**California Baptist University**

**MSW Field Education**

The field agency and field instructor are instrumental participants of the field education program. They provide a supervised learning environment for the MSW student. Field agency selection is based on specific criteria including, but not limited to, appropriateness of setting, expertise of field instructors, and the provision of sound field instruction consistent with the mission, objectives, and goals of the MSW Program.

**Field Agency**

Agencies interested in becoming an MSW field internship site are invited to complete a Field Agency Application and Field Instructor Profile. Applications are reviewed by the MSW Field Education Director on an on-going basis.

***General Requirements for Field Agencies***

* Statement of agency function as a provider of social services or related services
* Focus of agency services are on individuals, families, groups, and the community; a minimum of fifty percent of a student’s field assignment should be focused on direct practice in the Foundation Year field internships; the equivalent assignment is necessary for Concentration Year field internships
* A structured and supportive learning environment with a variety of planned social work assignments
* A dedicated student work space, equipment, and supplies available on field internship days
* A qualified field instructor who possesses an MSW degree with a minimum of two years post graduate experience and/or an LCSW and is employed by the agency and fulfills a supervisory role
* Availability of a comprehensive learning experience at the MSW student level, consistent with MSW Practice Curriculum, and includes opportunities to complete micro, mezzo, and macro level interventions
* Availability of a reasonable student caseload assignment for the duration of the student’s field placement assignment
* Availability of trainings specific to the population served in the agency
* Macro level projects are highly desirable
* A minimum of one hour of weekly individual supervision with field instructor; student participation in group supervision and multidisciplinary meetings is highly recommended

***Field Instructor Requirements***

* Possesses an MSW degree with two years postgraduate experience and/or LCSW
* Possesses exemplary social work skills in the chosen field of practice
* Completion of a 16-hour mandatory Field Instructor Training or willingness to complete training prior to accepting CBU MSW students
* Skilled application and modeling of professional social work practice
* Practice is consistent with Social Work Code of Ethics
* Knowledge, application, and reinforcement of MSW Practice Curricula content including professional use of self, ethics, theoretical frameworks, and stages of treatment
* Supervisory experience is highly desired
* A desire to teach and mentor social work students

**FIELD AGENCY APPLICATION**

***Instructions: Thank you for your interest in becoming a field internship agency. Please complete the following information and submit it to the Field Faculty listed at the end of the form. Please print legibly in black ink only. You may submit the form electronically or by U.S. mail.***

*Application is for the MSW Program (please specify):* ***□*** Foundation Year ***□*** Concentration Year

**Agency Information:**

|  |  |
| --- | --- |
| Date: | Website: |
| Agency Name: | County: |
| *Main Office Location* | *Satellite Program Location (if applicable):* |
| Address: | Address: |
| City: | City: |
| State/Zip Code: | State/Zip Code: |

**Contact Person:**

|  |  |
| --- | --- |
| Name: | Title: |
| Phone: | FAX: |
| E-mail: | Will you be the field instructor? Yes ***□*** No ***□*** |

**Field Instructor Information**

Please provide a list of the professional social workers who are qualified and available to provide field instruction. Field Instructors must possess at minimum an MSW with two years post-graduate experience. *Note: Please also complete the Field Instructor Profile Form that accompanies this form.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Phone** | **Date MSW degree attained** | **Works On-site:** |
|  |  |  | ***□*** Yes ***□*** No |
|  |  |  | ***□*** Yes ***□*** No |
|  |  |  | ***□*** Yes ***□*** No |

**Preceptor Information**

Please provide the names of other professionals (including non-MSWs) who will provide supervision in your agency.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Phone** | **Title** | **Supervision Experience?** |
|  |  |  | ***□*** Yes ***□*** No |
|  |  |  | ***□*** Yes ***□*** No |
|  |  |  | ***□*** Yes ***□*** No |

**Agency Profile:**

|  |
| --- |
| Please indicate the primary types of clients served at your agency:  ***□*** Children ***□*** Adolescents ***□*** Transitional age youth ***□*** Families |
| ***□*** Adults ***□*** Older adults ***□*** Men ***□*** Women ***□*** Immigrant |
| ***□*** Gay, lesbian, bisexual, transgender ***□*** Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please indicate the primary client population served:**

|  |  |  |  |
| --- | --- | --- | --- |
| Child Welfare ***□*** | Corrections ***□*** | Dual Diagnosis ***□*** | Homeless Services ***□*** |
| Hospice ***□*** | Medical/Health ***□*** | Older Adults ***□*** | Dual Diagnosis ***□*** |
| Foster Families ***□*** | School-Based ***□***  Mental Health | Substance Abuse ***□*** | Developmental ***□***  Disabilities |
| Mental Health ***□*** | Adolescents ***□*** | Policy ***□*** | HIV/AIDS ***□*** |
| Transitional ***□***  Age Youth (18-21) | Community ***□***  Advocacy | Gangs/ ***□***  Youth Violence | Early Intervention ***□***  0-5 years |
| International ***□*** | Domestic Violence ***□*** | Other (please specify) | |

