

# **PRACTICUM MANUAL**

## **2023-2025**



**TOURO**  
**UNIVERSITY**

Graduate School  
of Social Work



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**UNIVERSITY**

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**Graduate School  
of Social Work**

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***Practicum Manual***

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**2023-2025**

## **IMPORTANT NOTICE**

This Manual contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. Some of the subjects described in this Manual are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Manual only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Institutional Compliance. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

This Manual is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This Manual is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all University policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication. For the avoidance of doubt, all applicable new and revised policies, procedures, and practices posted on the Touro website will become effective to you, whether or not you become specifically aware of them.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro school or program in which the student is enrolled. Acceptance in a school or program does not form the basis of a contract. Indeed, a student's acceptance may be revoked if it is later learned, among other things, that his or her qualifications have been misstated or overstated, or there is some other omission or misrepresentation. Except as noted in the paragraph below, no contract rights exist or are established in the student- educational institution setting by and between Touro and the student. To this end, you waive and Touro disclaims any contract or liability for promises, assurances, representations, warranties, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warranties or other statements concerning our courses and programs and/or a student's academic success in them. Thus, you waive and Touro further disclaims any liability in tort in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled. These disclaimers are, in effect, covenants not to sue binding on students, and are tacitly agreed to by a student's matriculation or continued matriculation in our programs.

Registration and matriculation at Touro after the issuance of this Manual is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Manual, which is not resolved through Touro's internal mechanism, shall next be submitted to non-binding mediation (the "Mandatory Mediation"). The Mandatory Mediation shall be conducted by a neutral mediator selected at Touro's sole discretion. In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the Mandatory Mediation shall proceed to binding arbitration (the "Mandatory Arbitration"). The Mandatory Arbitration shall be conducted by JAMS or any other reputable ADR organization before a single arbitrator who shall be an attorney or judge. Selection of the arbitrator and location for the Mandatory Arbitration shall be made at Touro's sole discretion. See "Alternative Dispute Resolution" provision for a more elaborate treatment of the Mandatory Mediation and Mandatory Arbitration provisions.

## **POLICY OF NON-DISCRIMINATION**

Touro University is an equal opportunity employer. Touro University treats all employees, job applicants, and students without unlawful consideration of race, ethnicity, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender, gender identity, gender expression, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to, recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

For the full policy statement see <https://www.touro.edu/non-discrimination/>.

## **General Disclaimer**

Touro University endeavors to provide ongoing and uninterrupted educational experiences in a safe and effective environment for our students, staff and faculty. Given the dynamic circumstances surrounding COVID-19 and any other future unknown or unforeseen events and the uncertainties that may be attendant thereto, Touro may choose or be compelled to change the method of course delivery and other relevant policies at any time. Any changes will be communicated in a timely manner and posted prominently on Touro's website and intranet. We ask that you please stay in contact with your Program administration, faculty and student services staff and remain current with any guidance issued in response to the COVID-19 pandemic.

## **COVID-19 Related Clinical Procedures**

Practicum education in GSSW has certain clinical/course requirements and sequencing. While the Program strives to adhere to its established timing of courses and clinical experiences, unforeseen events may hamper their availability. When such situations occur, it is possible that the completion of the Program may be delayed and the time in the Program extended to meet accreditation requirements. Furthermore, once appropriate practicum experiences have been arranged, it is up to the student, not the Program, to decide whether to attend the practicum site. Should a student decline to participate, the student understands that their progression in the program may be delayed. Students declining to participate in practicum education or other experiential components of their program should contact the Director of Practicum Development and their Practicum Liaison to ensure graduation requirements are met as well as financial aid and other rules and regulations are satisfied.

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**TOURO UNIVERSITY GRADUATE SCHOOL OF SOCIAL WORK  
2023-2024 PRACTICUM CALENDAR-FULL TIME PRACTICUM SCHEDULE  
(21 HOURS WEEKLY)**

Monday, Sept 11	First day of Practicum
Sunday, Sept 17	No Practicum
Monday, Sept 25	No Practicum
Sunday, October 1	No Practicum
Sunday, October 8	No Practicum
Week of October 23	Education Plan Due
Friday, November 17	Practicum Progress Review Due – Required for Foundation Year
Thurs, Nov 23 – Sun, Nov 26	Thanksgiving Break - No Practicum
Friday, December 22	Practicum I & III Ends – Mid-Year Evaluations Due
Sun, Dec 24 – Sun, Jan 7, 2024	Winter Recess – No Practicum
Monday, January 8, 2024	Practicum II & IV Begins
Monday, January 15, 2024	MLK Day – No Practicum
Monday, February 19	Presidents' Day – No Practicum
Sunday, March 24	No Practicum
Mon, April 22 – Tues, April 30	Spring Recess – No Practicum
Wednesday, May 1	Practicum Resumes
Friday, May 10	End-Year Evaluation Due for Practicum II & IV
Friday, May 17	Practicum Ends for Practicum II & IV Students

Please note: Additional excused dates may be added. Please check the Graduate School of Social Work website regularly at <https://gssw.touro.edu/master-of-social-work/field-education/field-calendar/> for updates.

**IMPORTANT: GSSW is closed on days designated as “No Practicum.” However, if you wish to, and your agency is open and grants permission, you may report to your internship on such days.**

4/10/2023

**TOURO UNIVERSITY GRADUATE SCHOOL OF SOCIAL WORK  
2023–2024 PRACTICUM CALENDAR EXTENDED TIME PRACTICUM SCHEDULE  
(15 HOURS WEEKLY)**

Monday, Sept 11	First Day of Practicum
Sunday, Sept 17	No Practicum
Monday, Sept 25	No Practicum
Sunday, October 1	No Practicum
Sunday, October 8	No Practicum
Week of October 23	Education Plan Due
Friday, November 17	Practicum Progress Review Due – Required for Foundation Year
Thurs, Nov 23 – Sun, Nov 26	Thanksgiving Break - No Practicum
Friday, December 22	Practicum I & III Ends – Mid-Year Evaluations Due
Sun, Dec 24 – Sun, Jan 7, 2024	Winter Recess – No Practicum
Monday, January 8, 2024	Practicum Resumes for 15 Hour Practicum Students
Monday, January 15, 2024	MLK Day – No Practicum
Friday, February 9	Practicum I & III Ends, Mid-Year Evaluation Due
Monday, February 12	Practicum II & IV Begins
Monday, February 19	Presidents' Day – No Practicum
Sunday, March 24	No Practicum
Mon, April 22 – Tues, April 30	Spring Recess – No Practicum
Wednesday, May 1	Practicum Resumes
Wed, June 12 – Thurs, June 13	No Practicum
Friday, July 5	Practicum II & IV Final Evaluations Due
Friday, July 12	Practicum Ends for Practicum II & IV Students

Please note: Additional excused dates may be added. Please check the Graduate School of Social Work website regularly at <https://gssw.touro.edu/master-of-social-work/field-education/field-calendar/> for updates.

**IMPORTANT: GSSW is closed on days designated as “No Practicum.” However, if you wish to, and your agency is open and grants permission, you may report to your internship on such days.**

**TOURO UNIVERSITY GRADUATE SCHOOL OF SOCIAL WORK  
2024-2025 PRACTICUM CALENDAR-FULL TIME PRACTICUM SCHEDULE  
(21 HOURS WEEKLY)**

Monday, September 9	First day of Practicum
Thurs, Oct 3 – Fri, Oct 4	No Practicum – Rosh Hashana
Thurs, Oct 17 – Fri, Oct 18	No Practicum – Sukkot
Week of October 20	Education Plan Due
Thurs, Oct 24 – Fri, Oct 25	No Practicum – Shmini Atzeret
Friday, November 15	Practicum Progress Review Due – Required for Foundation Year
Thurs, Nov 28 – Sun, Dec 1	Thanksgiving Break - No Practicum
Sun, Dec 22 – Sun, Jan 5, 2025	Winter Recess – No Practicum
Friday, January 10, 2025	Practicum I & III Ends – Mid-Year Evaluations Due
Monday, January 13, 2025	Practicum II & IV Begins
Monday, January 20, 2025	MLK Day – No Practicum
Monday, February 17	Presidents' Day – No Practicum
Friday, March 14	No Practicum – Purim
Sun, April 13 – Sun, April 20	Spring Recess – No Practicum
Monday, April 21	Practicum Resumes
Friday, May 9	Practicum Ends and End-Year Evaluation Due for Practicum II & IV

Please note: Additional excused dates may be added. Please check the Graduate School of Social Work website regularly at <https://gssw.touro.edu/master-of-social-work/field-education/field-calendar/> for updates.

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4/9/2024

**TOURO UNIVERSITY GRADUATE SCHOOL OF SOCIAL WORK  
2024–2025 PRACTICUM CALENDAR EXTENDED TIME PRACTICUM SCHEDULE  
(15 HOURS WEEKLY)**

Monday, September 9	First Day of Practicum
Thurs, Oct 3 – Fri, Oct 4	No Practicum – Rosh Hashana
Thurs, Oct 17 – Fri, Oct 18	No Practicum – Sukkot
Week of October 20	Education Plan Due
Thurs, Oct 24 – Fri, Oct 25	No Practicum – Shmini Atzeret
Friday, November 15	Practicum Progress Review Due – Required for Foundation Year
Thurs, Nov 28 – Sun, Dec 1	Thanksgiving Break - No Practicum
Sun, Dec 22 – Sun, Jan 5, 2025	Winter Recess – No Practicum
Monday, January 6, 2025	Practicum Resumes for 15 Hour Practicum Students
Monday, January 15, 2025	MLK Day – No Practicum
Friday, February 7	Practicum I & III Ends, Mid-Year Evaluation Due
Monday, February 10	Practicum II & IV Begins
Monday, February 17	Presidents' Day – No Practicum
Sunday, March 14	No Practicum – Purim
Sun, April 13 – Sun, April 20	Spring Recess – No Practicum
Monday, April 21	Practicum Resumes
Mon, June 2 – Tues, June 3	No Practicum – Shavuot
Thursday, July 13	Practicum Ends and End-Year Evaluation Due for Practicum II & IV

Please note: Additional excused dates may be added. Please check the Graduate School of Social Work website regularly at <https://gssw.touro.edu/master-of-social-work/field-education/field-calendar/> for updates.

