

PRACTICUM MANUAL

2025-2027



TOURO
UNIVERSITY

Graduate School
of Social Work



Practicum Manual

2025-2027

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, religion, 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/>.

Academic and Clinical Study Notices

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 the prior COVID-19 pandemic, Touro may choose or be compelled to change the method of course delivery and other relevant policies at any time due to any other future unknown or unforeseen events and the uncertainties that may be attendant thereto. 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 such situations, should they occur.

Clinical Requirement Disclosure

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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CSWE 2022 EPAS CORE COMPETENCIES

In compliance with the Educational Policy Accreditation Standards (EPAS) set forth by the Council on Social Work Education in 2022, Practicum Education provides students with the opportunity to gain learning that supports the competencies set forth by CSWE which are as follows:

- Demonstrate ethical and professional behavior.
- Advance human rights and social, racial, economic, and environmental justice.
- Engage anti-racism, diversity, equity, and inclusion (AEDI) in practice.
- Engage in practice-informed research and research-informed practice.
- Engage in policy practice.
- Engage with individuals, families, groups, organizations, and communities.
- Assess individuals, families, groups, organizations, and communities.
- Intervene with individuals, families, groups, organizations, and communities.
- Evaluate practice 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 Practicum Development Department.

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. The practicum development department works in conjunction with agencies 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 for in-person and synchronous Zoom instruction. Asynchronous instruction follows the modules laid out in the Canvas shell. 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 (642) carries a total of three credits and the Advanced Integrative Practice Seminar (742) carries a total of two credits.

THE DEPARTMENT OF PRACTICUM DEVELOPMENT

The Practicum Department 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.

NOTE: Only the Department of Practicum Development can approve 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 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 practicum 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 practicum 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 placed in appropriate generalist practice learning sites. The Department of Practicum Development asks students to be open to new learning experiences and assignments.

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. 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 in Sonia.
- Complete an updated resume.
- Submit the completed resume and Practicum Registration Form to the Department of Practicum Development's software system Sonia. 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 Practicum Education Review Committee 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:

- assignments must be in line with CSWE 2022 EPAS Core Competencies for MSW level work.
- 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 located in New York State, 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 process recordings and provide feedback to students.
- Must complete student evaluations and submit them to the School.
- Must collaborate with student to support development of educational plan.
- Must electronically sign documents in Sonia, such as timesheets, educational plan and evaluations.

PLEASE NOTE: Students cannot have the same practicum instructor in the Advanced Year as in the Foundation Year. Additionally, it is the student's responsibility to ensure that their practicum placement site does not present a conflict of interest. If a conflict is identified, the student will be removed from the placement, which may affect their ability to progress in the program.

(See Appendix for further information about criteria)

The Employment-Based Practicum Option

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 Employment Based Proposed Practicum Assignments:

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

For both options, the internship requirement is 225 hours/semester (minimum 450 hours per academic year). Student assignments and employee tasks may qualify as practicum hours when directly linked to the nine social work competencies and level of practice (generalist or specialized). Practicum education supervision may be provided by the same supervisor if practicum education supervision is distinct from employment supervision. The agency must complete an **Employment-Based Agreement** and return it to the Department of Practicum Development for review and approval. 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 in New York State are required to participate in the Seminar in Practicum Instruction (SIPI) at a New York 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 online 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) in line with the due date assigned in the Integrative Seminar course. 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 the Sonia 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 [GSSW Catalog](#)).
- 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 Practicum Development Department.
- 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.
- It is the student's responsibility to ensure that their practicum placement site does not present a conflict of interest. If a conflict is identified, the student will be removed from the placement, which may affect their ability to progress in the program.

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.

Consult your Integrative Seminar syllabi for the assigned number of process recordings due each semester. If your practicum instructor requires more process recordings, 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 and include practicum instructor comments.
- 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 student's progress in developing knowledge and skills for each of the CSWE 2022 EPAS Core Competencies.

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*

GRADES

Practicum work is graded on a Pass/Fail basis. Grades for practicum work are determined by the Practicum Development Department 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 Practicum Development Department 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 Practicum Development Department.
- If necessary, contact the Associate Dean and Director of the MSW Program.

Unresolved practicum issues may be referred to the Practicum Education 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 Education 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 Education Review Committee (PERC). The Committee, comprised of the Practicum Development staff and one full-time faculty member, 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.

Detailed information about processes and procedures relating to the Graduate Student Review Committee may be found in the [GSSW Catalog](#).

