

PRACTICUM PLACEMENT PROCESS

QUICK NOTES

STEPS INCLUDE:

1. Review Practicum Manual.
2. Complete Practicum Placement Agreement.
3. Meet with Practicum Advisor assigned who will advise you of the next steps.

DEADLINES:

AGREEMENT FORM:

- Current Students: December 15
- Incoming Students: April 1

MEET WITH ADVISOR:

- Current Students: Nov 1 – Mar 1
- Incoming Students: Day Accepted – May 1

CONTACT SOCIAL WORK PRACTICUM:

swpracticumed@westfield.ma.edu

PRACTICUM TEAM:

Practicum Director: Ashley Torres

Assistant Practicum Director: Toni Andrews

Practicum Placement Coordinator: Nichola Hokunson

BSW & MSW FOUNDATION (First Internship)

Supervisor: MSW, 2yrs post-grad

Focus: Generalist Social Work

Hours: 400hours for the year
(about 14-16hours a week)

MSW ADVANCED (Final Internship)

Supervisor: LICSW or LCSW

Focus: Clinical Social Work

Hours: 500hours for the year
(about 18-20hours a week)

IMPORTANT THINGS:

1. Practicums occur September – May, no summer placements
2. Placements occur during the traditional daytime business hours
3. After-Hour placements are VERY RARE and not guaranteed
4. Placement Stipends are not guaranteed

PER POLICY: STUDENTS CANNOT INITIATE OR FINALIZE WITHOUT APPROVAL

PRACTICUM PLACEMENT PROCESS

STEP 1 – PRACTICUM PLACEMENT AGREEMENT

- *This Microsoft Form introduces students to the placement process policies*
- *Submitting your agreement allows us to get a sense of what all students are looking for and be able to assign students a practicum advisor.*

Agreement Form Deadlines

-EXISTING STUDENTS: December 15

-INCOMING MSW STUDENTS: April 1



STEP 2 – MEET WITH YOUR ADVISOR

- *Practicum advisors will send emails to schedule to meet to go over your application and discuss your specific practicum needs.*
- *Practicum Advisors will initiate scheduling these – but cannot do so without your agreement*
- *Ongoing and consistent communication with practicum advisor throughout process is required*

Meet With Advisor:

-Current Students: November 1 - March 1

-Incoming Students: Day Accepted - May 1



STEP 3 – RESUMES SENT

(EMPLOYMENT-BASED PRACTICUMS, SKIP TO BOTTOM CIRCLE)

- *After meeting with students, practicum advisors will identify a placement option and forward student resumes to one agency for review. That agency will review and decide if they want to proceed with an interview.*
- *Resumes are sent throughout the Spring semester, depending on when students meet with their advisors, (we can still place during the summer, but it is not preferred and options are limited)*



STEP 4 – INTERVIEW WITH AGENCY

- Student should contact site to schedule an interview within 2 days of being notified by their practicum advisor (unless agency contacts student first, then their response should occur within 2 days)
- Follow up interview with a brief thank you note to interviewer
- Notify practicum advisor within 2 days how interview went and if student is interested in proceeding with placement if offered
- Student must discuss with practicum advisor prior to accepting or rejecting any placement.



STEP 5 – FOLLOW UP AFTER PLACEMENT

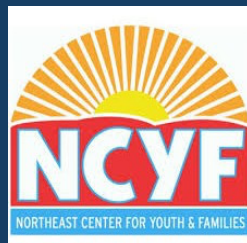
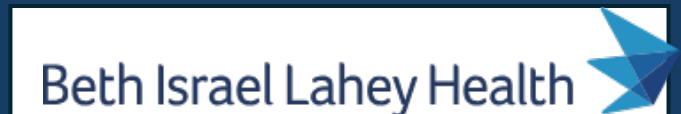
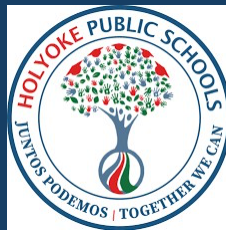
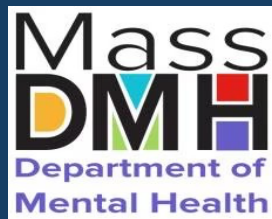
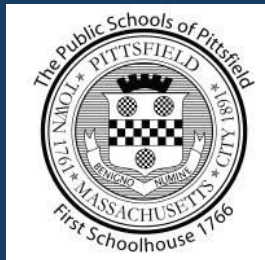
- Student must discuss with agency work hours, start dates, and onboarding requirements within 1-2 weeks of accepting placement (Students must meet their required hours and are interning from September – May. Hours requirements available in flyer & manual, some agencies may require additional hours)
- Student should contact agency in Early – Mid August to confirm start date, hours, and supervisor with agency. Confirm onboarding is all set and notify advisor of any changes
- Once a student commits to an agency, they are not permitted to switch placement unless approved by practicum department (which only occurs in rare and extreme circumstances)

EMPLOYMENT-BASED PLACEMENTS

- Student must discuss requirements with employer and present the practicum advisor with a proposal including duties and proposed placement supervisor
- Practicum advisor reviews proposal and provides feedback for any necessary changes or clarification.
- Student completes modifications in proposal and obtains wet signatures from employment supervisor & manager, proposed supervisor, and submits for practicum department signature.
- Practicum Advisor reviews and sends approval email with signed contract to student & proposed supervisor
 - **EB DRAFT DUE JUNE 1**
 - **EB REVISIONS DUE JULY 1**
 - **SIGNED EB CONTRACTS DUE JULY 15**

WE WORK CLOSELY WITH THESE AGENCIES AND MORE....

**NOTE PLACEMENT OPPORTUNITIES VARY FROM YEAR TO YEAR; WE CAN'T GUARANTEE THESE SAME OPPORTUNITIES WILL BE AVAILABLE EVERY YEAR



Willing to explore additional partnerships
when appropriate