



DOMINICAN UNIVERSITY
School of Social Work

School of Social Work

Practicum Manual

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I. Introduction

Social Work Practicum Education in the School of Social Work (SSW) at Dominican University (DU) is an essential and integral part of the learning experience in Social Work. In fact, the Council on Social Work Education (CSWE) considers social work practicum education ‘the signature pedagogy’ of Social Work Education. It is in social work practicum where students will demonstrate their growing competencies as social workers. According to CSWE, competence is holistic and informed by four areas: knowledge, values, skills, and cognitive and affective processes. In placement, students will develop and demonstrate their emerging competencies as social workers.

A. Mission

The Social Work Practicum Education Office fosters the relationship-centered, global focus of the Dominican University School of Social Work. We work to support and facilitate the process in which students seek and secure social work practicum education internships. We accompany the interns as they learn and practice the skills needed as social workers.

B. Definitions

Social Work Practicum/Internship: Courses that afford students the opportunity to engage with clients and communities as a component of their educational program and without a social work license, similarly to educational, medical, or other health professional accredited programs. For this document's purposes, these words are used interchangeably.

Social Work Practicum Instructor: The title designated to social work professionals at the social work practicum placement site instructing our students. This individual will have a Master of Social Work (MSW) degree from an accredited school of social work and at least 2 years of post-master's experience in a social service setting.

Social Work Practicum Task Supervisor: The title designated to professionals at the social work practicum placement site who hold a comparable degree to a MSW, such as a Master's in a related field (i.e., psychology, nursing, non-profit management, public health), a Licensed Professional Counselor (LPC), a Licensed Clinical Professional Counselor (LCPC), or a Licensed Marriage and Family Therapist (LMFT).

Supplemental MSW Supervisor: The title designated to professionals at the social work practicum placement site or designated by the University to provide MSW supervision for a student who has a Practicum Task Supervisor.

Social Work Practicum Faculty: The title designated to University faculty who teach the Social Work Practicum Course and are the liaisons between Dominican University, the students, and the Social Work Practicum Instructors and Social Work Practicum Task Supervisors.

Director and Assistant Directors of Social Work Practicum Education Office: These are the Dominican University School of Social Work staff who manage the Social Work Practicum Education Office.

Generalist Year: This year of social work practicum placement refers to the first of two social work practicum placements required for graduation with a MSW for all regular standing students.

Advanced Generalist Year: This year of social work practicum placement refers to the second of two social work practicum placements required for graduation with a MSW for regular standing students or the only year of placement for Advanced Standing students.

Advanced Standing: A student who enters our MSW program with a BSW from an accredited university.

Post-MSW: A student with a MSW who returns to obtain the Professional Educator License (PEL) in School Social Work.

Short-Term Approval: A student with a MSW who returns to obtain the Professional Educator License (PEL) in School Social Work and who is provisionally employed by a school district under an Illinois State Board of Education approval.

Competency and Practice Behavior Review and Planning Assignment: In preparation for the evaluation that occurs in the social work practicum placement at the end of the first semester, this assignment outlines the progress the student will make toward achieving competency and associated behaviors. This will be signed off on by both student and Social Work Practicum Instructor.

Final Social Work Practicum Evaluation: The evaluation that occurs in the social work practicum placement at the end of each semester. This evaluation measures the student's level of achievement of the skills necessary to engage effectively in the practice behaviors.

C. Social Work Practicum Related Resources

For students starting social work practicum placement process: Students enrolled in SWK 513 514, 614 and 640 in the Fall semester will receive an invitation to an online site to begin the Social Work Practicum Readiness process. This site will guide students through the process of securing social work practicum placements. All students will receive email notification to join an online CANVAS site if they are ready to begin a social work practicum placement in the fall of the upcoming school year. The Social Work Practicum Readiness process runs from January to May.

The Social Work Practicum Readiness process is a student-driven process, meaning that it is the student's responsibility to schedule social work practicum readiness meetings, upload resumes, cover letters and other documentation, and schedule and conduct interviews. Students are responsible for following the internship search process until they have secured an internship. Failure to secure an internship means the student may need to delay their placement until the following academic year.

For Social Work Practicum Instructors seeking social work practicum related documents and information: Please contact the Social Work Practicum Education Office directly.

D. Social Work Practicum Placement Process

Application for Social Work Practicum Education Process

The Social Work Practicum Education Office has hundreds of agencies with whom we partner. These agencies are onboarded to ensure that our mission and values align with the agency's mission and values. We partner with agencies who serve individuals who are marginalized and racialized by society and foster the dignity and human rights of all.

We strongly advise beginning this process immediately upon receiving access to the online Social Work Practicum Readiness site. It is mandatory that students contact and meet with the Social Work Practicum Education Office before reaching out to potential placements. Students will find that starting the process as soon as possible will provide them with the most up-to-date social work practicum information regarding appropriate social work practicum placement options, as sites are limited. Students must follow all steps in the process outlined in the home page of the CANVAS site "Social Work Practicum Readiness." The process outlined includes:

- Review of social work practicum policies and procedures (including hours)
- Uploading of resume and cover letter
- Review of agency list
- Mock interview with Social Work Practicum Education Office staff

Advancement to Social Work Practicum

A student must have a **GPA of 3.0** or better prior to entering Social Work Practicum. **Students must achieve at least a 'B' or better in their Social Work Practicum and corresponding Practice class (510, 550, 610, 650) and a score of 3 or better on all associated behaviors listed in their Final Social Work Practicum Evaluation to advance to the next Social Work Practicum experience.**

No student may advance to the next Social Work Practicum semester/experience with an incomplete or a failure in their Social Work Practicum Courses (unless the student has received approval for an extension by the Social Work Practicum Education Office). If the student receives a "B-" or less in a Social Work Practicum Course, or a GPA below a 3.0, or if the student receives ratings below 3 on the **Final Social Work Practicum Evaluation**, the student may be referred for a Student Support Meeting for deliberation and may be subject to repeating their Social Work Practicum or dismissal from SSW. A student cannot be dismissed without a Student Support Meeting. Please refer to the Student Support section in the Student Handbook.

E. Employment-Based Social Work Practicum Placement

Employment-based social work practicum placement(s) can help a student effectively meet the social work practicum placement requirements for a MSW, especially when the student is currently working in the field of social service. The school will consider placing students in

agencies where they are employed provided certain safeguards can be established to ensure the educational quality of the experience. The School of Social Work recognizes that students often come with many years of experience, and many are working in areas that can provide experience in the social work competencies that are a required part of the learning experience. CSWE has updated their guidelines regarding employment-based internships. With the goal of reducing barriers to students as they complete the MSW program, we will consider the requests of students to conduct their internship at their current place of employment. **Please note: School social work placements are not eligible as employment-based social work practicum placements under Option 2.** Short term acceptance (STA) students should discuss their placement with the School Social Work Track lead.

There are two employment-based social work practicum placement options:

Option 1: Completing an internship at the student's place of employment separate from their working hours.

Option 2: Completing an internship using the student's employment hours as internship hours.

During the Social Work Practicum Readiness Interview Meeting, the student and Social Work Practicum Education Office personnel discuss the possibility and decide upon whether the request falls under Option 1 or Option 2. Social Work Practicum Education Office personnel explain the policy, process, responsibilities, and request form. Students have a time period of 2 weeks to complete the application form. Students are responsible for completing the required paperwork for this opportunity, securing all signatures, and meeting all deadlines.

Employment-Based Internship Options:

Option 1 - Students who are interested in completing an internship at their place of employment separate from their working hours. This option is appropriate for students whose position at the agency is not within a social service capacity.

- The agency and social work practicum supervisor must meet the basic requirements for all social work practicum placements outlined in the Social Work Practicum Manual's 'CRITERIA FOR SELECTION' section.
- The student must have successfully passed their probationary period at their place of employment.
- The student must be assigned to social work practicum placement duties different than those performed as a regular employee.
- The employment work hours and internship hours must be clearly differentiated and cannot be completed within the student's regular employment hours.
- The student must be assigned to a different supervisor who will serve as the Social Work Practicum Instructor, and who will provide MSW to the student.
- The internship must offer the student opportunities to meet the 9 CSWE Core Competencies and related practice behaviors.

Option 2 - Students who are interested in using their employment hours as internship hours. It is important for students to recognize that any interruption in their employment can result in termination from their internship.

- The agency and social work practicum supervisor must meet the basic requirements for all social work practicum placements outlined in the Social Work Practicum Manual's 'CRITERIA FOR SELECTION' section.
- The student must have successfully passed their probationary period at their place of employment. The internship must offer the student opportunities to meet the 9 CSWE Core Competencies and practice behaviors.
- The student must receive educational supervision in addition to employment supervision.

Students wanting to set up an employment-based social work practicum placement under either Option 1 or 2 must complete the form entitled "Request for Employment-Based Placement." This form will be provided after discussion with Social Work Practicum Education Office personnel. In the "Proposed Social Work Practicum Placement Information" section of the application, the student should explicitly address how this social work practicum placement will meet conditions listed in either Option 1 or Option 2 above. This form must be reviewed and signed by the student, employment supervisor, and Social Work Practicum Instructor (if different from employment supervisor). **Request for an employment-based social work practicum placement requires the approval of the Practicum Education Office, which will determine whether all conditions are met.**

Students who wish to have their internship in their place of employment for generalist and advanced generalist year must follow the following procedure:

1. Complete and submit the form "Request for Employment Based Placement" to the practicum office
2. Meet with the Director, or Assistant Director to discuss request. This meeting will include asking questions related to the workplace environment, opportunities for activities that are required for evaluation of the competencies, the supervision structure, and other detailed needed to ensure that student has enough differentiation in learning opportunities in their place of employment
3. The Practicum Office staff will make the final determination and provide feedback to the student as to the rationale for the decision.

Employment at Social Work Practicum Site Offered During Placement

If employment is offered to a student by their social work practicum placement, then this placement becomes an employment-based social work practicum placement. The requirements for the employment social work practicum placement noted above must be met. The period prior to obtaining employment will be considered sufficient for the probationary period required in the application. The student will need to notify their Social Work Practicum Faculty as well as the Director/Assistant Director of Social Work Practicum Education of the employment opportunity before the student accepts the offer.

