



California State University
SAN MARCOS

DEPARTMENT OF
SOCIAL WORK

Master of Social Work Program

Field Internship Education Manual

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Mission of the CSUSM MSW Program

Grounded in principles of social and economic justice, the Mission of the Master of Social Work Program at California State University San Marcos is to prepare competent, committed and conscientious social workers who engage in ethical and reflective advanced generalist practice. Responsive to a diverse and multicultural society, our program focuses on community engagement, service, advocacy, leadership and research that enhances the well-being of individuals, families, and communities in Southern California and beyond.

Mission of the Social Work Profession

The mission of the MSW Program at CSUSM is carried out through a set of goals and objectives that guide the program and reflect the main tenets, or ethical principles of the social work profession, as developed by the National Association of Social Workers (NASW). The NASW is the Social Work profession's main organizing body whose key purpose is to "enhance the professional growth and development of [social work professionals], to create and maintain professional standards, and to advance sound social policies" (NASW; www.socialworkers.org, 2017). The *NASW Code of Ethics* outlines the general mission of the social work profession, with specific guidelines, or codes of ethical conduct, that all professional social workers must uphold. NASW states, in the preamble of its *Code of Ethics*, that, **"...the primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty."** A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living" (NASW; National Association of Social Workers (approved 1996, revised 2017).

NASW further explains, **"Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems"** (ibid).\

The NASW Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>) offers a set of values, principles and standards to guide decision-making and everyday professional conduct of social workers. It is relevant to all social workers and social work students regardless of their specific functions or settings.

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire and are found in the NASW Code of Ethics:

Ethical Principles:

- **Service** - Social workers' primary goal is to help people in need and to address social problems.
- **Social Justice** - Social workers challenge social injustice.
- **Dignity and Worth of the Person** - Social workers respect the inherent dignity and worth of the person.
- **Importance of Human Relationships** - Social workers recognize the central importance of human relationships.
- **Integrity** - Social workers behave in a trustworthy manner.
- **Competence** - Social workers practice within their areas of competence and develop and enhance their professional expertise.

Professional ethics are the foundation of the profession and flow from the core values of the profession. The profession of social work, through articulation of its values, ethical principles, and standards, guides social workers in the field and provides a standard of conduct that all social workers must uphold. The NASW Code of Ethics provides the following core standards:

Ethical Standards:

1. Social Workers' ethical responsibilities to clients;
2. Social Workers' ethical responsibilities to colleagues;
3. Social Workers' ethical responsibilities in practice settings;
4. Social Workers' ethical responsibilities as professionals;
5. Social Workers' ethical responsibilities to the social work profession;
6. Social Workers' ethical responsibilities to the broader society.

CSUSM MSW Program Field Education Manual Overview

The CSUSM Field Manual is a guide for CSUSM MSW students, which contains important information on the processes, policies, procedures, documents, and resources needed to facilitate students' knowledge and understanding of fieldwork education. Field education encompasses nearly half of a student's required course credits and is an integral component of the MSW program. Field education affords students opportunities to apply didactic learning principles and theories in an experiential setting with a range of populations, organizations, communities, and policy makers, under the direct supervision of an experienced social worker. Participation in fieldwork develops critical competencies in students, as standardized by the Council on Social Work Education (CSWE, 2015).

Field Education as Defined by the Council on Social Work Education

The Council on Social Work Education (CSWE) is the governing body and sole accrediting agency for social work education in the United States. The CSWE sets the standards for all MSW programs in the United States, which "ensures and enhances the quality of social work education for a professional practice that promotes individual, family, and community well-being, and social and economic justice." In order to achieve this mission, MSW programs are structured to provide students with both academic training and experiential, *fieldwork* training. Fieldwork is the cornerstone of the MSW program, and is defined by the CSWE in the following way:

"The intent of field education is to connect the theoretical and conceptual contribution of the classroom with the practical world of practice setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the achievement of program competencies (CSWE, 2015)."

Professional Social Work Competency Standards

The CSUSM MSW Program is designed to prepare students for competent social work practice as defined by the Council on Social Work Education. Competencies are defined as measurable practice behaviors comprised of social work knowledge, values, and skills. The goal of competency-based education is to ensure that students can successfully integrate and apply the following competencies in direct practice settings with individuals, families, groups, organizations, and communities. **The core competencies, and corresponding practice behaviors, as outlined by CSWE, provide the theoretical framework for the program's professional curriculum and design.** The MSW curriculum at CSUSM provides integrated opportunities for students to master these competencies, as coursework and fieldwork intertwine and inform each other. In class, students learn about theories and constructs that reflect the EPAS standards, while in field, students have opportunities to practice competencies and corresponding practice behaviors learned in the classroom. EPAS competencies and corresponding practice behaviors are presented below.

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant policies, laws, and regulations that may affect practice with individuals, families, groups, organizations, and communities. Social workers understand that ethics are informed by principles of human rights and apply them toward realizing social, racial, economic, and environmental justice in their practice. Social workers understand frameworks of ethical decision making and apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize and manage personal values and the distinction between personal and professional values. Social workers understand how their evolving worldview, personal experiences, and affective reactions influence their professional judgment and behavior. Social workers take measures to care for themselves professionally and personally, understanding that self-care is paramount for competent and ethical social work practice. Social workers use rights-based, anti-racist, and anti-oppressive lenses to understand and critique the profession's history, mission, roles, and responsibilities and recognize historical and current contexts of oppression in shaping institutions and social work. Social workers understand the role of other professionals when engaged in interprofessional practice. Social workers recognize the importance of lifelong learning and are committed to continually updating their skills to ensure relevant and effective practice. Social workers understand digital technology and the ethical use of technology in social work practice.

Social workers:

- a. make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context.
- b. demonstrate professional behavior; appearance; and oral, written, and electronic communication.
- c. use technology ethically and appropriately to facilitate practice outcomes; and
- d. use supervision and consultation to guide professional judgment and behavior.

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights. Social workers are knowledgeable about the global intersecting and ongoing injustices throughout history that result in oppression and racism, including social work's role and response. Social workers critically evaluate the distribution of power and privilege in society in order to promote social, racial, economic, and environmental justice by reducing inequities and ensuring dignity and respect for all. Social workers advocate for and engage in strategies to eliminate oppressive structural barriers to ensure

that social resources, rights, and responsibilities are distributed equitably, and that civil, political, economic, social, and cultural human rights are protected.

Social workers:

- a. advocate for human rights at the individual, family, group, organizational, and community system levels; and
- b. engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Social workers understand how racism and oppression shape human experiences and how these two constructs influence practice at the individual, family, group, organizational, and community levels and in policy and research. Social workers understand the pervasive impact of White supremacy and privilege and use their knowledge, awareness, and skills to engage in anti-racist practice. Social workers understand how diversity and intersectionality shape human experiences and identity development and affect equity and inclusion. The dimensions of diversity are understood as the intersectionality of factors including but not limited to age, caste, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that this intersectionality means that a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege and power. Social workers understand the societal and historical roots of social and racial injustices and the forms and mechanisms of oppression and discrimination. Social workers understand cultural humility and recognize the extent to which a culture's structures and values, including social, economic, political, racial, technological, and cultural exclusions, may create privilege and power resulting in systemic oppression.

Social workers:

- a. demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and
- b. demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experience.

Competency 4: Engage in Practice-Informed Research and Research-Informed Practice

Social workers use ethical, culturally informed, anti-racist, and anti-oppressive approaches in

conducting research and building knowledge. Social workers use research to inform their practice decision making and articulate how their practice experience informs research and evaluation decisions. Social workers critically evaluate and critique current, empirically sound research to inform decisions pertaining to practice, policy, and programs. Social workers understand the inherent bias in research and evaluate design, analysis, and interpretation using an anti-racist and anti-oppressive perspective. Social workers know how to access, critique, and synthesize the current literature to develop appropriate research questions and hypotheses. Social workers demonstrate knowledge and skills regarding qualitative and quantitative research methods and analysis, and they interpret data derived from these methods. Social workers demonstrate knowledge about methods to assess reliability and validity in social work research. Social workers can articulate and share research findings in ways that are usable to a variety of clients and constituencies. Social workers understand the value of evidence derived from interprofessional and diverse research methods, approaches, and sources.

Social workers:

- a. apply research findings to inform and improve practice, policy, and programs; and
- b. identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Competency 5: Engage in Policy Practice

Social workers identify social policy at the local, state, federal, and global level that affects well-being, human rights and justice, service delivery, and access to social services. Social workers recognize the historical, social, racial, cultural, economic, organizational, environmental, and global influences that affect social policy. Social workers understand and critique the history and current structures of social policies and services and the role of policy in service delivery through rights-based, anti-oppressive, and anti-racist lenses. Social workers influence policy formulation, analysis, implementation, and evaluation within their practice settings with individuals, families, groups, organizations, and communities. Social workers actively engage in and advocate for anti-racist and anti-oppressive policy practice to effect change in those settings.

Social workers:

- a. use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and
- b. apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of individuals, families, groups, organizations, and communities.

Social workers value the importance of human relationships. Social workers understand theories of human behavior and person-in-environment and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers are self-reflective and understand how bias, power, and privilege as well as their personal values and personal experiences may affect their ability to engage effectively with diverse clients and constituencies. Social workers use the principles of interprofessional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

Social workers:

- a. apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies; and
- b. use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in culturally responsive assessment with clients and constituencies, including individuals, families, groups, organizations, and communities. Assessment involves a collaborative process of defining presenting challenges and identifying strengths with individuals, families, groups, organizations, and communities to develop a mutually agreed-upon plan. Social workers recognize the implications of the larger practice context in the assessment process and use interprofessional collaboration in this process. Social workers are self-reflective and understand how bias, power, privilege, and their personal values and experiences may affect their assessment and decision making.

Social workers:

- a. apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; and
- b. demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice. Social workers understand theories of human behavior, person-in-environment, and other interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in selecting culturally responsive interventions with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of identifying, analyzing, and implementing evidence-informed interventions and participate in interprofessional collaboration to achieve client and constituency goals. Social workers facilitate effective transitions and endings.

Social workers:

- a. engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; and
- b. incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of diverse individuals, families, groups, organizations, and communities. Social workers evaluate processes and outcomes to increase practice, policy, and service delivery effectiveness. Social workers apply anti-racist and anti-oppressive perspectives in evaluating outcomes. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers use qualitative and quantitative methods for

evaluating outcomes and practice effectiveness.

Social workers:

- a. select and use culturally responsive methods for evaluation of outcomes; and
- b. critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

Internship Education Structure at CSUSM

Internship Education within the CSUSM MSW Program aligns itself to the larger mission of the CSWE, and to the mission of the MSW program at CSUSM. The Program works in partnership with CSWE to facilitate students' integration of theory and practice, support students' development of required competencies, and enhance the students' ability to practice skills related to each competency.

The internship sequence structure is guided by explicitly defined academic standards, which include both generalist and advanced social work practice competencies through the integration of classroom and internship experiences.

The integration of class and internship occurs through a variety of pathways, all of which are inter-related and reinforce the educational tenet that knowledge is best acquired through both didactic and practical teaching methods. Internship instruction provides experiential learning opportunities that allow students to engage in relevant micro, mezzo and macro practices, with or on behalf of clients; and to actively apply the social work skills, knowledge, and values introduced in the classroom. Students participate in classroom field seminars where class assignments relate to their internship and are reinforced and modeled by supervisors in the field. Assignments include education on social welfare policies and programs, social work research methods, human behavior across the life span with an emphasis on cultural diversity, and a broad range of social work practice theories related to generalist and advanced work with individuals, families, groups, communities, and institutions.

