MSW I Field Internship Course?**

**A:** The Student will perform 10 hours for the first two weeks, and then averaging approximately 16 hours per week in the agency for the remainder of the semester for a total of **210** agency hours for fall semester and **240** agency hours for spring semester for the academic year. These hours do **not** include the course field seminars.

**Q: Are there particular hours I must be at my internship?**

**A:** 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 days and times may be available,** but note there are no practicum placements that only meet at night or on the weekends. These hours are provided only when appropriate professional supervision is available at the agency. The details of which hours you are at the agency will be determined by the agency and discussed with you.
Q: Will I be able to arrange my schedule to have a job, or be home with my children, or do other things?

A: Most students have difficulty combining the Field Internship course with other major commitments. Students are expected to be in the field internship during regular business hours for the entire academic year. The field internship schedule should be discussed during the interview. 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 course is the responsibility of the agency, along with the student’s input. Priority in scheduling is given, in order, to:

1) Social Work Classes, including Field Seminars
2) Field Internship (which is also part of a course)
3) Student’s other responsibilities

Field instructors have no authority to waive school policy. If the agency has specific scheduling requirements, the student can register for classes that do not conflict with the field course. The student cannot ask the agency to arrange the internship around the student’s other responsibilities, such as a job or childcare. Students are expected to defer family vacations so they do not cause absence when school is in session.

Q: Are the Field Seminars required as part of the course?

A: Yes. There is a mandatory Field Orientation Seminar scheduled on the week before classes begin. You are also required to attend weekly and bi-monthly field seminars throughout the academic year as part of the field course. Please refer to detailed course syllabus when the semester begins.

Q: When does the Field Internship Course begin?

A: MSW I Foundation Year course begins the week before class with the mandatory Field Orientation Seminar, usually in the last week of August and then continues the first week classes begin. Note that some agencies may require that you complete training and orientation in the summer prior to starting your internship. Please clarify these requirements with the agency during the time of your interview.

Q: Will I have to be in the Field Internship over Winter Break?

A: Many agencies (particularly in the 2nd advanced year) request that students volunteer during the winter break as a volunteer, not as an intern, for purposes of continuity of client care. You will want to establish what is expected of you by the agency during this break time.

Note: Hours put in at your agency during any time out of regular semester dates, e.g. finals week, winter break and spring break do not count toward field experience hours unless they are pre-approved in writing by the Director of Field Education along with the Field Education
Faculty as make-up hours for an Incomplete Grade for Field (in rare emergency situations only).

Q: Since SDSU, School of Social Work operates on the concurrent model, are there other courses I must take with my field internship course?

A: Yes. The MSW I Field Course must be taken concurrently with the specified generalist practice classes (SW 630, SW 631 and SW 632.) Please refer to Graduate Catalog, SDSU Class Schedule, Field Education Manual and SW Graduate Student Handbook for further details.

Q: How many units of credit do I receive for MSW I - SW 650 and what is the grading policy?

A: You will receive 3 units for fall semester and 4 units for spring semester. Your internship hours throughout the academic year MUST be completed during the University semester time periods. Students not completing the required number of hours, the required field curriculum responsibilities, the field seminars and expectations in the required time frame will receive a grade of “No Credit”. The MSW I Foundation Year - SW 650 course is considered a year-long course.

For further information or questions, please feel free to contact the Foundation Year Field Education Placement Faculty who will be consulting with you during your field placement process. For general information, please contact the Social Work Central Office, HH-119, 619-594-6865 or Maria McClean, Field Education Administrative Support Staff at 619-594-5197, swfield@sdsu.edu.