Social Work Practicum Extension

Available for employed students, internationally bound students, and others who demonstrate a need related to an extenuating circumstance. Alternative start dates or end dates for Social Work Practicum Placement/Internship are available for students to accommodate students' life circumstances, as well as going abroad. Generalist year students begin their social work practicum placement with their cohort at the end of August and continue for 8 additional weeks during the following summer at fifteen hours per week (accumulating 120 hours). In this way, Generalist students may accommodate their weekly internship from 14-16 to 10-12 hours per week during the academic year. Advanced Generalist year students begin 8 weeks prior to their cohort at 16-17 hours per week (accumulating 120 hours) and may accommodate their internship hours to 10-12 hours per week during the academic year.

During the summer months, students are required to attend at least three social work practicum meetings with assigned summer Social Work Practicum Faculty, and to regularly complete journals related to student learning in Social Work Practicum. The summer Social Work Practicum Faculty will provide documentation of student progress to academic year Social Work Practicum Faculty, who will consider the student's progress in providing the final grade. A 'Social Work Practicum Extension' application must be turned in to the Social Work Practicum Education Office for consideration, no later than one week prior to the semester in which the extension period begins. The social work practicum extension application must include a proposed schedule for placement completion agreed upon by the student and prospective placement instructor. Extension applications will be reviewed by the Director/Assistant Director of Social Work Practicum Education and acceptance is not guaranteed.

F. Orientation to Social Work Practicum Placement

The School of Social Work Orientation includes a social work practicum education orientation. This orientation is held for students at the beginning of the Summer II and Fall semesters. Student orientation will assist students in understanding the social work practicum process, describe the relationship of social work practicum education to the social work curriculum, and provide practical guidelines and support in beginning the social work practicum placement.

G. Social Work Practicum Year(s), Hours Requirements and Attendance

The Generalist Social Work Practicum Year

Students complete a minimum of 400 hours over the course of the academic year, or 200 hours for each 15-week semester. This is a product of at least 14 hours per 30 weeks, which equals 400 hours per academic year. This number of hours is completed during Practicum Courses I (SWK 511) and II (SWK 551). In addition, students are required to take concurrent practice courses with their Practicum (SWK 510 and SWK 550).

The Advanced Generalist Social Work Practicum Year

Students complete a minimum of 500 hours over the course of the academic year, or 250 hours for each 15-week semester. This is a product of at least 17 hours per 30 weeks, which equals 500 hours for the academic year. This number of hours is completed during Social Work Practicum Courses III (SWK 611) and IV (SWK 651). In addition, students are required to take concurrent practice courses with their Social Work Practicum (SWK 610 and SWK 655). **School social work interns** complete a minimum of 600 hours for the academic year (300 hours per semester). School social work interns **must** follow the school calendar of their district through June as required by their host school. **Post-MSW students** are required a minimum of 480 hours for the academic year (240 hours per semester). Interns **must** follow the school calendar of their district through June as required by their host school.

Placement selection Advanced Generalist Year - Remaining in Generalist Placement Agency

Students may request to stay at the same location for their Advanced Generalist year provided the following conditions are met:

- The student must show that the Advanced Generalist placement is not the same activities and opportunities for learning as the Generalist placement. This means that the Advanced Generalist year cannot be an extension of the Generalist year.
- The student must show that the Advanced Generalist placement opportunity is aligned with the educational expectations of their selected track.
- The student must show that there is sufficient supervision on site to support an Advanced Generalist placement.

The Social Work Practicum Education Office will review the request by the student to ensure it meets the necessary criteria listed above. The student may not confirm their Advanced Generalist year placement without prior authorization from the Social Work Practicum Education Office. This policy does not pertain to the place of employment policy. See that policy for additional information.

Scheduling of Social Work Practicum Placements

Prior to beginning social work practicum placements, students must discuss and verify their schedule with their Social Work Practicum Instructors. Students must also negotiate the length of time spent in internship. Time may not be reflective of Dominican's academic year and may be longer based on the organization/placement's needs (i.e., schools or programs based in schools). Additionally, some placements may require hours and time commitment above and beyond SSW's minimum requirements. Students should make sure that they are aware of hours and time frame commitments before accepting placement. SSW will defer to placement criteria in these circumstances. Students may only accept one internship.

Students are to stay in their placement until the end of the Dominican University academic year unless otherwise agreed upon prior to the start of their placement. Upon successful completion of the required hours, a student social work practicum placement will be considered completed. However, if the student has an agreement with the placement or funding source for additional hours, the student must respect the agreement even if it exceeds the number of hours required by SSW. When holidays occur, the student will follow the holiday schedule of the placement

rather than of the University. When a student wishes to request a University holiday from their internship, they should clear this with their Social Work Practicum Instructor in advance. At the start of their internship, students should negotiate with their Social Work Practicum Instructor any time off (i.e., during the winter/spring break). As hours are calculated in alignment with the weeks of the semester, we strongly encourage students to speak with their Social Work Practicum Instructors about their break schedules to balance commitments to client services and their own time-off and self-care.

Any days missed, due to illness or other reasons, should be made up during the semester and scheduled according to the needs of the placement. If there are circumstances outside of the student's control which interfere with completing the required hours for a semester, the student must consult with their Social Work Practicum Instructor and Social Work Practicum Faculty, who will consult with the Social Work Practicum Education Office. Students may be advised to request an Incomplete from the Social Work Practicum Faculty to complete the hours after the semester ends. Granting an Incomplete is at the discretion of the Social Work Practicum Faculty. However, students cannot enter their Advanced Generalist year social work practicum placement with an Incomplete in their Generalist year placement, nor can they graduate with an Incomplete. **Under no circumstances can students discontinue placement without consultation and approval from the Social Work Practicum Education Office.** Any discontinuation of a social work practicum placement can only occur after the student consults with the Social Work Practicum Faculty and the Social Work Practicum Education Office. Final approval of discontinuation of a social work practicum placement can only come from the Director/Assistant Directors of Social Work Practicum Education.

Students are responsible for maintaining accurate records of social work practicum hours worked. The Social Work Practicum Instructors must initial hours weekly and sign off at the end of the semester to confirm the total hours completed on time sheets and evaluations. The time sheet is part of the social work practicum course grade. If the hours are not completed, it may be required that the student take an Incomplete in the course.

Additional Hours Completed Within a Semester

All Social Work Practicum hours completed by the student and verified by the Social Work Practicum Instructor or Supervisor will count towards overall cumulative hours. If hours are scheduled to be completed after the hours tracking sheet is submitted for grading, students should notify their Social Work Practicum Faculty to discuss options for recording the hours appropriately. Students are responsible for notifying their Social Work Practicum Faculty that the hours are submitted. Students that are at or above the required number of hours for a semester may "roll over" up to 10 hours to be applied to the overall total cumulative hours needed to complete the Social Work Practicum. Students may not use the "roll over" hours to complete their internship prior to the end of the academic semester without written approval from the Social Work Practicum Education Office and the Social Work Practicum Site Supervisor.

Social Work Education Enhancement and Training (SWEET) students required telehealth training hours. The Social Work Practicum Education Office will allow up to 8 hours of training to be counted toward total cumulative hours needed for their internship requirement.

Procedure:

- Social Work Practicum Education Department staff will notify DU faculty and internship supervisors that students are allowed to count 8 hours of training towards their cumulative internship hours.
- Students will track their hours on the tracking sheet in CANVAS and note them as “SWEET Training Hours.”
- SWEET grant manager will confirm these hours are complete to help certify total hours at the end of the student’s semester.
- Students who did not successfully complete the required telehealth training will not be allowed to count the 8 hours towards their total cumulative hours.

Advocacy Day and Other Event Hours

The School of Social Work may participate in an annual event where students are required to go **in person** to Springfield, IL, or their local congressperson’s office, to engage in other in person activities related to advocacy. If this activity occurs in person, the student may count hours towards their total cumulative hours in their internship. The hours will be determined by the Social Work Practicum Office and communicated to all supervisors and Social Work Practicum Faculty. If the activity is remote/virtual, the number of hours that a student may count towards their placement will be determined by the Social Work Practicum Office.

Students that are out of the state of Illinois, who live more than 50 miles from campus, or who require an additional accommodation, will be required to request the alternative assignment from their Practicum Faculty that aligns with the general learning objectives for the day and will be given specific instructions regarding the successful completion of their alternative assignment.

II. Professional Educator License (PEL) in School Social Work

To obtain a Professional Educator License Endorsed in School Social Work

Students interested in the School Social Work Track must meet with their Academic Advisor by January (or as soon as possible thereafter) of the year during which they plan to pursue a School Social Work practicum placement. Academic Advisors will review the requirements for successful completion of the PEL. The Advisor will complete an online form “clearing” the student to enter the School PEL Track. Please note that the PEL track is rigorous with demanding academic work and extensive writing assignments reflective of reports conducted by professional school social workers. Students must have strong writing skills and excellent time management skills. Students must be able to keep up with weekly assignments.

Course Requirements:

Students are required to complete a total of 60 credit hours, which include the 4 social work practicum classes (2 of which have a School Social Work focus) assigned to the internships and the 2 school social work courses noted below:

- SPED 522 Characteristics of Exceptional Children (offered in Spring and Summer)
- SWK 664 Social Work Practice in the Public School (offered in Fall semester only)
 - Coursework on Literacy Across the Content Areas, required for the PEL, is embedded in SWK 664. The assignment that meets this competency must be passed at a C or above independent of the overall grade in SWK 664.
- SWK 610/655 Advanced Social Work Practice with Families/Community Practice
- SWK 611/651 Social Work Practicum III and IV – School Social Work focus
 - Students must acquire a B or better in the social work practicum and practice classes.
 - Students who have a C- or lower in any course cannot enroll or obtain their Professional Educator License Endorsed in School Social Work track. Students may retake any course with a grade B- or below at the expense of the student.

Post-MSW students are required to complete a total of 12 credit hours, which include the 2 social work practicum classes (School Social Work focus) and the 2 social work classes noted below:

- SWK 611 Social Work Practicum III – School Social Work focus
- SWK 651 Social Work Practicum IV – School Social Work focus
- SPED 522 Characteristics of Exceptional Children
- SWK 664 Social Work Practice in the Public School
 - Coursework on Literacy Across the Content Areas, required for the PEL, is embedded in SWK 664. The assignment that meets this competency must be passed at a C or above independent of the overall grade in SWK 664.
- Students must acquire a C or better in all courses except social work practicum, which requires a B or better grade.

