BSW/MSW Field Practicum Orientation

Alma Armendariz, MSW

Marina Gallardo, LMSW
First things First

- You must be accepted into the Social Work program before you can:
  - Register for field practicum or seminar
  - Participate in field practicum and seminar
- BSW students: You need to first be cleared by an advisor to be eligible to participate in your field internship.
About the Practicum

- MSW practicum is **two or four semesters** at 960 hours total (240 hours per semester, which is about 16 hours a week). The number of years required by MSW students for practicum will be based on the student’s degree plan
  - Full-time & Part-time is two years (four semesters totaling 960 hours)
  - Advanced Standing is one year (two semesters totaling 480 hours)

- BSW practicum is a **two semester** 480 hr (240 hr per semester, which is about 16 hours a week) agency based experience during the senior year only.

- The practicum experience will be performed at the **same agency both semesters**. For MSW students, you cannot repeat placement locations the second year, and must interview for a new location. Once you have accepted an agency, changes are restricted and must be approved by the Field Coordinator/Field Supervisor.

- The list of available practicum sites include those approved with a properly executed Affiliation Agreement with the Department of Social Work and UTEP

- A faculty liaison will be assigned to assist the student in planning, implementing, and evaluating the practicum experience.
Preparing for Your Practicum

- After viewing this PowerPoint:

- Students must complete and submit the field practicum application found on the Department of Social Work website by no later than the due date listed on the application
- Send the application and an updated resume to:
  - BSW Practicum Coordinator, Marina Gallardo, LMSW
  - OR
  - MSW Practicum Coordinator, Alma Armendariz, MSW
- Students must attend Field Exchange Day, typically held in February
- Students must schedule and appointment by Doodle Poll to meet with their Practicum Coordinator.
- **Remember you can only interview with an agency that your Practicum Coordinator has approved. YOU CANNOT NEGOTIATE YOUR OWN PRACTICUM.**
Next Steps in Selecting a Practicum Site

Schedule interview with approved placement site/s:
- Dress professionally
- Take a copy of your updated resume
- Be on time
- If you have special requirements regarding hours (i.e. weekends, after school, etc.) please discuss these issues during your interview.
- Agencies will contact field advisors with their selection/s. Students will then be notified by UTEP email of an agency’s decision.
After Practicum is Assigned

- Student and Practicum Coordinator decide on appropriate practicum site together.
- Student will notify any practicum sites where they have interviewed that they have taken a placement and thank them (i.e. phone call or email) for their time.
- After both the student and the agency have agreed on a placement, compliance requirements should be completed immediately.
After both the student and the agency have agreed on a placement, compliance requirements should be completed immediately.

- Contact the College of Health Sciences Clinical Compliance office for assistance and clearance of compliance issues
  - Second floor of the Colleges of Health Science Building (Room 220)
  - http://www.utep.edu/chs/compliance/
  - (915) 747-7421.
- **YOU MAY NOT BEGIN INTERSHIP UNTIL YOU ARE APPROVED BY THE COMPLIANCE OFFICE.**
  - Compliance issues must be completely resolved one month prior to the first day of class. NO EXCEPTIONS so start addressing these immediately!
- If your first round of interviews do not result in a placement, **DO NOT PANIC!** We obtain new placements all the time and every effort will be made to assist in finding a placement.
- Make sure you are registered for the appropriate field/practicum and/or seminar course/s. Registration in the appropriate course ensures professional liability insurance placement (you do not need to pay for liability insurance).

**MOST IMPORTANT-WE MUST MAINTAIN OPEN COMMUNICATIONS.** Please email with any questions. Good Luck on Your Interviews.

Alma Armendariz, MSW  
ararmendariz2@utep.edu  
Marina Gallardo, LMSW  
mcgallardo@utep.edu
After agreement on a practicum site by the Student, Field Instructor (person you report to at your practicum site) and Practicum Coordinator, the student inquires as to:

- Starting date
- Parking
- Attire
- Background check/drug screen
- Immunizations
- Need for CPR
- Other requirements as identified

**Failure to address these issues may delay the start of practicum or**

- If one of these items does not come back desirable, the whole process will need to be re-evaluated. This will delay the start of the students practicum experience.
Beginning Your Practicum

- Student will begin Practicum the first week of class during the fall semester, or whenever it is negotiated with field instructor.
  - Students are not allowed to begin before the semester due to limitations of the UTEP Liability Insurance except under rare circumstances which must be approved by the Field Coordinator first.
- Students in practicum will be enrolled in a Seminar and/or Field Education class where students will receive specific instructions about the requirements and support for their experiences at their Practicum.
The Learning Agreement is your learning contract with yourself, the Department of Social Work, and your Field Instructor.

The Learning Agreement will be discussed in your seminar class as well as with your field liaison and you field instructor.
Each student is responsible for completing a weekly timesheet with:

- Hours completed during the week
- Activities completed (clinical work, meetings, training or conference attendance, etc.)
- CSWE Competencies that the student met from the activities listed

Talk with your Field Coordinator about how and where to submit the time sheet.
Site Visit

- Around midterms during the fall and spring semesters, the Practicum Coordinator will make a site visit to assess learning at the student’s practicum. This on-site meeting will include the student, field instructor, task supervisor (if one exists), and the Practicum Coordinator.
If either the student or Field Instructor should perceive a problem in the practicum, the student, field instructor, and faculty liaison should discuss the issues, and when appropriate, complete and assign an addendum to the learning agreement.
BSW PROGRAM
Marina Gallardo, LMSW
mcgallardo@utep.edu

MSW PROGRAM
Alma Armendariz, MSW
ararmendariz2@utep.edu
Remember to write on your application that you viewed the Online Field Orientation presentation today!

Applications are due December 16, 2017!