

AGENCY PLACEMENT REQUEST

Academic Year 2016-2017

Dear Education Coordinator/Field Instructor,

Are you interested in hosting social work interns beginning in the Fall of 2016? The Lehman College Department of Social Work is beginning the fieldwork placement process for the next academic year. First and 2nd-year MSW students as well as undergraduate (Bachelor's) students are available for placement at your agency. Using the attached form, please provide us with information regarding student placement opportunities.

For those students who are employed, a placement that includes some weekend or evening hours can be a necessity. If your agency is able to provide some hours outside of Monday-Friday, 9am to 5pm, please indicate this on the attached form.

Each year we also have students with a variety of disabilities. If you think your agency may be able to take a student with a disability please let us know.

We welcome agencies who would like both levels of students to intern at their sites. We also ask field instructors to consider taking a second year MSW paired with a Bachelor's student. In this arrangement the second year MSW student could be given a task supervisory responsibility for the undergraduate student. I would be happy to discuss this type of placement further with you.

The Matching Process: Enclosed please find the field instructor requirements as well as educational tasks for each type of student. Once you complete the enclosed agency request form, please email or fax it back to Mr. Peter Niedt, Director of Fieldwork Education. If there are any questions, a representative from the field education department will contact you. Otherwise:

- Contact regarding the match will first be established with the agency and the student by email. Students are requested to send an email with a cover letter and a resume to their potential designated site. It is the student's responsibility to contact you to set up a meeting with your agency to discuss schedules, pre-internship requirements (medical exams, criminal background checks), and potential tasks.
- Next, we request that the agency notify the appropriate person in the field education office to inform them that contact has been established and an interview has been arranged or will need to be arranged.
- Following the meeting, please contact Peter Niedt for MSW students and Julie Aquilato for undergraduate students to indicate that the assignment has/has



not been solidified.

- Once the relationship is established, field instruction forms along with a fieldwork calendar with important dates, including the due dates for these forms, will be sent to you by email. This email is generated in August, 2016. A general orientation for all new field instructors is held in late August.

We recognize that the task of field instruction is above and beyond your regular work assignment. We appreciate your giving back to the social work profession. Thank you for your assistance in providing field education for our students. We look forward to working with you during the 2016-2017 academic year.

Very Truly Yours,
Peter W. Niedt
Director of Field Education

Bachelor's Level Students:

Educational Requirements

- Undergraduate students in field placement spend 15 hours per week in the field and must complete a minimum of 450 per year (200 hours in the Fall semester and 250 hours in the Spring semester. Field placement begins in early September and continues through mid-May, including the month of January.
- All undergraduate student assignments must include direct practice with individuals and, if possible, should include practice with families, groups, organizations and communities.
- Undergraduate students must complete a minimum of one process recording per week and have individual supervision for at least one hour per week.

Field Instructor Requirements for undergraduate students

- Field instructors must have completed an MSW degree, from a CSWE accredited program, before beginning supervision of students and have two years Post-Master's experience as a social worker since completion of their program.
- New field instructors to Lehman must complete the enclosed Curriculum Vitae form or attach a copy of their resume.
- The field instructor is responsible for meeting with each student, individually, in a weekly one-hour supervisory session, reviewing each student's process recordings and providing verbal and written feedback, completing an educational plan with the student, and preparing written evaluations that follow the format provided by the Social Work Program.
- Field instructors supervising students in the Lehman Social Work Program for the first time are expected to attend the Seminar in Field Instruction (SIFI), which is provided for no fee through the Lehman College Department of Social Work. Courses are offered on Tuesday mornings and Thursday afternoons every other week in the Fall and monthly in the Spring. To be SIFI certified, you must attend a minimum of 9 sessions. This includes an orientation meeting prior to the beginning of fieldwork. Six workshops are also offered throughout the course of the academic year and there is an opportunity to attend the Greater New York Directors' of Field Education Symposium in the Spring

MSW Students:

Educational Requirements

- MSW students in field placement spend 21 hours per week in the field and must complete a minimum of 600 hours per year. Field placement begins in mid-September and continues through mid-May, including the month of January.
- *First year MSW* student assignments must include direct practice with individuals and, if possible, should include practice with families, groups, organizations and communities.
- *Second year MSW* student assignments must continue to include direct practice with one or more of the following: individuals, families, groups, organizations or communities.
 - **Please note: Second year students MUST HAVE a supervision assignment. This might include supervising volunteers, providing task instruction for undergraduate social work students or other students, or executing administrative tasks such as committee work, report writing, or conference planning.**
- MSW students must complete a minimum of two process recordings per week after the first month of fieldwork