- Students who have a C- or lower in any course cannot enroll or obtain their Professional Educator License Endorsed in School Social Work. Students may retake any course with a grade below B- but at the expense of the student.
- If you are a Dominican alum and completed the SWK 664 prior to or in 2012, you will need to re-take the course as it contains new mandatory content.

Internship Requirements:

1) Current MSW Student

- Have completed the 1st year supervised social work practicum internship with a minimum of **400 hours**. Practicum supervisor must have a master's degree or higher in social work, and two years of post-graduation experience.
- Have completed the 2nd year supervised social work practicum internship with a minimum of **600 hours** in a public PreK–12 school setting for the academic year (two semesters), as well as through June. Practicum supervisor must have a master's degree or higher, two years post-graduation experience, and have a **Professional Educator License Endorsed in School Social Work**.

2) **Post-MSW Students** – Students who have earned an MSW degree from an accredited institution, must perform a minimum of 2 to maximum of 3 days per week of an externship in a Public PreK-12 school setting for the school placement's academic year (two semesters), which typically goes through June. Social Work Practicum Instructors must have a **Professional Educator License Endorsed in School Social Work**. Externs also must take the four specific course requirements: SWK 664, SPED 522, SWK 611 and SWK 651. Internship hours requirement for Post-MSW Students is **480 hours** split evenly over two semesters.

3) **Post-MSW Social Workers Seeking Admittance into the Short-Term Approval Process must complete specific requirements.** Contact the Graduate Admissions Department at gradinfo@dom.edu for more information. Short term approvals will no longer be issued by the State of Illinois after June 30th, 2026. <https://www.isbe.net/Pages/educator-licensure-approvals.aspx>

For eligibility to begin interviewing for a school-based social work practicum internship, students must:

- Be in good academic standing (Minimum GPA 3.0 overall and grade of B or better in all Generalist year social work practicum and practice classes).
- Meet with their Academic Advisor by January (or as soon as possible thereafter) of the year during which they plan to pursue a School Social Work practicum placement to review the requirements for successful completion of the PEL and receive clearance for the School Track.

- Complete the Track Declaration Form in MyDU:
https://mydu.dom.edu/ICS/Resources/Student_Services/Registrar's_Office/Forms.inz?portlet=Student_Forms
- Follow all instructions on the Social Work Practicum Readiness CANVAS site, including successful completion of a Social Work Practicum Readiness interview with the Director/Assistant Director of Social Work Practicum Education.
- Create an ELIS – Educator Licensure Information System Account with the link below
<https://sec3.isbe.net/IWASNET/login.aspx>

Acceptance for Internship

Dependent on successful passing of criminal background check through the prospective school internship site.

Internship in Progress

- **SWK 664 must be taken in the fall semester** of the student’s school social work internship.
- **SWK 611 and 651 (Schools Focus) must be taken concurrently with** the student’s school social work internship.
- Students must follow the school calendar of the district in which they are interning, which may require that they begin their placement in mid-August and end in June.
- *Students must take the School Social Worker Content Exam (238) before the start of their spring semester of internship* and keep the School Track Lead apprised of their pass/not-pass status. Students are allowed to retake the 238 School Social Work exam throughout the spring and even after graduation. Upon passing, they must upload their score report on a CANVAS site. If they pass after graduation, they must notify the School Track Lead via email. Study resources and support will be provided through the program.

Link to register is:

https://www.il.nesinc.com/TestView.aspx?f=HTML_FRAG/IL238_TestPage.html

Upon Completion of School Internship

Students must receive a passing social work practicum placement evaluation from their School Practicum Instructor and a grade of B or better in their social work practicum and practice courses.

Acceptance for Professional Educator License Endorsed in School Social Work applications

- Students upload all requirements on a CANVAS site “School Social Work Endorsement.” It is recommended that students upload requirements as soon as they receive the graded rubrics from their instructors. The School Social Work Track Lead reviews the requirements for completion.
 - Upon approval, the School Track Lead sends authorization to the DU Licensing Officer, who assists the student through the endorsement process. **Please do not attempt to seek the endorsement on your own. You must go through the University.**

- In order to receive approval from School Social Work Track Lead, students must submit the following documents on the CANVAS site "School Social Work Endorsement." When submitting assignments, students must include the graded rubrics. A screen shot or PDF of a downloaded rubric is acceptable. Please make sure all areas of the rubric are visible. Submissions will not be considered complete without the graded rubric. Most of these documents are assignments from required courses.
 - Social Work Practicum Evaluations for SWK 611 and 651
 - Social Developmental Study evaluation
 - Planning for instruction assignments: There are two items that show your ability to plan interventions in your placement.
 - A **sample of Individualized Education Plan (IEP) goals** with a one-page summary of the evidence-based justification for the goal and interventions.
 - A **sample of a group intervention**. This is a one-page assignment showing a group agenda and a one-page reflection on how the group session went.
 - Snapshot assignment: a 2–3-page reflection about an activity during the internship that had an impact on the learning environment. The assignment is the student’s interpretation of how they impacted the learning environment. Examples are ways they helped to modify the classroom, a prevention activity they conducted, etc. However, the activity must be focused on the learning environment and not a particular student or students as the target of intervention.
 - SWK 664 Comprehensive Final Exam
 - Example of a behavior intervention plan
 - Literacy Across the Content Areas Assignment (Grade of C or better required)
 - SWK 612 Single System Design paper (MSW students only; not required for Post-MSW)
 - For students enrolled in the Short-Term Approval: A copy of the student’s summative evaluation from the district

Testing-Related Information and Resources

To register for the School Social Worker Content area 238 test:

Log onto the Illinois Certification Testing System webpage at https://www.il.nesinc.com/TestView.aspx?f=HTML_FRAG/IL238_TestPage.html and follow the registration instructions.

IMPORTANT REMINDERS:

Students completing their School Social Work certification must not only complete the 600-hour minimum requirement but also commit to completing their assigned school’s academic year (generally early June).

Furthermore, if students do not pass SWK 664 with a C or better in the Fall semester of their internship year, they will no longer be considered PEL eligible, and therefore, no longer a school social work intern. They may stay in their placement with a change in duties, as a school based mental health practitioner for example, but may not provide IEP minutes or perform other special education specific duties reserved for an intern who is PEL eligible.

Out of State students in the School Social Work Track

Students who do not reside in the state of Illinois are allowed to select the Social Work Track provided the following conditions are met and accepted: The student must acknowledge and accept that they will be in courses completing work designed for the Illinois Professional Educator Licensing Standards. The student must acknowledge and accept that they will need to secure a placement in a public school in their state that allows the student to participate in and facilitate the required activities to meet the competencies of the Illinois Professional Educator License including, but not limited to:

- Creating, implementing, and monitoring IEP goals for students.
- Participating in and/or conducting behavioral intervention assessments.
- Participating in, and or/conducting other academic and social emotional evaluations.

The Social Work Practicum Office will need to confirm that the student's public-school selection for placement meets the criteria listed above as well as ensure that the placement has a supervisor that has a MSW with 2 years post-graduation experience working in a public-school setting.

The student must acknowledge and accept that they are responsible for ensuring that their home state requirements for school social worker licensure or credentialing will be met by the curriculum provided by the School Social Work track. The Dominican University faculty and staff will not be able to confirm that information on the student's behalf.

III. International Social Work Practicum Placement

The purpose of this International Social Work Practicum Placement section is to provide policy, procedures, roles, and responsibilities for students and the International Social Work Practicum Placement team that includes social work practicum instructors, task supervisors, MSW supervisors, university partners, social work practicum directors, and faculty. This section clarifies what is expected from all parties so that the students' international social work practicum experience will yield the highest possible benefit, not only to them, but also to the placements in which they work and the people they serve.

Requirements for International Social Work Practicum Placement Program

The International Social Work Practicum Placement Program at Dominican University is available to MSW students, during the Advanced Generalist year spring semester. To participate in the International Social Work Practicum Placement Program, the following is required:

- All students must complete 45 credits before participating in this program (Advanced Standing students must complete 15 credits).
- All students must complete 300 hours of social work practicum instruction before going abroad.
- All students must have a GPA of a 3.0 average or higher.
- All students must have adequate financial resources to complete the placement.
- All students must take the Seminar in International Social Work SWK 665 class, an elective that is available in the fall semester prior to their international placement, and SWK 667 during the spring semester.
- All students must be prepared to complete a ten-week social work practicum placement in another country, or a national placement in another state with a focus on global practice, as well as complete the remainder of class requirements.
- All students must have a laptop computer in order to complete class assignments while abroad as well as accessibility to Zoom, WhatsApp, and other required technology for communication with the home institution.
- All students must be flexible, available, and committed to the social work practicum placement planning process.
- All students must participate in orientation meetings usually held every other week during the fall semester prior to the international placement.
- All students must complete an application for the International Social Work Practicum Placement Program and have a preliminary interview with the Director/Assistant Director of Social Work Practicum Education and the Global Social Work Committee.

Role of the Director and/or Assistant Director of Social Work Practicum Education

The Director or Assistant Director of Social Work Practicum Education is responsible, in collaboration with the Global Social Work Committee, for the planning, implementation, and coordination of the International Social Work Practicum Instruction Program. Such responsibilities include maintaining an adequate complement of social work practicum placements with varied service opportunities as well as orienting and providing ongoing educational resources for students and social work practicum placements. The Director or Assistant Director of Social Work Practicum Education negotiates all written and signed contracts with practicum placements. The Director or Assistant Director of Social Work Practicum Education also completes final assessment of the social work practicum placement and social work practicum experience to determine suitability for future social work practicum placements. The Director or Assistant Director of Social Work Practicum Education shall be part of the Global Social Work Committee.

Role of the Global Social Work Committee

- Reviews all student applications for International Social Work Practicum Placements.
- Interviews all students who have applied for an International Social Work Practicum Placement.
- Conducts readiness interviews before final approval for International Social Work Practicum Placement at the end of first semester.

