GEORGE FOX UNIVERSITY

MASTER OF SOCIAL WORK

MASTER OF SOCIAL WORK PRACTICUM EDUCATION MANUAL 2026- 2027

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This manual is designed to provide information to the students and Agency Practicum Instructors who participate in the Practicum Education Program at George Fox University. As a reference guide, it covers the objectives, policies and procedures of the Practicum Education Program and is a complement to the MSW Student Handbook. Students are responsible for ensuring familiarity with both program documents.[1]

[1] Available at the GFU Social Work website: Current Students and Supervisors | Social Work | George Fox University

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I. Introduction

Greetings and welcome to the George Fox University (GFU) Master of Social Work (MSW) Practicum Education Manual.

The motto of the George Fox University Master of Social Work Program is *"Scholarship and Service."* We seek to train students who are interested in studying and working with diverse populations in a variety of social service settings. Our goal is for students in the MSW Program to graduate prepared for a professional life of advanced social work practice with strong and grounded personal and professional identities.

The Master of Social Work Program seeks to integrate Christian scholarship within the discipline of social work. Within the context of a Christian university, this program is dedicated to providing a community environment where each individual is viewed as unique and valuable with varied gifts and abilities to use in service to others. Students are provided the opportunity to integrate personal faith within the program's curriculum and understand how this impacts personal and professional development and practice. It is the program's goal that students graduate with the ability to differentiate personal beliefs from their client's beliefs and as ethical and competent social workers, respect and serve diverse and vulnerable populations in a variety of settings.

Upon completion of the prescribed curriculum students will be able to demonstrate advanced competency through the mastery of the theories, methods, techniques, and values of the social work profession as prescribed by the Council on Social Work Education (CSWE) and the National Association of Social Workers (NASW).

This manual is prepared as a guide for the MSW Practicum Education Program. The objectives of this manual are to:

1. Aid in orienting students, Agency Practicum Instructors, and Practicum Faculty to the structure and process of the Practicum Education Program.
2. Outline the policies and procedures that govern the Practicum Education Program, and define the roles of the practicum education personnel.
3. Explain the responsibilities and expectations designed to provide an educationally oriented practicum for masters level social work students in both foundation generalist and advanced social work practice.

The current *George Fox University Graduate Catalog* and the *MSW Student Handbook* can be consulted for additional and relevant information.

NOTE: *Since it has been recognized that the word 'field' has historical negative and painful connotations for certain people groups, the GFU MSW program has moved away from using the word 'field' and moved toward using the word 'practicum', in the context of students' learning at agency placements. However, CSWE has not removed this word/term from the accreditation standards.*

Master of Social Work Mission

The mission of the George Fox University (GFU) Master of Social Work (MSW) Program is to educate students to promote human well-being, human rights and social justice. The program's commitment to excellence in education and scholarship is built upon professional social work values, the Quaker educational tradition and its emphasis on social justice, and the Christian gospel message of loving God and our neighbor. The GFU MSW program prepares competent social work professionals and instills in students a strong ethical approach to practice while helping them develop skills necessary to serve effectively in a broad range of social service settings.

Mission Statement

The mission of GFU MSW Program is to prepare graduates for worldwide leadership and service as social work professionals who integrate the values, knowledge, and skills of social work with the highest competence and ethical integrity.

Our mission statement is consistent with the profession's purpose and values as outlined in the CSWE Educational Policies and Standards (EPAS) (CSWE, 2022) and National Association of Social Workers (NASW) Code of Ethics (NASW, 2021).

> The purpose of the social work profession is to promote human and community well-being. Guided by a person-in- environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work's purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons (EPAS, 2022 p. 14).

The MSW Program is built on the values, knowledge, and skills that undergird the purpose of the social work profession. Competent practitioners are being prepared at advanced levels of practice to serve and to lead as social work professionals who are intent on promoting human and community wellbeing.

Master of Social Work Program Goals

Students completing the MSW program will be able to, at an advanced level:

- Exhibit competence in generalist and advanced social work practice with diverse individuals, families, groups, organizations, and communities.
- Demonstrate critical thinking skills in applying knowledge and ethical principles to social work practice and in evaluating scientific inquiry including practice-based research.
- Consider and apply the values and ethics of the profession in every aspect of practice and understand the ethical integration of Christian faith in practice, including nondiscrimination in the areas of age, class, culture, color, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
- Enhance the well-being of people and communities locally, regionally, nationally, and around the world.
- Apply an ecological systems perspective, empirically supported theoretical frameworks, and evidence-based social work practice methods to all levels of practice.

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II. MSW Program Curriculum

MSW Program Curriculum Description

The GFU MSW Program builds its curriculum upon a solid liberal arts foundation. It is designed to facilitate the acquisition and integration of knowledge, skills, and ethics in order to form a foundation for lifelong learning. Students admitted to the MSW Program must have earned a bachelor's degree, and document in their application, courses taken that show baccalaureate coursework that demonstrates a strong liberal arts background. Students' transcripts must document completion of courses in the natural sciences, communication, social and behavioral sciences, communication (composition or writing course), the humanities and /or history (philosophy, religion, arts, government, political science, economics, history, literature) and statistics.

The generalist curriculum consists of 62 semester credit hours in total and is structured to provide all students with a set of common values, generalist skills, and knowledge base about the social work profession, human behavior and the social environment, conceptual and practice theories (e.g., trauma-informed, ecological systems theory, developmental theory, strengths perspective), research and statistics, values and ethics, diversity, policy, and social work practice. The content of the generalist and the advanced generalist curriculum are then applied to practice through agency practicum experiences.

The advanced standing curriculum is designed for students who have a Bachelor's of Social Work degree (BSW) from a CSWE accredited program and meet all of the requirements of admission for advanced standing. The advanced standing curriculum consists of 32 semester credit hours. The advanced standing (advanced generalist) curriculum is designed to build on the curriculum of the BSW.

For more detailed information about individual courses and graduation requirements, please use this link to view the MSW Student Handbook.

Council on Social Work Education Core Competencies

Competency-based education is an outcome performance approach to curriculum design. Competencies are measurable practice behaviors consisting of knowledge, values, and skills. The goal of the outcome approach is to demonstrate the integration and application of the competencies in practice with individuals, families, groups, organizations, and communities. The nine core competencies listed below are used to operationalize the curriculum and assessment methods.

1. Demonstrate Ethical and Professional Behavior
2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice
3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
4. Engage in Practice-Informed Research and Research-Informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations and Communities
7. Assess Individuals, Families, Groups, Organizations and Communities
8. Intervene with Individuals, Families, Groups, Organizations and Communities
9. Evaluate practice with Individuals, Families, Groups, Organizations and Communities

Educational Policy and Accreditation Standards can be accessed for a full description and explanation of the CSWE Core Competencies.

GFU has added a tenth competency to more clearly reflect the mission and goals specific to GFU. Competency 10: Demonstrate Ethical Integration of Religion and Spirituality with Social Work.

III. Practicum Education Program and Curriculum

Nature of Practicum Education

The intersection of classroom learning and the demonstration of the above core competencies is afforded to students in practicum education. Practicum education is the signature pedagogy in social work education. Therefore, extension of classroom learning must be aligned and demonstrated into components of the practicum education curriculum. Students are evaluated for competencies in both curricula areas and one does not supersede the other.

The Practicum Education Program is a central part of the academic preparation for Masters level Social Work. It provides the vital agency-based learning experience of participation in professional practice. The structure and curriculum of our Practicum Education Program adheres to the 2022 Educational Policy and Accreditation Standards (EPAS) of the Council of Social Work Education (CSWE).

To maximize the direct integration of social work theory and knowledge into the practical skills and practice of social work, our practicums extend throughout two 16-week semesters and are concurrent with academic coursework. Practicums are designed to provide student interns with the opportunity to develop professional social work competence and to engage in professional tasks that complement and reinforce classroom learning. This purpose is reinforced in faculty-led integrative seminars that each student attends weekly to reflect on the intersection of course work and agency practicum experience.

Practicum sites are social service agencies (federal, state, county and non-profit), schools, medical settings, and more. These agencies work in close collaboration with the GFU MSW Program to plan learning opportunities. These provide individual students with ongoing training, supervision, and professional engagement that reflect the educational mission and goals of the MSW program and serve the service mission of the partnering agencies. Our affiliated agencies represent a broad range of social work practice primarily in the Portland-Metro area, Tri-County areas, Yamhill County, Marion County, Linn County, Lane County, and the Vancouver, Washington areas. Affiliated agencies undergo a process of approval prior to becoming an available site.

Goals of Practicum Education

Goals of the GFU MSW Practicum Education Program are derived from the program mission. Practicum education provides students with supervised practice experience within the context of service. Through agency practicums, the MSW program seeks to prepare graduates to:

1. Practice as a generalist social worker, including micro, mezzo and macro practice.
2. Practice with diverse individuals, families, groups, organizations and communities to promote wellbeing and social justice.
3. Evaluate, research, and apply evidence-based knowledge, skills and interventions.
4. Practice with competence and autonomy that is guided by an identity grounded in professional social work values and ethics and a commitment to ongoing learning and development.
5. Possess a balanced commitment to holistic care for self and others.

Practicum Education Curriculum Structure and Purpose

Practicum education curriculum and classroom academic curriculum are considered as a whole; they are designed to complement, inform and strengthen each other. Theory and practice skills learned through course assignments, class discussions and simulations are applied to the agency practice

setting. Students within the program, and the many agency instructors who offer to guest lecture in our classes, bring current examples and experiences from agency programs and intervention to the classroom setting.

Generalist and Advanced Generalist/Advanced Standing academic and agency-based curriculum are thus informed by the following factors:

1. Awareness of clients' needs and students' needs
2. Contexts of social work practice
3. Structure and program of partnering service organizations
4. Students as unique participants in learning
5. The knowledge and practice of the Agency Practicum Instructors

The purpose of the practicum education curriculum is to graduate advanced social work practitioners who have studied, critically reflected, learned and practiced in both academic and agency-based settings, and who demonstrate an advanced level of competence as described through the 2022 EPAS competencies. While we recognize individual students differ in terms of work and life experience, educational background, vocational interests, learning styles, and pace of development; and that social work practice is varied across practice settings and service populations. There is a unified manner of understanding and approach that can be identified by the certain performance criteria expressed through the holistic requirements of the 2022 EPAS Competencies. The process of evaluation of EPAS competencies occurs in the student practicum evaluation. Ratings reflecting areas of performance which need improvement and fail to demonstrate and achieve competency are subject to remediation.

Purpose of a Practicum

In accordance with the 2022 EPAS, and the GFU MSW mission, agency-based MSW practicums are intended to:

- Develop the student's commitment to the professional values and ethical standards of social work.
- Provide generalist students with a generalist view of social work in agency-based practice in both micro, mezzo, and macro spheres. Provide advanced generalist/advanced standing students an advanced generalist perspective with a focus on a specific population or issue.
- Help students identify best practice and apply theory to work with individuals, families, groups and communities, in program development, administration and evaluation.
- Provide experiences that help students appreciate the impact of diversity of culture, ethnicity, class, and circumstances and the importance of a trauma-informed understanding.
- Provide students with opportunities to participate in holistic assessment and engage diverse client populations.
- Increase student awareness of the challenges to social service posed by economic, political, environmental and organizational pressures, and help them learn to work with systems and oppose injustice.

Experiential Learning Cloud Practicum Education Software

The GFU MSW Program uses an online electronic practicum education software system called Experiential Learning Cloud. Students are required to purchase Experiential Learning Cloud access as part of the MSW program. It is a one time cost. Students will be able to continue using Experiential Learning Cloud after completion of the MSW program to track their hours toward LCSW licensure. The Experiential Learning Cloud allows students to:

- Complete a MSW Practicum Application and other preliminary assignments.
- Complete practicum placement through the site placement program (including submitting agency preferences, post interview forms, Agency Practicum Instructor application and practicum agency confirmation)
- Time tracking reports for students and Agency Practicum Instructors to sign.