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## **CSWE CORE COMPETENCIES**

**In compliance with the Educational Policy Accreditation Standards set forth by the Council on Social Work Education (CSWE), Practicum Education provides students with the opportunity to gain learning that supports the competencies set forth by CSWE which are as follows:**

- Identify as a professional worker and conduct oneself accordingly.
- Apply social work ethical principles to guide professional practice.
- Apply critical thinking to inform and communicate professional judgments.
- Engage diversity and difference in practice.
- Advance human rights and social and economic justice.
- Engage in research-informed practice and practice-informed research.
- Apply knowledge of human behavior and the social environment.
- Engage in policy practice to advance social and economic well-being and to deliver effective social services.
- Respond to contexts that shape practice.
- Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

## **PURPOSE OF THE MANUAL**

This manual is designed to serve as a guide and resource for students, practicum instructors, agency educational coordinators and executives, and faculty practicum liaisons. The manual contains relevant information about the objectives, policies and practices of the Touro University Graduate School of Social Work practicum education program. While this manual is designed to be comprehensive, given the dynamic and multifaceted nature of practicum work, it clearly cannot cover every situation. When in doubt, contact your Touro Practicum Liaison or the Director of Practicum Development.

We welcome and are most appreciative of our collaborative relationships with agencies for providing strong learning opportunities in practicum education.

## THE ROLE OF PRACTICUM DEVELOPMENT

The practicum development program plays a pivotal role in Social Work curricula. Practicum instruction provides students with supervised practice experience within the context of service. It is in the practicum work experience that students, utilizing classroom theory and knowledge, refine the skills needed to develop professional competence and identity. Practicum development entails a unique partnership between the school and its agencies, one whose objective is to design, implement, and monitor a sound educational program for students. Through ongoing communication, the agency and school personnel work to arrive at a shared educational philosophy and standards regarding practicum assignments, practicum instruction, and student performance. Ideally, this partnership is responsive to changes in agency environments, in school curriculum, and in the students it seeks to educate.

The practicum learning/teaching plan for each student is developed in accordance with:

- the student's ability, experience, interest, and stage of learning development
- the practicum instructor's theoretical knowledge, practice experience, and teaching skills
- the agency's program resources

Generally, students attend their practicums 21 hours/week during each of 4 semesters; however, for students wishing to do their practicums on an extended (15 hour) basis, every effort is made to find appropriate sites.

It is the mutual responsibility of the school and the cooperating agencies to provide the student with relevant practice and its theoretical base. The overall objective of practicum education is to produce a professionally competent, ethical, self-evaluating, knowledgeable social worker with the capacity to learn and the initiative to continue learning.

### **Integrative Practice Seminar**

In the Touro University Graduate School of Social Work, the curriculum includes an Integrative Practice Seminar. The Integrative Practice Seminar is part of the practicum work experience. This seminar meets 15 times per academic year for students who are in their Foundation Year of internship placement and 10 times per academic year for Advanced Concentration Year students. This seminar focuses on orienting students to practicum development and reinforces the connection between the Practice courses and Practicum Development. The Foundation Integrative Practice Seminar (SSWN 642) carries a total of three credits and the Advanced Integrative Practice Seminar (SSWN 742) carries a total of two credits. **During the week a student attends Integrative Practice Seminar, their practicum responsibility is reduced by two hours.**

## THE DEPARTMENT OF PRACTICUM DEVELOPMENT

The Department of Practicum Development plans, implements, and evaluates the practicum program under the leadership of the Director of Practicum Development. The Department also assigns liaisons – either full-time or adjunct faculty – to students, and acts as a resource to practicum instructors for consultation and support. The department is responsible for assessing all potential agency settings as well as ongoing agency relationships, and for planning and leading practicum instruction seminars for new practicum instructors. In addition, the department consults with agencies about issues related to student learning.

The Director of Practicum Development is responsible for administering the department and serves as its representative on such interdepartmental School committees as Curriculum and Admissions. The Director reports to the faculty on the state of practicum work and on suggestions or reactions to policy or program changes that affect practicum work. The Director also updates agencies on important changes in curriculum, policy, and program.

**NOTE: Only the Department of Practicum Development can arrange internship placements.** Students who learn of an agency with a practicum instructor interested in taking interns should convey information to the Practicum Development Department for follow-up.

### Practicum Objectives

Our practicum objectives include providing opportunities to practice and demonstrate the following competencies:

- knowledge of the NASW Code of Ethics and its utilization in practice (refer to the [GSSW 2022-2024 Catalog](#))
- professional use of self
- practice skills and knowledge
- use of the helping process
- written and oral communications skills
- organizational context of practice and its utilization in service delivery
- community context of practice
- awareness and use of community resources
- awareness of existing social policy and its impact on social services



## PRACTICUM PLACEMENT OVERVIEW

The profession of social work operates within the framework of promoting social and economic justice. Social Workers serve racially, religiously, and ethnically diverse populations in a variety of environments that are underserved and which may include: the developmentally and physically disabled, mentally ill, homeless, substance abusers, the economically disadvantaged, and older adults and their respective communities. Therefore, practicums exist in a wide variety of agencies, and students need to develop their social work practice skills in neighborhoods where clients reside. **Home and community visits are frequently required.**

### What is Clinical Social Work?

Clinical social work encompasses a variety of interventions within the framework of an agency and the population served. Therefore, clinical social work is practiced in such settings as: private homes, schools, aging-in-place initiatives and caregiving programs, nursing homes, supportive housing, day treatment programs, community centers, after-school programs, outpatient mental health centers, substance abuse treatment and recovery programs, re-entry and forensic programs (criminal justice), foster care prevention and support programs. Please note that this is not a complete list, but a general overview of some of our clinical social work field placements.

### The Placement Process

Practicums are selected on the basis of the degree to which they embody and support the profession's and the Touro University Graduate School of Social Work's values, ethics, missions and goals. Final approval of field sites and instructors is at the discretion of the School's Department of Practicum Development.

Most agencies require that students be available during at least one weekday that includes regular business hours (9-5) within their 15- or 21-hour weekly internship schedule.

**Foundation Year** students are not given a choice as to the nature of their practicum assignments. The Department of Practicum Development asks students to be open to new learning experiences and assignments. Students are assigned to placements that will fulfill the requirements for developing their generalist social work practice skills.

**Advanced Concentration Year** students are asked to list some of their choices for internship placements. Although the Department of Practicum Development will make every effort, we cannot guarantee that students will be assigned to one of these choices.

**Employment-Based Internship** is an option for students who perform a social work-related job (case aide/manager, CASAC, etc.) at their place of employment for a minimum of 20 hours weekly. If qualified, students can utilize their work experience for their internship. *See page 19 for more information regarding this option.*

### **Steps in Securing a Practicum**

- Complete a Practicum Registration Form.
- Complete an updated resume.
- Submit the completed resume and Practicum Registration Form to the Department of Practicum Development. Students will receive instructions for electronic submission.
- The Department of Practicum Development will be in contact with the student regarding practicum placement information.
- The Department of Practicum Development submits the student's resume to the prospective placement agency.
- The practicum agency contacts the student to arrange an interview.
- The student is informed of the agency's decision regarding an offer of a practicum.
- If the student is not offered a placement following an interview, the Department of Practicum Development will pursue an alternative practicum.
- The student will be referred to the Director of Practicum Development for further consultation if
  - ❖ after interviewing with three agencies, the student fails to be offered a practicum.
  - ❖ the student declines three practicum options offered by the Department of Practicum Development.

## **Criteria for practicum selection include:**

### **For Agencies:**

- sites that reflect a clearly-defined social work orientation and a practice that addresses clients' welfare and social and economic needs.
- an approach that, while consistent with recognized professional standards, allows for a range of modalities including work with and on behalf of individuals, families, group, and communities.
- continuous evaluation and development of their programs, utilizing current professional knowledge.
- ability and willingness to provide qualified MSW practicum instructors.
- willingness to allow practicum instructors time to provide students with the requisite hours of supervision.
- allocation of time for new supervisors to attend the Seminar in Practicum Instruction (SIPI).
- availability, on an ongoing basis, of a range of assignments that are appropriate to students' educational needs, challenging yet not overwhelming, and that provide the opportunity to apply knowledge to practice.
- student workload that offers the opportunity for involvement in varying modalities of service, as well as exposure to diverse people and problems.
- assignments that include 10 -14 direct contact hours by the middle of the first semester.
- participation with the School in the development, monitoring, and review of the educational program.
- necessary space and facilities for students' professional activities, including privacy for interviewing, desk and file space, and clerical assistance.
- an orientation to agency policies and procedures regarding risk assessment and management, including duties performed outside the agency (such as home visits).
- regarding students accepted for practicum placement, a stated policy of non-discrimination on the basis of race, ethnicity, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender, gender identity, gender expression, military service or veteran status, citizenship status, or any other classification protected by applicable Federal, state or local laws (see "Policy of Non-Discrimination," p. 2 of this manual).
- reimbursement of expenses associated with students escorting clients or making home visits (expenses associated with traveling to the practicum site are the responsibility of the student).

