



MINNESOTA STATE UNIVERSITY  
**MOORHEAD**®

## **School of Social Work**

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*Field Manual*

*Addendum to Social Work Student Handbook*

***EMPOWERING people...***

***making a DIFFERENCE***

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# Field Experience

## Welcome to the Field!

Guided by the education policies and accreditation standards of the Council on Social Work Education (CSWE), the SSW is committed to baccalaureate social work education and recognizes that quality field experiences are integral to superior professional social work education. Field education at the MSUM SSW involves the active collaboration of three parties: (1) students; (2) Field Instructors; and (3) SSW seminar instructors (SI) and field liaison (FL) (hereafter called the SSW SI/FL). While students have a vested interest in carefully planning and executing this final educational step where they apply the vast knowledge they have acquired, and hone the many skills they have practiced in the classroom, equally committed to field education are the Field Instructors who directly mentor students who will become licensable, entry-level generalist practitioners. To be sure, without the time, effort, and expertise of our Field Instructors, SSW students could not complete this essential part of their social work education. *So thank you Field Instructors for your personal and professional contribution to the Social Work program at MSUM.* But also indispensable are the SSW Field Director and SI/FLs who arrange, manage, and then oversee the experience. Though technically separate, each player's actions are carefully and relentlessly orchestrated to reflect the common goal of ensuring each student a positive educational experience. Thus, SSW field education is different from other university courses in that practicum instruction is primarily experiential and reliant on many key players to be successful.

## Policies and Procedures of the Field Education Program

### ***Application for Internship***

Social work students are ready to be accepted into internship once they have completed the core social work courses and restricted or non-restricted electives with a "C" or better in each and pass the required related coursework. Once these requirements are met, students enroll in SW 468 – *Integrative Orientation to Internship* wherein they formally apply for SW 469 – *Internship*. To apply students must have a cumulative MSUM GPA of 2.5 or higher. Additionally, students must possess the basic skills and emotional maturity necessary for working with clients and staff in an internship site. If the faculty has concerns about the prospective intern's suitability, the Field Director will discuss them with the prospective intern and develop a correction plan under the Formative Evaluation process. Students must be in good standing with all School of Social Work policies.

### ***Background Checks***

To protect vulnerable clients, the *School of Social Work* requires all students entering the field in SW 469 to complete a background check through a company called *Castlebranch*. There is a cost for this background search, and the process will be explained thoroughly in SW468, a 1-credit workshop wherein students arrange their field experience. Additionally, some students may have to complete a separate background check at their agency *IN ADDITION TO* completing one for our School (i.e., MN counties require a Department of Human Services background check). Many of these agencies will complete this background check at no fee to the student, but some may require the field intern to cover the expense. In the event that a student has an adult offense on their background check record, they must discuss this with the Field Director and their internship agency. In addition, a student may be required to supply their background check to their desired internship agency at the request of the agency and/or the Field Director.

The MSUM catalog states *"Minnesota law requires any person who provides direct contact services to people*

*receiving services from facilities and agencies licensed by the Minnesota Department of Human Services (DHS) and/or the Minnesota Department of Health (MDH) have a background study conducted by the state. Direct contact is defined as providing face-to-face care, training, supervision, counseling, consultation, or medication assistance to people receiving services from the agency or facility. Any individual who is disqualified from having direct patient contact as a result of the background study will not be permitted to participate in a clinical placement in a DHS or MDH licensed facility or agency. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program.”*

The SSW internship process requires students to search for their own internship placements. The Field program’s policy requires that any student who interns at a DHS or MDH facility be responsible for ensuring the completion of the MN State background checks prior to starting internship. Students who choose to intern at one of these locations must thereby provide copies of the background check results to the agency before they are officially finalized and approved for internship.

If any student has questions or concerns about successfully meeting this requirement, s/he should meet with the Field Director to devise a plan-of –action prior to starting internship.

