

Non-Metro

Field Orientation:

Field placement process

Department of Social Work

March 2023

AUGSBURG
UNIVERSITY

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 1st 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: www.runipt.com
- 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.
-
- *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@augsborg.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

[IPT Link](#) for Placement Listings (updated frequently)

Non-Metro/Out of State

Metro Foundation

Metro MCCC

Metro MCMC

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:** Updated periodically on IPT (www.runipt.com) 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

The screenshot shows a Chrome browser window displaying the IPT Home Page. The address bar shows the URL <https://www.alceasoftware.com/web/home.php>. The page header includes the IPT logo and the text "Augsburg University" with the user logged in as "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 features a "Welcome to Intern Placement Tracking" message and a "2017-2018 MSW Field Manual" link. A red arrow points to the "MSW Field Placement Timeline 2018" link. The footer contains links for Service Agreement, Privacy Policy, and copyright information for Alcea Software LLC.

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Home

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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@augsborg.edu

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

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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

The screenshot shows a web browser window displaying the 'Agency List' page. The page header includes the 'Ipt' logo and 'Augsburg University' branding. Below the header, there are navigation tabs 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 columns for agency name and status. The status column is mostly empty, indicating that the 'NON-METRO' status is not visible.

Agency List	
A-Z AAB CDE FGH UK 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-Kofi Services	
Amperand 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	

IPT: A non-metro search

The screenshot shows a web browser window displaying the IPT (Intern Placement Tracking) search results page. The browser's address bar shows the URL: <https://www.alceasoftware.com/web/search.php?page=1>. The page header includes the IPT logo and the text "Augsburg University", "Logged in: Lydia Madden", and "Field Director". There are navigation links for "Logout", "Help", and "Forum (New Posts)". A menu bar contains links for "Home", "Agency List", "Field Instructor List", "Student List", "Group List", and "Reports". A search bar contains the text "non-metro" and a "Search" button. Below the search bar, the page indicates "Page: 1 2". The search results list several agencies, each with a "Non-Metro" status:

- Anoka-Hennepin Pathways Program
Non-Metro
- Blue Earth County
Non-Metro
- Canvas Health
Non-Metro
- Counseling Services of Southern Minnesota
Non-Metro
- Crow River Family Services, LLC
Non-Metro
- Family Service Rochester
Non-Metro
- Fairbault Care Center
Non-Metro
- Fernbrook Family Center
Non-Metro
- Greater Minnesota Family Services
NON-METRO Non-Metro

At the bottom of the page, there is a "Show All" button and a file download icon for "2018 Spring CEU Event...zip".

IPT: Agency details (an example)

← → ↻ 🔒 Secure | https://www.alceasoftware.com/web/agdetail.php?search=1&uid=780

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Home Agency List Field Instructor List Student List Group List Reports

Agency Search > Agency Detail
Field Instructors | Students

Agency Detail: Crow River Family Services, LLC

Save

Agency: Crow River Family Services, LLC Status: Active MSW BSW

Street Address: 621 Sibley Avenue South Primary Classification: Family Services

City, State Zip: Litchfield, MN 55353

County: Meeker

Phone: 320-593-0526

Fax: 320-593-0536

Contact Kenny Turk Email info@crowriverfamilyservices.com

Field Instructor Turk, Kenny Email kenny@crowriverfamilyservices.com

MSW Foundation (first year):

MSW Multi-Cultural Clinical Practice:

MSW Multi-Cultural Macro Practice:

BSW Junior:

BSW Senior:

Norwegian students-undergrad:

Agency Overview:
Our agency provides outpatient services such as P.A.S., treatment planning, therapy for individuals, families, couples, groups, community-based mental health services (CTSS) and skills training. We also focus on grassroots social work around food security issues, local foods, poverty, etc.

Field Placement Opportunities:
Clinical: Co-therapy, skills training, food shelves, collaboration with related agencies (county, hospitals, etc.)

Days/Hours Available to Students:
2018 Spring CEU Event...zip

Contact Information

- Erin Sugrue
 - sugrue@augsborg.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@augsborg.edu
 - Email is preferred for fastest response... but you can also call Lydia at
 - Tel: 612.330.1189



Questions???

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