### **For Practicum Instructors:**

- Must hold a Master's degree in Social Work from an accredited CSWE program and have at least two years of post-Master's experience.
- Must possess an LMSW.
- Must adhere to the NASW Code of Ethics.
- For first-time practicum instructors, completion of 24 hours of SIPI (Seminar in Practicum Instruction) training during students' assignments.
- Must be familiar with agency policies, programs and procedures and the nature of client needs.
- Must orient the student to the agency and select appropriate assignments for the student.
- Must be able to provide a minimum of one hour of weekly practicum instruction. Individual practicum instruction may be supplemented with group practicum instruction.
- Must be prepared to review weekly process recordings (see below) and provide feedback to students.
- Must complete student evaluations and submit them to the School.

**PLEASE NOTE:** Students cannot have the same practicum instructor in the Advanced Year as in the Foundation Year:

(See Appendix for further information about criteria)

### **The Employment-Based Practicum Option (EB)**

To qualify for an **Employment-Based Practicum**, a student must work in a social work-related job (case aide/manager, CASAC, etc.). There are two options for EB Proposed Practicum Assignments:

- **Option 1:** If qualified, students can utilize their work experience for their internship.
- **Option 2:** The internship placement must provide an alternative assignment.

For both options, the internship requirement is 225 hours/semester (minimum 450 hours per academic year). Both options require that students be assigned a **qualified practicum instructor** ~~{who does not serve as the student's employment supervisor}~~. See "*Criteria for Practicum Instructors*," above. The agency must complete an **Employment-Based Agreement** and return it to the Department of Practicum Development for review and approval by the Director of Practicum Development. The **Employment-Based Agreement** can be found in the appendix of this manual or **contact the Department of Practicum Development to obtain this form.**

## **SEMINAR IN PRACTICUM INSTRUCTION (SIPI)**

New practicum instructors are required to participate in the Seminar in Practicum Instruction (SIPI) at a New York-area social work program. This seminar trains instructors to work with graduate social work students. The course focuses on orientation, adult learning, educational assessment, use of process recordings, diversity, and evaluation. The blended SIPI course, which includes 8 remote sessions and 4 on-line assignments, is offered by the Touro University Graduate School of Social Work. Information is available from the Department of Practicum Development.

## **STUDENT INTERNSHIP RESPONSIBILITIES**

### **Schedule and Attendance**

- Students are required to complete 1200 hours of internship over two academic years. A full-time schedule requires 21 hours of internship weekly for 15 weeks per semester. An extended schedule requires 15 hours of internship weekly for 20 weeks per semester, and requires students to extend their assignments into the summer.
- **For a regular internship, a minimum of 300 practicum hours must be completed each semester. For an employment-based internship, a minimum of 225 internship hours must be completed.**
- **Students are not permitted to increase internship hours for the purpose of completing their internship early.**
- **Internship hours must be configured in a minimum of 4-hour increments.**
- Students follow their agency's calendar on practicum days. When GSSW is closed students are not expected to attend their internship; however, students may arrange internship hours during those times with agency permission.
- Students are expected to notify their practicum instructors when they are unable to report for scheduled hours. One excused absence per academic semester is permitted; additional absences must be made up.
- No change in internship hours is allowed without permission of the agency and the Touro University Graduate School of Social Work.
- **If extenuating circumstances impact a placement, e.g., loss of placement, medical emergency, death in family - the practicum department may develop a plan that includes additional internship hours and regularly-scheduled meetings with a member of the practicum development administration.**
- **Advanced Year students who maintain 15 hour-per-week schedules should not expect to graduate in June.**

## Other Student Responsibilities

- **Educational Plan** - Students are required to submit an Educational Plan (see Appendix) by the fifth week of placement; see Practicum Calendars for due dates. The plan should be prepared by the student in consultation with the practicum instructor and presented in writing to the Touro practicum liaison for review. When the student, practicum instructor, and Touro practicum liaison have agreed on the educational benefits of the plan, it should be signed and submitted to the practicum department by the student.
- Students must thoroughly complete (**including calculation of all practicum hours**) and submit Time Sheets electronically through our database.
- Students must submit **Process Recordings** used in practicum instruction that have been reviewed by their practicum instructor. (See below for more on Process Recordings.)
- Some agencies require fingerprinting and background checks of student interns. **The cost of these services is the responsibility of the student.**
- Substance Abuse agencies may require drug testing of student interns.
- Internships in health care facilities, e.g., nursing homes and hospitals, will most likely require the student's immunization and health records.
- When necessary, students are permitted to transport their clients in agency cars **only**. **Students may not use their own vehicles for transporting clients.**

## Student Availability for Practicum Work

The Department of Practicum Development makes every effort to accommodate students' work schedules. *Students' weekly practicum schedules must include regular, daytime work hours on at least one weekday.*

- Students must be available for a total of 7 daytime hours.
- Hours can be met throughout the week but must be completed in a minimum of 4-hour increments.
- Please be advised that we cannot guarantee weekend internship hours.

## Policies and Procedures

- Students must make their graduate student status clear to clients.
- Students are required to adhere to the NASW Code of Ethics (available in the Touro University [Graduate School of Social Work 2022-2024 Catalog](#), Appendix B). Professional confidentiality must be maintained at all times.
  - ❖ In process recordings, coursework papers, and other forms of documentation, this includes the concealment of individual clients' identities through the use of initials, deletion of surnames, or substituting fictitious names for actual ones.
  - ❖ Interns should not discuss clients in social settings or on social media.

- As standard practice, agency procedures should be followed. Students who have concerns about agency procedures should first discuss them with the practicum instructor. If the matter cannot be satisfactorily resolved, it should be pursued with the student's Touro practicum liaison, and then with the Director of Practicum Development.
- Under no circumstances are students permitted to see clients in the student's home.
- All practicum assignments must be completed in agency-approved space and with the knowledge of the Touro practicum liaison.
- Changing placements during the academic year is discouraged. A student feeling such a change is necessary must discuss the reasons with their Touro practicum liaison, whose authorization is required for any change of placement.

### **Process Recordings**

Process recordings are learning and teaching instruments which allow the student and practicum instructor to focus on the intern's learning needs, skill development, and integration of theory into practice.

Essentially, process recordings are detailed reports of the student's professional interactions; they may be written about meetings with clients, consultations with other professionals, or contacts with other agencies. The four-column format of the "Process Recording" form includes spaces for:

1. a verbatim record of the student's interaction
2. the intern's feelings
3. the student's analysis of the interaction
4. the practicum instructor's comments

Areas that should be analyzed in process recordings include: critical portions of the session, the client's strengths, weaknesses, and problems, and identification of major issues in the client's life. The student's self-critique should include methods used and their effectiveness, what the student might have done differently, if anything, and plans for the next meeting with the client. At the end of the recording, students should indicate their questions and concerns.

**Students are required to complete a minimum of one process recording each week, which is submitted to the practicum instructor prior to supervision. If your practicum instructor requires more than one process recording, you must follow the protocol of the agency.**

(See Appendix for sample process recording.)

## **ROLE OF TOURO PRACTICUM LIAISONS**

Touro Practicum Liaisons provide practicum oversight. In their practicum advising capacity, liaisons serve as the link between the practicum instructor, the agency, the School, and the student.

### **Touro Practicum Liaisons:**

- teach the Integrative Practice Seminar, monitoring students' adjustment to their internships.
- Meet with students and their practicum instructors in the Fall and Spring semesters, maintaining regular contact with their internships.
- meet with students on an individual basis, as necessary.
- monitor internships to ensure sufficient volume, breadth, depth, and diversity of assignments.
- review process recordings that students have submitted to their practicum instructors.
- evaluate students, agencies, and practicum instructors.
- help students plan for subsequent learning needs.

## **EVALUATIONS**

Professional judgments about the student's abilities and potential are conveyed through written evaluations by the practicum instructor after an evaluation conference between the practicum instructor and the student. The conference provides the opportunity for student and practicum instructor to mutually develop an assessment of the student's performance. The meeting is used to address significant learning issues and themes for their future work together. An evaluation conference is held at the midpoint and again at the end of each academic year and is followed by a formal evaluation written by the instructor. The formal evaluation describes:

- the student's practice.
- the student's involvement in the practicum instruction process and in the agency.
- the student's process recordings as they indicate strengths and weaknesses in their learning style; the ability to record significant data critically and with self-reflection; the ability to use theory to inform practice.
- issues of self-awareness and use of self.
- the student's relationships with other staff members.
- the student's mastery of the ethics and values of the profession of social work.

The practicum instructor and the student each sign the evaluation. If the student disagrees with, or wishes to respond to, any element of the evaluation, they may submit a comment in the section provided on the evaluation.



Evaluations are submitted electronically, and are made available to practicum instructors and students through our database. *Instructions for our database will be provided at the beginning of each semester.* Electronic submission is strongly recommended, but hard copies of Evaluation forms can be provided if electronic submission is not possible.

(See Appendix for evaluation forms.)

## **GRADES**

Practicum work is graded on a Pass/Fail basis. Grades for practicum work are determined by the Practicum Development Director and Practicum Liaison after receipt of the Practicum Evaluation. A student who has not reached the required level of competency at their practicum will be assigned a failing grade. In lieu of receiving a failing grade, the Director of Practicum Development and the student's Practicum Liaison, in their sole and absolute discretion, may choose to assign a grade of "incomplete" and extend the student's practicum, providing an opportunity for the student to remediate their performance and receive a passing grade.

