



**Metro**  
**Field Orientation**  
Department of Social Work

March 2024

**AUGSBURG**  
UNIVERSITY

# Tonight's Agenda

- **Important First Points**
  - Am I doing a field placement this year?
  - Metro vs. non-metro
- **Field Requirements**
  - Generalist, Specialization, & Dual LADC placements
  - Employment-based placements
- **Field Matching Timeline & Process**
- **Other:**
  - Disability Accommodations
  - COVID protocols
  - Paid Internships

# Am I doing a field placement this year?

- If you are a **full-time student**: YES - you are definitely doing a field placement this year.
- If you are a **part-time student**:
  - YEAR ONE - NO FIELD
  - **YEAR TWO - YES**
  - If you are in YEAR THREE\* - NO
  - **If you are in YEAR FOUR\* - YES**

# Metro vs. Non-Metro

- **Twin Cities Metro:**

- Defined as all agencies within Anoka, Dakota, Hennepin, Ramsey and Washington counties;
- and county agencies ONLY in Carver, Chisago, and Scott counties

- **Non-Metro:** All other

FIELD EDUCATION =  
SOCIAL WORK'S  
“SIGNATURE PEDAGOGY”

# Field Requirements

## 1. Hours to be completed

- **Generalist year:** Minimum 420 hours (14-16 hours per week)
- **Specialization year:** Minimum 500 hours (16-18 hours per week)

*\*Note that some agencies may require students to complete more than the minimum hours required by Augsburg. This is their prerogative and your agreement to accept that placement is your agreement to complete additional hours.*

## 2. Length of placement

- September to end of April
- May stretch into the 1<sup>st</sup> summer session if field agency requires and with consultation from your field seminar instructor
- May not work more than 24 hours/week

# Field Requirements, *cont.*

## 3. Supervision:

- 4 hours/month
- 2 hours MUST be from a licensed MSW-level social worker (LGSW, LISW, or LICSW)
  - *If your agency does not have a licensed social work on staff, Augsburg can help you find an external licensed social work supervisor*
- Group or individual

3. **Successfully complete all field seminar class requirements** (*including a signed Learning Agenda at mid-term and final*)
4. **Obtain malpractice/liability insurance**

# Exceptions for Field\*\*

## ***Agency Requirements:***

- 1) Agency requiring students to complete more than just the minimum requirements (you could go beyond the total minimum of either 420 or 500).
- 2) PAID internships may require you to work more than weekly maximum hours. Maximum allowed is 20 per week.

## ***Placement in Schools:***

Public schools have different academic calendar that goes beyond our Augsburg academic calendar. You will be expected to stay until end of the public school's year i.e in June

### ***MSW/LADC Dual track***

Can do a maximum of 24 hours per week



# MSW/LADC Dual Track Placement

- MSW/LADC Dual track placements occur during the clinical specialization year
- Placements begin Fall 2024
- Supervision by LADC & licensed MSW occurs across the placement (can be the same person or two separate people)
- MSW/LADC portion of placement is 500 hours, September-April
  - No more than 24 hours/week
- LADC-only portion continues as a summer block placement (May-August)
  - Additional 380 hours
  - May work up to 40 hours/week
  - LADC Field Seminar (SWK 622)

# Employment Site Placements

- Must have different roles & responsibilities than your job.
- Field and employment hours must be distinct.
- No crossover of clients.
- Field instructor and employment supervisor **cannot be** the same person.
- Must complete Employment-based Field Placement application (in MSW Field Manual) and meet with Prof. Sabala and the proposed field supervisor to discuss the proposal. Prof. Sabala must approve all employment site placements.

# Metro Field Placement Process

# Preparation Steps

- **Determine your learning goals and interests**
- **READ THE MSW FIELD MANUAL.**

# Preparation Steps

- **Resume:** Prepare to send to prospective field instructors/agencies
  - Include categories such as education, employment, relevant volunteer experiences, and professional affiliations
- Prepare an e-mail message highlighting your educational goals, interest in their placement, any relevant experience
- May consult handout with questions for field instructors (on MSW Resource Board)

# Preparation Steps

- Begin browsing agency profiles on **IPT**
- **You may ONLY consider those placements that fit your designation:**
  - MSW Generalist (Previously Foundation)
  - MSW Anti-Oppressive Clinical Practice
  - MSW Anti-Oppressive Macro Practice
    - *Note: IPT will be updated periodically. See the IPT Home page for weekly announcements and news.*

## Screenshot of IPT Home Page

Chrome File Edit View History Bookmarks People Window Help

Home

Secure | https://www.alceasoftware.com/web/home.php

Apps Inside Augsburg Augsburg College IPT Live Stream Audio Instructor Forms an... Marketing and Com... WRIR 97.3FM Faculty Documents Enlight - Books for F...