### ***Criteria for Selecting Agencies***

Accreditation standards of the Council on Social Work Education (2015 EPAS) require that internship occur in settings that reinforce students’ identification with the purposes, values, and ethics of the profession, foster the integration of empirical and practice-based knowledge, and promote professional competence. Concordant with these standards, the SSW uses both primary as well as secondary social work settings so students have a plethora of options from which to choose:

- child welfare agencies
- community organizing entities
- county social services
- criminal justice settings
- drug and alcohol treatment programs
- family service agencies
- gerontological programs
- hospitals
- institutional treatment settings
- medical social work settings
- mental health programs
- non-profit agencies (e.g., Lakeland Mental Health, Head-Start).
- nursing homes
- programs serving developmentally disabled persons.
- school social work settings

### ***Criteria for Selecting Field Instructors***

These standards further require that all field agencies assign only qualified personnel as “Field Instructors”. The SSW requires Field Instructors to have a college degree-*preferably a Bachelor’s or master’s degree in social work*. However, Field Instructors without a social work degree are used only if they agree to provide a field experience consistent with social work values and ethics (see non-BSW/MSW Field Instructor section below) and meet additional oversight requirements (see below).

***Distant Internships***

There are no distance restrictions required of students when doing their internships. This gives our students the opportunity to seek out a diverse and broad range of internship learning opportunities.

However, it is strongly recommended that students begin communicating with the Field Director as early as possible if they are interested in doing internships outside of the region or country. MSUM School of Social Work offers distance students the opportunity to participate in SW492; Field Supervision and Integrative Seminar via zoom or Microsoft teams or other acceptable learning/communication platforms. Students must work closely with the Field Director regarding their distance options.

MSUM social work students are allowed to complete their internship experience in any approved human service setting around the nation. CSWE requires that accredited programs monitor and supervise internship placements through systematic site visits. Typically, this has occurred twice each semester (minimally), once at mid-term and the other towards the end of the semester but can involve additional site visits as needed. These visits are done face-to-face by traveling to the host agency. The following fee structure allows students to choose a field placement in-line with their learning goals but must pay for field supervision commensurate with the travel required for the placement selected.

**MSUM Social Work Internship Fee Schedule**

<b>Miles from MSUM</b>	<b>Field Supervision Travel Fee</b>
0-49	100
50-99	200
100-149	300
150-199	400
200-249	500
250-299	600
300-349	700
350-399	800
400-449	900
450-499	1000
500-549	1100
550+	1200

***Evaluation of Student Learning in the Field***

***Overview***

Consistent with CSWE’s field education standards (2015 EPAS), SSW requires students to be placed in human service agencies under the supervision of experienced social service professionals who will provide on-going field instruction, constructive formative feedback, and informal and formal evaluations of students’ mastery of the 9 required social work competencies and their 31 constituent practice behaviors. Integral to this strategy, and available in the Tk20 account, students use the Field Portfolio (SW469) to frame their practicum. This teaching/learning tool was thoughtfully crafted to focus both students and Field Instructors on the contextualized application of CSWE’s practice behaviors. Students use this pedagogical tool during every step of the practicum as they and Field Instructors collaboratively develop tasks that promote behavioral mastery. Interns study ethical issues and theories that pertain to each task, and instructors comment on their reflections. Interns explore the contextual application of the Generalist Intervention Model, reflect on their behavior-specific Generalist

Intervention Model performance, then instructors comment on students' learning and evolving competence during the entire semester.

#### *Field Assessment Process within the Field Portfolio*

Students are continuously assessed throughout their internship experience through the use of the Field Portfolio. The Field Portfolio instrument uses a 5-point Likert scale to summatively evaluate students. Each practice behavior is outlined in the Field Portfolio and field Instructors rate students on the 5-point Likert scale as the practice behaviors are adequately demonstrated. Field Instructors are encouraged to assist students throughout the semester in self-reflection and synthesizing field activities with the appropriate CSWE practice behaviors. In addition, Field Instructors assist students in applying classroom knowledge, theories and the stages of the Generalist Intervention Model reflected in the practice behaviors along with their ability to perform those behaviors.

