Field Practicum Orientation Workbook

Brigham Young University - Hawaii Department of Social Work

Updated August 2014
Table of Contents

3. Hiki Mai Song
4. BYU-Hawaii and SW Dept. Mission Statements
5–6. Thoughts from the Social Work Department Chair and Field Practicum Director
7. Purpose of the Practicum Orientation Workbook
8. Practicum To-Do List
9. Practicum Orientation Video
10–12. Social Work Course Plan
13. Milestones for the Practicum
14. Career Services Internship Dates
15. Career Services Steps to Apply
16. Financial Assistance
17–19. Introduction to IPT
20–21. Choosing Practicum
22. Link to Practicum Contract page
23. BEAP Survey
24. Practicum Evaluations
25. Practicum Mastery Quiz and Application
Hiki Mai
Hiki Mai E Na Pua Ka La’ie

By Kumu Hula, Cy Bridges

Come forward and appear you precious flowers, arising in the calmness of this special day.

Each of you are taking up the challenge of not simply climbing a high mountain, but you have chosen to climb the highest and most majestic mountain of all.

Dance forward you children of your Heavenly Father, for is it not so that our children are so very precious; in fact, you are the most precious adornment worn around the neck of your ancestors.

Come forward, come forward for there are many roads for you to choose.

Be sure to follow the voice of the Good Shepherd, for He will always keep you, protect you, and show you the way.
Brigham Young University Hawaii Field Practicum Orientation Workbook

**BYU-H Mission and Vision**: The mission of Brigham Young Hawaii is to integrate both spiritual and secular learning, and to prepare students with character and integrity who can provide leadership in their families, communities, chosen fields, and in building the kingdom of God.

<table>
<thead>
<tr>
<th>Learn</th>
<th>Lead</th>
<th>Build</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Social Work Department Mission Statement**: The program supports the overall mission of the University of The Church of Jesus Christ of Latter-Day Saints by preparing culturally competent, effective, and ethical social work professionals committed to providing services to the poor, oppressed, and underserved. The department also provides opportunities for students to take leadership roles in supporting and promoting social justice and the social work profession internationally by facilitating peace within individuals, families, communities, and nations.
Congratulations! You have completed a major portion of your program and are preparing for internship. The practicum and internship experience is the backbone of any social work program. It is likely you are experiencing a variety of emotions – enthusiasm, anxiety, anticipation, uncertainty, and many others. Regardless of the amount of classroom preparation you already have, starting your initial practicum will be unlike any other academic experience.

Our faculty has worked hard to prepare you to deliver a powerful internship experience. The practicum and internship are important because instead of reading about depression, acting out behavior, alcoholism, and bipolar disorder, you will actually be assisting real people struggling with these and other developmental and/or mental health issues.

Ethical and legal issues will be paramount. It is hoped that you will receive training in crisis intervention, the chain of command in the agency field setting and how to deal with litigation, among other issues. I have worked closely with our field practicum director to develop this manual to help provide an orientation and guidance as to how to get started, to successfully navigate your field placement.

Thank you so much for choosing BYUH and for selecting Social Work as your choice of career.

Sincerely,
Dr. Martin McDonell
Chair – Department of Social Work
The practicum internship is the backbone of any social work program. Choosing an appropriate setting and site is vitally important. This manual is meant to assist the student in selecting the appropriate practicum internship. Each student will meet with the practicum director and your faculty advisor and discuss the types of placement that might match up with your interests and aptitude. Using these manual tools, your advisor will be able to inform you whether or not your practicum aspirations are workable and realistic.

We encourage you to brainstorm six or eight possible placement sites that are within your areas of interest. Following this consultation, conduct web search of these prospects. Some of our best students best searches have resulted in either paid internships or job offers as a result of recognized performance and potential of the internship students.

