



STOCKTON UNIVERSITY

MSW PROGRAM

PRACTICUM MANUAL

Fall 2023 – Spring 2024

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Introduction

Welcome to Stockton University's Master in Social Work (MSW) Practicum Program. As part of the social work curriculum, Practicum education provides important learning experiences for students to integrate classroom learning with applied experiences within human service agencies. Practicum placements are therefore necessary to achieve curriculum learning outcomes. Through partnerships with students, human service agencies, and the Social Work Program, Practicum placements are developed to enhance professional growth and competencies that better serve an increasingly diverse community of service providers and consumers.

This Practicum Manual has been developed to help students and Practicum instructors understand Practicum policies and procedures. It should be read for a thorough understanding of the Practicum Education component and used as a reference throughout the student's experience. Forms used by those involved with Practicum Education are also included. This manual includes information regarding expectations involved in acquiring practice competencies and completing Practicum placement experiences. It includes updated Practicum information, and links to other pertinent sites such as the National Association of Social Workers' (NASW) *Code of Ethics*. by clicking here: [MSW Website](#). All partners in the MSW Program work together to offer students a challenging and rewarding Practicum experience that enhances professional development.

Nomenclature

MSW Practicum Program: Overall program that oversees Practicum education for the MSW Program. Full-time staff person responsible for developing and coordinating Practicum placements and managing issues that emerge among partners in the Practicum education experience.

MSW Practicum Coordinator Assistant: Part time staff person responsible for making PRACTICUM visits and for assisting the Practicum Coordinator with placements and issues or concerns with the Practicum education experience.

Practicum Instructor: The Practicum agency-based instructor for the student on site; this person develops the learning contract with students, supervises, and evaluates student performance.

Practicum Agency: The human service agency in partnership with the MSW Program that has agreed to provide a learning environment and Practicum instruction services to the student on site that meets program standards.

Practicum Placement: The learning opportunity or internship that exists within a PRACTICUM agency environment.

Stockton University

Stockton University is a coeducational, undergraduate and graduate university of arts, sciences, and professional studies. Stockton is the southernmost and the youngest member in New Jersey's state-wide, state-supported system of higher education. Administratively, there are eight major academic units (Schools): Arts and Humanities (ARHU), Business (BUSN), Education (EDUC), Health Sciences (HLTH), Natural Sciences and Mathematics (NAMS), Social and Behavioral Sciences (SOBL), General Studies (GENS), and Graduate and Continuing Studies (GRAD).

Accreditation

Stockton University's Master of Social Work (MSW) Program is fully accredited by the Council on Social Work Education (CSWE). The Program was initially accredited in 2012, retroactive to 2009. Its accreditation was reaffirmed in 2016 through October 2024.

Faculty

- **Robert J. Barney, Associate Professor of Social Work**
Ph.D. (University of Louisville), MSW (University of Kentucky), B.A. (Asbury University) International social work, family and community development, cultural competence, HIV/AIDS, research practice, human rights, disasters.
- **Guia Calicdan-Apostle, Associate Professor of Social Work**
DSW (University of Pennsylvania), MSW (Asian Social Institute, Philippines), BSW (Philippine Women's University) Clinical social work practice, cultural competence, spirituality in mental health, public health intervention and advocacy (tobacco control), race, ethnicity, and diversity issues.
- **Lisa Cox, Professor of Social Work**
Ph.D., MSW (Virginia Commonwealth University), B.A. (Bridgewater College), LCSW Clinical social work practice, psychopathology and cultural neuroscience, health care, HIV/AIDS clinical trials research, gerontology, research methods, linkage between social support and adherence.
- **Jennifer Dunkle, Associate Professor of Social Work**
Ph.D. (Fordham University), MSW (Monmouth University), B.A. (Marshall University). Diversity and aging, diversity in higher education, social welfare policy, qualitative research, environmental justice, community health and well-being.
- **Robin Hernandez-Mekonnen, Associate Professor of Social Work**
Ph.D., MSW (University of Pennsylvania), B.A. (University of Wisconsin-Madison) Social work with children and families, impacting social and child welfare system reform via research and policy, immigration, trauma, childhood adversity, child well-being, and mixed-methods research.
- **Loretta Mooney, Assistant Professor of Social Work**
Ph.D. (Widener University), MSW (University of Maryland at Baltimore), BSW (LaSalle University) Suicidology, mental health management and recovery, civil commitment and coercive practices, support for psychological pain.
- **Allison Sinanan, MSW Program Chair, Professor of Social Work**
Ph.D., Fordham University, MSW (Adelphi University). Sexual abuse recurrence in minority children, oppression of children and families of color, individual and group counseling, social work practice.

Professor Emeritus

- **Diane S. Falk, Professor Emeritus of Social Work**
Ph.D. (Rutgers University), MSW (University of Pennsylvania), M.A., (University of Chicago), LCSW Social work practice, program development and administration, child welfare, mental health practice and policy, human rights, international social work.

- **John W. Searight, Professor Emeritus of Social Work** *MSW (University of Pennsylvania), B.A. (Yale University)* Social work practice, child welfare (protective services).

Professional Staff

- **Jeffrey A. Feldman, MSW Practicum Coordinator**

MSW, Rutgers University (2008); B.S., University of New Hampshire (1994). Community-based initiatives in Camden County, Union, and Essex Counties, including providing support for then Newark Mayor Cory Booker's Nurturing Children, Youth, and Families Initiative. New Jersey chapter's Political Action for Candidate Election (PACE) Committee, Legislative & Social Action (LASA) Committee, and the Membership Committee.

- **Dawn M. Konrady-Fanslau Director, Child Welfare Education Institute**

EdD (Drexel University), MSW (Stockton University), MBA (Stockton University), MA (La Salle University), BS (Susquehanna University) Social work with children and families, impacting social and child welfare system reform via training, continuing education, professional development.

- **Lori Tomaro, Assistant Coordinator of MSW Practicum Education**

MSW (Monmouth University), BSW (Stockton University), LCSW. Child abuse and neglect; impact of infant/childhood relationship traumas and their influence on parenting behaviors; diverse populations; therapeutic services to individuals, couples, and families.

MSW Program Mission, Goals, Competencies, and Behaviors

Mission

The mission of Stockton's MSW Program is to educate social workers who are prepared for specialized practice with diverse individuals, families, and communities. The Program aims to produce graduates who understand the human condition and the commonalities that all people everywhere share, while respecting and honoring differences in personal and communal history, social class, race, color, ethnicity, culture, language, immigration status, gender, sex, sexual orientation, marital status, age, political ideology, religion, and disability status. The curriculum focuses on developing practitioners who are able creatively to develop an in-depth understanding of diverse worldviews; empower diverse people to expand their capacities, resources, and opportunities; and advocate for policies and services that address social conditions that limit the quality of life for all people.

The Program builds upon a strong foundation of generalist social work practice values, knowledge, and skills. Students are expected to understand and be able to apply an ecosystems perspective, the strengths perspective, and empowerment practice theory. They develop a thorough acquaintance with the negative effects of oppression, discrimination, marginalization, and other social forces that block people's ability to meet their basic human needs. They develop familiarity with multiple theories, perspectives, and approaches that will strengthen their ability to work effectively with diverse populations. They are expected

to critically examine these theories, perspectives, and approaches as they become acquainted with research literature and as they develop experience in agency practice.

Continuing the central focus of the undergraduate program, the MSW Program aims to produce graduates who have a lifetime commitment to upholding human rights, respecting human diversity, and working towards social justice in their professional and personal lives.

Goals

GOAL 1. To prepare graduates for specialized practice with diverse populations, particularly those who have been placed at risk by patterns and histories of social injustice.

GOAL 2. To provide comprehensive content about generalist social work practice.

GOAL 3. To provide content about the social contexts of social work practice.

GOAL 4. To infuse throughout the curriculum the values and ethics that guide professional social workers in their practice, with particular attention to cultural competence standards.

GOAL 5. To prepare graduates to be conscientious lifelong learners.

GOAL 6. To prepare graduates who demonstrate the ability to think critically, write effectively, use quantitative and qualitative research methods, and be comfortable with the use of computer technology.

GOAL 7. To provide service to the broader university community, to the surrounding southern New Jersey region, and in wider statewide, national, and international arenas. In this way, we deepen the Social Work Program's capacity to bring professional values and ethics to the broadest possible population, representing to students what it means to be engaged professional social workers; and we demonstrate our commitment to ensure that Stockton University graduates are prepared to be citizens in a democratic, multicultural society.

Competencies and Behaviors

Generalist Practice Competencies and Behaviors

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels (knowledge/GB1). Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas (cognitive and affective processes/GB1). Social workers recognize personal values and the distinction between personal and professional values (values/GB2). They also understand how their personal experiences and affective reactions influence their professional judgment and behavior (skills/GB3). Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective (skills/GB5). Social workers also understand emerging forms of technology and the ethical use of technology in social work practice (knowledge/GB4). Social workers:

- C1, GB1: make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- C1, GB2: use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- C1, GB3: demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- C1, GB4: use technology ethically and appropriately to facilitate practice outcomes; and
- C1, GB 5: use supervision and consultation to guide professional judgment and behavior.

Competency 2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status (knowledge/skill/GB6). Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim (values/GB7). Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power (cognitive and affective processes/GB8). Social workers:

- C2, GB6: apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- C2, GB7: present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- C2, GB8: apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education (values/GB9). Social workers understand the global interconnections of oppression and human rights violations and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights (knowledge/cognitive and affective processes/GB9). Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably, and that civil, political, environmental, economic, social, and cultural human rights are protected (skills/GB10). Social workers:

- C3, GB 9: apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- C3, GB 10: engage in practices that advance social, economic, and environmental justice.

Competency 4: Engage In Practice-informed Research and Research-informed Practice

Social workers understand quantitative and qualitative research methods and their respective roles in advancing the science of social work and in evaluating their practice (knowledge/GB12). Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building

knowledge (values/GB11). Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing (cognitive and affective processes/GB12). They also understand the processes for translating research findings into effective practice (skill/GB13). Social workers:

- C4, GB 11: use practice experience and theory to inform scientific inquiry and research;
- C4, GB 12: apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- C4, GB 13: use and translate research evidence to inform and improve practice, policy, and service delivery.

Competency 5: Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels (values/GB14). Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings (knowledge/GB15).

Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation (cognitive and affective processes/skills/GB16).

Social workers:

- C5, GB 14: Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- C5, GB 15: assess how social welfare and economic policies impact the delivery of and access to social services;
- C5, GB 16: apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

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

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities (knowledge/GB17). Social workers value the importance of human relationships (values/GB18). Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities (cognitive and affective processes/GB17). Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness (skills/GB18). Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies (values/GB18). Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate (values/GB18).

