

MSSW Practicum Tasks and Responsibilities

Kent School of Social Work, University of Louisville

Activity	Student Responsibility	Agency Practicum Supervisor Responsibility (MSW qualified official practicum supervisor)	Task Supervisor Responsibility (Non-MSW on-site supervisor; assistant to official practicum supervisor)	Practicum Faculty Responsibility
1.MSSW Field Education Handbook	1.Students read Handbook thoroughly and sign Signature/Confirmation Sheet; submit to fielddedu@louisville.edu by September 7 th	1. Review Handbook online; especially study the section on Policies; note the Practicum Calendar for future reference of due dates/deadlines; also note the Policy and Resource section of the Handbook for easy reference	1. Review Handbook online, especially study the section on Policies and Resources; note the Practicum Calendar for future reference of due dates/deadlines if desired	1.Be thoroughly familiar with the Handbook, especially the section on Policies and Resources; follow due dates/deadlines in Practicum Calendar carefully
2.MSSW Practicum Web Pages and Blackboard Course Documents	2.Students will thoroughly review and become very familiar with the various practicum forms and documents in Blackboard	2. Supervisors will review and become familiar with the resources on the practicum web site, especially the forms for the Mid-Term and Final Evaluations, along with the Action Plan/Action Plan Follow-Up	2. Review the practicum web site and contribute information as needed to the practicum supervisor	2. Be thoroughly familiar with all the practicum forms and documents, and able to answer questions about the various written materials as included in Blackboard for students and on the web for supervisors
2.MSSW Practicum Syllabi SW 670/671 and SW 672/673	3. Students ensure supervisor has current copy of Practicum syllabus, and Practice syllabus; also advanced Research Practice syllabus (if applicable)	3. Obtain copy of Practicum and Practice syllabi for each semester ; also advanced Research Practice syllabi (if applicable); review for assignments and contact info of faculty for each course; discuss and plan assignments with task supervisor (if applicable)	3. Obtain copy of Practicum and Practice syllabi for each semester; also Research Practice syllabi (if applicable); review for assignments; discuss and plan assignments with practicum supervisor; address concerns with practicum supervisor	3. Post Practicum syllabi on Blackboard for students; provide/email copy to the practicum supervisor and task supervisor (if applicable)

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4.MSSW Foundation Practice SW 604/605 and Advanced Practice SW 640/677	4. Provide practicum supervisor and practicum faculty with copy of syllabi for SW 604/605 or SW 640/677; review syllabi for assignments that draw from the practicum experiences; explore with practicum supervisor any issues related to completing these assignments	4. Review practice syllabi and pay particular attention to the assignments that draw on the student’s experiences in practicum; discuss any concerns about these assignments with student; may contact the practicum faculty to discuss	4. Review practice syllabi and pay particular attention to the assignments that draw on the student’s experiences in practicum; discuss any concerns about these assignments with the practicum supervisor	4. Encourage/assist supervisor in obtaining copies of practice, and research syllabi; review practice syllabi and clarify with student, practicum supervisor, and task supervisor any concerns; may consult with practice faculty as needed
5.MSSW Advanced Research Practice SW 668/669	5. Provide practicum supervisor and practicum faculty with copy of syllabi for SW 668/669; explore and select Evidence Based Project (EBP) as related to placement site with practicum supervisor; obtain practicum supervisor’s approval of topic and any other agency staff approval as needed; clarify with practicum supervisor and practicum faculty on time allowed in practicum for EBP (if any).	5. Review Research Practice syllabi; provide ideas for student’s EBP that will benefit the agency and simultaneously be of interest to the student; facilitate access to personnel and information throughout the year as needed for student to complete EBP assignments; clarify with practicum faculty on time allowed in practicum for EBP (if any); monitor time documented on Monthly Activity Report and consult with practicum faculty as needed.	5. Review Research Practice syllabi ; assist practicum supervisor on student’s EBP activities; support the decision of the practicum supervisor and practicum faculty on time allowance for EBP activities in practicum	5. Review Research Practice syllabi; clarify with student, practicum supervisor, task supervisor on time allowed for EBP activities toward practicum; monitor time documented on Monthly Activity Report and consult with practicum supervisor as needed; may consult with Research Practice faculty as needed

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6. Weekly Supervision	6. Students prepare a written agenda and provide a copy to supervisor at start of each weekly supervision; keep notes of supervision discussions/decisions; may utilize agenda models provided in Blackboard; inquire of supervisor which one is preferred	6. Encourage/Require students to bring written agenda to each weekly supervision; may utilize an agenda model from practicum web page or create your own version; maintain regular supervision time weekly; retain dates and notes from each supervision meeting; obtain feedback from task supervisor (if applicable)	6. Provide weekly feedback to practicum supervisor on student's performance to date, and/or actively participate in weekly supervision with practicum supervisor and student	6. Promote use of written agenda to students and agency supervisors; may provide models of agendas as examples
7. Monthly Activity Reports	7. Students complete, sign, submit to supervisor for signature; retain copy for self and submit to practicum faculty by 7 th of each month, or forward to practicum faculty as requested, utilizing form in Blackboard	7. Review for accuracy of time claimed and content; review for awareness of student's growth; sign indicating approval; consult with practicum faculty if notice problems with student's performance; return to students <u>prior</u> to 7 th of each month, or forward to practicum faculty as requested	7. May review and sign along with the MSW practicum supervisor to indicate approval of accuracy of content; discuss any concerns with student and practicum supervisor; return to student/practicum supervisor <u>prior</u> to 7 th of each month	7. Review and provide comments/feedback to students; consult with supervisor as needed for time claimed in weekly supervision and/or time spent in other categories; sign and retain until the end of semester

