Planning your Field or Foundation Practicum Placement this Spring Semester 2021

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U of I School of Social Work
Agenda

- People to go to
- Field Education Overview
- Field Website
- Search process
  - Important dates and deadlines
  - How to navigate IPT
  - Cover letter and resume
  - Placement Agreement
People

- Kate Kemp - Program Administrator
- Elizabeth Byram, Graduate Assistant for Field/Foundation planning
- Your Academic Advisor or Faculty Mentor
- Field Director – Sarah
Field Education

Field education is designed to provide students with:

- hands on clinical experience
- the opportunity to integrate theory with practice
- the ability to develop your professional identification as a social worker
For BA Students entering Field Experience

- This is the culminating course for the BA in Social Work. Students entering the Field Placement have met the competencies for the following courses:
Pre-requisites

- SSW:3840 Human Behavior in the Social Environment
- SSW:3841 Fundamentals of Social Work Practice
- SSW:3842 Skills Lab
- SSW:3844 Intro to Social Work Research
- SSW:3845 SW Processes
- SSW:3847 Discrimination, Oppression and Diversity
- SSW:4843 Social Welfare Policy and Practice

All gen eds and most other degree requirements also completed. Check your degree audit to be sure.
CSWE requires that MSW students have the opportunity to demonstrate competency at the generalist and at the advanced level. Foundation Practicum is the generalist level. Students entering Foundation Practicum have either completed or are also taking the following courses:
MSW Foundation Courses

Pre-requisites
- SSW:3840 Human Behavior in the Social Environment
- SSW:3847 Discrimination, Oppression and Diversity
- SSW:6150 SW Practice with Individuals, Families and Groups
- SSW:6151 Skills Lab
- SSW:6146 Computer Lab
- SSW:6148 Research Practice I

Co-or prerequisites
- SSW:6145 Organization and Community Practice
- SSW:4843 Social Welfare Policy and Practice
- SSW:7270 Research Practice II

Co-requisite
- SSW:6290 Foundation Practicum – 3 s.h.
- SSW:6291 Foundation Practicum Seminar
Field Education
Intern Placement Tracking (IPT) Data Management System
Forms
Current Students
  - Placement Process and Deadlines
  - Requirements
  - FAQ
  - Search Resources
  - Employment Based Placements
  - Testimonials
  - Lists of Example Agencies
  - Professional Behavioral Standards
  - Developmental Stages of Field
  - Liability Coverage
  - Preparation for Site Visits
  - Policies

Field Education Manual
COVID-19 Hour Modifications

- Hours reduction
  - BASW students need to complete 365 hours
  - MSW Foundation students need to complete 200 hours

- Hours spent in seminar course will count towards practicum hours (15 hours)
Calculating hours per week

- Take the total number of hours needed and divide by the number of weeks that you will be in practicum.
  - Semester is 17 weeks (includes spring break and finals week)
  - For example: A BASW student needs 365 total hours. Subtract 15 hours for time spent in seminar class which leaves 350 hours. If the student plans to work spring break but take off finals week then they would divide 350/16 = approx. 22 hours per week
Important Dates and Deadlines

- Meet with Advisor, Kate or Liz to discuss options for placement
- Complete IPT profile and identify your top three agencies – Sept 25
- Contact top 3 agencies between Sept 11 – Oct 9
- Interview – Oct & Nov
- Notify agencies of your decision no later than Nov 30
- Submit agreement form to Kate/Sarah – Dec 4
- You will receive a memo with these deadlines in an email – watch for that! These deadlines are also on the Field Website
Contacting Kate and Liz

- You can schedule a time to meet with Kate over zoom in MYUI- or send her an email if there are not times listed that work for you kate-kemp@uiowa.edu

- Liz- please email elizabeth-byram@uiowa.edu to schedule time to meet with her via zoom.
What is IPT and where to find it

- [https://clas.uiowa.edu/socialwork/undergraduate-program/field-education](https://clas.uiowa.edu/socialwork/undergraduate-program/field-education)

- Got to Current Students where complete information – how to use IPT – is provided.


- This page has the actual login link
IPT (Intern Placement Tracking)

Please Login to Ipt:

Note: The following information is UPPER / lower case sensitive.

Organization ID: uissw
User Name: Fitest
Password:

Forgot your username or password?

Login

Go to www.runipt.com
Welcome to Intern Placement Tracking
Student Detail: IC Test Student

Group: Test Group

Last Name: Test Student
First Name: IC
Street Address: 4 Privet Drive
Address Cont.: Little Whinging, Surrey
City, State ZIP
UI Email

Emergency Contact: Sirius Black
Emergency Phone
Home Street Address: 12 Grimmauld Place
Home City, State ZIP: London
Student ID

MSW Standing:
MSW Advanced Concentration:
Skills you would like to learn:

Phone
Cell
Birthdate (yyyy-mm-dd): 1980-07-31
Field Coordinator: Keri Neblett
Academic Advisor
Degree sought
Graduation Date (yyyy-mm): 0000-00

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Each Agency listed in IPT has been invited to provide a description of their programs, the type of student they are hoping to work with, and the primary contact person. This is the person you should reach out to arrange an interview. However, if you have connections in an agency already, it is okay to speak with that person about your interests.
## Sorting and Keywords

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Note:

Students can do placements in organizations that are not listed in IPT. If there is an organization that interests you that is not on this list please let Kate or Liz know.
Some things to think about as you plan

- Foundation vs advanced practicum (for MSW students)
- Integration of career goals, existing skills and experience
- Hands-on learning and mentoring – be realistic
- Other:
  - Physical space and work area
  - Day-to-day work protocols
  - Personal history
  - Travel demands
  - Dual relationships
Interviewing

- Send/provide a job resume
- Dress appropriately
- Be prepared – identify learning goals and come with questions
- Be professional in demeanor and communication
- Look for good ‘match’
Pomerantz Career Center

- [https://careers.uiowa.edu/](https://careers.uiowa.edu/)

- The website has examples of cover letters and resumes
- Can provide interview tips and practice sessions for undergraduate students
Cover Letter and Resume

Cover letters can be in the body of the email or an attached letter. They should include:

- **Who you are** — BASW/MSW student at University of Iowa School of Social Work
- **What you are looking for** — practicum placement for spring semester
- **Your interest in the agency** — highlight something positive about the agency to show that you have done your research
- **Skills or qualities you could bring to the agency**
- **Request a meeting to discuss it further**
Placement Agreement

- Form can be found on the UISSW website under field education/forms
- Needs to be completed by you and your field instructor
- Due to Kate/Sarah Dec 4
The Steps

- Review the website
- Sign up in IPT and complete your profile
- Look at agencies you are interested in
- Schedule a time to talk to Liz (BA students), Kate (MSW students) or your advisor to discuss placement options.
- Update your resume and cover letter
- Contact the agency’s listed contact person and ask to be considered—attach your cover letter and resume
- Wait for a response-
- Stay positive - Contact the agency again if you don’t hear (maybe they didn’t see your first email) 😊 (Don’t panic)
- Get a response- If positive schedule an interview
- If not, take a deep breathe and keep on going.
- Submit your placement agreement by December 4
Future considerations

- Learning contract – developed once placement begins
- Oversight: one on-site visit after placement begins
- Class and seminar schedule
- Liability coverage
- Transporting clients – use of personal vehicle not recommended
Questions