Social workers:

- C6, GB 17: apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- C6, GB 18: use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

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

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and

communities (knowledge/GB19). Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities (cognitive and affective processes/GB20). Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness (skills/GB21/GB22). Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process (skills/GB21/GB22). Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making (values/GB21). Social workers:

- C7, GB 19: collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- C7, GB 20: apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- C7, GB 21: develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- C7, GB 22: select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

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

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities (skills/GB23/GB27). Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities (knowledge). Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies (cognitive and affective processes/GB24). Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals (knowledge/skills/GB23). Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration (values/GB25/GB26). Social workers:

- C8, GB 23: critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- C8, GB 24: apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- C8, GB 25: use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- C8, GB 26: negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- C8, GB 27: facilitate effective transitions and endings that advance mutually agreed-on goals.

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

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities (knowledge/GB28). Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness (skills/values/GB30). Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes (cognitive and affective processes/GB29). Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness (knowledge/GB31). Social workers:

- C9, GB 28: select and use appropriate methods for evaluation of outcomes;
- C9, GB 29: apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- C9, GB 30: critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- C9, GB 31: apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Specialized Practice Competencies and Behaviors

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, that may impact practice with diverse populations at the micro, mezzo, and macro levels (knowledge/values/SB2). Social workers understand guidelines of ethical decision-making and how to use critical thinking to address complex ethical dilemmas involving diverse clients (cognitive and affective processes/SB2). Social workers recognize the importance of professional relationships, both with other professionals and in the form of inter-professional teams, and the role these individuals play in providing supervision and consultation for work with diverse clients (skills/SB1). Social workers understand emerging forms of technology and the ethical use of technology in social work research, policy, and practice involving diverse clients (knowledge/values/SB3). Social workers:

- C1, Advanced Practice Behavior 1: Use supervision and consultation appropriate to autonomous practice with diverse individuals, families, and communities.
- C1, Advanced Practice Behavior 2: Apply ethical guidelines to complex ethical dilemmas involving diverse individuals, families, and communities to arrive at ethically informed decisions.
- C1, Advanced Practice Behavior 3: Use Technology to promote ethical practice among diverse populations (research/policy/practice)

Competency 2: Engage Diversity and Difference in Practice

Social workers recognize that diversity (which includes but is not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status) results in different customs and worldviews (knowledge/SB4). These different customs and worldviews require social workers to engage in critical thinking to ensure appropriate cross-cultural communication with diverse clients (cognitive and affective processes/SB6). Social workers not only understand how diversity and difference shape the human experience but utilize this understanding to help shape their approaches to practice with diverse clients (knowledge/skills/SB6). Social workers:

- C2, Advanced Practice Behavior 4: Demonstrate personal reflection, self-awareness, and self-correction about customs and worldviews in social work practice.
- C2, Advanced Practice Behavior 5: Identify specific personal biases and/or cultural structures and values that may oppress, marginalize, alienate, create, or enhance privilege and power.
- C2, Advanced Practice Behavior 6: Integrate an understanding of how difference shapes the life experiences and behaviors of individuals, families, and communities into practice approaches with diverse individuals, families, and communities

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that although every person has fundamental human rights, based upon privilege and status many diverse client groups experience violations of these human rights (values/SB7). Social workers understand the specific social, economic and environmental injustices the diverse clients face (knowledge/SB7). Social workers:

- C3, Advanced Practice Behavior 7: Articulate the social, economic, and environmental issues that affect diverse individuals, families, and communities.
- C3, Advanced Practice Behavior 8: Advocate for and work towards change in social policies, organizations, and service delivery systems when they fail adequately to protect human rights and advance social, economic, and environmental justice for diverse individuals, families, and communities.

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

Social workers recognize the importance of using evidence based and evidence informed practices among diverse clients, and how in some cases a lack of evidence exists justifying the use of practices among diverse populations (values/SB10). Social workers:

- C4, Advanced Practice Behavior 9: Use practice experiences to formulate research questions relevant to diverse marginalized populations and apply research skills to these questions.
- C4, Advanced Practice Behavior 10: Identify and evaluate current advances in evidence-based practice with diverse populations

Competency 5: Engage in Policy Practice

Social workers understand the impact that local, state and federal policy has on the well-being, human rights, and available services for diverse clients (knowledge/SB11). Social workers utilize policy analysis frameworks and principles of evidence-based policy to evaluate the impact that social policies have on diverse clients and agencies (cognitive and affective processes/SB11). Social workers understand the impact that policy has on social practice, and that the shortcomings of social welfare policies can create barriers to ethical practice with diverse clients (values/SB13). Social workers also understand that social welfare policies need to be designed in ways that are culturally competent, respecting the values, norms and behaviors of diverse client groups (values/ABP12). Social workers use policy practice skills to advocate for policies that benefit diverse clients (skills/SB12). Social Workers:

- C5, Advanced Practice Behavior 11: Critically analyze and evaluate the impact of social policies on diverse marginalized communities, client systems, workers, and agencies.
- C5, Advanced Practice Behavior 12: Advocate for social policies that advance social well-being, while respecting the cultural values, norms, and behaviors of diverse individuals, families and communities.
- C5, Advanced Practice Behavior 13: Address policies that create barriers to ethical practice especially in relations to issues impacting diverse marginalized populations.

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

Social workers recognize the value of language and communication across diverse client groups (values/SB14). Social workers also recognize the relevance of theories of social behavior and the social environment to diverse clients (knowledge/SB14). Social workers critically evaluate and apply language, communication, and theories of human behavior and the social environment to facilitate engagement with diverse clients, including individuals, families, groups, organizations, and communities (cognitive and affective processes/SB14). Social workers recognize how their own values may inhibit their ability to engage client systems, so they work to adopt a stance of not knowing how to discover approaches to engagement that are appropriate to diverse client systems (skills/SB15). Social workers:

- C6, Advanced Practice Behavior 14: Apply understanding of human behavior in the social environment, language, communication, and other needs of diverse individuals, families, groups, organizations, and communities in engaging client systems
- C6, Advanced Practice Behavior 15: Adopt a stance of “not knowing” with client systems to collaboratively discover culturally appropriate approaches to engagement of diverse individuals, families, groups, organizations and communities

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

Social workers understand how culture shapes the experiences, strengths and challenges of diverse individuals, families, groups, organizations and communities (knowledge/SB16). Social workers value the role that cultural priorities play in shaping the development of goals and outcomes for diverse clients (values/SB17). Social workers understand the complex ways in which culture should be accounted for during the assessment process (knowledge/SB17). Social workers recognize that critical thinking is vital to ensure that theory as well as the client's cultural interpretations and priorities are incorporated and applied to a comprehensive assessment model when working with diverse clients (cognitive and affective processes/skills/SB18). Social workers:

- C7, Advanced Practice Behavior 16: Use knowledge of assessment models to develop and implement comprehensive assessments for use with diverse populations.
- C7, Advanced Practice Behavior 17: Engage client systems in a collaborative process of developing culturally acceptable goals and outcomes
- C7, Advanced Practice Behavior 18: Apply specialized theoretical perspectives creatively and with minimal direction in assessing diverse individuals, families, groups, organizations, and communities.

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

Social workers value the role that clients play in the selection and implementation of interventions that are culturally appropriate (value/SB19). Social workers also value the role that professionals from other agencies and other professions play in this process of intervening with diverse clients (value/SB19). Social workers understand the importance of evidence informed interventions when working with diverse clients, including individuals, families, groups, organizations, and communities (knowledge/SB22). Social workers understand methods for identifying, analyzing and implementing evidence informed interventions specifically among diverse groups (cognitive and affective processes/SB22). Social workers use their knowledge of human behavior and the social environment to intervene with diverse clients (skills/SB21). Social workers are also able to utilize their understanding of biological, psychological, environmental, and social systems to intervene with diverse clients in a culturally competent manner (skills/SB21). Social workers:

- C8, Advanced Practice Behavior 19: Work collaboratively with client systems and other professionals to critically select and implement culturally appropriate interventions
- C8, Advanced Practice Behavior 20: Facilitate transitions and endings that meet the diverse needs of client systems.
- C8, Advanced Practice Behavior 21: Apply knowledge of theory as well as biological, psychological, environmental, and social variables creatively and critically in working with diverse individuals, families, and communities.
- C8, Advanced Practice Behavior 22: Critically choose and implement culturally appropriate interventions to achieve capacities of diverse clients and constituencies.

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

Social workers understand the complexities involved in evaluating social work practice among diverse individuals, families, groups, organizations, and communities (knowledge/SB23). Social workers recognize that due to the culture specific needs of diverse client groups, and the marginalization that they often face, it is important to evaluate just how effective social work practice is among diverse individuals, families,

groups, organizations and communities (values/SB23). Social workers understand the multiple knowledge sources that contribute to the design of research and use critical thinking to help apply this understanding to evaluative studies of social work interventions (cognitive and affective processes/SB23). Social workers:

- C9, Advanced Practice Behavior 23: Using critical thinking, apply research methodologies and human behavior in the social environment to evaluate practice interventions with diverse client systems
- C9, Advanced Practice Behavior 24: Apply research findings to improve practice effectiveness with diverse client systems

MSW Program Curriculum

MSW Degree Options

Stockton's MSW Program offers two options for earning the MSW degree: 1) 60- credit option, completed on a two-year full-time basis, or a three-year part-time basis, and 2) 30-credit Advanced Standing option, offered on a one-year full-time basis, or on a two-year part-time basis. Both options are offered on a full-time basis. The Advanced Standing option is only available to applicants who have earned a bachelor's degree in social work from a college or university accredited by the Council on Social Work Education and who have a cumulative GPA of 3.0. In addition, Stockton offers a part-time 60-credit program on a limited basis to traditional students. Stockton also offers a part-time traditional and a part-time Advanced Standing Program. These programs are only open to Supervisors and Casework Supervisors currently employed by the New Jersey Division of Child Protection and Permanency.

Two-Year Full-Time Traditional Program

This program option is offered to qualified applicants who have completed an undergraduate degree with a major other than social work. It is also open to candidates who have an undergraduate degree in social work but do not qualify for Advanced Standing or those who prefer attending a two-year program. To graduate, Two-Year full-time Traditional MSW students must have completed a minimum of 60 credits in the prescribed curriculum and maintained a 3.00 overall grade point average (GPA). Because of course sequencing and the limited number of available seats, students who are admitted to the full-time program are expected to complete the program on a full-time basis. Exceptions can only be made by submitting a written request to the program chair.

