

APPSTATE

BEAVER COLLEGE OF HEALTH SCIENCES

Social Work

Practicum Education Manual

Department of Social Work

ASU Box 32155

532 Leon Levine Hall

Boone, NC 28608

Telephone (828) 262-2299

socialwork.appstate.edu

The Appalachian State University *Practicum Education Manual* is intended for information purposes only and does not constitute a contract between the University and the student. While this handbook presents policies and programs as accurately as possible at the time of publication, the department reserves the right to revise any section or part without notice or obligation. Changes in degree requirements do not affect students already enrolled in a degree program, although adaptations may be needed. Degree requirements can be found in the Undergraduate and Graduate Bulletins and Programs of Study for the student's year of admission to the university. Changes in departmental and academic policies become effective for all students on the date approved for implementation, therefore all Social Work students are subject to those policies as posted herein. **Last revised August 12, 2026.**

Table of Contents

Practicum Education: Social Work's Signature Pedagogy	3
Organization and Sequence	3
Competencies and Behaviors	5
Development of the Learning Contract and Evaluation Plan	5
Practicum Education Roles and Responsibilities	6
Responsibilities of the Student	6
Responsibilities of the Agency	7
Responsibilities of the Practicum Instructor	7
Responsibilities of the Social Work Department	8
Policies and Procedures	9
Criteria for the Selection of Practicum Agencies and Instructors	9
Selection of Practicum Agencies	9
Selection of Practicum Instructors	10
The Placement Process	10
Employment Based Practicum Placements	13
Specialized Practicum Opportunities and Placements	14
Screening, Brief Intervention, and Referral to Treatment (SBIRT)	14
North Carolina Child Welfare Education Collaborative	14
School Social Work Licensure	15
Insurance	16
Orientation to Practicum Placement	17
Practicum Schedules	17
Evaluations	18
Resolving Practicum Education Concerns	20
Exceptions to Practicum Policies	22
Department of Social Work Policies for Students	22
Disability Services	22
Safety in the Practicum	22
Appendix A: Practicum Placement Process Calendar	23

Practicum Education: Social Work's Signature Pedagogy

Practicum Education within the Department of Social Work at Appalachian State University provides an opportunity for BSW and MSW students to integrate their curriculum knowledge with real-life experiences in a variety of practice settings. Students are supervised by experienced Practicum Instructors (PI) at human services agencies where they refine their social work skills and begin their lives as social work professionals.

BSW students complete one-semester block placements in the last semester of their senior year. MSW students complete a foundation placement at the same agency during both fall and spring semesters. In their concentration curriculum, students complete another Practicum placement during the fall and spring semesters with a focus in either individuals and families or communities and organizational practice. Advanced standing students will complete a concentration Practicum placement during the fall and spring semesters as well.

The [Social Work Department](#) recognizes that the Practicum experience can be an anxiety-provoking and uncertain process. This Practicum Manual is intended to provide guidance on how the Practicum process works at Appalachian State University. The Practicum faculty will reach out to students at multiple points to discuss the Practicum process. However if students or prospective students would like to discuss anything related to the Social Work Department's Practicum Program prior to those points of contact, feel free to reach out to Practicum Director, Dr. Amber Moodie-Dyer, at moodiedyeram@appstate.edu.

The Council on Social Work Education (CSWE) has set the [2022 Educational Policy and Accreditation Standards \(EPAS\)](#) for Practicum Education. This area of the curriculum is considered the "signature pedagogy" of the program. Practicum education is considered the central form of instruction and learning in which a profession socializes its students to perform the role of practitioner. Practicum education also connects the theoretical and conceptual contributions of the classroom with the pragmatic requirements of the practice setting, and allows students to demonstrate the achievement of nine social work competencies.

The nature of the Practicum experience varies according to the characteristics of the agency, the client population, the PI, and the student. However, Practicum instruction is conducted within certain guidelines set by the Department of Social Work at Appalachian State University. These guidelines are reflected in the Practicum-related policies stipulated below. They are intended to maintain reasonable standards for Practicum education, and to inform the actions of agencies, PIs, and students while allowing for creative, individualized Practicum experiences.

Organization and Sequence

Students must complete the Practicum Application prior to entering the Practicum experience (see Appendix A at the end of this document for a full calendar/timeline of Practicum application deadlines and the Practicum placement process). Please note that failure to meet these deadlines may impact a student's ability to enter a Practicum placement in their desired semester.

- **BSW applications** must be submitted by February 1 in order to be considered for a placement in the following Fall semester or by June 1 in order to be considered for a placement in the following Spring semester.
- **MSW foundation first year students** must submit their Practicum applications for their Concentration year by November 1st.
- **BSW students and students entering their 2nd year in the MSW program** will be contacted by Practicum Faculty with instructions on how to complete the application.
- **Newly admitted MSW students** will be prompted to submit their Practicum applications once they are accepted into the program.
- **MSW Students completing the part-time MSW Program** will not have a Practicum placement their first year and must develop an individualized plan with the MSW Program Director. Samples of both full and part-time MSW course plans can be found [here on the social work website](#). A part-time MSW student is required to submit a Practicum application by November 1st of the year prior to entering Practicum and will then meet with the Practicum Director.

For **BSW students**, the Social Work Practicum placement (SW 4650: *Social Work Practicum Instruction*) and the concurrent SW 4690, *Senior Seminar: Issues and Ethics for Practicum and Profession*, is completed in one semester, and is initiated only after students have successfully completed all coursework. This seminar is designed to integrate classroom learning with Practicum experiences and is the Social Work Capstone writing course. The Senior Seminar is taught by a social work faculty member and is conducted online asynchronously with four synchronous meeting times. BSW students must receive at least a C in every required social work course and cognate course, and maintain at least a 2.5 GPA in social work and a 2.5 GPA overall in order to enter the final Practicum semester. BSW students may apply for Practicum Placement while they are completing the requirements for an Incomplete (I) in a course or if coursework at other institutions is still underway. However, at the Practicum Director's discretion, Practicum Placement may be delayed or suspended until all coursework is documented in DegreeWorks as successfully completed. BSW students are required to submit a request in writing to the Practicum Director to request an exception.

MSW students complete their placement and seminar (Foundation students: SW 5040 Practicum Practicum and Seminar 1/SW 5240 Practicum Practicum and Seminar II; and for concentration students either: SW 5830 Community and Organizational Practice Practicum Practicum and Seminar 1/SW 5860 Community and Organizational Practice Practicum Practicum and Seminar 2, or SW 5720 Individuals and Families Practicum Practicum and Seminar 1/SW 5750 Individual and Families Practicum Practicum and Seminar II) alongside other coursework. For campus based MSW cohorts (Foundation year, Concentration Year and Advanced Standing), the seminar occurs in person every other week throughout the full academic year (fall and spring semesters). For online advanced standing students, the seminar is entirely asynchronous throughout the full academic year (fall and spring semesters).

For both MSW and BSW students, specific seminar content accommodates input from students as well as standard program expectations relevant to the integration of the Practicum experience, the curriculum, and the competencies. Seminar assignments may vary according to instructor; however, all assignments are designed to enhance the integration of classroom and Practicum learning. Seminars elicit student reflections on their Practicum experience and provide a forum for the

exploration of Practicum-based practice and policy issues. The seminar also focuses extensively on reinforcing social work values, practice frameworks, and an understanding of the Appalachian culture and other cultures where services are provided. While in Practicum, all students will utilize the online Practicum management software the Experiential Learning Cloud (ELC) to log Practicum hours, complete forms and evaluations and some course assignments. The cost of this program is covered by the Department and instructions on how to access ELC will also be provided by the Department. Other assignments for seminar will be submitted in class or through the AsULearn portal.

