# Non-Metro Field Orientation: Field placement process

Department of Social Work

March 2023



# **Tonight's Agenda**

- Important First Points
  - What is non-metro?
  - Am I doing a field placement this year?
- 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



#### What is 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

- Foundation year: Minimum 420 hours
- Concentration year: Minimum 500 hours

\*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 50% must be individual

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



#### **MSW/LADC** Dual Track Placement

- MSW/LADC Dual track placements occur during the clinical specialization year
- Placements begin Fall 2023
- 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)



# Securing a Non-Metro Field Placement

- Identify and clarify your educational and field internship goals
- Review the MSW Field Manual
- Consult IPT: <u>www.runipt.com</u>
- Consult with Dr. Sugrue and Lydia about field placements in your home communities if IPT does not have potential placement.
  - Dr. Sugrue or Lydia will make initial contact with agencies to confirm that they are accepting students



# Can I Suggest a Field Placement?

- Contact Dr. Sugrue or Lydia via e-mail with the name of the agency, a contact person (if you have a name), and the phone number (especially outside the metro area).
- Dr. Sugrue or Lydia will contact the agency to see if they meet Augsburg and CSWE accreditation guidelines.
- Please allow the field staff to do this exploration, i.e. do not contact them and set up a field placement on your own

# **Preparation Steps**

- Resume: Prepare to distribute to prospective field instructors/agencies
  - Include categories such as education, employment, relevant volunteer experiences, and professional affiliations

 Draft a cover letter that you can adapt for different agencies (just as you would for a job interview)



### Preparation Steps, cont.

- Once you have completed an interview, contact Dr. Sugrue (via e-mail) and inform her as to whom you interviewed with, their phone number or e-mail, the agency name, and if you would like the placement
- Dr. Sugrue will contact the agencies to determine if it is a match
- You will then receive confirmation from Lydia. (If a match is not made, Dr. Sugrue will contact you.)



# **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).
- When the placement occurs, the student and field instructor have the duty to disclose the existing relationship and its nature.



# **Employment Site Placements**

- Beginning of academic year see field manual for proposal components
- Must have different roles & responsibilities than your job.
- Field and employment hours must be distinct.
- No cross-over of clients.
- Field instructor and employment supervisor cannot be the same person.



#### 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 2023, you
will not be able to participate in a field placement during the
2023-2024 academic year and will have to delay your field
placement until the 2024-2025 academic year.

#### Also remember...

• If the placement requires transporting of clients, ask if the agency will cover the liability or contact your own private insurance.

- Most placements will conduct criminal background checks and they can refuse a field placement based upon the results; some agencies may require you to pay the cost of the criminal background checks.
- MSW Field Director makes final assignments to the field seminar classes!



# Field & COVID-19

 During interview process, find out what the agency's expectations are for the internship, in terms of vaccination and masking requirements.

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 \*If you have any concerns regarding COVID policies or protocols, communicate promptly with your field seminar faculty member and field instructor

# 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@augsburg.edu or visit https://go.oncehub.com/KathyMcGillivray"

#### Online MSW Field Resources

#### Field Documents 2023-2024

- Field Placement Timeline
- Interview Questions
- Student Choice of Placement Form
- Field Manual

#### <u>IPT Link</u> for Placement Listings (updated frequently)

Non-Metro/Out of State

**Metro Foundation** 

Metro MCCP

Metro MCMP



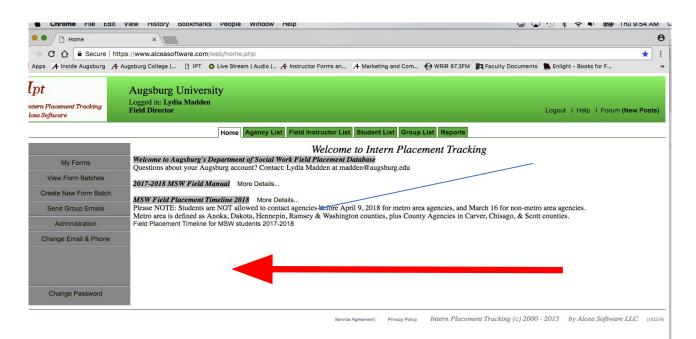
#### Online Access to Field Resources

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

- 1. Moodle: MSW Resource Site
- **2. IPT: U**pdated periodically on IPT (<u>www.runipt.com</u>) so check back frequently.
- 3. Learning Agenda: Shared with the student, field instructor, and field faculty via Google Sheets (a link to the Google Sheet 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 Sheet provided. Contact Lydia if problems.
- 4. Important updates see MSW Resource Site and IPT Augsburg Home Page



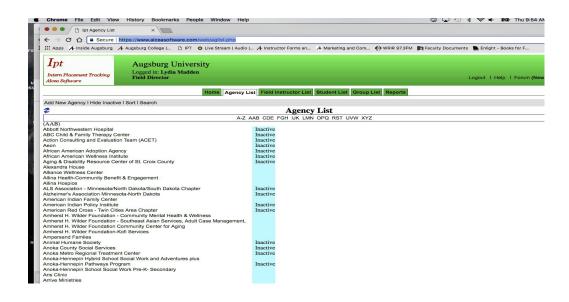
# **Screenshot of IPT Home Page**



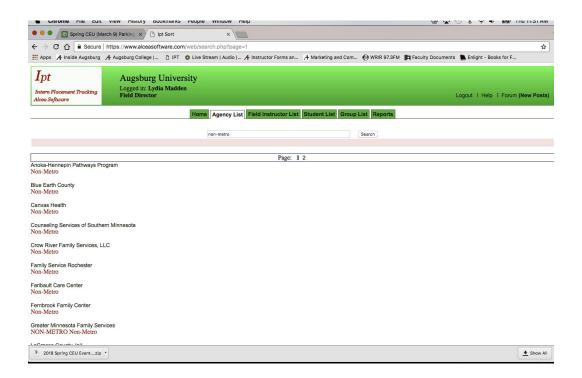


# Agency listing in IPT

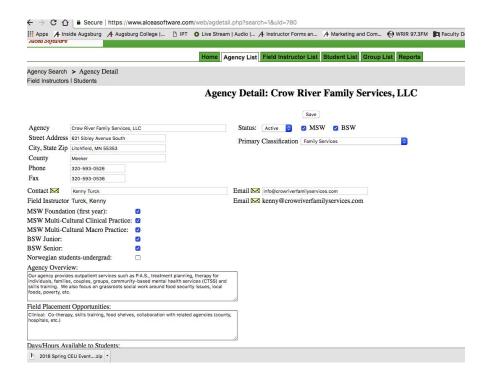
- You are not able to see which agencies are NON-METRO on this page
- To find NON-METRO agencies, you will need to use the Search Function



#### **IPT:** A non-metro search



### **IPT: Agency details (an example)**



#### **Contact Information**

- Erin Sugrue
  - sugrue@augsburg.edu
  - E-mail is recommended for fastest response
  - Tel: 612.330.1551

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



# Questions???

