Internship Schedule

- The 2019-20 internship year is **September 8, 2020 through April 30, 2021.**
- 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 (2 sessions held in October & January) 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. However, we acknowledge the need for increased flexibility this year due to COVID-19. See our [COVID-19 FAQ](#).
• 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 in Sonia by **October 9, 2020** and should bring or show you a copy during 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 to be submitted in Sonia on **October 12, 2020**.
• Full evaluations are due to be submitted in Sonia in December and at the end of internship in April. You will find instructions and evaluation criteria in the [MSW Student Field Education Guide](#).
• 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 written assignments to their FFAs during the year.
• The FFA will meet virtually with you and your student in both the fall and the late winter/early spring and will also be available to you as needed by phone or Zoom 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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