Competencies and Behaviors

In 2022, CSWE defined their [*Educational Policy and Accreditation Standards \(EPAS\)*](#) based on nine competencies. These competencies form the overall student objectives for the BSW and MSW Program. And, while all aspects of the curriculum have been working towards assisting students to develop these competencies, we recognize that students must have actual practice experiences in order to consolidate, integrate, and refine their knowledge, values, skills, and cognitive and affective processes, in order to demonstrate the competencies and behaviors required for generalist practice. Providing these practice experiences is the role of the Practicum education course. Students are expected to demonstrate the competencies and associated behaviors in seminar and their Practicum placement. The competencies and behaviors for both BSW and MSW students can be found in the Learning Contracts on the [BSW Practicum education forms google drive](#) and in the [MSW Practicum education forms google drive](#) posted on the AppState Department of Social Work [Practicum Education website](#). The behaviors listed under each competency are identical for the **BSW and MSW Foundation first year students**. The behaviors under each competency for the **MSW concentration year** are more specialized to reflect advanced skill building in either the Individuals and Families or Community and Organizational Practice concentrations.

Development of the Learning Contract and Evaluation Plan

The Learning Contract and Evaluation Plan guides the student's work in their Practicum experience. This document outlines specifically what the student will do throughout their Practicum education to demonstrate the nine competencies and associated behaviors. The student and PI should develop the Learning Contract and Evaluation Plan collaboratively during the first month of the placement.

The Learning Contract and Evaluation Plan is also designed to assist the student in progressing in skills across the time that they are in placement. For instance, students likely will start their Practicum education by observing social workers, reviewing agency policies and developing the specific knowledge necessary for conducting the work of the agency. They will then progress to closely supervised assessments, interventions, evaluations and project development. Students will then move to a level of supervised independent practice reflective of their student status and their level of competence. All students are expected to develop a self-care plan as a part of their Learning Contract as this is a critical aspect of professional and ethical practice. For resources regarding self-care activities, please see the self-care resources in the [BSW Practicum education forms google drive](#) and in the [MSW Practicum education forms google drive](#) posted on the AppState Department of Social Work [Practicum Education website](#).

BSW and MSW Foundation 1st year students are expected to complete a generalist Practicum placement, which should include micro, mezzo and macro experiences. Although students are not required to have a certain number of client contact hours or a certain type of macro project, it is expected that students will have an opportunity to demonstrate the nine competencies across practice levels..

MSW Concentration year and Advanced Standing students are expected to complete a specialized Practicum placement designated as either Individuals and Families (I&F) concentration or Communities and Organizational (C&O) Practice concentration. The Practicum placement should provide a specialized experience based on the chosen concentration, allowing students to develop and demonstrate the required competencies via advanced behaviors in their concentration area.

The Learning Contract and Evaluation Plan is designed to provide the format for the student's midterm and final evaluation. It begins the process of an ongoing evaluation. As activities are completed or as the agency needs and plans change, there may need to be changes made in the Learning Contract and Evaluation Plan.

Practicum Education Roles and Responsibilities

The AppState Department of Social Work recognizes the critical role of Practicum instruction in the educational experience of our majors. The Social Work Department values the significant contributions that Practicum agencies and PIs make to the development of the social work students who successfully complete our curriculum. It is the responsibility and intent of the Social Work Department to provide the support and information Practicum placements require to effectively meet their obligations to students and professional Social Work education. Quality Practicum instruction requires the close collaboration of the Student, PI, Agency and the Social Work Department [including the Practicum Director, Practicum Coordinator, Program Coordinator, Seminar Instructor (SI), a Social Work Faculty Supervisor (SWFS) if assigned, and other faculty and staff]. Each has a distinct role and specific responsibilities in Practicum instruction. To enhance the coordination and execution of these roles, responsibilities are identified below.

Responsibilities of the Student

Students are expected to abide by AppState's [*Code of Student Conduct*](#) and [*Academic Integrity Code*](#), the National Association of Social Workers' [*Code of Ethics*](#), the Competencies, and the Social Work departmental *Academic Standards for Retention*, which are described in the BSW Student Handbook and the MSW Student Handbook. Failure to meet the standards may result in dismissal from the program. Please note that these standards apply to student's behaviors in both the classroom and the Practicum placement site. To maximize the opportunity presented by Practicum education, the student should fulfill the following responsibilities:

- Collaborating with the PI and SI to proactively identify learning needs and specify learning activities;
 - Complying with agency and Practicum placement policies, procedures, and standards. This includes background checks or drug tests, if the agency requires them;
 - Using supervision and supervisory meetings appropriately, including participating in selecting content for meetings and using supervision to openly address needs, concerns, issues, and progress toward meeting competencies;
-

- Attending and participating in agency staff meetings and professional meetings or conferences recommended by the PI;
- Attending and participating in the Practicum Seminar course;
- Actively participating in meetings with the SI, PI, and SWFS if applicable;
- Notifying the SI immediately if any issues arise in the Practicum placement related to personal issues manifesting in behavior that negatively impacts the student's ability to perform adequately in a Practicum placement (for example, mental health, substance abuse, health concerns, family matters, legal), supervision issues, attendance issues, ethical issues, issues of safety for student or clients, change in agency supervisor, students in danger of being dismissed by the Practicum placement agency, or insufficient progress towards completing the Learning Contract and Evaluation Plan within a timely manner; and

Responsibilities of the Agency

An agency's decision to provide a placement for a student includes obligations to invest agency resources and time necessary for quality Practicum instruction. Practicum Agencies are responsible for:

- Structuring the workload of PIs so that sufficient time is available for supervision of students;
- Developing assignments and adhering to expectations that are appropriate to the educational objectives of Social Work Practicum education;
- Providing students with necessary space, resources, and support services;
- Accepting students for placement without regard to race, gender, gender expression, ethnicity, sex, age, sexual orientation, religion, political beliefs, or disability status;
- Allowing students to explore and experience all aspects of agency structure, policy, and program relevant to student learning objectives;
- Orienting students to agency policies, procedures, and programs, and informing students of significant revisions in each;
- Supporting PIs to attend orientations sponsored by the AppState Social Work Program;
- Providing clear procedures to ensure the safety of the student, and implementing a process to support the student if safety issues arise; and
- Assisting in providing students with resources to contact to complete drug screens or additional background checks if required by the agency.

Responsibilities of the Practicum Instructor

The PI is the agency employee who supervises the day-to-day activities of the student. The PI meets with the student one hour weekly, assists in developing the Learning Contract and Evaluation Plan, signs off on weekly timesheets, and completes the midterm and the final evaluation based on the Learning Contract and Evaluation Plan. For **BSW students**, it is preferred that the PI has a BSW or MSW degree from an accredited program, two years post graduation, and at least six months of experience in the agency OR that the agency assigns a BSW/MSW supervisor in addition to the PI within the agency with the appropriate degree if the PI does not hold either a BSW or MSW. For **MSW students** it is preferred that the PI have an MSW degree with two years post graduation, and at least six months of experience in the agency OR the agency assigns an MSW supervisor in addition to the PI within the agency. If no supervisor is available that has the stated requirements then a Social Work Faculty Supervisor (SWFS) will be assigned to also meet with the student for one hour weekly to provide social work supervision, in addition to the weekly supervision provided

by the PI. The PI should be the person that has the most direct knowledge of the student's demonstration of competencies and practice behaviors. If there are two supervisors at the agency then the expectation is that the supervisors will collaborate about student evaluation. The primary role of the agency PI is that of educator. This is both a demanding and rewarding role that involves the following varied responsibilities:

- Identifying and creating opportunities for students to obtain and demonstrate competencies for practice with individuals, families, groups, organizations, or communities as relevant;
- Selecting activities that support the student's learning needs, including but not limited to: (a) appropriate types and number of cases; (b) inter- and intra-agency meetings and community task groups; (c) assigned readings, including grant proposals and agency policy documents; (d) agency projects; (e) group and community interventions; and (f) educational conferences;
- Assuring that the student is properly oriented to agency policies, procedures, norms, and organizational structure;
- Interpreting the competencies required of the student to other agency personnel, and eliciting support for meeting those competencies and practice behaviors;
- Accepting the student as a beginning level professional social worker;
- Providing weekly supervisory meetings and as-needed consultation for students focused on identified learning needs and objectives;
- Providing ongoing assessment of student performance and providing clear, direct, constructive evaluative feedback to the student and SI, including assisting the student with completion of the Learning Contract;
- Notifying the SI immediately if any issues arise in the Practicum placement related to personal issues manifesting in behavior that negatively impacts the student's ability to perform adequately in a Practicum placement (for example, mental health, substance abuse, health concerns, family matters, legal issues), supervision issues, attendance issues, ethical issues, issues of safety for student or clients, change in agency supervisor, students in danger of being dismissed by the Practicum placement agency, or insufficient progress towards completing the Learning Contract and Evaluation Plan within a timely manner;
- Attending orientation sessions sponsored by the AppState Department of Social Work Program;
- Submitting a PI profile form and résumé when requested by the department;
- Providing the student with information about agency policies, supervision and support;
- Reviewing and signing all necessary forms including but not limited to the Learning Contract and Evaluation Plan, time log, and process recordings; and
- Consulting with other staff or supervisors involved in student learning to complete the mid-term and final evaluation.

Responsibilities of the Social Work Department

The Social Work Department has designated faculty and staff to assist with Practicum Education including the Practicum Director, Practicum Coordinator, Program Coordinator, SIs, SWFS, and a Practicum Committee. These parties work in collaboration with the Department Chair, Program Directors and other faculty members and advisors to ensure a successful placement selection process and quality Practicum placement experience. Some of these responsibilities include:

- Ensuring that CSWE accreditation guidelines for Practicum Education are followed;
 - Developing and ensuring adherence to policies and guidelines related to Practicum Education;
-

- Identifying, selecting, and vetting agencies and placements appropriate for Practicum and approve agency staff members as PIs through online meetings or site visits;
- Providing training, orientation and ongoing support to PIs and agency Practicum sites;
- Facilitating the student placement process prior to entering Practicum (including Criminal Background Checks and Affiliation Agreements as needed);
- Providing SIs to teach the concurrent Practicum seminar course and support students while in Practicum through instruction and integration of curriculum with Practicum experience in the concurrent seminar course. They also serve as the liaison between the University and the placement site, meeting twice during the semester with the student and PI together for **BSW students**, and one time per semester with the student and PI for **MSW students**;
- Providing SWFS, if needed when an agency supervisor with the required social work degree and post-graduate experience is unavailable to provide 1 hour supervision meetings each week to groups of students; and
- Assisting in the resolution of student and agency concerns as they arise.

Policies and Procedures

Criteria for the Selection of Practicum Agencies and Instructors

The availability of quality Practicum agencies and PIs is crucial to the success of the Practicum education program and the effectiveness of the social work curriculum. Criteria for the selection of each are specified below.

Selection of Practicum Agencies

A Practicum agency and/or the Practicum Director or Practicum Coordinator may initiate the discussion of developing a Practicum placement for students. Prior to approval the Practicum Director/Practicum Coordinator and agency representatives explore the feasibility in detail. The Practicum Director/Practicum Coordinator will schedule a site visit or online contact prior to approval as a Practicum placement agency. Selection of agencies as placement sites is based on the following criteria:

- Functions of the agency include those considered to be within the purview of the social work profession;
 - Social work is identified as a discrete profession by the agency, and members of the social work staff are given professional status;
 - Generalist practice opportunities are available for the student;
 - Policies and procedures governing the delivery of agency services are clearly defined;
 - Agency policies adhere to non-discriminatory service delivery and align with core social work values;
 - Professional climate is conducive to learning and to student acculturation with the profession;
 - A qualified staff member is available to serve as the PI;
 - The PI is provided with adequate flexibility in their schedule to provide supervision;
 - Adequate support services and facilities are provided for students;
 - The agency demonstrates a willingness to allow students to participate in agency programs and activities that are relevant to student learning needs;
 - The agency provides opportunities for students to conduct interactions with client systems (i.e. individuals, families, groups, organizations and communities);
-

- There are written policies to address situations that may entail risk, and risk management policies and a process for supervision and support if safety is compromised; and
- Opportunity exists for a student to demonstrate completion of expectations noted in the Learning Contract and Evaluation Plan of all nine competencies and associated behaviors.

Selection of Practicum Instructors

Primary considerations in the selection of Practicum agencies include the qualifications of the PI and the willingness to serve as PIs. It is strongly preferred that PIs meet the requirements listed above in the “Responsibilities of the Practicum Instructor” section, but in some instances, it may be necessary to consider an on-site PI without a Social Work degree. Approval of PIs is based on the following criteria:

- Familiarity with the competencies required of the generalist social work practitioner;
- Experience with the populations served by the agency;
- Understanding of the social work profession;
- Adherence to the values and ethics of social work;
- Ability to conceptualize and illustrate principles for generalist social work practice;
- Ability to assist students in incorporating professional values and ethics in their practice activities;
- Ability to present material clearly and to design learning experiences appropriate to a student’s educational needs and interests;
- Familiarity with agency policies and procedures and their implications for service delivery;
- Ability to provide structured, planned supervision, including weekly meetings with students and consistent, clear, direct, evaluative feedback to students; and
- Ability to provide supervision and support to students regarding safety issues.

The Placement Process

Appalachian State University complies with all provisions of the *Family Educational Rights and Privacy Act* of 1974 (FERPA). Students have the opportunity to consent to the Practicum Team that information obtained during the *Practicum Application* process be shared with potential Practicum agencies for purposes of placement. The following steps provide more detail on the placement process (see Appendix A at the end of this document for a calendar/timeline of the Practicum placement process):

1. Students will complete a Practicum placement application by the dates noted in the Organization and Sequence section above. Students will receive information and access to the application prior to the due date. Students will have the opportunity when they complete their application to list any specific agencies they may be interested in exploring. Students are welcome to conduct research to identify agencies of interest and can utilize the list of placements google sheet available on the [BSW Practicum education forms google drive](#) and in the [MSW Practicum education forms google drive](#) posted on the AppState Department of Social Work [Practicum Education website](#). However, ***students should not contact agencies until after they have met with the Practicum Director or other designated Practicum Faculty and have their approval to move forward.***
 2. Employment-based Practicum (EBP) placement requests must be indicated on the Practicum application form. A student must have someone at the agency willing to serve in the PI role
-

and be able to demonstrate all of the competencies in their current place of employment or an affiliated agency (please review employment-based placement policies below for more details). Please note there are some other ways a student might obtain payment for placement beyond the scenario of completing an employment based placement. These opportunities are limited, but may include scholarships, stipends provided by the agency, University or another party, or student employment/graduate assistantship opportunities on campus. The Social Work Department continues to explore ways to increase the number of paid placement opportunities for students.