**Ipt**  
Intern Placement Tracking  
Alcea Software

**Augsburg University**  
Logged in: Lydia Madden  
Field Director

Logout | Help | Forum (New Posts)

Home Agency List Field Instructor List Student List Group List Reports

**Welcome to Intern Placement Tracking**

**Welcome to Augsburg's Department of Social Work Field Placement Database**  
Questions about your Augsburg account? Contact: Lydia Madden at madden@augsb.org

**2017-2018 MSW Field Manual** More Details...

**MSW Field Placement Timeline 2018** More Details...  
Please NOTE: Students are NOT allowed to contact agencies before April 9, 2018 for metro area agencies, and March 16 for non-metro area agencies. Metro area is defined as Anoka, Dakota, Hennepin, Ramsey & Washington counties, plus County Agencies in Carver, Chisago, & Scott counties. Field Placement Timeline for MSW students 2017-2018

My Forms

View Form Batches

Create New Form Batch

Send Group Emails

Administration

Change Email & Phone

Change Password

Service Agreement Privacy Policy Intern Placement Tracking (c) 2000 - 2015 by Alcea Software LLC (102214)

# Screenshot of how you will see agencies listed in IPT (Note: you should only see “active agencies”)

The screenshot shows a web browser window displaying the IPT Agency List. The browser's address bar shows the URL <https://www.alceasoftware.com/web/aglist.php>. The page header includes the Augsburg University logo and the text "Augsburg University" and "Logged in: Lydia Madden, Field Director". Below the header is a navigation menu with links for Home, Agency List, Field Instructor List, Student List, Group List, and Reports. The main content area is titled "Agency List" and features a search bar and a list of agencies. The agencies are listed in a table with a status column. The status column contains the word "Inactive" for each agency, indicating that no active agencies are currently listed.

Agency List	
A-Z AAB CDE FGH IJK LMN OPQ RST UVW XYZ	
(AAB)	
Abbott Northwestern Hospital	Inactive
ABC Child & Family Therapy Center	Inactive
Action Consulting and Evaluation Team (ACET)	Inactive
Aeon	Inactive
African American Adoption Agency	Inactive
African American Wellness Institute	Inactive
Aging & Disability Resource Center of St. Croix County	Inactive
Alexandra House	
Alliance Wellness Center	
Allina Health-Community Benefit & Engagement	
Allina Hospice	
ALS Association - Minnesota/North Dakota/South Dakota Chapter	Inactive
Alzheimer's Association Minnesota-North Dakota	Inactive
American Indian Family Center	
American Indian Policy Institute	Inactive
American Red Cross - Twin Cities Area Chapter	Inactive
Amherst H. Wilder Foundation - Community Mental Health & Wellness	
Amherst H. Wilder Foundation - Southeast Asian Services, Adult Case Management,	
Amherst H. Wilder Foundation Community Center for Aging	
Amherst H. Wilder Foundation-Kofl Services	
Ampersand Families	
Animal Humane Society	Inactive
Anoka County Social Services	Inactive
Anoka Metro Regional Treatment Center	Inactive
Anoka-Hennepin Hybrid School Social Work and Adventures plus	
Anoka-Hennepin Pathways Program	Inactive
Anoka-Hennepin School Social Work Pre-K- Secondary	
Aris Clinic	
Arrive Ministries	



# Screenshot of what you will see when you view agency details

The screenshot shows a web browser window with the URL <https://www.alceasoftware.com/web/agdetail.php?uid=335>. The page header includes the Ipt logo and Augsburg University branding, with a user login for Lydia Madden, Field Director. A navigation menu contains links for Home, Agency List, Field Instructor List, Student List, Group List, and Reports. The main content area is titled "Agency Detail: American Indian Family Center" and features a "Save" button. The form includes fields for Agency Name, Street Address, City, State, Zip, County, Phone, and Fax. It also has a "Status" section with radio buttons for Active, MSW, and BSW, and a "Primary Classification" dropdown menu. A "Contact" section lists Jessica Gourneau, Ph.D., LP with an email address. Below the form are several sections with checkboxes: "MSW Foundation (first year)", "MSW Multi-Cultural Clinical Practice" (checked), "MSW Multi-Cultural Macro Practice", "3SW Junior", "3SW Senior", and "Norwegian students-undergrad". An "Agency Overview" section contains a text box with a description of the agency's focus on complex trauma. A "Field Placement Opportunities" section provides a detailed description of the agency's services, including diagnostic assessment, therapy, and cultural expertise.

