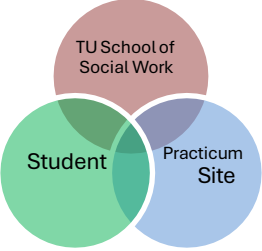


## Practicum Site and Instructor Requirements

Criteria to Become a Practicum Site		
<ul style="list-style-type: none"> <li>Provision of opportunities for the student</li> <li>A staff of sufficient size</li> <li>Availability of a qualified practicum and/ or task instructor</li> <li>Stability of program and staff</li> <li>Provision of adequate space and equipment for student placement</li> <li>Clearly defined agency practice</li> <li>Provision of appropriate learning experiences for students</li> <li>Ability to support student coursework</li> </ul>		
	<b>Practicum Instructor Role</b>  <b>For MSW Students:</b> must have a MSW degree from an accredited school of social work and two years post-degree practice experience.  <b>For BSW Students:</b> must have a BSW or MSW degree from an accredited school of social work and two years post-degree practice experience.	<b>Task Instructor Role</b>  Individuals who do not have an MSW or BSW degree, or do not have a BSW or MSW (2 years post graduate) but do have expertise in an area that would benefit the student's learning goals, may be considered Task Instructors.
	<b>Models for Practicum Instruction</b>  <b>Practicum Instructor only model</b>  All learning and task assignments are completed under the direction of the practicum instructor only.	<b>Practicum and Task Instructor model</b>  Learning and task assignments are completed under the task instructor. Practicum instructor assists in the management of the educational experience of the student by providing mentoring and ongoing evaluation, in partnership with the task instructor.
<b>Supervision Requirements</b>  Can take place in person and/or virtually. Can be group or individual supervision.	<b>Practicum Instructor Supervision:</b>  Students must receive a minimum of <b>one hour a week of supervision</b> from the practicum instructor by engaging students in applying, identifying and reviewing social work skills, theories and models.	<b>Task Instructor Supervision:</b>  This is a supervisor who is involved with the student's day-to-day tasks and provides supervision in addition to that provided by the Practicum instructor.

<b>On-site and Offsite Practicum Instruction</b>	<p><b>On site Practicum Instructors:</b> Are identified as practicum instructors who work in the same unit/program as the student is interning.</p> <p><b>Off-site Practicum Instructor: (Internal or External to the Agency)</b> Assist in the management of the educational experience of the student by providing instruction, mentoring and ongoing evaluation, in partnership with the task instructor.</p>	<p><b>Task Instructor:</b></p> <p>If this role is a part of the experience, then this person must be a direct report for students during internship hours.</p>
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<b>Credentials</b>	<p><b>Practicum Instructor Role</b> 2-year post graduate, no licensure required.</p>	<p><b>Task Instructor Role</b> Can be any discipline. Credentials may vary.</p>
<b>Instructor Seminars</b>	<p>Two are offered in the Fall and two offered in the spring on various topics. Can earn free CEU's.</p> <p><b>*Both Practicum and Task Instructors are required to attend one "Getting Started with Temple students" orientation within the academic year.</b></p>	<p>Two are offered in the Fall and two offered in the spring on various topics. Can earn free CEU's.</p> <p><b>*Both Practicum and Task Instructors are required to attend one "Getting Started with Temple students" orientation within the academic year.</b></p>