## **RESOLVING STUDENT CONCERNS**

Practicum internships are collaborative undertakings between the Touro Graduate School of Social Work and practicum agencies. Students are encouraged to contact their advisors/liaisons if issues/difficulties arise in the practicum or in class. Early identification of practicum-related issues will often reduce later difficulties. Before contacting the school, students should first discuss their practicum concerns directly with their practicum instructors. If problems persist, the appropriate steps for students to take are:

- First, talk with their Touro Practicum Liaisons.
- If necessary, inform the Director of Practicum Development.
- If necessary, contact the Associate Dean and Director of the MSW Program.

Unresolved practicum issues may be referred to the Practicum Review Committee (see below).

Mid-year changes of practicum assignments are strongly discouraged: they are disruptive to students, agencies, and clients. Thus, student requests to change placements mid-year may result in a postponement of their practicums until the next academic year.

## **Practicum Review Committee**

Students who have been unable to satisfactorily resolve problems related to their internship placements – including, but not limited to, assignments, practicum learning needs, supervision, and attendance – by taking the steps above may be referred to the Practicum Review Committee (PRC). The Committee, comprised of the Associate and Assistant Directors of Practicum Development and two full-time faculty members, will further consider the issues and make recommendations for resolution.

## **Graduate Student Review Committee**

When a student issue cannot be resolved within the Department of Practicum Development, it is referred to the Graduate Student Review Committee (GSRC). The purpose of the GSRC is to assess and provide a disposition of problems or issues concerning students enrolled in the MSW program. These may include matters related to student academic integrity, academic or practicum performance, grades, ethics, or behavior.

The GSRC consists of two full-time faculty members and three Program Directors (Student Advancement, Practicum Development, and Program Operations).

Detailed information about processes and procedures relating to the Graduate Student Review Committee may be found in the [Graduate School of Social Work 2022-2024 Catalog](#).

## UNIVERSITY CODES AND POLICIES

***PLEASE NOTE: The 2022-2024 Catalog of the Graduate School of Social Work contains detailed information about additional GSSW policies and procedures, and the Touro website and TouroOne portal contain complete versions of certain policies that appear below in condensed form. All of these policies and procedures are subject to review and modification from time to time. If modifications are made, the most up-to-date versions are available by clicking on the “Students” tab at the top of the Touro University home page, [www.touro.edu](http://www.touro.edu), or via the TouroOne portal, or through links that appear in individual policies below. STUDENTS ARE EXPECTED TO FAMILIARIZE THEMSELVES WITH THESE SOURCES AND THIS VITAL INFORMATION.***

### **SATISFACTORY ACADEMIC PROGRESS**

Federal and institutional policies require that students maintain Satisfactory Academic Progress (“SAP”) as one of the conditions of receiving financial aid. It is critical that all GSSW students who receive financial aid read and understand the University’s SAP policy.

**Please view the full policy at:**

<http://www.touro.edu/students/policies/satisfactory-academic-progress->

### **ALTERNATIVE DISPUTE RESOLUTION**

For purposes of this policy, "Dispute" means all legal and equitable claims, demands, and controversies, of whatever nature or kind, whether in contract, tort, under statute or regulation, or some other law or theory; the application, potential enrollment, enrollment, matriculation, continued enrollment and matriculation, and graduation (or denial thereof), suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student by Touro; any other matter related to or concerning the relationship between the student and Touro including, by way of example and without limitation, allegations of: discrimination or harassment based on race, religion, national origin, age, veteran status or disability, sex, gender, sexual orientation, retaliation, defamation, infliction of emotional distress, violation of The Americans With Disabilities Act of 1990, Sections 1981 through 1988 of Title 42 of the United States Code, The Immigration Reform and Control Act of 1986, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state or local civil, Family Educational Rights and Privacy Act of 1974 (FERPA), Campus Sex Crimes Prevention Act, Title VI or Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, as well as any other law related to students, not-for-profits and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro University.

Touro’s Alternative Dispute Resolution (“ADR”) policy was created with the intention of providing a program for the quick, fair and accessible resolution of Disputes between Touro, and Touro’s current and former students (as well as applicants) related to or arising out of a current, former or potential academic relationship with Touro. The policy provides the exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in this Manual.

A student's acceptance, registration, enrollment, matriculation and/or petition for graduation and matriculation at Touro acts as his or her consideration and consent to these terms.

All Disputes (as defined below) between Touro, on the one hand, and any current or former student or applicant on the other, which cannot be resolved internally, shall first be submitted to non-binding mediation (the "Mandatory Mediation"). The Mandatory Mediation shall be conducted by a neutral mediator selected at Touro's sole discretion. Touro shall be responsible for paying 50% of the costs associated with the Mandatory Mediation. The student shall be responsible for paying 50% of the costs associated with the Mandatory Mediation. Touro and the student shall each be responsible for paying their own respective attorney's fees (if any) incurred in conjunction with the Mandatory Mediation.

If upon completion of the Mandatory Mediation all or any part of the Dispute is still unresolved, the remaining Dispute shall proceed to binding arbitration (the "Mandatory Arbitration"), as described below.

In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the Mandatory Mediation shall be exclusively conducted and heard by a single arbitrator, affiliated with JAMS or another reputable ADR organization, who shall be an attorney or judge. The arbitrator and location of the Mandatory Arbitration shall be selected at Touro's sole discretion. Touro shall be responsible for paying 50% of the costs associated with the Mandatory Arbitration. The student shall be responsible for paying 50% of the costs associated with the Mandatory Arbitration. Touro and the student shall each be responsible for paying their own respective attorney's fees (if any) incurred in conjunction with the Mandatory Arbitration. The results of the Mandatory Arbitration shall be binding and final.

The Mandatory Mediation and Mandatory Arbitration of any claims by a student or applicant as part of a Dispute shall be limited to his or her individual claims. The student or applicant shall not assert, prosecute, or obtain relief on, and expressly waives, any and all class, collective or representative claims which purport to seek relief on behalf of other persons. Any judgment upon the award rendered by the arbitrator shall be final and non-appealable, and may be entered in any court of competent jurisdiction.

If any provision of this ADR policy is determined by any arbitrator or court of competent jurisdiction to be invalid or unenforceable, said provision shall be modified to the minimum extent necessary to render it valid and enforceable, or if modification is not possible, the provision shall be severed from the policy, and the remaining provisions shall remain in full force and effect, and shall be liberally construed so as to effectuate the purpose and intent of the policy.

For the avoidance of doubt, this policy prohibits a student or applicant from filing or prosecuting any Dispute through a civil action in court before a judge or jury involving any Dispute. The student's acceptance, registration, enrollment, matriculation and/or petition for graduation and matriculation at Touro acts as a knowing and voluntary waiver by the student of the student's right to seek judicial relief in any manner inconsistent with this policy.

### **ADR Procedures**

To initiate ADR, the student or applicant must send a written demand for ADR to the Office of Institutional Compliance ("OIC"). The demand shall set forth a statement of the facts relating to the Dispute, including any alleged act(s) or omission(s) at issue; the names of all person(s) involved in the Dispute; the amount in controversy, if any; and the remedy sought. The demand must be received by the OIC within the time period prescribed by the earlier of Touro policy or the statute of limitations applicable to the claims(s) alleged in the demand. If a student or applicant fails to file a request for ADR with Touro within the required time frame, the Dispute will be conclusively resolved against the student or applicant without any right to appeal same.

Within thirty (30) days of receiving such demand, or as soon as possible thereafter, if Touro and the student/applicant are unable to resolve the Dispute informally, the Student shall indicate his/her desire to proceed to the Mandatory Mediation. As described above, to the extent any Dispute remains thereafter, the Dispute shall proceed to the Mandatory Arbitration.

### **FAILURE-TO-EDUCATE AND LIABILITY DISCLAIMER**

The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by Touro University. In order for a degree to be earned, passing grades must be achieved and any other prerequisites required by the school and program must be fulfilled. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors, Touro University makes absolutely no assurances or representations of guaranteed success, merely that it will provide students with the tools needed to accomplish their academic goals.

Touro University's liability (as well as its faculty, staff, and third parties action by, through or on its behalf) is limited in all respects, no matter the cause of action or theory of liability, to the amount of tuition actually paid by the student in the one year prior to which the claim is made. No award of incidental, consequential, punitive or lost profits damages may be awarded.

### **TOURO POLICY ON BIAS-RELATED CRIMES**

Touro is committed to safeguarding the rights of its students, faculty, and staff and to provide an environment free of bias and prejudice. Under New York Law criminal activity motivated by bias and hatred toward another person or group based upon a belief or perception concerning race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation is illegal and punishable not only for the underlying crime, but, additionally, as a hate crime pursuant to the New York Penal Law# 485, et, seq. specifically Law # 485.05.

In the tables that list hate crimes, Touro is required to apply federal regulations for the "counting" of hate crimes, which is different from the New York state law as outlined below. The crimes listed can be considered hate crimes under certain conditions:

- ❖ Assault (1st, 2nd and 3rd Degree)
- ❖ Aggravated Assault on a Person Less than 11 Years Old
- ❖ Menacing (1st, 2nd and 3rd Degree)
- ❖ Reckless Endangerment (1st and 2nd Degree)
- ❖ Manslaughter (2nd Degree)
- ❖ Stalking (1st, 2nd, 3rd, and 4th Degree)
- ❖ Criminal Sexual Acts (1st Degree)
- ❖ Sexual Abuse (1st Degree)
- ❖ Aggravated Sexual Abuse (1st and 2nd Degree)
- ❖ Unlawful Imprisonment (1st and 2nd Degree)
- ❖ Kidnapping (1st and 2nd Degree) Coercion (1st and 2nd Degree)
- ❖ Burglary (1st, 2nd and 3rd Degree)
- ❖ Criminal Mischief (1st, 2nd, 3rd, and 4th Degree)
- ❖ Arson (1st, 2nd, 3rd, and 4th Degree)
- ❖ Petty Larceny
- ❖ Grand Larceny (1st, 2nd, 3rd, and 4th Degree)

- ❖ Robbery (1st, 2nd, and 3rd Degree)
- ❖ Harassment (1st Degree)
- ❖ Aggravated harassment
- ❖ Simple Assault
- ❖ Larceny Theft
- ❖ Intimidation
- ❖ Destruction/damage/vandalism of property

In addition, any attempt or conspiracy to commit any of these crimes is also punishable as a hate crime. A person convicted of a hate crime will be subject to certain sentencing guidelines for felonies that impose a more severe penalty than similar but non-hate crime offense.