#### *Informal Evaluation of Student Learning*

Informal evaluation is provided via the mid-term site visit (roughly between weeks 5-7) and 2<sup>nd</sup> site visit or phone conference call (roughly between weeks 10-12). During these exchanges, SSW SI/FLs explore student activities, strengths, and weaknesses as assessed by both the student and Field Instructor. They provide qualitative feedback and help ensure that the students' training is grounded in the Generalist Intervention Model and social work theory and ethics, for example. They also discuss and/or anticipate obstacles to successful mastery of core competencies and practice behaviors.

#### **Field Director Expectations**

The Field Director assumes responsibility for the overall direction and coordination of internship. This SSW faculty member is available to students, Field Instructors, and SSW SI/FLs to assist them in planning for, conducting, and ending all internship placements. The Field Director is responsible for:

1. the overall direction and coordination of the internship experience.
2. the on-going evaluation of field practicum experiences and maintaining the Field Manual.
3. being available to field students and Field Instructors to provide consultation regarding field placement and to facilitate the resolution of problems that may arise.
4. arranging and facilitating the Field Instructor orientation during the semester.
5. teaching and facilitating SW468—*Orientation to Internship* during which students are guided through the internship search process and in securing their internship.
6. assigning the course grade (Pass / Fail); and
7. removal of a student from a placement, should that become necessary.

#### **Field Instructor Expectations**

In compliance with CSWE standards for field education (2015 EPAS), Field Instructors are required to:

##### **In General**

- attend the orientation seminar before a student is placed in the agency:
  - The Field Director offers the Field Instructor orientation seminar via an instructional video every academic semester.
  - Topics covered include information about the internship; the roles of the Field Instructor, the SSW SI/FL and Field Director; syllabi, goals, written assignments, and evaluations for internship; policies for internship termination, sexual harassment, and internship liability insurance, student safety for example.

- This orientation lasts about an hour and a half and is sent each semester via email to the Field Instructor with a link to an instructional video sent by the Field Director every semester to all Field Instructors who are supervising an MSUM intern.
- follow all SSW internship policies and procedures.
- have a college degree, preferably a Bachelor's or master's degree in social work  
*(If the Field Instructor does not possess a social work degree, he/she agrees to provide a field experience consistent with social work values and ethics. See "Non-BSW or MSW Field Instructors" section below); and*
- complete the State of Minnesota Memorandum of Agreement, Internship Agreement with Placement Agency, and the Internship Activities and Expectations forms *(provide a copy to both the Field Director and student to ensure role clarity).*

### **In Placement**

- orient interns to the agency, and all policies and procedures that pertain-including an emphasis on student safety.
- participate fully with the intern in completing all parts of the Field Portfolio.
- help students develop meaningful tasks that integrate social work knowledge, values and skills obtained in class.
- assign interns responsibilities to demonstrate achievement of required core competencies/practice behaviors.
- continuously supervise the student;
- ensure a minimum of one weekly individual supervision meeting (~1 hour each);
- formally evaluate students continuously throughout the internship experience  
*(see section above on evaluation of student learning in the field); and*
- formally evaluate at the end of the semester the Field Director's performance in facilitating the field practicum and the SSW SI/FLs' performance as part of the field experience

### **Field Seminar and Liaison Expectations**

SW492—*Field Supervision and Integrative Seminar*. The SSW SI/FL provides both seminar instruction (SI) and field supervision (FL) functions. The SSW SI/FL serves the dual function of teaching the seminar course and follows interns into their field placement. She/he also assists in the management of that placement to ensure a quality learning experience. As a SSW faculty member, the SSW SI/FL is available to students and Field Instructors for:

- consulting with students, Field Instructor, and the Field Director regarding field placement.
- facilitating, along with the Field Director, the resolution of problems that may arise.
- conducting the on-site visit at the placement agency around mid-semester.
- conducting a 2<sup>nd</sup> site visit (e.g., in-person or using distance technology) with the student and the Field Instructor around week 12 to review the student progress.
- providing written feedback to students on all written assignments; and
- providing the Field Director, the assigned course grade (pass /fail) for students at semester's end.