UNIVERSITY CODES AND POLICIES

PLEASE NOTE: The Graduate School of Social Work Catalog 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, 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->

STUDENTS WITH DISABILITIES

Touro University (“Touro” or the “University”) complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes. Reasonable Accommodations may be available for students who have physical or learning-related disabilities.

The University is committed to providing reasonable accommodations to students with documented disabilities who request accommodations. Policies and procedures 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. The University has a centralized Office of Student Disability Services headed by an Executive Director who oversees Student Disability Services operations in the Undergraduate, Graduate, and Professional Divisions. Graduate School of Social Work students with disabilities seeking reasonable accommodations should do so through the Office of Student Disability Services (OSDS) GSSW Coordinator, the Director of Student Advancement, allison.bobick@touro.edu.

A student requesting accommodation for a documented disability under the ADA must meet with the OSDS coordinator and submit an [Application for Accommodations & Services](#). Verbal disclosure of a disability and request for accommodation is not sufficient and cannot substitute for required documentation. Students may apply for reasonable accommodations at any time. Accommodations, if granted, are only done so on a prospective basis. Reasonable accommodations are never provided retroactively.

Students seeking reasonable accommodations must:

- 1) Complete the [Application for Accommodations & Services](#).
- 2) Provide documentation as described in the [Guide to Documentation Requirements](#).
- 3) Participate in an interactive dialogue with the OSDS coordinator.

The process, as described above, will result in the issuance of a *Receipt of Accommodations* form, which will either approve or deny the request. This form is signed by the coordinator, the Dean or Program Director, and the student.

The process, including all submitted documentation, remains confidential. The *Receipt of Accommodations* ("Receipt") should not contain any disability-specific information; rather it only lists approved accommodations. The Receipt is shared with the program in which the student is registered to ensure that the approved accommodations are implemented. A copy of the *Application for Accommodations & Services* may be available by contacting the Office of Student Disability Services Coordinator for GSSW, the Director of Student Advancement, at 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 applicable 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.

For more information and a copy of the Office of Student Disability Services Handbook, please visit <https://www.touro.edu/departments/student-disability-services/>

ALTERNATIVE DISPUTE RESOLUTION

Refer to the GSSW Catalog.

FAILURE-TO-EDUCATE AND LIABILITY DISCLAIMER

Refer to the GSSW Catalog.

TOURO POLICY ON BIAS-RELATED CRIMES

Refer to the [Touro Bias and Hate Crime Information](#) website and the GSSW Catalog.

POLICY ON TITLE IX AND SEXUAL MISCONDUCT

Refer to: <https://www.touro.edu/title-ix-policy/>
<https://www.touro.edu/sexual-misconduct-policy/>

STUDENT COMPLAINTS

Touro University is committed to safeguarding the interests of all students. Every student is entitled to fair and respectful treatment in alignment with the University's policies and procedures. Touro University has multiple mechanisms via which student complaints can be addressed promptly, appropriately, and equitably. Students who believe they have been aggrieved by the University, and whose concerns are not addressed by other established complaint mechanisms, may seek resolution through the complaint procedure outlined in the Student Complaint Policy. This procedure specifically applies to complaints arising from actions by another member of the University community – such as a faculty member, administrator, or staff member - acting in an official capacity, in the application of a school policy or in provision of services.

If a student believes that Touro's policies and procedures have not been applied fairly by the University, by an administrative department, or by an employee, the student may seek resolution by following the procedure described in the Student Complaint Policy. The student will contact the Dean of Students of the school or campus where they are enrolled, or the equivalent. In the event there is no Dean of Students, the student will bring their complaint to the Dean of the school or college to guide them through the procedure.

See [Student Complaint Policy](#) for further detail.

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 3 Times Square, 2nd Floor and can be reached at (646) 565-6000 ext. 55134 or via email at 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 is published in the Annual Security and Fire Safety Report at https://www.touro.edu/departments/campus-security/clery-reports/2024_Touro_ASR.pdf. Students are urged to read this report.

POLICY ON DRUGS & CONTROLLED SUBSTANCES

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

Students are urged to review the Annual Security and Fire Report at https://www.touro.edu/departments/campus-security/clery-reports/2024_Touro_ASR.pdf.

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 [2024 Annual Security & Fire Safety Report](#).

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.

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.

ANTI-HAZING REGULATIONS

Touro University maintains a zero-tolerance policy toward hazing across all campuses and programs. Touro defines hazing as any act or situation that endangers a person's mental, emotional, or physical well-being in connection with joining or maintaining membership in a group. This includes actions that cause embarrassment, harassment, or ridicule, as well as coerced consumption of substances or participation in degrading or harmful activities. Hazing, in any form, compromises a student's safety and wellbeing and is against Touro's mission and values.

