

## **Assignment Requirements & Student Request Form**

### **Field Learning Objectives - Generalist Year:**

Generalist-year placements socialize students to the profession of social work, enabling them to engage clients, assess client and community needs, and provide direct service interventions to individuals, families, groups, organizations, and communities. Students advocate for the human rights and social and economic growth of marginalized, underserved, and vulnerable populations.

Opportunity for direct practice with client/client systems occurs within the first month of field placement, whenever possible. Students will develop practice skills through such learning activities as independently interviewing clients, completing biopsychosocial assessments and developing case plans. There is an emphasis on helping clients across the life span. Students will provide services to a multicultural client base inclusive of diverse family configurations, ethnic, gender identities, sexual orientation, economic, racial, and other cultural backgrounds.

### **Field Learning Objectives - Advanced Specialization Year**

(Including both Clinical students and COPA students)

In the Advanced Specialization Year (both Clinical and COPA), students are in the field the equivalent of three full days/week in the fall and spring semesters (September through April). Part-time students electing the two day/week option begin the Advanced Year in August and end in April.

### **Field Learning Objectives in the Advanced Clinical Specialization:**

The Advanced Clinical Specialization placement builds on the Generalist skills of the first year. Students are provided opportunities within the first month of field placement to work independently with a range of client systems, preparing them for independent practice with clients upon graduation. Students can demonstrate advanced understanding of clinical, ecological, developmental, and socio-cultural theories to inform and improve clinical practice. Students will also apply advanced professional knowledge in practice settings and practice skills in assessment, diagnosis, treatment planning, and evaluation of outcomes.

Advanced clinical theories, diagnostic development and modalities are applied utilizing a person-in-environment context.

### **Field Learning Objectives in the Advanced Specialization COPA, Communities, Organizations, Policy, & Advocacy:**

Students enrolled in the Advanced Community Practice, Policy, and Advocacy (COPA) will focus on policy analysis and reform, community organizing, nonprofit management, research and evaluation and the development of knowledge of the policy making process. Examples of field assignments might include:

1. Identifying, defining, and helping resolve community and/or organizational issues, problems, and conditions as they relate to the mission and goals of the field placement agency.

2. Advocating in political arenas through the development of political action strategies, based on local, state and/or national policy analyses.
3. Developing collaborative working relationships with individuals and groups from diverse economic, political, social, and cultural backgrounds
4. Organizing/staffing effective task groups (standing committees, boards, ad hoc committees, councils, action groups, etc.)
5. Administrative experience including organizing duties and activities, setting priorities, preparing clearly written records, reports, and memos in a timely manner.
6. Research projects, related to agency mission and clearly delineated by the agency/ organization and/or its partners.
7. Creating/managing social media and other forms of communication for an organization or community.

### **Field Education Assignments**

All agencies are encouraged to require student process recordings as a tool for learning. A minimum of three **(3) process recordings** are required each semester to be submitted by students to their Field Instructor for comments/use in supervision. Following review by the Field Instructor, the process recording is submitted by the student to the Field Liaison. All students submit a **Learning Agreement** by the end of the first month at the agency. The Field Instructor completes a final **Field Evaluation** at the end of each semester and submits the completed form to the Field Liaison. All forms are made available for processing online in *Sonia*, a Field Education placement platform. A range of resources are available to Field Instructors on the [GSSWSR Field Education webpage](#).

### **Field Agency Requirements**

Agencies seeking to provide a field placement must demonstrate the capacity to provide:

- Compatibility of the agency's mission and philosophy of service with the values and ethics of the social work profession.
- A sufficient number and variety of assignments to develop student knowledge and practice skills and supervised in-depth experiences with individuals, groups, families, organizations and/or communities.
- Ample time for field instruction to permit individual and group (where appropriate) conferences with students.
- Field instruction from individuals with a master's degree in social work and a minimum of two years post-master's experience.
- Adequate space and administrative resources to support student work.
- Congruence between the students' field assignments and assignments in the practice course taken concurrently with the field placement.

### **Field Instructor Requirements:**

Field instruction must be provided by an individual with a master's degree or higher. A minimum of two years post- master's professional experience is required for all Field Instructors. All Field Instructors must have a MSW obtained from a CSWE accredited program. Qualified social work

Field Instructors are chosen from the staff of the Agency. The Agency, in cooperation with the school, designates the Field Instructor.

**Field Instructor Post-Social Work Degree Practice Experience Requirements**

- The minimum requirement of post-master’s social work practice experience is calculated in relation to the total number of full-time and equivalent professional practice experience.
- Social work practice experience is defined as providing social work services to individuals, families, groups, organizations, or communities.
- Social work services can include work in professional social work auspices under the supervision of a professional social work supervisor, volunteer practice experience in a social service agency, and paid experience as a consultant in the areas of the individual’s practice expertise.

Field Instructors must be able to provide a minimum of one hour/week of in-person individual supervision to their assigned student. The Field Instructor also provides on-going supervision and is responsible for completing the student's end-of- semester and final evaluation. Process recordings or journals are used as a supervisory teaching tool on a regular basis to enhance the learning process. Field Instructors meet in-person in a three-way meeting with students and their Field Liaisons (representative from the school) at least once each semester to review learning goals.

