International Practicum Placement Expectations

What follows are the basic expectations for advanced MSSW Final Practicum interns. More information including requisite forms may be found in The University of Texas at Austin Steve Hicks School of Social Work Guides to Practicum available online at **https://socialwork.utexas.edu/practicum/forms/.**

1. All parties agree to support the educational needs of the Intern and the mission of the Agency in service to the clients or constituents of the Agency over the course of the academic internship.

2. The Practicum Instructor and Intern commit to advancing anti-oppressive efforts by upholding the National Association of Social Workers 10 Standards and Indicators of Cultural Competence found at https://www.socialworkers.org/LinkClick.aspx?fileticket=PonPTDEBrn4%3D&portalid=0.

3. The Agency will provide sufficient access to agency resources to sustain and integrate student activities including but not limited to office space, phones, computers and communication systems including databases and/or electronic record-keeping systems.

4. The Agency will orient the Intern to the learning environment and provide training specific to agency policies including but not limited to safety and sexual harassment.

5. The Practicum Instructor for an International Practicum MSSW intern is not necessarily required to hold a formal qualification in Social Work; however, they should be an experienced agency employee with knowledge of agency operations. The Faculty Liaison will supplement our understanding of the Social Work liaison role in the US.

6. The Practicum Instructor will provide at least one hour of individualized supervision weekly with the Intern. For students interning for at least 32 hours per week, the Practicum Instructor will make available an additional hour of supervision weekly, through small group sessions, team meetings, staffing, etc.

7. The Practicum Instructor is also responsible for creating an educational environment within the Agency including cultivating staff support for academic endeavors, securing space and resources including secure data systems and hardware, and advocating for educational opportunities beyond the role of an employee position.

8. The Practicum Instructor and Intern understand that supervision supports the administrative priorities of the Agency as well as educational goals and student reflection. SHS requires at least one hour a week of individual supervision per intern.

9. The Intern will complete 500 hours during their internship for MSSW Final Practicum.

10. The Intern is entitled to university holidays or the equivalent, including fall, winter, and spring breaks, with a week off around graduation if the internship extends beyond that date. The Intern is responsible for initiating professional communication with the Agency regarding planned time off that respects the scheduled responsibilities of the Agency and the student's position.

11. The Intern is not allowed to transport clients or handle bodily fluids in their internship.

12. The Intern is not allowed to be the only agency or host agency representative in the building.

13. Agencies are encouraged to provide a stipend and/or cover mileage costs incurred by the student.

14. The Intern and Practicum Instructor will work together to develop a learning contract, submit process recordings as assigned, initiate the mid-term and final evaluation forms. The Practicum Instructor is ultimately responsible for the content of the final evaluation. The student completes a self-reflective narrative each semester and submits that to both the Practicum Instructor and the Faculty Liaison. All materials will be submitted to the Faculty Liaison for review.

15. The majority of the Intern's responsibilities will be within their specialization, whether Clinical or Administration and Policy Practice. The Intern's assignments will provide challenges commensurate with their more advanced preparation including responsibilities with more complex cases and macro-practice assignments.

16. The Faculty Liaison is a resource for the Practicum Instructor and the Intern. Practicum Instructors and Interns are expected to initiate problem solving and internship capacity building with the active input from their Faculty Liaison early and often.

17. The Practicum Instructor understands and acknowledges the responsibility to protect confidential student information as defined by the Family Education Rights and Privacy Act (Click here for FERPA Guide). The Practicum Instructor agrees to share FERPA-related information with agency and internship related staff solely for the purposes of administering student internships, protecting client well-being, and reviewing student performance. The Intern and Practicum Instructor understand and acknowledge the need to share educationally related information with the Faculty Liaison.

18. The Practicum Instructor and Faculty Liaison are both mandated reporters of Title IX related information that might be disclosed by the Intern. Title IX infractions include any discrimination or incident of harassment or violence that has occurred in the intern's life related to gender, sexual orientation, or identity (https://titleix.utexas.edu/). Reports are to be made to the SHSSW Assistant Dean for Global Engagement and/or Practicum Education.

19. The Practicum Instructor and/or Faculty Liaison may terminate the internship at any point after consultation with the liaison and the Assistant Director for Global Engagement. Both parties are expected to share concerns as soon as they arise to avoid that outcome whenever possible.

Anticipated Internship Semester(s): ☐ Spring ☐ Spring / Summer

Specialization: ☐ Clinical ☐ Administration and Policy Practice (APP)

| _____ | _____ | _____ |
| Student Intern Name | Student Intern Signature | Date |

| _____ | _____ | _____ |
| Practicum Instructor Name | Practicum Instructor Signature | Date |

| _____ | _____ |
| Agency name | Program name |