- Conducts a debriefing interview with the student upon their return.
- Oversees the planning, implementation, and coordination of the International Social Work Practicum Education Program.
- Maintains relationships with global social work practicum placements to ensure sustainability.

Role of the Social Work Practicum Faculty

The Social Work Practicum Faculty is responsible for monitoring the student's learning in the placement. The Social Work Practicum Faculty is the contact person for the student in case of problems or concerns about the placement. The Social Work Practicum Faculty is the teacher of record and responsible for setting up CANVAS, support, and communication as well as posting class notes. The Social Work Practicum Faculty is also responsible for providing the final grade, which will include an assessment of the midterm evaluation, all written assignments, the final narrative, and evaluation provided by the instructor. The Social Work Practicum Faculty ensures that all course evaluations are completed by the International Social Work Practicum Instructor. The Social Work Practicum Faculty is a member of the Global Committee and has experience with global practice.

Role of the International Social Work Practicum Instructor

The role of the International Social Work Practicum Instructor is to support, challenge, and guide the student, all while allowing the student to find their own way, share adapted practice wisdom, approach current practice critically, and teach. Along with introducing the student to social work practicum experience specifics, the International Social Work Practicum Instructor ensures that the student adheres to the placement policy of confidentiality and understands the issues of safety within the social work practicum setting and practices utilizing the International Federation of Social Workers (IFSW) Code of Ethics. The International Social Work Practicum Instructor is also responsible for giving the student an overview of culture and customs. The International Social Work Practicum Instructor is responsible for providing weekly supervision meetings, overview and orientation to social service placements, assistance with setting up financial resources (i.e., bank accounts, wire transfers), and assistance with immigration/visa issues (and registration if required). Also, the International Social Work Practicum Instructor will provide general orientation to the local environment (businesses, restaurants, etc.) and awareness of local medical, pharmaceutical, and police departments. The International Social Work Practicum Instructor is responsible for providing access to files, the Internet, a desk, telephone and completing the Final Social Work Practicum Evaluation. The International Social Work Practicum Instructor is responsible for maintaining contact with the Social Work Practicum Faculty regarding student's progress and completing the final evaluation regarding the student.

Role of University Support and General Responsibility of the International Student

The student is responsible for working with the School of Social Work Practicum Office and the International Social Work Track Lead Faculty to promote a successful international social work practicum experience. It is the responsibility of the student to adhere to placement and university policies and procedures, which in general include the following:

- Each student must make an appointment with the Director or Assistant Director of Social Work Practicum Education in the spring, summer, or at the latest in the first three weeks of the fall semester, to discuss potential International Social Work Practicum Placements.
- Students must complete an application to participate in the International Social Work Practicum Placement and a preliminary interview and receive approval from the Director or Assistant Director of Social Work Practicum Education and the Global Social Work Committee.
- Students must complete a practicum readiness interview with the Global Social Work Committee by the end of fall semester, prior to the student's International Social Work Practicum Placement.
- Students must complete a post placement interview with the Global Social Work Committee within two weeks of returning from their International Social Work Practicum Placement.
- Participate in the required international fall semester meetings.
- Completing all forms, immunization requirements, and contracts that are required before going on the International Social Work Practicum Placement.
- Initiating and completing educational contracts with their professors on their course work responsibilities during their international placement. This is to be done before the fall semester, prior to their departure. Copies are to be given to the Director of Social Work Practicum Education.
- Communicating with professors via e-mail, CANVAS, weekly journals, Zoom, and following the syllabus for each class.
- Creating a learning agreement, which is a contract between the International Social Work Practicum Instructor and the student and submit it to Dominican SSW Practicum Faculty.
- Completing the prescribed social work practicum education hours, 300 hours, 30 hours a week for ten weeks.
- Keeping the International Social Work Practicum Instructor, Dominican SSW Practicum Faculty, and Director of Social Work Practicum Education informed of progress in the social work practicum, including immediate notification of difficulties or changes that interfere with the educational/ social work practicum placement experience.
- Notifying the International Social Work Practicum Instructor prior to absences, arranging for make-up work for missed hours.
- Immediately inform the International Social Work Practicum Instructor, Social Work Practicum Faculty, and the Director or Assistant Director of Social Work Practicum Education of any safety or harm related issues.
- Immediately notify the Director of Social Work Practicum Education, International Social Work Practicum Instructor, and Social Work Practicum Faculty of any unplanned domestic or international travel and receive clearance prior to departure.
- Informing Social Work Practicum Faculty of any side trips and providing information regarding flights.
- Transportation times, where, and with whom the student will be staying. Emergency numbers need to be given to the Social Work Practicum Instructor and approval is necessary no later than the week before the event.
- Respecting client confidentiality.

- Adhering to the National Association of Social Workers (NASW) Code of Ethics and IFSW Code of Ethics.
- Presenting to the faculty and the student body of SSW a summary of their experiences in their International Social Work Practicum Placement within three weeks of their return.
- Final responsibility lies with the student to have all evaluations completed and sent to their Social Work Practicum Faculty for a final grade.

The Social Work Practicum Placement Process

Application Process

Dominican University's international application is required for each student who is interested in participating in an International Social Work Practicum Placement. Upon completion of the application, the Global Social Work Committee will evaluate a student's appropriateness for international placement. The Director of Social Work Practicum Education will inform the student of their acceptance into the International Social Work Practicum Placement process after the practicum readiness interview. Acceptance is subject to change depending on the academic and health status of the student. Upon acceptance into the International Social Work Practicum Placement process, each student will attend the biweekly meetings with the Global Social Work Committee to begin planning for the international placement.

Student Responsibility

Each student must make an appointment with the Director or Assistant Director of Social Work Practicum Education upon acceptance into the International Social Work Practicum Placement process to discuss potential international social work practicum placements.

Director/Assistant Director of Social Work Practicum Education Responsibilities

- Evaluate each student's Dominican University international application and resume to determine potential International Social Work Practicum Placement.
- Send appropriate student application material to selected international social work practicum sites and/or universities to determine if the potential International Social Work Practicum Placement meets the needs of the student and the international organizations.
- Correspond with the International Social Work Practicum Instructor to determine a placement for the students.
- Once the placement is identified, correspond with the student and the International Social Work Practicum Instructor to identify duties that will be required at the International Social Work Practicum Placement.
- Determine housing arrangements.
- Begin contract negotiations.

Global Social Work Committee

- Conducts readiness interview with student to determine appropriateness for International Social Work Practicum Placement.

- Oversees the International Social Work Practicum Placement Program to ensure University to University and University to Placement connections in the international social work practicum site

IV. Criteria for Selection of Social Work Practicum Placements/Social Work Practicum Instructors

- The placement shall accept students for social work practicum placement without regard to race, color, religion, creed, gender, ethnic or national origin, disability, age, political affiliation, or sexual orientation. The placement is an established social service program or non-governmental organization with demonstrable community support.
- The placement shall share the social justice mission of Dominican University and the School of Social Work to serve marginalized and minoritized populations and engage in antiracist practice.
- The placement and staff shall respect professional education, understand its goals, and be willing to provide the experience needed for social work practicum education.
- The staff shall be of such size and quality as to maintain and develop the basic program of the placement without reliance on students.
- The placement environment is conducive to learning and professional development and has an attitude of respect for student experiences and competencies, encouraging growth and development.
- The placement provides a variety of educational opportunities and encourages experiences that expose students to a diverse range of individuals and populations.
- The placement has a commitment to providing resources for training students. Such commitment includes the following: released time for MSW supervision, access to needed records and equipment, and provision of a workspace/equipment sufficient to meet the demands of the placement or as needed.

Social Work Practicum Instructors

Dominican University's basic criteria for eligible Social Work Practicum Instructors are that they must possess an advanced professional degree from an accredited MSW with 2 years post-Master's experience in a social service setting. Most approved social work practicum placements have an MSW Practicum Instructor. In rare cases, exceptions are made based on the guidelines noted below.

Guidelines for exceptions to MSW supervision:

Occasionally a student may be placed in a placement that is unable to provide on-site MSW supervision. **It is important to note that the lack of direct social work supervision is mitigated by the concurrent nature of Dominican University's curriculum in that students are enrolled in a Social Work Practicum Course and the corresponding Practice Course while in social work practicum placement. Students meet with their MSW Practicum Faculty in the social work practicum seminar weekly, present case consultations and ethical dilemmas to their peers, and complete weekly journals that integrate their placement experience. In their practice class, the**

students will receive direction in the application of the models of practice in their social work practicum. Where on-site MSW instruction is not provided, the Social Work Practicum Director will arrange for off-site social work supervision of the student by an MSW instructor. Guidelines are provided to assist the off-site MSW instructors in understanding their role and responsibilities in the student's social work practicum experience. The guidelines direct the MSW Instructor to assist the student in developing a social work perspective and identity.

MSW Social Work Practicum Instructor

- Orients a student to placement policies, procedures, practices, and environment.
- Operationalizes with the student the practice behaviors in the evaluation form as learning goals.
- Assures the student receives the necessary training to enhance their learning objectives.
- Assists the student in integrating theories and concepts learned in the classroom into the practice tasks identified by the placement Social Work Practicum Instructor.
- Provides one hour of instruction per week and is available at other times via phone, email, etc. to assist the student with social work-related issues and concerns.
- Evaluates the student's progress in achieving the learning goals.

The Social Work Practicum Instructor must have a minimum of 2 years post-master's experience as a social worker or social service provider with a reputation for professional competence. Experience in supervision is desirable, but not essential. Dominican University will make every effort to provide support and supervision for new instructors or any who wish to refresh their knowledge. The Social Work Practicum Instructor has a willingness to provide a minimum of **one-hour weekly supervision** to the student in accordance with the affiliation agreement between the school and placement, unless adjusted and approved by the Director or Assistant Director of Social Work Practicum Education.

The Social Work Practicum Instructor understands and is in support of social work education. The Social Work Practicum Instructor has a commitment to the mission and clients of the social work practicum placement and can interpret the placement's purpose, function, policies, and programs. The Social Work Practicum Instructor is also able to use the resources of the placement in a way that promotes the student's learning experience. The Social Work Practicum Instructor has a willingness to participate in social work practicum education orientation, and follow-up social work practicum education programs, as well as become familiar with Dominican University's School of Social Work mission, goals, and objectives. The Social Work Practicum Instructor has enthusiasm for experiential education and an interest in working with students of diverse backgrounds.