Internship Expectations and Standards at CSUSM

Internship education at CSUSM is founded on a set of expectations and standards that serve as a guide for both agency personnel and University faculty involved in Internship Education. These expectations and standards include the following:

1. **Standard I.** Internship education is an integral part of the translation of social work knowledge acquired in the classroom into practice skills and competencies required to perform direct social work practice with a range of populations in the community.
2. **Standard II.** Community agencies, along with the CSUSM Social Work Program, share a commitment to carry out the mission of the Program by providing the highest standard of social work education. Agencies provide experiential opportunities for students through field-based internships where professional social workers share their expertise with students. These social workers, called **Agency Supervisors**, demonstrate professional practice vis-à-vis social work theories and principles of empowerment, diversity, social justice, and societal change.
3. **Standard III.** The Agency Supervisor upholds all social work values and ethics as defined by the NASW, provides the student with instruction about values and ethics, and demonstrates how these values and ethics form the foundation from which all social work is practiced.
4. **Standard IV.** Internship education exposes students to the inextricable link between social welfare, social work practice, and the broader social contexts of socioeconomics, population demographics, and political systems.
5. **Standard V.** Internship education must facilitate awareness among students about macro issues and trends in social welfare services, policy, advocacy, and justice; and how these impact and inform direct social work practice. Agency Supervisors must help students to learn how to critically evaluate social service delivery systems and provide opportunities for students to be part of developing and evaluating agency programs and policies that affect clientele.
6. **Standard VI.** The MSW Program is committed to ensuring that education is the primary purpose of the internship. The main focus of internship is to acquire the skills needed to become a competent social work practitioner; the students' engagement with the agency, its clientele, and the larger community is secondary.
7. **Standard VII.** All students are expected to participate in developing an internship learning agreement, completing the contracted activities and goals in the agency, and, in conjunction with the Agency Supervisor and the Internship Faculty, evaluating their learning experiences.
8. **Standard VIII.** Internship agencies are expected to develop a student learning experience that reflects an understanding and application of the CSWE 2022 EPAS.
9. **Standard IX.** Faculty, participating agencies, Agency Supervisors, and students are expected to be guided in their professional conduct by the NASW Code of Ethics.

The Six Components of Field Internship Practicum Education at CSUSM

1. **Internship Practicum Agency:** Internship practicum agencies form the foundation of internship education at CSUSM. Agencies that provide internship instruction have been carefully selected by the Department of Social Work based on the extent to which they are able to support the student's mastery of the nine core competencies set forth by the CSWE. The Department has an established review process to screen potential internship practicum placement sites, and only those agencies that meet the Department's criteria are utilized. Internship practicum agencies must demonstrate that they can provide students with a broad range of opportunities to gain skill in the practice of social work through experiential learning that involves work with a diverse population that includes unique client attributes such as age, culture, class, ethnicity, gender, disability, religious/spiritual, and sexual orientation. In addition, internship practicum agencies must provide opportunities for students to practice the following skill-building behaviors:
 - a. Direct practice interventions with disenfranchised and un- or underserved individuals, families, and small groups;
 - b. Direct practice utilizing a range of theoretical models and research-informed interventions;
 - c. Assessment, diagnosis, planning and treatment; and
 - d. Macro practice interventions focusing on community, organizational, and/or institutional change.

Additional Expectations of the Agency:

- i. Provide students with learning opportunities/experiences in all competencies in the Foundation and/or Advanced placement year;
- ii. Provide students with opportunities for direct, supervised learning with clients, social service agencies and other community resources and organizations;
- iii. Provide students with opportunities for learning directed toward understanding professional values and ethics and their applications in social work practice;
- iv. Provide orientation to, and training in working with, agency policies and procedures;
- v. Provide workplace safety training, including policies and procedures related to keeping oneself safe while conducting home and/or community visits, and office safety protocols;
- vi. Provide information related to agency implementation of the Health Insurance Portability and Accountability Act (HIPAA) of 1996;
- vii. Provide appropriate role definition and role modeling in professional social work behavior;

- viii. Provide opportunities to learn and to integrate empirically derived knowledge about assessment, intervention, and the use of personal and environmental resources;
- ix. Provide opportunities for students to evaluate their own practice;
- x. The agency must demonstrate acceptance of its responsibility to contribute to social work education;
- xi. Agency policies and procedures must be compatible with the values and ethics of the social work profession, including affirmation of, and support for, diversity;
- xii. The agency should have sufficient staff to maintain its programs without reliance on students. The activities involved in the student's assignment are to be arranged on the basis of the student's learning needs and not to supplement the personnel of the agency;
- xiii. The agency should be prepared to engage in planning with the Department of Social Work regarding student learning activities that prepare students to meet all CSWE competencies in both Foundation and Advanced years of placement;
- xiv. The agency must be willing to participate jointly in the selection and preparation of Agency Supervisors and to allow the Agency Supervisor ample time to carry out teaching responsibilities, including time to attend meetings and workshops conducted by the MSW Program. Training in field instruction is required for Agency Supervisors and is on-going throughout the year;
- xv. The agency must allow Agency Supervisors to spend, at minimum, one hour per week in regularly scheduled supervisory conferences with their students who are in placement 16 or 20 hours per week;
- xvi. The agency will participate in the selection of students; and must be willing to accept students without discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, political orientation, age, marital status, disability, or status as a disabled veteran, or Vietnam era, or Gulf War veteran; and
- xvii. The agency must demonstrate and practice policies in regard to staff and clients that prohibit discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, political orientation, age, marital status, disability, or status as a disabled veteran, or Vietnam era or Gulf War veteran.

2. **Agency Supervisors and Agency Task Preceptors:** The Agency Supervisor is the primary supervisor at the internship practicum site that supports the educational experience of the student assigned to the agency. The Agency Task Preceptor is an individual assigned by the Field Supervisor to provide additional support and assignments to the student intern.

Agency Internship Practicum Supervisor Requirements:

- a. The Agency Internship Practicum Supervisor must hold an MSW degree from an accredited school of Social Work; or related; two years of experience post master's

- degree experience; employed by the agency for at least 9 months prior to becoming an Agency Supervisor. A State of California LCSW is preferred.
- b. Completion of 30-hours CSUSM field supervisor training.
 - c. Ability to provide a minimum of 1.0 hour(s) of formalized, individual, face-to-face, regularly scheduled supervision each week. Assessment materials shall be prepared by the student and reviewed by the Agency Supervisor (i.e., process recordings, audio/videotapes, case presentation, projects, educational learning plan, etc.) on an on-going basis.
 - d. Commitment of availability for the entire academic year field instruction period (end of August through mid-May) and the hours the students are in placement.
 - e. Being familiar with and following the policies and procedures set forth in the Internship Education Manual. Familiarity with the CSUSM Department of Social Work mission, goals, program, and curriculum objectives.
 - f. Attendance at the Annual Agency Internship Practicum Supervisor Orientation Meeting (held in late- August each year) regarding Department and curriculum and/or other updates.
 - g. Potential for teaching as demonstrated in: an ability to conceptualize theory and practice; implementing program curriculum with the student; ability to provide the necessary time to the student in planning, preparation, and review for student's supervision; and an ability and willingness to evaluate the student's performance on an on-going, consistent basis and in the required formal written evaluations.
 - h. Agency Supervisors will become familiar with and consistently use the respective field education curriculum in developing clear expectations of student performance. Includes required course objectives and competencies, learning plans, process recordings, evaluations, agency site visits, etc. as outlined in the field course syllabi.
 - i. Identifies individualized learning opportunities, clients, projects, and tasks within and outside the agency setting in line with the needs and the department's curriculum and goals of the student. Knowledge of the community and its resources.
 - j. Provision of a comprehensive orientation to the agency and its services; provide on-going orientation and in-service training regarding pertinent issues, including review of risk management policies and procedures, e.g. office and community safety, harassment, transporting of clients, medical precautions, etc.
 - k. Upholds *NASW Code of Ethics*, identifies with the social work profession, demonstrates a strong commitment to social work values, and adheres to the laws that regulate social work practice.
 - l. Ongoing collaboration with the Field Faculty/liaison to enhance the student's educational experiences in the internship.
 - m. Notifies and consults with the student's assigned Internship Faculty instructor and/or Director of Internship Education of any changes and/or difficulties encountered in the placement experience.

Agency Task Preceptor Requirements:

- a. Bachelor's degree in social work or related field.
- b. Two years' post bachelor's experience working in a social service setting and a minimum of six months working in the current setting where the individual will be providing task preceptor responsibilities.
- c. Completion of 30-hours CSUSM field supervisor training.
- d. The task preceptor cannot assume the primary field supervisor role unless they meet the minimum requirements for field supervisor.

Agency Supervisors are responsible for the following:

- a. **LEARNING AGREEMENT:** In collaboration with the student, the Agency Supervisor develops a learning agreement that addresses several educational goals and objectives to be accomplished during the placement, according to EPAS standards. The Learning Agreement must contain specific, quantifiable, and relevant practice experiences that support student mastery of the nine EPAS competencies. The student learning agreement serves as a guide for both the student and Agency Field Supervisor to determine the extent to which the student has mastered core social work competencies as set forth by the CSWE.
 - b. **SUPERVISION:** Providing weekly individual and group supervisory conferences with students. **Requirements include a minimum of one hour of weekly individual supervision** and if possible, two hours of group supervision, for a total of three hours of supervision weekly.
 - c. **EVALUATE STUDENT PERFORMANCE:** Agency Supervisors must also submit semester-end and year-end evaluations of student progress to the Department, based on the student's performance vis-a-vis the Learning Agreement and Comprehensive Skills Evaluation.
 - d. **MUST BE ON SITE AT LEAST 50% OF THE TIME:** Agency Supervisors must work on site, at the agency where the student is interning, at least 50% of the time that the intern is at the internship. **Additionally, if the agency Supervisor is not on site with the student intern, the Supervisor must designate a Task Preceptor to oversee the student intern while the main field supervisor is offsite.**
 - e. **INVOLVEMENT WITH THE CSUSM DEPARTMENT OF SOCIAL WORK:** New Agency Supervisors are required to participate in a mandatory 20-hour Internship Education Workshop, and complete online modules, provided by the MSW program to help ensure a thorough understanding of the CSWE Competencies and corresponding practice behaviors, as well as all CSUSM field education processes, requirements, and deadlines. Continuing Agency Field Supervisors must attend mandatory yearly training to be recertified as a Agency Field Supervisor in the subsequent year. Agency Supervisors must be available each semester for a site visit from a CSUSM Internship Faculty liaison who monitors the student field internship experience. Agency Supervisors are also expected to share relevant information and expertise that will enhance the MSW program at CSUSM.
 - f. **CODE OF ETHICS:** The Agency Supervisor must practice according to the standards and values outlined in the *NASW Code of Ethics*.
3. **Field Internship Education Director:** The Director of Field Internship Education handles the following responsibilities:
- a. **INTERNSHIP PLACEMENT PROCESS:** Planning and coordinating the field placement process, to include on-going development of agency field sites.
 - b. **INTERNSHIP POLICIES:** Developing and implementing field policies.
 - c. **AGENCY DIRECTORY:** Maintaining a current agency directory to assist students in the field placement process.
 - d. **STUDENT INTERVIEWS & PLACEMENTS:** Interviewing and placement of MSW students into field placements.
 - e. **MONITOR AGENCY'S ADEHERENCE TO MSW PROGRAM EXPECTATIONS:** Interview and monitor agencies and potential Agency Supervisors to assure that field agencies provide appropriate experiential and educational experiences for students, consistent with the 9 EPAS competencies.