### **Field Placement and Employment**

CSWE mandates that students cannot use their employment as their internship. While students *may* be employed at their internship site, there can be no overlap between work assignments and internship duties. It is further required that students interning at their place of employment must have practicum duties in another program/department, and have a supervisor not related to their employment. In cases where the student is both working and interning at the same agency, that agency must produce a detailed written description of how

employment and practicum duties will differ, and identify each supervisor (i.e., employment & practicum) and discuss how their oversight will remain separate. The Field Director and the student's field seminar instructor/liaison will together closely monitor these uncommon situations to ensure compliance. However, if a student is hired during the internship in the area that internship is occurring, he/she may continue in the internship setting in a paid position as long as the terms of the internship are carried out, assignments are turned in, and the evaluations are completed as scheduled by the Field Instructor and the student.

### ***Internship Competencies & Practice Behaviors***

The BSW field education/internship prepares students for generalist practice by providing a competency-based, outcome-oriented education in which students are evaluated on their achievement of CSWE-required social work competencies and practice behaviors (see above). Student achievement of each practice competency will be evaluated by rating student performance on 31 practice behaviors as it is these practice behaviors that operationalize the core competency that all professional, licensed generalist social workers must possess.

### ***Internship Hours and Expectations***

School of Social Work student interns will normally intern during the hours outlined by their internship site. This is often Monday-Thursday, or 32 hours weekly. Friday mornings are normally reserved for Senior Seminar. During internship hours, students may count time used to complete SW469 assignments (i.e., Organizational Analysis paper, and Field Portfolio). Also, students will take time off on holidays that are part of their internship agency NOT the normally scheduled MSUM holidays. If a student is ill or plans to take time off during their internship, they must notify their Field Instructor for permission and then their SI/FL as needed. The student must ensure coverage for those situations. It is ultimately up to each student to make sure they have a plan in place to complete the required 480 hours within the semester of their internship. In addition, students may count conferences or workshops toward the 480 hours which the Field Instructor has approved and that both agree will contribute significantly to student learning. Lunch or breaks are NOT included in internship hours. In cases of inclement weather, a student intern will follow the direction of their internship agency. For example, an agency may be closed due to a blizzard in some cities but not others. If a student has concerns that they may have difficulties meeting the 480-hour internship requirement due to weather or other factors, they must consult with their SI/FL who will consult with the Field Coordinator for a final decision as to how to address the concern of internship hours.

### ***MSUM Internship Policy***

The University maintains its own internship policy governing required field experiences, and these serve as the basis for more specific SSW policies (see the University website "***University Policies & Procedures***"):

- A. Students will not be required to return to campus after completing an internship. Students should, however, be encouraged to return to campus to share their experiences.
- B. Before the starting date of the internship, the internship supervisor, the site evaluator, and the student intern shall sign an ***Internship Agreement*** which outlines mutual responsibilities and expectations for the internship and contains statements clearly articulating liability assumption on the part of Minnesota State University Moorhead, the site, and the student intern.
- C. The central location for filing and routing internship opportunities and information to the departments is the *Minnesota State University Moorhead Career Development Center*.
- D. Minimum Internship Standards:
  - A minimum of one (1) semester credit and a maximum of twelve (12) semester credits will be granted for internships.
  - A maximum of twelve (12) semester credits may be counted toward a degree.
  - An internship will be graded only on a pass-fail basis.



- An internship may be taken only by a student majoring in the department or program.
- Any intern must have at least a junior standing.
- Internship credits will be awarded on the basis of a minimum of forty (40) hours of fieldwork per semester credit received.
- An internship must have a written agreement which outlines the mutual expectations and responsibilities of MSUM, the site, the department, and the student intern.
- The Internship Agreement filed in the department office for six (6) years; and
- Each internship will be evaluated by the department Internship Coordinator or the Internship Supervisor.

