



FIELD PLACEMENT ASSIGNMENT WORKSHEET POLICIES & PROCEDURES

Academic Year 2012 – 2013

Submit Field Placement Assignment Worksheet to:
Springfield College School of Social Work
263 Alden Street, Springfield, MA 01109-3797
Attention: Field Office Administrative Secretary

**** Current Students: Please submit as early as possible, but no later than March 1, 2012****

****Incoming Students: Please submit to the School of Social Work Field Office as soon as possible upon completion* (Worksheets are reviewed as they are received)***

These policies and procedures provide information about potential field practicum assignments. If a student chooses more than one placement possibility to be researched by the Field Office, he or she must submit all relevant forms for review, along with a current resume. (If in hard copy please staple together; if in electronic version please submit in one email communication). While first areas of interest may not be available, all students are assigned an effective field practicum assignment that provides the experiences relevant to advanced generalist practice and the learning objectives for the first or second year of practicum. All field assignments must be approved by the Director of Field Education.

There are two possibilities for submission of placement request information:

1. Request a hard copy of the Field Placement Assignment Worksheet from the Field Office to submit.
2. Go to the School of Social Work Website (www.spfldcol.edu/ssw) and under “Current Students” open “Online Field Placement Assignment Worksheet”, complete, print, and submit it to the Field Office.

Note: Both possibilities require the submission of a current resume along with the worksheet.

QUESTIONS?

**** BEFORE EMAILING OR CALLING READ THIS PACKET THOROUGHLY ****

and consult the website at: www.spfldcol.edu/ssw

If needed, contact:

Janet Caparoso, Field Office Administration: (413) 748-3064 (jcaparoso@spfldcol.edu) or

Dr. William Fisher, Director of Field Education: (413) 748-3058 (wfisher@spfldcol.edu) or

Professor Glenn Gemma, Assistant Director of Field Education: (413) 748-3027 (gemma@spfldcol.edu)



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I. PROCEDURES FOR COMPLETING FIELD PLACEMENT ASSIGNMENT WORKSHEET AND STEPS IN THE FIELD PLACEMENT ASSIGNMENT PROCESS

1. **READ THIS ENTIRE DOCUMENT** completely and carefully, particularly the materials relevant to the potential placement(s) and the related form(s) to be submitted to the Field Office for review.
2. **DISCUSS YOUR IDEAS** about an upcoming field placement with your faculty advisor, and acquire his or her signature, or other indication of agreement with your ideas. (See #3 below)
 Incoming students do not need to speak to a Faculty Advisor. The Field Office will communicate directly with these students.
3. **IF YOU ARE NOT ABLE TO ACQUIRE** the faculty advisor's signature, but have communicated with him or her, note how you communicated with your advisor about your placement ideas in Section 3 (i.e., via email, telephone call, or other).
 Incoming students do not need to acquire Faculty Advisor signatures.
4. **ATTACH A CURRENT RESUME TO THE WORKSHEET.** If this is a second placement, be sure your first placement is included on your current resume. If a current resume is not attached, your interests cannot be addressed.
5. **SUBMIT** the fully completed Worksheet and relevant sections to the Field Office as soon as possible, **no later than March 1.**
 Incoming students for Academic Year 2012-2013: please mail these forms upon completion and as soon as possible to the address listed on the cover page of this document.
6. **ALL FORMS WILL BE PROCESSED AND INFORMATION RESEARCHED.** Students will hear from representatives from the Field Office during the spring and summer months about possible placements.
7. **STUDENTS MUST PLAN TO INTERVIEW AT ONE PLACEMENT POSSIBILITY AT A TIME.**
8. The School of Social Work has relationships with agencies throughout New England and New York. Assignments are made based on opportunities for students to develop advanced generalist skills, supervisory credentials, and expertise at the site, as well as availability at the agency.