A hate crime conviction may also subject the offender to monetary penalties pursuant to the Law of their state. Any incident or attempt to commit a hate crime should be reported to Campus the Security Director, Lydia Perez at 50 W. 47<sup>th</sup> St., 14th Floor, New York, NY 10036; phone number (646) 565-6134; or by calling 1-88-Touro-911 (1-888-687-6911); or your Campus Security Department in your state.

### **POLICY ON TITLE IX AND SEXUAL MISCONDUCT**

This policy applies to all members of the Touro University (“Touro”) community, including students, faculty, and administrators as well as third parties (i.e., vendors, and invitees). Discrimination or harassment of any kind in regard to a person's sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff.

Touro promotes an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated.

### **Title IX Grievance Policy**

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX’s prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student’s ability to equally access our educational programs and opportunities.

This Title IX Grievance Policy became effective on August 14, 2020, and only applies to formal complaints of sexual harassment alleged to have occurred on or after August 14, 2020. Alleged conduct that occurred prior to August 14, 2020 will be investigated and adjudicated according to the Title IX and Sexual Misconduct Policy then in effect.

### **Title IX Coordinator**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

#### Contact Information for the Title IX Coordinator:

Matthew Lieberman

50 W. 47<sup>th</sup> St, 14th Floor New York, NY 10036

Phone: 646-565-6000 x55667

Email: [Matthew.Lieberman@touro.edu](mailto:Matthew.Lieberman@touro.edu)

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

#### **When Title IX Applies**

The Title IX process will apply when ***all*** of the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in Touro's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment, as defined under Title IX, as:
  1. an employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*);
  2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
  3. sexual assault (as defined in the Clery Act); or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act (VAWA)).

If the alleged misconduct meets these requirements, then the Title IX grievance process applies and the Potential Complainant may file a Formal Complaint or their prior Complaint submission will become a Formal Complaint. For the purposes of this Title IX Grievance Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Touro's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate and adjudicate the allegation of sexual harassment.

If the alleged misconduct does not meet these Title IX requirements, it requires a mandatory dismissal under Title IX, but it may be addressed by the broader Touro Sexual Misconduct Policy or another applicable Touro policy.

For more details surrounding the Title IX Grievance Policy please see: <https://www.touro.edu/title-ix-policy/>

#### **Sexual Misconduct**

Touro prohibits discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third-parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent

comments or jokes about an individual's, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

New York Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law.

Retaliation against any individual who made a complaint will not be tolerated.

To officially file charges for an act of sexual assault or rape, please contact the Office of Institutional Compliance. If the alleged perpetrator is a student, you can initiate disciplinary action against this individual. All incidents must be reported within six (6) months of their occurrence.

All divisions of Touro seek to foster a collegial atmosphere in which students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should contact the Office of Institutional Compliance immediately. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

This policy applies to all members of Touro, including students, faculty, and administrators as well as third parties (including, but not limited to, vendors, invitees, etc.). Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on Touro's website.

Complaints may be filed by contacting the Office of Institutional Compliance:

Phone: 646-565-6000, ext. 55330

Email: [compliance@touro.edu](mailto:compliance@touro.edu)

For Further Information: Students are strongly urged to read the full policy at

<https://www.touro.edu/sexual-misconduct-policy/>

Students are also urged to read the Annual Security and Fire Report at

<https://www.touro.edu/departments/campus-security/clery-reports/2022ASR.pdf>

Additional information about this policy will be available on Touro's website. Students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:



U.S. Department of Education Office for Civil Rights  
32 Old Slip, 26th floor New York, NY 10005  
Phone 646-428-3800  
Fax 646-428-3843  
Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

## **STUDENT COMPLAINTS**

Touro University is committed to safeguarding the interests of all students. Students are entitled to be treated with fairness and respect in accordance with the University's policies and procedures. The University does not condone unfair treatment of students by administration, faculty and/or staff. Students who believe that they have been aggrieved by the University, and that such occurrence is not governed by another complaint mechanism, may seek redress through the complaint procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

This student complaint procedure is available to any Touro University student who seeks to resolve a legitimate grievance directly affecting that student, provided that such circumstance is not governed by another complaint mechanism (see Exception to Policy below). The procedure only applies to complaints that are the result of actions by another member of the University community while acting in an official capacity (e.g. faculty member, administrator, or staff) in contravention of the written policies of the University or the school in which the student is enrolled.

If any student believes that his or her rights have been violated or infringed upon, or that Touro's policies and procedures have not been followed, that student may file a formal complaint with the Dean of the school or division in which he/she is enrolled. When a complaint concerns an administrative function of the University, including, but not limited to, tuition refund and student financial assistance, a student may file a formal complaint with the University-wide director or supervisor of the administrative unit in question, or their designee. Prior to filing the formal complaint, the student should attempt to remedy the situation via an informal mediation (described in Phase One below). If the informal mediation is unsuccessful, or if the student is uncomfortable attempting an informal resolution, then a formal complaint may be filed. The complaint should state, with particularity: the person(s) involved, the nature of the claim, the date, witnesses (if any), documents (if any), and the circumstances under which the alleged claim may have been committed.

### **Limitation Period**

Claims under this policy may only be brought within sixty (60) calendar days of the alleged misconduct.

### **Exception to Policy**

This Policy is not applicable to situations that are governed by other policies. For example, complaints of sexual harassment are governed by Title IX; the University currently has a robust policy and procedure for dealing with such allegations. Therefore, all such incidents are considered under that anti-harassment policy/process. Other examples of exceptions to the Grievance Policy include, but are not limited to, race discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints.

Additionally, this Policy is separate and distinct from the Touro University or program-specific grade appeals policies. Therefore, this Policy may not be used for appealing grades, dismissals, or academic decisions by any Touro University programs. Such appeals are governed by the Student Handbook or Catalog for the program in which the student is enrolled.

All students are urged to read the entire policy at <https://touro.app.box.com/v/studentgrievancepolicy>.

## **TOURO UNIVERSITY CAMPUS SECURITY POLICIES**

Safety and security are concerns commonly shared by the students, faculty and staff employees of Touro University. The University is committed to keeping its campus locations, centers and sites secure.

### **Access to the Campus**

Students must show a valid identification card to enter Touro University Facilities. Visitors must receive a temporary pass from guards on duty to enter Touro facilities.

### **Security Services**

Touro University has contracted with professional security guard services to maintain and monitor security at its campuses and sites. Selected locations have armed Security Officers. Security Personnel are carefully screened before being assigned to Touro University, and supervised to ensure quality assurance. Security staff are supervised by means of their agency supervisor, and as well as the Campus Security Director.

Security personnel respond to emergency calls for service, enforce regulations, and assist in security building inspections and fire prevention. Electronic means, such as closed-circuit television, are also used to monitor activities at many University centers.

The Security Officers may detain individuals who engage in illegal and criminal actions until New York City Police Officers arrive and/or your local Law Enforcement agency arrives. They are empowered to enforce Touro's regulations, to investigate incidents, and to apprehend those who violate Touro regulations or commit crimes on campus. Criminal violators that are apprehended are turned over to the police. Our Security Officers are not Peace Officers or Police Officers and have no power of arrest.

Our Security Director meets regularly with Police Commanders to help ensure the safest environment for our campus community.

### **Reporting Criminal Incidents & Other Emergencies**

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Campus Security by dialing 1-88-Touro911 (1-888-687-6911). This service allows you to speak to a live operator, twenty-four hours a day, seven days a week, to report any incidents or occurrences. The service refers all calls to the appropriate agencies (i.e. fire, police, etc.) for assistance, as well as to the appropriate University authorities. Additionally, you may report any incidents to any Security Officer at your site, the Campus Security Director, and/or Operations. If you are located in a Student Residence Hall you can also report any incident to your Resident Director, Assistant Resident Director, or R/A at your facility. The Campus Security Administrative office is located at 50 W. 47<sup>th</sup> Street, 14th Floor and can be reached at (646) 565-6000 ext. 55134 or via email at [security@touro.edu](mailto:security@touro.edu).

If assistance is required in completing or reporting an incident/occurrence to local Law Enforcement agencies we at Touro Campus Security will be glad to render any assistance needed.

Annual statistics on the incidence of crime at Touro University campuses and sites are published in the *Touro University Campus Security Handbook*.

Students are urged to read the Annual Security and Fire Report at [https://www.touro.edu/departments/campus-security/clery-reports/TOURO\\_U-2023\\_ASFSR-web.pdf](https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf).

## **POLICY ON DRUGS & CONTROLLED SUBSTANCES**

The United States Department of Education has issued regulations implementing the provisions of The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). In compliance with Federal Law and New York State Law, this policy includes information to ensure that all members of the Touro Community are aware of the dangers of substance abuse and to outline the sanctions for violating this policy.

Students, faculty and staff who distribute or use illegal drugs or illicitly use drugs which would otherwise be legal, including alcohol, while on Touro campuses, locations and facilities, or as part of any Touro activities, are violating Federal Laws, New York State Laws, and the policies and procedures of Touro. Violations of federal and state laws may lead to prosecution and criminal sanctions, including, but not limited to, fines and/or imprisonment.