3. A member of the Practicum faculty will contact each student to schedule an individual meeting in the weeks following their completion of the application to discuss placement interests and next steps.
 4. After the student meets with the Practicum faculty member, Practicum faculty will contact agencies that have been discussed and inquire about openings for a Practicum student for **BSW and MSW first year Foundation students. Second year concentration and Advanced Standing MSW students** will be provided contact information and permitted to contact agencies themselves after the meeting with Practicum faculty. Please note, some agencies will also have their own application process which will need to be adhered to if a Practicum placement is desired at a particular agency.
 5. For **BSW and MSW first year Foundation students**, the Practicum faculty will provide an introduction between student and agency so that they can set up a time to interview for the Practicum placement. **2nd year concentration and Advanced Standing MSW students** may interview at multiple sites and set up their own interviews.
 6. The student is expected to check in with the Practicum faculty as needed to communicate information about whether the agency has offered the student an internship and if the student accepts the offer.
 7. Once the internship has been approved by the Practicum Director or Practicum Coordinator and they have received all of the contact information, an Internship Acknowledgement Form will be emailed to the student by the Program Coordinator. Students and their PIs will need to sign the form and return it to the Program Coordinator by the date indicated. Students will not be registered or be able to start Practicum placements until the contract has been signed by the student and PI and received by the Program Coordinator by the date indicated. In addition, students will not be registered until the results of the Criminal Background Checks (CBC) are received and, if applicable, a meeting has occurred with the Practicum Director to discuss any concerns.
 8. Students will **not** register themselves for the Practicum education courses. Social Work department Practicum faculty complete the first part of the process, forward student records to the Dean's office, which subsequently forwards student records to the registrar (for BSW students) or the School of Graduate Studies (for MSW students) to complete the registration process for Practicum placement and Practicum seminar.
 9. The Social Work Department does not require drug tests. However, some agencies do require drug tests. Some agencies that require these tests also absorb the cost of the tests, however, others will conduct the tests but require the student to cover the cost. If the agency requires the student to obtain the drug test independently, the student may contact the Practicum Director or Practicum Coordinator for information on drug testing sites for AppState students if the student is unsure where to go. It is the student's responsibility to follow up and pay for the test.
-

10. Criminal background checks (CBCs) are required by the Beaver College of Health Sciences (BCHS). The BCHS policy can be found [here](#). Students must complete a CBC prior to their Practicum placement and will be provided instruction on how and when to do so by the Practicum Faculty. The CBC fee of \$18.90 will need to be paid by the student. BCHS typically uses Certiphi as a CBC provider. The departmental Program Coordinator will contact students via email with instructions to submit the CBC. After submitting the initial request, students will receive an email from Certiphi at studentedition@certiphi.com with additional instructions to follow to complete the Criminal Background Check. If an email has not been received from Certiphi within two weeks of the initial request, students should check their spam first, then notify the Program Coordinator. Once students have received the email from Certiphi, they should complete the CBC within two weeks of receiving the email. If students are unable to do so, they should let the Practicum Director know. Based on the CBC results, students may be required to meet with the Practicum Director in order to be permitted to move forward in the placement process. Some agencies require a copy of the CBC which the student will need to provide once completed. Some agencies may or may not agree to accept the CBC that was required by BCHS. Most agencies that require their own CBC also absorb the cost, however, some agencies will conduct the CBC but require students to cover the cost. If the Practicum agency requires the student to go through their own internal CBC process, students do not have to complete a CBC through BCHS, but written verification that the student has completed the CBC from an agency representative will need to be emailed to the Practicum Team. Registration for the Practicum placement will not occur until the CBC is completed and concerns are addressed or resolved. Also please note that per the BCHS Criminal Background Check policy, students are accountable for reporting any charges of a misdemeanor or felony that occurs while enrolled in their programs within 48 hours of occurrence to the Chair or Program Director in their respective Department. Reporting means that the student directly contacts the Chair or Program Director and requests an appointment to discuss the charges. If this occurs, this may affect a student's ability to complete their practicum placement and/or their degree program.
 11. Practicum placements typically start on the first day of classes and end on the last day of classes. **BSW students** are permitted to count up to 32 hours and **MSW students** up to 16 hours prior to the start of the Practicum placement for orientation or training required by the agency (given there is no client contact prior to the student's liability insurance inception date of August 15th). Students may request permission from the SI if necessary to complete hours after the last day of classes, but can go no later than the day grades are due for the semester.
 12. In planning for a student's Practicum placement, please note that most Practicum agencies will require students to be in person during the day Monday through Friday. There are very limited evening, weekend and virtual placement opportunities. **BSW students** must obtain a minimum of 400 practicum hours for their Practicum semester (approximately 28 hours a week). **MSW advanced standing students and 2nd year concentration students** must obtain 240 hours in each semester (approximately 16 hours a week). Please note that some MSW students (including those who obtained their BSW from AppState when hours changed from 440 to 400) will need to complete 250 hours each semester so that their total practicum hours upon graduation between undergraduate BSW and Advanced standing meet the required 900 hour minimum. For the 2027-2028 academic year, all 2nd year and Advanced Standing MSW students will be required to complete 250 hours each semester.
-

MSW first year foundation students must obtain a minimum of 225 agency hours each semester (approximately 15 hours a week)

Employment Based Practicum Placements

EBPs can be permitted when both the student and employer are agreeable to exploring this option, and the job of the student is one that allows them to develop and demonstrate the nine social work competencies. It is important to note that the familiarity of the student's work can create issues for students who are in a placement to learn new skills while trying to satisfy employer and work demands. In circumstances where it is decided that it is in the best interest of the student to complete an EBP, these criteria apply:

- Students are allowed to count their employment hours toward their internship required hours.
 - It is preferred that the PI meet the degree and experience requirements listed in the "Responsibilities of the Practicum Instructor" section above. If no supervisor is available that has the stated requirements then a SWFS will provide the social work supervision. However, there must still be someone at the agency willing to serve as the PI. If the supervisor for employment is the PI they must meet at two different times to distinguish between meetings that the supervisor would normally have with their employee, and meetings in the role of PI.
 - It is recommended that the student be employed for at least 3 months prior to the start of the Practicum placement.
 - The placement must allow for an educational focus. The student must be able to demonstrate competencies within the role of employee. The student must complete the placement hours with the goal of both education and work.
 - An agency that is providing a Practicum placement for an employee must meet the same criteria as other Practicum agencies.
 - Once the Practicum application is received. The Practicum Director or Practicum Coordinator will schedule a meeting with the student, the student's work supervisor, and proposed PI (if applicable) to ensure all requirements can be met. The student will also have to complete an additional form for an employment based placement to show alignment between their job tasks and the social work competencies and to specify how they will meet competencies that are not included in their job description.
 - If students begin their placement as non-employment based and the agency would like to offer to switch the student to employment based during the term of the practicum experience, the student and agency must make a request to the Practicum Director for this to be considered.
 - In the event that the agency dismisses the student from employment, the Practicum Director will consult with the student, agency and faculty as needed to determine if it is appropriate to allow the student to complete their practicum hours as a non-employee. The Practicum Director may attempt to place the student at a different site to complete their practicum hours in the designated timeframe. However this may not be possible and could result in the student having to retake the practicum experience at a later time, or in dismissal from the degree program.
-

Specialized Practicum Opportunities and Placements

Screening, Brief Intervention, and Referral to Treatment (SBIRT)

The Department of Social Work provides training to students, PIs and community members in the universal screening tool, SBIRT. In addition, the Nursing and Public Health Departments in the Beaver College of Health Sciences and the Psychology Department in the College of Arts and Sciences also participate, affording students the opportunity to be involved in interprofessional learning. Each student will receive substance use disorder content appropriate to their cohort: SW 4000 for **BSW students** or SW 5020 for **first-year MSW Foundation students** which will include the first module of the three-module SBIRT program. **Advanced Standing MSW students who did not complete their BSW at AppState** that are interested in participating in SBIRT will need to contact the Program Coordinator, Kayla Warren, warrenka@appstate.edu, for access to module one material.