- Automate the process for submitting seminar assignments, site evaluations, and other program assessments during practicum.
- Track practicum hours toward graduation and licensure after graduation

Students are responsible for managing their Experiential Learning Cloud account through the use of the Experiential Learning Cloud "HELP" function. Further tutorials and support are available at the ELC support website.

Placement Process for Social Work Student Interns

Placements are coordinated through the GFU MSW Practicum Education Program. Students may not contact agencies independently to arrange a placement, unless specifically directed by the Director of MSW Practicum Education to do so. When a student would like to consider engaging in a practicum experience at a particular agency, which does not have a current affiliation with GFU, the student may provide the Director of MSW Practicum Education the agency and an agency contact information. Student proposed agencies are reviewed by the MSW Practicum Director to assess the available learning opportunities and the agency's ability to meet the MSW program and CSWE requirements. The MSW Program reserves the right to limit, deny, or terminate agency partnerships that conflict with the mission, values, and ethical standards of George Fox University.

Students seeking a placement at an agency without a current GFU partnership, in a specific geographic area, or more than 50 miles from campus must collaborate with the Director of MSW Practicum Education to initiate the placement process. Placements are not guaranteed and are subject to a review process, as outlined in the previous paragraph.

The following process outlined below is individualized and collaborative. This process is time intensive, and it is an effective way to provide a smooth transition for the student into their practicum placement. Furthermore, this process is respectful of the agency personnel time and professionalism, which the program holds in the highest regard.

Newly Admitted MSW Students

Once a student accepts an offer of admittance and makes a deposit to GFU for admittance for the Traditional Two Year program, or the Advanced Standing program, the practicum placement process begins immediately. This practicum placement process can be approximately 2 - 16 weeks, depending upon many factors, including how quickly the student engages with the Director of MSW Practicum Education and completes the necessary steps. Some agencies have a practicum application deadline so it is advantageous for students to start this process as soon as possible. The Director of MSW Practicum Education works collaboratively with these agency employees to place students according to agency and GFU MSW timelines and requirements.

The generalist practicum (14 hours/week for practicum activities plus two hours a week in seminar class) will provide each student, regardless of setting/population, with basic foundational skills that are transferable to many settings.

The advanced generalist/advance standing practicum (18 hours/week for practicum activities plus two hours a week in seminar class) will provide each student with the opportunity to expand their foundational skills and specialize on a specific type of social work practice, while also continuing the development of advanced generalist practice skills.

Process

1. Student participates in the GFU MSW Program application process.
2. Student is accepted into the GFU MSW Program.

3. Student accepts the offer of admission and makes the program deposit.
4. Director of MSW Practicum Education initiates contact with student and initiates student's account.
5. Student activates their Experiential Learning Cloud account (pays the fee, and sets up their account).
6. Student works with the Director of MSW Practicum Education to complete their resume.
7. Student completes a Practicum Application on the Experiential Learning Cloud and submits it to the Director of MSW Practicum Education. The Practicum Application requires students to complete the application, sign a Release of Information for the MSW program to disseminate information relevant to the placement process, and agrees to abide by the NASW Code of Ethics, the MSW Student Handbook, and the MSW Practicum Education Manual.
8. Student completes an agency preferences list on the Experiential Learning Cloud.
9. Director of MSW Practicum Education reviews application and accompanying documents.
10. Director of MSW Practicum Education will forward application materials to the agency contact at an affiliated agency of the student's first choice, if considered to be a suitable placement for student.
11. Agency contact reviews application materials and reports back to the Director of MSW Practicum Education if they want to interview the student for a practicum placement.
12. Student and agency contact set up a time to connect, possibly visit the agency, learn about the practicum placement, and discuss its suitability for the student.
    a. Agency will also learn about the student's goals, previous experiences and qualifications to determine a goodness of fit.
    b. Students are encouraged to form a solid understanding of the agency mission, the practicum role, expectations and requirements such as availability, screenings and pre-practicum training/orientation.
13. Upon completion of the visit/interview, student and agency contact will complete post interview forms on Experiential Learning Cloud, indicating if each party wants to pursue a practicum placement.
14. Director of MSW Practicum Education will review post interview forms and confirm practicum placement on Experiential Learning Cloud. If student is denied placement, Director of MSW Practicum Education will provide a consultation with the student, and the student will start the process over at step 9.
15. If student is chosen for the practicum placement, student and agency contact will make arrangements to start the onboarding process for the agency.
16. Student will work with their agency contact and make a plan for completing all onboarding requirements during, or before, the first week of the semester. The student is responsible for completing the agency's onboarding process.
17. Upon the beginning of the fall semester, student will read, review, and sign the Confirmation of Student Agreements for Participation in MSW Practicum Education in Experiential Learning Cloud. This step also includes reading the Practicum Education Manual (this manual) and the MSW Student Handbook.

Advanced Generalist - Continuing Students' Practicum

Advanced practicum is part of the curriculum for the advanced generalist student. The advanced generalist practicum is an advanced practice placement and will provide each student with the opportunity to expand their understanding and develop practice skills to the level of an MSW practitioner.

Process

In the final spring semester of the generalist curriculum students will attend the course: SWKG 596; Introduction to Advanced Practice. This course will focus on exploring a student's calling and vocation within the broad profession of social work. Students will engage in the above listed

practicum placement process within the context of this course in order to obtain an advanced generalist practicum placement.

During the beginning of spring semester, the practicum placement process begins. Advanced generalist students will begin with step 6 (above) until the student is solidly placed with a practicum placement. It is essential for students to express their desired population of interest and understand their advanced generalist placement must be an advanced placement. Advanced generalist placements are intended to extend and enhance generalist or BSW practicum experiences.

Student Practicum Readiness and Professional Behavior Expectations

A student's readiness for practicum placement is determined through the student's MSW program and practicum application process. The Director of MSW Practicum Education, in conjunction with other relevant faculty, will assess each student's readiness for practicum placement. In addition, each agency sets expectations for an intern and through an interview determines their suitability.

For the advanced generalist practicum placement, the student's evaluation from the generalist placement will also be factored into the determination of the student's readiness for practicum placement.

A student must show readiness for practicum placement in the following areas:

- Academic performance
- Capacity to meet the physical/emotional demands of the placement
- Emotional stability and maturity
- Interpersonal skills
- Past and/or current legal issues
- Professional behavior
    - Communication skills
    - Conduct
    - Performance
    - Use of technology
    - Self-awareness and self-control

Individuals with Criminal Record/History Policy

The GFU MSW Program balances public protection with student self-determination, working to ensure individuals who pose a threat to vulnerable populations are prevented from doing harm. Simultaneously, a criminal record is not automatically viewed as a definitive reflection of a person's ability to practice social work effectively at the master's level. In alignment with values of social justice and inclusion, the program strives to actively admits students with a criminal history who may have an opportunity to be successful in the academic studies and in the profession of social work. .

Students with criminal convictions need to be aware that these may compromise the GFU MSW Program's ability to place them in a practicum. Many agencies will not accept student interns with a criminal record. This may in turn impact a student's ability to graduate from the MSW Program. A criminal conviction may also impact a student's ability to find social work employment, after completing the MSW Program, as well as obtaining licensure (LCSW). Students need to be aware that communication and disclosure of criminal history may become part of the practicum placement process and the Practicum Education Program is committed to preparing students for such sensitive conversations. The GFU MSW program does not promise or guarantee a MSW student will attain a MSW Generalist or Advanced Generalist practicum placement if they have a criminal record. Applicants and students are encouraged to do their own research about earning a social work license with their particular criminal record.

Expectations for Practicum Experience

With the understanding that each practicum placement and relationship between the student and agency personnel are unique, it is the goal of the MSW Program to provide these universal experiences for students while they serve as interns at their assigned agencies. The GFU MSW Practicum Faculty are available to discuss with students and agency personnel how these various experiences can be incorporated into each placement.

Generalist Practicum

- Agency orientation and introduction to agency policies and procedures
- Focus on professional development
- Development of interviewing skills
- Learning the role of a social worker at the agency
- Practice skill development with individuals, families, and groups
- Interaction with agencies, organizations, and community activities
- Opportunities to work with diverse groups of individuals (focused on different dimensions of diversity) different from the social work student intern.
- Opportunity to develop documentation skills according to agency's policies and procedures
- Learning case management skills

Advanced Generalist/Advanced Standing Practicum

- Agency orientation and introduction to agency policies and procedures
- Opportunities to navigate ethical dilemmas
- Introduction and training of evidence-based practices used and implemented by the agency
- Opportunities to develop advanced assessment, intervention, and evaluation skills
- Development of advanced practice experiences with individuals, families, groups, organizations and communities
- Opportunities to be involved with evaluation methods of agency programs and practices, government policy and advocacy
- Professional development in areas related to agency mission, goals, and service focus
- Leadership development and opportunities for training
- Opportunities to work with diverse groups of individuals (focused on different dimensions of diversity) different from the social work student intern.

Practice Behaviors for Core Competencies/2022 EPAS Competencies

The knowledge, theoretical foundations, values and ethics, and practice skills of students are developed through classroom and practicum curriculum in the ten areas of competence upon which the GFU MSW program is built. Students' learning experiences and growth are enhanced and formed through the unique experiences students receive from their place of practicum. These competencies and practice behaviors form the scaffolding for the practicum plan (Learning Agreement) and intern assessment (Mid-Term and Final Semester Evaluations).

Generalist students will be assessed on the generalist competencies listed below. Advanced Generalist/Advanced Standing students will be assessed on the advanced generalist competencies and practice behaviors below, both are found in the learning agreements, which are on Experiential Learning Cloud.

Competency 1: Demonstrate Ethical and Professional Behavior

Social work interns will:

18. make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making,

ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context;
19. demonstrate professional behavior; appearance; and oral, written, and electronic communication;
20. use technology ethically and appropriately to facilitate practice outcomes; and
21. use supervision and consultation to guide professional judgment and behavior.

Advanced Practice Behaviors

a. Intern demonstrates advanced critical thinking and analysis skills when responding to ethical dilemmas of increasing complexity at the micro, mezzo and macro levels of practice.
b. Intern demonstrates self-care knowledge and practices to ensure the use of self is effective and ethical in their interactions with clients and colleagues
c. Intern demonstrates competency at an advanced level in verbal, written and electronic communications in the process of managing professional duties, responsibilities and appearance.
d. Intern critically evaluates the use of technology to engage with others and make their practice more efficient and effective.
e. Intern consistently seeks supervision and consultation for continuous professional growth and development.

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Social work interns will:

a. advocate for human rights at the individual, family, group, organizational, and community system levels; and
b. engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

Advanced Practice Behaviors

a. Intern effectively identifies gaps in, or barriers to, equitable distribution of resources and services that increase social, racial, economic, and environmental justice at an advanced level.
b. Intern engages with constituents to advocate with, and on behalf of, client systems to address barriers to equitable distribution of resources and services at micro, mezzo, and macro levels of social work practice.

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Social work interns will:

a. demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and
b. demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

Advanced Practice Behaviors

a. Intern engages in anti-racism and cultural humility at the micro, mezzo and macro levels of practice.
b. Intern examines how Anti-Racism, Diversity, Equity and Inclusion (ADEI) characterizes and shapes human experience including: racism, oppression, white supremacy, caste, generational status, and legal status.
c. Intern demonstrates an understanding of societal and historical roots of injustices as well as technological exclusions.

Competency 4: Engage in Practice-Informed Research and Research-Informed Practice

Social work interns will:

a. apply research findings to inform and improve practice, policy, and programs; and
b. identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Advanced Practice Behaviors

a. Intern, using an advanced rationale, critically assesses a tailored approach in choosing an intervention over another through an anti-racist and anti-oppressive lens.
b. Intern uses and translates research evidence to inform and improve practice, policy, and service delivery across micro, mezzo, and macro system levels.
c. Intern participates in the generation of new advanced generalist knowledge through practice, research, and/or program evaluation.