**Agency Detail: American Indian Family Center**

Save

Agency: American Indian Family Center      Status: Active  MSW  BSW

Street Address: 579 Wells Street      Primary Classification: Mental Health or Community Mental Health

City, State Zip: St. Paul, MN 55130

County: Ramsey

Phone: 651-793-3803 ext. 3

Fax: 651-793-3809

Contact:  Jessica Gourneau, Ph.D., LP      Email:  jessica.gourneau@afc.net

MSW Foundation (first year):

MSW Multi-Cultural Clinical Practice:

MSW Multi-Cultural Macro Practice:

3SW Junior:

3SW Senior:

Norwegian students-undergrad:

**Agency Overview:**

A student who would be placed here would expect to receive a strong background in working in complex trauma and within the school systems for American Indian people.

**Field Placement Opportunities:**

The Healing Generations Project of the American Indian Family Center provides diagnostic assessment, individual, family, and couples therapy to clients in the American Indian community. These services are provided to children, adolescents, and adults. We provide culturally informed treatment and consider ourselves to be experts in the treatment of mental health issues associated with both isolated and complex trauma. Internship opportunities will include client diagnostic assessment and the provision of individual and/or family therapy.

# Timeline: Metro Area

- **April 3rd, 3- 5 pm: Metro-Area MSW Field Consortium Practicum Agency Information Day Session (on-line). It will be a virtual event.**
  - After 5 pm, MSW students may begin contacting agencies to request interviews
- **April 4th - May 3rd - Agency Interview Period**
- **May 6th by 5 pm - Agency & Student Choice Forms are Due**
- **May 17th by 5 pm - Students will be notified of placements via your augsburg.edu email address**
- **May 24th - Round Two interviews begin for students still seeking a placement.**
- **June 30, 2024 - deadline for all students to have secured a placement**

# Practicum Agency Information Fair

April 3rd, 3-5 pm

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ST. CATHERINE  
UNIVERSITY



UNIVERSITY OF MINNESOTA  
**Driven to Discover<sup>®</sup>**

# Interviewing

- How many agencies should you interview at?
  - We recommend planning to **schedule 4+ interviews.**
- Some things to keep in mind:
  - Dress professionally (even if the interview is on Zoom)
  - Spell check/proofread your written materials
  - Come prepared with questions for the interviewer (**see the MSW Resource Board for a list of suggested questions to ask during an internship interview**)
  - If you decide to not attend an interview, call and cancel.

# Field & COVID-19

- During interview process, find out what the agency's expectations are for the internship, in terms of vaccination and masking requirements.
- 
- \*If you have any concerns regarding COVID policies or protocols, communicate promptly with your field seminar faculty member and field instructor

# Placement Choice Forms

- You will receive a link from Lydia to a GOOGLE FORM
- You will be able to list up to 8 choices (rank them from your top choice to your last choice); you can also specify if there are any agencies you will not intern at.
  - **Only list agencies that you have interviewed at**
  - **Only list agencies that you would be willing to be placed at**
- You must submit the Choice Form by **May 6th at 5 pm** or you will not be able to participate in Round 1 field matching.

# Placement Notifications

- Emails notifying students and agencies of matches will be sent out on **May 17th**.
- Emails will only be sent to your augsburg.edu accounts
- Emails will contain notification of the match and lots of other information about next steps. Please read these emails carefully.

# What if I did not match with an agency in Round 1?

## Don't worry there is still Round 2

- **Don't panic!** This happens to a small percentage of students at all 4 schools - often some of the most talented students.
- **Feedback:** If there were interviewing problems shared by prospective field instructors, those concerns will be shared with you.
- **May 24th:** You will be emailed a list of available placements and can begin contacting them and setting up interviews (we may discuss which might be a good fit for you).
- **Less formal process:** begins in late May
  - you contact prospective field instructor, interview, and discuss potential match.



# Remember...

- The goal is to have a placement by **the end of May**.
- If you decide to not attend an interview, call and cancel.
- You must get the placement. We just facilitate the placement process.
- **If you have not secured a placement by JULY 31st 2024, you will not be able to participate in a field placement during the 2024-2025 academic year and will have to delay your field placement until the 2025-2026 academic year.**

# What if I want a placement that is *not* in IPT?

- Contact Prof. Sabala via e-mail with the name of the agency, a contact person (if you have a name), and an email address for the contact person.
- Prof. Sabala will contact the agency to see if they meet Augsburg and CSWE accreditation guidelines and if they are interested in hosting an Augsburg email.
- Please allow the field staff to do this exploration, i.e. **do not contact them yourself!**

# Disability Accommodations in Field Placements

“If you are a person who has ADHD, a mental health disability, a learning disability, a physical/sensory impairment, a chronic health condition, are on the autism spectrum, or have another disability, you can consult with the CLASS Office to explore reasonable accommodations and support for your field placement experience. To schedule a meeting, email the CLASS Office at [class@augsborg.edu](mailto:class@augsborg.edu) or visit <https://go.oncehub.com/KathyMcGillivray>”

# Dual Relationships

- *Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries (Standard 3.02(d), NASW Code of Ethics).*
- The student and field instructor have the duty to disclose the existing relationship and its nature to the MSW Field Director.