## Student Requirements

	<b>BSW Students</b>	<b>MSW Generalists Students (First year)</b>	<b>MSW Advanced Students</b>
<b>Minimum Hours Required</b>	200/semester 16 hours/week or Extended 15 hours/week	225/semester 16 hours/weekly or Extended 15 hours/week	300/semester 24 hours/weekly or Extended 18 hours/week
<b>Duration of Practicum</b>	<ul style="list-style-type: none"> <li>Fall/Spring only option (August-April)</li> </ul> <p><i>Students will have school breaks, please see the Practicum Calendars for dates</i></p>	<p>Options:</p> <ul style="list-style-type: none"> <li>Fall/Spring (August-April)</li> <li>Spring/Summer (January – August)</li> <li>Summer Block (May-August)</li> </ul> <p><i>Students will have school breaks, please see the Practicum Calendar for dates</i></p>	<p>Options:</p> <ul style="list-style-type: none"> <li>Fall/Spring (August-April)</li> <li>Spring/Summer (January –August)</li> <li>Summer Block (April/May-August)</li> </ul> <p><i>Students will have school breaks, please see the Practicum Calendar for dates</i></p>
<b>Assignments</b> While in practicum courses, students are concurrently taking courses that require assignments directly related to their internship. Assignments that are completed in conjunction with courses and agency should be listed on their learning contract.	<ul style="list-style-type: none"> <li>Learning Contract</li> <li>Supervision Forms</li> <li>Mid-term</li> <li>Time Sheets</li> <li>Final Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Learning Contract</li> <li>Supervision Forms</li> <li>Mid-term</li> <li>Time Sheets</li> <li>Final Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Learning Contract</li> <li>Supervision Forms</li> <li>Mid-term</li> <li>Time Sheets</li> <li>Final Evaluation</li> </ul>

## **General Tasks**

The tasks listed here are examples, not requirements, this list is not exhaustive. Each student's experience should be tailored to your agency's work and their learning goals. For additional information and expectations, please review the Practicum Manual and Learning Contract.

### **Generalist** (Generalist Tasks are for BSW and MSW first year)

- Conduct intake interviews and psychosocial assessments
- Shadow social workers during home visits, client meetings, focus groups, etc.
- Assist with case documentation and filing
- Participate in staff meetings and interdisciplinary team discussions
- Observe and support client advocacy and resource referrals
- Co-facilitate support, psychoeducational groups, focus groups, project tasks group, or community outreach events
- Design marketing and social media campaigns for agency or community
- Learn and apply basic NASW Code of Ethics
- Conduct basic assessments and safety planning under supervision
- Write progress notes and contribute to treatment planning
- Collaborate on resource navigation and service coordination
- Create resource guides
- Develop rapport with clients and engage in motivational interviewing (with support)
- Attend local or national government meetings, community meetings, or court hearings
- Identify and analyze piece of legislation relevant to agency or community

### **Clinical/Direct Practice** (Generalist tasks can be included in the Advanced year tasks)

- Provide direct service to individuals, groups, couples, or family
- Carry a caseload appropriate to the setting
- Utilize clinical interventions (MI, CBT, DBT, trauma-informed care)
- Develop and monitor treatment goals and plans
- Participate in interdisciplinary team rounds (medical, psychiatric, ED, care teams, IEP/504 teams)
- Provide intensive case management including referrals, linkage, and follow-up
- Facilitate family meetings, care planning, or discharge planning
- Support clients in navigating systems (insurance, housing, benefits, foster care, healthcare access)
- Conduct home, school, or community visits
- Track service utilization, trends, and outcomes

**Macro** (General tasks can be included in the Advanced year tasks)

- Conduct program evaluations and needs assessments
- Draft grant proposals
- Plan and assist with fundraising initiatives
- Participate in policy analysis and advocacy campaigns
- Review and assess agency policies and procedures
- Develop training materials and lead workshops for staff/community
- Engage in strategic planning and organizational development
- Collaborate with coalitions and community organizing efforts
- Conduct system analysis of discharge processes, case management flow, or SDOH indicators
- Develop resource guides or hospital navigation tools for patients/families
- Evaluate hospital or social work program outcomes
- Conduct research to determine service user experience and satisfaction
- Facilitate interagency collaboration meetings
- Analyze data regarding child removals, family reunifications, and other services with attention to disparities
- Support workforce wellness initiatives (burnout surveys, resilience programs)
- Assist with accreditation or CQI preparation
- Write policy briefs, advocacy statements, or community education materials
- Co-create with community members doing a needs assessment and planning
- Perform mapping analysis of agency catchment or community focus area