Stockton's two-year full-time Traditional MSW program consists of generalist courses and specialized practice courses. In the generalist practice MSW courses, students learn about the value base of the social work profession and about ethical decision-making. Students learn to understand the history of social welfare. They develop an understanding of the social work profession, including its commitment to diversity and to working with oppressed groups. Students develop an understanding of research methodology and of how to apply research findings to their practice. They develop an understanding of social work perspectives and theories, including ecological and systems theories, the person-in-environment perspective, the strengths perspective, and the empowerment approach. Students learn to integrate classroom learning with Faculty.

In the specialized MSW courses, students take the advanced courses and electives. At this level, the expectation is that they develop specialized competencies and more specialized knowledge, particularly in

the program’s specialization (working with diverse individuals, families, and communities). Advanced competency is also expected in elective areas. Students explore many different approaches to developing cultural competence and learn to appreciate the challenge of understanding “the interlocking and complex nature of culture and personal identity,” and ensuring that “social services meet the needs of groups served and are culturally relevant.” (Council on Social Work Education, 2001). Through their actual Practicum experiences and through case examples introduced in the classroom, students are challenged to develop understanding of diverse individuals, families, and communities and use relevant theories, perspectives and creativity to develop effective, culturally competent interventions. Finally, they are free to choose three elective courses.

Students may elect to combine their electives to complete an elective track in leadership and management or clinical social work. If students desire to take an elective outside the program, they must obtain prior approval from the Advisor/Preceptor. No more than one elective course may be taken outside of the program.

GENERALIST COURSES (Year 1)			
Fall Semester		Spring Semester	
Course	Credits	Course	Credits
SOWK 5130: Social Welfare Policy	3	SOWK 5140: Social Work Research	3
SOWK 5101: Human Behavior and the Social Environment I	3	SOWK 5101: Human Behavior and the Social Environment II	3
SOWK 5150: Race, Ethnicity and Diversity: Implications for Social Work	3	SOWK 5120: Social Organizations and Environments Practice	3
SOWK 5601: Social Work Practice I	3	SOWK 5602: Social Work Practice II	3
SOWK 5901: Practicum I	3	SOWK 5902: Practicum II	3

SPECIALIZED PRACTICE COURSES (Year 2)			
Fall Semester		Spring Semester	
Course	Credits	Course	Credits

SOWK 5250: Cultural Competence and Cultural Humility	3	SOWK 5230: Social Welfare Policy II	3
SOWK 5240: Social Work Research II	3	Elective	3
SOWK 5603: Specialized Social Work Practice with Diverse Individuals, Families, and Committees I	3	SOWK 5604: Specialized Social Work Practice with Diverse Individuals, Families, and Committees II	3
Elective	3	Elective	3
SOWK 5903: Practicum III	3	SOWK 5904: Practicum IV	3

Three-Year Part Time Traditional Program Option

Beginning in the Fall 2020 semester, the MSW program will be offering an additional part time option. This option will only be made available to those taking the traditional 60 credit program curriculum, but not to those in the advanced standing program. Those students wanting to complete the part time option will take 60 credit hours over the course of 3 years instead of two. The number of part-time seats will be limited. Those not admitted to the part time option may still be offered seats in the traditional two-year program. Because of course sequencing and the limited number of available seats, students who are admitted to the part-time program are expected to complete the program on a part time basis. Exceptions can only be made by submitting a written request to the program chair.

Year 1: Fall	Year 1: Spring	Year 1: Summer
SOWK 5101 Human Behavior and the Social Environment I SOWK 5150 Race, Ethnicity, and Diversity: Implications for Social Work Practice SOWK 5130 Social Welfare Policy	SOWK 5102 Human Behavior and the Social Environment II SOWK 5140 Social Work Research Elective	Elective
Year 2: Fall	Year 2: Spring	Year 2: Summer
SOWK 5601 Generalist Social Work Practice I SOWK 5901 Practicum I (200 hours) SOWK 5240 Social Work Research II	SOWK 5120 Social Organizations and Environments SOWK 5602 Generalist Social Work Practice II SOWK 5902 Practicum II (200 hours)	Elective

Year 3: Fall	Year 3: Spring	Year 3: Summer
SOWK 5250 Cultural Competence and Cultural Humility SOWK 5603 Advanced Social Work Practice with Diverse Individuals, Families, and Communities I SOWK 5903 Practicum III (250 hours)	SOWK 5604 Specialized Social Work Practice with Diverse Individuals, Families, and Communities II SOWK 5230 Social Welfare Policy II SOWK 5904 Practicum IV (250 hours)	(None)

One Year Full Time Advanced Standing Program

Advanced Standing is open to highly qualified individuals who have earned baccalaureate degrees in social work from a social work program accredited by the Council on Social Work Education. In the Advanced Standing Program, students complete the specialized practice courses of the traditional two-year program, including electives. A three-day Advanced Standing Orientation is also required prior to beginning the program. In order to graduate, Advanced Standing MSW students must have completed a minimum of 20 credits in the prescribed curriculum and maintained a 3.00 overall grade point average (GPA).

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
SOWK 5250: Cultural Competence and Cultural Humility	3	SOWK 5230: Social Welfare Policy II	3
SOWK 5240: Social Work Research II	3	Elective	3
SOWK 5603: Specialized Social Work Practice with Diverse Individuals, Families, and Committees I	3	SOWK 5604: Specialized Social Work Practice with Diverse Individuals, Families, and Committees I	3
Elective	3	Elective	3
SOWK 5903: Practicum III	3	SOWK 5904: Practicum IV	3

Two – Year Part Time Advanced Standing Program

Advanced Standing is open to highly qualified individuals who have earned baccalaureate degrees in social work from a social work program accredited by the Council on Social Work Education. Beginning in the Fall 2022 semester, the MSW program will be offering a part time advanced standing option. Advanced

Standing students wanting to complete the part time option will take 30 credit hours over the course of two years instead of one. The number of part-time seats will be limited. Those not admitted to the part time option may still be offered seats in the advanced standing, one year program. Because of course sequencing, and the limited number of available seats, students who are admitted to the part time program are expected to complete the program on a part time basis. Students who are admitted to the full-time program are expected to complete the program on a full-time basis. Exceptions can only be made by submitting a written request to the program chair.

Year 1: Fall	Year 1: Spring	Year 2: Fall	Year 2: Spring
SOWK 5240 – Social Work Research II	SOWK 5230 – Social Welfare Policy II	SOWK 5603 – Specialized Social Work Practice with Diverse Individuals, Families, and Committees I	SOWK 5604 – Specialized Social Work Practice with Diverse Individuals, Families, and Communities II
SOWK 5250 – Cultural Competence and Cultural Humility	Elective	SOWK 5901 – Practicum III	SOWK 5902 – Practicum IV
Elective			Elective

Master's Child Welfare Education Program Part-Time Program

Open to Current Division of Child Protection and Permanency Supervisors

The Master's Child Welfare Education Program (MCWEP) is a partnership among the New Jersey Department of Children and Families and a consortium of four New Jersey MSW programs – Ramapo College, Monmouth University, Rutgers University, and Stockton University. Expanding on the Baccalaureate Child Welfare Education Program with Stockton University as the consortium's Lead Institution, its purpose is to offer current Division of Child Protection and Permanency supervisors the opportunity to strengthen their skills in clinical social work practice and supervision, obtain an advanced credential in social work (MSW), and ultimately to enhance the capacity of the Division to deliver the highest quality services to the vulnerable children and families that it serves.

The Curriculum

Stockton's MSW Program offers two alternatives to MCWEP participants earning the MSW degree part-time:

- a three and a half-year 60-credit part-time option, which consists of two Generalist Practice years and two Specialized Practice years, and
- a two-year 30-credit part-time Advanced Standing option, which consists of the specialized practice curriculum. *Students admitted into Advanced Standing are required to complete a three-day summer orientation.*

Practicum Education

Practicum education is an important component of the social work curriculum. It provides opportunities for students to develop and apply practice knowledge under the supervision of an experienced practicum instructor. Learning experiences are systematically designed and structured to foster the integration of empirical and practice-based knowledge that promotes development of professional competencies. All practicum learning is grounded within the social work program's mission, goals and objectives. Student practicum performance outcomes are assessed in relationship to the achievement of program competencies making the Practicum experience the "signature pedagogy" of the MSW program. At this level, students must complete a minimum of 900 hours of supervised internship experience.

Generalist Practice Year

During the 1st year of the master's program practicum work is integrated with generalist practice course content to provide practice experiences with diverse individuals, families, groups, organizations, and communities. Students will develop beginning social work practice competencies through experience in problem identification, goal setting, data collection, contracting, implementation of plan, differential use of intervention roles, evaluation, termination, cultural competence, critical thinking, evidence-based practice, advocacy and empowerment. These experiences will be provided within the context of professional values and ethics with particular emphasis on social justice, human rights, and cultural competence.

Generalist/Foundation practicum placements require a total of 400 hours. Students will attend 6 practicum seminars per semester to facilitate successful rehearsal and enactment of behaviors, professional values, ethics, and skills associated with expected foundation year outcomes. Seminar attendance is required.

Generalist Practice year practicum placement learning contracts, student performance evaluations, and v seminar course content are grounded within MSW Program Generalist Practice Year Competencies and Behaviors.

Generalist Practice year placement settings and practicum instructors are selected based on their knowledge of social work practice, ability to provide appropriate student learning experiences, capacity to assist students in connecting theoretical and conceptual knowledge with applied experience, and opportunities to apply evidence-based practice methods.

Specialized Practice Year

In the 2nd year, the practicum experience is designed to develop specialized practice competencies in work with diverse individuals, families, communities, groups and organizations. Students are required to complete an additional 500 hours of a supervised practicum placement. Students will attend 6 practicum seminars per semester to facilitate successful behaviors associated with expected specialized practice year competencies. practicum placements in the 2nd year are distinct from 1st ear placements in their support of student mastery of specialized practice year competencies and behaviors. These placements require deeper knowledge, greater skill, and student achievement of advanced competencies in applying a range of theories, concepts, differential assessment and intervention with client systems, advanced critical thinking, case analysis skill, demonstration of cultural competence and use of professional self in practice. Second year placements are more demanding and involve more complex organizational contexts in which student function. In the second year of the MSW program, the student learning contract, performance evaluation, and advanced learning assignments are grounded within MSW Program Specialized Practice Year Competencies and Behaviors.

