

## Field Education FAQ's

1. Can I choose my own first year internship placement? Foundation year internships are determined by the CSUN MSW Field Intern Coordinators. Our goal is for each student to be placed in a setting that will provide opportunities to build and hone social work skills. We take many factors into account when selecting a placement site for our incoming students. We begin the process with a field application followed by a field interview.
2. Can I find my own internship agency? If you have interest in a specific agency, we are happy to vet it, but please do not contact them. The Field Education Program has to be the initial contact.
3. What does the Field Placement/Internship schedule look like? Field Placement/Internship hours are usually during the week during regular business hours. The set schedule (same days/hours each week) is determined between the agency and student. Depending on which cohort, the hours are:
  - a. 2-year Stateside: 16 hours/week, minimum 450 hours during the first year of internship and 20 hours/week, minimum 600 hours during the second year of internship
  - b. Online or 3-yr Stateside: 16 hours/week, minimum 500 hours each year of internship
  - c. Online or 3-year States Students completing PPSC requirements: 20 hours/week, minimum 600 hours during 2<sup>nd</sup> year of internshipDepending on student's location and agency needs, there might be evening and weekend hours available, however, this is **NOT** guaranteed, and these placements are **limited**. We ask all students to be available during regular business hours during the week. Some agencies may have a common day required for all interns to attend group supervision or trainings. We strongly encourage students to arrange their schedules (home/work) accordingly in preparation for their internship prior to starting the program.
4. What is the agency contract process? Each agency is required to complete and submit a MOA with our Field Education Program. For the MOA (contract) to be fully executed, both the agency and CSUN's Risk Management department have to agree to the terms, which may include multiple correspondences involving legal counsel.
5. How does the Field Education Program support our out of area students? The Assistant Director of Online and Off Campus programs is consistently recruiting and approving new agencies within and outside of Los Angeles. The Assistant

Director is also assessing and learning regional protocol in terms of agency recruitment and student placement. The Assistant Director will support the student until the student is placed.

6. What do I do if my internship hasn't been confirmed? We encourage you to practice as much patience as possible during this time. It is being worked on and you will have an internship. If you have specific questions, please contact one of the Assistant Directors for Field Education, Stateside - Tiffani Brooks, [tiffani.brooks@csun.edu](mailto:tiffani.brooks@csun.edu) or Online - Darlene Woo, [darlene.woo@csun.edu](mailto:darlene.woo@csun.edu).
7. What will internship look like in Fall 2020 and Spring 2021? The University has approved a proposed hybrid model to enter internships. The hybrid model allows students to physically go to placement with PPE, following local and CDC safety guidelines and provide remote client services. No face to face client services.
8. What do I do if the agency wants me to be on site for internship, and the hybrid model has been approved - which would allow for an on site internship - but I do not feel comfortable being on site? If any student has concerns re: the hybrid model, we encourage students to contact your field liaison as soon as possible to discuss your concerns and options to complete their internship.
9. What is appropriate attire for my interview and for the internship? Professional attire should be worn for the interview. No jeans, sandals or casual clothing. The requirements of dress at the internship will vary depending on the location and should be discussed with your agency field instructor prior to your start date.
10. Who is my Field Liaison and what is their role? Once you begin classes in late August you will be assigned a Field Liaison who will teach your field class and will be your contact person in regard to any field questions or concerns.
11. How is an internship different from doing volunteer work? Internships are arranged through the CSUN MSW Field Education Program to meet the academic requirements of our program, CSWE accreditation standards, and the University's contract requirements. A lot of time goes into locating appropriate sites, preparing contracts, identifying and training qualified field instructors and matching students to the agencies. In both the first and second year it is the expectation that the student will remain in the assigned field placement for the duration of the academic year. Students are not able to switch their internship without going through the field replacement process with their Field Liaison.
12. What are the costs associated with internships? Internships may have some associated costs. There may be expenses associated with, but not limited to,

parking, health and clearance screenings, training classes (CPR, MAB, DV training, etc.), fuel costs for your vehicle, wardrobe requirements, etc. These costs are to be covered by the student in cases where they are not covered by the agency. While some agencies may offer to cover some of the above costs, this varies by agency and changes from year to year depending on funding. CSUN does not have any funds available to students to offset these costs.