Competency 5: Engage in Policy Practice

Social work interns will:

a. use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and
b. apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

Advanced Practice Behaviors

a. Intern provides leadership in shaping emerging organizational policies that impact systems and constituents through an anti-racist and anti-oppressive lens.
b. Intern understands policy development and implementation in practice settings at the micro, mezzo and macro levels and how social workers can affect change within the practice setting.
c. Intern critically analyzes and promotes policies that advance human rights and social, economic, racial and environmental justice.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social work interns will:

a. apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies; and
b. use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

Advanced Practice Behaviors

a. Intern engages with clients and constituencies using an advanced generalist framework that incorporates a holistic and complex view of client situations.
b. Intern synthesizes and differentially applies theories and/or research of human behavior and social environments to guide advanced generalist practice to match client needs.
c. Intern engages with clients and constituencies using respectful and empathetic approaches with an emphasis on demonstrating cultural humility.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social work intern will:

a. apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; and
b. demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

Advanced Practice Behaviors

a. Intern collects and organizes data in a culturally responsive manner, and applies critical thinking to interpret information from clients and constituencies.
b. Intern conducts a multidimensional and comprehensive assessment that is appropriate to the agency and community context.
c. Intern selects and modifies appropriate intervention strategies based on continuous multidimensional assessment.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social work interns will:

a. engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; and
b. incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

Advanced Practice Behaviors

a. Intern develops successful interventions through fluid professional boundaries to maximize effective and efficient client and constituencies' outcomes.
b. Intern uses an advanced generalist multi-systemic view to incorporate a holistic and complex view of tailored intervention in working with clients and constituencies that are culturally responsive.
c. Intern facilitates ethical and culturally responsive transitions and endings in interactions with clients and constituencies.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social work interns will:

a. select and use culturally responsive methods for evaluation of outcomes; and
b. critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

Advanced Practice Behaviors

a. Intern selects and uses appropriate anti-racist methods for evaluation of outcomes.
b. Intern evaluates the implementation, impacts, and outcomes of practices, programs, and policies and makes recommendations for improvement at micro, mezzo, and macro levels of social work practice.
c. Intern applies evaluation of advanced generalist practice to the knowledge base to advance the social work profession.

Competency 10: Demonstrate Ethical Integration of Religion and Spirituality with Social Work Practice

Social work interns will:

a. understand and work effectively with the religious, faith, and spiritual dimensions of persons and communities; and
b. examine one's own religious, faith, and spiritual frameworks and know how these aspects self-inform and conflict with one's social work practice; and
c. understand and work effectively within the context of the practice setting in regard to religion, faith, and spirituality.

Advanced Practice Behaviors

a. Intern assesses clients' spirituality and/or religious affiliation as a resource or barrier to engagement as appropriate.
b. Intern examines one's own religious, faith, and spiritual frameworks and how they influence one's advanced generalist practice through an anti-racist and anti-oppressive lens.
c. Intern identifies the relationship between theoretical perspectives of advanced generalist social work practice and spiritual and/or religious paradigms and practices.
d. Intern provides leadership to guide appropriate integration of faith and social work practice into micro, mezzo, and macro levels of practice settings.

Practicum Seminar Courses

Students participating in a practicum are also enrolled in practicum seminar courses (SWKG 576/577, or SWKG 676/677). These classes meet weekly for two hours during the academic year and are taught by Practicum Faculty who also serves as the liaison between the GFU MSW Program and the practicum agency. The overall purpose of the seminars is to assist students in the integration of their agency-based work with their academic coursework. The seminars assist the social work student in developing a professional identity, promote self-awareness and encourage resource sharing and collaborative problem solving.

Students participate in seminars, with other students in a variety of practicum sites, in an attempt to create a diverse representation of social work experience. Students remain in the same seminar class, taught by the same Practicum Faculty throughout the entire academic year. The interactive practicum courses enable students to actively participate and contribute to the development of their peers and their own development as professional social workers. Students are required to prepare presentations, write practice-based process recordings, and keep a reflective journal throughout the academic year.

IV. Roles and Responsibilities of Practicum Education Personnel

Collaboration in Practicum Education

Practicum agencies, students, and the GFU MSW Practicum Education Program all have important responsibilities and are vital to the collaborative nature of the Practicum Education curriculum. To formalize and emphasize the collaboration, an affiliation is formed between the GFU MSW program and agency partners to mutually support the professional development of social work students in practicum sites. A plan for developing social work skills in all areas of professional competence that meets the specific needs of the student and serves the agency mission to clients is designed by the student, the practicum agency and our Practicum Education Program. Professional research supports the centrality of supportive and engaged professional relationships for successful outcomes in practicum education. The Practicum Education Program is designed to bring students, and all of the practicum education personnel together for learning and reflection.

Director of MSW Practicum Education

- Serves as an administrator over the MSW Practicum Education Program.
- Oversees and maintains the MSW Practicum Education Program at GFU.
- Assists the Practicum Faculty, Agency Practicum Instructors, and students in meeting the educational objectives of the MSW Practicum Education Program.
- Identifies, develops, and evaluates appropriate MSW practicum sites (and BSW practicum sites in collaboration with the BSW Program).
- Develops and monitors placement forms (i.e. agency agreements, student learning agreements, student and agency evaluations).

- Collaborates with the BSW Field Director
- Monitors Practicum Faculty qualifications, credentials, and training.
- Provides appropriate training and supervision of Agency Practicum Instructors.
- Collaborates with the MSW Program Director to ensure integration of practicum and classroom theory and practice.
- Designs and updates practicum education curriculum.
- Evaluates outcomes of practicum education curriculum.

Practicum Faculty

- Advises students in planning for practicum; assists the student in identifying goals and objectives, and creating the Learning Agreement.
- Monitors student work and development through site visits to the agency each semester (A site visit at the beginning of the fall semester, a site visit at the end of the fall semester, and a final site visit at the end of the academic school year are required. Additional site visits may be made as needed. At least one of the three site visits needs to be in-person at the agency, if the agency is within 50 miles of the MSW program's physical location.)
- Consults with Agency Practicum Instructors to develop supervisory skills and integration of course material.
- Assists agencies and students in problem solving and remediation of any difficulties that may arise.
- Advocates for the student in the agency.
- Assists the Agency Practicum Instructor and student with evaluations.
    - Provides a weekly two-hour seminar for students reinforcing social work values, ethics and professional competencies.
- Assists student integration of course work and theoretical concepts with student experience in the agency.
- Provides relevant information to the Director of MSW Practicum Education and GFU Social Work Advisory Board when appropriate.
- Encourages student development in a manner consistent with the NASW Code of Ethics.
- Evaluates student progress at their practicum and assigns semester course grades.

Practicum Agency

- The agency administration needs to provide time for the Agency Practicum Instructor to fulfill practicum related activities such as weekly supervision, site visits and other possible university related meetings.
- The agency needs to provide services to consumers, assignments consistent with the social work program’s curriculum, opportunities to attend staff meetings, in-service trainings and other activities for the student intern that provide professional development. Advanced generalist practicums need to include substantial client and/or community contact, whether on a short-term or long-term basis.
- A student’s time at the agency needs to be focused on educational experiences, professional development, and dedicated to working with and on behalf of individuals, groups, families, organizations and communities.
- The agency is responsible for making an accommodation to provide students with workspace and access to necessary materials and resources.
- The agency is expected to be committed to viewing students as learners and to recognize that the workload and expectations are not that of employees.
- The agency provides orientation to agency policies and safety procedures.
- The agency’s mission and context are respected and limitations caused by space, staffing, budgetary circumstances are understood. Learning assignments of students should not impede or hamper the agency’s everyday functioning.

- The agency needs to inform the MSW Practicum Education Program of the following changes: address, telephone, or email contact information; absence of Agency Practicum Instructor from the agency for more than one week, student absence for more than two days, significant program or agency changes that affect the student intern or the practicum placement.
- The agency is expected to adhere to the NASW Code of Ethics and to have written policies and be in compliance with those policies regarding sexual harassment, affirmative action, non-discrimination and ADA.

Agency Contact
(may or may not be the same person as the Agency Practicum Instructor, and/or the MSW Supervisor, and/or the Agency Task Supervisor)

- Personnel at the agency who may assist students in their practicum placement agency (e.g. volunteer coordinator, agency or program director).
- Meets with Director of MSW Practicum Education to explore and plan a practicum experience for interns.
- Works with the Agency Practicum Instructor to provide an appropriate practicum experience for students.
- Provides assistance with projects students need to complete for academic credit (i.e. copies of policies on confidentiality, a mission statement, objectives, organizational chart).
- May contribute information to the Agency Practicum Instructor regarding students' completion of learning objectives for the evaluations.
- May attend training provided by the GFU MSW Program.
- Works with appropriate agency personnel to complete and return the Affiliation Agreement to GFU.
- Identifies and chooses the Agency Practicum Instructor and Agency Task Supervisor, for each school year, to work with GFU MSW interns.

Agency Practicum Instructor
(may or may not be the same person as the Agency Contact, and/or the MSW Supervisor and/or the Agency Task Supervisor)

Agency Practicum Instructors play an important role in the shaping of a student's learning experience, growth, and development as a professional social worker. These Agency Practicum Instructors are chosen by the agency contact and are designated to the role in collaboration with the Director of MSW Practicum Education. Agency Practicum Instructors must meet the following criteria in compliance with CSWE Accreditation Standards:

A. Placement for a Generalist Student:
   a. Practicum Instructor has a minimum of two years post-master's work experience in a social work setting.
   b. Education:
      i. Preferred: Holds a MSW degree from an accredited social work program.
      ii. Accepted: Professionals with a graduate degree in a related profession such as Psychology, Counseling, Marriage and Family Therapy, Human Development, Education, Master of Divinity, or Criminal Justice.
          - In this instance there must be an agency employee that holds an MSW degree from an accredited university and has a minimum of two years of social work experience, that is willing to be the MSW supervisor for the student. One hour, once a week, supervision with the MSW supervisor and the student must occur for the duration of the practicum placement.

c. Provides proof of credentials by completing Agency Practicum Instructor Form, in Experiential Learning Cloud

B. Placement for Advanced Generalist Students:

a. Practicum Instructor must hold a MSW degree, and have a minimum of two years post-master's level experience in a social work setting.
b. Students must spend at least 50% of their practicum hours working alongside, shadowing, or getting instruction by an agency employee who holds a MSW.
c. There must be an agency employee that holds a MSW and has a minimum of two years two experience in a social work setting, that is willing to be the MSW supervisor for the student - and able to do one hour once a week of MSW supervision.
d. Provides proof of credentials by completing Agency Practicum Instructor Form, in Experiential Learning Cloud.

Resources are available for Agency Practicum Instructors from the MSW Director of MSW Practicum Education to support integration of the social work perspective, theories, practice, values and ethics.

Responsibilities Include:

- Coordinates student practicum placement and experience.
- Identifies and utilizes Task Supervisors to oversee specific aspects, roles, and responsibilities of the student intern's work.
- Serves as a professional role model for the student.
- Assists the student and the Practicum Faculty in establishing a Learning Agreement.
- Collaborates with the student to complete semester Mid-Term Evaluations and Final Evaluations. Collaborates with Task Supervisors to receive and incorporate feedback based on observation and experience with the student.
- If student intern questions or concerns arise, communicate first with the Practicum Faculty and secondly the Director of MSW Practicum Education in a timely manner.
- Attends training opportunities relevant and supportive to supervisory role.
- Provides the student with appropriate learning experiences in the agency.
- Provides formal supervision as appropriate to the student's learning style and need for a minimum of one hour per week throughout each 16-week term.
- Contacts the MSW Director of MSW Practicum Education when changes occur in the practicum agency that affect the student or Practicum Education Program requirements.
- Teaches and models specific and general areas of knowledge and skill.
- Provides a stimulus for the student's systematic and reflective thinking about social work theory and practice and serves as a source of feedback and direction. The special kind of educational relationship that is established in this tutorial encounter is crucial for the learning and developing social work intern.
- Relates not only to the specific practice models of their agency but teaches other practice models and broader concepts. Moves from the specific case to general professional experience and relates to the theories underpinning practice.
- Encourages the student to think critically, to draw upon the professional evidence base, and to use and test the various areas of the academic curriculum.
- Sets clear goals with the student and fosters a systematic progression of learning related to the student's individual learning needs.
- Completes end of year evaluation of Practicum Education Program to assist the Director of MSW Practicum Education in program improvement.