- f. **MEDIATION:** Resolve any problems that may arise during placement.
 - g. **INTERNSHIP SEMINAR:** Teaches the field seminar that augments students' field education.
 - h. **DEVELOP AND CONDUCT AGENCY SUPERVISOR TRAININGS:** Provide comprehensive Agency Field Supervisor trainings (20 hours) to all new Agency Field Supervisors, and a yearly mandatory training for all continuing Agency Field Supervisors.
 - i. **MAINTAIN REGULAR CONTACT WITH INTERNSHIP FACULTY, AGENCY SUPERVISORS AND PARTNER AGENCIES:** The Internship Education Director provides Internship Faculty liaisons and Agency Supervisors with necessary curriculum materials and other available resources to facilitate student learning. This includes a website for Agency Supervisors that includes all field documents, training materials, and news updates. The Director of Internship Education holds regular conferences with University Internship Faculty liaisons to keep abreast of student and agency issues, and to ensure that they have all the resources needed to deliver effective classroom instruction.
4. **Internship Faculty Liaison:** The Internship Faculty liaison is the faculty member who teaches the field education seminar, conducts site visits to community agency partners where students are participating in a field internship, and acts as a liaison between the University and the agency. The Internship Faculty Liaison assists the Internship Director in student internship placements, attends all student and Agency Supervisor trainings, and supports the Department by developing new field placement opportunities for students.
5. **Internship Seminar:** Each semester students are in internship practicum they enroll in Internship Instruction Seminar, for a total of 12 units over their four semesters in internship. Internship seminar meets for two hours each week for foundation year students, and every other week for concentration year students, with the goal of enhancing students' learning in internship education, and as a forum for students to share experiences gained at the internship with their peers. First year and second year field seminars have different emphases, with second year seminar building upon skills learned in first year seminar. Generalist practice and advanced practice placements must be completed in different agencies, to broaden the experience and skill set of the student. The policy on grading student performance in seminar is discussed in this manual under "Policy on Academic Credit for Internship Education".
- a. **Generalist Practice Field Internship Seminar Sequence: MSW 540 & 541.**
The core competencies and practice behaviors in the first year of field align with the competencies in the MSW generalist curriculum. The Generalist Practice Field Seminar sequence begins with a series of three *pre-field* workshops, titled "**Preparation for Practice**". These workshops are the orientation to field education, which allows the Director of Field Internship Education and Field Faculty Liaisons to assess student's readiness for field and help prepare them to engage in field practicum. In order to prepare students for the field practicum, the preparation workshops focus on beginning social work skills such as

communication, professional boundaries, use of supervision, and overview of the CSWE core competencies and corresponding practice behaviors that must be mastered. The *NASW Code of Ethics* is also introduced to students in the pre-field workshops, and it is expected that students will become familiar with the Code before entering into the field practicum. The last workshop focuses on *Safety in the Field* where students participate in a mandatory safety-training workshop conducted by the Department and receive training in Crisis Prevention Interventions by a trained CPI professional. After the pre-field workshops, students enter their field placement on the third week of the fall semester. In collaboration with the student's Agency Field Supervisor, each student develops a field learning agreement. Once students are in the practicum setting, the field seminar shifts focus and supports student mastery of competencies through didactic and interactive methods in the classroom that build a generalist foundation for practice. This includes focus on working with diverse individuals, families, groups, organizations, and communities. The seminar also focuses on client engagement, case planning, beginning assessment, and intervention skills and techniques.

b. Advanced Practice Field Seminar Sequence: MSW 642 & 643.

The core competencies and practice behaviors in the advanced practice field seminar build upon the generalist practice experiences learned in year 01. The advanced practice field seminar sequence begins with the development of a field learning agreement and analysis of the agency. The focus then shifts to applying advanced generalist clinical social work practice skills with diverse populations. Practice in mastering skills specific to specialized populations is emphasized in the advanced field seminar, where students participate in classroom exercises that complement what is being learned in field practicum.

6. **Internship Practicum:** The objective of the internship practicum is to provide students with practice experiences that complement the concepts, theories, principles, and knowledge base presented across the entire MSW classroom-based curriculum. The Department expects the internship to provide students with opportunities to test and reinforce the knowledge base of ALL classroom courses. The following description details important policies and information related to hours/duration of internship, and specific tasks to be accomplished that correlate to learning outcomes and competencies:

- a. **PRACTICUM INTERNSHIP HOURS:** Students participate in internship during four semesters in the MSW program. **Students are required to complete a minimum of 472 hours of internship practicum their first year in field and a minimum of 624 hours their second year, for a minimum of 1100 hours of internship practicum in the MSW Program.** In their first year in the field, students must complete 16 hours of internship each week of the 15-week semester; and must commit to eight consecutive hours for each of the two days in internship. In their second year internship, students must complete 20 hours of internship practicum each week of the 15-week semester; and must commit to 8 consecutive hours two days in practicum, and an additional four hours on the third day in practicum. **Generally, internship hours are weekdays between 8:00 am and 5:00 pm. Students must determine with their Agency Supervisor which combination of days will work best for the agency and Agency Supervisor.**

IMPORTANT NOTE: THE PROGRAM DOES NOT GUARANTEE WEEKEND OR EVENING PLACEMENTS.

- b. In the winter intersession (between the end of the fall semester and the beginning of the spring semester), students are expected to return to their field placement in early January. The student's professional responsibilities for client services are foremost, and for minimal disruption to clients' continuity of care, students return to field prior to returning to the classroom.
- c. It is the student's responsibility to arrange their schedule so that they are available for field internships on the required field internship days/hours set forth by the Department and agency. **The Department does not waive nor change internship days/hours to accommodate a student's schedule. This includes a student's work schedule.** All field agencies require pre-screening background checks prior to commencement in the internship practicum. These screenings may include (but are not limited to) finger-printing/live-scan, TB or other health related screenings, and drug screenings. **It is the student's responsibility to pay all costs related to agency clearance requirements.**
- d. **ADDITIONAL POLICIES RELATED TO INTERNSHIP HOURS, BREAKS, AND ATTENDANCE AT REQUIRED AGENCY TRAININGS:** The following are specific policies related to holidays, banking of internship hours, winter/spring breaks, attendance and absences, and other related topics:
 - i. **Internship Practicum hours** – Internship practicum hours must be gained at no more than 16 hours per week during the foundation year internship practicum, and no more than 20 hours per week in the concentration year internship practicum, **over each of the 15 weeks in a semester** (fall and spring). Students are not permitted to “bank hours” (complete internship hours prior to the end of the semester or begin internship before the fall field starts date), **unless required by the agency.**
 - ii. **Banking Hours** – Banking of internship hours is not permitted. This means that a student may not be at the internship site over the required hours each week (Foundation Year = 16 hours; Concentration Year = 20 hours). Only in exceptional circumstances may students bank hours, and it can be NO MORE THAN one-week's worth of hours per semester. These banked hours can only be accrued after approval has been granted from both the Agency Supervisor at the agency and the field seminar instructor. **Students who do not get express permission to bank hours will not be permitted to count those banked hours toward total required field hours needed for the semester.**
 - iii. **Agency Trainings** - It is the policy of the MSW Department that students are required to attend all agency mandated trainings, orientations, or any other required agency-sponsored function necessary for a student's participation in the field internship. **PLEASE NOTE THIS INCLUDES ANY REQUIRED AGENCY FUNCTION(S) THAT OCCURS OUTSIDE OF NORMAL FIELD HOURS OR PRIOR TO THE FORMAL FIELD START DATE, WHICH MAY INCLUDE EVENINGS, WEEKENDS, AND/OR SUMMER.** Students are permitted to apply any hours accrued for these purposes toward required field hours; in this

event, students must develop a written plan with their Agency Field Supervisor on an appropriate time during the semester when they can apply these “banked” hours once field internship commences.

- iv. **Lunch Breaks** - Students are required to take a lunch break while at the internship, either 30 minutes or 1 hour in length. This time is not included in the 16 or 20 hours per week calculation of hours. Therefore, the student is actually at internship either 8.5 or 9 hours each day, depending on whether they take a half hour or one hour lunch break. Determination of whether the lunch break is 30 minutes or 1 hour in length is made by the Agency Supervisor and may vary by agency. The student must adhere to the agency’s policies regarding the duration of lunch break.
- v. **Spring Break** – The University creates the academic year calendar, which includes a spring break. Per University policy, students are not to be in classes, internship or doing any university business, during spring break. This is a time for students to take a break from the academic rigor of classes and/or field internship and focus on self-care and wellness. Therefore, an agency cannot require a student to be in the field during the University sanctioned spring break.
- vi. **Holidays** - Students are not permitted to be at the internship site on university holidays. University holidays are indicated on the Internship Education Calendar, and typically include Labor Day, Veterans’ Day, Thanksgiving Day and the day after, Winter Break (first two weeks), Martin Luther King Day, Caesar Chavez Day, and Spring Break.
- vii. **Religious Observance** - It is the policy of CSUSM to respect students’ observance of their major religious holidays. **No student will be penalized for being absent at the internship practicum due to religious reasons; however, if a student chooses to observe a religious holiday, they are required to make up the hours missed at another time within the same semester.** If a suitable arrangement cannot be worked out between the Agency Supervisor and the student, the instructor should consult with the Director of Field Education. Ultimately, the student is responsible for completing the required number of hours.
- viii. **Absences from Internship practicum-** Absences due to illness do not need to be made up if the student is absent not more than 1 full day (8 Hours) per semester. **If a student is absent from internship more than 1 full day or 2 half days (more than 8 hours total) from internship in a single semester, they must make up each additional day (hours) missed.** See section in the manual for policies related to attendance in field, for issues related to excessive absences at the internship practicum.
- ix. **Absences longer than 2 weeks** - Should it become necessary for a student to be absent from the internship practicum for a period that exceeds two consecutive weeks (or four days), an assessment will be conducted by

the Director of Field Education to determine the impact of these absences on the educational requirements/contract of consistent participation in field and the student's ability to return to the internship. It is the discretion of the Department of Social Work whether or not the student can return to field after a prolonged absence exceeding two weeks, OR if the student must make up the field practicum in a subsequent semester. If the student is required to make up the internship practicum, the student will receive a grade of "No Credit".

- x. **Jury Duty** - Students called for jury duty may ask to postpone their jury service (for up to six months) to another date that falls outside the academic year, by petitioning the Superior Court of California, County of San Diego.
- e. **INTERNSHIP PRACTICUM CASE ASSIGNMENTS:** Agencies are required to provide students with a breadth of case assignments that reflect diversity vis-à-vis culture, gender, age, sexual orientation, and SES. Foundation year students (1st year) in the generalist practice track must have both micro and macro practice experiences with individuals, families, groups, organizations and communities. Concentration/Advanced year students (2nd year) must have clinical practice opportunities that focus on more in-depth and clinically difficult cases. It is the expectation that Agency Supervisors provide learning opportunities that are rich, multicultural, and challenging. Please refer to the Appendix for more detailed information about field assignments.
- f. **INTERNSHIP PRACTICUM SUPERVISION:** One hour of individual supervision each week is the *minimum requirement* of the program, to be provided by the designated Agency Supervisor at the agency who possesses an MSW degree and has at least two years post-graduate social work or related experience. A task supervisor, or preceptor for the Agency Supervisor, can also supervise if they possess an MSW and expertise in the specific area of practice, and are approved as secondary supervisors by the Agency Supervisor. Task supervisors supplement the education of MSW students by providing additional time, support, and training. Group supervision may also be provided by the agency and may be in the form of multi-disciplinary team meetings, or in conjunction with other graduate students and/or staff of the agency.