II. THREE POTENTIAL PLACEMENT POSSIBILITIES

- A. *The three potential placement possibilities students may request for consideration by the Field Office are: (See inside for more details on each).*
- B. **A SSW Assigned Placement** in an agency the school has worked with in the past. The school works with more than 250 agencies in New England and New York State; **please suggest a population and a kind of service in which you are most interested.**
- Students requesting this placement submit “Possibility A” section.**
- C. **An Employment-Based Placement** at the student’s current agency of employment. This must take place in a separate program from the student’s current employment setting and with a different supervisor who holds an M.S.W. However, if the student has been hired at the agency during the three months preceding the start of placement, the student’s actual job may be accepted for the placement experience. The employment position, whether separate from, or part of, one’s job, must provide:
- Appropriate supervision (individual with MSW, and three years’ post-MSW experience; individual must be licensed at LCSW level in MA)
 - Appropriate hours (number and appropriate MSW internship experiences available in those hours)
 - Experiences that will fully address the requirements of the school’s curriculum in advanced generalist practice.
 - Students requesting this placement submit “Possibility B” section.**
 - i. To be completed in consultation with appropriate and authorized representatives from place of employment.
 - ii. Both pages of this section must be completed before submitting to the Field Office.
- D. **Possible New Agency Suggestion:** Students may suggest an agency, which will be researched by the Field Office to assure appropriate supervisory personnel (an MSW, three years’ post-MSW experience, individual must be licensed at LCSW level in MA) and learning experiences that meet curricular expectations of advanced generalist practice.
- Students interested in this possibility may provide an agency name, telephone number, and, if available, a contact person. If a contact person is not provided, the Field Office staff will research the appropriate contact person. Note: Suggesting an agency does not mean that the agency will be approved for placement – all placements must provide the necessary supervision and learning experiences.
 - In addition, students selecting this possibility must also suggest a population and a kind of service in which they are most interested in the event that the suggested agency is not possible for a placement.**
 - Students are not required to provide suggested placements, but may do so if they wish. Note that suggested placements may already partner with the School of Social Work, may not have availability for placements (for either year), or may be determined to not have the correct supervisory staff or to not provide learning experiences relevant to the curriculum of the School of Social Work.
 - Students requesting this placement submit “Possibility C” section.**



III. **STUDENT OBLIGATIONS IN FIELD ASSIGNMENT PROCESS:**

- Field assignments must take place during the typical agency hours of 8:00 AM to 5:00 PM on weekdays to allow students to experience the full range of client services provided by the agency.
 - Students must arrange for flexible employment/personal schedules to accommodate the needs of the placement assignment.
 - Students must be prepared to travel up to 60 miles or up to one hour from their residence or employment to field assignments.
 - Students must be available for the required fifteen (15) hours per week for the first placement and the required twenty (20) hours per week for the second placement. Students may plan to be in placement up to two weeks before the academic year begins, approximately three weeks during winter break, and during the spring break without special permission – however, all of these scheduling possibilities are subject to negotiation with approval by the placement agency and field supervisor. Students initiate these conversations about the scheduling with the agency and the expected supervisor. However, students must be aware that agencies have the final determination of when hours will be completed and may reject a potential intern if hours become a cause of concern during the interview process (i.e., too many complications) and/or thereafter, even after initial acceptance by the agency of the intern. All special arrangements must be approved by the Director of Field Education.
1. Students with disabilities should contact the Director of Field Education to explore suitable sites (this information is confidential, as required by the Americans with Disabilities Act).
 - ☞ **Students must be aware that almost all placement agencies conduct a review of “criminal offense records information” (CORI), or criminal background check, and may not be able, by law, to accept a student with a record. Consider how this may affect you carefully. Students whose records may reveal criminal infractions should consider discussing these experiences with the placement personnel of the field office and the placement personnel at the agency where they are interviewing in advance of the agency’s receipt of such records. Some agencies have discretion related to accepting an intern with a record; others do not (that is, a record may mean that the intern cannot be accepted at that agency, by law).**



