



**Department of Social Work and Human Services
MSW PROGRAM**

FIELD INTERNSHIP INCIDENT REPORT – STUDENT FORM

DATE: _____

Student Intern:	Phone:
Field Faculty:	Phone:
Field Supervisor:	Phone:
Task Supervisor (if applicable):	Phone:
Agency: _____	Phone: _____
Address: _____	City _____ Zip Code: _____

1) Please describe the issue or situation concerning your field placement: _____

2) Select the person(s) with whom you have discussed this issue or situation:

Field Faculty Date of Discussion : _____
Field Supervisor Date of Discussion: _____ Did the field faculty contact your Field Supervisor? _____
Task Supervisor Date of Discussion: _____

What was the outcome of the discussion(s)? _____

*** If necessary, attach additional information to this form**

Received on _____

Appendix T: Frequently Asked Questions

The following information provides a summary of the KSU MSW Program's Field Education Program. More extensive information can be found in the *MSW Student Handbook* and the *Field Education Program Manual*.

1. What is the purpose of field education?

Field education is an integral part of both the Foundation and Advanced Curricula. Classroom learning focuses on discrete knowledge and theoretical background whereas the field curriculum exposes students to a wide range of real-world problems and possibilities. Field education teaches students to assess these situations and to develop, implement, and

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the final decision regarding approval of requests for employer-based placements on a case-by-case basis.

11. What are the benefits of an employer-based field placement?

Because the student/employee already knows and is oriented to the agency, he or she might initially have a less steep learning curve relative to others placed in a new agency. The student/employee also brings new learning back to the agency, which can enhance agency practice. The agency demonstrates its commitment to the student/employee's professional development and education. The agency also retains a quality employee and protects its investment in the employee.

12. What are the challenges of an employer-based field placement:

Clearly separating student and employee roles can be difficult for both the student and other staff within the agency. It also can be challenging to ensure appropriate division of work load to accommodate student learning activities. As a result, the student role may be neglected or forgotten at times. The student/employee's work colleagues also may feel confused or even resentful of the employee in a student role. In addition, employer-based placements can sometimes create sensitive situations in the workplace because students/employees might have greater access to agency leadership, meetings, and information than they had in their previous role in the agency.

Additionally, when a student is terminated as an employee they will also be terminated as an intern. The student's internship placement is automatically suspended and the student is referred to the FWPPC for review and a final recommendation for field internship placement. Please see the FWPPC process in the manual.

13. Do students need to have a car?

Students are responsible for securing transportation to their field placements regardless of location. It is to the student's advantage to have a personal vehicle. Many of our local communities are small and have few resources for field placements.

14. Do students need insurance?

The Department of Social Work and Human Services carries a blanket professional liability insurance policy for students. Coverage is limited to \$2 million per incident, and \$4 million aggregate.

15. What if the placement doesn't work?

Occasionally it is necessary to terminate placements based on factors related to the agency, field instructor, or student intern. Termination requires as much planning as placement. The reasons for terminating the placement should be thoroughly discussed by the student and their field instructor, and in consultation with the field education faculty. Students are not relieved of their field responsibilities until the termination of the placement is approved by the Director of Field Education. See the Field Education Program Manual for specific procedures and guidelines.

16. Do I inform all clients that I have contact with that I am a student Intern?

Yes, it is part of their rights under informed consent.

17. Should I continue to work at my field placement during school breaks or holidays?

information during the interview process before the start of the internship. If the student and the field supervisor are unable to make arrangements the student must immediately notify their field faculty instructor for resolution.

18. Does it matter how many hours you work each day as long as you make 16 hours a week?

No, it is okay to have a variation of hours. This may be the case depending on the need of the internship site.

19. How do we make up hours if we miss class?

This should be negotiated with the agency supervisor, and you are responsible to complete all the hours of internship in semester in which the hours were missed.

20. If I have issues with my agency supervisor or another employee at my internship site,