If for some reason the Social Work Practicum Instructor is not able to fulfill their duties due to unforeseen circumstances, Social Work Practicum Instructor must contact the Social Work Practicum Education Office immediately and develop a plan for student going forward. These qualifications will be reviewed by the placement executive and/or prospective Social Work Practicum Instructor, and the school's Director or Assistant Director of Social Work Practicum Education.

Social Work Practicum Task Supervisor

- Has a comparable degree with 2 years post-master's experience in a social service setting.
- Collaborates with the student and MSW instructor in developing a learning plan, which may include specific projects.
- Identifies tasks, activities, and assignments that relate to the learning objectives.
- Instructors, monitors, and evaluates the student's performance in collaboration with the student's MSW instructor.
- Assists the student in understanding the structure, mission, goals, and services of the placement.
- Assists the student in learning the placement's policies and procedures.
- Identifies and provides resources within the placement to assist students in completing the requirements of their learning goals.

V. Roles and Responsibilities of Parties Involved

Role of the Director/Assistant Directors of Social Work Practicum Education

The Director and Assistant Director of Social Work Practicum Education are responsible for the planning, implementation, and coordination of the Social Work Practicum Education program. Such responsibilities include: maintaining a spreadsheet of social work practicum placement options in various settings; orienting and providing general information and support to Social Work Practicum Instructors; providing orientation to social work practicum education for students; interviewing, placing, and approving students to enter social work practicum; providing social work practicum guidelines and evaluation tools to students and Social Work Practicum Instructors; providing consultation to Social Work Practicum Faculty and Social Work Practicum Instructors in the event of any issues or challenges that arise in social work practicum placement; and an overall evaluation of the appropriateness of social work practicum placements.

The Director and Assistant Director of Social Work Practicum Education are in a strategic position to help students create an appropriate, professional internship relationship in the social work practicum placement site. However, problems may arise prior to or during acquiring a social work practicum placement. **If a student presents inappropriate behaviors and/or communication prior to or during social work practicum, the Director of Social Work Practicum Education/Assistant Director of Social Work Practicum Education has the responsibility to recommend a Student Support Meeting to determine whether the student should continue in placement or be dismissed from the placement or program due to professional social work ethics, standards, and concerns.** Based upon the outcome, the student may be required to take a leave of absence for one to two years and reapply to the program or may also result in dismissal from the MSW program.

Role of the Social Work Practicum Faculty

The Social Work Practicum Faculty conducts the Social Work Practicum Course in which students enroll. The Social Work Practicum Faculty is responsible for monitoring the students' learning in placement. The Social Work Practicum Faculty meets with the student and Social Work Practicum Instructor at least once in the fall semester and once in the spring semester and stays in regular contact by phone and/or email. The first semester visit is done to ascertain the student's adjustment to the social work practicum placement and develop remediation plans as needed.

The Social Work Practicum Faculty is the contact person for the student and the Social Work Practicum Instructor in the case of issues or concerns about placement. The Social Work Practicum Faculty works closely with the student and the Social Work Practicum Instructor in resolving issues and concerns in consultation with the Director/Assistant Director of Social Work Practicum Education as needed. The Social Work Practicum Faculty may conduct additional site visits as needed. The Social Work Practicum Faculty meets with students via Social Work

Practicum Course and facilitates discussions about student's social work practicum placement experience.

The Social Work Practicum Faculty is responsible for early and on-going communication with the Social Work Practicum Instructor. During these communications, the Social Work Practicum Faculty is responsible for ensuring that the Social Work Practicum Instructor and student are addressing all the practice behaviors identified on the evaluation form. In addition, the Social Work Practicum Faculty provides support to the Social Work Practicum Instructor and the student in resolving problems and concerns that may arise. The Social Work Practicum Faculty is responsible for providing the final grade, which will include the Adjustment to Social Work Practicum visit and the Final Social Work Practicum Evaluation. The Final Social Work Practicum Evaluation includes evidence of meeting competency behavior standards including ratings, cumulative assessment of student performance, and written comments from the Social Work Practicum Instructor. The Social Work Practicum Faculty is the teacher of record for the Social Work Practicum Course and is therefore responsible for the final grade.

Social Work Practicum Faculty Visits

The Social Work Practicum Faculty will visit the placement at least twice per year, once in the fall semester and once in the spring semester, with additional meetings scheduled as needed. The student is responsible for scheduling the visit with themselves, the Social Work Practicum Instructor, and the Social Work Practicum Faculty. In addition, the Social Work Practicum Faculty will be available for support and consultation. The Social Work Practicum Faculty may need to visit several times for problem solving and/or resolution.

Role of the Placement Social Work Practicum Instructor

Social Work Practicum Instructors are chosen for their commitment to quality social work practice. Their relationship with the students in the day-to-day social work practicum experience is central to the social work practicum instruction process. Social Work Practicum Instructors must support their students, but also challenge them; guide them, but also allow students to find their own way; share accepted practice wisdom, while approaching current practice critically; and teach, but be willing to learn with and from students. Along with introducing the student to job specifics, the Social Work Practicum Instructor ensures that the student adheres to the NASW ethical guidelines of confidentiality and understands the issues of safety within the social work practicum setting.

Social Work Practicum instruction differs from usual staff supervision. It has a teaching and supportive role, building the student's confidence and awareness of their own strengths. At the beginning of the placement, the Social Work Practicum Instructor assists the student in developing the competencies and implementing the practice behaviors during the internship. The Social Work Practicum Instructor meets at least once per semester with the Social Work Practicum Faculty in the fall, to discuss student progress. They also have appropriate consistent communication either by phone and/or email. In the event of a change in the internship (i.e., personnel changes at the placements, substantial change in student internship responsibilities, instructor's vacation greater than 2 weeks), Social Work Practicum Instructors are expected to

contact the student's Social Work Practicum Faculty. The Social Work Practicum Instructor is also responsible for completing the Evaluation of Social Work Practicum Education at the end of each semester. This evaluation will inform the Dominican University Social Work Practicum Faculty in determining the final grade for the student.

Role of the Student

The student is responsible for working with the School of Social Work and the social work practicum placement to promote a successful social work practicum experience. The student collaborates with the Director/Assistant Director of Social Work Practicum Education to determine appropriate prospective social work practicum placements and initiates contact with specific placements for interviews. The student then confirms placement with the social work practicum placement and Director/Assistant Director of Social Work Practicum Education, who approves the placement.

It is the responsibility of the student to adhere to placement and University policies and procedures, which include the following:

- Complete all steps delineated in the Social Work Practicum Readiness online site.
- Turn in the signed formal contract to the Director/Assistant Directors of Social Work Practicum for final signature and confirmation of Student Social Work Practicum Placement form. All forms must be typed.
- Complete the prescribed social work practicum education hours (minimum of **400 hours** for the Generalist social work practicum, **500 hours** for the Advanced Generalist social work practicum, **600 hours** for School Social Work internships, and **480 hours** for Post-MSW school placements).
- Complete, with their Social Work Practicum Instructor, a competency review and discussion in the fall semester, and utilize the competencies and practice behaviors to shape the student's activities leading to the end of semester evaluation.
- Prepare for weekly supervision with Social Work Practicum Instructor and periodic meetings with Social Work Practicum Faculty and Social Work Practicum Instructor.
- Keep Social Work Practicum Instructor and Social Work Practicum Faculty informed of progress in the social work practicum, including notification of difficulties that may interfere with the social work practicum educational experience.
- Notify the Social Work Practicum Instructor prior to absences and arrange for make-up of missed hours.
- Negotiate with Social Work Practicum Instructor in advance for time off from internship.
- Work with the Social Work Practicum Instructor to make time up and maintain hours tracking form with hours needed to complete the internship.
- Respect client confidentiality.
- Adhere to NASW Code of Ethics and IFSW Code of Ethics.
- Prepare and participate in the weekly Social Work Practicum Seminar taught by the Social Work Practicum Faculty.

- Assist the Social Work Practicum Instructor and participate in social work practicum evaluations.
- Submit Student Self-Evaluation as noted in the course syllabus.
- Students are expected to act with professionalism and integrity for the duration of their social work practicum placement as well as their time with the School of Social Work. This includes performance (timeliness, attendance, and participation), appearance (adhere to the dress code of social work practicum placement), communication (respectful verbal and non-verbal, including e- mail communication) and behavior (with Social Work Practicum Faculty/staff, Social Work Practicum Instructor, placement employees and clients). If a student has been acting unprofessionally or has misrepresented themselves in a fraudulent way, the Director of Social Work Practicum Education has the responsibility to recommend to the Student Support Team that the student not continue in the School of Social Work Practicum Education Program due to professional social work ethics, standards, and concerns.
- Refrain from criminal activity. If at any time during social work practicum placement, the student is arrested, convicted of a felony, misdemeanor, or anticipating any engagement in the justice system, such as supervised release, parole, probation, home detention, jail time, or incarceration, they must alert the Social Work Practicum Education Office. Involvement in criminal activity can impact the ability to continue in placement and work with clients.
- If a student is hospitalized, the student can call a voluntary meeting with the Social Work Practicum Education Office to develop a plan of support and successful continuation and completion of social work practicum hours.
- If a student becomes food or housing insecure, or is experiencing homelessness, or has an otherwise life altering change of medical, mental health, substance use or basic needs stability, the student can call a voluntary meeting with the Social Work Practicum Education Office to develop a plan of support and successful continuation and completion of social work practicum hours.
- Students are required to ask for reasonable accommodations, as needed and as stipulated with the Americans with Disabilities Act (ADA). Students with accommodation needs not outlined in the ADA should speak to the Social Work Practicum Education Office about how to ask for and secure such accommodations.

VI. University and Placement Overall Responsibilities

- To establish the objectives for the social work practicum education experience and devise methods for their implementation.
- To make no distinction among students based on race, color, religion, creed, gender, ethnic or national origin, disability, age, political affiliation, or sexual orientation.
- To ensure that references or transcripts pertaining to students in the program shall not be provided to another party by the placement or the University without prior written authorization from the student (Family Educational Rights and Privacy Act of 1974).

