



DEPARTMENT OF SOCIAL WORK
COLLEGE OF HEALTH SCIENCES

UTEP BSW/MSW FIELD PRACTICUM ORIENTATION

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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
- 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 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 been 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 software program by no later than the due date listed on the application
- Complete the application and upload an updated resume.
- Students must attend Field Exchange Day, typically held in February
- Students must enter no more than three placement agencies into the software program.
- **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 a 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

- Approval will be provide once the Student and Field Supervisors provide acceptance email to Practicum Coordinator.
- Student will notify any practicum sites not accepted, where they have interviewed, that they have taken a placement elsewhere and thank them (i.e. phone call or email) for their time and opportunity.
- After both the student and the agency have agreed on a placement, compliance requirements should be completed immediately.

After Practicum is Assigned

After both the student and the agency have agreed on a placement, compliance requirements should be completed immediately.

- **YOU MAY NOT BEGIN INTERSHIP UNTIL YOU ARE APPROVED BY THE COMPLIANCE OFFICE AND LIABILITY INSURANCE HAS BEEN ISSUED.**
 - Discuss with your agency the compliance requirements (background check, drug test, immunizations, etc.). 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).
- It is recommended you have health insurance to cover any accidents you may have while at internship.

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

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IMPORTANT!!!

Hospital placements will be contacted by the UTEP Compliance Office and instructed on requirements and form requirements.

Be aware that requirements are stringent and lengthy. This may require out of pocket expenses that can range from \$200 to \$600.

UTEP Department of Social Work may reimburse students depending on availability of funds.

Talk to your coordinator about possible reimbursement.

SAVE ALL YOUR RECIEPTS!!!

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 and internship schedule
- Parking
- Attire
- Background check/drug screen, etc.
- 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 supervisor.
 - 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.

Learning Agreement

- 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 your field supervisor.

Time Sheets

- 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/Field Liaison will make a site visit to assess learning at the student's practicum.
- This on-site meeting will include the student, field and/or task supervisor, and the Practicum Coordinator/Field Liaison.

Challenges

If either the student or field supervisor should perceive a problem in the practicum, the student, field supervisor, and program coordinator/faculty liaison should discuss the issues, and when appropriate, complete and assign an addendum to the learning agreement, if necessary.

BSW PROGRAM

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**Remember to write on your
application that you viewed
the Online Field Orientation
presentation today!**

Applications are due December 16, 2017!