Does your agency require background checks and/or Live Scans? ***□*** Yes ***□*** No

Does your agency require health exams and/or vaccinations? ***□*** Yes ***□*** No

Does your agency prefer bilingual students to provide client services? ***□*** Yes ***□*** No

Does your agency offer evening and weekend supervised field hours? ***□*** Yes ***□*** No

Does your agency require that the student start field early (prior to beginning of school year) for training purposes? ***□*** Yes ***□*** No

Does your agency offer a stipend? ***□*** Yes ***□*** No

***For MSW Field Internships only:***

**Please indicate the percentage of services provided for each level of practice:**

|  |  |  |
| --- | --- | --- |
| Direct Practice (Micro)  \_\_\_\_\_\_% | Direct (Mezzo)  \_\_\_\_\_\_% | Indirect (Macro)  \_\_\_\_\_\_% |
| Service Modality:  ***□*** Case management  ***□*** Therapy/counseling  ***□*** Client advocacy  ***□*** Client outreach  ***□*** Other (specify): | Service Modality:  ***□*** Groups  ***□*** Administration  ***□*** Supervision  ***□*** Other (specify): | Service Modality:  ***□*** Community organizing  ***□*** Outreach  ***□*** Education/Training  ***□*** Advocacy  ***□*** Lobbying  ***□*** Planning  ***□*** Other (specify): |

Please submit this form along with the Field Affiliation Agreement for a timely evaluation and approval by the MSW Field Education Director. For assistance with additional questions, please contact:

Director, Office of Field Education Philip Breitenbucher

e-mail: [pbreitenbucher@calbaptist.edu](mailto:pbreitenbucher@calbaptist.edu)

Chair, Social Work Department Charles Lee-Johnson, D-Minn

e-mail: [cleejohnson@calbaptist.edu](mailto:cleejohnson@calbaptist.edu)

**FIELD INSTRUCTOR & PRECEPTOR PROFILE**

**Instructions: Please provide the following information to assist us with CBU’s field placement approval process. You may submit this completed form, along with resume and certificates (if applicable), via U.S. mail to the address above or by e-mail to the MSW Field Director: Froylana Heredia-Miller:** [**fherediamiller@calbaptist.edu**](mailto:fherediamiller@calbaptist.edu) **Thank you!**

**Identifying Information:**

|  |  |
| --- | --- |
| Name: | Date: |
| Position Title: | |
| Agency: | |
| Agency Address: | Phone: |
| E-mail: | FAX: |

**Education and Experience:**

|  |  |
| --- | --- |
| Undergraduate Institution: | Graduate Institution: |
| Degree Attained/Date: | Degree Attained/date: |
| Are you licensed and in good standing with the Board of Behavioral Sciences: ***□*** Yes ***□*** No | If licensed, designate license type and number: |
| Total years social work experience: | Please lit any other credentials you possess: |
| If MSW, total years post masters social work experience: | |
| Years of supervisory experience: | Years of experience supervising interns: |

**Field Instruction Information:**

|  |  |
| --- | --- |
| Number of years as a field instructor in the CBU Social Work Program: | |
| Other programs for which you have supervised students: | |
| Have you completed the 16 hours of field instruction training with any other MSW programs?  If so, please give school name and approximate date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Will you plan to complete your initial 16-hour field instructor training with the CBU MSW Program?  ***□*** Yes ***□*** No  *For the MSW Program, new Field Instructors must attend the 16-hour CBU training or provide verification of training completed elsewhere.* | |
| Practice specialties: | Agency population: |
| Types of field placements available: direct practice ***□*** community practice (macro) ***□*** | |
| How many interns will you accept:  MSW \_\_\_\_\_\_ | Check all that apply:  MSW Foundation Year ***□***  MSW Concentration Year ***□*** |
| Please describe your supervision style: | |
| Please identify the teaching models/tools used at your agency to facilitate a student’s learning experience: | |
| Additional Comments: | |

**IMPORTANT: Did you remember to include a copy of your professional resume to this application, along with any relevant field instructor training certificates?**

***Thank you for your interest in becoming an approved field agency for CBU!***

|  |
| --- |
| ***For office use only:***  *Date received:*  *Comments:* |