#### E. Departmental Expectations

All departments offering internships must have a current Internship Document on file in the Office of the Vice President for Academic Affairs, and in the office of the College Dean. The document shall include statements of the:

- Objectives of the internship program.
- Responsibilities of the student intern, the faculty supervisor, and the site evaluator.
- Departmental procedures for approving internships.
- Means of reporting results or accomplishments.
- Method(s) of assessment.
- Expectations and procedures of monitoring internship achievements.
- Departmental practice on faculty workload, if any.
- Departmental policy on internship compensation; and
- Name of a designated departmental Internship Coordinator.

#### ***Non-BSW or MSW Field Instructors***

Field Instructors without a BSW/MSW, but with a degree in a related field (e.g., human services, criminal justice, counseling, or psychology), must provide a field experience consistent with social work values and ethics. Non-BSW/MSW Field Instructors must view the Field Instructor Orientation video. The Field Director will send the non-BSW/MSW Field Instructors packets containing the following: (1) the information sheet on the social work major and degree requirements; (2) the NASW Code of Ethics, (3) literature on field instruction; and (4) readings on generalist practice. In such instances non-social work credentialed Field Instructors work closely with the SSW SI/FL to provide an internship experience that identifies with the purposes, values, and ethics of the social work profession. Ideally, students, with the assistance of the Field Director may arrange additional on-site supervision with a social worker (BSW or MSW) when possible and appropriate from within the agency or the community. The non-social work Field Instructor may be called the Task Supervisor and the BSW or MSW social worker from within the agency or from the community may be called the Social Work Supervisor. These situations are extremely rare and will take place only when many other options are explored and exhausted.

#### ***Placement Agency Expectations***

As social work education is very reliant on quality field settings in which students begin to develop their unique praxis, the SSW expects agencies to:

- provide qualified personnel to be assigned as “Field Instructor” for the student intern.
- follow all procedures as outlined in the field manual.
- provide students with a description of the agency’s expectations and anticipated duties for a bachelor’s level social work intern;
- understand that internship is an academic course such that the student’s primary focus is professional education and training. Although it can be expected that students will assume numerous responsibilities which benefit the agency, they are not employees who will fill the needs of an understaffed agency.
- complete the required placement contract that established parameters for the cooperative arrangement between the SSW, the field agency, and the student intern; and
- follow the policy and procedures related to termination of a student from the field placement and the policies related to sexual harassment. The agency further agrees to follow the structures outlined in this field manual.

### ***Placing and Monitoring Students***

The procedure for placement is student directed; the students choose their own placements within certain parameters. Students research the types of internship placement that interest them. They are allowed significant latitude in choosing a site that will best meet their personal learning objectives. If students, choose an agency that is listed on an Agency Database while attending SW468 (See below) they can proceed with completing internship finalization paperwork. If a student would like to choose an internship agency which is not on the Agency Database, the student must meet with the Field Director to confirm that the agency meets with SSW approval. Once an internship placement is agreed upon, a contract (see “SSW Internship Formal Agreement” above) is formalized which clarifies the expectations of the student, the agency, and the School of Social Work. This contract is signed by all three parties and kept in the student’s electronic internship file. Social work student interns are monitored by SSW SI/FL (See SSW SI/FL Expectations above) who conduct site visits. The SSW SI/FL is also available for phone contacts and additional visits if the need arises.

### ***SW468: Integrative Orientation to Internship Preparation***

Students who are preparing for internship are required to take **SW 468—Integrative Orientation to Internship** one semester prior to **SW 469—Internship** and **SW 492—Field Supervision and Integrative Seminar**. This course provides an overview of field experience theory, social work program expectations, fields of practice, client populations, development of job search skills, and development of professional identity and sense of self in preparation for the social work internship experience. Students will actively engage in internship preparation and will search for and finalize their internship placement in the duration of this course.

### ***SW469: Internship***

Students enroll in this course for 12 credits (see University Internship Policies above). These are the onsite hours the student completes at the internship agency. This course is graded on a Pass/Fail basis. The student’s main assignment for SW469 is the comprehensive Field Portfolio which is accessed through each student’s TK20 account.

