



Department of Social Work and Human Services

## MSW Field Education Manual Coronavirus (COVIS-19) Addendum Fall 2020

### What is Field Education?

Field education constitutes 12 credits of the 60 credits required to earn an MSW in the program. Due to COVID-19, for the fall 2020 semester only, the Social Work Program will require 192 clock hours at an organization for Generalist field practicum (3 credits for the fall 2020 semester) and 288 clock hours at an agency for Specialization field practicum (3 credits for the fall 2020 semester).

### Field Seminar Courses

Field Seminar courses are facilitated by MSW field faculty instructors and are required as part of the field experience for the generalist and specialization year internships. The field seminar topics are established by the field education program. However, changes can be made at the discretion of the field seminar instructor based on the student needs within the seminar grouping.

There will be no changes to the field seminar course due to COVID-19 for the fall 2020 semester. However, see the changes below to the field internship hour requirements for both generalist and specialization year.

During the generalist field placement, students are in field for approximately 184 clock hours per semester for two semesters. Students complete 2 full days a week, for a total of 16 hours per week. The generalist year field internship requires two full days in an agency setting where the student will complete 432 hours of supervised field experience (184 clock hours for the fall semester and 240 for the spring semester). ***However, due to COVID-19, the spring semester hour requirement may change.*** Students must have a minimum of one hour of agency supervision per week by an MSW with 2 years post-MSW experience. Students in the generalist field placement focus on development of generalist knowledge, skills, values, and cognitive and affective processes that provide the groundwork for the specialization Year.

### **GENERALIST YEAR – Field Internship & Integrative Seminar**

Course Name	Credits	Schedule/Hours	Co-requisites	Catalog Course Description
SW 7708 – Internship I	3	Students attend Bi-weekly 2 hours field seminar during fall and spring semesters; Minimum 7 class meetings each semester	Student complete 16 hours of field internship each week (Mon & Tues)	This seminar provides a service-based educational experience with specific objectives in an agency setting, which requires students to complete 184 required hours of field internship for Semester I of Year I.

Specialization students build on the knowledge and experience gained in their generalist year. The specialization year field internship requires three full days in an agency setting where the student will complete 648 hours of supervised field experience (288 clock hours for the fall semester and 360 for the spring semester). **However, due to COVID-19, the spring semester hour requirement may change.** Students must have a minimum of one hour of agency supervision per week. All Specialization year students must be supervised by an LCSW. However, they can receive daily/task supervision by a licensed clinician from another discipline. Specialization year field internship allows the student to engage in direct specialization clinical practice.

### **SPECIALIZATION YEAR - Field Internship & Integrative Seminar**

Course Name	Credits	Schedule/Hours	Co-requisites	Catalog Course Description
SW 8712 Specialization Internship III	3	Students attend Bi-weekly 2 hours field seminar during fall and spring semesters; Field seminar classes can be virtual, face-to-face, and/or trainings during fall and spring semesters; Minimum 7 class meetings each semester	Student complete 24 hours of field internship each week (Wed-Fri).	This specialization integrative seminar provides a service based second year educational experience that builds upon the first-year field internship/integrative seminars and internships. Students develop specialization clinical skills in Children and Family Services, Mental Health Services and the sub-specialty, Substance Abuse. Students in Specialization Field Internship III will complete 360 hours of supervised internship by dedicating 3 full days per week in their field internship.

#### **Field Education Time Requirements**

During the generalist year, students are expected to complete two full days per week on Mondays and Tuesdays (16 clock hours per week) for a minimum of 184 hours (Fall 2020 semester only) at the internship placement for a total of 424 hours for both semesters. **Due to COVID-19, the minimum hour requirement is subject to change for the 2020-2021 academic year.**

- Generalist Internship (fall semester): minimum 184 hours (two 8-hour days per week for 15 weeks)
- Generalist Internship (spring semester): minimum 240 hours (two 8-hour days per week for 15 weeks)

During the Specialization year, students are expected to complete three full days per week on Wednesdays, Thursdays, and Fridays (24 clock hours per week) for a minimum of 288 hours for Fall 2020 semester only; A total of 648 hours at the internship placement for both semesters. **Due to COVID-19, the minimum hour requirement is subject to change for the 2020-2021 academic year.**

- Specialization Internship (fall semester): minimum 288 hours (three 8-hour days per week for 15 weeks)
- Specialization Internship (spring semester): minimum 360 hours (three 8-hour days per week for 15 weeks)

Students may not carry field hours forward to the next semester. Students may not “bank” hours to complete the internship early. Therefore, students must remain at the agency until the end of the semester.