University Responsibilities

- Ensure that the students at Dominican University comply with the educational standards set forth by the CSWE and the University.
- Establish and maintain communication with the Social Work Practicum Instructor at the social work practicum placement on matters pertinent to social work education. Such communication may include a description of the curriculum and educational objectives, relevant course outlines, policies, academic and internship schedules, faculty names, and major changes.
- Provide the Social Work Practicum Instructor with orientation and training required to successfully instruct DU SSW students.
- Refer to the placement only those academically prepared for the social work practicum.
- Advise the student of the responsibility for complying with the rules and regulations of the placement as well as with the standards and practices established by the University for students in social work practicum education.
- Provide current general liability insurance coverage and provide evidence of such insurance when required. Students in employment-based internships must stay on their employer's insurance.
- Provide the Social Work Practicum Instructor with access to the Social Work Practicum Manual and with appropriate forms to be used in evaluating the progress of the assigned student.
- Request that the student provide, prior to social work practicum such confidential information as may be required by the placement or deemed necessary for the training and guidance of the student (student's refusal may lead placement refusing to accept student).
- Assist students in requesting reasonable accommodations in accordance with the ADA or any other accommodations not outlined in the ADA.

Placement Responsibilities

- Provide for one of their staff to be the Social Work Practicum Instructor for the student(s) from Dominican University. The Social Work Practicum Instructor will be responsible for planning and implementing the social work practicum education experience. The Social Work Practicum Instructor should be familiar with the Social Work Practicum Manual and shall comply with its terms. The Social Work Practicum Instructor should also meet the criteria established by the CSWE for social work practicum instruction of students and shall comply with the NASW and IFSW Code of Ethics.
- Provide the Social Work Practicum Instructor with time to plan and implement the social work practicum education experience including, when feasible, time to attend relevant meetings and training.
- Provide the physical facilities and equipment necessary to conduct the social work practicum education experience.
- Complete Dominican University SSW's Social Work Practicum Education Program Affiliation Agreement and Placement Information Form.

- Advise the University of any changes in its personnel, operation, or policies which may affect social work practicum education experiences.
- Provide the assigned student(s) with a copy of the placement's existing rules and regulations which apply to the student, including safety, and inform the student of the placement's requirements for acceptance (i.e., citizenship, legal status, health status, health insurance, etc.).
- Make available, whenever possible, emergency health care for the assigned student(s).
- Evaluate the performance of the student(s) on a regular basis using the competency review and planning and evaluation forms supplied by the University; and complete the evaluation to the University by the deadline.
- Advise the University, when necessary, of any serious deficiency noted in the ability of the student to progress toward the stated objectives of the social work practicum experience. This can be done during the Adjustment to Social Work Practicum site visit. In that event, the student, Social Work Practicum Instructor, and the Social Work Practicum Faculty will devise a remediation plan by which the student can achieve the objectives and behaviors necessary to have a successful placement.
- Have a right to advise the University to terminate any student whose health or performance is detrimental to client well-being.
- Support continuing education and professional growth and development of those staff members responsible for student social work practicum education.
- Agree to and sign SSW's affiliation agreement and student contract.
- Support students in obtaining reasonable accommodation to complete the work as needed and requested.

VII. Change of Social Work Practicum Instructor or Social Work Practicum Placement

All placements exist for one academic year unless extenuating conditions exist. In such situations, the student will meet with their Social Work Practicum Instructor and Social Work Practicum Faculty before any changes are recommended in their placement. The Social Work Practicum Faculty will consult the Director/Assistant Director of Social Work Practicum Education before any changes are made.

If a student's Social Work Practicum Instructor is unable to provide instruction due to illness, change of job, etc., it is anticipated that the placement would arrange for the student to have appropriate practicum education and inform the Dominican Social Work Practicum Faculty of the change. If there is no other appropriate Social Work Practicum Instructor in the placement, the Practicum Faculty and the Director/Assistant Director of Social Work Practicum must be notified immediately. If a social work practicum placement closes or is anticipated to close prior to the completion of the student's hours, the Social Work Practicum Faculty and the Director/Assistant Director of Social Work Practicum Education must be notified immediately and will attempt to secure another placement for the student.

Changing social work practicum placements is rare and usually not desirable. Students are assumed to need exposure to various assignments and experiences to become master level social work practitioners. Placements and Social Work Practicum Instructors are chosen because they will provide quality experiences for the students. Moreover, all challenges in social work practicum placements can be opportunities to enrich learning by helping students understand the situations they encounter and explore ways to establish productive resolutions. Social work practicum placements will be changed only after serious efforts are made to resolve issues.

Students and Social Work Practicum Instructors should allow sufficient time (three to four weeks) to address any learning issues that arise early in a placement before any request for change is made, unless remaining at the placement is detrimental to either student or placement. This gives the student time to become oriented and settled into the placement and time for the relationship with the Social Work Practicum Instructor to form. Even if some problems arise immediately for the student, they should use the first weeks for developing self-awareness and problem-solving skills. Dominican Social Work Practicum Faculty are available for consultation in this process. If the student, Social Work Practicum Instructor, and Social Work Practicum Faculty cannot reach resolution of the issue, the Director/Assistant Director of Social Work Practicum Education will be consulted.

Social work practicum placements may be changed sooner if it becomes apparent that the Social Work Practicum Instructor or placement is unable to assume the duties of appropriate social work practicum education as outlined above, or if the Social Work Practicum Instructor is concerned that the student's behavior places at risk the quality of services the placement delivers, or the reputation of the placement. However, unless there are extenuating circumstances, placement will not be changed due to a student's disinterest in the setting, or the population, or because the geographic location is felt to be inconvenient.

VIII. Problem-Solving in the Social Work Practicum Placement

If the student is experiencing problems/issues in their social work practicum education placement, it is the student's responsibility to make initial contact with their Social Work Practicum Instructor to try and rectify the situation. Due to the process of Dominican's social work practicum seminars, which include journals and consultations, the student's Social Work Practicum Faculty can assist the student in approaching the situation directly with their Social Work Practicum Instructor. If the issue is not resolved, the next step is for the student to request more direct assistance from their Dominican Social Work Practicum Faculty regarding the issue. Ideally the student, Social Work Practicum Faculty, and Social Work Practicum Instructor should meet regarding the issue. If the student, Social Work Practicum Instructor, and Social Work Practicum Faculty cannot reach resolution of the issue, the Director/Assistant Directors of Social Work Practicum Education will be consulted.

If the student believes they are being sexually harassed or are in a vulnerable and threatening situation, the student must seek out the Social Work Practicum Faculty and Director/Assistant

Directors of Social Work Practicum immediately. The student is not to return to the placement. An inquiry will ensue.

If a student feels that they are being discriminated against at the placement or that significant ethical violations are occurring at the placement, the student must report this to the Social Work Practicum Faculty, who in turn, informs the Director/Assistant Directors of Social Work Practicum Education. An inquiry will ensue that supports the student in addressing these issues.

If it is determined by the Director/Assistant Directors of Social Work Practicum Education, the Social Work Practicum Faculty, and the Social Work Practicum Instructor, that the placement is an unhealthy fit for the student or that an incident has occurred that undermines a successful completion of the internship for the student, the student may be placed in another placement. The student may be required to complete the total number of hours for the semester at the new placement. The required hours will remain the same and arrangements will have to be made with the new Social Work Practicum Instructor to achieve the required total internship hours. A report that includes the hours that the student had acquired is provided by the Social Work Practicum Instructor or a supervisor/administrator at the placement. **However, another placement is not guaranteed, and the student may have to wait for the following year.**

A student may only have one social work practicum appointment replaced in this fashion during their program. A failure to complete the second placement successfully due to the student's negative disposition (behavior as described in "Role of the Student" above), and/or an inability to function appropriately as a graduate level student is grounds for dismissal and will be referred by SW faculty for a Student Support meeting to determine the next steps. **No student may terminate any social work practicum placement arrangement without the knowledge and involvement of the Social Work Practicum Faculty and the Director/Assistant Directors of Social Work Practicum Education.**

If a student does terminate their social work practicum placement, the Director/Assistant Directors of Social Work Practicum Education, the Social Work Practicum Instructor, and the Social Work Practicum Faculty will meet to determine the Social Work Practicum Placement's response to the student. If the Social Work Practicum Placement decides to terminate the student, the Social Work Practicum Faculty and the Director/Assistant Directors of Social Work Practicum Education will meet with the student. If the termination occurred prior to a mid-term or final evaluation, the student will receive an "F" for that semester and will need to retake the social work practicum.

Placement and/or Social Work Practicum Instructor has issues with Student's Performance

If the Social Work Practicum Instructor has issues with the student's professional behavior and/or performance, the Social Work Practicum Instructor should initially speak with the student directly about their concerns. If there is no resolution or the Social Work Practicum Instructor needs SSW assistance, the supervisor should email or call the Social Work Practicum Faculty. The Social Work Practicum Instructor and Social Work Practicum Faculty then consult to decide the next step,

which ideally includes a 3-way meeting. The Social Work Practicum site visit mid-semester is a good time to review and address any issues, but Social Work Practicum Instructors are encouraged to reach out for assistance earlier if needed. If a resolution cannot be reached, the Social Work Practicum Education Office will then be consulted. At this point, the Director/Assistant Directors of Social Work Practicum Education has the authority to refer the student to a Student Support Meeting where recommendations may include: a remediation plan, student failing the Social Work Practicum, student receiving no credit for the social work practicum course, or dismissal from SSW. This plan will be communicated to the student in writing. If dismissed from SSW, the student must wait one to two academic years before reapplication. This decision to dismiss may be appealed within one calendar year to the Dean of the College of Applied Social Sciences.

Egregious or dangerous behavior on the part of the student

Any student verbalizing or behaving in a manner that could be reasonably considered egregious may be immediately suspended from social work practicum education and possibly dismissed from the MSW program. Examples would include but are not limited to: verbalizing a threat to oneself or others, physically threatening someone, actively demonstrating the symptoms of severe mental illness (hallucinations, breaks from reality, uncontrolled compulsive behavior or language, etc.), reporting to class or social work practicum education under the influence of alcohol or illicit drugs, sexually harassing a peer, faculty member/administrator, colleague/supervisor or client.