Agency MSW Supervisor

(may or may not be the same person as the Agency Contact, and/or Agency Practicum Instructor, and/or the Agency Task Supervisor)

- Must hold a MSW, and have a minimum of two years of post master's level experience in a social services setting.
- Meets with students once a week, for one-hour, for the duration of the academic year for supervision; a minimum of 14, one-hour sessions per semester.
- This may be individual or group supervision.
- This one hour is protected and focused time for the MSW supervisor and student(s).
- This time is simulating licensure supervision.
- It is the students' responsibility to bring issues/questions/concerns to supervision.

Agency Task Supervisor
(may or may not be the same person as the Agency Practicum Instructor, and/or the MSW Supervisor, and/or the Agency Contact)

- Identified by Agency Practicum Instructor to train and supervise student interns in individual and specific tasks and areas of learning and development that are specific to the task supervisor's role and responsibility at the agency.
- Provides feedback to student related to students' work in the assigned area. Engages in discussion centered on student's growth and development as a professional social worker.
- Observes student's work and provides feedback, correction and reflective discussion of supervised and observed tasks.
- Provides supportive instruction in area, program, and role of expertise to support the student intern in learning through specific tasks, projects, or assignments as directed by Agency Practicum Instructor.
- Supports and responds to the day-to-day tasks of assigned student intern projects or tasks, and collaborates with Agency Practicum Instructor to provide feedback and evaluation to the student on the assigned projects and tasks.
- Communicates regularly with Agency Practicum Instructor regarding the student intern's progress, growth and development of specific skills related to observation of student's completion of tasks and projects.
- Provides feedback and input to the mid-term evaluation and the final evaluation.
- Attends GFU MSW Practicum Education Program training opportunities if able.

Social Work Student Intern

- Follows all professional agency guidelines and GFU MSW Program guidelines.
- Fulfills agency responsibilities as agreed upon with the Agency Practicum Instructor and Practicum Faculty as specified in the Learning Agreement.
- Read and sign the Student Confirmation of Agreements as part of the onboarding and assignments into the practicum program (form GFUSW 1046 in Experiential Learning Cloud).
- Completes seminar course assignments on time and attends the weekly seminar as scheduled.
- Maintains confidentiality of agency clients according to agency policy and adheres to all agency policies.
- Participates in appropriate meetings, including supervision as scheduled.
- Contacts the Agency Practicum Instructor as soon as possible when illness or emergency requires absence.
- Collaborates with Agency Practicum Instructor and/or Task Supervisor to complete Learning Agreement, Mid-term Evaluations and Final Evaluations, process recordings and any other course related assignment.
- Communicates and consults with the Agency Practicum Instructor regarding any questions or concerns that arise.
- Adheres to the NASW Code of Ethics.

- Advises Agency Practicum Instructor and Practicum Faculty of conflicts with agency policy and the NASW Code of Ethics.
- Advises Practicum Faculty (first) when there is interpersonal conflicts between the student and any practicum agency personnel.
- Provides honest reflection of agency experiences and professional and personal growth.
- Provides feedback to the agency and MSW Practicum Education Program by completing evaluation at the end of academic year.
- Does NOT complete academic homework while at practicum, except for practicum related weekly time logs, weekly journals, process recordings, and agency/client presentations.

V. Agency Practicum Sites

Process for Development of School/Agency Partnership

Step 1: Initial Contact
Contact between an agency and the Director of MSW Practicum Education occurs by phone or email to discuss the possibility of a partnership; either party can initiate this contact. Prospective practicum agencies are identified through a number of ways. An agency representative may contact GFU to request student interns. Current agency instructors, GFU faculty members and students often provide the GFU MSW practicum education team with contacts to possible new practicum sites.

Topics for initial contact discussion:

- Agency mission and programs; how diversity and inclusion are addressed in the agency's mission.
- Availability of an Agency Practicum Instructor and a qualified MSW Supervisor.
- Agency pre-practicum requirements, trainings, qualification of applicants, opportunities and expectations.
- GFU MSW Practicum Education Program mission, approach to practicums, time frame, and expectations.
- The use of Experiential Learning Cloud; the Practicum Education Program platform

Step 2: Schedule a Meeting
A meeting is scheduled with the Director of MSW Practicum Education and the agency contact and other interested agency personnel.

- Director of MSW Practicum Education emails the agency contact the GFU MSW Practicum Education Manual, a blank Affiliation Agreement, and the blank MSW Agency Profile.
- Agency contact develops a practicum description and completes the MSW Agency Profile form (see the Appendix) that outlines the student role and identifies an Agency Practicum Instructor.

Step 3: Meeting
A meeting is held (in-person or virtually) and attended by the Director of MSW Practicum Education, agency contact and other interested agency personnel. The goal of this meeting is for mutual information sharing and planning between the MSW Practicum Education Program and the practicum agency.

The GFU MSW team member will share about:

- Environment and structure of the GFU MSW Program, mission, goals, practicum program and requirements
- Student population, coursework and preparation
- Affiliation Agreement between George Fox University and the agency
- The need for an available Agency Practicum Instructor and a qualified MSW Supervisor

The Agency will share about:

- The environment and structure of the agency
- Populations served
- Programs for student involvement
- Agency mission and goals
- Theoretical approach and Evidence-based Practice modalities
- Vision for the practicum placement

Other areas discussed:

- Supervision of student intern
- How the agency's work helps to inform MSW curriculum
- Scheduling and time commitment of student and agency personnel
- Orientation and training for student
- Screening and application procedure for the student
- Clarification of agency process and time-frame for acceptance of interns
- Professional development opportunities for Agency Practicum Instructors, social work CEUs and library access

Step 4: Affiliation Agreement

The Affiliation Agreement is an agreement between the agency providing a practicum and George Fox University. It is valid for one year, and is automatically renewed annually on the signature date, unless one of the parties ends the agreement. This agreement is not specific to students or programs within the agency. A George Fox University Affiliation Agreement will be given to the agency contact for administrative personnel's review, approval, and signature.

1. Director of MSW Practicum Education emails the Affiliation Agreement to the agency contact.
2. Agency contact returns signed Affiliation Agreement to Director of MSW Practicum Education by email or hard copy.
3. Director of MSW Practicum Education submits Affiliation Agreement to George Fox University's Chief Financial Officer (CFO) for review, approval, and signature.
4. If an agency requires the use of an Agency Affiliation Agreement, George Fox University will work with the agency to accommodate this documentation.
5. The Director of MSW Practicum Education will ensure that both the agency and GFU both have a fully signed agreement.

Step 5: Confirmation of Partnership

The agency is considered a practicum placement site for a GFU MSW student intern when the Affiliation Agreement is fully signed, and there are agreed upon agency supervisor(s).

Criteria for Agency Practicum Sites

I. The agency is of non-profit auspice, city, county, state or federal status. (Private practices are not utilized.)
II. The agency has a mission, and agency policies and procedures.
III. The agency service delivery is consistent with social work values.
IV. The agency has qualified staff available to provide practicum instruction
    A. Agency Practicum Instructors, with some exceptions, have a MSW degree, and are experienced in the practice area and services for which they will supervise the student (see above in the section IV - Roles and Responsibilities section). They need to be employed by the same agency as the practicum site.
V. The Agency Practicum Supervisor/Instructor/Agency Task Supervisors are available for the student assignments, meetings, and site visits with the Practicum Faculty.
    a. Topics covered include practicum requirements and documentation, social work curriculum and practicum related academic assignments, reflective journals and process

recording.

b. If Agency Practicum Instructors do not have prior experience in providing MSW agency practicum instruction, the MSW program will provide training in structuring the placement, training and task assignment, supervision, reflective feedback, and evaluation.

Orientation, Trainings and Supports for Agency Personnel

Agency Practicum Instructor Training

At the start of each academic year, the Director of MSW Practicum Education will offer training for new and returning Agency Practicum Instructors and agency personnel. With deep respect and acknowledgement of all supervisors' expertise and professional experiences, all Agency Practicum Instructors are encouraged to view the recorded trainings as a refresher and to generate new strategies for supervision and instructing interns. First-time Agency Practicum Instructors are required to view the recordings. There will also be ongoing trainings offered on various supervision topics.

Recorded Practicum Instructor training will cover the following areas:

- Orientation to the GFU MSW Practicum Education Program - the basics of Practicum Education
- Review of Experiential Learning Cloud; practicum education software
- Academic requirements for students
- Collaborative documentation and evaluation of student processes:
  - Learning Agreements
  - Mid-term evaluations
  - Final evaluations
  - Process Recordings
  - Weekly hourly and supervision logs
- MSW supervision requirements and supportive resources
- Overview of program paperwork, interactive journal format, and process recording
- Review of relevant syllabus
- Process of welcoming and orienting student to an agency

Online Resources

Online resources (e.g. Practicum Education Program forms, MSW manual and student handbook) are currently available through the MSW website

VI. The Practicum Experience

Practicum Course Requirements

Generalist Placements	Advanced Standing / Advanced Generalist Placements
16 hours per week minimum (14 hours at the site and 2 hours in practicum seminar class)	20 hours per week minimum (18 hours at the site and 2 hours in practicum seminar class)
14 weeks each term (28 weeks for a year)	14 weeks each term (28 weeks for a year)
224 hours per term, minimum (448 hours for the academic year)	280 hours per term, minimum (560 hours for the academic year)

- All students will register for and attend a Practicum Faculty led, weekly, two-hour practicum seminar course. These courses are SWKG 576/577 Generalist Practicum Seminar I, and SWKG 676/677 Advanced Generalist Seminar II. There is a course fee for SWKG 576 ($63.00) and SWKG 676 ($63.00/first background check or $40/second background check).
- Students are encouraged to leave two full business days (at a minimum) open to attend practicum. Students are expected to communicate with their agency contacts and engage in collaborative discussions to solidify an appropriate practicum schedule that meets the needs of the agency and the student. Academic coursework shall take precedence over accommodations to practicum commitments. The Director of MSW Practicum Education is available to advise students and advocate for the most reasonable course of action if conflicts arise.
- Attention needs to be made to the GFU academic calendar and the agency holiday schedules. Practicum hours are to be completed on alternative days(s) when a holiday is observed by the agency on a scheduled practicum day, or completed off-site in a pre-arranged assignment.
- All students will participate in weekly one-hour supervision with an agency-employed MSW. These supervision hours are credited toward the weekly practicum hours. For every week a student is at their practicum, they need one hour of MSW supervision.

Timeline for Student Practicum

Students begin their practicum placements on or shortly before the start of each academic semester. These dates align with the GFU academic calendar and MSW course dates.

Students may, with permission from the Agency Practicum Instructor and the Director of MSW Practicum Education, volunteer, attend trainings, or attend agency events prior to the official start date of their practicum experience. These hours and roles are not part of the Learning Agreement and are not credited towards the required semester hours of practicum for the student without prior approval. In this scenario, the student is acting as an individual separate from the MSW program during any time they are at the agency outside of the school semester, and while engaging in activities with the agency or agency personnel not delineated on the learning agreement.

However, approval may be granted, when the agency necessitates, for students to accrue up to 20 hours of practicum hours before the start of fall semester, for such things as mandatory training, orientation, or other agency mandated on-boarding activities. Approval must be granted from the Director of MSW Practicum Education and the Agency Practicum Instructor prior to counting these accrued hours. These hours can count toward the fall semester hours.