Internship Placement Processes and Monitoring Students in Internship

1. Criteria for Admission into Internship Practicum – FOUNDATION YEAR STUDENTS

- a. **Successfully Pass Agency Interview:** Students must successfully pass the agency interview and be accepted as an intern with the agency. If a student is not successful in the interview, the Director of Field Education will work to find another agency that may be a suitable alternative for the student. Students who do not pass the agency interview, whether in foundation year or concentration year, may not be eligible for the field seminar/internship sequence. Students are advised that this could delay their start in the field education program, which

may cause a delay in graduation, or possible termination from the MSW Program. Additionally, depending on the student's professional behavior, adherence to the NASW Code of ethical conduct, and/or reasons for not passing the interview, the student may become ineligible for field after one interview only. Students who do not pass a second field internship interview may be subject to termination from the MSW Program.

- b. **Successfully Pass Background Check and other Mandatory Agency Screenings:** As a condition of acceptance into the field education program, all students are required to disclose any criminal history involving arrests and/or convictions. This information is essential to have before the student's entry into the field program in order to provide effective field placement planning assistance. **Students with a history of arrests or convictions are made aware in advance of acceptance into the MSW Program that prior arrests or convictions may prohibit placement in certain agencies, make students ineligible for stipend programs, and can result in termination from the MSW Program, if they cannot be placed in a field agency due to inability to pass a background check.** Agencies routinely conduct background and/or criminal history checks, and students must adhere to these clearance checks as required by the agency.
 - i. **NOTE: Fingerprints, background checks, drug screens, TB tests, and other related tests are conducted completely at the discretion of the field agency and students must comply with any and all agency mandated clearances/screenings/tests.**
 - ii. **NOTE: Financial responsibility for background checks and other pre-field screening tests lie with the student.**
- c. **Successfully complete *Safety Practices in the Field and Crisis Prevention Interventions Training*:** Prior to beginning their internship practicum, foundation year students participate in a series of workshops in the fall semester, as part of their internship seminar class, MSW 540. Students must participate in every workshop to begin their fall internship. This includes participation in the *Safety Practices Workshop* which highlights specific safety protocols to follow while in the internship practicum, with particular attention to how to keep oneself safe when conducting home and community visits. The workshop also provides students with hands-on training utilizing a nationally recognized Crisis Prevention Intervention Program tailored for Social Workers.

2. **Timeline of Internship Placement – Internship Practicum Interviews**

- a. **Foundation Year Students:** Foundation year students are matched to an internship practicum site by the Director of Field Education. Once the student has received a placement referral from the Director of Field Education, the student will contact the agency directly to schedule the required in-person interview. Students must make arrangements with the agency to interview within one week of making agency contact. **If a student fails to contact the agency as directed by the MSW Program and/or fails to attend a scheduled agency interview, the MSW program can delay a student's admission into the field program, which can cause a delay in graduation or termination from the MSW program.**

In the Foundation Year, although the student's placement at the referred site has already been determined by the Director of Field Education (unlike advanced year students), foundation year students should be prepared to interview as they would for a job. At the interview, it is the student's responsibility to bring a resume, be prepared to discuss a schedule for beginning the internship and be prepared to undergo background checks and other pre-internship screenings as required by the agency. If a student fails to pass the agency interview, the Director of Field Education will find an alternative agency that will interview the student for placement. It is the policy of the Field Education Program that if a student is unsuccessful at passing two agency interviews, the program can delay a student's admission into the field program, which can cause a delay in graduation or termination from the MSW program.

- i. **IMPORTANT FOUNDATION YEAR INTERNSHIP PLACEMENT POLICIES:** 1) Students are assigned internship practicum placements in the foundation year by the Field Education Office. 2) Students cannot decline an internship practicum assigned to them. 3) Students are not granted a change in internship practicum during the foundation year. 4) Students are not permitted to procure their own internship.

- b. **Advanced Year Students:** In the advanced year, students have more autonomy in choosing their own internship, in consultation with the Director of their assigned Field Internship Faculty Instructor. Placement preferences must support competency development at the advanced generalist level and must be deemed appropriate for an advanced year MSW student.
 - i. **POLICY ON CONTACTING AGENCIES:** Students must receive approval from the Social Work Department PRIOR to contacting any agency or any professional in the community, that is connected to a potential field placement for purposes of procuring a field internship.
 - ii. **POLICY ON CHOOSING CONCENTRATION YEAR PLACEMENT:** Advanced year students must submit their top 3 choices for advanced year placements into the IPT database by the deadline set by the Department. Students will collaborate with their Internship Faculty instructor, who will send the students' resume to the 1st choice agency. The student must interview and accept an offer of internship by their top choice agency if it is given. Should their first choice agency decline to offer an internship, the student will submit a resume to their second choice. If after an interview, the student is offered an internship, they must accept the offer. If no offer is given, the process is repeated a third time with the student's 3rd ranked agency preference.

- iii. **Policy on Interviewing for 2nd year placement:** A student who is on academic and/or professional probation or who has been placed on an internship Corrective Action Plan c in their current internship may not be allowed to interview for a 2nd year placement until they are formally off probation and/or only after they have successfully completed the terms of their internship Corrective Action Plan.

3. Monitoring the Internship Practicum Placement

CSUSM Internship Faculty conduct an in-person agency site visit each fall semester to ensure the agency is providing students with learning opportunities that support mastery of EPAS competencies. CSUSM Internship Faculty, the student, and the Agency Supervisor are present at the site visit. The Student Learning Agreement is reviewed at this meeting and both student and Agency Supervisor are given the opportunity to discuss what is going well in the placement as well as any potential issues and/or any concerns that need to be addressed. At the end of the fall semester, the Agency Supervisor completes the student skills evaluation, and CSUSM Internship Faculty review the evaluation to determine the student's progress in field. If there are no concerns in field and students are doing well in the placement, CSUSM Internship Faculty can either conduct an on-site visit in the spring semester or conduct a virtual site visit via teleconference.

Throughout the year, CSUSM Internship Faculty monitor the field placement through review of student's weekly field logs. If issues arise at any point, whether on the part of the student or the agency, CSUSM Internship Faculty will conduct additional agency site visits as needed.

Safety Practices at the Internship

It is the expectation of CSUSM that all MSW students become familiar with, and abide by, the specific policies and procedures of the agency in which they are placed for internship. Agencies must provide students with an orientation to the agency, through which agency specific safety policies are addressed. It is also expected that the student abide by the professional code of conduct for social workers, the *NASW Code of Ethics*. Agencies must develop a fact sheet for MSW interns that give specific details on Agency safety policies including screening requirements such as fingerprints, background checks, and health tests; as well as issues related to risk management, which include peripheral issues such as mileage reimbursement policy. Additionally, Agency Field Supervisors must apprise students of all agency policies regarding laws on confidentiality and mandated reporting.

1. Expectations of Students and Agency Specific Policies Related to Safety

- a. **MSW Intern Orientation to the Agency:** The MSW Program at CSUSM promotes the safety of each student engaged in the internship experience in the following ways: 1) Students must participate in a pre-field Workshop entitled "*Safety in the Field*", and undergo training on Crisis Interventions Techniques, as part of the pre-field workshops series, prior to entering the foundation year field practicum. 2) Agencies are also required to educate interns on all agency safety policies through an initial agency orientation. Agencies must provide a thorough orientation before internship commences, to ensure the student is familiar with all agency safety policies and procedures. This orientation experience will be documented by the agency, by completing the Agency Orientation and Safety Checklist (see the Agency Orientation and Safety Checklist e-document,

embedded between the Learning Agreement and the Comprehensive Skills Evaluation on IPT), signed by both the Agency Field Supervisor and student, and placed in the student's file. In addition, the employee handbook of the agency should be provided to and discussed with the student. **The orientation on safety procedures by the agency should include the following:**

- i. Protocol for home and community visits (including preparation for a visit, knowing the neighborhood, safety during the visit, and emergency procedures);
 - ii. Building safety, after-hours policy;
 - iii. Protocol for earthquake, fire and other natural disasters;
 - iv. Protocol for working with agitated and/or unstable clients;
 - v. Protocol for dealing with hazardous waste, if applicable;
 - vi. Any other agency specific safety policy or procedure.
- b. **Incidents/Injuries at the Internship Practicum Site:** All occurrences of injury must be reported immediately to the student's Agency Supervisor or to another program manager or supervisor at the site if the Agency Supervisor is unavailable. Students must also report any injuries incurred at the internship site to their Internship Faculty Instructor. Students requiring basic medical care will need to seek treatment at the hospital, or from their own physician's office.
- c. **Professional Liability Insurance & Risk Management:** All students in the internship are covered under Student Professional Liability Insurance, Category III provided through the CSU system. There is no coverage on University holidays and campus closures. **It is important to note that Professional Liability Insurance is not the same as Workers' Compensation, and the University DOES NOT ensure students who are injured and/or become ill while at the internship site. It is the responsibility of the student to carry private health insurance and must use it in the event of injury or illness while in the field internship.**
- d. **Ethical Practice and Confidentiality:** Students shall maintain client confidentiality at all times during the field education experience to adhere to professional conduct of the *NASW Code of Ethics*. Agency Field Supervisors will educate students on issues of ethical practice and confidentiality. Students may share general information in field seminars for educational purposes but should never reveal the name or other identifying information of a client. Students are required to become familiar with, and adhere to, the specific policies of their agency regarding the sharing of information.
- e. **Reporting Mandates:** Students are expected to become familiar with the legal mandates and professional responsibilities for reporting suspected child abuse and neglect, elder abuse and neglect, and danger to self or others; and to make such reports as the law requires. If a student must make a mandated report, they should first notify their Agency Supervisor and obtain immediate consultation. If the student's immediate supervisor is not present at the agency at the time of the incident, the student must inform another agency administrator. Failure to make a mandated report is deemed questionable professional conduct and may affect the student's final grade in the Internship practicum.

Professional Conduct in Internship Practicum and Procedures and Policies to Address Unprofessional Conduct and/or Performance Issues in Internship Practicum

Professional Conduct at the Internship: Because of the nature of professional social work practice, social work programs have different expectations of students than do non-professional degree programs. Social workers traditionally serve vulnerable and/or disadvantaged populations.

Social work programs have a responsibility to protect consumers, and to ensure that social work students are competent to begin practice and meet professional ethical standards. CSUSM's MSW program policies are linked to students' abilities to become effective social work professionals and are provided so that students and faculty can be clear about expectations and procedures to address professional behavior concerns. Students are held accountable both as representatives of the social work program at CSUSM, and of the social work profession. It is thus the student's responsibility to adhere to professional conduct at all times while on site at the internship, and to demonstrate the ability to meet the requirements of the intern position. If a student is unclear about what constitutes appropriate professional conduct, s/he should consult with the Director of Field Education and review the *NASW Code of Ethics*.

IMPORTANT NOTE: Failure to comply with any NASW standard of ethical behavior or engaging in any unprofessional conduct may result in one or more of the following: delay in or removal from, internship practicum (until the student can demonstrate appropriate professional behavior and/or adherence to NASW standards); receipt of a failing grade in field; mandatory repeat of the MSW field internship sequence; and/or termination from the MSW program.

Unprofessional conduct and/or inadequate performance in Internship Practicum:

Should concerns arise regarding student performance and/or professional conduct in at the internship, by either the Agency Supervisor, Internship Faculty, or other MSW Department faculty, the student will be notified verbally, and receive a Corrective Action Plan. Detailed instructions on how the concerns are to be addressed will be explained by the Corrective Action Plan, and in a meeting with the student; a copy will be placed in the student's file.

