

WELCOME TO
**PRE-FIELD
ORIENTATION**

THE FIELD TEAM



CHARLENE

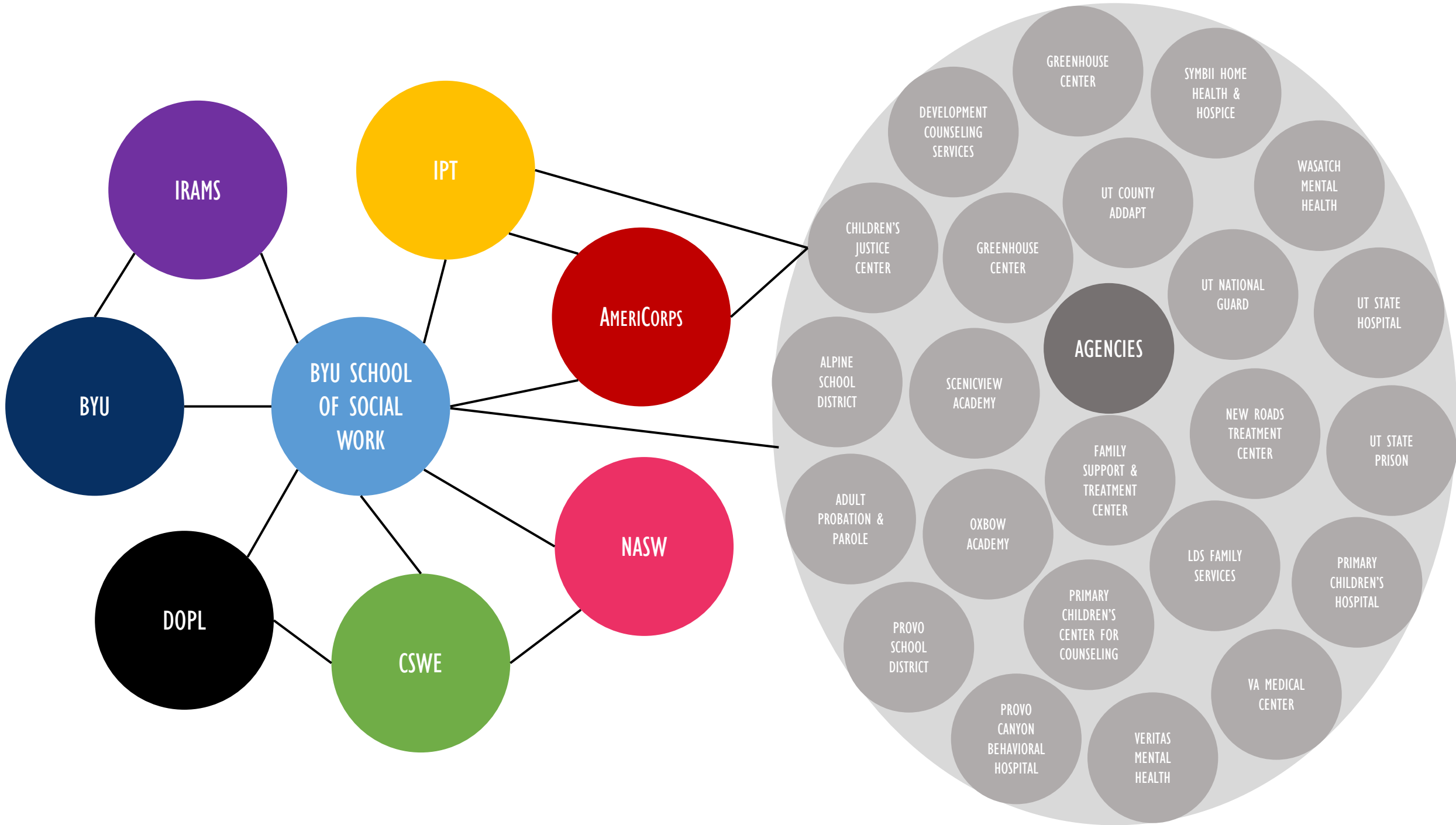


WENDY



RUTH





AMERICORPS



HOURS

Spring/Summer: MINIMUM 450 in-agency hours (average of 28 hrs/wk)

Fall/Winter: MINIMUM 600 in-agency hours (average of 20 hrs/wk)

Hours/Week: Depends on agency. YOU need to check this and plan accordingly.

LDS Church One Employer Policy

Record Internship Hours: BYU Monthly Reflection & Time Logs

Record Trauma Focused Hours each semester: Trauma certificate requires 200 Trauma-Focused hours; you can acquire hours in both internships regardless of when you take the class.