This product has been a long time coming. No project like this is completed by one person, a lot of people helped to make this product useful for our department. I would like to especially thank our faculty over the last five years. I would also like to express my appreciation to Sister Toria Mata’u and her band of tireless students Tyler Gifford, Nepote Hingano and Samantha Ta’ala; and the students of SOCW 486 Winter 2013 Class for their assistance in this project Workbook.

Fa’afetai tele lava,
Dr. Kenneth E. Galea’i
Director, Social Work Field Practicum
Purpose of the Practicum
Orientation Workbook

The purpose of the Practicum Orientation Workbook is to prepare and guide students to accomplish the required practicum. The objectives of the manual are as follows:

• Finding a location for the practicum
• Available financial resources
• Using and understanding the Intern Placement Tracking (IPT) Online Database
• Prerequisites of the major
• Requirements expected of the student
• Requirements expected of the practicum
• Timeline of the practicum

In addition to these objectives, the manual is meant to assist in helping students find an appropriate practicum. As well as finding a practicum, the manual will also help students keep track of very important and vital deadlines. The purpose of the practicum is to expand and educate the students’ knowledge in the field of social work. The first steps in achieving a successful career starts with the practicum.
Practicum To-Do List

1. View the Practicum Orientation Workbook Video: http://vimeo.com/34642815
2. Attend the Practicum Orientation
3. Confirm a map with your academic advisor
4. Complete IPT registration
5. Select preference on IPT
6. Create a Resume and Letter of Intent
7. Look for Practicum
8. Interview with agencies of your choice and sign contract
9. Four copies of the signed contract distributed to: Social Work department, Career Services, your agency, and yourself.
10. Complete YCareers Application and a mock interview (Career Services will assist you with these).
11. Set up video conference schedule with the practicum advisor and the agency you are interning with

*All required paperwork must be completed before you will be enrolled in SOCW 491L & 491R
Practicum Orientation Video
# Social Work Course Map Plan

All Social Work major courses have been pre-mapped into “clusters” to allow students to complete the necessary courses in a timely manner. It is vital that students take these courses within their clusters – failure to do so may result in scheduling conflicts in future semesters. Please plan your MAP accordingly.

## Prerequisites

**SOCW 160** - Intro to Social Welfare and Social Work  
*Must complete with a C+ grade minimum

## Lower Division Prerequisites

**Math 106 A/B or Math 110**  
**PSYC 111** - General Psychology  
*Must complete with a C- grade minimum

## Course Table

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Faculty</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>357 Human Behavior in the Social Environment I</td>
<td>3</td>
<td>Formal admission; SOCW 160</td>
<td>Kunz</td>
<td>1</td>
</tr>
<tr>
<td>362 Social Work Practice with Individuals</td>
<td>3</td>
<td>Formal admission; SOCW 160</td>
<td>Hippolite</td>
<td>1</td>
</tr>
<tr>
<td>366 Social Welfare Policy</td>
<td>3</td>
<td>Formal admission; SOCW 160</td>
<td>Kunz</td>
<td>1</td>
</tr>
<tr>
<td>469 Aging: A Global Concern</td>
<td>3</td>
<td>SOCW 357</td>
<td>Adjunct</td>
<td>2</td>
</tr>
<tr>
<td>364 Social Work Practice with Families &amp; Groups</td>
<td>3</td>
<td>SOCW 362</td>
<td>McDonell</td>
<td>2</td>
</tr>
<tr>
<td>470 Social Work with Substance Abusers</td>
<td>3</td>
<td>Formal admission; SOCW 160</td>
<td>Hippolite</td>
<td>2</td>
</tr>
</tbody>
</table>