Roles and Responsibilities of Practicum Partners

Students

To fulfill the demands of social work practice, students must be committed and prepared to take some responsibility for their own learning outcomes. Good communication skills, effective interpersonal skills, self-awareness, and a schedule that allows sufficient time and flexibility to meet the demands of the placement are fundamental requirements. Psychological well-being, behavioral, and emotional stability that allow students to withstand the rigors of the practicum experience are all necessary. Questions or doubts about a student's readiness in these areas to successfully complete the requirements of a practicum placement should be addressed prior to placements being finalized with the Coordinator of Practicum.

Before beginning the practicum experience, students are also responsible for making themselves familiar with the NASW Code of Ethics and Stockton University Guidelines for Student Conduct. All activities in the practicum setting involving clients, consumers and staff must meet the standards detailed in the College Guidelines and NASW Code of Ethics. This includes ethical responsibilities for social work professionals as stated in section 4.05, p. 23 of the Code as follows:

“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. “

Student responsibilities in practicum include:

- Educating themselves about the agency policies and procedures including those regarding safety, services, and responsibility to clients/consumers.
- Maintaining confidentiality parameters.
- Professional behavior as an agency representative.
- Cultural competence.
- Completing all assignments and tasks in a timely manner.

Additionally, students should participate in the development of their learning contracts each semester, routinely prepare for their supervision conferences with practicum instructors, and participate in their final evaluation at the end of each semester including signing that document and maintaining a personal copy for their own records. Students are encouraged to initiate contact with their PRACTICUM Instructors, Coordinator of practicum and Faculty to share information and feedback regarding their experience. Even if it is not a regular practicum day, students must also be present at the agency when the Coordinator of Practicum makes site visits.

Finally, to comply with the NASW *Code of Ethics*, students in practicum agencies must identify themselves with the clients/consumers as students. They should never represent themselves as staff from their practicum agency.

Practicum Instructors

Practicum instructors who provide supervision must have an MSW from a CSWE accredited institution post two years, and a minimum of 2 years of professional experience. Prospective practicum instructors must complete an application for consideration. The application will be reviewed by the Coordinator of Practicum and Community Advisory Committee for approval. Practicum instructors are strongly encouraged to become certified through the

Seminars in Practicum Instruction Program (SIFI). The purpose of SIFI certification is to enhance continuity and cohesion of practicum learning experiences as well as the skills of practicum instructors in their role as educational partners. Practicum Instructor providing supervision and employment supervisor may be the same person. In such cases, supervision time for practicum education must be separated from supervision time for employment.

In an agency that otherwise would provide an excellent experience for a student but does not have a qualified practicum instructor, the practicum coordinator will locate a university faculty or professional staff member who meets the criteria for practicum instruction to assure that the student is provided with a social work perspective on their work in the practicum. The practicum Coordinator has contact with this supplementary v instructor/task supervisor periodically throughout the semester. Should there not be an availability of supervision from university faculty or other professional staff members, then the Practicum Coordinator will fulfill this role.

Practicum instructors are responsible for planning the educational experience for the student and reflect those plans in a learning contract at the beginning of each semester developed jointly with the student. They are responsible for assisting with the connection of classroom learning with student practicum experience. They are also responsible for providing direct supervision on a regular, consistent basis, a minimum of 1 hour weekly. Individual and/or group supervision formats are equally acceptable for meeting student needs. Additional practicum instructor responsibilities include the selection and timing of specific assignments, conducting ongoing evaluation of student performance, maintaining notes on the practicum instruction process and student experiences that can be used in discussion with the coordinator of practicum during site visits, and providing a written formal evaluation of student performance at the end of each semester.

Practicum instructors are also responsible for initiating contact with the coordinator of practicum as soon as possible, should problems arise concerning a student's performance in practicum, particularly if that performance is below acceptable standards.

In consultation with the coordinator of practicum, practicum Instructors recommend a grade of pass or fail based on student performance assessed in reference to goals and objectives specified in each student's learning contract. The grade is submitted by the coordinator of practicum who has final authority in assigning the grade.

Practicum Agencies

Agencies selected to provide practicum placement opportunities must be committed to the importance of graduate professional education. Specifically, these agencies must have the expertise and resources to provide experiential professional learning opportunities as well as a commitment to become educational partners with Stockton University Social Work Program. This commitment will be formalized by each selected agency entering into a formalized affiliation agreement with Stockton University Social Work Program that stipulates education partnership responsibilities and parameters of liability in providing practicum internship opportunities for students. Generally, the practicum setting must exhibit flexibility and variety in its uses of service delivery methods, enhance student understanding of advanced generalist social work practice, and develop learning experiences that are appropriate to the mission, program competencies and behaviors required to educate masters' level practitioners to work with diverse individuals, families, and communities.

Each agency setting must agree to provide students with an orientation to the agency and its services to include safety information related to client contact and emergency policies and procedures. Early and regular contact with client systems, attendance at staff meetings and conferences, the opportunity to learn about agency structure and systemic functioning to include facilitating understanding of the agency's macro practice environment, consistent hourly supervision weekly in individual and/or group formats from a CSWE-Accredited MSW, and structured learning experiences are also required. It is expected that practicum agencies will provide practicum instructors with the time and support necessary to accomplish the educative, supportive, and administrative tasks necessary to facilitate quality practicum education experiences.

Community Advisory Committee

The Community Advisory Committee assists the Social Work Program in the assessment and implementation of the practicum curriculum. This Committee will meet a minimum of 1 time each semester to review practicum policies and procedures, recruit additional practicum agency partners, review the Social Work Program's Annual Report, and to offer suggestions, recommendations for Program Improvements. Committee members will be recruited based on the recommendation and approval of Program Faculty and the Coordinator of practicum. This Committee serves as an important link between practicum agency partners and the Social Work Program.

Coordinator of Practicum

The coordinator of practicum is responsible for serving as the intermediary between students, practicum instructors, and the Social Work Program. The coordinator assists practicum instructors in structuring learning experience for students, monitoring student performance, and in consultation with practicum Instructors evaluate student performance and assign a pass/fail grade. The coordinator of practicum also assists with problem solving and developing learning strategies to assure that student performance in practicum meets Program standards. The coordinator of practicum also assumes responsibility for teaching practicum seminars that integrate theoretical curriculum content with applied experiences in student internships.

The coordinator of practicum is also responsible for developing, coordinating and managing practicum placements. The coordinator also assists in managing issues that emerge among practicum education partners.

MSW Program Faculty

The MSW Program faculty works closely with the practicum professional staff. Practice faculty with practicum staff assess the relevance of practicum experiences to curriculum goals and anticipated outcomes. Faculty members also advise students, offer feedback, and assist in resolving issues that emerge in reference to student difficulties in practicum.

Practicum Policies and Procedures

Admission of Students

The following are the MSW Program's criteria for admission into practicum:

Criteria for being admitted into practicum education:

- Students must be formally admitted into the MSW Program.
- Students enrolled in the MSW program must complete the following steps in order to prepare and secure their practicum placement:
 - Students who are newly admitted to a full-time program go right into the PRACTICUM during the first semester, whether they are in the traditional or advanced standing program. These students must

- complete an MSW Student practicum Placement Application form and return it to the practicum Coordinator immediately after being admitted to the MSW program.
- Part time students begin their practicum work during their second year in the program, whether they are in the traditional or advanced standing program. These students must complete the MSW Student Practicum Placement Application form and return it to the practicum Coordinator during the first year in the program at the beginning of the spring semester.
 - Once their *MSW Student Practicum Placement Application* form has been reviewed and students have been notified of their practicum placement by the practicum coordinator, students must contact the assigned practicum instructor and set up an interview.
 - After a successful interview, students must sign an agreement to accept the practicum placement (the *MSW Practicum Internship Site Assignment Confirmation Form*) and return it to the practicum coordinator. (A successful interview is one that concludes with a mutual agreement that the practicum agency accepts the student, and that the student accepts the practicum placement.)
 - Students must comply with additional screening requirements of their practicum agencies, if any (such as passing a criminal background check, providing proof of having an active driver's license and a clean driving record, immunizations/TB tests, or drug screenings).
 - Students must be concurrently enrolled in a practice course (*Foundation Practice I, Foundation Practice 2, Advanced Social Work Practice with Diverse Individuals, Families, and Communities I, or Advanced Social Work Practice with Diverse Individuals, Families, and Communities II*) and a *practicum Seminar*. Students in the Traditional Program begin by enrolling in *Foundation Practice I and Practicum I* course. Advanced Standing students enroll in *Advanced Social Work Practice with Diverse Individuals, Families, and Communities I and Practicum 3* courses.

Once in practicum, all students must agree to abide by the *MSW Program Expectations*, which are outlined in every course syllabus, and the National Association of Social Workers *Code of Ethics*. Policy, procedural and/or violations of ethical standards by students in practicum placement may compromise students' ability to successfully complete degree requirements. A [MSW PRACTICUM Application Form](#) must be completed by students yearly. This application requests specification of student preferences regarding practicum of practice and geographic location in addition to general background information.

Placement Process and Monitoring

The coordinator of practicum reviews practicum applications and makes placement recommendations based on application materials. Students receive written notification of their placement assignment with instructions to contact their assigned practicum instructor and/or Agency Contact Person (Human Resources, Executive Director, etc.) for an internship interview within two weeks of notification. Final approval of the assigned placement rests with the decision of the practicum agency representative, practicum instructor, and student following the internship interview. Students are required to complete a **Practicum Acceptance Confirmation form** indicating their acceptance of the assigned placement. In cases where there are concerns on the part of the practicum agency and/or student regarding a placement assignment, these concerns should be reported to the coordinator of practicum and, if necessary, reassignment will occur pending MSW Coordinator and/or Faculty approval. The assignment of a student to an agency setting for a practicum placement is an educational decision not dictated by student personal responsibilities or employment schedules. Placement decisions are made by the coordinator of practicum in consultation with Faculty and the MSW Program Coordinator. When a placement is agreed upon, it is highly unlikely that it will change unless there is some highly compelling reason submitted by the student to the coordinator of practicum in writing with subsequent documentation. Once assigned to a practicum agency, the student is expected to make arrangements for their practicum days and hours in cooperation with the agency. Additionally, some practicum agencies require screenings of prospective student interns such as medical examinations, criminal background checks, drug screening and child abuse history investigations.