13. What are the expectations of students at their internship? It is expected that students will be professional, punctual, reliable, communicative and responsible at their internships. This is the opportunity for students to practice application of their knowledge and skills to real social work settings and clients. Meeting your education requirements means integrating yourself into the agency and working with clients at all three levels of practice.
14. What is the purpose of field instruction and who provides it? Your agency Field Instructor (MSW or LCSW) will provide you weekly field instruction, which consists of support, direction, and supervision of learning opportunities. Your Field Instructor partners with you and your Field Liaison to support your overall field experience success. The CSUN Field Education Program communicates information directly with individual Field Instructors at the agencies.
15. What do the agencies and field instructors get? The agencies and field instructors are very generous to partner with CSUN and offer these learning experiences for our students. We expect students to understand that agency professionals are devoting their time and expertise to the education of our students. They provide this opportunity due to their commitment to social work education. They do not get paid extra for this and the responsibility of interns does add to their already busy workload.
16. What if I want to change my internship? We make every effort to make each of our internship assignments successful. If a student is having difficulty at their agency, we have many ways to intercede on the students' behalf. Your Field Liaison will meet with the student and the agency to problem solve any issues or concerns. It is important the students communicate regularly with their Field Liaison so that they can also assist and mentor the student through any challenges, as they arise. In some cases, despite our best efforts, we may need to replace a student, but this is only done after all other possibilities have been explored.
17. What do I do if I need to miss my internship due to illness or a family emergency? If you are ill or have an emergency that requires you to miss an

internship day, please contact your agency field instructor (and if appropriate your preceptor) prior to when you are expected to be at the agency. Please consider using multiple communication methods: phone, email, etc. If you anticipate a prolonged absence from internship, please inform your Field Liaison as well. Please review our COVID-19 Field Education Policy.

18. Are students allowed to complete their EBR's at their internship agency during internship time? This is a collaborative decision between the Field Liaison and your agency Field Instructor.
19. What do I need to know about social media? Agencies may Google you or access your social media. This may also be the case with your future clients. Please make sure that your social media is secured and that the public view only portrays you in a professional manner not only for internship, but also for future employment.
20. What are the requirements for travel/transportation for my internship? Students are normally placed within one hour (each way) from their home. It is the student's responsibility to provide their own transportation for internship. It is preferred that students have access to a vehicle, have a current driver's license, and auto insurance. Many of our internship sites have students doing work out in the field at various locations. Public transportation services may not be adequate to meet the needs of students and agencies with regard to serving clients.\*
21. What specific protections are being put into place to keep students safe at internship locations? The Field Education Program requires for the agency to provide Risk Management and Safety orientation when the student begins internship. Specifically regarding COVID-19, the Field Education Program has asked for an agency safety plan from all agencies. In addition, agencies are required to submit a safety plan to the County Health Department in order to reopen. If a student has safety concerns, at any time during their internship, students are to inform their Field Liaison as soon as possible.
22. Can trainings and webinars count towards internship hours? Yes, if assigned and approved by your agency Field Instructor.
23. Will students be able to continue to count their weekly field class towards their internship hours? Yes, only under the special waiver from CSWE that is in place through May 2021 in response to COVID-19.
24. For agencies with several interns, would supervision be in group or individual format? Each student is required to receive one hour of weekly individual field instruction by your Field Instructor (MSW or LCSW). Group Supervision is

additional training and determined by your agency Field Instructor and/or Field Preceptor.

25. Am I allowed to intern over my weekly allotted internship scheduled hours? (ex. Overtime hours) Yes, you can if allowed and approved by your agency and Field Liaison. You cannot stack additional hours to terminate your internship early. Your field calendar should represent accurately the scheduled hours you are at your internship.

\*Students with accommodations from the office of Disability Resources and Education Services may be exempt from this requirement in certain circumstances.