**Agency Application Form**

Date: \_\_\_\_\_

**Agency Information**

Agency Name:	Street Address:
City: State: Zip:	
Web Address:	
Affiliation/Parent Organization:	
Is the agency/program with another organization? <input type="radio"/> Yes <input type="radio"/> No	

**Agency Contact**

First Name:

Last Name

Title:

Email:

Phone:

If yes, name of partnering organization:

Is address same as agency address?  Yes  No

If No, please complete new address below:

Street Address:

City:

State:

Brief Description of Agency:

Additional Agency Info:

**Additional Agency Information:**

	<b>YES</b>	<b>NO</b>
Does the agency have its own application process and/or forms for student internships?  If yes, please attach information		
Is agency accessible to public transportation?		
Is agency accessible to persons with disabilities?		
Is a car necessary to carry out student assignments?		
Are home visits required?		
Are evening hours required?		
Are supervised evening/weekend hours available?		
Are there stipends available for students?		
Does the agency support employees using their work as a placement?		
Are there specific days when student must be available for their placement?  Monday   Tuesday   Wednesday   Thursday   Friday   Saturday   Sunday		
Is fluency in another language (besides English):  If required/preferred/helpful, what language?		
Are clearances required?		
If so, does the agency facilitate the clearance application?		
Check all that apply: Criminal _____ Child Abuse _____ Federal _____ Medical _____ Other: _____		

**Agency Service Areas (circle all that apply)**

Addiction Services  
Administration/Program Management  
Adoption  
Alternative Education/Learning  
Child & Family Support Program  
Child Welfare  
College Counseling  
Community Mental Health  
Community Organization/Advocacy  
Community Organization/Development  
Corrections/Criminal Justice  
Developmental Disabilities  
Disability Support  
Domestic Violence/Victim Services  
Family Service/Counseling  
Financial Education/Financial Literacy  
Foster Care  
Foundation  
Gerontology/Aging/Senior Services  
Government  
Health Care/Integrated Care  
Higher Education  
Hospice  
Hospital  
Housing/Homeless Services  
Immigrant/Refugee Services  
Inpatient Mental Health  
Inpatient Substance Abuse Treatment  
Labor Union/Occupational/Workplace  
Legal Services  
LGBTQ Services  
Long-term/Community- Based Care  
Multi-Service Organization  
Nursing Home/Outpatient Behavioral Health  
(mental & substance abuse)  
Outpatient Medical Clinic  
Outpatient Mental Health  
Outpatient Substance Abuse Treatment

Partial Hospital Program  
Policy/Research  
Public Health Rehabilitation Center  
Residential Services – Adult  
Residential Services - Child/Adolescent  
School Social Work  
Senior Housing  
Training & Education  
Veterans Services  
Vocational/Connection to Workforce

**Practice Skill Areas for Students (circle all that apply)**

Administration/Management Advocacy  
Case Management  
Committees/Task Force  
Community Development  
Community Organizing/Outreach  
Crisis Intervention  
Discharge Planning  
Employee Assistance Services  
Funding/Grant Writing  
Group/Family Treatment  
Individual Treatment  
Information & Referral  
In-Home Intervention  
Legislative Advocacy  
Mediation  
Needs Assessment  
Policy Practice/Analysis  
Program Evaluation  
Program Planning & Development  
Research  
Staff Development/Training  
Other:

**Populations Served (circle all that apply)**

Adolescents/Young Adults

Adults

Children

Couples

Families

Groups

Individuals

LGBTQ

Older Adults

Organizations

Other:

Number of MSS Students Requested by Year & Track	# of Students:
Part-Time Student (2 days/week - June end date - 1st yr//August start date - 2nd yr)	
First Year Student (2 days/week)	
Second Year Student (3 days/week)	
Choose one of the tracks below:	
Clinical Social Work Community Practice, Policy, and Advocacy (Macro)	

Roles/tasks/projects done by student:

<b>Agency Locations Requesting Students</b>
Location 1 – If not the same as the Agency Address
Contact Person Name
Title:
Contact Phone:
Contact Email:



Location 2
Location Name
Street Address:
Contact Person Name:
Title:
Contact Phone
Contact Email:

<b>Field Instructor Information</b>
<b>Staff Person 1</b>
Name:
Location:
Email:
Check all that apply: <input type="checkbox"/> MSS <input type="checkbox"/> MSW    Other Degree:
At least 2 years post-masters experience in the field? <input type="radio"/> Yes <input type="radio"/> No
Previous experience supervising MSS/MSW students? <input type="radio"/> Yes <input type="radio"/> No

Previous attendance of a SIFI program?

Yes  No

Staff Person 2

Name:

Location:

Email:

Check all that apply:

MSS  MSW  Other

Degree:

At least 2 years post-masters experience in the field?

Yes  No

Previous experience supervising MSS/MSW students?

Yes  No

Previous attendance of a SIFI program?

Yes  No

Staff Person 3

Name:

Location:

Email:

Check all that apply:

MSS       MSW      Other

Degree:

At least 2 years post-masters experience in the field?

Yes  No

Previous experience supervising MSS/MSW students?

Yes  No

Previous attendance of a SIFI program?

Yes  No

Thank you for completing the Agency Application for the GSSWSR's Field Education Office. If you have any additional information or brochures about your agency, please send them to [field@brynmawr.edu](mailto:field@brynmawr.edu) once this application has been submitted.