Students should be aware that some criminal convictions and/or positive screening results may prohibit them from completing internships with certain agencies according to their internal policies and procedures. Certain criminal convictions may also affect a student's qualification for licensure in some states including New Jersey. Should a student be denied a practicum placement opportunity with an agency for any reason, it is their responsibility to notify the coordinator of practicum as soon as possible. Such notification is also required if a student's status changes during the course of their PRACTICUM placement. If a student is not accepted upon interviewing the MSW PRACTICUM Coordinator will make a reasonable effort to find another suitable placement and offer mentoring about successful interviewing. Students who are not able to successfully secure a PRACTICUM placement will not be permitted to enroll in the practicum seminar course and respective practice classes for the upcoming academic year.

Learning Contracts and Process Recordings

Students, with their practicum instructor, must complete a learning contract each semester of their Foundation and Concentration years. The purpose of the Learning Contract is for joint planning in identifying goals and objectives that structure the learning experience in a manner consistent with MSW Program Competency-Based Learning Objectives. Learning contracts for the Fall semester are due no later than October 1st and learning contracts for the Spring semester are due no later than Feb 15th. Students who do not meet this deadline will not be permitted to continue accruing practicum hours at their placement until the contract has been submitted to their instructor. Exceptions to this deadline will only be considered when a formal request has been made to the practicum Coordinator with compelling reasons. The Learning Contract can be revised as needed. More information and sample Learning Contracts are available in the Appendix. Process recordings have proven a valuable reflective instructional tool in social work education as well as learning contracts. Helping students develop insight and self-awareness is key to professional growth and development. Reviewing process recordings in supervision is one learning activity useful in promoting such growth. Sample process recordings are also included in this manual in the Appendix. It is expected that practicum instructors will review them in supervision sessions to enhance student learning experiences.

Supervision

All students must receive 1 hour of supervision weekly with their assigned practicum instructor. Both the student and practicum instructor should prepare for supervision sessions by contributing agenda items, reviewing progress in attaining behaviors designated in the learning contract, and discussing process recordings designed to enhance student learning.

General Information

Students should plan on most or all of their required hours being completed during weekdays (Monday – Friday) during business hours (9 am to 5 pm or 8:30 am to 4:30 pm). Viable weekend and/or evening internship opportunities are very, very rare because of lack of supervision and other learning activity requirements stipulated by the Social Work Program and Council on Social Work Educational Policies and Accreditation Standards (EPAS).

Students who have an interest in a particular practicum placement and secure an agreement with that agency on their own must contact the practicum Coordinator immediately to assure the placement will satisfy the MSW educational requirements and that a current affiliation agreement is in place. Additionally, students must also be registered in the required concurrent practice course for the specific semester they are in practicum. If the student fails either practicum or the concurrent practice course, both must be repeated. Any interruption in completing practicum

requirements must be explained in writing and submitted to the coordinator of practicum whose written approval is necessary for the student to go forward in the practicum curriculum.

MSW students must complete 400 practicum hours during their Generalist Practice year and 500 hours during their Specialized Practice year in order to meet graduation requirements. Students also have 2 separate P practicum placements, one each year while completing the Generalist and then Specialized Practice year curriculum requirements.

Practicum Agencies

Practicum agencies accept the following requirements when they agree to provide student placements: to provide students opportunities to practice social work in accordance with professional standards, including any applicable ethical codes and licensing laws; to provide orientation to the agency, including training in pertinent safety policies and procedures; to provide sufficient numbers and variety of assignments for learning; to provide space for office work, and telephones; to provide and allow for release time for qualified staff to do practicum instruction for each student; and, as appropriate to allow time for practicum instructors to attend the seminars in practicum instruction and/or orientation for practicum Instructors conducted by Stockton University Social Work Program.

Students should be given appropriate orientation to the practicum agency, its services, and the community. They should also be able to attend staff meetings, training sessions, and other community activities relevant to their assignments. Agencies are expected to carry responsibility for students' assignments when the students are not there and provide alternate practicum instruction to the students in the absence of the practicum instructor. An agency, a student, or the Social Work Program can initiate the process to identify an agency as a practicum internship setting.

Safety Issues

Every student in practicum internship agencies should receive a full orientation to safety policies and procedures. This orientation should be provided by the practicum agency itself since each agency may differ in terms of its needs and challenges regarding social worker safety in their agencies. Students who do not receive safety orientations and training should take the initiative to inquire about this topic with their practicum instructor. The safety orientation and training may involve information about precautions related to fire and building safety, infection control, dealing with agitated or violent consumers/clients, and emergency procedures generally. If a student in practicum is involved in an incident which is a risk to their own safety or security, the student should immediately contact the practicum instructor and follow agency policy and procedures. The practicum Instructor and/or the student should notify the coordinator of practicum, and/or Faculty and follow that verbal contact with a written incident report (See Appendix). The incident report should include the date, time, and location of the incident; a detailed description of the events and of those involved, and how the situation was managed.

Change of Placement Requests

A practicum placement can only be changed with the approval of the coordinator of practicum, MSW Program Coordinator, and/or Faculty. Preference for another setting or another location is not an adequate reason to change a placement. Students who desire a change must contact the coordinator of practicum to make a formal request with compelling reasons submitted in writing with subsequent documentation. If it is agreed that the educational environment at the placement is not appropriate, the placement may be changed. If a practicum Agency wishes to

terminate a student, the practicum instructor must explain the reasons to the student and Coordinator of practicum with notification before the termination of the placement takes place.

Practicum Placements Where Students Are Employed

Practicum placements where students are employed must be approved by the MSW practicum coordinator. To be considered for a practicum placement with your employer, the student must complete a written proposal and have completed the employee probationary period with the agency. All practicum placement arrangements must be pre-approved by the coordinator of practicum to ensure they adhere to the MSW competencies and related behaviors. Students are required to make a request for a placement in a work setting in writing and follow the specified guidelines outlined in the proposal. Placement in a work setting must specify the duties assigned and MSW supervision arrangements. The completed proposal must be submitted for approval by a due date specified annually. If a student has an approved and confirmed placement with their employer, they are expected to complete their total internship hours for the academic year at that job site. Should the student or employer wish to terminate, the student will need to wait until the following year to complete their internship at the new site. Special Note: during the COVID 19 Pandemic, CSWE and the Commission on Accreditation have made modifications to the policy regarding employment-based practicum placements. After May 31, 2022, student practicum assignments and employment tasks may be the same and counted toward required practicum hours if the tasks have a clear link to the social work competencies, including any competencies added by the program and their related behaviors.

The practicum instructor and employment supervisor of a student may be the same person. In such cases, supervision time for practicum education learning must be separated from supervision time for employment. Please contact the Coordinator of Filed regarding the criteria for a worksite practicum placement.

Evaluation of Practicum Students

Students will be evaluated according to their performance of learning activities as assessed by the coordinator of practicum in consultation with practicum Instructors. A pass/fail grading system will be used to evaluate student performance. A written evaluation of student progress and performance will be required from each practicum instructor signed by their assigned student. The written evaluation serves as a basis for practicum instructors and students to jointly assess student performance of competency-based measures. It can also serve as a means to clarify the content and direction of student learning. Student performance evaluation forms are to be completed and submitted to the coordinator of practicum during the 12th week of each semester.

Students and practicum instructors will also be asked to complete surveys addressing their satisfaction with the nature and quality of their practicum placement experiences annually. Survey results will be used to develop policies, procedures, and practicum experiences that enhance the quality of the practicum education program.

If a student fails their practicum evaluation, they will receive a failing grade for the practicum course. If a student's practicum placement is terminated by the practicum Agency due to issues concerning professionalism, an inability to complete required tasks, or hours, the student will receive a failing grade for the practicum class. However, practicum agency, the student may be permitted to take a placement at an alternate agency during or between semesters, at the discretion of the practicum coordinator.

Students who fail a practicum course will be required to repeat the course, as well as the co-requisite practice course. Students who fail the practicum class due to agency termination for lack of professionalism will be referred to the Academic and Professional Standing Committee for a Professional Performance Review. Any practicum hours accrued during a failing semester will not be carried over when the student repeats the course.

Services for Students with Special Needs

Through compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, Stockton's Learning Access Program provides assistance to students with disabilities. Every effort will be made to arrange appropriate accommodations for special needs students in practicum based on a student's documented disability. Students in need of special accommodation should contact the Learning Access Program (609) 652-4988.

Stockton University Nondiscrimination Policies

Stockton University is an equal opportunity University. It does not discriminate in admissions or access to its programs and activities or in treatment or employment on the basis of race, creed, color, national origin, ancestry, disability, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, or nationality.

Stockton University stands firmly committed to the principle of equal employment opportunity. The University employs a diverse population of men and women who represent various racial, ethnic, and economic backgrounds. The University strives to maintain and extend that diversity, not only to comply with state and federal statutes, but also to provide an educationally desirable environment. To that end, the University has developed an Affirmative Action Program to reaffirm and operationalize fully Stockton's commitment to equal opportunity for all job classifications. The sexual harassment of students or employees by faculty, administrators, practicum instructors, practicum agencies, other employees or students is a form of sex discrimination prohibited by state and federal law. The University regards such behavior as a violation of the code of conduct required of all persons associated with the institution. In addition, the University complies with federal regulations which require it to employ and to advance the disabled, Vietnam-era veterans, and disabled veterans.

Stockton University Social Work Program

PRACTICUM INSTRUCTOR APPLICATION/UPDATE INFORMATION

Please complete fill out the following information. Please send your resume in addition to filling out this form to the Practicum Coordinator.

Personal Information: (please print or type)

Name:

Present Job Title:

Degree/Credential:

Agency:

Agency Address:

Agency Phone Number:

Your Direct Telephone Number:

Email Address:

Training/Experience:

Have you been a Instructor before? Yes _____ No _____

Years of experience _____

Have you completed Seminar in Practicum Instruction (SIPI) training? Yes _____ No _____

If no, are you interested in taking our SIPI training course? _____

Number of years as a social worker _____

Are you Licensed? CSW, ____ LSW, ____ LCSW ____

Practicum Instruction Preference:

What type of student are you interested in supervising? Please check all that apply.

- First year MSW student _____
- Second year or Advanced Standing MSW _____
- No Preference _____

Practicum Application for Foundation MSW Students- Year Two

Full Name:

Address:

City, State ZIP:

Cell Phone Number:

E-mail:

Strengths

(Briefly state your strengths, skills or experience you believe you possess)

Learning Needs

(Briefly state any challenges or skills you want to acquire)

General Information

Information provided will not preclude a placement, but may place a limit on specific types of placements available.

1. Do you speak a language other than English? Yes: No: If Yes, please specify:

2. Do you plan to drive to field? Yes: No: If no, how do you plan to get to field?

3. Have you ever been convicted of a crime? Yes: No:

4. Have you ever been investigated for child abuse or neglect? Yes: No:

Students with a disability are encouraged to disclose that disability if accommodations are requested on this application form. Such disclosure permits the field agency and the field coordinator to make sure you are placed in an environment that enhances your learning opportunities.