Due to COVID-19, students are allowed to work from home/telecommute. Students may also complete online/webinar trainings during the academic year. However, all online/webinar trainings hours must be approved by the agency field supervisor.

### *Conferences, Trainings, and Webinars*

Students may be asked to participate in other trainings, conferences, and webinars. In order for this type of activity to count toward field hours, the student must get prior approval from both his/her field agency supervisor and his/her field faculty instructor. The field department will allow up to 24 hours of conferences and trainings (webinars), if such activities are approved. Students should maintain documentation of conferences, trainings, and webinars (e.g., completion certificates for webinars) and attach them to student logs. Please note that the educational activities must directly relate to your field placement, as noted in your learning contract.

### **Coronavirus (COVID-19)**

All students enrolled into the MSW Program will be required to complete the COVID-19 training in the Fall 2020 in the field seminar course prior to starting field internship. All information regarding this training will be provided in the SW 7708 & SW 8712 course.

The following is an outline of the requirements of all MSW students who are enrolled in SW 7708 & SW 8712 and completing a field internship:

1. Continue to adhere to Georgia’s public health state of emergency executive order. For details see <https://www.georgia.org/sites/default/files/2020-03/03.14.20.pdf>
2. Document completion of required student training and educational modules for COVID-19. The details will be provided at the New Student Field Education orientation and field seminar courses.
3. All field internship placements will meet the following guidelines prior to student placement:
  - a. Able to provide a quality educational field experience
  - b. Offer screening policies in place for individuals presenting with signs and symptoms of COVID-19
  - c. Practicing CDC approved infection control measures
4. Protocol or policy for MSW students related to COVID-19 positive clients/patients or high-risk situations where high risk exposure to undiagnosed clients/patients are likely (ER or hospital settings)
  - a. No contact
  - b. Contact with appropriate PPE consistent for their staff
  - c. MSW Student will complete a self-screening survey to identify high-risk for severe illness from COVID-19 according to CDC guidelines. See [https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/peoplewithmedicalconditions.html?CDC\\_AA\\_refVal=https](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/peoplewithmedicalconditions.html?CDC_AA_refVal=https)

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html>

5. Students and the field faculty instructor will discuss and review survey and understanding of risk. Group meetings for students who do not identify themselves to be at high risk are acceptable. Individual meetings will be held with students in the high-risk category.
6. Student waiver/signed informed consent completed:
  - a. All MSW students participating in a field practicum during the 2020-21 academic year must sign an informed consent/waiver acknowledging understanding of the risk of participating in a field practicum during the COVID-19 pandemic.

### COVID-19 Requirements

#### *Before Internship Begins:*

- Confirm with your agency what [personal protective equipment \(PPE\)](#) is required, and what your agency does/does not provide
- Confirm what your agency's safety protocol is, including personal health requirements (ex. when you should stay home, washing hands, social distancing etc. See preventive measures at the bottom of this document—reiterate these)
  - *Please notify KSU if you are unable to complete a field internship due to health concerns re: possible COVID-19 to discuss a plan to make-up the hours*
  - *If your agency is unable to provide required PPE, please let KSU know as soon as possible.*
- Acknowledge the potential anxiety and stress you may be experiencing planning for your entry into practicum during this challenging time; ask your Field Instructor any practical questions that may allay safety concerns.