1. Specific Policies and Protocol to Address Performance Issues in the Field

- a. **Level I - Student and Agency Field Supervisor Conference:** The Agency Supervisor raises specific issues of concern with the MSW student in a meeting, and corrective action steps for remediation are identified. This must occur as soon as the Agency Supervisor becomes aware of any unprofessional conduct, deficiencies in competencies, or other issues related to fieldwork on the part of the MSW student. The Agency Supervisor must complete a Corrective Action Plan which includes a written plan of action listing tasks and timelines for remediation of competency deficiencies or unprofessional conduct issues. It is at the discretion of the Agency Supervisor regarding the timeline of remediation as stated in the Plan, and when re-assessment of the student's progress will be completed. Issues not satisfactorily resolved at the time of the re-assessment will result in proceeding to Level II.

- b. **Level II – Agency Supervisor notifies CSUSM Internship Faculty:** The Agency Supervisor must contact the Department as early as possible to alert faculty regarding issues and concerns and all previous attempts at remediation. At Level II, a team meeting will be held with the student, one or more CSUSM Faculty, and the Agency Supervisor. Prior to the meeting, the Agency Supervisor will complete a Corrective Action Plan. At this meeting the Corrective Action Plan is shared with the student, which identifies problems as well as prior efforts at remediation, any obstacles to resolution, as well as specific tasks and activities that must be addressed by the student, with a specific time frame for remediation, and the consequences of not meeting these requirements. The Corrective Action Plan is placed in the student's file. All parties will meet again at the end of the remediation timeframe (not more than 4 weeks after Level II meeting).
- c. **Level III - Termination of Field Placement:** If extending time at internship to remediate the concerns (as listed in the Corrective Action Plan) does not result in improved competence and/or professional conduct at the internship site, OR if the student's behavior is deemed unprofessional enough to warrant immediate termination, the student will be terminated from the internship for the academic year. If a student is terminated from the internship prior to the end of the semester, they will not receive credit for the practicum or the concurrent field seminar. Should this situation arise, the student will be given a grade of NO CREDIT. A grade of NO CREDIT will require the student to repeat the entire internship sequence during the subsequent academic year. **NOTE: It is the policy of CSUSM that students who are unable to be successful in the internship practicum due to issues of performance and/or unprofessional conduct are subject to termination from the MSW program. The agency reserves the right, at any time, to terminate a student from placement if they feel the student's behavior has been unprofessional.**

Level II and/or Level III interventions described above will also likely trigger the MSW Program Professional Standards Resolution Process and a College level Statement of Concern (SoC; see MSW student handbook for detailed description of this process).

- d. **The following behaviors may warrant immediate termination from the internship placement and/or the MSW Program, without going through the Levels described above:**

Excessive absences from the field internship.

Excessive absence is defined by missing more than 4 days of internship in a semester. If a student does not attend their required weekly hours in field internship and does not contact the Agency Supervisor to provide an adequate and approved reason for failure to attend, the student is at immediate risk of losing their placement and at risk of being terminated from the MSW Program for unprofessional conduct. Because the internship experience is considered the signature pedagogy of an MSW education, and a critical way in which a student

develops social work skills and competencies, unexcused and excessive absences from field internship are considered a serious academic infraction. If a student cannot prove through written verification in the form of a timesheet, that they did attend the internship for the required number of weekly hours, they are subject to termination from the MSW program. The decision to terminate a student from the program due to unsatisfactory performance in the internship practicum will be made by the Program Chair, in consultation with the Director of Field Education.

- i **Engaging in serious unprofessional and/or egregious behaviors while at the field internship.** If a student's behavior while at the internship practicum is deemed to be in serious violation of any ethical social work code and the agency or school has serious concerns about a student's ability to understand and conduct themselves appropriately, the Department and/or the Agency reserves the right to immediately terminate the student from the placement without going through the Leveled Protocol described above. The Department reserves the right to terminate a student from the MSW Program in such circumstances.
- i **Unprofessional conduct prior to commencement in field:** if at any time prior to a student beginning their internship there is evidence of unprofessional conduct and/or student failure to adhere to the *NASW Code of Ethics*, the Department will implement the disciplinary procedures outlined in the MSW Student Handbook, and the student may not be allowed to begin internship until the behavior(s) of concern is remediated.
- ii **Receiving 50% or more of *Level 1* ratings on the Comprehensive Skills Evaluation.**

2. **Interruption of Internship Practicum Sequence**

Possible situations that interrupt the timely progression of the internship practicum sequence other than student performance include a documented medical condition, pregnancy, or hardship for the student or family member; or another unforeseen situation that disrupts the student's progress in the program. **Should an interruption in the internship practicum occur, the Department can require the student to re-enroll in the internship seminar and repeat the entire internship practicum in the following academic year. This will most likely cause a delay in graduation.** The student may proceed with other courses but cannot proceed to the advanced year of the field internship sequence until successful completion of SW 540 & 541 has been achieved if the interruption in sequence occurs in year 1 (Year 2 for part-time students). Students who are unsuccessful in their concentration year placement due to interruption in field sequence (for reasons unrelated to competency or conduct issues) may be given an extension of up to one year to complete the advanced year seminar and field practicum. **NOTE: Students granted this exception will have only one additional year to complete the advanced seminar and internship and will not be able to graduate until they complete the entire concentration year field practicum.**

Internship Practicum Policies and Procedures at CSUSM

The following are CSUSM Department of Social Work policies regarding: 1) **Academic credit**, 2) **Grading for internship practicum education**, 3) **Attendance**, 4) **Use of employment**, 5) **Insurance**; 6) **Travel and transportation**; 7) **Change of placement and early termination of placement**; 8) **Termination from internship practicum**; 9) **Confidentiality**; 10) **Drug and alcohol use while at the internship practicums**; 11) **Weapons at the internship practicum**; and 12) **Sexual harassment**.

1. **Policy on Academic Credit for Field Internship Education:** In order to receive academic credit, foundation year students must complete a minimum of **472** hours in internship practicum, and concentration year students must complete a minimum **618** hours of internship practicum in an agency placement. Foundation year students begin their internship placement internships the second week in September. Concentration year students begin internship the first week of the academic school year (end of August). All students remain in the internship until the end of the academic year, which is the second week in May. Students will have a short winter break in December and are expected to return to their field placement the first week in January.
2. **Policy on Grading for Field Seminar & Internship Practicum:** Internship Faculty are responsible for submitting grades for students in seminars & internship practicum. All field internship practicum courses (MSW 540, 541, 642, and 643) are graded on a Credit/No Credit basis. **Students must receive a grade of *Credit* for each course in order to progress to the next course in the field internship sequence. To receive a grade of *Credit*, the student must: 1) demonstrate professional conduct at the internship practicum; 2) not exceed 50% of Level 1 ratings on the comprehensive Skills Evaluation and/or be terminated from the internship practicum; 3) complete the minimum number of required internship hours; 4) meet all requirements of the field internship seminar course.** Seminar syllabi contain specific information on course assignments, grading policy, and due dates for each assignment. The seminar instructor reviews this information with students at the start of each seminar sequence.

a. Grading for Field Internship Education is based on the following:

- i. **STUDENT LEARNING AGREEMENT:** All students must complete a Student Learning Agreement with their Agency Supervisor. This agreement forms the basis for first- and second-year evaluations. **THESE ARE TO BE TURNED IN VIA THE IPT DATABASE.**
- ii. **PERFORMANCE EVALUATIONS:**
 1. Agency Supervisors must complete the **FIRST SEMESTER COMPREHENSIVE SKILLS EVALUATION** at the end of the first semester. This is part of the Learning Agreement. **THESE ARE TO BE TURNED IN VIA THE IPT DATABASE.**
 2. Agency Field Supervisors must complete **THE FINAL COMPREHENSIVE SKILLS EVALUATION** at the end of the year. This is part of the Learning Agreement. **THESE ARE TO BE TURNED IN VIA THE IPT DATABASE.**

3. **Students cannot receive a grade for the Field Internship Seminar unless they have a completed Comprehensive Skills Evaluation** (See Agency Supervisors' Responsibilities).
4. The field seminar faculty considers scores on the Skills Evaluation when evaluating student seminar performance and a grade determination of Credit/No Credit is made.

iii. **FIELD INTERNSHIP COMPETENCIES:** Agencies providing internship practicum education are asked to provide tasks and skills in the field that address the competencies outlined in the CSWE Educational Policies and Accreditation Standards, as described in this Manual. Students are assessed on specific learning objectives that define key practice behaviors rooted within these core areas of social work competence. Student mastery of these competencies is evaluated by the Agency Supervisor and forms the basis for their recommendation of either a grade of Credit or No Credit. The recommendation of Credit/No Credit from the Agency Supervisor is given to the CSUSM Internship Faculty, who makes the final decision on whether to give student a grade of Credit or No Credit.

1. **Students who receive 50% or more of Level 1 ratings on the comprehensive skills evaluation (LEVEL 1 = The intern does not yet demonstrate basic skill in this area) will receive a grade of No Credit and must repeat the field seminar course AND ALL required field internship practicum hours for that semester.** Students will not be allowed to advance in the field until a grade of Credit is earned. **STUDENTS WHO RECEIVE A GRADE OF NO CREDIT WHEN REPEATING FIELD INTERNSHIP EDUCATION FOR A SECOND ARE SUBJECT TERMINATION FROM THE MSW PROGRAM.** Incomplete grades in field are issued if a student is terminated from their internship with exceptional situations (e.g., medical conditions, emergency, etc.), and only when the student has completed a minimum of 95% of all course requirements (hours in field, attendance in seminars, passing field evaluation, and required assignments in both classroom and field). The student and the Director of Field Education must complete incomplete grade contracts. Extension of time in the field placement must be negotiated with the agency, with the approval of the Director of Field Education.

3. **Policy on Attendance and Hours in Attendance at the Field Internship Practicum:** Students are expected to be at their internship practicum every week of the semester as noted in the Internship Education Program calendar. It is the student's responsibility to contact the Agency Supervisor immediately (and in advance) if they must miss a day at the internship practicum. The student will need to arrange with the Agency Supervisor to make up any missed time. **Foundation year students must complete a minimum of 216 field practicum hours in the fall semester and a minimum of 264 hours in the spring semester to receive credit each semester. Concentration year students must complete a minimum of 288 field practicum hours in the fall semester and a minimum of 330 hours in the spring semester to receive credit for each semester.**

- a. Students are granted one absence from field each semester for illness without having to make up the missed time (up to 8 hours). If however, a student is absent from the internship for more than 1 full day or 2 half-days (more than 8 hours total), the student is required to make up the additional days of absence. **If the student is absent 4 or more days from the internship in a semester, they are subject to termination from the agency and may receive a grade of Incomplete or No Credit for the course. Depending on the reasons for the excessive absences, students may also be terminated from the MSW program.**
 - b. If a student receives an Incomplete or No Credit grade for the field internship practicum/seminar, the student must clear the Incomplete or No Credit grade and complete all requirements BEFORE progressing to the next field internship sequence course. Failure to clear the Incomplete or No Credit as detailed above will result in one or more of the following corrective actions: 1) the student needing to withdraw from classes, repeat field internship practicum and the seminar in the following academic year; and/or 2) termination from the MSW Program. The decision about which correction action plan to be taken rests the discretion of the MSW Department Chair, in consultation with the Director of Field.
4. **Policy on Malpractice Insurance Requirement in Field Internship Practicum:** All students entering internships in the CSUSM Department of Social Work are covered by the CSU group policy for professional liability while in the field during the academic year. This covers MALPRACTICE ONLY. The University DOES NOT CARRY HEALTH INSURANCE/WORKERS' COMPENSATION FOR STUDENTS. It is the student's responsibility to carry his or her own health insurance.
5. **Policy on Travel and Transportation in Field Internship Practicum:** Students must provide their own transportation to and from the placement site. Any travel reimbursement is to be arranged between the student and the agency. The University does not reimburse students for field internship transportation related costs. Students who agree to use their own cars for business purposes at the agency must provide the agency with proof of appropriate insurance coverage. Students must be prepared to travel up to 1 hour or more EACH WAY for field internship. Students are responsible for all costs related to transportation to and from field internship. **Pursuant to university policy, under no circumstances shall a student transport a client in his or her personal car.**

Policy on Change of Placement in Field Internship Practicum: Commitment to the client population and to the agency in which the student has decided to complete his/her internship is considered a basic aspect of professional behavior and correlates with the *NASW Code of Ethics* on professional social work behavior. Students are placed in agencies that reflect and promote the department's best judgment regarding the student's educational and professional development. Therefore, students are required to remain in the agency in which they were placed for the entire academic year. Changes in agency placement may be made ONLY with the permission of the Field Education Director, who will consult with the student and the student's Agency Field Supervisor. Placements may need to change if the Learning Agreement or placement contract between the student and the agency has been broken BY THE AGENCY as a result of the agency closing, the Agency Field Supervisor leaving, and substantial structural changes in the Learning Agreement instituted by the agency and which cannot be resolved by the student, CSUSM, and agency. **Please be aware that students will not be granted change in internship site for any of the following reasons: 1) distance of agency from student's home; 2) commute time to/from internship location; 3) student dislike of internship dates/times; 4) student dislike of the agency/population.** While every effort is made to accommodate student's geographical residence when considering practicum site, students should be prepared to travel up to 1 hour or more each way to reach their internship site, be prepared to incur the cost of gas, public transport, or other costs associated with travel to and from internship location, and must be available to be at the field practicum 16-20 hours each week, which can be Monday through Friday, depending on a student's class schedule. Students will not be granted special dispensation for field internship days/hours based on work schedule, other personal commitments and/or personal preferences.