# Fellowships, Stipends, & other Paid Internships

# Pathways: Washburn

- **Goals:**

- Increase the number of licensed mental health professionals from immigrant, refugee, & minority communities
- Expand the accessibility of culturally competent, trauma-informed mental health services to members of diverse communities

- **Qualifications:**

- 1<sup>st</sup> or 2<sup>nd</sup> year clinical track students only
- \$7500 stipend for students selected

- **Program Requirements:**

- Interview at Washburn & be accepted into the Pathways internship

# Horizons Fellowship @ the Hamm Clinic

## Goals:

- to contribute to efforts to decolonize mental health through the use of our training program.
- to provide opportunities and support people of color entering the mental health profession.

## Qualifications:

- 2<sup>nd</sup> year clinical track students only
  - \$7500 stipend for students selected
- 
- **Program Requirements:**
    - Interview specifically for the Hamm Clinic Horizons Internship

# Transforming Internship @ Northeast Youth & Family Services

## Goals:

- \$8000 stipend
- Includes culturally responsive supervision & mentoring

## Qualifications:

- clinical year students only
- Identify as Black, Indigenous, or Person of Color



# Other Stipend/Paid Internships

- In IPT, first use the Sort function and select “Stipend Offered”
- Can also use the Search function and enter search term “stipend” or “paid” to find agencies who list stipend or paid options
  
- When interviewing at an agency that advertises paid internships, ask about stipends or if interns are paid on an employee contract - BOTH are now allowed by CSWE\*

# Interested in Abolition/Disruption/Reform in our Civil & Criminal Justice Systems

- **Mitchell Hamline School of Law - Institute to Transform Child Protection** (Generalist, AOCP, AOMP)
- **Minnesota Board of Public Defense** (Generalist, AOMP)
- **University of Minnesota Law School's James H. Binger Center for New Americans** (AOMP)
- **Minnesota Trauma Recovery Institute** (AOCP)
- **Restorative Justice Community Action** (Generalist)

# Interested in Clinical Practice that Centers Anti-Oppressive, Anti-Racist, & Culturally-Specific Frameworks

- **Creative Kuponya (AOCP)**
- **Native American Community Clinic (AOCP)**
- **Mino Bimaadiziwin Wellness Clinic (AOCP)**
- **MN Care Partner (Generalist, AOCP)**
- **Village Support Therapy & Consulting (AOCP)**

# Agencies with a focus on Specific Populations

- **M Health Psychiatry Clinic - St. Louis Park - FIRST EPISODE PSYCHOSIS**
  - (Generalist & AOCP)
- **Hennepin County Redleaf Center for Family Healing - Prenatal & Postnatal Mental Health (AOCP)**
  -
- **LOTS of placements in public schools (Generalist & AOCP)**
- **Minneapolis Health Department School-Based Clinics - school-based mental health (AOCP)**
- **Veterans Affairs (AOCP)**
  - Locations in St. Paul & St. Cloud

# Interested in Interning at Augsburg?

Augsburg University -  
Dean of Students Office -  
Auggie Basics (AOMP)

Augsburg University -  
Sabo Center for Democracy  
& Citizenship -  
(Generalist & AOMP)

# Online Access to Field Resources

To access Augsburg's MSW Field Manual and all important field forms and placement information:

1. **Moodle:** [MSW Resource Site](#)(Accessible to enrolled students)
2. **IPT:** Updated periodically on IPT ([www.runipt.com](http://www.runipt.com) ) so check back frequently.
3. **Learning Agenda:** Shared with the student, field instructor, and field faculty via Google Docs (a link to the Document is emailed to your student augsburg.edu account at the end of August). **DO NOT COPY DOCUMENT TO ALTERNATIVE FORMATS.** You must use the Google Doc provided. Contact Lydia if problems.
4. **Important updates** see [MSW Resource Site](#) and [IPT Augsburg Home Page](#)

# Contact Information

- Professor Sabala

- [sabala@augsborg.edu](mailto:sabala@augsborg.edu)
- E-mail is recommended for fastest response
- Tel: 612.330.1551

Direct all questions regarding field practicum to Prof. Sabala

- Lydia Madden

- Need help with IPT or Learning Agenda? Contact Lydia via email at
- [madden@augsborg.edu](mailto:madden@augsborg.edu)
- Email is preferred for fastest response... but you can also call Lydia at
- Tel: 612.330.1189



**Questions???**

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