#### *For Temporary or Permanent Telehealth Internships (Before Practicum Begins):*

- Assess your access to technology (phone, computer, webcam, internet) and the reliability of that technology. *Please contact us if there are limitations that could impact your practicum experience/client services*
- Ask your Field Supervisor what, if any, platforms/systems your agency is using to provide services
- Inquire about any trainings on the platforms/systems, telehealth or other agency requirements you could take prior to starting practicum (you can count the hours)
- Complete the basic telehealth training before you start your internship (see SW 7708 syllabus for details) and any trainings offered by your agency. You can also complete the following 3-hour training: [Telehealth Basics for Social Work Educators and Behavioral Health Clinicians Responding to COVID-19 \(free—3 modules\)](#)
- Ask how you will account for hours and receive supervision; weekly hourly supervision should be via zoom or another video-conferencing platform, but you will need to clarify regarding how you should contact your Field Supervisor for questions during their outside of the formal supervision hour
- Discuss how you will complete client documentation in a secure manner
- Go over emergency procedures (who, how, and when to contact)

- Review [NASW, ASWB, CSWE & CSWA Standards for Technology in Social Work Practice](#) and discuss during first week with your Field Instructor
- Consider:
  - [Creating a google voice number](#) instead of giving personal phone number
  - Setting up a private, professional space if possible (professional background screen or making sure identifying and/or distracting objects are not in the view of the camera)
  - Expectations for attire
  - How to handle disruptions to client sessions due to technology issues on the part of the intern or client
- Throughout supervision, discuss potential ethical dilemmas and self-care issues that may arise as a result of telehealth (ex. boundary confusion for client and/or you due to “being” in each other’s homes, difficulty leaving work, confidentiality in your home for your clients)

#### *During the Internship:*

- Review how you should handle a situation where the client is (1) not wearing a mask (2) wearing a mask improperly (3) takes off their mask (same with social distancing)
- Proactively bring any concerns about interning during the pandemic and/or providing telehealth services to your Field Instructor
- *If you are feeling distressed or have significant financial issues that may interfere with your ability to complete your internship/courses, please notify your field faculty instructor.*
- Remember that, though our interactions with our clients may be different (telehealth or social distanced etc.), our mission is still the same: enhancing well-being, helping to meet the basic needs of all people while holding the core values of service, social justice, dignity & worth of the person, importance of human relationships, integrity, and competence.
- Engage in self-care from day one of the practicum:  
<https://www.socialworkers.org/Practice/Infectious-Diseases/Coronavirus/Self-Care-During-the-Coronavirus-Pandemic>
- If anything changes in the internship (ex. safety concerns increase, amount of work for you decreases), *please contact your field faculty immediately so that we can assist you in resolving the issue.*

#### *Preventive Measures to Engage in at the Agency per CDC Guidelines*

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

- Stay home when you are sick with flu-like illness; contact your Field Supervisor and Field Faculty Instructor to alert them of their situation. KSU will work with you to allow for making up hours if necessary.

- Wash your hands frequently for at least 20 seconds with soap or use an alcohol-based hand sanitizer
- Avoid touching your nose, ears, and eyes
- Cover your coughs and sneezes using your elbow
- Wash your hands or use hand sanitizer after coughing, sneezing, or blowing your nose
- Keep frequently touched communal surfaces (phones, desks, other work equipment) clean
- Do not use other's phones, desks etc. If necessary, clean with a disinfectant

*Adapted from St Catherine University School of Social Work and Florida International University Stempel College of Public Health and Social Work*

### *Campus Resources for Students*

Please see the following website for campus resources for students during the COVID-19 pandemic: <https://coronavirus.kennesaw.edu/>

- Self-Care:
  - [Care for Your Coronavirus Anxiety](#)