IV. EMPLOYMENT-BASED PLACEMENT ASSIGNMENTS (“POSSIBILITY B” SECTION)

A. GENERAL INFORMATION RELATED TO SCHOOL, STUDENT, and AGENCY OBLIGATIONS FOR EMPLOYMENT-BASED FIELD ASSIGNMENTS:

1. The Director of Field Education approves all employment-based placements.
2. If the student has been employed for one year or more at the agency, the agency must provide social work duties substantially different from student’s current work duties. If the student’s position is a completely new position, in the agency beginning in the summer months before placement, then the student may suggest to the Field Office that his or her work be considered for a placement. (The student should be aware that this arrangement brings certain challenges.)
3. The agency must agree to provide MSW supervision for practicum hours by an individual other than student’s employment supervisor.
4. Practicum supervisor must hold an MSW earned at a CSWE-accredited educational institution and have a minimum of three years’ post-MSW practice experience. In Massachusetts agencies, the supervisor must be licensed at the LCSW level.
5. Practicum supervisor must have taken or be willing to take training seminar in student supervision at Springfield College or other New England school of social work (all New England schools offer this seminar series).
6. As an employee of the agency, the student negotiates practicum hours with the agency (during or part of regular work hours or as added hours; the best situation occurs when the agency allows the student to use work hours for internship hours, even though the student is in a separate setting from the location of employment) – 15 hours per week for first placement and 20 hours per week for second placement. The agency must be able to meet the curricular expectations of the school for the year of the student’s placement.
7. Field assignments in the student’s agency of employment are expected to take place during typical agency hours of 8:00 AM to 5:00 PM to allow students to experience the full range of client services provided (unless unique arrangements are made to accommodate the individual student; in these cases, if alternate hours are planned for the internship, the student and the agency must guarantee that the experience will meet curricular expectations.).
8. Students must develop flexible employment/personal schedules to accommodate the needs of the field placement assignment.

B. EMPLOYMENT-BASED PLACEMENT ASSIGNMENT PROCESS

1. **STUDENT CONSULTS** with agency of employment and discusses practicum requirements. Students are expected to be knowledgeable about what these are before beginning conversation with their employer. The Field Office assists as needed (to explain curriculum, Learning Contract, hour’s required, or other information). Additional information for supervisors may be found on the School’s website, and similar information may be found under “current students.”
2. **AGENCY REPRESENTATIVE AND STUDENT COMPLETE THE “EMPLOYMENT-BASED PRACTICUM PROPOSAL”** (*See Possibility B: Employment-Based Practicum Proposal Form.*)
3. **STUDENT CONSULTS** with Faculty Advisor, who signs Field Placement Possibility Form B endorsing plan OR student documents discussion with advisor on form.
4. **STUDENT ATTACHES OR PROVIDES A CURRENT, UP-TO-DATE RESUME TO, OR ALONG WITH, THE FORM(S)**. If this is a student’s second placement, be sure the first placement is included on the updated resume.



5. **STUDENT SUBMITS** the fully completed Worksheet sections and relevant form (s) to the Field Office **on or before March 1, 2012**, in hard copy or on-line, along with resume.
6. **FROM A CAREFUL REVIEW OF THE AGENCY OF EMPLOYMENT** and opportunities provided there, the Director of Field Education makes the final determination of suitability based on supervision criteria and learning opportunities appropriate to the year of the placement. If the employment-based practicum proposal is not found to be suitable, the student must accept an assignment from among the School's affiliated agencies.

V. AMERICORPS AND WORK STUDY

1. POSSIBLE AMERICORPS OPPORTUNITIES IN ADDITION TO INTERNSHIP

AmeriCorps is a federally and state-funded program providing intensive service to meet critical community needs in the greater Springfield area. AmeriCorps provides stipends for selected students who commit to hours and assignments over and above the internship requirements in the social work program. Students engage in their internship and their AmeriCorps hours simultaneously at the same agency. If you would like more information about AmeriCorps, please contact the AmeriCorps Program Offices at (413) 748-3403. Students may also want to discuss the possibility of an AmeriCorps placement with their faculty advisors. Students planning to develop employment-based internships are not eligible for AmeriCorps. This selection process is competitive.