GFU has an approximate 3 week break in between fall and spring semesters. Students need to complete their fall semester hours by the fall semester deadline outlined in this manual and on the course syllabus (Wednesday of week 16). After the fall semester is complete, students may begin accruing spring semester hours during the winter break, with the approval of the Director of MSW Practicum Education and the Agency Practicum Instructor. Also, students may accrue up to 20 practicum hours for the spring semester, before the spring semester officially begins, after the fall semester hours are completed.

Students are responsible to complete practicum hours over 15-16 weeks in the fall semester and over 15-16 weeks in spring semester. Students must complete their practicum hours over the course of the entire semester (a minimum of 14 weeks). Students may not stop going to their practicum placements before week 15 of each semester, even if they have completed their hours for the semester.

Fall Semester:
Students are not required by the GFU MSW program to complete practicum hours during the entire week of Thanksgiving, or during finals week. If agreed upon by the Agency Practicum Instructor, students may do practicum hours during these weeks, but they are not required to do so, unless the agency requires this. These weeks may be used to make up hours that were lost due to agency closures, emergencies, and health reasons. All required practicum hours must be complete by Wednesday of week 16, with no exceptions. Students must complete the required hours for fall semester by the end of fall semester.

Spring Semester:
Students are not required by the GFU MSW program to complete practicum hours during the week of spring break or finals week. If agreed upon by the Agency Practicum Instructor, students may do practicum hours during these weeks but they are not required to do so, unless the agency requires this. These weeks may be used to make up hours that were lost due to agency closures, emergencies, and health reasons. All required practicum hours must be complete by Wednesday of week 16, with no exceptions. Regardless of the amount of hours completed in the fall semester, the student must still complete the minimum practicum hours for the spring semester.

Use the following link to access the 2026-27 GFU Academic Calendar

Yearly Outline:

Generalist

Weeks 2-4:	Student intern and Agency Practicum Instructor complete Learning Agreement
Weeks 3-5:	Practicum Faculty completes first practicum meeting (fall semester only)
Weeks 7-8:	Student intern and Agency Practicum Instructor complete Mid-Term Evaluation
Weeks 14-15:	Student intern and Agency Practicum Instructor complete Final Evaluation, prior to final site visit by Practicum Faculty (both fall and spring semesters).
Weeks 14-15:	Practicum Faculty completes final practicum meeting (both fall and spring semesters)

Advanced Generalist/Advanced Standing

Weeks 2-3:	Student intern and Agency Practicum Instructor complete Learning Agreement
Weeks 3-5:	Practicum Faculty completes first practicum meeting (fall semester only)
Weeks 7-8:	Student intern and Agency Practicum Instructor complete Mid-Term Evaluation
Weeks 14-15:	Student intern and Agency Practicum Instructor complete Final Evaluation, prior to final site meeting by Practicum Faculty (both fall and spring semesters).
Weeks 14-15:	Practicum Faculty completes final practicum meeting (both fall and spring semesters)

Learning Agreement

In order to structure and focus a student intern's learning experience, the student intern and the Agency Practicum Instructor work together in the first weeks of a student's practicum to create a Learning Agreement. The Learning Agreement is structured around the nine areas of competency identified by the CSWE and the one area of competency specific to the GFU Department of Social Work. Practice behaviors for each area of competency are identified in the Learning Agreement.

The student intern and Agency Practicum Instructor work together to identify learning tasks, roles, trainings, and opportunities according to the areas of competency and practice behaviors. Once the Learning Agreement is completed with designated learning tasks and experiences it is reviewed during the first site visit by the Practicum Faculty, approved, and then signed. The student will upload the Learning Agreement to Experiential Learning Cloud. The student and Agency Practicum Instructor are encouraged to reference the Learning Agreement throughout the practicum to focus the student's learning experience.

The Learning Agreement is a living document and can be updated throughout the time of the student practicum. The student, Agency Practicum Instructor and Practicum Faculty revisit the Learning Agreement for the student's Mid-Term Evaluation and Final Evaluation each semester. At the start of the student's second semester, the Learning Agreement is updated/revised to reflect the continuing and additional learning goals of that second semester.

MSW Supervision

Students must meet with an agency MSW supervisor for supervision for a minimum of one hour, once a week, for 14 weeks (14 supervision hours per semester). This can be individual or group supervision as determined by the agency. This time needs to be prioritized and interruptions avoided. This MSW supervision time is included in the total hour requirement per semester.

Supervision sessions need to be planned for and prepared by both the student and the MSW Supervisor in order to balance the participation, responsibility, and discussion. The session time is focused on ethical dilemmas the student perceives or encounters, planning for future actions by the student, the students' work at the agency, integration of theory and practice and classroom learning, and other areas of student growth and experience. Progress in competencies and practice behaviors, noted in the student's Learning Agreement, need to be regularly reflected upon and ways of enhancing development discussed and rehearsed. The student ought to be able to connect learning experiences at the practicum with theory, practice, assessment and evaluation skills, and the NASW Code of Ethics within supervision sessions.

Modeled after the Oregon Board of Licensed Clinical Social Workers Content of Supervision Guidelines, MSW intern supervision may include (but is not limited to) the following content areas.

- Orientation
    - Purposes of supervision and the necessity for an initial discussion and review of the student's learning agreement.
    - Agency history and mission.
    - Specific services offered by the agency, including any conditions under which services are offered.
    - Organizational structure, including responsibilities of various positions and lines of authority and communications.
    - Basic policies and practices related to functioning as a social work intern of the agency.
    - Organizational processes of program planning and policy making.
    - Community network of human services resources.
    - Role of social work in the community network and the responsibility of the profession to develop community awareness of gaps in human services resources.

- Professional Content
    - Application of social work goals, values, ethics, and professional behavior in fulfilling responsibilities to clients, agency, and community.
    - Student´s identification with the profession and with agency purposes and practices.
    - Personal management of time and effort.
    - Strategies of clinical decision-making.

    - Interpretation and application of agency policies and practices in specific situations.
    - Responsibility for, and contribution to, staff morale, including competitive behavior toward other staff members, difficulties in relating constructively to administrative personnel, or any wish for special consideration.
    - Behavior in administrative relationships.
    - Ethical and cultural considerations in public relations and clinical practice.
    - Support in dealing with stresses, related to agency limitations, changes in agency function or administration, new role responsibilities, and/or demands of specific responsibilities.
    - Ongoing evaluation of student´s performance within the mid-term and final evaluations.
    - Issues of diversity, equity and inclusion and possible student bias' about these topics.
    - Imposter Syndrome

- Practice Content
    - Assessment and identification of presenting problems.
    - Application of social work values and ethics in specific situations, especially when competing values are involved.
    - Develop ability to use critical inquiry in problem assessment.
    - Enlargement and application of knowledge of human behavior and of the social environment.
    - Termination of the treating relationship.
    - Development and management of the professional relationship and recognition of differences in its use in different social work methods.
    - Maintaining clinical/professional boundaries.
    - Development of assessment, diagnosis and treatment plans and skills.
    - Develop ability to formulate and implement appropriate therapeutic interventions and/or treatment approaches.
    - Develop ability to identify and assess strengths and weaknesses of the student and its impact on delivery of services to the client.

During the student's placement at the agency, the Agency Practicum Instructor needs to be accessible to the student for brief periods outside of scheduled supervision time, but this may not take the place of the individual MSW supervision hour. The time given by the Agency Practicum Instructor for coordination of the practicum, e.g., selecting assignments, reading student's records or planning for students need to be outside of individual supervision time.

Feedback to student interns needs to be given constructively in the manner of on-going communication and in the amount that the student can assimilate. The focus needs to be kept on the case material so the student may understand the relevancy of the feedback and not personalize it. Thus, the MSW Supervisor may suggest better use of self in the helping process and strengthen the student's professional self-confidence. In this way the students will be encouraged to develop a professional self and gain insight about their own attitudes and feelings that affect their work.

MSW Supervisors are encouraged to contact the Practicum Faculty when clarification is needed about student issues related to course requirements. Course syllabi can be made available as a resource for MSW Supervisors.

Practicum Site Meetings

The Practicum Faculty completes three site visits in the academic year; once at the beginning of the academic year, once at the end of the fall semester, and once at the end of the spring semester. The student, the Agency Practicum Instructor, and any other appropriate agency personnel attend these meetings at the agency site. In-person meetings are preferred, and 1/3 of the meetings need to be in person unless the agency site is more than 50 miles from George Fox University's campus,

or there is an agency policy, or health concern, against such a visit.

Weekly Hour Log

The student intern is required to track their own practicum hours and record them in Experiential Learning Cloud. Weekly, the student intern adds their practicum hours to their log in Experiential Learning Cloud. Monthly, the student intern, Agency Practicum Instructor, and Practicum Faculty sign the monthly logs in Experiential Learning Cloud. Students are strongly encouraged to retain records of their own hours (in a journal, calendar, etc). Agency Practicum Instructors may request the student to provide these records. Seminar course grades are reflective of the confirmation of required practicum hours. Delay of logs and/or delays in review and submittal, may result in loss of assignment points, impacted final course grade, or an incomplete course grade. It is the student's responsibility to ensure that hour logs are submitted in a timely manner to ensure grading timelines are met.

Reflective Journals

Students complete weekly reflective journals on the GFU Canvas system and submit for review, commentary and discussion with their Practicum Seminar student colleagues and Practicum Faculty. Students and Practicum Faculty are required to read and respond to each other's journal entries, within their Seminar class. Students may also send an e-mailed copy of their journal entry to the Agency Practicum Instructor, otherwise, the agency personnel do NOT have access to these journals. Students are required to uphold confidentiality of client information in reflective journals and in discussions with their student colleagues and Practicum Faculty.

Process Recordings

Students are required, as an integrative seminar assignment, to complete two process recordings each semester based on their practicum experience. Students will use the Process Recording Form (Available on Canvas) for these assignments. Students are required to review completed Process Recordings with their Agency Practicum Instructor for feedback during a supervision session prior to submitting the assignment to the Practicum Faculty.

Mid-Term Evaluation of Student

The Mid-Term Evaluation is completed halfway through both the fall and spring semesters, and is completed and documented in Experiential Learning Cloud. This is a **joint** assessment with the Agency Practicum Instructor and the student intern of the student's work and of the supervision process. This mid-semester assessment is to ensure the Agency Practicum Instructor and the student intern are working in tandem, that learning goals are being met, the Learning Agreement is being achieved, and it sets the stage for the end of semester evaluation.

This is an important time to identify any problem areas, and it gives the Agency Practicum Instructor and the student intern the opportunity to devise a plan of action to correct any problem areas. Even if direct intervention from the Practicum Faculty is not needed at this time, the Agency Practicum Instructor needs to alert the Practicum Faculty to any serious problems that have been discussed. At this time, areas of concern may be addressed in a Remediation Plan (Appendix H), designed to specify a plan for necessary improvement in competency areas.

Student interns must receive a 'competent' (or above) score on at least 90% of the Practice Behavior Ratings by the end of the final spring evaluation. The rating scale on the Mid-term and Final Evaluations are subjective. If the student does not have 90% 'competent' (or above) ratings by the Spring Mid-Term Evaluation, and the student or the Agency Practicum Instructor does not think the student will reach the 90% 'competent' rating by the end of the spring semester/academic year, the Practicum Faculty needs to be notified and Remediation Plan (See Appendix) needs to be made to ensure the students' success by the end of the academic year.

The idea is to rate the student where they need to be based on the length of time they have been in the program and at their practicum placement. The students are not to be compared to a seasoned career social worker. The evaluations are also a developmental process; the student needs to demonstrate progress and improvement over the course of the academic year, and the evaluations need to reflect this developmental and professional growth process.