## **GUIDE FOR SUPERVISING STUDENT INTERNS DURING PANDEMIC**

### *Before Internship Begins:*

- Confirm what [personal protective equipment \(PPE\)](#) is required at your agency for the intern, and what your agency does/does not provide
- Confirm what your agency's safety protocol is, including personal health requirements (ex. when intern should stay home, washing hands, social distancing etc. See preventive measures at the bottom of this document—reiterate these)
  - *KSU will work with students if they stay home due to health concerns re: possible COVID-19 to allow them to make-up the hours*
- Assess if your agency has a workspace (desk, phone, computer) to which each intern can be assigned. If the interns usually must share, assess if there is a possibility of not having them share during this time. If they still must share, investigate providing them with disinfectant to clean those shared resources regularly. Consider arranging hours differently among intern(s) and staff so that social distancing can occur if limited space.
- Contact the intern(s) and go over the PPE requirements, what your agency does/does not provide, and clearly review the agency's protocol
  - *If your agency is unable to provide required PPE, please let KSU know as soon as possible so that we can assist the student in obtaining.*
- Acknowledge and discuss the potential anxiety the student may have in beginning placement during this time in addition to regular anxiety of a new placement. Allow the student to ask any questions that may allay concerns.

### *For Temporary or Permanent Telehealth Internships (Before Practicum Begins):*

- Assess your interns' access to technology (phone, computer, webcam, internet) and the reliability of that technology. *Please contact us if there are limitations that could impact the student's practicum experience/client services*
- Assess your interns' knowledge of and skill-level with the tools and platforms that your agency is using to provide services
- Provide any trainings on tools and platforms, telehealth or other agency requirements to student interns prior to starting practicum (the students can count the hours)  
[Telehealth Basics for Social Work Educators and Behavioral Health Clinicians Responding to COVID-19 \(free—3 modules\)](#)
- Discuss how the student will account for hours and receive supervision; weekly hourly supervision should be via zoom or another video-conferencing platform, but you will need to clarify regarding how the student should contact you for questions during their internship outside of the formal supervision hour
- Discuss how the student will complete client documentation in a secure manner
- Go over emergency procedures (who, how, and when to contact)
- Recognize that you may need to be even more available to the intern(s) initially since they are not in the agency and able to ask others for assistance as well
- Ask the student to review [NASW, ASWB, CSWE & CSWA Standards for Technology in Social Work Practice](#) and discuss during first week
- Talk with the student intern(s) about:
  - [Creating a google voice number](#) instead of giving personal phone number
  - Setting up a private, professional space if possible (professional background screen or making sure identifying and/or distracting objects are not in the view of the camera)
  - Expectations for attire
  - How to handle disruptions to client sessions due to technology issues on the part of the intern or client
- Throughout supervision, discuss potential ethical dilemmas and self-care issues that may arise as a result of telehealth (ex. boundary confusion for client and/or intern due to “being” in each other’s homes, difficulty leaving work, confidentiality in your home for your clients)

### ***During the Internship:***

- Review how the intern(s) should handle a situation where the client is (1) not wearing a mask (2) wearing a mask improperly (3) takes off their mask (same with social distancing)
- Continue to check-in with your intern(s) regarding how they are doing with managing the personal health risks of placement in the agency/working remotely
- Regularly check-in with your intern(s) regarding how they are doing at home during this challenging time
- *If a student appears distressed or expresses significant financial issues that may interfere with their ability to complete their internship/courses, please let us know*

- Emphasize with your intern(s) that, though our interactions with our clients may be different (telehealth or social distanced etc.), our mission is still the same: enhancing well-being, helping to meet the basic needs of all people while holding the core values of service, social justice, dignity & worth of the person, importance of human relationships, integrity, and competence.
- Emphasize self-care for the intern(s) from day one of the practicum and role model such self-care by engaging in it for yourself as well  
<https://www.socialworkers.org/Practice/Infectious-Diseases/Coronavirus/Self-Care-During-the-Coronavirus-Pandemic>
- If anything changes in the internship (ex. safety concerns increase, amount of work for intern(s) decreases), *please contact us immediately so that we can assist the student and you in resolving the issue*

### *Preventive Measures to Engage in at the Agency per CDC Guidelines*

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

- Stay home when you are sick with flu-like illness; students should contact their Field Liaison to alert them of their situation. KSU will work with them to allow for making up hours if necessary.
- Wash your hands frequently for at least 20 seconds with soap or use an alcohol-based hand sanitizer
- Avoid touching your nose, ears, and eyes
- Cover your coughs and sneezes using your elbow
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- Keep frequently touched communal surfaces (phones, desks, other work equipment) clean
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## References

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