6. **Policy on Termination from Field Internship Practicum:** Placement in an agency for an internship is the educational responsibility of CSUSM and is a decision that rests with the Field Education Department. Termination from an internship therefore rests with the Department. The decision to terminate an internship is made after consultation with the student, the agency, and the Director of Field Education. Please read the section in this manual on Professional Conduct in Field and Procedures and Policies to Address Unprofessional Conduct and/or Performance Issues in Field.
7. **Policy on Confidentiality in Field Internship Practicum:** Students are to comply with all agency and legal policies and procedures regarding confidentiality, adhere to the letter and spirit of the Department's Code of Conduct, *NASW Code of Ethics*, as well as the laws of the State of California. Educational exercises and assignments must ensure client confidentiality. Students are to comply with mandatory reporting requirements.
8. **Policy on Confidentiality in Field Internship Practicum:** Students are to comply with all agency and legal policies and procedures regarding confidentiality, adhere to the letter and spirit of the Department's Code of Conduct, *NASW Code of Ethics*, as well as the laws of the State of California. Educational exercises and assignments must ensure client confidentiality. Students are to comply with mandatory reporting requirements.

9. **Policy on Agency Supervisor Trainings:** It is the policy of the CSWE that accredited schools of social work provide trainings for Agency Supervisors, so they become knowledgeable about, and proficient in, providing field instruction that corresponds to established standards and competencies required for mastery among social work students (CSWE, 2015). The CSUSM Department of Social Work is grateful to all Agency Supervisors and their respective agencies, who have committed themselves to advancing the knowledge and expertise of emerging social workers through participation in field instruction. To that end, the CSUSM Department of Social Work has designed an Agency Supervisor Training Program that is both dynamic and informative and allows for flexibility of scheduling so as not to unduly burden Agency Supervisors. This one-time Training Program for new Agency Field Supervisors consists of five (5) modules; one (1) of which is conducted on site, at CSUSM, each fall semester. The remaining six remaining training modules are offered on-line, through the MSW Program Website. The program will offer an annual workshop for Agency Supervisors with guest speakers and lectures on specialized clinical interventions and modalities.
- a. **Note:** The CSUSM Extended Learning Department will offer Continuing Education Units (CEU's) to Agency Supervisors/task supervisors who are California BBS licensees. Licensed instructors and task supervisors must complete and submit the CSUSM MSW Agency Supervisor Application to be eligible to receive CEU's.
10. **Policy on Drugs and Alcohol in Field Internship Practicum:** The CSUSM Field Education Program has a zero tolerance policy for drug and alcohol use by students in the field. In keeping with the *NASW Code of Ethics*, which stipulates professional behavior standards for social workers, while in the field, interns must be in appropriate mental and physical condition to perform their duties in a satisfactory and professional manner. This includes refraining
- from being under the influence of any illegal substance, OR possessing, distributing, or attempting to distribute alcohol or any illegal substance, while on agency internship premises OR while conducting business related activities off premises. Violations of this policy will result in immediate corrective action to include termination from the internship and the MSW Program.
11. **Policy on Prohibition of Weapons:** Consistent with California Code of Regulations Standards for Student Conduct (#13) and California State University policy <https://govt.westlaw.com/calregs/Document/I327905D0D48311DEBC02831C6D6C108E?contextData=%28sc.Default%29&transitionType=Default>, carrying weapons (as defined in the above citation) at internship sites is prohibited. Possession and/or use of weapons at or during an internship constitute cause for immediate termination of the internship. Weapons for this purpose are defined as firearms, replicas, knives, ammunition, chemicals, explosives, etc. Students who desire to carry weapons due to fears for personal safety related to an internship should discuss those concerns with the Director of Field Education as a basis for changing internships and/or creating more effective ways of increasing personal safety. No student is expected to enter or remain in an internship where fear for personal safety affects his or her educational process.

12. **CSU System-wide Policy Prohibiting Discrimination, Harassment, and Retaliation against Students:** The CSU is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. All Students have the right to participate fully in CSU programs and activities free from unlawful Discrimination, Harassment and Retaliation. The CSU prohibits Harassment of any kind, including, Sexual Harassment and Sexual Violence, Domestic Violence, Dating Violence, and Stalking. Such behavior violates both law and University policy. The University shall respond promptly and effectively to all reports of Discrimination, Harassment and Retaliation, and shall take appropriate action to prevent, correct, and when necessary, discipline behavior that violates this policy. The CSU strives to be free of all forms of unlawful Discrimination, Harassment and Retaliation. This policy is established in compliance with the California Equity in Higher Education Act (Education Code § 66250 *et seq.*), Title IX, VAWA/Campus SaVE Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, among other applicable state and federal laws. It is CSU policy that no Student shall, on the basis of any Protected Status, be unlawfully excluded from participation in, or be denied the benefits of, any CSU program or activity. Nor shall a Student be otherwise subjected to unlawful Discrimination, Harassment, or Retaliation for exercising any rights under this Executive Order. This includes protections against discrimination and harassment based on protected status, which includes, but is not limited to, sexual harassment and sexual violence.
13. **Sexual Harassment Grievance Procedure:** Any student who believes he or she has been subjected to harassment prohibited by the CSU policy stated above should first tell the harasser to cease the unwanted behavior and immediately report that behavior, both verbally and in writing, to his/her Agency Field Supervisor and Director of Field Education. All allegations of harassment will be immediately investigated by the University and may result in the student being removed from the agency, and placed in another agency setting, pending investigation.

References and Resources

Council on Social Work Education: <http://www.cswe.org>

HIPAA: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>

NASW Code of Ethics: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

National Association of Social Workers: <http://www.socialworkers.org>

National Association of Social Workers, California Chapter: <http://naswca.org>

National Alliance on Mental Illness (NAMI): <http://www.nami.org>

San Diego Access & Crisis Hot Line: 1-888-724-7240

San Diego County Health & Human Services Agency: <http://www.sdcounty.ca.gov/hhsa>

Social Work Career Center: <http://careers.socialworkers.org>

2-1-1- San Diego: <http://www.211sandiego.org>



CSUSM MSW Program Internship Education Calendar 2026-2027

Fall Semester 2026

First Day of Internship, 2nd Year Students: Monday August 31 OR Tuesday September 1, 2026

First Day of Internship, 1st Year Students: Tuesday, September 8th OR Weds., Sept 9th, 2026

Last Day of Internship, FALL SEMESTER, ALL STUDENTS: Friday, December 11, 2026

Friday September 4	NEW INTERNSHIP SUPERVISOR ORIENTATION TRAINING
Monday, Aug. 31	First day of classes for Fall 2026 Semester, ALL STUDENTS
Monday, Aug. 31 OR Tuesday Sept. 1	Advanced Year Students First Day of Internship for Fall 2026 Semester – 20 Hrs. /Wk.
Wed & Thurs Sept 2 & 3	All day Mandatory Pre-Internship Immersion for all Foundation Year Internship Students (students attend either day depending on class schedule)
Monday, Sept. 7	Labor Day Holiday; campus closed & no Internship or classes
Tuesday, Sept. 8 OR Wednesday, Sept. 9	Foundation Year Students First Day of Internship for Fall 2026 Semester – 16 Hrs./Wk.
Friday, Oct. 2	All students - Student Learning Agreements (MSW Guidelines & Limitations, & Agency Orientation Checklists) Due via IPT Database
Monday, Oct. 12 through Friday, Nov. 13	Agency Site Visits: Internship Seminar Professor-Agency Internship Supervisor-Student Meeting to discuss student progress; meeting held at agency site
Wednesday, November 11	Veteran's Day Holiday; campus closed & NO Internship or classes
Thurs/Fri, Nov. 26 & 27	Thanksgiving Holiday; campus closed & NO Internship or classes
Wednesday, December 2	Comprehensive Skills Evaluations for Fall 2026 Semester due
Friday, Dec. 11	Last day of Internship for Fall 2026 Semester – All Students
Mon Dec 21, 2026 – Friday January 1, 2027	Winter Break – CAMPUS CLOSED; NO Internship allowed during this break

PLEASE NOTE THAT ALL STUDENTS MUST REPORT BACK TO INTERNSHIP ON MONDAY, JANUARY 4th, 2027, OR TUESDAY, JANUARY 5th, 2027, depending on class schedule. PLEASE REFER TO REQUIRED INTERNSHIP HOURS EACH MONTH, LISTED IN APPENDIX I, AT THE END OF THIS DOCUMENT. IT IS THE STUDENTS' RESPONSIBILITY TO KNOW THE EXACT MINIMUM HOURS REQUIRED IN INTERNSHIP EACH WEEK AND TOTALS FOR EACH SEMESTER. FAILURE TO COMPLETE REQUIRED NUMBER OF INTERNSHIP HOURS WILL RESULT IN A GRADE OF NO-CREDIT FOR THE INTERNSHIP INTERNSHIP/SEMINAR.



CSUSM MSW Program Internship Education Calendar 2026-2027

Spring Semester 2027

First Day of Internship, SPRING SEMESTER, ALL STUDENTS: Monday January 5th

Last Day of Internship, SPRING SEMESTER, ALL STUDENTS: Friday, May 8th

Monday, Jan 4 OR Tues, Jan 5	First Day of Internship for Spring 2027 Semester - All Students
Monday, Jan. 18	Martin Luther King Day; Campus closed & NO Internship
Monday January 25	First day of classes Spring 2027 Semester, ALL STUDENTS
Friday, January 29	AGENCY FAIR - Foundation Year Students Only 9:00 am – 12:00 pm, location SDSU Montezuma Hall
Monday, March 22 - Friday, March 26	Spring Break; No Internship or classes this week
Wednesday, March 31	Cesar Chavez Holiday; Campus Closed and NO internship
Monday April 26	Comprehensive Skills Evaluations for Spring 2027 Semester due
Friday, May 7	Last day of Internship/classes for Spring 2027 Semester – All Students
Saturday, May 15	Commencement

CSUSM Policies on Holidays & Campus Closures:

CSUSM Campus Open

When an agency is closed for a holiday and CSUSM Campus is open for this holiday, e.g. Columbus Day, President's Day, etc. and the student has scheduled internship hours on the day the agency is closed, the student is responsible for making-up those hours (sometime before the end of the semester) to meet the required minimum practicum hours in the Internship Education course for that semester.