Protocol for egregious or dangerous behavior on the part of the student

If egregious or dangerous behavior on the part of the student were to occur, those who have authority will follow the Social Work Practicum Placement's protocol and/or University's protocol to assess the status of the student and give priority attention to the safety of the student and those involved. Security systems are to be engaged, if needed. The Social Work Practicum Instructor, Social Work Practicum Faculty, Director/Assistant Director of Social Work Practicum Education, Assistant Dean, and the Director of SSW are to be notified immediately. The incident and recommendations are to be reviewed by the Social Work Practicum Instructor, Social Work Practicum Faculty, and Social Work Practicum Director. A determination is then made based on the safety of the student, and all concerned. Once stabilization (which includes the safety of all those concerned) is established, the Student Support Meeting will convene, and recommendations will be communicated to the student in writing.

Protocol for Student Concerns and Grievances

Any student who has concerns regarding their experience in their placement or with Social Work Practicum Faculty and staff should follow the policy and procedure outlined in the student handbook. The School of Social Work values a restorative approach, and steps will be taken to address the issue with the goal of restoration to the relationship and process. Should resolution not occur, students will follow the full procedure outlined in the student handbook. Concerns with Social Work Practicum Faculty or staff should be reported to the Social Work Practicum Education Director. If the issue is with the Social Work Practicum Education Director, the concern should be brought to the attention of the Director of the School of Social Work.

Whistleblower Policy:

Purpose

The Whistleblower Policy is established to encourage students at the Dominican University School of Social Work to report any observed or suspected wrongdoing within the University setting or during social work practicum placement. This policy aims to create a supportive and confidential environment for reporting concerns, ensuring ethical conduct, and maintaining the integrity of the School of Social Work.

Scope

This policy applies to all students enrolled in the Dominican University School of Social Work, including those engaged in social work practicum placements. Wrongdoing may include but is not limited to unethical practices, violations of policies or regulations, financial impropriety, academic misconduct, or any other behavior that compromises the values and integrity of the school.

Reporting Procedure

Internal Reporting (Within the University Setting)

- Students are encouraged to report observed or suspected wrongdoing to their academic advisor within the School of Social Work. This person will serve as the initial point of contact for whistleblowers.
- Reports can be submitted in writing, either anonymously or with the whistleblower's identity disclosed, and should include a detailed description of the incident, date, time, and any relevant evidence.
- Academic advisors receiving such reports are obligated to handle them with confidentiality and sensitivity.

External Reporting (Within the Practicum Placement Setting)

- If the wrongdoing is observed or suspected during a social work practicum placement, students should follow the reporting procedures outlined by the social work practicum placement agency. Students should be familiar with the agency's reporting mechanisms and protocols.
- Students are encouraged to notify the Social Work Practicum Faculty and the Director of Social Work Practicum Education within the School of Social Work about the situation to ensure the University is aware and can provide support.

Protection against Retaliation

Dominican University School of Social Work prohibits any form of retaliation against individuals who make good faith reports of wrongdoing. Retaliation includes intimidation, threats, coercion, discrimination, or any adverse action.

Investigation and Resolution

Upon receiving a report, the academic advisor will share the information with the Director of the School of Social Work (if outside of the social work practicum placement) and/or the Social Work Practicum Director (following the external reporting procedures) will initiate an appropriate investigation process. The School of Social Work will take necessary actions to address and resolve the reported concerns promptly, while ensuring the protection of confidentiality and due process.

Confidentiality

Reports made under this Whistleblower Policy will be treated with the utmost confidentiality to the extent permitted by law. Only those individuals involved in the investigation and resolution process will have access to the information disclosed.

Review and Revision

This policy will be reviewed periodically to ensure its effectiveness and relevance. Changes may be made as needed, with input from relevant stakeholders.

IX. Guide to Personal Safety & Planning in the Social Work Practicum

New students are expected to attend the orientation to social work practicum conducted by the Social Work Practicum Education Office, which takes place at the SSW new student orientation. The orientation includes a general training on issues of safety in the social work practicum, both in a placement office setting and out in the community. Safety issues are also discussed and reinforced in the Social Work Practicum Course.

A further orientation is expected to be provided by the Social Work Practicum Instructors so that “risk-issue awareness” can be tailored to the specific environment in which the student will work. The Social Work Practicum Instructor should inform students of placement policies and procedures to be followed in the performance of social work practicum assignments. Students will be instructed by the SSW to inquire about this information at the time of orientation to their placement. This information should include (where appropriate): policies/practices regarding building/office security, home visiting, transportation of clients, staffing patterns for evening hours, infectious disease control, working with high-risk populations, and other potential risk aspects unique to the specific setting/populations/communities, etc., in which the student is practicing.

The issues and dynamics involved in assessing and managing risks are complex. Therefore, it is expected that Social Work Practicum Instructors will carefully consider the assignments given to students and will actively anticipate, supervise, and address the management of potential risks to which students might be exposed in their settings.

As a general guide, placements and supervisors must consider the following to assure the safety of the student:

- **Transporting clients:** Students should not transport clients alone or in their personal vehicles.
- **Home visits:** Students should not make home visits alone unless the client and environment of the home and community are known and that an assessment of risk has been determined as safe by the Social Work Practicum Instructor and student.
- **Office:** Students must not be left alone in an office with clients when no other staff are present.
- **Assignments:** Students should not be given any assignment that has not been assessed by the Social Work Practicum Instructor as to its potential risks; and students should not be given an assignment that has risks, without appropriate training or guidance as to the precautions that should be taken.

All questions or concerns about safety in the social work practicum should be discussed immediately with the Social Work Practicum Faculty and/or the Social Work Practicum Education Office. If an incident occurs in the social work practicum where a student is threatened or finds themselves in the vicinity of a threatening situation, the student must inform the Social Work Practicum Instructor and the Social Work Practicum Faculty and make out an Incident Report to be filed with the Social Work Practicum Faculty and the Social Work Practicum Education Office. This does not, however, replace the need for filling out required placement incident reports or even police report if necessary. **The Social Work Practicum Faculty and Social Work Practicum Education Office are available for consultation.**

Transportation

Transportation to and from social work practicum placement is the student's responsibility. While most placements do not require the use of personal vehicles for placement business, the student should recognize that in instances in which their personal vehicles are used for placement business, the automobile insurance responsibility lies with the student. Each student should check the limits of their own personal insurance policy to be sure of the extent of insurance coverage before conducting placement business with their personal vehicle. Unless otherwise specified, only placement vehicles are to be used in transporting clients because of insurance and safety concerns. Students are not to transport clients in their personal vehicles. Students are not allowed to transport clients in agency vehicles without agency staff present.

Individual Placement Requirements

Students should be aware that different placements often have differing health, safety, or background check requirements. Students should be knowledgeable of these requirements prior to beginning social work practicum. Students should request such information during the initial placement interview. Students should also follow the dress code and all other policies of the placement.

Professional Liability Insurance

The University will provide professional and general liability insurance for graduate social work students while engaging in social work practicum. Such insurance has limits of one million dollars per claim and three million dollars per annual aggregate. A certificate of insurance will be provided to social work practicum placements as evidence of insurance, upon request. **If a student completes their internship in their place of employment, they are required to be on insurance of their employer.**

Health Insurance and Medical Records

Each student is responsible for providing their own health insurance and for out-of-pocket expenses not covered by them. Students will be required to provide their placement with the required documentation regarding vaccination history, TB testing, and other possible needed screening. The University will not provide this information to sites on behalf of the student.

Personal Protective Equipment (PPE)

Certain placement sites may require routine or intermittent use of Personal Protective Equipment (PPE), including wearing face masks. Students must abide by the PPE requirements set forth by their placements.

Substance Use Screenings, Criminal Background Checks and Other Screenings

The University will not conduct Substance Use Screenings or Criminal Background Checks for the students, nor will they release any known information about the student on the student's behalf. The University, will, on some occasions, screen against the US Department of Health and Human Services (DHHS) List of Excluded Individuals/Entities for the Department of Veteran's Affairs and other Government Entities as required to proceed with the application.

Social Media Policy

Students must refrain from providing information on social media about their experiences at social work practicum agencies. Failure to do so is a breach of NASW and IFSW's Code of Ethics, as well as a violation of confidentiality. If a student is found sharing information about agencies on social media, action may be taken by the agency or the School of Social Work to dismiss the student either from the agency or from the social work program. **Students are not to accept or elicit friend requests, follow requests, or other forms of sharing on any social media platform with clients or stakeholders at their social work practicum placements.**

Confidentiality

Internship students sharing information about placement and/or clients in any form; in-person, telephonically or via internet (social media) is a serious breach of confidentiality according to the NASW Code of Ethics. If a student is found sharing information about placements or clients, action may be taken by the placement and/or Dominican SSW to dismiss the student from the placement and/or the MSW Program.

Use of Client/Placement Information for Education

Special attention should be paid to the issue of client confidentiality. Client interactions and information must be treated with utmost respect and confidentiality. Each placement will have specific policies regarding client confidentiality, which should be understood and followed by students. Any class assignments that use placement data or records must be cleared with the Social Work Practicum Instructor before use.

All client information utilized to fulfill course requirements must be disguised to the extent necessary to protect client confidentiality. If audio or video recordings are used as part of the educational requirements of the placement, they should be used with the direct knowledge and approval of the Social Work Practicum Instructor and in a manner consistent with social work practicum placement policies. **The client, parent/guardian, must sign appropriate releases, and the audio or video materials will be retained as the placement's property.**

X. Interruption of Social Work Practicum Placement

This policy addresses disruption of placements due to national and local events such as communicable diseases, natural disasters, and/or civil unrest. **If students are advised by their agency, supervisor, and/or government to not attend their social work practicum placement, students should immediately consult their Social Work Practicum Faculty and Social Work Practicum Education Office.**

To fulfill the hours and competency requirements set forth by SSW and CSWE, a plan can be put in place with agreement by the Social Work Practicum Faculty and Social Work Practicum Instructor that includes alternative learning activities that can be completed off-site. Social Work Practicum Faculty will contact student and Social Work Practicum Instructor (this could also be a three-way call or virtual meetings with student/Social Work Practicum Faculty and Social Work Practicum Instructor/Task Supervisor) to begin the process of developing a plan. Social Work Practicum Faculty will provide consultation on possible ideas of tasks for individualized work plans.

