

Metro Field Orientation

How DO I get a field placement?

AUGSBURG COLLEGE

WE ARE CALLED | **AUGGIES**

Field Contacts

- Laura Boisen: MSW Field Coordinator
 - boisen@augsborg.edu
 - 612.330.1439
- Lydia Madden: MSW Field Assistant
 - madden@augsborg.edu
 - 612.330.1189

Important Online Forms & Docs.

[MSW Moodle Page: MSW FIELD RESOURCES & INFORMATION](#)

- **Field Orientation Information 2017-2018**

- Field Orientation PowerPoint
- Field Safety PowerPoint (you are required to review this)

- **Field Documents 2017-2018**

- Field Placement Timeline
- Interview Questions
- Student Choice of Placement Form
- Field Manual
 - Field Safety Checklist
 - Assignment Form

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

- Non-Metro/Out of State
- Metro Foundation
- Metro M CCP
- Metro MCMP

- **Remember: the navigation to find this information is:**

First go to [InsideAugsburg](#), then choose [My Courses 2017-18](#) , to find and click on

[MSW Resource Board](#)

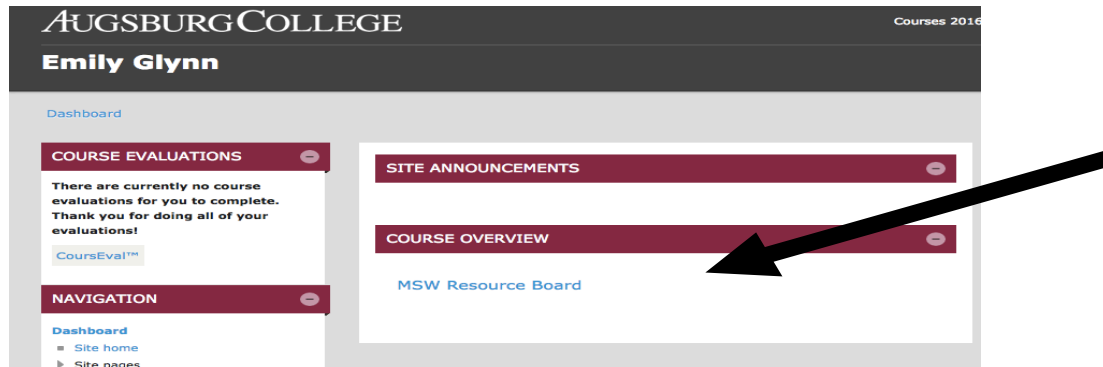
Check back often as new things are added!

MSW Resource Board in Moodle

1. Login to inside.augsburg.edu with your username and password.
2. Click 'My Courses 2016-17'



3. You will see your registered courses and the MSW Resource Board under 'Course Overview.' If you do not see the MSW Resource Board, please inquire with the MSW Program Coordinator at glynn@augsborg.edu or 612-330-1763



Field Requirements

- **Hours to be completed**

- Minimum of 500 hours concentration year
- Minimum of 420 hours in the foundation year

*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.

- **Length of placement**

- Through 2nd semester
- May stretch into the 1st summer session if field agency requires and with consultation from your field seminar instructor

*Block placements are not allowed (defined as 21-40 hours/week)

- **Successfully complete all field seminar class requirements**

- **Obtain malpractice/liability insurance**

Preparation Steps

- Clarify your educational and field internship goals
- Review the field manual
- Review the approved placement field list available online on IPT www.runipt.com (review before contacting agencies):
 - a) The list will include information such as special instructions (e.g. VA meeting), internship hours, how the agencies want to be contacted, etc.
- IPT has all (foundation, MCCP & MCMP) placements included.
- Consult only those placements that fit your designation, i.e. foundation, MCCP or MCMP.
 - *Note: IPT will be updated periodically.

Preparation Steps

- Prepare a resume to distribute 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 hand-out with questions for field instructors

Attend Field Fair

- **April 3rd** from 3 - 5 p.m. at the University of Minnesota Coffman Union – East Bank (you may want to park at Augsburg and walk)
- Conducted in collaboration with the University of Minnesota SSW
- Approximately 90 agencies in attendance
- This will give those students in the greater metro area the opportunity to meeting with agencies of interest, distribute resumes and make appointments
- Snacks!

Timelines-Metro Area

- If you are in the metro area (defined as all agencies in Hennepin, Ramsey, Anoka, Dakota, & Washington Counties, as well as county agencies in Carver, Scott, and Chisago), you can contact field agencies via:
 - phone or email beginning April 3, afternoon
- Interviews: April 4 – May 5 (unless there is special permission)
- Your placement preference sheet is due to Laura Boisen on May 8
- Placement confirmation will come via e-mail in late May

How many interviews do I need to do?

- The obvious answer is at least one - but many choose to interview four.
- Ask yourself:
 - Have I found some placements of interest?
 - How competitive were the placements I chose (Laura Boisen can give you a general idea of competitive placements historically)?
- Word of caution: if “promised” a placement or told that you will be the number one choice, check with Laura about whether more interviews should be completed

What if I am not assigned a placement?

- Don't panic. This happens to a small percentage of students at all 3 schools - often some of the most talented students.
- You will be informed of the need for further contacts in an e-mail in late May.
- If there were interviewing problems shared by prospective field instructors, those concerns will be shared with you.
- A list of internships still without students will be distributed and we will discuss who might be a good fit for you.
- A less formal process begins in late May where you contact the prospective field instructor, interview with them and we all talk right away about whether it is a match.

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.

What if I want a placement that is not on the list?

- Contact Laura 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).
- Laura 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 yourself!

Employment Site Placements

- Refer to the field manual in terms of the proposal's 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.
- One year employment at the agency.

Diversity Social Work Advancement Program (DSWAP)

- 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

Diversity Social Work Advancement Program (DSWAP)

- **Applicant Qualifications**
 - 2nd year MCCP students only
 - \$3500 stipend for at least 2 students
 - Racial minority, immigrant or refugee status
- **Program Requirements**
 - Submit application material to Laura Boisen
 - Interview at the Family Partnership & be accepted
 - Enroll in trauma elective & supervision courses

Remember...

- The goal is to have a placement by **the end of May**.
- Act professionally. Your behavior toward all staff at an agency will reflect on all of us at Augsburg.
- If you decide to not attend an interview, call and cancel.
- You must get the placement. We just facilitate the placement process.
- Not procuring a placement will delay your progress in the MSW program.

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.
- Field Coordinators assign the field seminar classes due to travel constraints.
- Once a placement is assigned, it is increasingly difficult to obtain another placement, e.g. if you've had 2nd thoughts or think you can do better somewhere else.

Advice from an alum that now interviews students:

- Don't self-disclose too much personal information.
- Dress professionally.
- Use spell check on your written materials.

Field Contacts

- Laura Boisen
 - Stressed? Give me a call or e-mail
 - boisen@augsborg.edu
 - 612.330.1439
- Lydia Madden
 - Need help with IPT or Learning Agenda? Give me a call or e-mail
 - madden@augsborg.edu
 - 612.330.1189

Resources

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

1. Moodle, [MSW Resource Site](#)
2. Field placement descriptions are updated periodically on IPT (www.runipt.com) so check back often for updates.
3. Learning Agendas and Agreements are currently shared with a student, field instructor, and field faculty via Google Doc (emailed to student augsburg.ed accounts at the end of August).
4. Important updates will always be posted at the [MSW Resource Site](#) and on [IPT Augsburg Home Page](#)