

MSSW - CFT Practicum Tasks and Responsibilities

(Applies to Summer, Fall and Spring semesters)

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)	MSSW Practicum Faculty Responsibility	CFT Practicum Faculty Responsibility
1. MSSW and CFT Handbooks	<p>1. Students read MSSW Handbook thoroughly and sign Signature/Confirmation Sheet; submit Sheet to fielddedu@louisville.edu by September 7th; Students read CFT Handbook</p> <p>Foundation students begin practicum in August; Advance students begin only CFT practicum in May and then continue in same placement for combined MSSW/CFT practicum in August through April</p>	<p>1. Review both Handbooks online; especially study the section III on Policies and Resources in MSSW Handbook; note the Practicum Calendar for future reference of due dates/deadlines</p>	<p>1. Review both Handbooks online, especially study the section III on Policies and Resources in MSSW Handbook; note the Practicum Calendar for future reference of due dates/deadlines</p>	<p>1. Be thoroughly familiar with both Handbooks, especially the section III on Policies and Resources in the MSSW Handbook; follow due dates/deadlines in Practicum Calendar of the MSSW Handbook; Be familiar with the CFT forms.</p>	<p>1. Be thoroughly familiar with both Handbooks, especially the section III on Policies and Resources in the MSSW Handbook; Be familiar with the CFT forms, including the Daily Log Sheets, and the Narrative for Clinical Logs.</p>
2. Practicum Web Pages	<p>2. Students will thoroughly review and become very familiar with the various links and forms on the practicum web site: For the MSSW practicum program: http://louisville.edu/kent then click on Academics and choose MSSW Program; For the CFT program: https://louisville.edu/kent then click on Academics and choose MSSW Program –and then choose CFT Specialization</p>	<p>2. Supervisors will review and become familiar with the resources on the practicum web sites, especially the forms for the MSSW Mid-Term and Final Evaluations, along with the Action Plan/Action Plan Follow-Up</p>	<p>2. Review the practicum web sites and contribute information as needed to the practicum supervisor.</p>	<p>2. Be thoroughly familiar with all the items on the practicum web sites and able to direct others and answer questions about the various documents available there.</p>	<p>2. Be thoroughly familiar with all the items on the CFT Forms web site and able to direct others and answer questions about the various documents available there.</p>

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3. Syllabi	3. Students ensure MSW supervisor has current copy of MSSW Practicum syllabus, and Practice syllabus; also advanced Research Practice syllabus if applicable. Students must thoroughly review entire syllabi, making notes of assignments and deadlines.	3. Obtain copy of MSSW Practicum and Practice syllabi; and advanced Research Practice syllabus (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 MSSW Practicum and Practice syllabi for each semester; and Research Practice syllabus (if applicable); review for assignments; discuss and plan assignments with practicum supervisor; address concerns with practicum supervisor	3. Provide copy of MSSW Practicum syllabus to student, to CFT Clinical Supervisor, to MSSW practicum supervisor and task supervisor (if applicable); assist MSW supervisor in obtaining copies of Practice, and Research Practice syllabi.	3. Be familiar with MSSW Practicum syllabi and provide CFT practicum supervisor with syllabus and practicum evaluation forms (for background, not to fill out).
4. MSSW Foundation Practice SW 604/605 and SW 700 and Advanced Practice SW 640/677	4. Provide MSW practicum supervisor and MSSW practicum faculty with copy of syllabi for SW 604/605 or SW 700/640/677; 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. Review Practice syllabi; clarify with student, practicum supervisor, and task supervisor any concerns; may consult with practice faculty as needed.	4. Review Practice syllabi; clarify with student, practicum supervisor, and task supervisor any concerns; may consult with practice faculty as needed.