5. Are you a student with a disability that has been reported to Stockton University's Learning Access Center and requires accommodation? Yes: No:

If yes, what type(s) of accommodation is requested?

6. Are there any agencies or client populations with which you **cannot** be placed (e.g. you were once a client who received services, you or a family member are currently receiving services from an agency, or you were fired from a job with an agency, etc.). Please indicate below and why this is so:

7. Internships are during normal business days and hours, Monday-Friday, 8am to 5pm. If you are not available to complete your field placement during normal business hours please specify how you can arrange your schedule in order to complete your hours.

Preference Checklist

Review the list of social work fields of practice (underlined>) and the types of organization under each field. Please select from 1 (first choice) to 5 (fifth choice) ranking your preferences. Choose only a total of five for fields of practice and three for geographic areas.

Fields of Practice

Please select from 1 (first choice) to 5 (fifth choice) ranking your preferences.

Children &/or Families__	Substance Abuse/Recovery__	Aging /Gerontology__	Medical Hospital__	Hospice Care__	Mental Health__	Other (please specify)
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Will you be staying in the same placement for the next academic year? Yes__ No__ (If yes, Please provide the name of the agency and your supervisors contact information. In addition, you must be doing something different and meet the expectations/criteria for an advanced level MSW)

If you already have a specific placement in mind, please list the name, address and phone number of the agency. Please indicate a contact person and their email, if you have one.

Do you plan to complete your hours at your place of employment? Yes__ No__ If yes, please email with the Coordinator of MSW Field for the details/criteria in order to have an internship at the work place.

Please indicate and rank the Geographic Areas Preferred

Atlantic__	Cape May__	Camden__	Cumberland__	Gloucester__	Salem__	Ocean__	Other__
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CONSENT FOR RELEASE AND/OR EXCHANGE OF STUDENT INFORMATION

I hereby authorize Stockton University, Social Work Program, Coordinator of and faculty to share pertinent personal information particularly criminal background, felony convictions, physical health, mental health, and/or disability status for the purpose of securing and/or maintaining an internship that meets Social Work Program standards with field agency representatives and instructors as appropriate.

I understand that this information will be used solely for the purpose noted above and to fulfill my own educational needs to achieve professional competencies. This consent is in effect for the duration of my admission to the Social Work Program unless revoked in writing. I hereby hold harmless the Coordinator faculty, and Stockton University

from and against any and all claims resulting from the release and/or exchange of information about me during or after the completion of my academic program.

I consent to the release and/or exchange of personal information as noted above.

Student Signature: _____ Date: _____

**Stockton University
MSW Program
Site Assignment Confirmation**

Instructions: Student is to complete this form and email it back.

Student Information

Date:

Name:

Address:

City:

State:

Zip:

Email:

Cell Phone

Agency Information

Agency Name:

Address:

City: Atlantic City

State:

Zip:

Telephone Number:

Person(s) with whom you interviewed:

Name of Person who will be your practicum supervisor and their credentials:

Supervisors Email

Phone Number:

Person who will be your secondary (task) supervisor (if applicable):

Task Supervisors email:

Phone Number:

Comments:

Social Work Practicum Education Affirmation and Acknowledgement of Risk

I, _____, affirm and acknowledge that I have read the Stockton University Social Work Student Handbook and Practicum Manual and understand the nature of social work practicum involving regular engagement in on-site, in-person and virtual practicum activities in a social service setting.

(Please carefully read and then initial each of the following statements):

_____ I acknowledge that there are certain risks inherent in my participation in this internship, including, but not limited to risks arising from:

- Driving to and from the internship site, or while in the course of practicum activities; (Stockton's Social Work Program directs students not to transport clients/consumers of their practicum internship at any time for any reason nor to drive agency vehicles. However, if a student of their own free will decides to drive their own vehicle or to drive an agency vehicle they have done so at their own risk. Stockton University assumes no liability.)
- Unpredictable or violent behavior of certain client populations served by the internship site;
- Exposure to infectious diseases, including tuberculosis or other airborne pathogens (e.g., COVID-19), and hepatitis, HIV or other bloodborne pathogens.

_____ I understand that it is my responsibility to follow safe practices as set by Stockton University and my internship site, as well as those required by our state and federal governments. Information specific to COVID-19 Control and Prevention can be found on the following website:

<https://www.osha.gov/SLTC/covid-19/controlprevention.html>

_____ I acknowledge that all risks cannot be prevented and could result in my bodily injury, up to and including death, and agree to assume those risks with no liability being held by the internship site or University. I agree that it is my responsibility to understand and follow the internship site's policies and procedures designed to identify and control risks, including safety and security procedures and policies, and to obtain any immunizations and/or vaccines which the internship site and University may recommend and/or require.

_____ I acknowledge that the University and or the practicum placement/internship site may require Covid 19 vaccinations. I acknowledge that should I refuse or obtain a legal exemption; the practicum site has the right to terminate the internship. The University Practicum Coordinators can seek an alternative placement which may

cause an interruption in the internship hours which could affect my graduation date. I acknowledge that there is no guarantee that the University Practicum Coordinators will be able to find an alternative placement.

_____ I acknowledge that it is my responsibility to bring to the University's and/or Social Work Department's attention any information regarding the practicum placement/internship site being unsafe or otherwise improper.

_____ If I require emergency medical treatment as a result of accident or illness arising during the practicum, I consent to such treatment. I acknowledge that Stockton University does not provide health and accident insurance for internship site participants and I agree to be financially responsible for any medical bills incurred as a result of emergency or other medical treatments. I will notify my Agency Field Supervisor and Stockton's Practicum Coordinator if I receive medical or emergency treatment related to my internship.

_____ I acknowledge that the social work profession is not risk free and that by extension, practical training (field internship) for the profession is not risk free either. I voluntarily participate in this practicum placement in spite of these risks, with the understanding that successful completion is a requirement to obtain a Bachelor of Science in Social Work (BSSW) degree and/or a Master of Social Work (MSW) degree.

_____ I acknowledge that if I have health issues or am not comfortable participating in the practicum internship, I can elect to postpone my internship to a later date, knowing that it will affect my course schedule and projected graduation date.

_____ I understand if I have any question as to whether a physical or medical condition would prevent my full participation in any of the abovementioned courses, I should approach the Stockton University Social Work Program Coordinator as well as the Social Work Field Coordinator and the University Wellness Learning Access Program Center who will discuss possible accommodations.

_____ I acknowledge that engaging in an internship may require a degree of skill and knowledge different from other activities and that I have responsibilities as a participant. It has been explained to me, and I understand, that Stockton University Social Work Field Coordinators are available to discuss any questions or concerns I have about the nature and physical demands of this placement activity and the inherent risks, hazards, and dangers associated with this activity. I represent that I am otherwise capable, with or without accommodation, to participate in the Field placement and Field Practicum courses.

_____ I understand that Stockton and its Social Work Program are not agents of, and have no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the internship. Stockton and the Social Work Program accept no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others while traveling or participating in designated activities. I further understand that Stockton and its Social Work Program are not responsible for matters that are beyond their control. I acknowledge that Stockton University and the Social Work Program reserve the right to cancel the internship without penalty or to make any modification to the internship and/or academic program they deem necessary.

Signature: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I acknowledge that I have carefully read and understand this Affirmation and Acknowledgement of Risk Form. Further I understand that this consent is in effect for the duration of my admission to the Social Work Program unless revoked in writing.

Student Signature

Date

Field Coordinator

Date

Social Work

**STOCKTON UNIVERSITY
SOCIAL WORK PROGRAM**

MSW CONCENTRATION/ADVANCED YEAR PRACTICUM LEARNING CONTRACT

SOWK 5903-Fall/5904-Spring

Student: _____

Semester: _____

Practicum Supervisor: _____
SOWK 5904 _____ (Check One)

SOWK 5903 _____ /

Agency: _____

Date: _____

Instructions: The practicum learning contract is a tool used to facilitate the student’s learning process. It provides a foundation for the learning experience to achieve learning outcomes of the Social Work Program’s Curriculum. Practicum learning objectives and learning activities provided by the practicum agency should be clearly stated and integrated in the process of developing this agreement. The intended result of developing this contract is mutual clarity and consensus among all educational partners (student, practicum instructor, social work program, and practicum agency) regarding responsibilities, tasks, and processes to achieve specified learning outcomes. Consequently, the practicum learning contract helps to set boundaries for the student and serves as the basis for evaluation of the student performance. It should be used to insure that the Social Work Program’s educational objectives for the practicum experience are met.

The student and practicum supervisor should meet at the beginning of the semester to discuss agency expectations for student interns, outcomes expected by the Social Work Program, practicum learning objectives, and agency-based learning assignments. All students are required to receive an orientation to their practicum agency that includes topics of confidentiality and safety as well as an hour of weekly supervision. These learning experiences should be incorporated in the learning contract. Over the course of the semester, it is suggested that the learning contract be continuously reviewed in supervision to assess the student’s progress toward achieving the specified competencies. The learning contract completion date and signatures of the student and practicum supervisor are requested to reflect a mutual process and agreement between all parties in developing this document. The completed learning contract should be turned in to the practicum seminar course instructor no later than the 2nd practicum seminar class. If the learning contract is not handed in on time, the student is not permitted to continue accumulating internship hours until the learning contract and been completed, signed and submitted to the practicum course instructor.

Competencies and Practice Behaviors (the student will be able to..)	Learning Activities (the student will achieve this by....) <i>Must be measurable</i>
Competency 1: Demonstrate Ethical and Professional Behavior	
<p><u>Advanced Practice Behavior 1:</u> Use supervision and consultation appropriate to autonomous practice with diverse individuals, families, and communities</p> <p><u>Advanced Practice Behavior 2:</u> Apply ethical guidelines to complex ethical dilemmas involving diverse individuals, families, and communities to arrive at ethically-informed decisions</p>	

Advanced Practice Behavior 3: Use technology to promote ethical practice among diverse populations (research/policy/practice)

Competency 2: Engage Diversity and Difference in Practice

Advanced Practice Behavior 4: Demonstrate personal reflection, self-awareness, and self-correction about customs and worldviews in social work practice

Advanced Practice Behavior 5: Identify specific personal biases and/or cultural structures and values that may oppress, marginalize, alienate or create or enhance privilege and power

Advanced Practice Behavior 6: Integrate an understanding of how difference shapes the life experiences and behaviors of individuals, families, and communities into practice approaches with diverse individuals, families, and communities

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Advanced Practice Behavior 7: Articulate the social, economic and environmental issues that affect diverse individuals, families, and communities

Advanced Practice Behavior 8: Advocate for and work towards change in social policies, organizations, and service delivery systems when they fail adequately to protect human rights and advance social, economic and environmental justice for diverse individuals, families, and communities

Competency 4: Engage In Practice-informed Research and Research-informed Practice

Advanced Practice Behavior 9: Use practice experiences to formulate research questions relevant to diverse marginalized populations, and apply research skills to these questions.