Students are urged to read the complete policy, which can be found at <https://www.touro.edu/students/policies/hazing/>.

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

Refer to the GSSW Catalog.

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 practicum 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. It should be signed by the student, practicum instructor, and Touro practicum liaison.

Student's Name: _____ **Year:** _____

Agency: _____

Practicum Instructor: _____

Touro Practicum 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. Provide a 3-5 sentence overview.
- **Supervision** – Indicate scheduled time and duration for weekly supervision -. 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 hours.

Practicum Activities

MSW students must engage in learning activities related to standards adopted by the Council for Social Work Education. There are 9 social work competencies which each have several associated behaviors. For each behavior, list at least one learning activity that the student will engage in. If a student is uncertain about a learning activity that would meet this behavior, they should consult with their practicum instructor. The Touro practicum liaison is also available for support. For more detailed information about specific competencies or behaviors, refer to the [CSWE Educational Policy and Accreditation Standards](#). Because practicums occur in a variety of social work settings, some learning activities may be direct such as conducting psychosocial assessments with client systems. Others may be indirect such as discuss typical ethical dilemmas experienced by agency staff during supervision and inquire about how the NASW Code of Ethics was utilized to engage in ethical decision making.

Competency 1: Demonstrate Ethical and Professional Behavior

- a. make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context

Student learning activity:

b. demonstrate professional behavior; appearance; oral, written, and electronic communication;

Student learning activity:

c. use technology ethically and appropriately to facilitate practice outcomes

Student learning activity:

d. use supervision and consultation to guide professional judgment and behavior

Student learning activity:

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

a. advocate for human rights at the individual, family, group, organizational, and community system levels

Student learning activity:

b. engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

Student learning activity:

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

a. demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels

Student learning activity:

- b. demonstrate cultural humility by applying critical reflection, self-awareness, and self regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

Student learning activity:

Competency 4: Engage in Practice-Informed Research and Research-Informed Practice

- a. apply research findings to inform and improve practice, policy, and programs

Student learning activity:

- b. identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Student learning activity:

Competency 5: Engage in Policy Practice

- a. use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services

Student learning activity:

- b. apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

Student learning activity:

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

- a. apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies

Student learning activity:

- b. use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

Student learning activity:

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

- a. apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies

Student learning activity:

- b. demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

Student learning activity:

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

- a. engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals

Student learning activity:

- b. incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

Student learning activity:

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

- a. select and use culturally responsive methods for evaluation of outcomes;

Student learning activity:

- b. critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

Student learning activity:

Student’s signature: _____ **Date:** _____

Practicum Instructor’s signature: _____ **Date:** _____

Practicum Liaison’s signature: _____ **Date:** _____

Please inform Touro Practicum Instructor in writing of any significant changes in schedule or practicum learning activities.

**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 for those located in New York - 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 the number of process recordings listed on the 642 and 742 syllabus which the practicum instructor will 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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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 can only be the same as the employment supervisor if the practicum supervision is different per CSWE EPAS. Students must have different practicum instructors in foundation and advanced year placement.

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. Assignments align with the CSWE competencies.
 - e. Process Recordings
All interns must submit the number of process recordings indicated on the integrative seminar syllabus. 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 practicum 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. If qualified, students can utilize their work experience for their practicum. The agency must provide a qualified MSW Practicum Instructor who can only be your employment supervisor if the supervision for practicum instruction is separate.. 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. ***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?

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 for New York placements, 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 Practicum Development I I, first semester
- SSWN 641 Practicum Development II, second semester
- SSWN 642 Integrative Practicum Development 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 Practicum Development III, first semester
- SSWN 741 Practicum Development IV, second semester
- SSWN 742 Advanced Integrative Practicum Development 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.

Rev August 2025

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 (1st) _____ Advanced (2nd) _____

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.

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: _____

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 Makeba Henderson, mhenderson2@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, for New York State placements 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 process recordings.. 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.. A written recording or narrative of a session with your client. Students are required to complete the number of process recordings outlined in their Integrative Seminar syllabus.. However, if your Practicum Instructor requires you to write more , 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: _____

VERBATIM DIALOGUE	INTERN'S FEELINGS	ANALYSIS OF INTERACTION	SUPERVISORY COMMENTS

What was the result of the meeting?

Follow-up actions:

Plans for next meeting:

