

Field Education Information

Field Education is an essential element of the curriculum where students apply and deepen their knowledge, skills and values through practice. It also offers the opportunity for evaluation of the student's ability to apply social work knowledge, skills and values by an experienced social work professional.

CSUSB has selected a model of Field Education that is not the final phase of formal learning, but rather is ongoing and concurrent with classroom experience. We believe that learning in the field and in the classroom will be enhanced by the opportunity to immediately observe knowledge taught in the classroom and to immediately apply skills mastered in the classroom. Conversely, observations from the field will reinforce theory, knowledge and skills from the classroom setting.

All agencies utilized for field work placement have to meet basic criteria established by the University. This includes the availability for a Field Instructor in the agency, the ability of the agency to provide appropriate learning experiences and activities, the commitment of the agency to social work education, etc. The field instructor is responsible for overseeing the field experience, collaborating with the other agency personnel that may be involved with the student, and assuming that the student is involved in appropriate learning activities.

- Agencies affiliated with the University have been pre-screened and meet specific criteria. Students cannot seek out their own internship.
- Field Instructors have completed a Field Instructor Training, have an MSW degree with a minimum of two years of post MSW experience and have been working at the agency for a minimum of six months. Preceptors may have other educational experience and training, and may be designated to assist the Field Instructor in identifying case assignments, and provide specific day to day guidance to the student. Task supervisors may be agency administrators who have other educational experience and training, and may be designated for administrative oversight.
- MSW Foundation year (1st year) = **minimum** of 16 hours per week; 480 hours for the year.
- MSW Concentration year (2nd year) = **minimum** of 20 hours per week; 600 hours for the year.
- Students must receive a minimum of 1 hour of supervision per week from the MSW Field Instructor.
- Students are expected to be familiar with the Master Field Calendar and be prepared to complete assignments on time and attend events as listed.

- Field work includes an internship, monthly seminar, and field events as listed on the Master Field Calendar.
- Field work is an educationally focused and directed experience. Emphasis is placed on professional development and critical thinking, specifically providing competency based skills from the Learning Plan Agreement to meet the student's individual learning needs.
- Field work assignments and activities need to reflect a full range of social work practice, which can include assessment, treatment planning, short/long term treatment interventions, case management, work with individual and families, group work, interagency collaboration, interdisciplinary treatment team interactions, policy and program development, etc.
- Students are required to attend one- 3 hour monthly seminar which is taught by the assigned Field Liaison, which includes assignments as listed in the course syllabus.
- MSW educationally based Process Recordings are mandatory. Process Recording due dates will be listed on the course syllabus. One reviewed process recording is to be turned into the Field Liaison at monthly seminar.
- Federal and state laws mandate criminal background checks for persons placed in many settings. Any criminal record (infraction, charge, misdemeanor or felony) may make a student ineligible for placement in certain agencies. Students must disclose to the Director of Field Education or designated Field Coordinator any criminal background, even expunged charges, as they will still appear on background checks. Students may be ineligible for placement or terminated from an agency if criminal background information comes to light without prior disclosure. Information disclosed will be used only for the purpose of determining appropriate field options.
- In the event a student is charged with a new offense during the program, the student is required to disclose this information to the Director of Field Education or designated Field Coordinator immediately and before resuming field placement.

For more detailed information regarding field education, please refer to the Field Manual available in the Social Work Department.

FIELD PRACTICUM STATEMENT OF UNDERSTANDING

School of Social Work

To: Applicants to the Master of Social Work Program

From: Laurie Smith, Ph.D. Professor and Chair
Rachel Allinson, MSW, LCSW Director of Field Education

The School of Social Work requires all applicants to **read, initial each item and sign** this “Statement of Understanding Field Education Program” and submit it with their application materials.