Field Instructor Requirements for MSW students

- Field instructors must have completed an MSW degree, from a CSWE accredited program, before beginning supervision of the students and have a minimum of three years experience as a social worker since completion of the MSW.
- New York State law requires Field Instructors for MSW students to hold the license (LMSW or LCSW) appropriate to the type of social work practiced by the student.
- Field instructors for MSW students also must complete a Seminar in Field Instruction (SIFI) if they have not already done so. This is offered each year by the Lehman College Social Work Department.
- New field instructors must complete the enclosed Curriculum Vitae form or attach a copy of their resume.
- The field instructor is responsible for meeting with each student, individually, in a weekly one-hour supervisory session, reviewing each student's process recordings and providing verbal and written feedback, and preparing written evaluations that follow the format provided by the Social Work Program.
- Field instructors supervising students in the Lehman Social Work Program for the first time are expected to attend a series of six instructional workshops provided by the program during the academic year, and this includes an orientation meeting prior to the beginning of fieldwork.

If you are interested in taking the SIFI (Seminar in Field Instruction) at Lehman College, please email Julie Aquilato, Assistant Director of Field Education at Julie.Aquilato@Lehman.CUNY.edu.

SOCIAL WORK FIELDWORK PLACEMENT REQUEST 2016
PLEASE RETURN TO Peter W. Niedt
PH: (718) 960-7749
FX: (718) 960-7402
peter.niedt@lehman.cuny.edu

AGENCY:

ADDRESS:

ZIP:

NAME OF AGENCY LIAISON TO COLLEGE:

TITLE:

TELEPHONE:

E-MAIL

FAX:

For the 2014-2015 academic year, we can provide field instruction for:

_____ Total number of students**Number for each type of student:****_____ Undergraduate students****_____ 1st year MSW****_____ 2nd year MSW students**

(Please indicate the number of student you are able to take in each category)

These students will be assigned to the following field instructors. Please place an asterisk by the names of all fieldwork instructors who will be new to the Lehman College Social Work Program and enclose curriculum vitae forms completed by each new field instructor.

1. NAME:

SITE/DEPT.:

HOURS AVAILABLE:

DAYS OF THE WEEK:

ADDRESS:

TELEPHONE:

E-MAIL:



2. NAME:

SITE/DEPT.:

HOURS AVAILABLE:

DAYS OF THE WEEK:

ADDRESS:

TELEPHONE:

E-MAIL:

3. NAME:

SITE/DEPT.:

HOURS AVAILABLE:

DAYS OF THE WEEK:

ADDRESS:

TELEPHONE:

E-MAIL:

4. NAME:

SITE/DEPT.:

HOURS AVAILABLE:

DAYS OF THE WEEK:

ADDRESS:

TELEPHONE:

E-MAIL:

Please attach an additional page, if needed.

ARE THERE FACTORS WHICH WE SHOULD CONSIDER IN ASSIGNMENT OF STUDENTS TO YOUR AGENCY? *(For example: Hours internship is available, Language preferences, Accommodation for students with a disability, Etc.)*

Agency Requirements of Students
Academic Year 2016-2017

Agency Name:

Some agencies ask interns to meet certain requirements prior to starting work in their agencies. Students are informed of these requirements in their notification letters.

Please complete the below check list to facilitate this process:

Full Physical exam: Yes No

Tuberculosis (TB) test: Yes No

Proof of immunization: Yes No

Drug testing: Yes No

Proof of US citizenship: Yes No

Proof of legal residence (ie: student Visa or Green card): Yes No

State central registry (SCR) child abuse clearance: Yes No

Finger printing, criminal background check: Yes No

Would your agency be willing to provide a placement to a student with a felony conviction: Yes No

Please specify agency conditions if any

Training *prior* to beginning fieldwork: Yes No

Please describe:

Other requirements, please describe



Curriculum Vitae of Field Work Instructor

Name: Telephone:

Name of Agency:
Address:

Title with agency:

Length of time in Title:

Education School Degree Year

Undergraduate:

M.S.W.:

Social Work Experience (Continue on other side if necessary)

Dates Agency Position and Duties

Previous Supervisory Experience with Students

(Please specify dates, type of student and School)

Are you licensed Social Worker: Yes No

Have you completed a seminar in Field instruction: Yes No

If yes please give school and date of completion:

Signature

Date