CSUSM Campus Closed

When CSUSM campus is closed, the student shall not conduct internship hours on that day (even if the agency is open), e.g., Veteran's Day, Thanksgiving Holiday, Friday after Thanksgiving Holiday, & Winter break. Students are not required to make up holiday hours observed by the University.

IMPORTANT NOTE: Students may not be at the Internship agency when campus is closed during any holiday, as students not covered by the University's liability insurance when the campus is closed.

APPENDIX I. CSUSM MSW PROGRAM INTERNSHIP INTERNSHIP HOURS: YEAR 2026-2027 ¹

1ST YEAR FOUNDATION YEAR STUDENTS

16 HOURS PER WEEK

Fall Semester 2026

September 2026, Hours in Internship: 64

October 2026, Hours in Internship: 64

November 2026, Hours in Internship: 56

December 2026, Hours in Internship: 32

Fall Semester 2026: 216 INTERNSHIP HOURS REQUIRED

Spring Semester 2027

January 2027, Hours in Internship: 56

February 2027, Hours in Internship: 64

March 2027, Hours in Internship: 64

April - May 2027, Hours in Internship: 80

Spring Semester: 264 INTERNSHIP HOURS REQUIRED

Total Internship Hours Foundation Year 2026-2027 = MINIMUM 480 Hours

IMPORTANT INTERNSHIP POLICY REGARDING ACCRUAL OF HOURS: Internship hours must be gained at 16 hours per week during the foundation year Internship practicum, over each of the 15-week semesters (fall and spring); **students are not permitted to complete Internship hours prior to the end of the semester or begin Internship before the fall Internship start date, unless required by the agency AND approved by the Internship Department.**

IMPORTANT POLICY REGARDING BANKING INTERNSHIP HOURS: In special circumstances, students may bank NO MORE THAN one-weeks' worth of hours per semester; however, these banked hours can only be accrued after approval has been granted from both the Agency Internship Supervisor and the CSUSM Internship Seminar Professor.

¹ Please note that hours listed may vary by week, depending on students' specific Internship days. There may be some months when a student is in Internship fewer or more days than what is listed in the calendar. The calendar is simply a guide – so please use it as such and track your hours with your Internship agency supervisor.

IMPORTANT NOTE: By the end of each semester, the student must complete the minimum Internship hours required, as listed in this Internship Calendar. If you are falling behind in hours, please consult with both your agency Internship supervisor and your CSUSM MSW Internship Faculty Liaison. Failure to complete required hours in Internship by the end of each semester can result in receiving a grade of NO CREDIT for the Internship practicum, thus requiring the student to repeat the entire Internship practicum semester for which they received a grade of NO CREDIT.

CSUSM MSW PROGRAM INTERNSHIP INTERNSHIP HOURS: YEAR 2026-2027 ²

2ND YEAR ADVANCED YEAR STUDENTS

20 HOURS PER WEEK

Fall Semester 2026

August/September 2026, Hours in Internship: 82 (this may vary slightly due to holiday)

October 2026, Hours in Internship: 92

November 2026, Hours in Internship: 56

December 2026, Hours in Internship: 40

Fall Semester: 280 INTERNSHIP HOURS REQUIRED

Spring Semester 2027

January 2027, Hours in Internship: 80

February 2027, Hours in Internship: 80

March 2027, Hours in Internship: 80

April - May 2027, Hours in Internship: 100

Spring Semester: 340 MINIMUM INTERNSHIP HOURS REQUIRED

Total Internship Hours Advanced Year 2026-2027 = MINIMUM 620 Hours

IMPORTANT INTERNSHIP POLICY REGARDING ACCRUAL OF HOURS: Internship hours must be gained at 20 hours per week in the concentration year Internship practicum, over each of the 15-week semesters (fall and spring); **students are not permitted to complete Internship hours prior to the end of the semester or begin Internship before the fall Internship start date, unless required by the agency AND approved by the Internship Department.**

IMPORTANT POLICY REGARDING BANKING INTERNSHIP HOURS: In special circumstances, students may bank NO MORE THAN one-weeks' worth of hours per semester; however, these banked hours can only be accrued after approval has been granted from both the Agency Internship Supervisor and the CSUSM Internship Seminar Professor.

² Please note that hours listed may vary by week, depending on students' specific Internship days. There may be some months when a student is in Internship fewer or more days than what is listed in the calendar. The calendar is simply a guide – so please use it as such and track your hours with your Internship agency supervisor.

IMPORTANT NOTE: By the end of each semester, the student must complete the minimum Internship hours required, as listed in this Internship Calendar. If you are falling behind in hours, please consult with both your agency Internship supervisor and your CSUSM MSW Internship Faculty Liaison. Failure to complete required hours in Internship by the end of each semester can result in receiving a grade of NO CREDIT for the Internship practicum, thus requiring the student to repeat the entire Internship practicum semester for which they received a grade of NO CREDIT.

Appendix II – Corrective Action Plan for Field Internship Practicum



CSUSM DEPARTMENT OF SOCIAL WORK

CORRECTIVE ACTION PLAN FORM FORM

FORM TO BE COMPLETED BY AGENCY SUPERVISOR

Today's Date	
Student	
Agency	
Agency Supervisor	
Start Date of Placement	

The Agency Supervisor and agency have concerns regarding this student's performance in fieldwork. Because of this concern, it is appropriate that a formal plan be developed to address this critical component of the student's field performance.

Level of Concern:

Agency Supervisor's Level of concern (please circle):

Mild: situation is worked out in field with Agency Supervisor

Moderate: intervention is required with additional training and school involvement, notification of Director of Field Education and Seminar Instructor.

Severe: Student is at risk of losing placement if identified behaviors and/or skill level is not immediately corrected.

Extreme: Student is being asked to leave this field placement

Other: Please explain

Statement of presenting issue/concerns:

- 1.
- 2.
- 3.
- 4.
- 5.

Steps that have already been taken to address the above issues:

- 1.
- 2.
- 3.
- 4.
- 5.

List further action necessary for remediation in order to preserve field placement:

- 1.
- 2.
- 3.

Time frame for Remediation:

- 1.
- 2.
- 3.

Outcome Consequences if remediation not achieved:

1.

2.

The signatures below indicate that all parties agree to and will abide by the procedures as explained in the document. Additionally, the student signature below indicates that the student is aware of the policy of the CSUSM Department of Social Work, which states that if students cannot remediate corrective actions set forth in this document the Department and or the field agency reserves the right to remove the student from the field practicum site.

Student Signature

Date

Agency Supervisor

Date

Director of Field Education

Date

Appendix III – Agency Supervisor Evaluation of Field Internship Practicum



Agency Supervisor Evaluation of MSW Field Internship Practicum Program

We would like your evaluation of the CSUSM MSW Field Practicum program. Your feedback provides valuable insight into areas that are working well and those that may need revisions. Please note the term "Field Faculty Liaison" refers to the CSUSM Field Faculty who conducts site visits and is the agency's primary liaison with the University.

Name of Field Faculty Liaison

Name of Agency/Program

Please indicate the extent to which you agree with the following statements:	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree
The CSUSM MSW Department works actively with my agency to develop rich social work learning opportunities for field students	0	0	0	0	0
The Field Faculty Liaison makes sufficient contact and offers support and obtains feedback	0	0	0	0	0
The CSUSM MSW Department prepares students to actively participate in and use supervision	0	0	0	0	0
The CSUSM MSW Department promotes student adherence to the NASW Code of Ethics	0				

The Field Faculty
Liaison is helpful
at facilitating
Field
Supervisors' and
students'
preparation of
learning
agreements

0

0

0

0

0

The Field Faculty
Liaison actively
monitors
students'
progress on
learning
agreements

0

0

0

0

0

The CSUSM
MSW
Department is
flexible on
student's field
schedules when
agency time
conflicts arise

0

0

0

0

0

The Field Faculty
Liaison is
available and
provide timely
responses to
questions and
concerns

0

0

0

0

0

When problems
arise in the field,
the Field Faculty
Liaison provides
sufficient
assistance in
problem
resolution

0

0

0

0

0

The CSUSM
MSW
Department
training for
Agency Field
Supervisors/Field
Supervisors has
been valuable to
me

0

0

0

0

0

Please provide any additional feedback you think would help us continue to improve our program.

Appendix IV – Student Evaluation of Field Internship Practicum



MSW Student Evaluation of Internship Practicum Program

Purpose: This evaluation form was created as a means of improving the quality of the MSW Field Education Program at CSUSM. At the end of the evaluation is a section asking you to indicate your preference in allowing the Program to share this information with your prior Agency Field Supervisor and placement agency. By providing feedback to the agency, our goal is to improve the quality of the practicum experience for future students in that setting.

Student Name

Field Supervisor Name

Agency

Q1 Please rate the overall attitude of the agency toward social work student training:

- ☐ Excellent
- ☐ Very good
- ☐ Satisfactory
- ☐ Fair
- ☐ Unsatisfactory

Q2 If you chose Fair or Unsatisfactory; please tell us why:

Q3 Please rate the overall quality of the agency's orientation to the field placement:

- ☐ Excellent
- ☐ Very good
- ☐ Satisfactory
- ☐ Fair
- ☐ Unsatisfactory

Q4 You chose Fair or Unsatisfactory; please tell us why:

Q5 Were you given specific responsibility for direct client contact or appropriate assignments within the first three weeks of placement?

- ☐ Yes
- ☐ No

Q6 Optional comments:

Q7 Please rate the extent to which your placement offered assignments and experiences which allowed you to practice and apply concepts, principles and techniques learned in the classroom:

- ☐ Excellent
- ☐ Very good
- ☐ Satisfactory
- ☐ Fair
- ☐ Unsatisfactory

Q8 You chose Fair or Unsatisfactory; please tell us why:

Q9 Please rate the extent to which the agency offered a full range of social work practice assignments and learning experiences to help you master social work EPAS competencies:

- ☐ Excellent
- ☐ Very good
- ☐ Satisfactory
- ☐ Fair
- ☐ Unsatisfactory

Q10 You chose Fair or Unsatisfactory; please tell us why:

Q11 Please rate the extent to which your placement offered opportunities to work with clients of diverse racial, ethnic and cultural backgrounds:

- ☐ Excellent
- ☐ Very good
- ☐ Satisfactory
- ☐ Fair
- ☐ Unsatisfactory

Q12 You chose Fair or Unsatisfactory; please tell us why:

Q13 How effective was your Field Supervisor in helping you develop social work skills and competencies?

- ☐ Extremely effective
- ☐ Very effective
- ☐ Moderately effective
- ☐ Slightly effective
- ☐ Not at all effective

Q14 Please tell us why you feel this way:

Q15 How well did your Field Supervisor help create an environment in which you felt you could take risks, ask questions, make mistakes or express a difference of opinion?

- ☐ Extremely well
- ☐ Very well
- ☐ Moderately well
- ☐ Slightly well
- ☐ Not at all

Q16 Please tell us why you feel this way:

Q17 How effective was your Field Supervisor in helping you work out whatever problems arose in relation to your field placement?

- ☐ Extremely effective
- ☐ Very effective
- ☐ Moderately effective
- ☐ Slightly effective
- ☐ Not at all effective

Q18 Please tell us why you feel this way:

Q19 How well did your Field Supervisor model professional social work values and ethics?