End of Semester Evaluation of Student

The Final Evaluations are completed at the end of the fall and spring semesters, and are completed and documented in Experiential Learning Cloud. As with the Mid-Semester Evaluation, this end of the semester evaluation is a **joint** assessment with the Agency Practicum Instructor and the student intern. They review the semester's work in light of the Learning Agreement tasks and collaboratively discuss and complete the evaluation. Input is also sought from Task Supervisors or other agency personnel, who have been involved in the training and observation of agency-based work. This collaborative evaluation gives the student and the Agency Practicum Instructor an opportunity to review the student's progress towards learning goals and the development of the student as a professional social worker.

By the end of the spring semester, students are expected to be evaluated at least 'competent' in 90% of all the practice areas in the ten competencies. A meeting occurs with the Practicum Faculty, the Agency Practicum Instructor and the student intern to discuss the evaluation. Once the student and Agency Practicum Instructor complete the Final Evaluation it is reviewed during the final site meeting and submitted with signatures to the Practicum Faculty. Copies of the Final Evaluations are retained by the department in the student academic file.

The idea is to rate the student where they need to be based on the length of time they have been in the program and at their practicum placement. The students are not to be compared to a seasoned career social worker. The evaluations are also a developmental process; the student needs to demonstrate progress and improvement over the course of the academic year, and the evaluations need to reflect this developmental and professional growth process.

End of Semester Practicum Site Visit

At the end of each semester the Practicum Faculty will conduct a meeting with the student intern, the Agency Practicum Instructor, and if applicable, other agency personnel who have been involved with the student intern. This meeting can be in-person (at the agency) or virtual. During this time, there is a review of the student's progress towards learning goals, student observations, and reviewing the final evaluation. All parties are given time to reflect and share about the practicum experience. The student, Practicum Faculty, and Agency Practicum Instructor discuss areas for future growth and development of the student, strengths of the student, and any ongoing concerns regarding the student's professionalism, skills, and understanding of the social work profession.

Observation of Student Intern by Agency Practicum Instructor or Task Supervisor

Growth and development of the student as a professional social worker comes from direct observation of the student at work. Agency Practicum Instructors and Task Supervisors are encouraged to observe the student intern on a consistent basis in order to provide direct and helpful feedback to the student.

Student Evaluation of Practicum Education Program

At the end of each school year, the student intern will complete an evaluation of their practicum agency, and their Agency Practicum Instructor on a form in Experiential Learning Cloud. This is an assignment that will be completed in SWKG 577 and SWKG 677. The purpose of this evaluation is to present feedback to the Director of MSW Practicum Education. Students may share the evaluation with their Agency Practicum Instructor for professional and collaborative feedback and discussion around the student's experience within the practicum agency. Consideration for placing future students

at sites will be partially based on these evaluations.

Agency Practicum Instructor Evaluation of the Practicum Education Program

At the end of each academic year, the Agency Practicum Instructor will have an opportunity to evaluate the MSW Practicum Education Program. This evaluation feedback is accessible to both the MSW Program Director and the Director of MSW Practicum Education and will be used to inform procedures, policy and curriculum and to strengthen the MSW Practicum Education Program.

VII. Evaluation and Feedback

Evaluation is an important part of the educational process and needs to be ongoing throughout the school year. As stated above, there are Mid-Term and Final Evaluations each semester that are completed collaboratively with the student intern and the Agency Practicum Instructor, and/or any other relative agency personnel. These written evaluations are accompanied by site meetings/visits. These formal evaluations enable the agency, GFU, and the student to see how well the student is applying social work knowledge, values, and principles to practice and the level of competency achieved in each of ten areas. They provide the opportunity for both Agency Practicum Instructor and student to reflect on the student's skill development and on the supervisory process. It provides useful feedback to the student, and the evaluation process can also serve as a planning tool for future areas of focus and development for the student. This competency-based evaluation guides the Agency Practicum Instructor in making relevant assignments and monitoring the student's work. The end of semester evaluations assess the student's performance on ten core competencies, thresholds for professional practice, established by the Council on Social Work Education's Educational Policy and Accreditation Standards (EPAS).

As stated above, there are Mid-Term and Final Evaluations each semester that are completed collaboratively by the student intern, the Agency Practicum Instructor, and/or any other relative agency personnel.

Assignment of Practicum Course Grades

Generalist Practicum Seminar I & II courses (SWKG 576/577) and Advanced Generalist Practicum Seminar I & II, (SWKG 676/677) are each semester-long courses and are assigned a letter grade by the Practicum Faculty (the student's seminar instructor). Approximately 50% of the grade is based on successful completion of the practicum, which is outlined in the syllabi. The other 50% of the grade is based on attendance, participation, and completion of the academic assignments associated with the seminar courses. Specific grading criteria are listed in the course syllabi.

Student interns must receive a 'competent' (or above) score on at least 90% of the Practice Behavior Ratings by the final spring evaluation. The rating scale on the Mid-term and Final Evaluations are subjective. If the student does not have 90% 'competent' (or above) ratings by the Spring Mid-Term Evaluation, and the student or the Agency Practicum Instructor does not think the student will reach the 90% 'competent' rating by the end of the spring semester/academic year, the Practicum Faculty needs to be notified and the disposition process will be followed. Any student who does not receive a 90% on all competencies will go through the disposition process outlined in the student handbook.

Any event disruptive to the practicum, prior to completion of the semester, will result either in an extension of the placement or withdrawal from the practicum course for that school year, with the expectation that the practicum seminar course the student is enrolled in (SWKG 576, 577, 676, or 677) will be repeated in its entirety the following school year. Examples of such events that disrupt the practicum experience include, but are not limited to, pregnancy, illness, and other personal difficulties. If a student does not complete the requirements of the practicum course, receives a semester grade below a "B" (below 83%), or chooses to withdraw, the practicum course must be retaken. The

completed practicum hours cannot be transferred when the course is retaken.

VIII. Other Practicum Education Policies and Procedures

Employment Based Practicum Placement Policy and Application

The George Fox University (GFU), Master of Social Work (MSW) Program has a policy that permits completion of the MSW Practicum Education Program requirements in an organization in which the student is also employed. Their employment hours may count toward their practicum hours.

Per the 2022 EPAS by CSWE and GFU MSW policies:

- MSW student employment tasks may qualify as practicum hours when the employment tasks are directly linked to the ten GFU MSW Practicum Education competencies.
- The student must be in good academic standing at GFU (maintaining a 3.0 GPA) and in good standing at their employing agency.
    - 'Good standing' means an established employee who successfully completed the agency's probationary period, and/or a minimum of six months in the agency.
- The student must engage in generalist or advanced generalist practice activities under approved Agency Practicum Instructors/Task Supervisors who meet CSWE and GFU MSW Program Qualifications.
- The employment tasks which may count as practicum hours must be reviewed and approved by the student, the prospective Agency Practicum Instructor, and the Director of MSW Practicum Education prior to the student counting hours as an employee.
- The employment agency supports the practicum placement as an educational experience and is committed to providing the time and supervision for the student intern to be involved in learning activities with specific competency-based learning objectives. The supervisor may be the same individual for the practicum hours and the employment hours, if the practicum supervision is distinct from the employment supervision, and the supervisor meets both requirements below:
    - Agency Practicum Instructor must hold a MSW from a CSWE accredited program
    - Agency Practicum Instructor must have at least two years of post-MSW degree social work practice experience
    - Agency Practicum Instructor (and/or the MSW Supervisor) must be an employee at the same agency as the student's practicum/employment
    - Agency Practicum Instructor (and/or the MSW Supervisor) must meet with the student for one hour once a week for MSW supervision
- Students may have both their Generalist and Advanced Generalist practicum experiences at the same place of employment, **if** both requirements below are met:
    - The practicum duties are distinct according to the level of educational expectation, and
    - The practicum duties are approved by the Agency Practicum Instructor and the Director of MSW Practicum Education.

Practicum Employment Offer

- If the practicum agency offers employment to the student during the school year, while the student is an intern, the student is eligible to apply for an Employment Based Practicum if the following conditions are met:
    - The student is in good standing in the MSW program, with at least a 3.0 GPA
    - The employment begins on or after February 15th of the Spring semester.
    - The employment job description meets the MSW competency requirements for a practicum and is within the scope of practice of a MSW student practicum placement.
    - All GFU Employment Based Practicum paperwork is completed prior to the student signing or committing to the agency position.

If a student's employment situation meets all the above requirements, the student is eligible to apply for an Employment Based Practicum, at their current practicum placement. If the student's Application is approved, the student may transition from a practicum to an Employment Based Practicum.

If a student accepts a job at their practicum agency during the school year and attempts to complete their practicum as an employee without this approval, this may result in disqualification of completed practicum hours while the student is an employee.

Termination of Employment

- If the employer initiates the termination of the student's employment, where and when their practicum is co-occurring, the following steps must be followed:
    - The student needs to immediately (within 24 hours) notify their MSW Practicum Faculty and the Director of MSW Practicum Education.
    - The Director of MSW Practicum Education, and/or the Practicum Faculty, and the student will have a meeting (within 3 business days), to learn of the circumstances that lead to the student becoming unemployed.
    - The Director of MSW Practicum Education and/or the Practicum Faculty will meet with the Agency Practicum Instructor (and other agency personnel if appropriate), (within 3 business days) to learn of the circumstances that lead to the student becoming unemployed.
    - The Director of MSW Practicum Education and/or the MSW Practicum Faculty, the Agency Practicum Instructor, and the student will then have a meeting to determine what the best plan is for all parties involved, moving forward (within 5 business days). It will be determined if the student can continue their practicum at the agency, or if the student will need a new practicum placement to complete the remainder of the students' practicum education for that academic year.
    - If the student needs to move to a new practicum site, the student and the Director of MSW Practicum Education will work on this together as soon as possible.
- If a student initiates the termination of their employment, where and when their practicum is co-occurring, the student will not be re-matched to a new practicum mid-academic year.
    - The student needs to immediately (within 24 hours) notify their MSW Practicum Faculty and the Director of MSW Practicum Education.
    - This situation will be addressed on a case-by-case basis.

Avoidance of Dual Roles and Conflicts of Interest

The *NASW Code of Ethics* emphasizes the need to avoid conflicts of interest that may potentially interfere with the exercise of professional discretion and impartial judgment. In accordance with this directive, the GFU MSW program reserves the right to deny permission for a student to intern at an agency where issues of dual roles or other conflicts may be problematic. This may include not allowing students to attend a practicum where they or a close family member or friend currently or has previously received services, or where a close family member or friend is employed. Large agency settings with multiple programs may be considered appropriate on a case-by-case basis.

Hours, Holidays, Absences

Generalist practicums require a minimum of 448 hours (224 for each semester) and Advanced Generalist/Advanced Standing practicums require a minimum of 560 hours (280 per semester). Every week students are expected to accumulate 16 hours (Generalist) or 20 hours (Advanced Generalist/Advanced Standing) and for the full 15 - 16 weeks of each semester. In other words, the student intern needs to space out their practicum hours so they complete them over the course of the entire 15 - 16 weeks of each semester. Lunch hour is not included in the computation of practicum hours.

If necessary, and approved by the Agency Practicum Instructor and Practicum Faculty, two hours per week can be off-site work for activities such as research, preparation for client work, special projects, or on-line documentation entry. Also, two hours per week are credited by attendance in the student's practicum seminar course on campus. These activities must be listed on the monthly log and appear in the Learning Agreement.

It is crucial that the student intern has clear and consistent communication with their Agency Practicum Instructor about their practicum site schedule, and if they will be absent for any reason. A plan to make-up missed hours needs to be constructed between the student and the Agency Practicum Instructor. Students also need to inform Practicum Faculty of the plan to compensate for missed hours due to absences.

Official school holidays and breaks, when a student *may be* excused from practicum, are listed in the academic calendar available on the George Fox University website. Students are not credited with practicum hours for official holiday breaks (these breaks are not calculated into the required minimum hours) unless this time has been established as part of the practicum schedule and the student agrees to be present at the agency.

Students must be aware of not only the GFU holidays and breaks, but the federal and state holidays that their agencies may be closed. It is the students' responsibility to monitor the holidays and how they will complete their hours.