### ***SW492: Field Supervision and Integrative Seminar***

This is a capstone course for 3 credits which accompanies SW469 and is structured as a student-driven seminar which includes discussions on the NASW Code of Ethics and putting ethics into practice. The Field Director is responsible for assigning eligible students to the appropriate SW 492 sections. The SSW SI/FL then facilitates student enrollment into the proper seminar section. The selection of students for SW492 sections will take place at the beginning of the students internship semester.

### ***Sexual Violence Prevention Policy***

The SSW expects placement agencies to follow the university’s policy with regard to harassment, violence, and

intolerance. This expectation is made clear at the Field Instructor's Orientation Meeting as well as in this manual.

- Acts of sexual violence are intolerable. MSUM expects all members of the campus community to act in a manner that does not infringe on the rights of others. We are committed to eliminating all acts of sexual violence.
- MSUM faculty and staff are concerned about the well-being and development of our students. We are obligated to share information with the MSUM Title IX Coordinator in certain situations to help ensure that disclosures include but are not limited to reports of sexual assault, relationship violence, and stalking.
- If you have experienced or know someone who has experienced sexual violence, services and resources are available. You may also choose to file a report. For further information, contact Lynn Peterson, Title IX Coordinator [petrsnly@mnstate.edu](mailto:petrsnly@mnstate.edu); 218-477-2967 or Ashley Atteberry, Director of Student Conduct & Resolution (218-477-2174; [ashley.atteberry@mnstate.edu](mailto:ashley.atteberry@mnstate.edu)) both located in Flora Frick 153. Additional information is available at: [www.mnstate.edu/titleix](http://www.mnstate.edu/titleix)

### **School of Social Work Internship Requirements**

SSW internship is a block placement usually occurring in the student's last academic semester. It requires a minimum of 480 hours at a human services setting/agency under the supervision of a social worker. To register for internship, students must successfully complete all required coursework with a C or better, pass all related required coursework and have a minimum MSUM GPA of 2.5. While internship is a required capstone experience all BSW candidates must successfully complete, it is a privilege to engage in this learning experience-*not an absolute right*. Therefore, students will be continuously held to all academic and non-academic standards outlined above prior to and during their internship placement; and the internship privilege can be reevaluated, even revoked, if deemed necessary under existing SSW policies. **NOTE:** Field Practicum courses may not be transferred from an unaccredited to an accredited program.

### **Social Work Credit for Life / Work Experiences**

There is no social work credit given to students for any life/work experiences. Students are required to take all core social work courses including 12 credits of internship, regardless of their experience in the field.

### **Student Liability Insurance for Internship**

Students are covered under the University's student liability insurance:

*Students are liable for their actions and may be sued (along with others) for damages due to negligence. Minnesota State University Moorhead has a Student Intern Professional Liability Policy which covers students engaged in internships. The coverage is for \$2,000,000 per occurrence and \$5,000,000 in aggregate. In addition, some internships and academic programs may require students to purchase separate liability insurance. If the student or his/her academic department or clinical practicum site does not have a formal internship agreement, and therefore does not have a formally acknowledged internship (i.e. no credit hours, etc.), the student is NOT covered by the University Student Professional Liability Policy. Students completing their practicum work in area schools can receive liability insurance through the Education Minnesota Student Program provided they are members. For more information, visit their Web site (Retrieved from MSUM Bulletin: Academic Policies | Academic Information).*

### **NASW membership**

Students are required to join the *National Association of Social Workers* (NASW) during the SW468 class and before their internship. Students are strongly encouraged take out the professional liability insurance with the NASW Insurance Trust. This particular insurance is available only to individual students and protects them for

duties and field placements which are parts of their school curriculum. Insurance enrollment, however, is NOT required.

### ***Student Medical Coverage***

MSUM does not provide medical insurance for any injuries that may occur during internship or the course of field placement unless the student intern has elected to purchase medical coverage from the University.