SCHEDULING

Spr/Sum Semester:

Large Group Integrative Field Seminar/Orientation: Tues. April 28, 9am to 1pm

In-Agency Dates: Wed. April 29th to Thursday, August 13th (Min. 450 hours)

Fall/Winter: Wednesday, September 2nd to Wednesday, April 14th (Min. 600 hours)

Holidays/Vacations: arrange & schedule with your supervisor

Class: During F/W Tuesdays & Thursdays are CLASS days (and nights)

Starting Therapy: Can begin training before first day of the semester, but CANNOT begin therapeutic activities until April 29th (Sp/S) or September 2nd (F/W)

CLASSES & REGISTRATION

SocW 614R – Spr/Sum Semester Integrative Field Seminar (1 credit)

SocW 654R – Spr/Sum Semester Field Internship 1 (2 credits)

SocW 615R – F/W Semesters Integrative Field Seminar (1 credit)

SocW 655R – F/W Semesters Field Internship 2 (2 credits)

See packet for the Section #s of 614R/615R you need to sign up for Sp/S/F/W.

Wendy Sheffield

1. One of Wendy's favorite past-times is watching PBR.
2. Wendy is the author of a program that teaches Central and South American children the cognitive-behavioral skills they need to live happy, successful lives.
3. Wendy wrote a manual that teaches parents and children throughout the world how to strengthen their families by holding weekly Family Night.

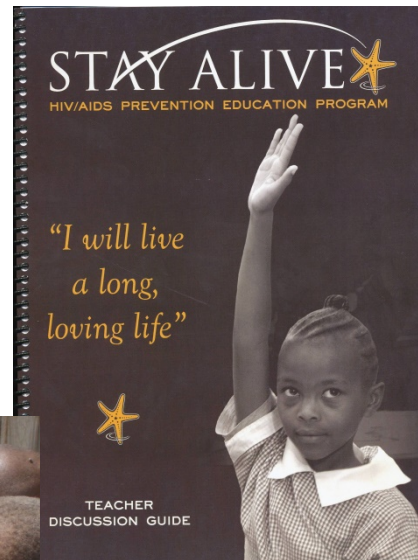


Professional Bull Riders



“Stay Alive: I Will Live a Long, Loving Life”

Is a culturally sensitive, skills, abstinence and family-based curriculum that teaches 9-14 year old African children the cognitive-behavioral skills they need to prevent the spread of HIV/AIDS, plan for and attain life goals, and understand that happiness can be found in healthy, loving families. Since 2001 over 2.5 Million African Children and their families have been taught the Stay Alive program in 14+ African countries. Stay Alive is administered by Reach the Children, a 501(C)3 Humanitarian Organization.



“The Family Enrichment Program (FEP): A Guide for Strengthening Families Through Weekly Family Night.”

Translated into 15+ languages (including English, Arabic, Mandarin Chinese, French, Korean, Japanese, Russian, Vietnamese, Kazakh, Indonesian, Portuguese, Albanian, Swedish, Tagalog, and Spanish); has been used in projects in all 50 US states, 47+ countries, and every Area of the LDS Church. FEP is distributed through and administered by LDS Humanitarian Services.



IPT

Organization ID: byusw (all lower case)

Username & Password: will be sent to you

Keep IPT information updated. This is how we will contact you, and the means by which you will complete all necessary field education forms.

[Student List](#) > Student Detail

[PREV](#) | [NEXT](#) | [CSWE Statistics](#) | [Custom Fields](#) | [Forms](#) | [Select Picture](#) | [Upload Picture](#)

Student Detail: Your Name

Group: **MSW Class of 2018**

Last Name

First Name

Street Address

City, State Zip

Email

Emergency Contact

Emergency Phone

Home Street Address

Home City, State Zip

Group
 Move Copy No Change

Phone

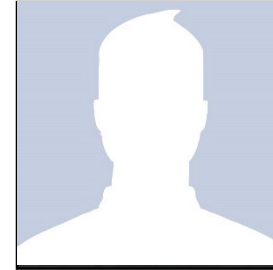
Pager

Birthdate (yyyy-mm-dd)

[Integrative Seminar Instructor](#)

Degree

Graduation Date (yyyy-mm)



BYU ID: [Resume](#) [View](#)

[Supervision Hours Documentation](#)

[Agency Preferences](#) [\(Add\)](#)

Field Assignments MSW Class of 2018

Semester	Agency	Field Instructor	Phone Number	Codes	
Spring					Change
Summer					Change
Fall					Change
Winter					Change
Alt					Change

GROUP MEETINGS

*Large & small group meetings are mandatory!

*You need to plan on attending seminar EACH week you are in the field. Plan your schedule accordingly to allow for travel time(s) during Spr/Sum.

*The first day of Spr/Sum Semester is a Large Group Integrative Field Seminar/Orientation.

You must plan on being on campus this day.

FIELD FORMS

All Field Forms are scheduled & submitted via IPT.

