

Memorial University School of Social Work
MSW Field Education Manual
Step by Step Guide to Preparing for Your MSW Field Practicum

Preparing for your MSW Field Practicum:

In preparing, planning for, and completing your MSW field practicum , as an adult learner and a professional social worker in a student role, you are responsible to:

- engage in open, direct, and timely communication with the MSW Field Education Coordinator;
- become familiar with the *MSW Field Education* website, manual, agreements, and forms;
- become familiar with the relevant *CASWE-ACFTS Standards for Accreditation*;
- log in, become familiar with, and complete required documentation on IPT; and
- follow the outlined processes and procedures.

Should any potential field instructors or field settings approach you about your MSW field practicum before you meet with the MSW Field Education Coordinator, it is recommended that you make no commitments during those conversations or that you ask the potential field instructors/field settings to contact the MSW Field Education Coordinator to discuss any possible field practica.

1 At Least Six Months Before You Hope to Begin Your MSW Field Practicum:

1.1 Read all components of the *MSW Field Education Manual* (including the *CASWE-ACFTS Standards for Accreditation: Guiding Principles and Core Learning Objectives and Field Education*); the *Step-by-Step Guide to IPT (Intern Placement Tracking)*; and the *Student-School MSW Field Practicum Agreement*. Review all of the *MSW Field Practicum forms* at <https://www.mun.ca/socialwork/field/MSWFieldEducation.php>.

1.2 Contact the MSW Field Education Coordinator to arrange a telephone, on-line, or in-person meeting to discuss your ideas, options, concerns or limitations, and potential field instructors/field settings for your MSW field practicum.

1.3 Log in and become familiar with IPT. The Field Secretary will send an email linking you to IPT. <https://www.runiptca.com/web/login.php>

1.4 In IPT, complete and sign the *Intent to Register in MSW Field Practicum*, then complete the student details page, including uploading your resume or curriculum vitae (PDF).

1.5 The MSW Field Education Coordinator will explore options for your field practicum and initiate the process of facilitating a match between you, your field instructor (and agency mentor), and field setting. This is done in collaboration with you, and incorporates an awareness of your learning goals, field instructor and field setting preferences, and relevant personal and professional factors.

The MSW Field Education Coordinator will contact only one field instructor/field setting at a time. If that field instructor/field setting is not available, or if it is not a good match, the MSW Field Education Coordinator will contact your next choice. **Out of respect for field instructors and field settings, under no circumstances will discussions occur with more than one field instructor/field setting at any point in time.**

As an MSW student who is already a practicing social worker, you likely have personal and professional familiarity and relationships with social workers and agencies/organizations within your community. Thus, following your conversation with the MSW Field Education Coordinator, it is permissible to engage in a preliminary exploration of a potential field practicum. However, you are not to engage in discussions with more than one field instructor /field setting at a time. Nor have you the authority to confirm your MSW field practicum. **Negotiation and confirmation of your MSW field practicum are the responsibility of the MSW Field Education Coordinator.**

1.6 If you wish to complete your MSW field practicum where there is no qualified MSW field instructor available, you are required to read the information outlined in the *MSW Field Education Manual - Special Arrangements*. The MSW Field Education Coordinator will designate an offsite field instructor and an agency mentor before your MSW field practicum can be officially confirmed.

1.7 If you wish to complete your MSW field practicum in your place of employment, you are required to read and fulfill the criteria outlined in the *MSW Field Education Manual - Special Arrangements*. The required documentation must be submitted and approved before the MSW Field Education Coordinator will officially confirm your MSW field practicum. Where required, the MSW Field Education Coordinator will designate an offsite field instructor and an agency mentor before

your MSW field practicum can be officially confirmed.

1.8 In consultation with you, the field instructor (and agency mentor), and field setting, the MSW Field Education Coordinator will officially confirm your MSW field practicum.

2 Prior to Beginning Your MSW Field Practicum - Once Your Practicum is Confirmed

2.1 Read, complete, sign, and submit the *Student-School MSW Field Practicum Agreement*, which describes the duties and responsibilities of students and the School in reference to MSW field practica. <https://www.mun.ca/socialwork/field/MSWFieldEducation.php>

2.2 Complete and provide documentation of any pre-placement screening required by the field setting (i.e., health, immunization, criminal records, vulnerable sector, child welfare) at your own expense. Fulfill and provide documentation of any field setting pre-placement requirements (i.e., application, oath of confidentiality, online training, orientation). Failure to complete the field setting pre-placement requirements or to submit the required documentation in a timely manner will result in a delay in or cancellation of your MSW field practicum.

2.3 Register for SCWK 6917.

Prior to registering for SCWK 6917, contact Ivy Burt, the Graduate Student Services Coordinator, to ascertain the correct section number and CRN.

If you are completing your field practicum in the final semester of your MSW program, you are responsible for applying to convocate www.mun.ca/sgs/current/graduation.php.