### ***Student Safety Policies and Procedures***

All internship sites must ensure their intern(s) complete a *safety and security orientation* within the first week of the internship semester per the ***School of Social Work Internship Agreement with Placement Agency*** form. In the event of a student experiencing accidents, threatening situations, physical and/or emotional harm, the following steps must be taken:

- Student must formally notify (e.g., email, phone call, letter, et cetera) their field instructor within 24 hours.
- Field Instructor and student must notify Field Seminar Instructor/Liaison of the event within 24 hours.
- Field Seminar/Liaison must contact the Field Director.
- The Field Director and agency Field Instructor must assure that all policies and procedures are followed.
- Student will be made aware of agency supports as well as MSUM support services; ( i.e, MSUM Counseling, CARE Team.)

### ***Termination of Internship***

Most students have little or no difficulty following internship expectations. However, occasionally situations arise which are serious enough to necessitate removal of a student from field placement. The following is a partial list of examples that prompt removal:

1. Clear violation of client confidentiality. This does not include the sharing of information necessary for case management or knowledge integration.
2. Chemical abuse or any other condition, which interferes with responsibilities to clients, the placement agency, or academic course requirements.
3. Sexual involvement with a client.
4. Repeated failure to respect interpersonal boundaries with clients or placement agency staff.
5. Chronic failure to meet the expectations of internship or field experience; or
6. A determination by the field instructor, the field liaison, or the Field Director that the student does not possess the basic skills necessary for social work practice.

In the case of a deficiency during internship, a Formative Performance Evaluation (see above) may be used before termination of the internship if the following conditions are present:

1. The deficiency is such that remediation can occur;  
*(This decision will be made jointly by the Field Director, the SSW SI/FL and Field Instructor if appropriate.)*
2. The Field Instructor is willing to work with the student in the remediation plan.

If the above conditions prevail, the course of action is as follows:

1. A meeting will be held with the student, the student's advisor, the Field Director and/or SSW SI/FL, and if appropriate, the student's Field Instructor. The deficiency will be addressed, and a formal notice given to the student. The remediation plan will be discussed at this meeting

as well as a prescribed time frame, to be agreed upon by the student, the Field Director, and the student's advisor.

2. In the event that the process of the remediation is not followed by the student, the Field Director may recommend termination of the internship.

A student may also be removed due to situations beyond his/her control, such as an incapacitation due to illness or accident, or agency problems which compromise the integrity of the placement experience. The decision to remove a student will be made by the Field Director in consultation with the SSW chair, the SSW SI/FL, the Field Instructor, the student's advisor, and the student. Once the decision to remove a student has been made, the student will discontinue his/her duties at the placement agency immediately.

If the student is removed from the internship, the SSW faculty may implement disciplinary actions. If so, the remedial process will be used to determine, with the Field Director, readiness for future field placement requirements.

Depending on the reason and severity of the concern, the student may be terminated from the SSW program without using the MSUM Disciplinary Procedures or SSW Formative Performance Evaluation.

The student who feels he/she has been removed unjustly may appeal the decision using the due process procedures identified in the Disciplinary and Grievance Procedures-MSUM, Formative Performance Evaluation, and Appeal Policy and Procedures sections of the SSW Student Handbook.

#### ***Title IV-E Child Welfare Requirements***

The SSW is very fortunate to be a founding participant in the University of Minnesota's Bachelor of Social Work Title IV-E Child Welfare Consortium where juniors and seniors seeking a career in child welfare can apply for a stipend to defer educational costs. In coordination with the Child Welfare Coordinator, students awarded this stipend must meet the following additional requirements prior to and during internship:

- have a senior field practicum in a county, state, or tribal child welfare unit.
- complete a child welfare course.
- attend child welfare IV-E student meetings and seminars as applicable;
- maintain good academic standing (*as defined by the SSW academic policy*); and
- upon exit from the SSW, seek and accept employment in public child welfare (*if such a position is available and offered within three months of graduation and maintain such employment for four and a half months for each semester that they received a stipend*).