- Internship Contact Form
- Monthly Internship Time Logs
- Learning Activity Agreement (LAA)
- End of Semester Evaluation

CONTACT FORM

MSW Field Internship Contact Form

Spring/Summer Internship

Agency:

Contact Person:


Phone Numbers:

Internship Location/Address:


Start Date:

End Date (voluntarily ending internship to continue education):

Required Training/Orientation Dates:

Required Background Clearance Information: 

Number of Clock Hours:

Payment Information (amount and payment schedule): 

Agency-Specific Weekly Schedule:

Work Schedule (Days and Hours each Week)

Night Groups: (Day and Time if applicable)

Weekly Staff Meetings: (Day and Time if applicable)

Fall/Winter Internship

Agency:

Contact Person:


Phone Numbers:

Internship Location/Address:

Start Date:

End Date (voluntarily ending internship to complete graduation requirements):

Required Training/Orientation Dates:

Required Background Clearance Information: 

Number of Clock Hours:

UNCOMFORTABLE SITUATIONS

Distressing comments & situations WILL happen within professional social work practice.

Common Situations Include:

- **Triangulation** (Don't get involved! "As an intern I am not in a position to comment on that...")
(Talk to your supervisor & Integrative Field Seminar instructor)
- **Provocative Comments** (Talk to your supervisor & Integrative Field Seminar instructor)
- **Gossip** (Don't.)
- **Safety Concerns of ANY Nature** (Talk to your supervisor & Integrative Field Seminar instructor)

PROFESSIONALISM

“And finally, I cannot tell you all the things whereby ye may commit sin; for there are divers ways and means, even so many that I cannot number them.” (Mosiah 4:29)

Charlene Clark

1. Charlene loves to scuba dive. She “found Nemo” on the Great Barrier Reef.
2. Charlene served a mission to Colorado Springs, Colorado.
3. Charlene fell in a manhole.

I love to Scuba dive and am a master diver. I did scuba dive for a week on the Great Barrier Reef off of Australia just after the movie, Finding Nemo came out. We found lots of clown fish and I came home and told my kids (ages 4-12) that I found Nemo!



My daughter served a mission to Colorado Springs, Colorado.



Manhole...

When I was 7, my brother and I went to the Circus at the Salt Palace in Salt Lake City. My dad was going to pick us up afterwards. We walked out to State Street to wait for him. There was lots of construction and open manholes. My brother was climbing in and out of them. I said "I wonder what would happen if someone fell in?" We waited. I got bored and walked up the street a bit and then began to walk backwards, watching for my dad's car. My brother turned around and I had disappeared...into the manhole. My brother climbed in and rescued me. I cut my eye, just below my eyebrow and had to have 7 stitches.



FUNDING OPTIONS

FHSS Internship/Experiential Learning Grants

(<http://fhssinternshipgrants.byu.edu/>)

3 Minute Thesis Research Competition

(<http://gss.byu.edu/node/8>)

Fulton Poster Competition

(Due late March/early April)

Shumway Paper

(see handout in folder)

REQUIREMENTS

Thank you letter

End of the semester Report

Timeliness

IRAMS

Intern Registration And Management System

Instructions: intern.byu.edu > Internship Application > Select Semester > Add New Application > Agree to Terms > Fill out Application Form > Submit Application

Must submit an application 4x > Copy previous application

IHC Requirements (Primary Children's)

You will NOT be able to register for Soc W 654R/655R until you have a fully approved IRAMS application

IRAMS Student Application

Student Internship Application

Students must fill out the IRAMS (Internship Registration and Management System) [Internship Application](#) before they are able to add the internship course to their schedule.

Click on the image to start working on an internship application today.



INTERNSHIP APPLICATION HOME PAGE



Personal Information

If your personal information shown here has changed, please update it on [MyBYU](#).

Name: **DOB:**
Net-ID: **BYU-ID:**
Major: **Email:**
Citizenship: **View**

Relevant Information

- [Student Requirements](#)
- [International Internships](#)
- [International Student Requirements](#)
- [Full-time Internship Scholarship Credit Load](#)
- [Internship Policy](#)

If you would like to receive academic credit for your internship you must enroll in an internship course. Before you are allowed to enroll in an internship course you must have an approved internship application. First, select the semester/term wherein you would like to receive credit. Second, click the Add New Application button. Third, review and accept the terms of the Student Agreement. Fourth, enter all the information into the Internship Application and submit the application. Once the application has been submitted it will need to be approved by your Department Internship Coordinator and the Internship Office. After the application has been approved you will receive an email informing you to add the course.

Applications

Semester/Term	Internship Provider(s)	Class	Department Internship Coordinator	Status
No applications on file.				