Guidelines for Personal Safety

Practicum agencies need to provide security to student interns in the same measure as provided to their employees. Policies and procedures need to be established to protect student interns from violence in the workplace, harassment, or situations with potential danger. Agencies are expected to provide a specific orientation to agency policies and procedures regarding risk assessment and management. This includes orienting students to procedures they will follow for their own safety within the agency, and outside the agency, while performing the duties of their practicum placement (such as home visits). Generally, students may not be in the agency alone. Students need to always be aware of the emergency protocols and safety procedures, and have access to emergency contacts while completing practicum hours.

Home visits are an important part of the social work experience and may be included in the practicum experience when appropriate. The agency and the student intern need to make provisions for safety in general. Additionally, the agency needs to make provisions for safety in high-risk areas or situations, for example, providing students with a cellular phone or an escort. Student interns are expected to follow all agency safety protocols as well as any Oregon State laws (and CDC guidelines) pertaining to health issues.

In the event of an emergency at a practicum site that involves a student intern, the Agency Practicum Instructor needs to be notified as well as the Practicum Faculty. The Director of MSW Practicum Education needs to be notified if the Practicum Faculty is unavailable.

Student Travel for Practicum

Students who drive as part of their practicum duties, must have a valid driver's license and automobile insurance. It is customary for practicum agencies to reimburse students for travel expenses or to provide use of a staff vehicle when travel is part of the required practicum work assignment. However, some agencies do not reimburse for mileage. It is therefore important for prospective interns to discuss this matter with their agency in advance of placement. Students are prohibited from transporting agency clients at any time in their own vehicles unless the agency covers the student under its insurance and assumes full liability in case of an accident while transporting a client. Documentation of

this insurance must be on file with the GFU MSW Practicum Education Program prior to the student providing transportation of clients in the student's personal vehicle.

Student Identification

Student interns need to always identify themselves to clients and staff at their practicum site as a "social work intern." If agency protocol requires student interns to have identification badges it ought to be arranged that this be issued during the students' first week of practicum placement. Students are required to follow agency protocol in wearing identification badges.

Statement of Nondiscrimination

All students who meet the minimum requirements for admission to the GFU MSW Program as stated in the application for admission are invited to apply to the Practicum Education Program. No student will be denied admission on the basis of race, color, national or ethnic origin, gender, age, marital or veteran status, disability, religion, political affiliation or sexual orientation. All students are expected to be in compliance with the standards set forth in the GFU Standards of Conduct. In addition, it is the policy of George Fox University that all employees and students work in an environment where the dignity of each individual is respected. Harassment due to race, color, national or ethnic origin, gender, age, sexual orientation, marital status, religion, citizenship status, political affiliation, workers' compensation status, physical or mental disability, veteran's status, or any other status protected under applicable local, state or federal law is prohibited. Such harassing behavior should be avoided because conduct appearing to be welcomed or tolerated by one employee or student may be very offensive to another employee or student. *Inquiries about the University Nondiscrimination and Diversity Policy may be directed to the University Department of Human Resources.*

Professional Conduct

Students in the GFU MSW Program are required to adhere to the following expectations, which are associated with the ability to become effective social work practitioners. Students must:

1. Earn a minimum cumulative GPA of 3.0 to stay in good academic standing.
2. Demonstrate honesty and integrity by
    a. Being truthful about background, experiences, and qualifications
    b. Completing one's own work as original work for each assignment (no plagiarism and no use of Artificial Intelligence)
3. Demonstrate behavior consistent with the NASW Code of Ethics
4. GFU Student Handbook, and established laws both on and off campus.
5. Demonstrate behavior consistent with professional standards of care in agency settings, to include reporting to agencies on time, professionally dressed as appropriate for agency setting and standards, and ready to provide service to the organization and its clients.
6. Demonstrate responsibility in classroom and practicum obligations in regards to timeliness, attendance, completion of assignments, respectful and participatory classroom conduct, and responsiveness to faculty recommendations for development of professionalism, academic performance, and skill improvement.
7. Demonstrate respectful attitudes, appropriate behavior, and effective interpersonal skills in interactions with peers, GFU faculty and staff, practicum agency personnel, and clients. Students will use appropriate channels for resolving conflicts at the university and agency settings.
8. Refrain from attending classes or agency settings under the influence of alcohol or other mood altering substances, except where a licensed physician deems medication necessary, prescribes it, and student takes it at the prescribed dosage.
9. Exhibit behavior that demonstrates respect for and avoids discrimination against any person, group, or class on the basis of age, class, color, disability, ethnicity, gender, material status,

national origin, race, religion, and/or sexual orientation.
10. Demonstrate clear, appropriate and culturally sensitive boundaries. Refrain from sexually harassing others; making verbal or physical threats; becoming involved in sexual relations with clients, supervisors, or faculty; abusing others in physical, emotional, verbal, or sexual ways; or participating in dual relationships where conflicts of interest may exist.

Students will read these expectations and sign the Professional Expectations for Social Work Students as part of the Student Agreement (see Appendix) and submit it in the Experiential Learning Cloud at the beginning of the school year. Violation of these expectations may result in a Remediation Plan, dismissal from the agency, and/or dismissal from the social work program. Dismissal from an agency for unethical behavior or violation of agency policy may result in a failing grade in the practicum seminar course.

Confidentiality

Students are required to follow the standards and guidelines within the NASW Code of Ethics in regards to confidentiality. Social work student interns recognize their role as mandatory reporter and follow the guidelines and requirements of this role.

Students are also required to follow agency confidentiality guidelines and relay these to clients per agency protocol and procedures. Students are responsible for learning and understanding agency confidentiality and professional behavior policies during their orientation to the practicum agency. Students will review and sign any agency confidentiality form(s) during their orientation to the practicum agency.

Agency Practicum Instructors will sign a document (in Experiential Learning Cloud.) acknowledging that students may be using client information for course assignments, but that the identity of the client will be kept confidential.

Social Media and Confidentiality

Students are required and expected to refrain from the use of any social media to report, comment, or distribute any information related to their practicum placement, role, responsibilities, colleagues, or clients. Confidentiality of the practicum agency, its personnel, and the clients it serves should be respected and upheld at all times.

Personal Liability Insurance / University Insurance

All students enrolled in the MSW Program are covered through the George Fox University liability insurance. The insurance covers students in roles and time commitments of the agency practicum during each semester. Agencies and George Fox University both sign an Affiliation Agreement to this effect.

Fees Related to Onboarding at Practicum Agency

Students may be placed at a practicum site that has extensive onboarding processes (for ex. medical agencies). If the onboarding items have a fee (for ex. a drug test), the student is responsible to pay any and all fees regarding onboarding processes for their agency. This is a topic that may be discussed in the placement process, so the student is aware of the cost associated with completing their practicum at the agency.

Termination with Clients

Clients with whom a student works while in a practicum are clients of the agency, and not the student. Students must terminate appropriately with all clients at the end of their practicum placement. If students decide to continue at their practicum placement as a volunteer or as an employee, their new role as such, will be made very clear to clients and agency personnel.

Disruptions to Placements Based on Agency Challenges

If a circumstance occurs that prevents an agency from fulfilling the requirements for a practicum (after a student is placed), the Practicum Faculty will meet with the agency to discuss whether supportive assistance or a change of placement is required. Examples of disruptions in a practicum placement are: the illness or departure of the Agency Practicum Instructor, the canceling of a program essential to the student's practicum, the practicum's lack of ability to provide a sound educational environment, issues with the student's progress within the learning environment, or the conduct-related termination of a student from the practicum placement that does not involve serious violations in agency policy or the NASW Code of Ethics.

In the event of a student needing to change practicum sites, and continuing in the practicum seminar course, a solution will be sought that supports the appropriate learning context for the student. A student will receive a to-date evaluation and be able to apply the accrued hours to a new practicum placement setting. The student will not be penalized, in any way, if the placement disruption is based on the agency's inability to provide the student what they need to complete their practicum commitment.

Practicum Incidents or Concerns

When a student, Agency Practicum Instructor, or Practicum Faculty brings an incident or concern to the attention of the Director of MSW Practicum Education, the Director of MSW Practicum Education will document the incident and coordinate follow-up as needed.

Practicum Remediation Plan

In an instance when a student intern needs to develop strength and proficiency in an identified area(s), due to not meeting agency or MSW Program expectations within the practicum setting and role, a Practicum Remediation Plan (see Appendix) will be constructed with the collaboration of the student, Agency Practicum Instructor, and Practicum Faculty. This document will be completed and utilized when an elevated concern related to a student's area of competence (as identified by the CSWE or GFU MSW Program) is present.

The student intern, Practicum Faculty, and the Agency Practicum Instructor will complete the Practicum Remediation Plan form collaboratively. The completed form will be submitted to the Director of MSW Practicum Education for review. All parties will retain copies of this plan.

Prior to the utilization of the Practicum Remediation Plan form, the area of concern needs to be addressed in supervision by the Agency Practicum Instructor or in an individual meeting with the student's Practicum Faculty. Student intern will be empowered to actively participate in the process so that they have a complete understanding of the concerns and the growth required.

The goals for change and development in professional behavior and skill will be written in a measurable and time specific format. The Practicum Remediation Plan will be signed by the student, the Agency Practicum Instructor, Practicum Faculty, and Director of MSW Practicum Education.

The student must fulfill the Practicum Remediation Plan by the spring Final Evaluation. If the

Practicum Remediation Plan is not fulfilled the student will not pass the practicum course. The student is responsible for managing the Practicum Remediation Plan.

Disposition Process, Criteria for Possible Dismissal from the MSW Practicum Education Program at George Fox University and Student Appeal Procedure

The following policies and procedures are referenced from the GFU MSW Student Handbook and additional university policies. They are reiterated here as they also apply to the Practicum Education Program, in addressing and assessing student performance. Appeal information is also provided and is consistent with the MSW Student Handbook.

1. Criteria for Student Dismissal from the MSW Practicum Education Program

All GFU MSW students are expected to abide by this MSW Practicum Education Manual, the National Association of Social Workers Code of Ethics, the MSW Student Handbook, the Standards of Conduct as stated in the GFU catalog, and the Expectations and Responsibilities stated in the GFU Student Handbook. A student may be dismissed from the program for violating any or all of these previously listed standards and references. Along with these expectations and standards, students enrolled in the MSW Program are expected to adhere to the following:

A. not destroy or conceal library holdings or other resources owned by GFU, and/or needed by others,
B. not misrepresent themself professionally (e.g. events surrounding an incident involving professional conduct or fabrication of client data pertaining to course or practicum assignments),
C. not misrepresent their professional qualifications, education, experience, or affiliations,
D. not engage in the practice of social work while under the influence of drugs, alcohol, or other non-prescribed chemicals,
E. not commit breaches of professional confidentiality,
F. not verbally, physically, or sexually harass, threaten, stalk, etc. patients/clients, colleagues, or supervisors,
G. not exploit professional relationships for personal gain,
H. not engage in any form of discrimination on the basis of political affiliation, race, color, gender, sexual orientation, age, religion, national origin, or physical/mental disability,
I. comply with the George Fox University Nondiscrimination and Diversity policies.
J. comply with the department and university wide policy on plagiarism and cheating, which is found on the GFU website, MSW student handbook, and all course syllabi.

A student may be dismissed for violating any or all of the reasons stated above. Additionally, they may be dismissed from the MSW Practicum Education Program for

K. concerns about a student's suitability for the practice of generalist social work,
L. concerns about a student's physical, intellectual, or emotional abilities to perform the essential functions of a generalist social worker.