Students may then choose to complete modules two and three and receive a certificate of completion from the Beaver College of Health Sciences. Module two consists of asynchronous online work and a two hour synchronous role play workshop which occurs in August and January. Module three consists of practicing SBIRT at your Practicum placement site, our interprofessional clinic or other approved site, receiving feedback from your supervisor or other SBIRT-trained employee and completing assignments on AsULearn. Upon successful completion of all three modules, students will receive an electronic copy of their certificate of completion.

Department of Social Services Child Welfare Placements (North Carolina Child Welfare Education Collaborative)

Emphasizing public child welfare practice, the [North Carolina Child Welfare Education Collaborative](#) (CWEC) provides educational opportunities to BSW and MSW students who are interested in careers in child welfare. As North Carolina grows in both population and diversity, the changing social landscape highlights an increasing need for professionally-trained child welfare workers to help our children. Recruiting students who are new to child welfare, as well as seasoned professionals who want to move forward in their careers, CWEC aims to ensure safe, permanent and nurturing families for North Carolina's most vulnerable citizens.

CWEC is the overall initiative working to strengthen public child welfare services by increasing the number and diversity of well trained and highly committed BSWs and MSWs in local Departments of Social Services (DSS). CWEC provides educational opportunities to students who are interested in careers in child welfare.

All **BSW students** interested in completing a Practicum placement within a North Carolina Department of Social Services Child Welfare Unit must participate in the CWEC and must also complete the following courses prior to beginning a CWEC Practicum placement: *SW 4002: Competencies for Child Welfare* and *SW 4365: Social Work Practice with Children and Families*. **MSW students** must complete two courses either prior to or concurrent with their Practicum placement: *SW 5002: Competencies for Child Welfare* (this course may count for one of the student's graduate electives), and *SW 5730: Advanced Social Work Practice with Children and Adolescents*.

Students typically are notified about the CWEC either through meetings with their BSW Academic Advisor, announcements in class and via student email lists from the Program Coordinator. For **BSW fall placements**, applications to CWEC are due by the last Friday of February. For **MSW fall placements**, applications are due by the second Friday in March. For **BSW spring placements**, applications to CWEC are due by the fourth Monday in September.

Applicants will receive confirmation via email once their application is successfully submitted. The CWEC/NCDSS will review and approve applications and then notify universities of their decision within two weeks of the application deadline. Universities will notify applicants via email of the outcome and approved applicants will receive guidance on next steps towards the interview process. Students who move forward to interviews will participate in a panel interview including a CWEC/NCDSS Representative, a local county DSS leader, and a University Representative. Once students have been approved after interviews, they can move forward with finalizing their placement with a DSS agency.

All students completing the CWEC program will be pre-certified to work in DSS, increasing their marketability and improving services to families and children. BSW students who participate may have the opportunity to accept a tuition waiver and stipend (contingent upon available funding) with the requirement of working for DSS for one year, or instead pay back the waiver and stipend. For more details regarding the CWEC program, please review the [CWEC manual](#).

School Social Work Licensure

In North Carolina, in order to work as a School Social Worker, individuals must receive the School Social Work Licensure. **BSW students** who desire to receive the S-level (BSW level) licensure to work as a school social worker should plan to complete the school social work elective (*SW 4270: School Social Work*) and complete a Practicum placement in a K-12 public school system. In addition, there are two education courses (*EDU 2100: Foundations of Educational Equity* and *EDU 3000: Diverse Learners: Teaching and Learning*) which are also required for licensure completion. These EDU courses may be counted as general electives towards the required credit hours for graduation. Students will need to contact Program Coordinator, Kayla Warren, to set course permits for *EDU 2100* and *EDU 3000*. **Note:** students interested in school social work practice in North Carolina should discuss their interest with the BSW Academic Advisor when initially meeting with them in order to include the school social work elective and education courses in their course plans.

MSW students who desire to receive the M-level (MSW level) licensure to work as a school social worker should complete the school social work elective (*SW 5270: School Social Work*) and complete a Practicum placement in a K-12 public school system. Students who have taken *SW 5270* while earning their undergraduate degree do not need to repeat the course. Students are highly encouraged to take the school social work course before or concurrent with entering their Practicum placements. In addition to *SW 5270*, a graduate level Special Education course (*SPE 5595: Individual Difference* or *SPE 5045: Advanced Topics in Diversity*) will be required for licensure completion and can be counted as an elective towards the required credit hours for graduation. Students will need to contact Program Specialist, Kayla Warren, to set course permits for either *SPE 5595* or *SPE 5045*.

Following completion of these courses and internship requirements, and subsequent awarding of the degree, graduates who wish to be licensed as a school social worker must send an email request

to the Program Coordinator asking for licensure application information. The Department of Social Work, along with the Reich College of Education, has been approved by the North Carolina Department of Public Instruction (NC DPI) to be a recommending body for social work school licensure. Once an application has been submitted to NC DPI, they will contact the Reich College of Education to recommend the eligible graduate for licensure. After the application has been submitted the process is managed by NC DPI.

BSW students who plan to earn an MSW degree and prefer to seek school social work licensure at the M-level (MSW level), may be eligible to take the graduate level school social work course, (*SW 5270*), instead of *SW 4270*. The advantage of this option is that at the MSW level, students are only required to take one Special Education course. The graduate level *SW 5270* would count as a BSW elective and once enrolled in an MSW Program, students would then only need to fit in one Special Education course (*SPE 5045* or *SPE 5595*) as an elective.

BSW students who wish to enroll in *SW 5270* must have senior standing (90 or more earned credit hours) and a 3.0 or higher GPA. Note that BSW students who choose to take *SW 5270* cannot transfer that course to earn elective or graduate credit toward their graduate degree, as the course has been applied to their undergraduate degree. Students must complete the Graduate School's Senior Undergrad Request Form, on the Graduate School's website, and submit it to the Graduate School when they register. BSW students can only take undergraduate level education courses, so when completing their MSW program, the students would need to take one of the required Special Education courses at that time.

Please note, BSW and MSW students may still be considered for a school social work practicum placement even if they have not taken the required coursework and do not plan to pursue school social work licensure. However priority will be given to placing students who have taken the coursework and are planning to pursue school social work licensure.

In some cases, individuals who may or may not have completed all the requirements may wish to seek school social work licensure at some point in their future. For additional information related to school social work licensure, please contact Kayla Warren, Program Coordinator, at warrenka@appstate.edu or office phone (828) 262-8210.

Insurance

Appalachian State University participates in a student insurance program with other constituent institutions of the University of North Carolina. Most, if not all, internship host agencies require professional liability insurance prior to a student's participation in an internship or Practicum placement. AppState requires coverage for all students enrolled in internship or Practicum courses. The insurance policy is issued by Peerless Insurance Company. The premium for this coverage (\$17 per semester) is charged to each student's account along with other registration fees. A certificate of insurance will be furnished to each internship host prior to the Practicum placement. Insurance only covers a student for the semester(s) that they are in their Practicum placement.

Orientation to Practicum Placement

An orientation for PIs will occur prior to the Practicum placement. New PIs are required to attend or watch the recording; experienced PIs are strongly encouraged to attend or watch the recording as policies related to practicum periodically change. Continuing education credit will be awarded to PIs who attend or watch the recording. During the orientation, PIs have the opportunity to obtain information related to Practicum placement policies outlined in the *Practicum Education Manual*. In addition, the Competencies, Learning Contract and Evaluation Plan and Supervision strategies are also discussed. **BSW students** receive orientation to the Practicum placement in SW 4600 which they take in the semester prior to their Practicum placement. **MSW Foundation first year students** receive an orientation in the first week of classes. **MSW Advanced Standing students** receive orientation in the transitional seminar (SW 5001).