- ☐ Extremely well
- ☐ Very well
- ☐ Moderately well
- ☐ Slightly well
- ☐ Not at all

Q20 Please tell us why you feel this way:

Q21 How well did your Field Supervisor communicate clear and consistent expectations to you?

- ☐ Extremely well
- ☐ Very well
- ☐ Moderately well
- ☐ Slightly well
- ☐ Not at all

Q22 Please tell us why you feel this way:

Q23 How effective was your Field Supervisor in assessing your strengths and limitations as the field placement progressed?

- ☐ Extremely effective
- ☐ Very effective
- ☐ Moderately effective
- ☐ Slightly effective
- ☐ Not at all effective

Q24 Please tell us why you feel this way:

Q25 How well did your Field Supervisor help you to integrate the class and field experience?

- ☐ Extremely well
- ☐ Very well
- ☐ Moderately well
- ☐ Slightly well
- ☐ Not at all

Q26 Please tell us why you feel this way:

Q27 Did your Field Supervisor schedule and keep regular weekly supervision with you?

- ☐ All of the time
- ☐ Most of the time
- ☐ Some of the time
- ☐ Not at all

Q28 Optional comments:

Q29 Was your Field Supervisor available to you at times other than your weekly supervision?

- ☐ All of the time
- ☐ Most of the time
- ☐ Some of the time
- ☐ Not at all

Q30 Optional comments:

Q31 Did your experience at the agency contribute positively to your identity as a social worker?

- ☐ Definitely
- ☐ Moderately
- ☐ Slightly
- ☐ Not at all

Q32 Please tell us why you feel this way:

Q33 Overall, how do you rate your MSW Internship experience at the agency?

- ☐ Excellent
- ☐ Very good
- ☐ Satisfactory
- ☐ Fair
- ☐ Unsatisfactory

Q34 You chose Fair or Unsatisfactory; please tell us why:

Q35 Other comments:

Q36 SIGNATURE & RELEASE OF INFORMATION: I grant permission to the CSUSM Master of Social Work Program to release this evaluation form to my prior Field Supervisor and placement agency. I understand my permission will expire in 12 months from the date of my signature, unless I revoke it sooner. This release may be revoked at

any time by written request to the MSW Field Education Director. Yes, I do grant permission

☐ No, I do not grant permission

Please sign your name below:

Appendix V – Agency Practicum Site Application



California State University
SAN MARCOS

DEPARTMENT OF
SOCIAL WORK

Agency Practicum Site Application

Instructions:

Thank you for your interest in becoming a field practicum agency site for the CSUSM Department of Social Work. For confirmation as a Field Practicum Internship Site, please complete this application and return electronically to Lisa Carmosino: lcarmosino@csusm.edu.

Application Date: _____

Agency Name:		Program:	
Phone #: ()		Fax #: ()	
Address:		City	Zip Code:
Agency Website:			
Executive Director:		Social Service Director (if applicable):	
Intern Contact Person:		Contact Email:	
		Contact Phone #:	
SW Agency Field Supervisor Site Supervisor:		FI Email:	
		FI Phone #:	

**If you are using additional programs and/or sites, please attach contact information and addresses for each program/site.*

Auspice of Agency: (check all that apply)	Primary Sources of Funding by Agency:
☐ Public organization ☐ Non-profit organization ☐ For-profit organization ☐ Other _____	☐ Private ☐ Public ☐ Fees/Insurance ☐ Private Grants Contracts
What Services are offered by your Agency?	

(Check all that apply):

☐ Administration	☐ Domestic Violence	☐ Leadership Management
☐ Adult Protective Services	☐ Family / Couples therapy	☐ Legal; Specify _____
☐ Advocacy	☐ Family Services	☐ LGBTQA
☐ AIDS/HIV	☐ Forensic	☐ Medical (Hospital/Clinic)
☐ Case Management	☐ Gerontology	☐ Mental Health Inpatient
☐ Child Welfare	☐ Group Work /Group therapy	☐ Mental Health Outpatient
☐ Community Development	☐ Health/Medical	☐ Military/Veteran's Services
☐ Community Organization	☐ Homelessness	☐ Policy Development
☐ Criminal Justice	☐ Hotline	Political Action/Legislation
☐ Crisis Intervention	☐ Hospice	Probation
☐ Day Treatment	☐ Housing	Program Planning/Dev./ Evaluation
☐ Developmental Disabilities	☐ Individual Therapy	Public Welfare; Specify
	☐ Immigration/Refugee Services	Residential Treatment/Care
		Research/Evaluation
		School-Based Mental Health Services
		Shelter
		Substance Abuse/Addictions
		Victim/Witness
		Youth Services
		Other: _____

What languages are required or preferred in serving agency clients?

Specify Language(s): _____ Degree of Fluency: _____
 (Total Fluency or Conversational) ☐ Required? ☐ Preferred?

Drivers Licensed required? ☐ Yes ☐ No

Car required during placement?

☐ Yes ☐ No

(Note: CSUSM policy – Students cannot transport clients in their own personal vehicle.)

CPR required? ☐ Yes ☐ No **First Aid required?** ☐ Yes ☐ No

Computer Literacy? ☐ Yes ☐ No

Indicate if agency requires any of the following before placement begins:

☐ Assaultive training ☐ Security clearance ☐ Fingerprinting / Live Scan
☐ Citizenship ☐ Physical examination/PPD ☐ Immunizations
☐ Agency Orientation
☐ Other (Specify): _____

Will the student be required to pay for these clearances or does the agency cover the cost?

☐ Student ☐ Agency ☐ N/A

Will the student be asked to pay for mileage and gas if they conduct home/field visits? ☐ Yes ☐ No If Yes, will they be reimbursed? ☐ Yes ☐ No

Agency Trainings & Policies

Training and Orientation: Do you have a plan for training/orientation that includes (please check all that apply):

☐ Safety Policies/Procedures/Injury & illness Prevention Plan
☐ Confidentiality ☐ Sexual Harassment
☐ Site and Clientele Overview ☐ Mandatory Reporting on Abuse/Neglect
☐ Emergencies ☐ Site Tour

Is there specific additional training that your agency will provide? ☐ Yes ☐ No
(Specify/add sheet if necessary)

Will students ever work unsupervised with clients? ☐ Yes ☐ No

List any specific health and safety risks associated with student's work assignment:

Has there been a history of violence, environmental hazards or other health and safety risks of the site? ☐ Yes ☐ No If yes, explain _____

What safety precautions would you recommend for students working at your site?

Does your agency offer a stipend? ☐ Yes ☐ No

Site Supervisor/Point of Contact

I have completed this form and the information in this application is accurate.

Name (print)

Signature

Date

Title

Please feel free to include agency brochures and any other additional materials with your site application.

We appreciate your commitment in educating our MSW students!

Appendix VI- Agency Supervisor/ Task Preceptor Application

Agency Supervisor / Task Preceptor Application

Please complete this form electronically, attach a copy of your resume, and send both to Lisa Carmosino at lcarmosino@csusm.edu.

Agency Field Supervisor/Task Supervisor Information			
Date:	First Name:	MI:	Last Name:
Are you applying to be a? ☐ Agency Field Supervisor (Fi) ☐ Task Supervisor (Ts)			
Fi Phone #: ()		Fi Fax #: ()	
Fi Pager/Cell Phone #:		Fi Email:	
Position:		Length of time at agency (years):	
Full time?	Part time? (Hours per week)	Days/hours at Agency? (ex. Mon-Fri 8am-6pm)	

Agency Information	
Agency Name:	Program:
Address:	City:
Agency Phone #:	
Intern Liaison/Contact Person at Agency:	
Name:	Phone Number:
Email:	

Education			
	College/University Attended	Degree	Date Received
Undergraduate:			
Graduate:			
Post-Graduate (if applicable)			

Licenses/ Certifications		
☐ MSW	☐ LCSW License #	☐ PPS Credential
Year Received	Year Received	Year Received _____
☐ _____ Other Degree (specify) Year Received _____		

Has your professional license ever been suspended or revoked? Yes ☐ No ☐ If yes please explain:
--

☐ Administration ☐ Adult Protective Services ☐ Advocacy ☐ AIDS/HIV ☐ Case Management ☐ Child Welfare ☐ Community Development ☐ Community Organization ☐ Criminal Justice ☐ Crisis Intervention	☐ Domestic Violence ☐ Family / Couples therapy ☐ Family Services ☐ Forensic ☐ Gerontology ☐ Group Work /Group therapy ☐ Health/Medical ☐ Homelessness ☐ Hotline ☐ Hospice	☐ Leadership Management ☐ Legal; Specify _____ ☐ LGBTQA ☐ Medical (Hospital/Clinic) ☐ Mental Health Inpatient ☐ Mental Health Outpatient ☐ Military/Veteran's Services ☐ Policy Development ☐ Political Action/Legislation ☐ Probation
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☐ Day Treatment ☐ Developmental	☐ Housing ☐ Individual Therapy	☐ Program Planning/Dev./Evaluation ☐ Public Welfare; Specify
☐ Disabilities	☐ Immigration/Refugee Services	☐ Residential Treatment/Care ☐ Research/Evaluation ☐ School-Based Mental Health Services ☐ Shelter ☐ Substance Abuse/Addictions ☐ Victim/Witness ☐ Youth Services ☐ Other: _____

Regarding my affiliation as a social work Agency Field Supervisor or task supervisor, I understand and agree to adhere to the CSUSM Department of Social Work Agency Field Supervisor requirements (located on the following page).

SIGNATURE: _____ **DATE:** _____

Agency Field Supervisor Trainings

Have you completed the Agency Field Supervisor Training course (meeting CSWE standards) at another university?

No ☐ Yes ☐ If yes, where _____
When? _____

CSUSM DEPARTMENT OF SOCIAL WORK Office Use Only

Date Received: _____

Application reviewed by: _____

Approved Date: _____ **Initials:** _____

Additional Information: _____

**PLEASE CONTINUE ON TO NEXT PAGE FOR LIST OF AGENCY FIELD
SUPERVISOR REQUIREMENTS**



Agency Supervisor and Task Preceptor Requirements:
Education level, Professional Experience and Scope of Responsibilities

Agency Supervisor Required Educational Degree, qualifications and responsibilities:

- MSW Degree or related Master's level Degree (acceptable related degrees: MFT OR a Ph.D./PsyD in Psychology).
- A minimum of 2 years post graduate degree professional social work experience
- Agency Supervisor must be on site at the agency a minimum of 25% time that the student is also present.
- At least 6 months employment at current agency.

Agency Supervisor Scope of Responsibilities:

- **Agency Supervisor is responsible for providing a minimum of 1 hour per week onsite direct supervision and other educational opportunities for the student intern.**
- Agency Supervisor guides the development of the student's learning agreement and evaluates the student's performance at the end of each semester.
- Agency Supervisor is in a key position to provide the student with reality-based education in the agency that cannot be provided in the classroom, and which is the cornerstone of quality social work education.

Task preceptor Required Educational Degree, qualifications and responsibilities:

- Bachelor's Degree or higher, in social work or related agency (see above for acceptable related degrees).
- Minimum professional experience - 2 years post bachelor's degree experience in a social service setting.
- At least 6 months employment at current agency.

Task Preceptor Scope of Responsibilities:

- Provide support to the student intern, including assignment of tasks, with oversight from the student's primary supervisor.
- **Preceptor should not be the student's main point of contact, but rather, someone who is available to the student should the student's primary supervisor be off site, out of the office, on vacation.**
- **The preceptor is not responsible for providing 1:1 weekly supervision; that is the task of the agency supervisor.**
- The preceptor does not evaluate student performance, that is the responsibility of the student's supervisor.

The Department requires that both Agency Supervisors and Task Preceptors participate in a series of trainings that focus on best practice in supervision