To answer your questions about the MSW field practicums, here is some general information. All students must have applied and been officially accepted into the MSW program. The MSW program application requires that students complete an application, narrative that responds to specific questions, a résumé and 5 professional references (relatives and friends will not be accepted; co-workers should be limited to one or two). Students must be officially accepted into the MSW program before being considered for a field practicum. If students are unsure if they have been officially accepted into the program, they may contact the WNMU School of Social Work program manager Ha Chau at 575-538-6423 msw@wnmu.edu.

All students must have successfully completed specific pre-requisites in the MSW program in order to be eligible for field practicum.

Field Eligibility MSW Students:
Students who do not have a BSW earned from a CSWE accredited program within the past 8 years must successfully complete the following pre-requisites in the MSW program in order to be eligible for field practicum:

- SWK 501 Cultural Competence
- SWK 502 Introduction to Advanced Generalist SWK
- SWK 510 Human Behavior & the Social Environment
- SWK 511 SWK Generalist Practice

Non-advanced standing MSW students must complete 4 separate semesters of field practicum. Each semester students must complete 225 hours. In the fall and spring semesters (usually around 16 weeks) students complete 15 hours at the agency weekly and 1 hour of mandatory face to face class time (students at a distance use a link that we provide that is similar to Skype) In the summer semester (around 10 weeks long) students must complete 22 hours weekly in the agency and 1 hour of mandatory face to face class time.

Technology Requirements
Students must have access to a Personal Computer (per policy, students are not allowed to log into class on cell phones) for the mandatory face to face class weekly with the following requirements:

1) Videoconference classes involve extensive use of a computer to connect and participate in the class. It is strongly recommended that students enrolling in these classes possess a basic level of computer proficiency; the ITVC staff can help you even if you don’t understand computers, but the experience may be a bit frustrating!

2) Your computer must meet these requirements:
   - Standard PC (Up to 360p)
     - Intel Core 2 Duo 2.0 GHz
     - Intel Core i3 2 CPU’s 1.6 GHz
     - Intel Core i5 2 CPU’s 1.6 GHz or higher
   - Premium PC (Up to HD/720p)
     - Intel Core i3 Dual Core 2.5 GHz or higher (up to 15 fps Tx, 30 fps Rx)
     - Intel Core i5 Quad Core 2.0 GHz or higher (Up to 30 fps Tx/Rx)
   - Operating system
     - Windows 7: 32-bit and 64 –bit
     - Windows 8 and 8.1 Standard, Pro, and Enterprise: 32-bit and 64-bit
     - Microsoft .Net Framework Version 4.0
   - 200 MB storage
   - 4 GB RAM
If your computer does not meet these specs, you will not be able to use the Videoconferencing program.

In addition: You will need at least 500 KBps of network bandwidth on a network that does not restrict the H.323 protocols in order to use the Videoconferencing program. Many businesses and schools restrict these protocols on open wireless networks, so if you’re connecting from a school or a workplace, it is strongly recommended that you test before class time! Students should also be aware that the speeds advertised by their internet service provider are frequently misleading; terms of service are generally advertised as being up to a certain speed, not what the customer consistently gets. It is recommended that prospective students test their actual connection speed with sites such as speedtest.net to see what they are actually getting. As with the computer specs, if you do not meet these network requirements you will not be able to use the Videoconferencing program!

There is no software or download that students have to do. On the first day of class you will be provided with a link to click on to attend class each week.

The weekly supervision class is a mandatory part of field practicums and students who do not attend and participate will be dropped from field practicum.

Students must also have the Microsoft Word program in order to complete their field practicum work. Microsoft Office is available free of charge to all students through Mustang Express.

**Deadlines to Apply**

*Students should apply for a field practicum one semester before they plan to enroll in the field practicum as it can take some time to complete all necessary paperwork and negotiate contracts with agencies if it is required.*

The deadlines to apply for field practicums are as follows:

- **Summer:** February 1st
- **Fall:** April 1st
- **Spring:** September 1st

Students are responsible for locating their own field practicum agency with the required supervision. If a student requires assistance in locating an agency, the Field Education staff assistant will provide them with agencies to approach. The Field Education staff assistant will work collaboratively with the student, BSW Field Director and the agency to negotiate required affiliation agreements and to secure the required agency paperwork.

**Students must** have an MSW or LCSW with at least two years of post MSW practice experience to supervise them in the agency where they are placed, as outside supervisors are not permitted.

In rare instances (mainly rural areas where there are shortages of LMSW’s or LCSW’s with at least 2 years of post MSW practice experience) you may request to be considered to have a Master’s degree in a related field (such as counseling or psychology) as your supervisor (as long as you have identified that you will be doing social work tasks in the agency) but this is not guaranteed that it will be approved. If this is approved by the Director of Field Education, you will be required to enroll in an additional field supervision course each week in addition to the one that coincides with your field practicum course.
Work Site Practicum Placement Requests

Determination of the field practicum work site placement is at the discretion of the Director of Field Education and is considered on an individual basis. There is a separate application (along with an MSW field application and legal form) that must be completed.

Per CSWE regulations, students may NOT use their current job as a field practicum. It may be possible for students to complete a field practicum at their agency of employment (if the agency is agreeable) providing that the agency has a separate position (CSWE also requires that the student complete practicum hours completely separate from employment days and hours).

Please contact the Interim MSW Field Director with any questions.

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Professor Eric Senter, LMSW, Interim MSW Field Director