Smith SSW MSW Internship Overview 2019-20 Field Year for Supervisors & Directors of Training

Internship Schedule

- The 2019-20 internship year is **September 3, 2019 through April 24, 2020**.
- Supervisors are asked to contact us to discuss any proposed changes to this schedule and to make sure that any calendar changes are discussed with your student(s) during their interview.
- MSW students are expected to be in the agency **30 hours a week**, across either 4 or 5 weekdays, specific schedule determined by supervisor(s).
- Students attend a required field seminar approximately one evening/month for 2 hours (10 sessions total). We ask that supervisors allow for this 2-hour monthly adjustment to their schedule if it happens to conflict with an evening that they are completing their internship hours.
- Because so many students have to work part-time jobs in addition to their field internships, we encourage agencies to consider 4-day internship schedules, if possible, to allow for students to work and/or complete other MSW program requirements on their 5th day.

Supervision

- Interns should receive a minimum of two hours of supervision weekly.
- Ideally both hours of supervision will be provided by the primary MSW supervisor; however, we understand that for some agencies splitting the supervision between two individual supervisors and/or one hour of individual supervision and one hour of group supervision work best for the setting.
- Please note that any proposed changes to the structure of two hours of individual MSW supervision and/or supervisory assignments must be discussed with the faculty field adviser (FFA) and Field Dept. prior to the start of the internship year.
- Primary supervisors must have their MSW degree, have a minimum of 2 years post-MSW, and be licensed in the state in which they practice.

Caseload & Learning Assignments

- By mid-October students should have built to a full caseload of **12-15 direct service hours** a week, which can be spent in a range of activities including work with groups, individuals, and families as well as outreach, clinical case management and work in the milieu.
- Please give careful consideration when assigning cases to ensure that students get to work with as diverse a client population as possible and that supervisors review with students on an ongoing basis the range and composition of the student’s caseload and other learning assignments and activities.
Learning Plan

- Students complete their learning plans by **October 7, 2019** and should bring them to supervision for feedback and discussion.

Process Recordings

- Each student is required to complete one process recording a week which should be read and responded to by their supervisor(s).
- Process recordings serve to help students recall and reflect upon their work and provide important focus points for supervision.
- Students are also asked to share their process recordings with their FFAs and field seminars.

Interim Progress Reports & Evaluations

- Interim Progress Reports are due **October 11, 2019**. Please share your feedback with your student(s), both supervisor and student(s) sign them, and email them back to the Field Dept.
- Full evaluations are due in December and at the end of internship in April. You will find instructions and evaluation criteria in the [MSW Student Field Education Guide](#) and electronic copies on the [Field Affiliates page](#).
- The evaluation process is extremely important to the student’s learning and feedback should be given and discussed with the student in advance of when the evaluations are due.

Advising

- Each student/supervisor pair is assigned a faculty field adviser (FFA) who serves as a liaison between your agency and the school, as a consultant to the student’s learning process, and is available to work with you and students around any issues which may arise in the course of the internship.
- Students submit monthly narratives and 3 written assignments to their FFAs during the year.
- The FFA will visit with you and your student at the agency in both the fall and the late winter/early spring and will also be available to you as needed by phone throughout the year.
- The FFA will also be contacting supervisors and Directors of Training in early winter to plan for the next field year.
Contact Information & Field Guidelines

- Please feel free to contact us if you have any questions, comments or concerns at any point in the year.
- Detailed information about the structure of our program and the expectations for the field internship can be found in MSW Student Field Education Guide.

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