Social Work Practicum Faculty should assess (in no order):

- How long does the student believe they will need to work remotely?
- How many hours does the student need to complete the course?
- What is the current assessment of student progress? If an assessment of the student's competencies were to be completed today, would the student receive a rating of "3" (Competent) on every competency? If not, which competencies still need to be developed? At this time, is the student at risk for receiving an overall score lower than a "3" in any area? (If so, should we be considering an incomplete for this student, instead of working remotely?)
- Does the agency have a plan for continuing service delivery if their employed social workers must work remotely? If so, what is the plan?

- Is it possible for the student to continue to engage with agency services, current clients/work product teams, remotely?
- What is the plan for the student to continue to receive weekly supervision from the Social Work Practicum Instructor/Task Supervisor?
- How will the student terminate relationships with clients/work groups, if needed?

A written signed-off plan must be followed. This plan must include:

- Prioritize tasks where the student needs to develop competence.
- Each task should include:
 - A written component/product so that competence and work completion is demonstrated.
 - Approximate timeframe.
 - Number of hours expected for completion.
 - **Plan must also be approved by the Director/Assistant Directors of Social Work Practicum Education.**

XI. Social Work Practicum I-IV

Social Work Practicum Courses I, II, III, IV

The Social Work Practicum Course is held concurrently with each semester of social work practicum. The Social Work Practicum Course is the place to integrate the social work practicum education experience. This is where the student, the practice courses, and the social work practicum education experience come together. The weekly Social Work Practicum Course combines readings, discussion, ethical consultations, and personal reflection as a means for students to integrate practice theory with practice experience. It is designed to allow students to explore personal and professional values as they relate to client services, and to grow professionally by exploring the student's own experiences, as well as the experiences of their peers. This course is also designed to allow students to identify and explore issues related to social work ethics and values, diversity, promotion of social/economic justice, and service to populations at risk. These courses, though guided by the syllabi and Social Work Practicum Faculty, are process oriented. There is an expectation of progressive student development each semester of social work practicum. A notable shift in the progression towards a higher level of professionalism occurs upon entering the Advanced Generalist year, as it is expected that the student has developed solid Generalist skills and is now prepared for a more advanced level of functioning and professional engagement. Please refer to Syllabi SWK 511 and 551 (Generalist) and SWK 611 and 651 (Advanced Generalist).

XII. Evaluation and Grades

As noted in the Social Work Practicum Course syllabi, the Social Work Practicum Faculty provides the final grade for the entire social work practicum education experience, which includes the mid-semester Social Work Practicum site visit, Final Social Work Practicum Evaluation (the ratings, narrative, hours, and overall rating) from the Social Work Practicum Instructor, and the grades earned on assignments in the Social Work Practicum Course. We respect the individual

learning style of each student but recognize that competence in all areas must be achieved. Individual effort to understand self and willingness to confront issues that might arise in supervision sessions and in the interaction with client systems, as well as overall level of mastery, should be the basis for the student's evaluation. If a student's overall performance on the Social Work Practicum Evaluation is below 'demonstrates expectations', the student is in jeopardy of not passing to the next semester of social work practicum. The final overall grade of the student for the Social Work Practicum Course (placement performance and social work practicum seminar) must be a "B" or better, in addition to receiving a "demonstrates expectation" score on all behaviors to advance to the next semester of social work practicum or graduate. The letter grade is provided by the Dominican University Social Work Practicum Faculty. The Social Work Practicum Instructor should bring their concerns about performance to the student as soon as possible in the term, so that the student is aware that there are issues to address, and so they will have enough time to work on the areas of concern and 'demonstrates expectations' on the evaluation. The Social Work Practicum Instructor should also contact the Social Work Practicum Faculty as soon as they determine that such intervention is needed regardless of the time in the semester. **Additionally, the purpose of the mid-semester Social Work Practicum site visit is to identify, address, and plan for resolution of any issues or concerns that have arisen or affirm student progress.** A specific remediation plan for addressing items should be included in the Adjustment to Social Work Practicum site visit report when necessary.

XIII. Form Descriptions

The following documents must be submitted to the Social Work Practicum Faculty prior to the end of each semester.

Students Are Responsible For:

- Evaluations for fall and spring semester.
- Completing Social Work Practicum Hours tracking form with weekly initials of Social Work Practicum Instructor and obtaining Social Work Practicum Instructor signature at the end of the semester.
- Reminding Social Work Practicum Instructor of the due dates for completing evaluations.
- Take leadership in reviewing progress on competencies and behaviors.

Social Work Practicum Instructors Are Responsible For:

- Assisting students in identifying measurable performance indicators for achieving the competencies outlined in the Social Work Practicum Evaluation.
- Completing the Social Work Practicum Evaluation at the end of each semester (ratings, comments, and overall placement assessment).
- Weekly initials and final signature of hours.

The Social Work Practicum Faculty will provide the final grade, which includes the Final Social Work Practicum Evaluation (ratings, comments, hours, overall placement grade) from the Social Work Practicum Instructor and the grade earned in the Social Work Practicum Course.

Social Work Practicum Hours Tracking Form

Students are responsible for tracking social work practicum hours and having their Social Work Practicum Instructor initial weekly and provide signature to approve the tracking form during regular supervisory sessions. The Social Work Practicum Instructor signs off and confirms student hours at the end of the semester. Students will be expected to report on the completed hours during the first Social Work Practicum site visit, and with the submission of the final evaluation. Failure to document a timesheet could result in serious consequences, which may include an 'Incomplete' in the course, and inability to progress to the next Social Work Practicum Course. The student should keep a running total of weekly hours with dates to ensure that the requirement will be met at the end of the semester.

If there is a concern about the completion of hours or a discrepancy in the tracking of hours, the Director/Assistant Director of Social Work Practicum Education will call a meeting with the Social Work Practicum Instructor and student resulting in a plan to resolve issue or make a recommendation for a Student Support Meeting.

Adjustment to Social Work Practicum Report (*completed during Social Work Practicum site visit*)

The Social Work Practicum Faculty will conduct a site visit. The purpose of the site visit is to determine the student's adjustment to the social work practicum placement. The site visit will involve a discussion between the Social Work Practicum Instructor, the student intern, and the Practicum Faculty. The assessment of the initial Adjustment to Social Work Practicum will be measured on a Complete/Incomplete basis. Students earning a "Complete" grade will be determined to be in good standing and receive course credit towards the final grade. Students receiving an "Incomplete" grade will be supported to develop a corrective plan to assist their growth in the practicum placement. When the remediation plan is agreed upon the student will receive the allotted course credit. If a remediation plan is not agreed upon or appropriately implemented the student will receive an "Incomplete" for this assignment, and a discussion concerning the appropriateness of the placement will be held with the student, Social Work Practicum Instructor, Social Work Practicum Faculty and Assistant Director/Directors of Social Work Practicum.

Competency Discussion & Final Evaluation

Although similar in structure, the Final Evaluation forms for SWK 511-551 (Generalist Year) and SWK 611-651 (Advanced Generalist Year) contain different contents. The competencies and behaviors outlined in these forms reflect the competencies that are expected for Generalist year and Advanced Generalist year students, respectively.

The behaviors demonstrating achievement of competency should align to the specific practice setting and should reflect progress anticipated during the first semester only. These measurable behaviors should be reviewed in supervision throughout the semester and will be used in the end of the semester Final Evaluation. In this Final Evaluation, supervisors use the same form to rate the student interns' success in demonstrating each practice behavior, provide comments, and a cumulative assessment of the student intern's performance.

Please be sure to use the appropriate Final Evaluation form to the student's social work practicum level: Generalist or Advanced Generalist.

It is advisable for the student and the supervisor to fill out the Final Evaluation form independently before meeting to discuss the evaluation together. Please refer to the syllabus for the due dates for the evaluations. It is the student's responsibility to remind the Social Work Practicum Instructor of the due dates for evaluations and to ensure that they fill out the correct evaluation. **All evaluation material is submitted to the Social Work Practicum Faculty on CANVAS upon completion.**

The student and the Social Work Practicum Instructor are expected to discuss their respective evaluations of the student's learning and performance, and both will sign the form before the student submits both evaluations on CANVAS. If the student disagrees with the Social Work Practicum Instructor's evaluation, the student is encouraged to have a discussion with their Social Work Practicum Instructor. The student can provide an addendum to be included with the evaluation, which the Social Work Practicum Instructor reads and signs off on.

All students are expected to acquire a B or better in Social Work Practicum I (SWK 511), Social Work Practicum II (SWK 551), Social Work Practicum III (SWK 611), and Social Work Practicum IV (SWK 651), as well as in the practice classes SWK 510, SWK 550, SWK 610, and SWK 650. Students who receive a B- or less are referred to the Director/Assistant Director of Social Work Practicum Education to determine next steps. This may also lead to a Student Support Meeting and a possible academic probation status regardless of student's GPA. The outcome of the review will be communicated to the student in writing.

The University Social Work Practicum Faculty (not the Social Work Practicum Instructor) provides the final grade, which includes the Final Social Work Practicum Evaluation recommendation (ratings, narrative, hours, and overall social work practicum grade), Adjustment to Social Work Practicum visit, and the grade earned in the Social Work Practicum Course.

Submission Instructions: It is the student's responsibility to follow all instructions for submission of the Final Social Work Practicum Evaluations. These instructions can be found on the Social Work Practicum CANVAS sites. The Social Work Practicum Faculty CANNOT issue a grade for the evaluation and the Social Work Practicum Course until the completed and signed documents are received.

Evaluation of Social Work Practicum Education Setting and Self-Evaluation

Students complete the Final Social Work Practicum Evaluation as a Self-Evaluation at the end of each semester, which accompanies the Social Work Practicum Instructor's Final Social Work Practicum Evaluation. The Student Self-Evaluation allows the students to evaluate their own performance in their social work practicum placement and creates an opportunity to increase self-awareness. This is available as a link that students must complete online.

Evaluation of Social Work Practicum Setting is accomplished through a reflective assignment in the Social Work Practicum courses at the end of the spring semester. Information obtained will be utilized by the Social Work Practicum Education Office in the training and orientation of Social Work Practicum Instructors and provide constructive discussion with the placement in making decisions about future placements.