Practicum Schedules

Successful completion of the **BSW** degree culminates with the student's Practicum education instruction. The prerequisite SW 4600 must be completed and successfully passed prior to entry into the Practicum placement semester. In their final semester, BSW students will take SW 4650: *Social Work Practicum Instruction*, which is a 12 credit hour required course. The course must be taken concurrently with SW 4690: *Senior Seminar: Issues & Ethics for Practicum & Profession*, 3 credit hours. The Practicum education instruction is completed during one semester in which a student is placed in a social work agency for a total of 400 hours in their Practicum semester. Successful completion of the **MSW** degree includes the student's Practicum education instruction and concurrent coursework. The Practicum education instruction is completed during two semesters in which a student is placed in one social work agency for both the fall and spring semesters. **MSW Foundation students** complete one Practicum placement in their first year (225 hours each semester), and a second Practicum placement in their concentration year (240 hours each semester). **MSW Advanced Standing students** complete one Practicum placement during the academic year they are enrolled (240-250 hours each semester). Note for Advanced Standing students: we will need to verify the number of hours obtained at the BSW level to ensure that between the BSW placement and MSW placement, a total of 900 hours is achieved.

In order to understand the ways in which social work concepts and activities impact populations, students are expected to be in placement during regular agency business hours when professional social workers and administrators are most likely to be available for coordination, collaboration and supervision. In most cases a student's Practicum hours will be completed at the Practicum site (the defined Practicum site may include multiple agencies and/or community home visits). Virtual work and evening and weekend hours can be negotiated between the agency and the student but only with proper supervision and prior approval.

Students are expected to be in the Practicum according to the schedule developed with their PI. Students must make up all absences due to personal reasons. Students are expected to be in the Practicum placement the entire semester. Students cannot "bank" hours to finish early. Exceptions will be reviewed by the SI and the Practicum Director.

Students are entitled to take holidays in accordance with university and agency schedules. However, students placed in the public school system will take the holidays that the school system takes, in

order to provide consistency with the children and adolescents that the students are working with. Students may also be excused from their agency for the observance of religious holidays and for participation in professional meetings. Excused absences must be negotiated by the PI, student, and SI according to the needs of clients, agency, and student. NOTE: Even though these are considered excused absences, the number of hours spent in the Practicum is not reduced. Students must complete the required Practicum hours regardless of excused absences.

While students are expected to have a plan for completing the required hours, there are sometimes unexpected and unavoidable circumstances that prevent the completion within the semester. When this occurs, students may make a request to the SI to complete hours in the time between the last day of classes in the semester and prior to grades being turned in. If a student is still unable to complete their hours an Incomplete may be given, if the situation meets university guidelines regarding Incomplete grades. The student will be expected to obtain approval of the SI, agency, and Practicum Director. The student will create and submit a written plan to complete the necessary hours to the Practicum Director. If the student's situation does not meet criteria for an incomplete, and the student is unable to complete their required practicum hours, they will receive an unsatisfactory grade and have to retake the practicum placement. Depending on the student's situation, this could also result in dismissal from the Social Work degree program.

Some agencies require an orientation or training prior to the start of the semester. The student is permitted to attend this orientation/training, however only 32 hours for **BSW students** and 16 hours for **MSW students** may count toward the total hours. Students are not permitted to complete tasks with clients prior to the start of the semester. Because the Practicum Education is primarily educational in focus and activity, students are not expected to put in additional hours beyond the minimum to meet the needs or requests of the agency.

Evaluations

BSW Practicum students receive grades of “satisfactory” (S) or “unsatisfactory” (U) for SW 4650: *Social Work Practicum Instruction*, the 12 credit hour course. **MSW students** receive an S or U for the three credit hour course that includes both Practicum placement and seminar. However, students are evaluated on an ongoing basis, through their weekly supervision and their day-to-day interactions with the FI. Students receive clear, direct, and constructive feedback to assist them in their professional development. The student is responsible for using this feedback and supervision for their own development.

The basis for evaluation is the Learning Contract, since this plan was purposely designed to designate the activities and opportunities for the student to demonstrate their competence in the nine competencies and in each of the practice behaviors. The Learning Contract sets out not only the activities that the student will complete during the semester, but also indicates how the student will demonstrate proficiency in each of the competencies. A midterm evaluation is completed by the PI and discussed with the student (this occurs mid-semester for **BSW students**, and at the end of the first semester for **MSW students**). At this time, formal grades are not given but rather the student's progress is closely examined in relation to each of the competencies and behaviors. If any inadequacies are noted a remediation plan using the Social Work Department Academic Standards Improvement form can be developed to assist the student in meeting all the course requirements.

The final evaluation is completed by the PI at the end of the semester for **BSW students**, and at the end of the academic year for **MSW students**.

For **BSW students**, final grades of Satisfactory or Unsatisfactory are assigned by the Practicum Director for SW 4650 at the end of the semester. For 4690 (the concurrent Practicum seminar class BSW students take for 3 credit hours), the grade of A through F is assigned by the SI. BSW students must make a C or better to successfully pass the course. If a BSW student receives an Unsatisfactory in SW 4650 or lower than a C in SW 4690, the student must re-take both of the co-requisite courses to graduate, if the student is eligible and approved to repeat the courses. However, depending on the student's situation, this could also result in dismissal from the Social Work degree program.

For **MSW students** the final grade of S or U is assigned by the SI. If an MSW student receives a U, they will be required to retake the Practicum placement and seminar course, or may be dismissed from the MSW degree program. In order to receive an S, students must demonstrate Satisfactory progress in mastering each of the competencies and associated behaviors, complete all of the course assignments with a Satisfactory evaluation, earn a Satisfactory evaluation for participation in each seminar, and complete all of their Practicum hours and paperwork with a Satisfactory evaluation in order to earn a final grade of Satisfactory. Please note that turning in assignments on time is part of earning a satisfactory evaluation. Students are responsible for all of the expectations of the Academic Performance Standards in seminar, other courses and in Practicum placement. Both classroom and agency performance will be factored into the final evaluation.

When the PI meets with the student to review the student's performance at the midterm and final evaluation time, students are to actively participate in the completion of the evaluations. Students must read and sign both reports before they are submitted to the SI. Students who disagree with aspects of the report may file an addendum noting those areas in which there was disagreement.

The PI provides ratings of each of the behaviors, which are associated with the competencies, using the following Likert scale:

1. Not Competent - Student does not demonstrate command of essential knowledge and/or does not demonstrate application of knowledge to practice. The student is practicing well below a satisfactory level.
 2. Limited Competence - Student demonstrates limited and/or inconsistent understanding of essential knowledge and/or the application of knowledge to practice. More than the usual amount of supervision may be required. There is significant concern about the student's knowledge and/or practice level. A remediation plan is required.
 3. Emerging Competence - Student understands the skill and demonstrates a beginning or growing ability to apply knowledge to practice. The student predominantly functions semi-independently with appropriate supervision and support.
 4. Competence - Student consistently understands the skills and its applicability and effectively and routinely demonstrates the skills in practice. The student shows an ability to function independently with appropriate supervision and support.
 5. Superior Competence - Student adapts the skill to the setting and demonstrates mastery of the skill in novel, diverse, and difficult contexts.
-

Students receive scores for all behaviors and the average score for behaviors within each competency is calculated. While these scores do not directly equate with the course grade, they do receive considerable weight in determining the final grade of Satisfactory or Unsatisfactory. The completed evaluations are submitted to the SI for review and comments. For **BSW students**, the SI makes a recommendation to the Practicum Director regarding grades for 4650 (Satisfactory or Unsatisfactory) based on information gathered during Practicum visits, midterm and final evaluations, input from PIs and/or Supervisors, observations from the seminar class, and materials submitted by the student. The SI or Practicum Director can ask for input or obtain consultation from the Practicum Education Committee if necessary.