2. Process Regarding a Complaint Against a Student in the MSW Practicum Education Program

The following process is designed to resolve complaints against students, facilitate students' professional growth, and/or help correct unprofessional behavior when possible. The goal of this process is to restore students to professional functioning as deemed reasonable and possible by the faculty. An alleged violation of George Fox University policies as stated in the Graduate/DPS Student Life Policies will be handled by the appropriate office with procedures found at the George Fox University Student Life Website

Consistent with the NASW Code of Ethics, it is strongly recommended that informal resolution be the first step in resolving a conflict or concern with a student. When concerns arise, the complainant needs to contact the student in question and directly discuss the concerns. A faculty member, advisor of the complainant, MSW Program Director or MSW Director of Practicum Education can offer coaching or mediation. If resolution is not reached, the student will work with their advisor to file a disposition against the student of concern.

If a client makes a complaint, the process must be trauma-informed. The MSW program will work with the client and practicum agency to provide support and ensure the process minimizes stress and potential re-traumatization. The MSW program keeps the record of the written documentation of the complaint and its outcome. The agency supervisor will notify the MSW Director of Practicum Education and the disposition process will be initiated by the MSW Director of Practicum Education.

3. **Disposition Process - Purpose and Foundational Tenets**

Purpose & Basic Principles

Becoming a competent social worker involves more than academic performance; it requires a professional disposition characterized by attitude, behavior, and demeanor that aligns with NASW Code of Ethics. George Fox University (GFU) faculty and staff in the MSW program have a duty to be gatekeepers of the social work profession. This responsibility includes supporting the growth and development of MSW students' professional and ethical development as well as their academics. The NASW Code of Ethics states that "(a) Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility." When a GFU MSW student is observed to have behaviors that interfere with professional judgement and/or performance, this disposition process will be implemented.(Social Worker's Ethical Responsibilities as Professionals, Section 4.05)

The dispositional assessment process is built into the MSW program and provides a framework for evaluating the professional characteristics of students to ensure they consistently show necessary ethical qualities in their interactions with clients, classmates, professors, the MSW program, and the agencies they interact with.

Each student will be screened by their practicum faculty using the George Fox Professional Disposition Rubric (GFPDR). For students not currently in a practicum placement, they will be screened by another member of the core faculty. If a student has any category of the GFPDR in which they score a 1 or 2, the following dispositional concern process must be followed. Optionally, a student scoring at a level 3 on the GFPDR may also, at faculty discretion, be required to engage in the remediation process.

In addition to the Spring annual reviews, any member of the MSW faculty, staff, or agency supervisors may report a dispositional concern at any time throughout the school year as needed. MSW faculty, staff or agency supervisors will use this form to report their concern.

The guiding principles behind the GFU MSW Dispositional Process are as follows:

- The MSW Program at George Fox University has a strong desire to see all of our students grow and mature in their time in our program. The dispositional process employs a growth-mindset approach to professional behaviors and student development. Our ultimate goal is that our students become excellent graduate-level practitioners, who have addressed and corrected any identified concerns.
- Our program commits to communicate with students regarding any dispositional concerns in a timely and transparent manner, and if possible to walk alongside the student to mentor them as they develop new competencies.

- The MSW program provides an outlined procedure to support students as they navigate the dispositional concern process.

Dispositional Growth and Remediation Procedure

1. **Reporting:** Faculty, staff, or internship supervisors complete the GFPDR and submit a Dispositional Concern Reporting Form.
2. **Review:** The Program or Practicum Director reviews the report within 7 days, consulting with the MSW Department and potentially the reporting party.
3. **Notification:** Within 14 days of the Reporting Form submission, the student is notified via email of the concern and required next steps.
4. **Initial Consultation:** A full-time faculty member meets with the student within 10 days of the notification to review the concern, discuss the process, and collaboratively draft a remediation plan using the department template, including SMART goals.
5. **Plan Submission:** The student completes and submits a draft of the remediation plan to the faculty member within 4 days of the initial consultation.
6. **Progress Meetings & Implementation:** The student works on the established SMART goals. A follow-up meeting is scheduled to review progress and determine if additional goals or coaching are required.
7. **Resolution:** Upon completing all SMART goals, the student meets with the faculty member to present evidence of progress. If satisfied, the faculty member signs off, notifies the Program Director, and the student returns to good standing. If goals are not met, the faculty member consults with the Program Director to discuss potential outcomes, such as an extension, additional goals, or formal dismissal proceedings.

Dispositional Levels

Level 5: Exemplary Practice - Students at this level exhibit strong ethical practice and healthy, advanced social-emotional relationship skills, appropriate boundary setting, and respect for university and agency policies. Interactions with others are characterized by integrity, honesty, courage,and humility. There are no behavior/dispositional concerns at this level.

- **Potential Outcome:** Graduate on target

Level 4: Proficient Practice - Students at this level consistently demonstrate solid professionalism, active engagement in coursework and practicum, strong and compassionate boundary maintenance, and a consistent willingness to grow. There are no behavior/ dispositional concerns at this level.

- **Potential Outcome:** Graduate on target

Level 3: Adequate or Growing Practice - Students at this level meet basic foundational expectations for behavior, attendance, and honesty in coursework. No major dispositional concerns are noted, but there are minor concerns in some areas requiring potential adjustments and allowing room for growth. Examples of minor concerns may be occasional unclear or inconsistent communication, occasional attendance concerns, or inconsistent positive social engagement skills.

- **Potential Outcome:** Remediation plan

Level 2: Emerging to Moderate Concerns - Concerns at this level may include chronic lateness, lack of attentiveness, hygiene issues, minor boundary violations, chronic unprofessional communication, a single plagiarism occurrence, or a consistent need for extensions, or other professionalism concerns. Opportunities for growth regarding integrity, honesty, or humility are present.

- **Potential Outcome(s):** Remediation plan and/or hold on student's account*

Level 1: Critical, Serious, or Repeated Concerns - Concerns at this level include a second plagiarism

occurrence, breaching confidentiality, spreading gossip, verbal aggression, substance abuse, or Code of Ethics violations,falsifying internship paperwork, significant ethical violations jeopardizing future licensure, physical aggression or threats, or a third plagiarism offense.

- **Potential Outcome(s):** Remediation, hold on student account*, program dismissal, an immediate pause at the student's practicum placement

Remediation Requirements

Potential components of the correction process may include:

- Extra internship hours
    - Students who have a dispositional concern related to their practicum will need to complete a remediation plan following the practicum remediation process, as outlined in the Practicum Manual. The MSW Practicum Director will be involved in this process.
- Additional reading and reflection on the professional behavior of concern
- Other corrective action as determined by the MSW program

Consequences for not completing the remediation process

- *Hold on the student's account that prevents the student from registering for future courses and the release of transcripts. The hold will be released once the remediation process has been completed.
- A dispositional report with at least one higher ranking than the previous dispositional report (example: if a student has to complete the remediation process due a Level 2 concern, the student may go into the disposition process for a Level 1 concern based on failure to complete the remediation plan for the previous Level 2 concern)
- Recommendation for program dismissal: If the outcome of the faculty dispositional review is to recommend program dismissal, please reference dismissal policy in the George Fox MSW handbook under the heading "Criteria for Possible Dismissal from the MSW Practicum Education Program at George Fox University and Student Appeal Procedure".

Dismissal Protocol:

This involves a formal notification detailing the reasons for the action, which will be reviewed by a committee within one week of the faculty deliberation. Please consult the MSW Student Handbook for full dismissal policies.

Note: Generally, a student who has been dismissed may re-apply after one calendar year, provided they can show evidence of addressing the prior concerns.

References

1. Northwest Nazarene University Disposition Criteria
2. Northwest Nazarene University Disposition Processing Chart
3. CCS-R Scale
4. NASW Professional Code of Ethics
5. Disposition Appeal Process

Complaints Against GFU MSW Practicum Faculty

Complaints against GFU MSW faculty members may be made by other faculty members, staff or students. Complaints must be written, signed, dated, and sent to the Associate Dean of Behavioral Health Sciences with a copy sent to the GFU MSW Program Director.

Student Complaints Against Practicum Agency Personnel

If a GFU MSW student has a complaint against a practicum agency personnel, the student needs to present the complaint in writing to the MSW Program Director and the Director of MSW Practicum

Education. The student is expected to communicate their concerns first to the Director of MSW Practicum Education before approaching the MSW Program Director. These complaints will be handled on a case by case basis.

Student Transfer Out of GFU MSW Program

At any time during a school year, If an enrolled student in a practicum decides to leave the program to transfer to another MSW program, they may not transfer the practicum placement. The student must let the practicum agency and the Director of MSW Practicum Education know they are changing MSW programs, and they need to free up that practicum placement for another GFU student; the GFU student forfeits their spot at the agency.

Disability and Accessibility

If a student has specific physical, psychiatric, mental health, or learning disabilities and requires accommodations for a practicum placement, please contact Disability & Accessibility Services as early as possible so that your needs can be appropriately met. For more information, go to the GFU Disability and Accessibility Services website or contact das@georgefox.edu. The Director of MSW Practicum Education also needs to be notified to ensure the student receives an appropriate practicum placement. The Practicum Experience Accessibility Plan form (Appendix J) needs to be completed and given to the Director of MSW Practicum Education and the DAS office at GFU.

For students needing accommodations in a field experience setting, we encourage them to establish a Field Experience Accessibility Plan. Field Experience accommodations require coordination between our office, the student, department members, and the site, helping to ensure clarity, assess financial responsibility (if applicable), and go through the proper channels for both our institution and the site. Academic accommodations are designed for GFU academic courses only.

Placement Process During Times of Disruption Due to National or Local Events

National or local events such as communicable diseases, natural disasters or civil unrest can drastically change the practicum placement process as well as the overall nature of the students' MSW practicum experience. Oftentimes, such events lead to a sense of crisis for agencies and communities, requiring a different response and focus when it comes to training the next generation of social workers. During such times, agency needs become different and their capacity to host a student sometimes transforms. These changes require modification and flexibility on behalf of our MSW program and its students.

It is incumbent upon developing social work professionals to operate within the NASW Code of Ethics in ensuring that the needs of agencies and the populations they serve are met, while also engaging in social work learning that fosters the development of generalizable and applicable social work skills, knowledge, expertise, and competence. Changes to the practicum placement process during times of disruption due to national or local events may entail the following requirements of students:

1. Increased flexibility when it comes to the placement options and choice. Students will be provided a practicum placement at an agency that is willing to host and train them. Students may not have as many placement options or choices when it comes to their practicum. Per the tenets of social work, the school will be responsive to community agency needs in the current opportunities.
2. Increased flexibility when it comes to practicum learning. Students may be required to be increasingly flexible when it comes to meeting client, constituent and agency needs. This may result in the needs of the agency and client population driving the overall placement structure.

3. Increased flexibility when it comes to supervision format. Students will be required to attend supervision. They will be expected to remain flexible when it comes to supervision format which might include: one-on-one, group supervision, either through in-person or virtual formats.
4. Willingness to engage in remote learning. Students may be required to engage in remote learning, orientation, and onboarding.
5. Willingness to utilize the context of the disruption as a learning opportunity.

Appendix A-I

The following appendices include relevant MSW practicum education forms and resources. They are provided in this handbook to students and Practicum Faculty to become familiar with. However, many of these forms have been adopted into electronic formats and can be found in Experiential Learning Cloud. Visual formatting and presentation may appear different in Experiential Learning Cloud.

Student Signature Forms

Appendix A. Emergency Contact Form
(Experiential Learning Cloud. Form GeorgeFoxSW-001)

Appendix B.Confirmation of Student Agreements
(Experiential Learning Cloud. Form GFUSW 1046)

Appendix C.George Fox University MSW Program Professionalism Rubric

Appendix D.Student Practicum Application
(Experiential Learning Cloud. Form GFUSW 1049 Agency Forms)

Appendix E. Agency Profile
(Experiential Learning Cloud. Form GFUSW 1005)

Appendix F. Affiliation Agreement

Forms for Specific Situations

Appendix G. Employment Based Practicum Placement Policy and Application
(Experiential Learning Cloud. Form GFUSW 1086)

Appendix H. Practicum Experience Accessibility Plan

Appendix I. Practicum Remediation Template