Touro is committed to educating and informing students, faculty and staff about the dangers and effects of substance abuse. Touro recognizes that drug addiction and alcoholism are illnesses that may not be easily resolved and may require professional assistance and treatment.

Touro may provide confidential counseling and referral services to students, faculty and staff with drug and/or alcohol problems. These services are available through the Office of the Dean of Students, the Vice-President of the Division of Graduate Studies, and/or Human Resources. All inquiries and requests for assistance will be handled with confidentiality.

Touro University also has a Biennial Review that is used to document the progress made by Touro and also provide insight into how Touro's Alcohol and Drug policy and programs could be improved.

Touro seeks to safeguard the health and well-being of all members of Touro: students, faculty and staff. All members of Touro are accountable to know the law and to understand the policies and procedures of Touro.

In order to better educate students, faculty and staff, Touro wishes to provide all members of Touro with an education of the effects of substance abuse. The mind-altering substances to be discussed here are: marijuana, cocaine, heroin (and their derivatives); amphetamines (uppers); barbiturates (downers); hallucinogens; and alcohol. Many individuals take such drugs to escape from their problems; but doing so only creates more problems.

For the complete policy, see <https://touro.app.box.com/v/ControlledSubstancesPolicy>

Students are urged to view pages 28-30 in the Annual Security and Fire Report at [https://www.touro.edu/departments/campus-security/clery-reports/TOURO\\_U-2023\\_ASFSR-web.pdf](https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf).

## **STUDENTS WITH DISABILITIES**

Touro University complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes. Assistance is available for students who have physical or learning- related disabilities.

The University is committed to providing reasonable accommodations to students with documented disabilities. Policies and procedures must ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the University. Students with disabilities seeking reasonable accommodations should do so directly with the Office of Disabilities GSSW Coordinator, the Director of Student Advancement.

A student requesting accommodation for a documented disability under the ADA must meet with the Office of Disabilities GSSW Coordinator and submit a "Request for Accommodation of Disability Application (RADA)." Verbal disclosure prior to or following admission to the Program is not sufficient for obtaining inasmuch as supporting documentation is required and verbal disclosure cannot substitute for required documentation. Students may apply for reasonable accommodations any time during their academic curriculum; however, if granted, the accommodation is given prospectively (accommodations cannot be supplied retroactively) and only for the academic year in which it is requested. If the nature of the accommodations being requested is unchanged, the student will not be asked to provide updated supporting documentation; such documentation is required only if there is a change in accommodations being requested.

Students seeking accommodation must have the following:

1. A *Request for Accommodation of Disability Application*, filled out in its entirety.
2. Documentation as described in the *Request for Accommodation of Disability Application*.
3. Interactive dialogue with the Office of Student Disability Services GSSW Coordinator.

Decisions on RADAs are made by the Office of Disability Services GSSW Coordinator in consultation with the Compliance Office. If the RADA is granted, the OSDS Coordinator will notify the student and their instructors.

To obtain a copy of the Request for Accommodation of Disability application or discuss your needs further, please contact the Office of Student Disability Services GSSW Coordinator, the Director of Student Advancement, at [allison.bobick@touro.edu](mailto:allison.bobick@touro.edu).

## **Student Rights and Responsibilities**

### ***Student Rights***

- Confidentiality of all information pertaining to a student's disability, except where disclosure is required by law.
- Equal access to courses, programs, services, jobs, activities, and facilities available through the University.
- Reasonable and appropriate accommodations, and/or academic adjustments determined by the coordinators of OSDS.
- Access to all services and support available to all Touro students with reasonable accommodations where necessary and appropriate.

### ***Student Responsibilities***

- Request reasonable accommodations as necessary and appropriate.
- Meet University and programmatic qualifications, technical, academic, and institutional standards set for all students.
- Identify themselves as an individual with a disability when seeking reasonable accommodation (please note that the approval process takes some time, and as such students are urged to file their paperwork as soon as possible).

- Provide documentation (i.e. diagnosis, diagnostic exam results, etc.) from an appropriate professional source(s) to verify the nature of the disability and functional limitations as related to the requested accommodation(s).
- Respond in a timely fashion to the Office of Student Disability Services' requests for additional information.
- Follow specific procedures for obtaining reasonable accommodations.
- Attend all classes for enrolled courses, unless otherwise medically excused.
- Immediately report to the OSDS coordinator if previously-approved accommodations are not being made.
- Report to the OSDS coordinator if previously-approved accommodations require modification, which will result in an interactive dialogue and may result in modifications to reasonable accommodations.
- Understand that accommodations are never provided on a retroactive basis.
- Understand that receiving reasonable accommodations is not a guarantee of academic success.
- Keep a copy of their submitted documentation. Touro is not the custodian of the student's application or medical records.

### **Grievance Policy**

If a student feels that he/she has been discriminated against on the basis of their disability or disability status, he/she has the right to file a complaint through the grievance or student complaint mechanisms stated in the Catalog or Student Handbook. A similar procedure can be followed by a student to appeal the University's response to a request for reasonable accommodations.

### **CAMPUS CITIZENSHIP**

Students of Touro University are expected to be considerate of all individuals at the University – fellow students, faculty, staff and administrators – and to help maintain a harmonious and supportive environment conducive to learning and the furtherance of academic pursuits. While specific regulations are listed on the following pages, it is expected that all members of the University community demonstrate respect for their colleagues, sensitivity to their needs, and tolerance for their ideas and views. Please cooperate with University officials by observing the rules and regulations of the University, and by exercising respect for University values and property.

### **STANDARDS OF CLASSROOM BEHAVIOR**

The faculty has primary responsibility for managing the classroom. Students who create a disruption in the classroom may be directed by the instructor to leave the class for the remainder of the class period. Behaviors defined as disruptive include persistently speaking without being recognized, using a cell phone in the class, eating in the classroom, interfering with the class by entering and leaving the room without authorization, carrying on private conversations, and refusing to follow the directions of the course instructor.

To ensure a clean and healthy environment for all students at the University, eating drinking and smoking are not permitted in any classroom, laboratory, or auditorium.

Students are strictly forbidden to bring pets or other animals into any facilities of the University, unless they have obtained specific authorization in advance from the dean of their division/school.

Additionally, please see Touro's Policy on Weapons in the 2022 Annual Security and Fire Safety Report, [https://www.touro.edu/departments/campus-security/clery-reports/TOURO\\_U-2023\\_ASFSR-web.pdf](https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf).

## **ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY**

The Acceptable Use Policy provides for users of the institutional technology resources, facilities, and/or equipment to act responsibly, to abide by Touro's policies, and to respect the rights and privileges of other users. Each user of Touro technology resources is responsible for adhering to all legal and ethical requirements in accordance with the policies of Touro and applicable law.

All users of Touro technology resource users must submit, upon commencement of their relationship with Touro, or at another appropriate time, acknowledgement of the Acceptable Use Policy (AUP). In submitting the AUP Acknowledgement Form, each individual will be certifying that he/she has read and will comply with the AUP.

Students are urged to read the complete policy, which can be seen at [touro.app.box.com/v/AcceptableUsePolicy](http://touro.app.box.com/v/AcceptableUsePolicy).

## **INTERNET SERVICES AND USER-GENERATED CONTENT POLICY**

As an educational institution, we recognize that these Internet-based services can support your academic and professional endeavors, but we are also aware that, if not used properly, they can be damaging. In both professional and institutional roles, students, faculty and staff should follow the same behavioral standards online as they should offline, and are responsible for anything they post to a social media site regardless of whether the site is private (such as a portal open to the Touro community only) or public. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media and other University agents apply online as apply offline.

Students are urged to read the entire policy at [touro.app.box.com/v/InternetService-UserGenContent](http://touro.app.box.com/v/InternetService-UserGenContent).

## **ANTI-HAZING REGULATIONS**

No student or group of students shall encourage or participate in any form of hazing. Hazing is defined as action taken or situations created to produce excessive mental or physical discomfort, embarrassment, harassment or ridicule. This covers coercive activities and mentally degrading games.

## **NO-SMOKING POLICY (INCLUDING THE USE OF ELECTRONIC CIGARETTES OR VAPOR DEVICES)**

Touro University recognizes the health, safety and benefits of smoke-free air and the special responsibility that it has to maintain an optimally healthy and safe environment for its faculty, students, employees and guests. Touro is committed to the promotion of good health, wellness and the prevention of disease and to comply with New York state law regarding smoking indoors. Out of respect and loyalty to the University and its mission, smoking (including electronic cigarettes) is not permitted inside any campus building, any of our healthcare facilities where patient care is delivered or inside University vehicles. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any way distributed under the auspices of the Touro University.

## CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

### **The Family Educational Rights and Privacy Act of 1974 (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. Touro University policy does not permit access to or release of student records to any party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, P.L. 93-568 notwithstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his or her records, he or she may contact the Office of the Registrar, which can also provide complete information concerning this policy.

**The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), was designed to protect the privacy of education records. Education records include records, files, documents, or other materials in hard copy or in electronic format, maintained by Touro University or a party acting on behalf of Touro University, which contain information directly related to a student. FERPA specifies some limited exceptions including certain personal memory aids and certain employment records.**

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the University receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.
2. The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the University to amend a record that they believe is inaccurate. They should write to the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide signed and dated written consent before the University discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory Information is information that is generally not considered harmful or an invasion of privacy if released.