*All major classes must be completed with a grade of C- or better
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Faculty</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Behavior in the Social Environment II</td>
<td>3</td>
<td>SOCW 357</td>
<td>Kunz</td>
<td>3</td>
</tr>
<tr>
<td>Social Research Methods &amp; Applied Statistics</td>
<td>4</td>
<td>Math 106 A/B or Math 110</td>
<td>Galeai</td>
<td>3</td>
</tr>
<tr>
<td>Social Welfare in Asia &amp; the Pacific</td>
<td>3</td>
<td>SOCW 366</td>
<td>Kunz</td>
<td>3</td>
</tr>
<tr>
<td>Community Mental Health</td>
<td>3</td>
<td>PSYC 111</td>
<td>Hippolite</td>
<td>3</td>
</tr>
<tr>
<td>Social Work Practice with Organizations &amp; Communities</td>
<td>3</td>
<td>SOCW 364</td>
<td>Hippolite</td>
<td>4</td>
</tr>
<tr>
<td>Social Services with Children</td>
<td>3</td>
<td>Formal admission; SOCW 160</td>
<td>McDonell</td>
<td>4</td>
</tr>
<tr>
<td>Non-Government Program Development &amp; Evaluation</td>
<td>3</td>
<td>Formal admission; SOCW 160</td>
<td>Galeai</td>
<td>4</td>
</tr>
<tr>
<td>Field Practicum Seminar</td>
<td>4</td>
<td>Acceptance and all coursework</td>
<td>Galeai</td>
<td>5</td>
</tr>
<tr>
<td>Field Practicum</td>
<td>8</td>
<td>Acceptance and all coursework</td>
<td>Galeai</td>
<td>5</td>
</tr>
</tbody>
</table>
Social Work Course Map Plan

**Practicum Department Approval Required** (12 Hours)

Field Practicum is reserved for seniors majoring in Social Work. Students are required to enroll for a total of 12 hours as follows:

- SOCW 491R Field Practicum (8 Hours)
- SOCW 491L Field Seminar (4 Hours)
- Students are to average 35 hours in the field per week Monday through Friday

**Note:** Students are to spend at least 450 clock hours at a social agency.

**Practicum Grading System**

The Field Instructor grades their student’s field performance with a grade of Pass or No Pass. Seminar Instructors letter grade their students’ performance in the electronic seminar. Students and their Field Instructors are to submit copies of the Learning Agreement forms to the Field Practicum Director and their respective Seminar Instructors. Progress toward these goals is recorded during weekly supervision and is to be observed in the student's journals, which are reviewed by their Seminar Instructor. In their final evaluation for the student, Field Instructors may refer to their student’s performance from their goals. Students who wish to dispute a grade may start a grade appeal with the procedure outlined in the student handbook. A student who fails in their practicum is requested to re-take the practicum.
## Milestones for Practicum

See pertinent documents for applicable deadlines.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Orientation Meeting</td>
<td></td>
</tr>
<tr>
<td>Field Practicum Application</td>
<td></td>
</tr>
<tr>
<td>Resume and Letter of Intent</td>
<td></td>
</tr>
<tr>
<td>Major Academic Plan</td>
<td></td>
</tr>
<tr>
<td>Signed Contract By Due Date</td>
<td></td>
</tr>
<tr>
<td>Clear Career Services Registration Process</td>
<td></td>
</tr>
<tr>
<td>Practicum Begins</td>
<td></td>
</tr>
<tr>
<td>Start Writing Journals and Participating in Seminar</td>
<td></td>
</tr>
<tr>
<td>Practicum Interim Evaluation* Due</td>
<td></td>
</tr>
<tr>
<td>Evaluation of Student Performance*</td>
<td></td>
</tr>
<tr>
<td>Evaluation of Practicum Program</td>
<td></td>
</tr>
<tr>
<td>Intern’s Evaluation of Agency Placement</td>
<td></td>
</tr>
<tr>
<td>Intern’s Evaluation of Field Instructor</td>
<td></td>
</tr>
<tr>
<td>Intern’s Evaluation of Field Practicum Program</td>
<td></td>
</tr>
<tr>
<td>Baccalaureate Education Assessment Project (BEAP)</td>
<td></td>
</tr>
<tr>
<td>Exit Survey</td>
<td></td>
</tr>
<tr>
<td>Completing Practicum and Electric Seminar</td>
<td></td>
</tr>
<tr>
<td>*Form must be completed by Field Instructor</td>
<td></td>
</tr>
</tbody>
</table>
Internships and Experiential Learning

