

Institute for Clinical Social Work

Field Placement Expectations

Students

1. Students must maintain confidentiality of clients unless this is a case where they are ethically obligated to break confidentiality. Students should consult with their supervisor before doing so.
2. Students must disclose their student status to clients.
3. The relationship between the student, field instructor, and Field Liaison is not considered confidential and all information is shared with the understanding that it is in the interest of the student's professional growth.
4. Students must adhere to their practicum placement's policies regarding cell phone use, emailing clients, texting, and personal lap top or tablet use. Providing information on Face Bok or other internet social networking systems about practicum placement agencies, personnel, colleagues, or clients is a serious breach of confidentiality.
5. Students should dress appropriately for their field site and standards will vary depending on the site.
6. Students cannot be supervised by a family member, friend, or someone who has previously supervised them.
7. Students are expected to travel to their placement site and will not be reimbursed for cost or have time used for travel counted towards their placement hours.
8. Students follow the agreed upon workday schedule for the agency. Lunch hours and breaks are not to be counted towards placement hours.
9. If students are taking a holiday (that is not recognized as a holiday by the agency) or need time off, they must make this request to their supervisor.

10. Placement sites vary in length from 9 months, one year, or even two years. Students are required to honor that commitment of time.
11. Students will attend a weekly practicum/internship seminar taught by ICSW faculty. The practicum placement seminar serves a supportive, educational role in helping students integrate their coursework and practicum experiences, develop self-awareness and insight into clinical social work.

Field Instructors

1. Student's supervisor must be a licensed clinical social worker (LCSW), licensed clinical professional counselor (LCPC) or be a licensed clinical psychologist (PhD, PsyD).
2. The Field Instructor must complete a learning agreement at the start of the internship. The learning agreement and evaluation should be done together by the student and the Field Instructor collaboratively. **The learning agreement is due 30 days of the student starting in the placement. The first practicum evaluation is due at the end of the first semester. The second practicum evaluation is due at the end of the second semester.** The Field Instructor can either mail or email these forms to the Field Liaison.
3. The Field Instructor/Supervisor must meet with the student each week for **one hour** of individual supervision.
4. In Accordance with ACES *Best Practices in Clinical Counseling*, in supervision, the Field Instructor/Supervisor clearly discloses expectations, goals and the consequences of underperformance to the student. The supervisory alliance is collaborative and egalitarian to help lessen supervisee anxiety. A safe environment is created to foster mutual trust. The supervisor helps the student to deal with resistance, take ownership of it and is aware of and open to discussing whatever role they (supervisor) may contribute to it.
5. An orientation or training should be provided to the student at the start of the internship. This should take into account introductions to the agency and staff, office routines, paperwork, and a clear expectation should be communicated to the student as to what they will be required to do.

6. If the student is having difficulties at the site with learning or fitting into the agency, recordings that illustrate the problem should be reviewed between the Field Instructor and the student. If the Field Instructor begins to have concerns about the student's abilities and capacities for the field of clinical counseling, it is the Field Instructor's responsibility to share this as early as possible with the student and the Field Liaison. If the student continues to have difficulties, the Field Instructor will set up a meeting with the Field Liaison to create a plan to address this.
7. If remediation is necessary, the supervisor notifies the student immediately. Specific interventions used to address the concern are recommended and a written remediation plan is drawn up between the supervisor and student that outline clear objectives to address the deficit, a timeline as to when the problem needs to be resolved, and the outcomes if it is unable to be resolved in the time allotted.
8. First year placements should give students a broad and general sense of the agencies paperwork; intakes, assessments, groups and treatment plans, and progress notes. First year placements will have more case management than direct client hours. **First year placements should provide the student with approximately 350 hours by the end of the year. This can be achieved by two full time days a week at the placement or 14 hours each week.**
9. Second year placements should encourage students to conduct their own intakes, assessments, develop treatment plans and maintain progress notes. Second year placements should have more direct client hours. For example, a student should build up a case load of 8-10 clients a week. **Second year placements should provide the student with an approximately 700 hour training experience by the end of the year. This can be achieved by three full time days a week at the placement or 21 hours each week.**

Field Liaison

1. Support and communicate with students at placement sites and the student's Field Instructor.
2. Introduce themselves to Field Instructors at new placement sites and communicate ICSW's requirements to them.

3. Receives learning agreements from students within 30 days of their start date at the placement and evaluations at the end of each semester. Reviews each for any inconsistencies or concerns.
4. Communicates with students through either phone, email, or in person on a monthly basis.
5. Visits the student's field placement site at least once each year.
6. Assists students at the end of the program with seeking out employment opportunities and putting together their resume based on the experience they have acquired in the past two years.

Calendar for 2017-2018 Year

Practicum Begins	September 2017
Learning Contracts due	Within 30 days of start
First Semester Evaluation	Jan. 19, 2018
Second Semester Evaluation	June 8, 2018

Field Instructor's Signature and Date

Student's Signature and Date