The following is considered “Directory Information” at Touro University and may be made available to the general public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester:

- Name
  - Address
  - E-mail address
  - Telephone listing
  - Date and place of birth
  - Photograph
  - Major field of study
  - Dates of enrollment
  - Enrollment status
  - Classification (freshman, etc.)
  - Honors and awards
  - Degrees and dates of conferral
  - Most recent prior educational agency or institution attended
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Touro University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

#### **Authorization for Non-Disclosure of Directory Information**

Enrolled students may refuse to permit disclosure of Directory Information. To do so, they must submit a completed “Authorization for Non-Disclosure of Directory Information” form to the Registrar before the last day to add classes in a semester. This request is valid only for the academic year in which it is made. A new form requesting non-disclosure must be submitted each academic year.



# APPENDIX

*Educational Plan Outline*

*Criteria for Eligible Internships*

*Criteria for Eligible Employment-Based Internships*

*The Practicum – Frequently Asked Questions*

*Employment-Based Agreement*

*Sorting Out Practicum Definitions*

*Sample Format for Process Recording*

# Educational Plan Outline

***\*See Practicum Calendar for Deadline Date\****

The **Educational Plan** delineates student learning opportunities and responsibilities. This **Plan** provides an opportunity for discussion between the student and field instructor regarding the student's and agency's roles and expectations.

**The Plan should be written by the student in consultation with the practicum instructor and submitted to the Director of Practicum Development with this outline cover sheet, signed by the student, practicum instructor, and practicum liaison.**

Student's Name \_\_\_\_\_ Year \_\_\_\_\_

Agency \_\_\_\_\_

Practicum Instructor \_\_\_\_\_

Touro Field Liaison \_\_\_\_\_

- **Assignment** – Include description of assignment, population served, number of cases/projects student will carry, modalities that will be utilized and collaborative opportunities. Also include agency required record keeping.
- **Practicum Instruction** – Indicate scheduled time and duration for practicum instruction. Indicate number of process recordings required each week, when the practicum instructor wants them submitted, and the format required.
- **Schedule** – Indicate the agreed upon days, specific hours, and number of practicum hours.
- **Other learning opportunities**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Practicum Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

Practicum Liaison's signature \_\_\_\_\_ Date \_\_\_\_\_

**Please inform the Department of Practicum Development in writing of any changes in schedule.**

**TOURO UNIVERSITY  
GRADUATE SCHOOL OF SOCIAL WORK  
DEPARTMENT OF PRACTICUM DEVELOPMENT  
TOURO UNIVERSITY CROSS RIVER CAMPUS  
3 TIMES SQUARE  
NEW YORK, NY 10036**

**CRITERIA FOR ELIGIBLE INTERNSHIPS**

1. Student must complete 600 hours of practicum placement per academic year.
  - a. Full-Time (21 Hours) practicum work assignment includes:
    - 10 – 14 hours of direct service assignments (client contact, collateral contacts)
    - 1 hour of practicum instruction
    - 1 hour per week for process recordings
    - Staff meetings, team conferences, in-service training
  - b. Part-Time (15 Hours) practicum work assignment includes:
    - 7 – 10 hours of direct service assignments
    - 1 hour of practicum instruction
    - 1 hour per week for process recordings
    - Staff meetings, team conferences, in-service training
2. Assignments must follow the plan approved by the Graduate School of Social Work Department of Practicum Development. The Touro practicum liaison must be notified immediately of any changes.
  - a. Foundation Year Assignments
    - Direct service assignments supply students with experience in pre-encounter, engagement, exploration, contracting, assessment, ongoing interventions, and termination.
    - Assignments may include a variety of organization and community work, casework, and collateral contacts.
  - b. Advanced Concentration Year Assignments
    - Clinical assignments in the second year supply the students with ongoing counseling opportunities that will further develop engagement, assessment, and intervention skills.
    - Assignments may include individual group, family, and collateral contacts.
    - Students should have the opportunity to work with a variety of issues.
3. A qualified practicum instructor must be assigned. Qualifications include 3 years post-MSW experience, an LMSW, and the Seminar in Practicum Instruction (SIPI).

4. The student's assignment must be appropriate as a practicum and accommodate the student's educational needs in the following ways:
- a. The assignment should be considered an educational experience and should be limited in size and scope based on number of hours.
  - b. The level of assignment must be consistent with the students' learning needs in practicum placements.
  - c. The assignment must include at least one hour per week of individual supervision, plus available time for other learning opportunities.
  - d. Process Recordings  
The intern is responsible for writing a minimum of 1 process recording weekly for the practicum instructor to review and utilize as a teaching tool. These process recordings should follow school guidelines (see "Sample Format for Process Recordings" which follows "Frequently Asked Questions" in the Practicum Manual) and be reviewed by the practicum instructor in a timely manner in order to facilitate student learning.

**Note:** Please see additional information in the Practicum Manual or log on to <http://gssw.touro.edu/master-of-social-work/>

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NEW YORK, NY 10036**

**CRITERIA FOR ELIGIBLE EMPLOYMENT-BASED INTERNSHIPS**

1. An employment-based intern completes a minimum of 900 hours of practicum placement over the course of two academic years. Employee tasks may qualify as practicum hours when directly linked to social work competencies and meeting the appropriate level of Practice for the Foundation or Advanced Year of Practicum Work.
  - a. **Full-Time – 15 hours per week, September-May** (see Practicum Calendar for details) Assignments include:
    - 7 – 10 hours of direct service assignments
    - 1 hour of practicum instruction
    - 1 hour for process recordings
    - Staff meetings, team conferences, in-service training
  - b. **Extended-Time – 10 Hours/Week, September-July** (see Practicum Calendar for details) Assignments include:
    - 5-7 hours of direct service assignments
    - 1 hour of practicum instruction
    - 1 hour for process recordings
    - Staff meetings, team conferences, in-service training
2. Assignments must follow the plan approved by the Graduate School of Social Work Department of Practicum Development. The practicum liaison must be notified immediately of any changes.
  - a. Foundation Year Assignments
    - Direct service assignments provide students with experience in pre-encounter, engagement, exploration, contracting, assessment, ongoing interventions and termination.
    - Assignments may include a variety of organization and community work, casework, and collateral contacts.
  - b. Advanced Concentration Year Assignments
    - Clinical assignments in the second year provide the students with ongoing counseling opportunities that will further develop engagement, assessment and intervention skills.
    - Assignments may include individual, group, family, and collateral contacts.
    - Students should have the opportunity to work with a variety of issues.
3. A qualified practicum instructor must be assigned. Qualifications include 2 years post-MSW experience, an LMSW, and the Seminar in Practicum Instruction (SIPI). In addition, the Employment-Based Instructor must be different from the intern's regular supervisor AND cannot serve as the practicum instructor for more than 1 academic year.

4. The student's assignment must be appropriate as a practicum and accommodate the student's educational needs in the following ways:
- a. The assignment must include an educational experience that will increase the student's opportunity to practice graduate level skills.
  - b. The level of assignment must be consistent with the student's learning needs in practicum placements.
  - c. The assignment must include at least one hour per week of individual supervision, plus available time for other learning opportunities.
  - d. Process Recordings  
All interns must submit a minimum of 1 process recording weekly. Process recordings should follow school guidelines (see Practicum Manual) and be reviewed by the practicum instructor in a timely manner in order to facilitate student learning.

**Note: Please see additional information in Practicum Manual.**

# TOURO UNIVERSITY GRADUATE SCHOOL OF SOCIAL WORK

## THE PRACTICUM

### *FREQUENTLY ASKED QUESTIONS*

#### **1. What is a Practicum Placement?**

An internship in a social service agency (such as, but not limited to: hospitals, schools, nursing homes, outpatient mental health clinics, substance abuse programs) which provides assignments such as counseling and case management to individuals, families and groups. These services address a client's social, emotional, and economic needs. Your assignments may also include some program development and administrative tasks, but in the Advanced Concentration year, assignments should focus primarily on direct clinical services to clients.

#### **2. How many practicum placements will I complete?**

Two – the first year is called the Foundation Year; the second year is called the Advanced Concentration Year.

#### **3. How many hours of practicum will I need to complete?**

A total of 1200 field hours is required for graduation. You need to complete 600 hours in each of two academic years. Most placements begin in September, in which you have the option of completing your internship 21 hours per week for 30 weeks, or 15 hours per week for 40 weeks. The student and agency coordinate the days in which the student will complete practicum hours, based upon the student's schedule and the needs of the agency. *Students who begin their practicum placement in January only have the option of completing their internship 21 hours per week, during daytime (weekday) hours.*

#### **4. Do I need to be available for a practicum placement during daytime hours?**

While the Department of Practicum Development makes every effort to accommodate students' work schedules, it has become increasingly difficult to arrange those types of assignments. **Students' weekly practicum schedules are required to include a minimum of seven daytime work hours on at least one weekday.**

#### **5. Is there an employment-based practicum placement option?**

Yes. To qualify for this option, students must perform a social service function (such as case aide/manager, CASAC, etc.) at their place of employment for a minimum of 20 hours weekly. If qualified, students can utilize their work experience for their practicum. The agency must provide a qualified MSW Practicum Instructor who does not serve as the student's employment supervisor and is eligible to take the SIPI course. The Employment-

Based intern must complete 225 hours/semester of Practicum (450 hours per academic year). Your agency must complete an Employment-Based Agreement and return it to the Department of Practicum Development as soon as possible for review and approval by the Director of Practicum Development. ***Please contact the Department of Practicum Development to obtain this form and additional information.***

**6. What types of practicum placements are available?**

Practicum placements are available in a variety of settings such as: hospitals, outpatient mental health clinics, substance abuse programs, nursing homes, schools, and homeless shelters. We are always developing new practicum sites.

