

Field Practicum Expectations

What follows are the basic expectations for LCDC Practicum students. More information including requisite forms may be found online at <https://www.iaelearning.com>.

1. All parties agree to support the educational needs of the student and the mission of the Agency in service to the clients of the Agency over the course of the field practicum.
2. The Field Instructor and student commit to advancing cultural competence.
3. The Agency has a system of accountability in place whether in appointed boards, accrediting bodies, or other measures.
4. The Agency will provide sufficient access to agency resources, including but not limited to office space and communication systems including databases and/or electronic record-keeping systems.
5. The Agency will orient the student to the learning environment and provide training specific to agency policies including but not limited to safety and sexual harassment.
6. The Field Instructor should be a qualified credentialed counselor with at least two years post-licensure experience.
7. The Field Instructor will provide at least one individualized supervision weekly with the student.
8. The Field Instructor is also responsible for creating an educational environment within the Agency including cultivating staff support for academic endeavors, securing space and resources, and advocating for educational opportunities beyond the role of an employee position.
9. The Field Instructor and student understand that supervision supports the administrative priorities of the Agency as well as educational goals and student reflection.
10. The student will complete and provide documentation for 300 hours, including seminar time of practicum experience.
11. The Intern is entitled to college holidays, including winter break, and spring break. The student is responsible for initiating professional communication with the Agency regarding planned time off that respects the responsibilities of the students position.
12. The student is not allowed to transport clients under any circumstances.
13. The student is not allowed to be the only agency or host agency representative in the building.
14. Agencies are encouraged to provide a stipend and/or cover mileage costs incurred by the student.

15. The Intern and Field Instructor will work together to develop a learning contract, submit process recordings as assigned, initiate the mid-term and final evaluation forms. The Field 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 Field Instructor and the Faculty Liaison. All materials will be submitted to the Faculty Liaison for review.
16. For generalist BSW and MSSW First Field: The Intern will be responsible for actual direct practice, not simply observation. The Intern will have in-person contact with clients and/or constituencies. The Intern is responsible for facilitating or co-facilitating a group experience approved by their Faculty Liaison. The Intern will also be responsible for significant macro-level work.
17. For advanced specialized MSSW Final Field: The majority of the Intern's responsibilities will be within their specialization, whether Clinical or Administration and Policy Practice. The Intern will have in-person contact with clients and/or constituencies. The Intern's assignments will provide challenges commensurate with their more advanced preparation including responsibilities with more complex cases and macro-practice assignments.
18. The Faculty Liaison is a resource for the Field Instructor and the Intern. Field Instructors and Interns are expected to initiate problem solving and internship capacity building with the active input from their Faculty Liaison early and often.
19. The Field Instructor understands and acknowledges the responsibility to protect confidential student information as defined by the Family Education Rights and Privacy Act. The Field 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 Field Instructor understand and acknowledge the need to share educationally related information with the Faculty Liaison.
20. The Field 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 directly to the UT Austin Title IX Coordinator via email, phone, or mail. Details provided here: <https://titleix.utexas.edu/file-a-report>.
21. The Field Instructor and/or Faculty Liaison may terminate the internship at any point. Both parties are expected to share concerns as soon as they arise in order to avoid that outcome whenever possible.

Student Intern Name	Student Intern Signature	Date
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Anticipated internship semesters (please check all that apply):

Fall _____ Spring _____ Summer _____

Field Instructor Name	Field Instructor Signature	Date
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Agency name	Program name
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