For confirming your Internship Site Contract Deadline Dates:

• Spring Summer Internships - March 30
• Fall Semester Internships - August 31
• Winter Semester Internships - October 31

For Registration only (no funding), applications must be received by:

First day of the semester   [BYUH Career Services administers all internship course student registration]

Funding Assistance:

Some students* may receive financial help with their academic internship experiences

• International Students
• US Students going internationally

*Campus internships do not qualify for funding

All dates and data per BYUH Career Services Website [May, 2013]
Before you are registered for SOCW 491L and 491R, there are several steps you must complete with Dr. Galeai and with Career Services.

- You must complete the Internship Preparation course on Canvas. You will receive the invitation to join the course during the semester BEFORE your planned internship semester (example: If you are planning to do your internship in Fall, you will receive the invitation during Summer/Spring semester). After completing the course, you will apply for a certificate of completion, which must be presented at the mandatory orientation meeting. This certificate will then be submitted to Career Services, to serve as proof of eligibility for enrollment.

- You must complete your internship contract with all appropriate signatures, a letter of intent, and a current resume. Bring your completed documents to the SOCW department secretary to make copies, which will be distributed to Bro. Galeai, Career Services, and your internship agency.

- You must schedule an appointment with Bro. Numanga, the Career Development Manager at Career Services. He will help you complete the online application on Ycareers and go through the mock interview with you.

Once these steps are completed, Career Services will process your registration for SOCW 491L & 491R. All required paperwork must be completed BEFORE the first day of the semester during which you will serve your internship to ensure timely enrollment in the 491 courses.
Yamagata Fund

Based on an exceptionally generous donation to Brigham Young University - Hawaii the Yamagata Fund supports international students seeking an internship in their home country, regional area, or the U.S. It supports U.S. students seeking an international internship. Students hoping to secure Yamagata funds must gain proper University approval by filling out necessary paperwork with the Career Services Department, including the Internship Funding Application. Students must register for university credit and must clear any financial holds on their University accounts before funding will be released. Recipients will be supported for one internship only during their educational career.

For Yamagata Funding, applications must be received by:
- Summer Semester internships - March 31
- Fall Semester internships - August 15th
- Winter Semester internships - November 30th

Yamagata Fund Guidelines

Internships and Experiential Learning

Internships are becoming increasingly competitive you search for internships the same way you search for jobs. Thus you must prepare your documents, interview skills, polish your job search skills early so that you can effectively compete for the best internship opportunities. It may be an internship but it is still a professional job search experience, so treat it accordingly.

Steps to Apply

Meet with a program manager at Career Services to talk about internship options.
The program manager will activate the internship application on YCareers that must be filled out in order to receive school credit for the experience.
Meet with a program manager
Fill out internship information on YCareers.

Once paperwork is submitted, you will receive an email outlining the paperwork that is required for your internship.
Introduction to the Intern Placement Tracking database (IPT)

In an effort to organize and consolidate information for our students, we have the Intern Placement Tracking database, which allows our BSW students to find an internship quickly and efficiently, and to find the agency that will best suit their interest.

The Intern Placement Tracking database is an online program that records your preferences of the field in which you would like to do your internship. Furthermore, it allows you to access a database of thousands of agencies within 15 different areas of social work that, at any given time of the year, will accept college level interns. Also, the IPT program will help you track the status of an internship and walk you through the BYUH practicum checklist, making the IPT a one-stop shop for processing all of your Field Practicum needs.