Students are given the opportunity to evaluate the Seminar through Department Course evaluations, and to evaluate the Practicum placement in a survey in ELC at the end of the semester. PIs are also given the opportunity to complete a survey at the end of the semester in ELC to provide feedback regarding their experience as a PI. Practicum Agencies can also provide feedback to the Social Work Department regarding the practicum experience by serving on the Practicum Advisory Committee.

Resolving Practicum Education Concerns

The Practicum Education Program is committed to assisting students to develop their nine competencies in the BSW and MSW curriculum. Care is taken to ensure that the student is ready for Practicum education, the Practicum agency is a suitable environment for the educational experience, and the PI is prepared to supervise a student; issues and concerns may nonetheless arise. These issues must be identified and addressed in a professional and timely manner. Every effort is made to assure that the student's rights to due process are protected, as well as assuring the appropriate protections to client and agency interests.

While the majority of student placements do not result in concerns for students, SIs, or PIs, issues do arise at times that require collaborative action to resolve. The following issues need to be addressed in order for students to have the best opportunity to demonstrate competencies: Personal issues manifesting in behavior that negatively impacts the student's ability to perform adequately in a Practicum placement (for example, mental health, substance abuse, health concerns, family matters, or legal concerns), supervision issues, attendance issues, ethical issues, issues of safety for student or clients, change in agency supervisor, students in danger of being dismissed by the Practicum placement agency, or insufficient progress towards completing the Learning Contract and Evaluation Plan within a timely manner. Please note this list is illustrative not exhaustive. The severity of the concern will influence the level of intervention and steps followed.

In extreme circumstances, a student may be immediately suspended or terminated from the Practicum agency by either the Social Work Department or by the Practicum Agency. These circumstances may include but are not limited to: a) danger of harm to clients, to students, to other professionals; b) breaches of client confidentiality; c) behavior that violates appropriate professional boundaries; d) impairment; or e) agency request. In the event that the agency dismisses the student from practicum placement, the Practicum Director will consult with the student, agency and faculty as needed to determine if it is appropriate to place the student at a different site to complete their practicum hours in the designated timeframe. However this may not be possible and could result in the student having to retake the practicum experience at a later time. The Practicum Director will consult with Social Work Department administrators to determine the appropriate course of action.

Engaging in conduct that results in dismissal from the Practicum may also result in immediate dismissal from the program or an Academic Performance Review (APR). A detailed outline of the APR process can be found in both the BSW and MSW Student Handbooks. Given the professional nature of the BSW and MSW program, such action may be taken even if the behavior occurs close in time to what would otherwise be the student's graduation. When other concerns are identified, the following steps are strongly recommended:

1. If the issue is identified in Seminar, the SI and student should attempt to resolve concerns as soon as possible through open discussion of the issues. Possible solutions will be identified, implemented, and documented. Documentation may include email summaries of meetings and/or the [*Academic Standards Improvement Form*](#). The Practicum Director may serve as a resource to assist the student and the SI in resolving concerns.
 2. If the issue is related to the Practicum site, the PI and student should attempt to resolve concerns as soon as possible through open discussion of the issues. Possible solutions will be identified, implemented, and documented. Documentation may include email summaries of meetings and/or the *Academic Standards Concerns Form*. The SI and the Practicum Director may serve as resources to assist the student and the PI in resolving concerns. Students who feel uncomfortable talking to the PI about their concerns should consult with the SI.
 3. If the issue is identified during supervision provided by a SWFS, the SWFS and student should attempt to resolve concerns as soon as possible through open discussion of the issues during the group supervision or within an individual meeting time. Possible solutions will be identified, implemented, and documented. Documentation may include email summaries of meetings and/or the *Academic Standards Improvement Form*. The SWFS must consult with the SI who will then share concerns with the Practicum Director as needed.
 4. If the issue is with another student, the student should first attempt to resolve the concerns through open, professional and respectful discussion with the other student. If a student feels uncomfortable resolving the issue directly with the other student or is unable to do so, please consult with the PI, SI or Practicum Director as necessary.
 5. If a satisfactory solution is not reached and/or if another issue arises, the appropriate Program Director and Practicum Director should be contacted. The Director(s) may consult with the Department Chair. The faculty member and Directors may use a variety of documented methods including joint and individual meetings to assist in resolving the problems. Documentation may include email summaries of meetings and/or the *Academic Standards Improvement Form*.
 6. If agreeable solutions are not found, the problem is not remedied, or a new problem occurs, the Practicum Director, Program Director and Department Chair will decide the course of action, in consultation with appropriate University and Department personnel. Possible actions may include but are not limited to the following:
 - a) Gather more information which may include contact with the student, faculty members, agency, or others;
 - b) Conduct a meeting to resolve issues;
 - c) Consult with the Practicum Education Committee;
 - d) Develop a written performance contract;
 - e) Remove the student from the Practicum agency;
 - f) Practicum Course failure;
 - g) Conduct an APR;
 - h) Suspend/dismiss the student without an APR.
-

A student may file a grievance with the Chair of the Social Work Department if they do not agree with the decision. A final grievance will be filed with the Dean or the Dean's Designee. Please see the grievance procedures outlined in the BSW and MSW Student Handbooks for more details regarding this process.

Exceptions to Practicum Policies

If a student requests an exception to any of the above policies, the student is required to write a detailed email to the Practicum Director and provide a rationale for the exception. The Practicum Director may consult with the Practicum Committee, Program Director, or Chair of the Social Work Department as needed. Exceptions will not be granted if the learning experience of the student is in jeopardy or the departmental resources cannot support the request.

Department of Social Work Policies for Students

The Department has developed [departmental policies](#) regarding safety, confidentiality, professional development, technology, social media, snow/inclement weather, and mandatory reporting obligation. There are also guidelines regarding the use of technology and social media specific to Practicum available in the [BSW Practicum education forms google drive](#) and in the [MSW Practicum education forms google drive](#) posted on the AppState Department of Social Work [Practicum Education website](#). Please review these documents as they relate to Practicum placement.

Disability Services

The [Disability Resources](#) (ODR), located in Suite 112 Anne Belk Hall, assists eligible students and employees who have documented disabilities by determining and coordinating reasonable academic and/or workplace accommodations. This also applies to Practicum placement accommodations. Appalachian State University is committed to providing equal opportunity and participation. Individuals seeking accommodations are responsible for providing ODR with current, comprehensive documentation to support the request for reasonable accommodations.

Safety in the Practicum

Students are responsible for becoming familiar with the safety policies and procedures of their Practicum placement agencies. In addition, each student should have a conversation with their supervisor related to these policies and the method to reach their supervisor, including a plan for coverage if the supervisor is not available. A safety form will be completed in ELC as a Seminar class assignment at the beginning of the placement semester. If a safety issue occurs with a student, the student or PI should contact the SI immediately using the contact information shared at the beginning of the semester. If the student or PI cannot reach the SI, then they should contact the Practicum Director Amber Moodie-Dyer (cell: 828-964-6253). If a student experiences an injury while completing practicum hours, they must complete the Appalachian State University [Initial Notification of Injury Form](#) and notify their PI, SI and the Practicum Director. In addition, please review and follow the University's [Environmental Health, Safety and Emergency Management protocol](#).