**7. Do I get to choose my own practicum?**

No. The Department of Practicum Development carefully screens agencies for appropriate assignments and supervision in order to meet the Council on Social Work Education's criteria. We welcome any "leads" that a student might offer, but we will follow up with the "vetting" process. Although we might ask you your areas of interest, we ask in your first year to be open to new experiences and realize that, no matter what the setting might be, you will be able to meet the requirements of learning the clinical foundational social work skillset in your training to become a professional social worker. In your second year, we try our best to accommodate one of your choices, ***but we cannot guarantee it.***

**8. When are practicums available?**

Generally, most practicums are offered during regular daytime hours. However, we do understand that many of our students are balancing school, work, and family, and we try our best to develop practicum placements that offer evening and weekend options. We ask that you be flexible and make every effort to be available at least one day during regular (daytime) business hours for your practicum placement.

**9. How far will I have to travel to my practicum?**

Although we try to place you as close to home or your workplace as possible, it is not unreasonable to expect up to a 60-75-minute commute to your practicum. Again, you need to think about how you can best balance school, work, family, and any other obligations.

**10. Who will supervise me at my practicum?**

The person who supervises you at your practicum placement is called a practicum instructor. They will be a licensed social worker with at least three years of post-MSW experience and will have completed or is willing to complete the Seminar in Practicum Instruction (SIPI). The practicum instructor meets with the student one time per week for a 60-90-minute supervision session in which process recordings and assignments are reviewed. In addition, a practicum instructor provides critical feedback regarding practice questions, techniques, and issues of concern. A practicum instructor also completes the student performance evaluation at the end of each semester. A student may also be assigned



a task supervisor if the practicum instructor is not regularly on-site or is responsible for a large part of the day-to-day operation of the agency (i.e.-program director, executive director, etc.). The task supervisor is not required to be a social worker, but can be another professional (case manager, psychologist, etc.) employed by the agency in which assignments can be supervised.

### **11. Will I need a resume and be required to interview for my practicum?**

Yes, you will need to be interviewed by the potential practicum placement agency and you will need a resume. Whether you are a Foundation Year or an Advanced Concentration Year student, you are required to email the Department of Practicum Development a well-written, professional resume that illustrates your work, social service, or volunteer experience. You want to present your best self, so it is important that resumes are proofread for spelling and grammar errors. Additionally, students should dress in an appropriate and professional manner for their interviews. Even if you have a lead for a practicum placement, ***please do not schedule your own interview.*** The Department of Practicum Development forwards your resume to the potential practicum placement agency, then the practicum instructor or other agency representative will contact you to schedule an appointment for an interview.

### **12. Do practicum agencies require any kind of background screening or fingerprinting?**

Yes, more and more agencies require this type of screening and may also require drug testing (particularly agencies treat clients with alcohol and substance abuse issues). Some agencies pay for this process, while other agencies require the student to assume the cost. The Touro University Graduate School of Social Work **does not** pay for this screening.

### **13. What are my course requirements when placed in an internship?**

If you are a Foundation Year student, you will need to take:

- SSWN 640 Field Work I, first semester
- SSWN 641 Field Work II, second semester
- SSWN 642 Integrative Field Practice Seminar, meets for 15 classes over the course of the academic year
- SSWN 650 Foundations of Social Work Practice I, first semester
- SSWN 651 Foundations of Social Work Practice II, second semester

If you are an Advanced Year student, you will need to take:

- SSWN 740 Field Work III, first semester
- SSWN 741 Field Work IV, second semester
- SSWN 742 Advanced Integrative Field Practice Seminar, meets for 10 classes over the course of the academic year
- SSWN 750 Advanced Clinical Social Work Practice with Individuals, first semester
- SSWN 751 Advanced Clinical Social Work Practice with Couples and Families, second semester

## **14. What is a Practicum Liaison?**

Your Practicum Liaison is your Integrative Practice Seminar Instructor. The Practicum Liaison functions as your Advisor for the duration of your year in the Integrative Practice Seminar. They are also the link between the School and the agency in which you are interning. Should problems arise in your practicum, they are the next resource to air your concerns, following your Practicum Instructor.

**For more information, please contact:**

**Susan Brot, LMSW**  
**Associate Director of Practicum Development**  
**646-777-9798**  
**[susan.brot@touro.edu](mailto:susan.brot@touro.edu)**

**Dorrine Veca LCSW-R**  
**Assistant Director of Practicum Development**  
**646-777-9424**  
**[dorrine.veca@touro.edu](mailto:dorrine.veca@touro.edu)**

**TOURO UNIVERSITY**  
**GRADUATE SCHOOL OF SOCIAL WORK**  
**TOURO UNIVERSITY CROSS RIVER CAMPUS**  
**3 TIMES SQUARE**  
**New York, NY 10036**

**EMPLOYMENT-BASED AGREEMENT**

Semester \_\_\_\_\_ Year \_\_\_\_\_

Check Student's Placement Year: Foundation (1<sup>st</sup>) \_\_\_\_\_ Advanced (2<sup>nd</sup>) \_\_\_\_\_

Practicum Option: Full-Time (15 hours/week) \_\_\_\_\_ Extended-Time (10 hours/week) \_\_\_\_\_

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Brief Description of Agency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student’s Employment Information**

**Current Job Title:** \_\_\_\_\_ **Length of employment (years/months):** \_\_\_\_\_

**# of hours worked weekly:** \_\_\_\_\_ **Specific days & hours employed** \_\_\_\_\_

**Current Job Description:** Please include a description of the setting within the agency where the student works, the client population served, and specific duties and responsibilities.

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**Current Supervisor:** \_\_\_\_\_ **Telephone #:** (\_\_\_\_) \_\_\_\_\_

**Proposed Practicum Options**

**Select One:**

☐ **Option 1:** For students utilizing their work assignments for their Practicums. Provide a description of the portion of work assignments that will be utilized.

☐ **Option 2:** For students utilizing alternative assignments within agency for Practicum. Provide detailed description of assignments including number of hours, specific days, times, and location of practicum assignments.

**Specific days/hours:** \_\_\_\_\_

**Assignment descriptions for both options:** \_\_\_\_\_

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Proposed Practicum Instructor: \_\_\_\_\_, M.S.W.

Practicum Instructor Telephone # (\_\_\_\_) \_\_\_\_\_

Practicum Instructor Email Address \_\_\_\_\_

Where MSW was obtained: \_\_\_\_\_ Year received: \_\_\_\_\_

LMSW license # and state \_\_\_\_\_ Year received: \_\_\_\_\_

Has Proposed Practicum Instructor taken the Seminar in Practicum Instruction (SIPI)? YES \_\_\_\_ NO \_\_\_\_

If YES, enclose copy of certification.

School where SIPI certification received \_\_\_\_\_ Year received \_\_\_\_\_

If NO, the Practicum Instructor **MUST take** the Seminar, which is offered at Touro, at no charge.

This agreement meets the approval of the following persons, as indicated by their signatures.

Agency Director

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Proposed Practicum Instructor \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

When the Employment-Based Agreement has been completed and all signatures have been secured, return the application to the office of Practicum Development for final approval. Please send the Agreement to Andrea Kugielska, [andrea.kugielska@touro.edu](mailto:andrea.kugielska@touro.edu). When approved, a copy of the Agreement will be returned to the Practicum Instructor for their records.

Touro Department of Practicum Development:

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**TOURO UNIVERSITY GRADUATE SCHOOL OF SOCIAL WORK**  
**DEPARTMENT OF PRACTICUM DEVELOPMENT**

**SORTING OUT PRACTICUM DEFINITIONS**

**Practicum Liaison.** The instructor of SSWN 642 and 742, Integrative Practice Seminar. This person is the link between GSSW and your practicum site. They are a resource for you, as well as for the practicum agency. They are referred to as a *Practicum Liaison*, which is NOT to be confused with an *Academic Advisor* (see definition below).

**Practicum Instructor/Supervisor.** A licensed social worker (**LMSW** or **LCSW**) who has taken the Seminar in Practicum Instruction (SIPI) or is currently taking it. They are your practicum supervisor with whom you meet at least once weekly for clinical supervision, and to whom you submit one process recording weekly. They are usually employed by your practicum agency.

**External Practicum Instructor.** A Practicum Instructor employed by GSSW who meets with you weekly for clinical supervision.

**Task Supervisor.** Supervises you daily while at your internship if your practicum instructor is not at the same location with you during your internship hours. They will likely oversee your daily tasks. *The Task Supervisor signs off on your practicum time sheets.* The Task Supervisor does not have to be a social worker, nor take the SIPI. They do *not* provide your weekly clinical supervision but may advise you on administrative tasks.

**Process Recording.** A written recording or narrative of a session with your client. Touro requires that you write at least one process recording per week. However, if your Practicum Instructor requires you to write more than one, you must follow the protocol of the Practicum Instructor. Process recordings are submitted to the Practicum Instructor at designated times, which are determined by your Practicum Instructor prior to supervision. If you haven't been assigned clients yet, the process recording can be a recording of a meeting you attended at your placement site, or an observation of an individual or group session between a social worker and (a) client(s). This is only done in conjunction with your Practicum Instructor's permission.

**Academic Advisor.** Person assigned by GSSW shortly after your admission to the School. They are a member of the GSSW faculty or administration and advise you on the courses you will take each semester. Once they approve your course selection, they provide you with a PIN Number that enables you to register. You cannot register without this number.

**SAMPLE FORMAT FOR PROCESS RECORDING**  
**(\*\*SAMPLE ONLY-PLEASE USE AS MANY VERBATIM DIALOG PAGES AS NEEDED\*\*)**

Student's Name: \_\_\_\_\_ Date of meeting: \_\_\_\_\_ Process Recording #: \_\_\_\_\_

Client's background: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

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VERBATIM DIALOGUE	INTERN'S FEELINGS	ANALYSIS OF INTERACTION	SUPERVISORY COMMENTS

**What was the result of the meeting?**

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**Follow-up actions:**

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**Plans for next meeting:**

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