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8. Competency Learning Tasks	<p>8. Students prepare a draft of Competency Learning Tasks for each semester utilizing Final Evaluation form, following guidelines in the syllabus for this document; discuss with supervisor and obtain supervisor's signature; students submit draft to practicum faculty no later than 4th week of the semester; final versions must be approved no later than Mid-Term Evaluation conference; sign final version; retain copy for self and review during weekly supervisory conferences</p>	<p>8. Review drafts with students and offer suggestions that will challenge student's professional development; ensure tasks are written for skill development (knowledge and values will be automatically incorporated with skill-based tasks); ensure Learning Tasks correlate to the final evaluation Competencies; may consult with practicum faculty; sign to show full support; retain copy for review during weekly supervisory conferences</p>	<p>8. Follow instructions of practicum supervisor in assignments that support the student's Learning Tasks</p>	<p>8. Review draft and offer suggestions to challenge student's growth; may consult with supervisor; may request rewrite; ensure student's Learning Tasks are finalized no later than Mid-Term Evaluation conference; sign to show final approval; retain final copy until the end of the semester</p>

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9. Mid-Term Evaluation	9. Students complete self-assessment utilizing online evaluation form and provide copy to practicum supervisor; discuss with practicum supervisor <u>prior</u> to Mid-Term conference with practicum faculty; provide final copy to practicum faculty at time of conference; if performance is marginal, then participate in development of Corrective Action Plan with practicum supervisor and practicum faculty; retain copy of Action Plan for self; retain copy of Mid-Term Evaluation for self	9. Complete assessment of student utilizing online form and discuss/compare with student's own self-assessment <u>prior</u> to conference with faculty; determine final assessment comments and sign supervisor's copy; obtain student's signature; retain copy for self; provide final copy with signatures to practicum faculty at time of conference; if performance is marginal, then complete a Corrective Action Plan utilizing the online form; involve student and practicum faculty in all Action Plan conferences	9. Provide feedback to practicum supervisor, and/or actively participate in evaluation session with student, practicum supervisor, and practicum faculty; help practicum supervisor to implement Action Plan (if needed)	9. Participate in conference with student and supervisor; add own written comments and observations to evaluation form; ensure total hours to date are documented; ensure all signatures are documented and dated; participate in Action Plan and Follow-Up, if performance is marginal; sign and retain final copy until end of semester
10. Corrective Action Plan/Action Plan Follow-Up	10. Students participate in development of Corrective Action Plan and Corrective Action Plan Follow-Up, as needed; sign and retain copy for self	10. Whenever a Corrective Action Plan is needed, consult with the practicum faculty, utilize the online form along with the Corrective Action Plan Follow-Up; include the practicum faculty in such conferences with student; sign; retain copy for self	10. Provide feedback to practicum supervisor, and/or actively participate in Corrective Action Plan and Action Plan Follow-Up conferences	10. Write/Participate in development of Corrective Action Plan and Corrective Action Plan Follow-Up conferences; sign and retain copy

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11. Final Evaluation	11. Students complete self-assessment utilizing online form and provide copy to supervisor and discuss <u>prior</u> to Final conference with practicum faculty; retain copy of final version of evaluation for self; participate in Corrective Action Plan (if needed); if Corrective Action plan is utilized then the final evaluation is postponed until completion of Corrective Action Plan	11. Complete assessment of student utilizing online form and discuss/compare with student's own self-assessment <u>prior</u> to Final conference with practicum faculty; determine final assessment comments; develop Corrective Action Plan (if needed); if Corrective Action plan is utilized then the final evaluation is postponed until completion of Action Plan; sign supervisor's copy; obtain student's signature; retain copy for self; provide copy with signatures to practicum faculty at time of Final conference	11. Provide feedback to practicum supervisor, and/or actively participate in evaluation session with student, practicum supervisor and practicum faculty; help practicum supervisor to develop Corrective Action Plan (if needed); may also sign Evaluation Form along with the practicum supervisor	11. Participate in evaluation conference with student and supervisor; add own written comments and observations to evaluation form; participate in Corrective Action Plan as needed; sign and retain final copy; ensure total hours to date are documented; ensure all signatures are documented and dated; submit all practicum materials to fieldedu@louisville.edu by due date at end of the semester

Student Print and Sign Name

Date

Practicum Supervisor Print and Sign Name

Date

Task Supervisor Print and Sign Name

Date

Practicum Faculty Print and Sign Name

Date

08/2/2015