Appendix A: Practicum Placement Process Calendar

SUMMER:	Practicum faculty works with students and agencies to finalize Practicum placements for Fall: 1) ensuring all students have completed an interview with their future Practicum agency; 2) New agencies and employment based placements have a vetting meeting with Practicum faculty; 3) that either an internship acknowledgement form is signed by student and PI, or an MOU is in place; and 4) registering students for the Practicum placement class.
<i>June 1:</i>	Practicum Application due for BSW students entering Practicum in spring (Practicum faculty will reach out via email after application is submitted to schedule a meeting with each student throughout June/July/August).
<i>June:</i>	Program Coordinator will email MSW students accepted into the program for the fall information regarding how to complete their Criminal Background Check (CBC). Note first year Foundation students going into their Concentration year in the Fall do not need to repeat the CBC.
<i>July:</i>	Save the date sent to PIs for August PI Orientation. Email sent to all students starting placement in the fall and PIs who will be supervising students in the fall regarding information for the SBIRT modules.
<i>2nd Summer session:</i>	Practicum Director will provide Practicum orientation to Advanced Standing MSW students in their transitional seminar.
<i>Two weeks before class starts:</i>	SBIRT module 2 training opens for student and PI participants to complete asynchronous work on AsULearn for BSW and MSW concentration and AS. This time can be counted towards Practicum hours.
<i>Week before class starts:</i>	PI Orientation via zoom (CEUs provided). Email sent to all PIs with Practicum Manual, Academic calendar, Liability Insurance coverage which starts August 15th, and other important information. Students who need social work supervision because their PIs don't meet the social work degree requirement will be notified about who their SWFS will be.
FALL:	Practicum faculty work with BSW students and agencies to finalize Practicum placements for the Spring: 1) ensuring all students have completed an interview with their future Practicum agency; 2) New agencies and employment based placements have a vetting meeting with Practicum faculty; 3) that internship acknowledgement forms and MOUs (if applicable) are in place; and 4) registering students for the Practicum placement class once spring registration is open and the internship acknowledgement form has been returned. Information sessions via zoom will be scheduled throughout the

semester for students interested in learning more about the CWEC, School Social Work and SBIRT specializations. Information session to discuss Practicum process via zoom will be scheduled for BSW students going into 4600 in the spring semester. BSW Practicum Seminar meets synchronously via zoom in 1st, 5th, 9th and 13th week, remainder is asynchronous. MSW Foundation and Concentration Main Campus Practicum Seminar meets every other week in person. MSW Advanced Standing online Practicum Seminar is entirely asynchronous.

*1st week
of class:*

BSW students completing placement in the fall and MSW concentration and advanced standing students are expected to begin their placement hours. MSW first year Foundation students will have their Practicum orientation with the Social Work Department this week and start at their Practicum agency the 2nd week of classes (exact dates/times for the Foundation Practicum orientation will be shared prior to this week). Students and PIs will receive email introductions from their SI and SWFS (if applicable). All students and SIs participating in SBIRT will have a two hour zoom workshop to complete the Module 2 training (exact date/time will be sent prior to training).

*2nd/3rd week
of class:*

BSW/MSW Safety and Confidentiality forms to be signed by PI and student due in ELC (see specific Practicum seminar course syllabus with exact date for students enrolled in that section). SI for BSW students currently in Practicum will be scheduling 1st meeting with the PI and student dyads. An email will be sent to all BSW students in 4600 about completing the CBC for their spring placements (these will be due mid-September, exact date to be provided in email) and how to apply for CWEC placements.

*Mid/end
September:*

Learning Contracts will be due for all students currently in Practicum (see Practicum syllabus for exact due dates). The due date for applications for Spring BSW Practicum CWEC placements is the 4th Monday of September.

Mid October: Practicum faculty will come to speak in the MSW Foundation Year 1 Practicum Seminar about the Concentration year Practicum placement process. SI for MSW students currently in Practicum will be scheduling first meeting with the PI and student dyads. Application opens for the [State Employees Credit Union \(SECU\) Public Fellows Internship Scholarship](#) for BSW students going into Practicum in spring semester. Due date will be announced through 4600 course.

Mid Semester: Midterm Practicum Evaluations for BSW students in Practicum are due (see Practicum seminar syllabus for exact date).

November 1st: MSW Foundation Practicum applications for Concentration year are due. Once applications come in from MSW Foundation students, meetings and placement process will take place throughout remainder of fall/spring.

Early/Mid

November: SI for BSW students currently in Practicum will be scheduling final meeting with the PI and student dyads.

December 1: Applications are due for admission into the MSW program. Once applications are reviewed and students are accepted into the program, they will complete their Practicum Application through ELC. Practicum faculty will contact students who have completed their applications to set up a time to meet to discuss their fall/spring placement in January, February and March.

Last week

of classes: Final Practicum Evaluations (BSW) and Midyear Practicum evaluations (MSW) and hours are due (these can be extended to the date final grades are due with permission of SI).

SPRING:

Practicum faculty work with BSW and MSW students and agencies to finalize Practicum placements for the fall: 1) ensuring all students have completed an interview with their future Practicum agency; 2) New agencies and employment based placements have a vetting meeting with Practicum faculty; 3) that internship acknowledgement forms and MOUs (if applicable) are in place; and 4) registering students for the Practicum placement class once fall registration is open and the internship acknowledgement form has been returned. Information sessions via zoom will be scheduled throughout the semester for students interested in learning more about the CWEC, School Social Work and SBIRT specializations. Information session to discuss Practicum process via zoom will be scheduled for BSW students going into 4600 in the fall semester. BSW Practicum Seminar meets synchronously via zoom in 1st, 5th, 9th and 13th week, remainder is asynchronous. MSW Foundation and Concentration Main Campus Practicum Seminar meets every other week in person. MSW Advanced Standing online Practicum Seminar is entirely asynchronous.

Early

January: Practicum faculty will email all BSW students entering placement in fall the Practicum application link (which is due February 1). SBIRT module 2 training opens for BSW students entering spring placements, MSW foundation students and PI participants doing SBIRT to complete - this time can be counted towards Practicum hours.

Week before

class starts: PI Orientation via zoom (CEUs provided). Email sent to all PIs with Practicum Manual, Academic calendar, Liability Insurance coverage, and other important information. Students who need social work supervision

because their PIs don't meet the social work degree requirement will be notified about who their SWFS will be.

*1st week
of class:*

BSW students completing placement in the spring are expected to begin their placement hours. MSW students are expected to resume their Practicum placement hours beginning this week. BSW students starting spring placements and their PIs will receive an email from their SI and SWFS (if applicable) to introduce themselves. All BSW spring Practicum students and SIs participating in SBIRT will have a two hour zoom workshop to complete the Module 2 training (exact date/time will be sent prior to training).

*2nd/3rd week
of class:*

BSW/MSW Safety and Confidentiality forms to be signed by PI and student due in ELC (see specific Practicum seminar course syllabus with exact date for students enrolled in that section). SI for BSW students currently in Practicum will be scheduling 1st meeting with the PI and student dyads. An email will be sent to all BSW students in 4600 about completing the CBC for their fall placements (please see 4600 syllabus and email for exact due date in February) and how to apply for CWEC placements.

February 1:

Practicum Application due for BSW students entering Practicum in fall (Practicum faculty will reach out via email after application is submitted to schedule a meeting with each student throughout February/March/April).

Mid/End

February:

Learning Contracts will be due for BSW students currently in Practicum (see Practicum syllabus due date for exact dates). The due date for applications for Fall BSW Practicum CWEC placements is the last Friday of February.

Mid Semester:

Midterm Practicum Evaluations for BSW students in Practicum are due (see Practicum seminar syllabus for exact date).

March/April:

CWEC MSW applications for Fall semester placements are due by the second Friday in March. Interviews to take place March/April.

Early April:

SI for BSW students currently in Practicum will be scheduling final meeting with the PI and student dyads. SI for MSW students currently in Practicum will be scheduling final meeting with the PI and student dyads.

Last week

of classes:

Final Practicum Evaluations and hours for BSW and MSW students in Practicum are due (these can be extended to the date final grades are due with permission of SI).

Mid May:

Practicum faculty will email the Practicum Application to all BSW students planning to enter Practicum in the following spring semester.