2. WORK-STUDY FUNDING POSSIBILITIES

Affiliated agencies in Massachusetts and New Hampshire may be able to provide supplemental work-study funding for student stipends. To inquire about eligibility for work-study funding please contact the Financial Aid Office. If a student is eligible to receive work-study funding, the Career Center (413) 748-3110 can help the student work with the placement site to develop a work-study opportunity.



VI. SUMMARY OF FIELD PRACTICUM EXPECTATIONS

The School of Social Work at Springfield College prepares students for Advanced Generalist Practice. Skill sets students develop are applicable and transferable to all social work practice settings. Students develop skills to work with diverse client and social systems – from direct service with individuals and families, through program development, advocacy, and community outreach, to negotiating large organizations and effecting positive social change.

First Practicum: Foundation Year

4 semester hours, (3.5, plus .5 credits for seminar)

15 hours/week, for two semesters of 15 weeks, 225 hours/semester, 450 total hours/academic year

1. Direct Service with Individuals and/or Families – Component to Include:

- Working with individuals and/or families
- Assessment, Intervention, Planning, Case Management, and Counseling
- Conducting psychosocial assessments and facilitating interagency referral and collaboration
- **Products:** Psychosocial Assessments and Process Recordings

Direct service (both individuals, families and client groups) should comprise about 35% to 80% of field hours

2. Direct Service with Groups - Component to Include:

- Leading or co-leading one or more groups (planned with input from student when possible)
- Includes group experiences with both: a. client-focused groups and b. task groups of colleagues (these may relate to #3 below)
- **Product:** Process Recordings

3. Community Work – Component to Include:

- Application of group skills to plan and conduct community meetings, conduct community assessments, and promote the empowerment of communities
- **Product:** Community Project to a. Enhance agency understanding of its communities, b. Enable the community to obtain desired information or resources, or c. Support the community's capacity to act effectively on its own behalf

Community Group and community experiences should comprise approximately 20% to 65% of field hours

Second Practicum: Concentration Year

4 semester hours (3.5, plus .5 credits for seminar)

20 hours/week for two semesters of 15 weeks, 300 hours/semester, 600 total hours/academic year

1. Direct Service with Individuals and/or Families – Component to Include:

1. Movement to an advanced level of intervention
- Experience with diverse populations requiring multilevel interventions, including: advocacy, counseling, and sophisticated use of self
 - Increased challenges and success in relationship-building
 - Development of comfort and flexibility with larger systems and agencies
 - **Product:** Process Recordings

Direct service (individuals / families and client groups) should comprise about 35% to 80% of field hours.

2. Direct Service with Groups – Component to Include:

- Leading and assisting group(s) in meeting developmental challenges
- Includes group experiences with both: a. client-focused groups and b. task groups of colleagues (these may relate to #3 below)
- **Product:** Process Recordings

3. Administration in Social Work – Component to Include:

- Exploration of role of leadership and administration in affecting direct service and communities
- Application of skills such as community and organizational assessments and organizing meetings
- **Product:** In collaboration with agency administrators, develop new materials, information, policies, resources, or programs

Administrative Group and Administrative experiences should comprise approximately 20% to 65% of field hours.



IMPORTANT REMINDERS:

- Keep the Policies & Procedure on hand for future reference
- Copy the worksheet submitted to the Field Office for your records
- Attach a current resume
- Obtain signature of faculty advisor confirming discussion regarding placement possibilities (current students only)
- Due Date: before or by March 1st**

QUESTIONS?

*** *BEFORE EMAILING OR CALLING READ THIS PACKET THOROUGHLY* ***

and consult the website at: www.spfldcol.edu/ssw

Contact Janet Caparoso, Field Office Administration:

(413) 748-3064 or jcaparoso@spfldcol.edu