Simply log into runipt.com with your provided information (contact the department secretary if you did not receive your log-in information). You are able to choose a Field that you wish to participate in and view the agencies that are available in that field. After you have chosen an agency, you are responsible for contacting the agency either through phone or email. Once you have received confirmation from the agency, your profile on IPT will be updated. After receiving approval from both the agency and the Department of Social Work, you are then able to access and turn in the homework assignments that are created by your professors on campus. This is to ensure that you are getting the most out of your Field Practicum experience.

Overall, we hope your experience with IPT will enable you to alleviate the stresses that naturally come when working within the field of Social Work. As you work with IPT, please feel free to let us know what more we can do to make IPT perform at its optimum level. If you experience any troubles, issues or concerns please feel free to contact Dr. Galeai at kenneth.galeai@byuh.edu.
IPT Classifications of Internships

Aging / Gerontological Work
Not Yet Assigned
Other
School of Social Work
Rehabilitation
Public Assistance / Public Welfare
Mental Retardation
Mental Health or Community Mental Health
Occupational / Industrial Social Work

Health
Group Services
Family Services
Corrections Criminal Justice
Community Planning
Child Welfare
Alcohol, Drug, or Substance Abuse
Not in field Inst. this Year
Logging into IPT

1. Go to the IPT website: https://www.runipt.com/

2. Enter the Organization ID: BYUHSW

3. Enter your username and password. These should have been emailed to you by the Department Secretary. If you did not receive it, email JaNae at janaes@go.byuh.edu

4. You will be prompted to create a new username and password. These can be anything you want. Make sure to record this information in a safe place for future reference.
Choosing a Practicum

Each practicum setting has different assets and learning opportunities available for students. It is important for you to compare and contrast the learning opportunities in relation to your own learning needs. Here is a checklist of some factors to consider when selecting a practicum. Check off and comment on the resources and learning opportunities available in each practicum setting during or after the pre-placement interview. Complete a separate checklist for each practicum setting.

Priority Rank Number ___

1. Name of Agency:

2. Area of Specialty

3. Name of field instructor:

4. Availability of practice opportunities and experiences in the following areas:

   Individual ___ Policy ___
   Group, Marital ___ Program Planning ___
   Family ___ Staff Development ___
   Community ___ Research ___
   Evaluation ___
Choosing a Practicum

5. Philosophy of Service:
   - Agency Centered
   - Community Based
   - Family Centered
   - Other

6. Theoretical Orientation - Generalist or Specialist

7. Previous placement history with practicum students

8. Resources Available.

9. Years of Experience as a field instructor.

10. Nature of social work role in agency

11. Roles of students

12. Parking, telephone for students, office space

13. Morale of staff

14. Hours of service

15. Overtime Expected

16. Anticipated expenses
Links to Contracts

Field Practicum Contracts Page:

http://socialwork.byuh.edu/node/3563
Each Practicum student is to fill out a Baccalaureate Education Assessment Project (BEAP) Exit Survey. This will be completed towards the end of your practicum. The Social Work Department Secretary will hand you a copy of the survey when you turn in your signed contract. Each student will be responsible to return the survey to the Social Work Department.

Information collected via the BEAP will be aggregated with similar information from other BSW graduating students around the country and maintained in a confidential database by the BEAP Project, not BYU-Hawaii. Summary reports and data may be provided to each participating BSW Program with all individuals identifying student information removed. BSW Program, with all individuals identifying student information removed. Returning this survey indicates you consent to have your data collected.
Practicum Evaluation

http://socialwork.byuh.edu/content/field-practicum-evaluation-forms

It is highly recommended that all evaluations include communication between the student and field instructor so that expectations and performance indicators are clear and achieved.
The next step is to take the Mastery Quiz and complete the Internship Preparation course on Canvas.

You should have received an email invitation to the orientation quiz and to participate in the Internship Preparation course. If you did not receive one, please contact Dr. Galeai -- kenneth.galeai@byuh.edu.

You must complete all components of the Internship Prep Course and apply for a certificate of completion. Once you receive your certificate, you must take your certificate to Career Services as proof of completion. They will then process your registration for SOCW 491L and 491R.