Advanced Practice Behavior 10: Identify and evaluate current advances in evidence based practice with diverse populations

Competency 5: Engage in Policy Practice

Advanced Practice Behavior 11: Critically analyze and evaluate the impact of social policies on diverse marginalized communities, client systems, workers, and agencies

Advanced Practice Behavior 12: Advocate for social policies that advance social well-being, while respecting the cultural

values, norms, and behaviors of diverse individuals, families, and communities
Advanced Practice Behavior 13: Address policies that create barriers to ethical practice especially in relation to issues impacting diverse marginalized populations

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

Advanced Practice Behavior 14: Apply understanding of human behavior in the social environment, language, communication, and other needs of diverse individuals, families, and communities in engaging client systems
Advanced Practice Behavior 15: Adopt a stance of “not knowing” with client systems in order to collaboratively discover culturally appropriate approaches to engagement of diverse individuals, families, groups, organizations and communities

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

Advanced Practice Behavior 16: Use knowledge of assessment models to develop and implement comprehensive assessments for use with diverse populations
Advanced Practice Behavior 17: Engage client systems in a collaborative process of developing culturally acceptable goals and outcomes
Advanced Practice Behavior 18: Apply specialized theoretical perspectives creatively and with minimal direction in assessing diverse individuals, families, and communities

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

Advanced Practice Behavior 19: Work collaboratively with client systems and other professionals to critically select and implement culturally appropriate interventions
Advanced Practice Behavior 20: Facilitate transitions and endings that meet the diverse needs of client systems
Advanced Practice Behavior 21: Apply knowledge of theory as well as biological, psychological, environmental, and social variables creatively and critically in working with diverse individuals, families, and communities
Advanced Practice Behavior 22: Critically choose and implement culturally appropriate interventions to enhance

capacities of diverse clients and constituencies

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

Advanced Practice Behavior 23: Using critical thinking, apply research methodologies and human behavior in the social environment to evaluate practice interventions with diverse client systems

Advanced Practice Behavior 24: Apply research findings to improve practice effectiveness with diverse client systems

Student Signature: _____

Date: _____

Practicum Instructor Signature: _____

Date: _____



AFFILIATION AGREEMENT *

This AGREEMENT entered into on this _____ day of _____ 20____

BETWEEN

Hereinafter referred to as "THE AFFILIATE"

AND

STOCKTON UNIVERSITY

101 Vera King Farris Drive Galloway, New Jersey 08205-9441

Hereinafter referred to as "THE UNIVERSITY"

CONTRACTNUMBER _____

** This form can be used for credit Internships*

WITNESSETH:

WHEREAS, THE AFFILIATE's business operations include the following:

;

WHEREAS, THE UNIVERSITY conducts courses of study in the field of:

The "Program; and

WHEREAS, it is deemed desirable by the parties hereto to enter into a mutual contract and AGREEMENT for furnishing the students in the Course of Study with experience at THE AFFILIATE;

NOW, THEREFORE, in consideration of the stipulations and conditions contained herein, it is mutually agreed that:

1. **TERM:** This AGREEMENT shall become effective immediately and shall continue unless terminated as hereinafter provided.
2. **INTERNSHIP/PRACTICUM PROGRAM/SERVICE LEARNING:** THE AFFILIATE shall send THE UNIVERSITY a written description of the educational experience and supervision procedures that THE AFFILIATE plans to utilize (the "Placement") which shall include specific duties, requirements of such

student pursuant to rotation. The students of the Program will start their Placement experience as determined by mutual AGREEMENT. Minor adjustments in the length of service and the period during which it shall be rendered may be made with the mutual consent of:

_____ for THE UNIVERSITY and
the following official(s) of THE AFFILIATE:

_____.

3. THE AFFILIATE will furnish the students of the Program with experience in the following field of study:

It is understood that the student will be supervised by an AFFILIATE representative who meets State licensing and other regulations in his/her field (if applicable to THE AFFILIATE and/or job Description) and has a minimum of _____ year(s) experience in this field. The Placement will include opportunities for student participation in a variety of areas which may include:

_____;

administration, management and/or research to the extent feasible. At the end of the Placement, the supervising affiliate representative shall prepare an evaluation of each student's performance, using forms provided by THE UNIVERSITY, and promptly return the completed evaluation to THE UNIVERSITY.

4. THE AFFILIATE will provide any special equipment needed to serve THE AFFILIATE'S clients and, if necessary, will provide reasonable storage space for the Program's students' equipment (**if applicable**),
5. THE AFFILIATE will name a representative to serve as student supervisor and faculty or professional staff liaison. This affiliate representative will review all selected student assignments to coordinate the service schedule of THE AFFILIATE.
6. THE AFFILIATE will grant permission to THE UNIVERSITY'S faculty or professional staff members to supervise and work with students in the Program who are rendering services to THE AFFILIATE and recognizes THE UNIVERSITY has sole authority for the teaching of the students; nevertheless, the ultimate responsibility for and authority over AFFILIATE'S services shall continue to rest with THE AFFILIATE.
7. **ORIENTATION:** THE AFFILIATE shall provide to all participating students an orientation relating to their responsibilities, including any emergency procedures, reporting requirements, and student emergency contacts. If students are placed in a clinical setting, the orientation shall include their responsibilities under regulations issued by the Department of Health and Human Services to implement the Health Insurance Portability and Accountability Act of 1996 ("HIPAA" Regulations) and regulations issued by the Occupational Health and Safety Administration ("OSHA") relating to blood borne pathogens. THE AFFILIATE will explain to the students their objectives, policies and program information in accordance with The Joint Commission ("TJC") and NJ Department of Health and Human Services (**if applicable**). At the request of THE AFFILIATE, THE UNIVERSITY will require that participating students attend orientation sessions offered by THE AFFILIATE on HIPAA Regulations, OSHA Regulations, TJC Regulations and other state and federal mandates relating to the student's placement.
8. **NURSING CLINICAL AGENCIES:** Where applicable, Nursing Clinical Agencies, in compliance with New Jersey Administrative Code Title 13 Law and Public Safety, Chapter 37 New Jersey Board of Nursing, shall adhere to the following in all nursing clinical contracts:
- A. Every nursing program shall provide clinical experiences through an affiliation with a clinical affiliate or agencies that are licensed by a governmental affiliate or accredited by a nationally recognized accrediting body.
- B. There shall be a written agreement between the nursing program and the clinical affiliate. The agreement shall be signed and adhered to by the parties and shall include provisions for:
- 1) Review of the terms of the agreement;
 - 2) Notice of termination of the agreement by either party at least 120 days prior to termination;
 - 3) Faculty and professional staff responsibility for student education;
 - 4) Collaboration between faculty and clinical affiliate personnel in selecting clinical experiences;
 - 5) Joint annual evaluation of the effectiveness of the clinical experience, with input from students; and
 - 6) A faculty or professional staff to student ratio of at least one faculty member for every 10 students.

For further information, please visit <http://www.njconsumeraffairs.gov/laws/nursingregs.pdf>

9. Criminal Offender Record Information (“CORI”). To the extent THE AFFILIATE elects to require a CORI check prior to commencement of a student’s participation in the Program, (i) THE AFFILIATE shall provide reasonable advance written notice of such requirement and a copy of its screening form to THE UNIVERSITY, (ii) THE UNIVERSITY shall inform the student that completion of the CORI check is a prerequisite to his/her participation in THE AFFILIATE’S program, (iii) the student shall be responsible for initiating and obtaining a CORI check and shall notify THE UNIVERSITY of any results that would disqualify the student from participation in the Program. THE AFFILIATE agrees to (i) use reasonable efforts and diligence to maintain the confidentiality of the information contained in any CORI check, (ii) comply with provisions of the Family Educational Rights and Privacy Act (FERPA) and any other applicable federal or state privacy statute.

10. CONFIDENTIAL INFORMATION:

- A. THE UNIVERSITY shall keep private and confidential all records of THE AFFILIATE in its possession. THE AFFILIATE may list below any additional concerns, if any, regarding access to confidential information that THE UNIVERSITY may be privy to and shall not, except with the written consent of THE AFFILIATE or as lawfully directed, disclose the contents of such records or such information:
-
- B. THE AFFILIATE will instruct and inform the students and THE UNIVERSITY of the confidential nature of all THE AFFILIATE records and of all medical and personal information.
- C. Each party agrees to hold the other party’s confidential information in confidence. Each party will exercise its best efforts to safeguard each other’s confidential information. Such precautions will be at least as great as those that either party takes to protect its own confidential information. Each party will disclose the other party’s confidential information to its employees or consultants only as a need-to-know basis and subject to the confidentiality obligations imposed here. When confidential information is no longer necessary to perform any obligation under any of the AGREEMENT, it will be, at the option of the owning party, returned to its owner or destroyed. This provision shall survive termination of this AGREEMENT.
- D. If subject to Health Insurance Portability and Accountability Act of 1996 (HIPAA), THE AFFILIATE shall at all times ensure that it maintains compliance with HIPAA Regulatory compliance and shall include the erasure and deletion of all personal and confidential information contained on all personal computers and drives prior to disposal or disposition as required by the Department of Defense. U.S. Department of Defense 5220-22-17 Standard.
- E. THE AFFILIATE shall adhere to the requirements of the Family Educational Rights and Privacy Act (FERPA) USC §1232 et. seq. to the extent it maintains any student records and comply with the New Jersey Open Public Records Act (OPRA).

11. **INTERNSHIP/PRACTICUM/SERVICE LEARNING PARTICIPANTS:** THE UNIVERSITY will give notice to THE AFFILIATE of the number of and names of all students whom it intends to have enter this INTERNSHIP/PRACTICUM/SERVICE LEARNING program at least two weeks, if possible, prior to the commencement of any session/semester. THE AFFILIATE will then notify THE UNIVERSITY of its ability to accommodate for the number of students at least two weeks from the date on which THE AFFILIATE is notified of the number of students.