1. ____ Federal and state laws mandate **criminal background checks** for individuals working with or volunteering with children, the elderly, people with disabilities, and/or clients in correctional settings. Although the university does not conduct background checks on students, almost all field placement agencies will require a security clearance. A legal/criminal record (infraction, charge, misdemeanor or felony) may make a student ineligible for placement with some agencies. Students are advised that a lack of disclosure regarding **any criminal** background (even expunged charges as they will still appear on background checks) during the agency interview process may result in a denial of placement at certain agencies. It is recommended that **any student with any criminal background issues or concerns regarding the impact it may have on field practicum placement discuss this with Rachel Allinson, rallinson@csusb.edu, 909-537-5568** so he or she can get a better understanding of the potential challenges of placement on a case-by-case basis.
2. ____ Field placement agencies may require that students pass drug and communicable disease screening. At certain agencies students will be required to pay for their own Live Scan/Background check, drug screen and medical clearance. There are low cost clinic options, but in some cases fees for clearance can amount to **\$300**. If you are unable to pay up to \$300 you are required to notify the field director during your placement interview to determine what internships are available.
3. ____ Clearance evaluations will likely require a valid Social Security Number and/or valid California Driver’s License to complete.
4. ____ First year full-time students and second year part-time and Pathway Distance Education students are required to be in their field practicum a minimum of 160 hours per quarter (16 hours per week), 480 hours for the year. Students must be available for field placement during regular business hours M-F 8:00-5:00. Securing an internship outside of regular business hours is NOT usually possible and is NOT guaranteed so students must plan to have two days per week available for their foundation year field placement.
5. ____ Second year full-time students and third year part-time and Pathway Distance Education students are expected to complete a minimum of 200 hours per quarter (20 hours per week), 600 hours for the year. Students must be available for field placement during regular business hours M-F 8:00-5:00. Securing an internship outside of regular business hours is NOT usually possible and is NOT guaranteed so students must plan to have two days per week available for their advanced year field placement
6. Field Education Program also includes field events and seminars throughout the year.

By signing this form, I am verifying that I have read this information and understand that having a criminal record, not passing a drug or communicable disease screening, or not being able to complete practicum hours during regular business hours may make me ineligible for certain field placements. This could prevent me from completing the field placement sequence required for the MSW degree, which in turn would preclude me from completing the MSW program. I understand that a criminal background may prevent me from obtaining employment in certain areas.

Electronic Signature

Print Name: _____

Date: _____

I understand that printing my name above constitutes a legal signature confirming that the information is accurate and this will serve as my electronic signature.



Statement of Field Plan Instruction Sheet

An integral part of the MSW (Master of Social Work) program is a field practicum where you will be expected to complete your internship hours.

- Foundation year of field practicum: Completion of 480 internship hours (16 hours per week) over three quarters. The foundation year is the first year in the MSW program for full-time students and the second year for part-time and Pathway students.
- Advanced year of field practicum: Completion of 600 internship hours (20 hours per week) over three quarters. The advanced year is the second year in the MSW program for full-time students and the third year for part-time and Pathway students.
- Students are required to be available to complete the internship for 2-3 days per week (Monday-Friday; 8:00am-5:00pm). It is **extremely rare** that internships are offered on weekends or evenings.

In order to be considered for admission into the CSUSB MSW Program, ALL applicants are required to submit a Field Plan Statement with the application. Your field statement should clearly address the following field questions below. Submit your Field Plan Statement at the end of your personal statement under a Field Plan Title.

1. What is your plan for completing field practicum/internship in your foundation year and advanced year?
2. How will you balance work, school, family, etc. when required to intern a minimum of 16-20 hours per week, Monday through Friday?
3. Do you work full time during the week? If yes, what is your plan to meet the minimum hour requirement for internship, which will take place 2-3 days a week, Monday through Friday?

If a Field Plan is not adequately addressed, it may impact acceptance into the program.



Field Application Requirement

If you are applying to the Full-Time MSW program and are not applying for a Title IVE Stipend*, you are expected to follow the timelines as indicated below:

- Within one week after the University receives confirmation of your acceptance to the CSUSB MSW program, you will receive instructions to complete and electronically submit a **Field Application and Resume** through a system called **IPT** (Intern Placement Tracking system).
- Within 48 hours after you have upload your Field Application and Resume into the IPT system, you will be contacted to schedule a face to face interview with Rachel Allinson, Director of Field Education, to discuss internship placement opportunities and referral.
 - You will be required to be available to interview regarding your internship within three weeks of admission.

By signing, I am verifying that I have read and fully understand my responsibilities related to MSW Field Practicum.

Electronic Signature

Print Name

Date

I understand that printing my name above constitutes a legal signature confirming that the information is accurate and this will serve as my electronic signature.

*If you are applying for the Title IV-E Stipend you will be notified and be given information on the field application process at that time.