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<p>5. MSSW Advanced Research Practice SW 668/669</p>	<p>5. Provide MSW practicum supervisor and practicum faculty with copy of syllabi for SW 668/669; explore and select Evidence Based Project as related to placement site with MSW 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).</p> <p>Students placed at SCS must begin discussing possible research project with their MSW agency supervisor on their first day of the fall semester as SCS requires an internal approval process that takes some planning and to ensure sufficient time available to students to complete project within Kent School expectation.</p>	<p>5. Review Research Practice syllabus; 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.</p>	<p>5. Review Research Practice syllabus; 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</p>	<p>5. Review Research Practice syllabus; 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</p>	<p>5. Review Research Practice syllabus; clarify with student any concerns or issues in meeting this EBP activity and advise regarding systemic issues related to the Project.</p>

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6. Weekly MSSW and CFT Supervision	6. Students prepare a written agenda and provide a copy to supervisor at start of each weekly MSW supervision; keep notes of supervision discussions/decisions; may utilize agenda models provided in Blackboard. Students must maintain their own copies of records of their academic progress, client contacts, and supervision hours. Additionally, students participate in biweekly individual and weekly live group clinical supervision with CFT faculty.	6. Encourage/require students to bring written agenda to each weekly one-hour supervision meeting; maintain regular supervision time weekly; keep 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	6. Familiarize students and agency supervisors with the requirements for raw data (videotaping) and assist students in learning how to structure supervision to receive appropriate feedback.
7. MSSW Monthly Activity Reports and CFT Daily Client Hours Monthly Report Forms	7. MSSW/CFT students complete two separate monthly activity/client hour reports. For the regular MSSW program, students complete, sign, submit to supervisor for signature; retain copy for self and submit to practicum faculty by 7th of each month, or forward to practicum faculty as requested, utilizing online form. For the CFT program, students complete the Daily Client Hours Monthly Report Form and submit by the 10th of each following month.	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 prior to 7th of each month, or forward to practicum faculty as requested	7. May review and initial to indicate approval of accuracy of content; discuss any concerns with student and practicum supervisor; return to student/practicum supervisor prior to 7th 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	7. Review the students Daily Client Hours Monthly Report Form, sign and check to see that they are submitting them by the 10th of each following month.

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<p>8. Competency Learning Tasks and Family Therapy Supervision Learning Contract</p>	<p>8. MSSW/CFT students complete two versions of their educational focus for practicum each semester:</p> <p>For the MSSW program, students prepare a draft of learning goals for each semester utilizing the online Final Evaluation form (which integrates the Learning Tasks with the Competencies); discuss with supervisor and obtain supervisor’s signature; tie each Learning Task to the final evaluation competencies; students submit draft to practicum faculty no later than the 4th week of fall semester and no later than 2nd week of spring semesters; final versions must be approved no later than Mid-Term for fall semester and no later than third week for spring semester; sign final version retain copy for self and review during weekly supervisory conferences.</p> <p>For the CFT program, students complete the FT Supervision Contract to select among identified areas for their focus on competency building skills.</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 Competency 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 Competency Learning Tasks are finalized no later than Mid-Term for fall and no later than third week of the semester for spring; sign to show final approval; retain final copy until the end of the semester</p>	<p>8. Discuss at the beginning of each semester, the students CFT Learning Contract (based on last semesters Practicum Evaluation) and ensure student’s Competency Learning Tasks are referenced throughout the semester’s supervision conferences.</p>

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9. MSSW Mid-Term Evaluation	9. Students complete self-assessment utilizing online Evaluation form and provide copy to practicum supervisor; discuss with practicum supervisor prior to Mid-Term conference with practicum faculty; provide copy with signatures 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 prior to conference with faculty; determine final assessment comments and sign; obtain student's signature; retain copy for self; provide 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-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; advise Director of Field Education of Action Plan.	9. Discuss the conference with MSSW Practicum Faculty and if there is an Action Plan and Follow-Up, assist the student in improving their performance
10. MSSW 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, 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	10. Participate in development of Corrective Action Plan and Corrective Action Plan Follow-Up; sign; retain copy	10. Participate in development of Corrective Action Plan and Corrective Action Plan Follow-Up; sign; retain copy

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11. Final Evaluation	11. MSSW/CFT students will complete two Final Evaluation forms: Students complete self-assessment utilizing MSSW online form and provide to supervisor and discuss prior 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 compare with student's own self-assessment prior to Final conference with practicum faculty; make final assessment comments; develop Corrective Action Plan (if needed, then the Final Evaluation is postponed until completion of Action Plan); sign; 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 initial Evaluation Form	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	11. Students meet with their CFT clinical supervisor to review and discuss the Practicum Evaluation Form and sign.

Student Print and Sign Name

Date

MSSW Practicum Supervisor Print and Sign Name

Date

Task Supervisor Print and Sign Name

Date

Practicum Faculty Print and Sign Name

Date

MFT Practicum Faculty Print and Sign Name

Date