12. **AFFILIATION AGREEMENT:** It is agreed by the parties that THE UNIVERSITY may publish THE AFFILIATE’S name as being affiliated with THE UNIVERSITY.

13. It is agreed that, in connection with this AGREEMENT, THE UNIVERSITY and/or its students rendering service at and for THE AFFILIATE shall at all times not be considered employees or agents of THE AFFILIATE. Therefore, THE UNIVERSITY and/or students rendering services to THE AFFILIATE shall be solely responsible for compliance with Federal, State, and local laws, regulations, and orders now or hereinafter in effect related to taxes, unemployment insurance, social security, workers compensation, disability, and all deductions and withholding of payments required by present or future laws or regulations.

14. INSURANCE COVERAGE:

A. THE UNIVERSITY purchases professional malpractice insurance for participating students in the following programs: Health sciences (including nursing, community health, audiology, speech pathology) physical therapy, occupational therapy, drug and alcohol counseling, social work and criminology. THE UNIVERSITY participates in the State of New Jersey's self-funded risk retention program. THE UNIVERSITY does not carry separate public liability insurance but manages risks through the State's Program and is accorded certain statutory immunities under the terms and provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., New Jersey Contractual Liability Act N.J.S.A. 59:13-1 et seq. and the New Jersey Charitable Immunity Act, N.J.S.A. 2A:53A-7 et seq.

B. THE AFFILIATE will procure and maintain comprehensive general liability insurance and professional liability insurance or Professional Malpractice Insurance sufficient to protect THE UNIVERSITY from any liability arising out of the professional obligations performed pursuant to the requirements of this AGREEMENT; or a program of self-insurance reasonably satisfactory to THE UNIVERSITY covering THE AFFILIATE and its respective officers, trustees, agents, servants, and employees from and against any and all damages, claims, suits, liabilities, costs, and expenses involving counsel fees, arising out of acts or omissions by THE AFFILIATE'S employees while performing within the scope of their responsibilities and duties as participants in the program.

15. **INDEMNITY:** THE AFFILIATE shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the State of New Jersey, THE UNIVERSITY, its Board, employees, and agents from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith which shall arise from or result directly or indirectly from this AGREEMENT. THE AFFILIATE'S breach of its obligations of confidentiality; and, THE AFFILIATE'S indemnification obligation are not limited by, but are in addition to the insurance obligations contained herein. THE UNIVERSITY as a State entity under and subject to the provisions of N.J.S.A. 18A:64-82, with noted exceptions is prohibited from providing indemnification. Any agreement signed on behalf of the State of New Jersey by a State official shall be subject to all of the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq., and the availability of appropriations.

16. **RENEWAL PROVISION:** This contract shall renew itself automatically from year-to-year unless either party gives at least thirty (30) days written notice to the other party that the AGREEMENT is to terminate on a given date. All written notices affecting the AGREEMENT termination must be delivered by certified or registered mail. The date of deposit of any notice in the U.S. Post Office with all postage prepaid shall be deemed the date of delivery thereof.

17. **NON-DISCRIMINATION:** No person shall, on grounds of race, color, creed, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary, cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability be excluded from participation in or denied benefits of The Program. N.J.S.A. 10: 5-31 et seq.

18. **SEXUAL HARASSMENT POLICY:** THE AFFILIATE shall have in place a sexual harassment policy. The student shall be provided with a copy of the policy and procedures for reporting any incident of any kind of sexual harassment as defined by the Equal Employment Opportunity Commission Guidelines.
19. **MODIFICATIONS:** This AGREEMENT may be modified or amended by mutual consent of the parties. Any such modifications or amendments shall be in writing, signed by both parties, attached, and become part of this AGREEMENT.
20. **INTEGRATION CLAUSE:** This AGREEMENT and any attached addenda constitute the entire agreement between THE AFFILIATE and THE UNIVERSITY.
21. **SEVERABILITY:** If any provision of this AGREEMENT is held to be invalid or unenforceable for any reason, this AGREEMENT shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision(s).
22. **CAPTIONS:** The caption headings contained herein are used solely for convenience and shall not be deemed to limit or define the provisions of this AGREEMENT.
23. **GOVERNING LAW:** As a public entity established by, and subject to, the laws of the State of New Jersey, THE UNIVERSITY cannot consent to foreign laws or jurisdiction. As such, this AGREEMENT shall be governed and construed in accordance with the laws of the State of New Jersey, in the courts of the State of New Jersey without regard to the principles of conflicts of law.
24. **REPRESENTATIONS AND WARRANTIES:** AFFILIATE represents and warrants that it is in compliance with all federal, state and local laws, regulations, executive orders, protocols and guidance, including OSHA and CDC guidance, for operations during the COVID-19 pandemic and that, prior to commencement of the educational programs, AFFILIATE will (a) provide to students AFFILIATE's specific rules and regulations for operations during the COVID-19 pandemic, (b) instruct students on the specific COVID-19 operating practices and the proper use of Personal Protective Equipment (PPE) associated with the risk level of the work to be performed by the students as recommended by the CDC, and (c) provide students with all required PPE associated with the risk level of the work to be performed by the students as recommended by CDC.

IN WITNESS WHEREOF, this AGREEMENT has been duly executed and signed by:

STOCKTON UNIVERSITY

AFFILIATE

Signature

Signature

Name

Name

Title

Title

Date

Date

Stockton University Practicum

Instructor Evaluation of MSW Social

Work Program

Instructions: Your help in assessing the quality of practicum education for Stockton's Social Work Program would be appreciated. We sincerely appreciate your commitment and partnership in the best interest of social work education.

SECTION 1: DEMOGRAPHIC QUESTIONS

1) How many students did you provide practicum instruction to during this past academic year?

2) How many years have you been a practicum instructor for Stockton University?

3) How many Stockton University practicum instructor trainings have you attended?

4) Are you SIPI (Seminar in practicum Instruction) certified through Stockton or another Social Work Program? Yes _____ No _____

5) How many times did the practicum liaison or coordinator visit your site during the academic year? _____

6) How many times did the practicum liaison or coordinator telephone or e-mail you to discuss the student's performance? _____

7) Please indicate all the degrees that you have been awarded

<input type="checkbox"/>	BSW
<input type="checkbox"/>	MSW
<input type="checkbox"/>	PhD
<input type="checkbox"/>	Other:

8) Please indicate all of the certifications that you have been awarded

<input type="checkbox"/>	CSW
<input type="checkbox"/>	LSW
<input type="checkbox"/>	LCSW
<input type="checkbox"/>	Other:

Instructions: Select only one numbered response for each statement.		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
SECTION 2: ASSESSMENT QUESTIONS		1	2	3	4	5
9	I am interested in obtaining a SIPI certificate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	I am interested in attending Stockton's practicum instructor orientation and training (18 Free CEUs offered every summer)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	The student intern was adequately prepared to begin the practicum experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	The student intern received an orientation to the agency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	The student intern was provided with regular and consistent supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	The student's performance, attendance, attitude toward the practicum experience was at the level expected of an MSW intern	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	I was provided with sufficient material to understand the goals and objectives of the Social Work program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	I was prepared to understand the social work program's practice behaviors and competency areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	I understand how the practicum curriculum relates to the practice behaviors and competency areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	I was able to assist the student in connecting actual agency activities and experiences with the behaviors and competencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19	The contacts I had with the practicum liaison were helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20	The practicum manual was a helpful resource	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21	I am willing to continue as a practicum instructor for the social work program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SECTION 3: COMMENTS

22) What were some of the things you liked the most about the practicum experience?

23) What suggestions do you have to strengthen the practicum experience?

24) Is there anything our practicum liaison could do to help you make the practicum experience more successful?

Please email completed form to mswfield@stockton.edu

Should you have any questions call Lori Tomaro at 609-626-6817

Employer Practicum Placement Form

INSTRUCTIONS: Students who wish to negotiate an arrangement for practicum at their current place of employment in accordance with the Council on Social Work Educational (CSWE) Policy and Accreditation Standards must prepare a proposal using the following guidelines and submit it for approval to the MSW Coordinator of Practicum. Where appropriate, your work site administrator who has authority to grant permission for employment-based Practicum education should be contacted before you submit the proposal. Your proposal must be approved by the Stockton's MSW Practicum Coordinator prior to earning any Practicum hours. Therefore, it is important that students complete and submit the proposal for approval as soon as possible.

Please keep in mind that the student must remain with the employer for the full academic year and is not permitted to switch employment to start another job/internship.

If the student is terminated by their employer, this will be considered an automatic failure of Practicum. The student will be required to retake the Practicum course along with the concurrent practice course. In addition, any accumulated Practicum hours will be null and void.

The criteria below must be met in order to be considered for a work-based Practicum placement.

- The student must be past the employer probationary period (typically 3-months months).
- If the student will not be past the probationary period, the job duties cannot count toward internship hours. The internship tasks and hours must be separate from employment tasks and hours.
- Students requesting permission to have a Practicum placement with a current employer must be supervised by a person who has an MSW from an accredited institution and have at least two years professional experience. In addition, it is recommended that the Practicum instructor take part in a Seminar in Practicum Instruction training program offered at no cost through Stockton University and be available to supervise the student for a minimum of one hour, one time per week. The student's Practicum instructor and employment supervisor may be the same person. In such cases, supervision time for Practicum education must be separate from supervision time for employment.
- Student Practicum assignments and employment tasks may be the same and counted toward required Practicum hours. The tasks must have a clear link to Stockton's MSW social work competencies (see attached document) [Competencies-Goals](#)
- Students in their first year of the program must complete 200 internship hours each semester. Students in their second year or advanced standing program must complete 250 internship hours each semester.

The proposal must include all the following information

1. Date:
2. Student Name:
3. Student Email and phone number:
4. Employer/Agency Name, address and phone number:
5. Employment Supervisor's Name, email and phone number:
6. Internship Supervisors Name, credentials email, and phone number (If different from employment supervisor):
7. Student Employee job title, job description and responsibilities:
8. Student internship job description, tasks and duties (If different from employment responsibilities):
9. Indicate that student job duties and tasks will fulfill the programs competencies and goals:
10. Student Employee scheduled hours:
11. Student internship hours (if different from employment hours):
12. Attach a letter from an administrator from the agency/institution stating the approval of this proposal.

Student Signature_____

Agency Supervisor Signature_____

**Stockton University MSW
INCIDENT REPORT**

Date of Incident:

Name of Agency:

Name of Supervisor:

Name of Student:

Please write a full detailed description of the incident:

Who was the incident reported to:

Please write a full detailed description of actions taken:

Submitted by:

Date Submitted: