

**California State University, Long Beach**  
**School of Social Work**  
**Field Education**

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**Agency Recruitment**  
**Information Packet**



California State University, Long Beach  
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**(I) Prospective Field Placement Agency Information**

Our **BASW** program offers both a day and evening program, with the goal of preparing students for entry level professional, generalist social work practice and for admission to graduate social work programs. The day and evening BASW programs are an academic year programs only. The field experience component requires that students complete 450 hours of field placement in their senior year in an agency, completing 16 hours per week for the academic year.

Our **MSW** program offers students the opportunity to focus on one of three specializations: Adulthood and Aging, Children and Family Wellbeing, and Integrated Health. Students are admitted into a foundation year. Therefore, their first year internships reflect broad social work practice areas. Students choose one specialization and second year field placements focus on the population consistent with this specialization. Our curriculum accommodates several models for two year and three year students during the academic year. In order to graduate, students in these models must complete two 500-hour placements.

The **MSW Advanced Standing** Program is offered to students who meet specific requirements, including the completion of a BASW degree. This is a one-year model which begins in June, and ends the following May. The field education component of this program requires that students complete one field placement at one agency 16 hours per week for a total of 660 hours Field placements begin in June and end the following May.

If you are interested in becoming a field placement site with our program, please contact me and I will arrange for one of our field faculty to make an on-site visit to your agency and provide you with more detailed information. I am looking forward to hearing from you and beginning a collaborative effort in providing our communities with outstanding professional social workers.

Sincerely,

**Susan Salas**

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## **(II) An Overview of the Field Education Experience for Students**

Field education has an integral role in the BASW and MSW curriculum. The experience offers an opportunity for students to integrate and apply theoretical knowledge and social work practice and intervention skills in a community agency setting under the supervision of a qualified field instructor. Students complete 16 hours per week in an assigned agency placement. This must include either two 8-hour weekdays or one 8-hour weekday and two 4-hour weekday blocks. A variety of agencies within the surrounding counties are utilized, reflecting the diverse settings in which social workers are employed.

### **Undergraduate (BASW) Program**

In their junior year, students complete an 80 hour practicum at a community agency (8 hours for 10 weeks). In their senior year, students complete 450 hours of field placement along with an integrative seminar for which they earn 6 academic units. Juniors must receive a half-hour of weekly supervision by a field instructor with an expertise in their area of practice including a social work degree. Senior year students must receive one-hour of weekly supervision provided by a field instructor with a BASW or MSW degree and a minimum of two-years post-social work degree practice experience in social work. Preceptors – individuals from other disciplines, agency staff, community residents, content area specialists – may be used to supplement a student's internship experience.

### **Graduate (MSW) Program**

Each student has two field placements and concurrent enrollment in practice courses during the course of study. Students are placed in a wide range of agencies for their first (foundation) year internship. Second (advanced) year students are placed in agencies according to their specialization (either Child and Family Well-being, Integrated Health, or Adults & Aging). Each placement involves 500 hours of field education in an agency setting and participation in an integrative seminar. The entire field education sequence encompasses a total of 1000 hours, for which 12 units of academic credit are given. Students must receive one-hour of weekly supervision provided by a field instructor with a MSW degree and a minimum of two-years post-social work degree practice experience in social work. Preceptors – individuals from other disciplines, agency staff, community residents, content area specialists – may be used to supplement a student's internship experience.



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## (II) An Overview Continued

### Field Education Course Summary

Each field education course has two components: an on-campus seminar that meets either weekly or bi-weekly with a seminar instructor/liaison, and an off-campus internship in an approved social service agency under the supervision of a field instructor. The seminar instructor/field liaison is the link between the student and the field instructor in the placement agency. S/he is available to both for consultation, support, and problem-solving. An in-person site visit is scheduled each fall to support the educational partnership.

The seminar is designed to provide students with the opportunity for discussion, reflection, and critical analysis of their internship experiences. It supports the integration of theoretical material learned in the classroom with practice behaviors demonstrated in the internships. Through the use of group process, students will explore themes such as the value base of the profession, self-awareness, how our past and present context may impact our practice, competent practice, advocacy, and multicultural perspectives. The seminar also provides an opportunity for students to experience a professional support group: to share concerns and educational difficulties, problem-solve, and encourage professional growth.

### Student Evaluation

Field instructors complete a Comprehensive Skills Evaluation at the end of each semester. Students are evaluated according to the nine (9) core competencies established by the Council on Social Work Education (2015). These are listed below.

1. Intern demonstrates ethical and professional behavior
2. Intern appendages diversity and difference in practice.
3. Intern advances human rights and social, economic, and environmental justice.
4. Intern engages in practice-informed research and research-informed practice.
5. Intern engages in policy practice.
6. Intern **engages** with individuals, families, groups, organizations, and communities.
7. Intern **assesses** individuals, families, groups, organizations, and communities
8. Intern **intervenes** with individual, families, groups, organizations, and communities.
9. Intern **evaluates practice** with individuals, families, groups, organizations, and communities.



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**(III) Background Information for Prospective Field Education Internship Agencies**

The Bachelor of Arts in Social Work and the Master of Social Work programs at California State University, Long Beach are amongst the oldest in the CSU system. Both are fully accredited by the Council on Social Work Education. The BASW program has been operating since 1970 and currently accepts 70 students each year. The MSW program began in 1985 and currently accepts approximately 100 2-year students, 100 3-year students, and 30 advanced standing students each year. In addition, it operates two Distance Education sites, one serving Ventura County and surrounding areas and the other serving Sonoma and surrounding counties.

Both programs emphasize an ecological perspective and a person/system in environment approach. Practice issues from the micro, mezzo and macro systems perspectives are addressed throughout the curriculum focusing on individual, family, group and community areas of study/treatment. Graduate students are able to choose to specialize in one of the following areas after their foundation year: Child and Family Well-being (CFW), Integrated Health (IH), or Adulthood and Aging (AA). The curriculum includes - Practice (individual, group, macro and leadership/management courses), Policy/Advanced Policy, Human Behavior, Research Methods, Applied Social Work Projects and Field Education courses.



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**(III) Background Information Continued**

**Requirements to be a Field Education Agency**

- Ability to provide a comprehensive range of experiences for students and exposure to diverse populations and systems;
- Ability to accommodate students with appropriate space, equipment, staff and caseloads essential to a successful field education site;
- Ability to provide a qualified field instructor who is an employee of the agency and who is available when the student is in field placement; and
- Willingness to enter into an affiliation agreement with the University and comply with University and School of Social Work policies and procedures.

**Field Instructor Requirements**

- MSW (for graduate students) or a BSW degree (for undergraduates) from an accredited School of Social Work; with at least two years of post-master's practice experience;
- Ability to provide a minimum of one hour of individual supervision per week (Group supervision is important if available, but is not a substitute for individual supervision);
- Commitment of availability for the entire internship period and the hours the students are in placement;
- Knowledge of the program area in which the student will be located and skill in teaching;
- Provision of comprehensive orientation to the agency and its services;
- Ability to provide individualized activities and assignments; and
- Attendance at Field Instructor Orientation and a series of three Field Instructor Trainings if a first-time Field Instructor.



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**(III) Background Information Continued**

**The BASW Field Education Program**

The field education experience is designed to provide new and challenging experiences for the student, and to maximize learning opportunities. The program includes experiences that engage students in supervised direct-service activities, that provide practice experiences in application of theory and skills acquired in all foundation areas, and that will produce a knowledgeable and developing generalist social worker.

*BASW Junior Practicum*

In the spring semester of the junior year, BASW students complete an 80 hour practicum in a social service agency (typically 8 hours for 10 weeks). The practicum begins in mid-February and ends in April. This practicum may be the student's first opportunity to observe the functioning of a social work agency and participate in providing services to clients. Students receive ½ hour of supervision per week by a professional with expertise in the population served by their agency.

*BASW Senior Field Internship*

In the senior year of the BASW program, students complete a 450 hours (total for fall and spring semesters) internship. Students are in the agency for 16 hours per week, either two 8-hour days, or one full eight-hour day and two 4-hour days. Students receive 1 hour of supervision per week by a social worker with either a BASW or MSW degree. Students are enrolled in concurrent practice classes as well as a field seminar on campus. The focus for seniors is working with individuals, small groups, and families. Emphasis is placed upon enhancing student skills in resolving value dilemmas, developing and using professional relationships, interviewing, defining problems and collecting data, making beginning assessments, recording, setting priorities for their practice, learning about the agency, and locating resources on behalf of client systems. Students also learn about working with larger systems, i.e., large groups, communities, and organizations.





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**(III) Background Information Continued**

**The MSW Field Education Program**

The MSW Field Education sequence is designed to provide new and challenging experiences for social work graduate students, with maximum learning opportunities. The program engages students in supervised activities at micro and macro levels, and provides practice experiences in application of theory and skills acquired in all foundation areas. Students are prepared for entry into a specific specialization area of practice with the ability to utilize a variety of intervention techniques in a range of settings with diverse populations.

*Academic Year Program (for both full-time, 2-year students and part-time, 3-year students)*

This is our traditional program for MSW students who must complete two 500 hour internships during two academic years for a total of 1000 hours. Internships begin in early September and end in mid-May. Students are in the agency 16 hours per week, either two 8 hour days, or one full eight hour day and two 4-hour days. Students are enrolled in practice coursework and field seminars concurrently. All of our students are covered by malpractice/liability insurance.

First-year field internships provide students with the opportunity to develop a foundation of skills fundamental to social work practice. These basic skills include a range of treatment issues and theoretical models, and a range of diversity of cases. While field education experiences should include both direct and indirect service opportunities, the primary focus for this foundation year is direct clinical/case management practice.

During the second year of field education, students build on the foundation of skills achieved during their first year. Students are expected to handle a larger volume of cases or assignments, develop an increased insight and understanding of agency and/or client systems and skills, and begin to practice independently. Students may request a macro or administrative placement for their second-year internship. Students in macro-focused internships should experience a full range of administration, planning, program development/evaluation and community practice experiences. They are expected to develop the ability to transfer foundation practice skills into the administrative arena. While students may be involved in some direct practice or service delivery, the primary focus is on administration, planning, and program development/evaluation. Also, administrative internships may entail community practice experiences, including community organization, community building, and social planning activities.

*Advanced Standing Program*

This is an accelerated program for students who have completed a BASW program and wish to complete a MSW degree in a 12 month period. Beginning in the summer, students complete "bridge courses" and in fall they join the second year full-time MSW students and graduate in May. Advanced Standing students complete one internship in one agency for a total of 660 hours. Internships will begin in June and end mid-May. Students are in the agency for 16 hours per week (including summer).



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**(IV) Guidelines for Senior Field Placement**

**I. ELIGIBILITY CRITERIA FOR BASW FIELD INSTRUCTORS:**

- Bachelor degree in social work with one year of experience post-graduation or a Master of Social Work Degree from an accredited social work program.
- Interest and skill in teaching.
- Well integrated knowledge and understanding of the program area in which the student will be located and for which the field instructor will provide supervision. It is anticipated that field instructors will have been in their current positions for at least one year prior to having a student.
- Willingness and availability to participate in university activities.
- Ability to adjust workload to permit regular and adequate time for student instruction.

**II. REQUIRED LEARNING EXPERIENCES FOR BASW INTERNS:**

- Case Assignments - Students should have approximately 4-6 cases throughout the placement period (50% of the student's time should be spent in direct client contact)
- Activities should include: Case management, Supportive counseling, Problem solving, Psychoeducation group facilitation, Advocacy, etc., by the 4th week of the semester
- **Case management activities include:** outreach, referral, prescreening, assessment, care planning, monitoring, reassessment, and disengagement/termination
- Develop, co-lead, or lead a psycho-education group
- Macro practice; agency meetings; community meetings; and, research in addition to direct service experiences (second semester)
- Completion of 8 Educationally Based Process Recordings fall semester and 10 Recordings during spring semester. (An Educationally-Based Recording Log is completed by the student, and signed by both the student and the field instructor.)
- Completion of the Learning Agreement.

**III. FIELD INSTRUCTOR RESPONSIBILITIES:**

- Provide 1 hour per week supervision to each intern.
- Provide intern with assignments/activities and/or coordinate with preceptor intern assignments/activities.
- Planning and evaluation with student and faculty seminar instructor at the agency at least once during the academic year.
- Complete a written evaluation at the end of each semester.



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**(IV) Guidelines for Senior Field Placement Continued**

**IV. STUDENT PREPARATION AND CURRICULUM DURING THE JUNIOR YEAR:**

- BASW students complete junior level courses in human behavior, the social environment, life span, social policy, and generalist social work practice.
- BASW students complete a minimum of 80 hours in a practicum during the junior year.

**V. BASW SENIOR FIELD HOURS AND CURRICULUM:**

- Senior BASW Interns complete 450 hours (total for fall and spring semesters).
- Daytime students are generally in placements on Tuesday, Thursday and Friday from 8:00 AM - 5:00 PM to meet the 16 hour per week requirement.
- Evening students have more flexibility during the week and are generally available for field Monday through Friday.
- Senior year course work includes social work practice with individuals and families, practice with groups, communities, institutions, and research. (Be aware that some class assignments are directly related to these experiences.)

**VI. SEMESTER BREAK:**

- The university observes a winter break from late December through late January, between fall and spring semesters for course work enrollment. Students observe the break during finals week and the holiday period. They return to field for 16 hours/week immediately after the first of the year in January.
- Students are not required to be in field education during Spring Break.
- Continuity of care to clients is a professional responsibility, and arrangements for field education hours during holiday break and spring break periods will need to be finalized with the field instructor.

**VII. SEMINARS:**

- Students attend a weekly two-hour field education seminar with a faculty field liaison. This seminar has an integrative focus to help students integrate classroom learning with field education practice application.
- The faculty field liaison visits each student and field instructor at the agency once during the academic year, or more frequently if required.
- Students are required to keep a weekly journal which includes summarization of the weeks' field education activities, and an analysis of a significant event or situation for each week. Journals are turned in weekly to both the Field Instructor and the Seminar Instructors, and returned the following week with comments and/or observations.



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**(V) Masters of Social Work Program Overview**

The **MASTER OF SOCIAL WORK (MSW)** program at California State University, Long Beach prepares graduates to serve as professional social workers who excel in all levels of practice in economically and socially diverse environments. Students learn to practice as professional social workers with persons and groups representing the range of human diversity and with all size systems (individuals, families, groups, communities and institutions). In addition, students are prepared for advanced, specialized practice in one of the following specializations:

- Child and Family Wellbeing
- Adulthood and Aging
- Integrated Health

Our MSW program is built on a foundation curriculum of generalist and ecological systems perspectives and advanced knowledge of systems theory. Within the MSW program, students are exposed to the full range of practice skills and have one year of direct practice experience and a second year of more intense direct practice or an administrative practice experience.

**Program Plans**

The MSW degree requires the completion of 60 semester units over the course of a 2-year program or 3-year program plan. We also offer an Advanced Standing option for those applicants who have completed a recent undergraduate degree in social work from a CSWE-accredited program.

**Course Sequence**

Refer to the back for a list of required courses for the 2-year and 3-year program plans. Students take courses in a specific sequence in accordance with their program plan (see below).

2-Year Program	3-Year Program
Term 1 (Fall): SW 500, 503A, 505, 594A, 596A (15 units)	Term 1 (Fall): SW 503A, 505 (6 units)
Term 2 (Spring): SW 503B, 570, 592, 594B, 596B (15 units)	Term 2 (Spring): SW 503B, 594A (6 units)
Term 3 (Fall): SW 620 or 630 or 650, 680A, 698A/C, Electives #1 & #2 (15 units)	Term 3 (Summer): SW 500, 594B (6 units)
Term 4 (Spring): SW 605, 670, 680B, 699A/C, Elective #3 (15 units)	Term 4 (Fall): SW 570, 596A, Elective #1 (9 units)
	Term 5 (Spring): SW 592, 596B, Elective #2 (9 units)
	Term 6 (Summer): SW 605, Elective #3 (6 units)
	Term 7 (Fall): SW 620 or 630 or 650, 680A, 698A/C (9 units)
	Term 8 (Spring): SW 670, 680B, 699A/C (9 units)



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**(V) Masters of Social Work Program Overview Continued**

**Class Schedules**

Students attend classes in accordance with their program plan as follows:

- 2-YEAR & ADVANCED STANDING program classes: Mondays and Fridays during the daytime
- 3-YEAR program classes: Monday and Wednesday evenings & Saturdays during the daytime

**Field Education Requirements**

In addition to on-campus courses, the MSW curriculum includes a field education sequence which allows students to apply their knowledge, social work practice and intervention skills in a community agency setting under the supervision of qualified field instructors during two 500-hour placements. Students complete 16 hours of field placement each week between the months of September and May. Field hours are completed through either two 8-hour weekdays, or one 8-hour weekday & two 4-hour weekday periods.

- 2-year program: students complete one field placement in their 1<sup>st</sup> year and one in their 2<sup>nd</sup> year
- 3-year program: students complete one field placement in their 2<sup>nd</sup> year and one in their 3<sup>rd</sup> year
- **\*Note: *Advanced Standing students complete one field education placement for a total of 660+ hours***



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**(V) Masters of Social Work Program Overview Continued**

**Required Courses for MSW Program ( 2- Year and 3-Year)**

*30 units of foundation coursework (10 courses):*

- SW 500 Foundation Social Work Micro Practice Skills and Interventions (3)
- SW 503A Human Behavior & the Social Environment: Focus on Prenatal through Adolescence (3)
- SW 503B Human Behavior & the Social Environment: Focus on Young Adulthood through Late Life (3)
- SW 505 Foundation Social Policy: Addressing Oppression through Social Justice (3)
- SW 570 Foundation Social Work Practice: Skills and Interventions with Groups (3)
- SW 592 Foundation Social Work Macro Practice Skills and Interventions (3)
- SW 594A Research Methods in Social Work I (3)
- SW 594B Research Methods in Social Work II (3)
- SW 596A Foundation Field Education I (3)
- SW 596B Foundation Field Education II (3)

*30 units of advanced coursework including the following:*

- SW 605 Advanced Social Policy: Analysis, Advocacy & Practice (3)
- SW 670 Social Work Leadership and Management (3)
- SW 680A Advanced Field Education I (3)
- SW 680B Advanced Field Education II (3)

*One (1) of the following advanced practice courses (3 units) within the designated specialization:*

- SW 620 Advanced Social Work Practice: Child and Family Wellbeing (3) **OR**
- SW 630 Advanced Social Work Practice: Adulthood and Aging (3) **OR**
- SW 650 Advanced Social Work Practice: Integrated Health (3)

*Three (3) 600-level elective courses (9 units) from the following list of courses:*

- SW 643: Social Work Practice within Child Welfare Services (3)
- SW 662: Legal Issues in Social Work Practice (3)
- SW 663: Assessment and Treatment of Alcohol and Substance Use Disorders (3)
- SW 665: School Social Work (3)
- SW 675: Social Work Practice with Death, Dying and Loss (3)
- SW 677: Social Work Practice in Mental Health Services (3)
- SW 678: Play Therapy with Children, Adolescents and Their Families (3)
- SW 679: Psychopathology: Assessment and Treatment in Social Work Practice (3)
- SW 683: Brief Treatment (3)
- SW 690: Selected Topics in Graduate Social Work (3)
- SW 691: Non-Violent Conflict Resolution (3)
- SW 692: Spirituality in Social Work Practice (3)

*One of the following capstone requirements (6 units) in the final year of the program:*

- Thesis I and II (SW 698A and SW 699A) **OR**
- Applied Social Work Project: Part I and Part II (SW 698C and SW 699C)