Student Obligation Documents

If you are completing an internship with an Internship Provider that has a limited Internship Master Agreement, you must complete and submit to the Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Internship Office approving your application. Once the internship coordinator has approved an application you will be informed of any student obligation requirements via email. At any time during the internship application process you have the capability of uploading a pdf of documents such as drug screens, background checks, immunizations, etc. to your internship application on the [Student Obligation Documents](#) page. Once you have uploaded to your application evidence of meeting the student obligations, the Internship Office will approve your application.

News



Internship Application (IRAMS)

Once a student has found an domestic internship they must fill out an [internship application](#) in IRAMS (Internship Registration and Management System) before they are able to add the internship course to their schedule.

P*	A**	Note	Sec
P	-	Y	006
P	-	Y	007
P	-	Y	008

Missed the Add/Drop Deadline?

Students whose internship applications are approved by the Internship Office after the add/drop deadline and before the discontinuance deadline will be added into the internship course by the Records and Registration Office. Once the Internship Office approves a student's internship application after the add/drop deadline and before the discontinuance deadline for a semester, IRAMS will send an automatic email to the Registration Office staff. The IRAMS generated email will include the information provided from the student's internship application.

Changing the number of credits after the

Intermountain Healthcare Interns and Other Hospitals

If you're interning with Intermountain Healthcare (and/or other various medical providers), documentation of current immunizations, background check results and drug screen results need to be uploaded on the [Student Obligation Documents](#) page before you can register for your internship class. Student's interning with IHC can refer to the [Student IHC Checklist](#). Some resources for obtaining these requirements can be found [here](#).

If you are interning with another medical provider or hospital please check the [Student Obligation Documents](#) page after

Ruth Aguirre

- I met my husband in a cultural dance group, toured Mexico, Hawaii, Church History sites (Northeastern states), US states and he also completed his Master's in Social Work.
- I have sang a solo in front of an audience of thousands of people at the LDS Conference Center.
- I graduated from my BA Social Work on a Friday in August, married the following Friday, and then started the MSW orientation the following Friday! Oh happy day....





Dos & Don'ts for
FIELD SUCCESS



DO CONTACT YOUR AGENCY

- ✓ Take initiative to set up your employment
- ✓ Paper work
- ✓ Background checks





DO KNOW YOUR SUPERVISOR

- ✓ Set up a regular weekly supervision time
- ✓ Come prepared with questions to ask



DO REVIEW

- ✓ Orientation Checklist
- ✓ Safety Checklist

Orientation Checklist

for field instructors

Before the Internship Begins

- Respond to the intern when they first contact you. Get contact information, including emergency contact information from the intern.
- Prepare the physical arrangements. (Desk, computer, phone, access to office supplies)
- Communicate to other staff members the role and learning objectives of the intern.
- Prepare an orientation packet for the intern.

When the Intern Comes to Work

- Give the intern a tour of the agency.
- Introduce them to key personnel.
- Decide on a weekly supervision day and time.
- Discuss an appropriate work schedule and hours.
- Explain the agency policies and procedures.
- Describe the dress code, parking and key arrangements
- Explain how the student will be paid.
- Explain how appropriate expenses are reimbursed.
- Get up to date emergency contact information from the intern.
- Teach safety precautions.
- Explain specific confidentiality guidelines.
- Tell the intern how to identify themselves to clients.
- Teach the intern about appropriate referrals for clients.
- Educate the intern about the agency's client population.
- Describe the types of services provided by the agency.
- Explain the initial responsibilities and work assignments you have planned for the intern.
- Give them an orientation packet (this can include #s 9-20 above) as well as access to agency policies and procedures, organizational charts, and a list of terms and abbreviations used in the agency.



Workplace Related

- Sexual harassment
 - clients
 - coworkers
- Information about past incidents
- Fire safety
 - fire drills
 - exits and escape routes
- Emergency numbers and codes
 - protocol for requesting help

Prevention

- Risk assessment and awareness
- Awareness of self and space (e.g. in relation to the door)
- Boundaries with clients (personal disclosure, gifts, etc.)
- Ethics and reporting abuse
- Agency specific precautions

With Clients

- Identifying client factors that increase risk of harm
- Dealing with a hostile/aggressive client
 - how to identify when a client is escalating
 - de-escalation
- Crisis intervention and management

Other Topics (as applicable)

- Home visit rules, regulations, and safety precautions
- Medical safety precautions
 - immunizations
 - avoiding exposure to illness
- Driving
 - using agency vehicles
 - transporting clients
- Restraints/physical safety techniques
- CPR/First Aid
- Active shooter training



DO GET TO WORK ON TIME

- ✓ Be where you are supposed to be, when you are supposed to be there, doing what you are supposed to be doing
- ✓ Keep your supervisor informed of any change in your schedule.
- ✓ BE SUPER DEPENDABLE



I NEED YOUR SIGNATURE

- ✓ Learning Agreement
- ✓ Monthly Logs
- ✓ Evaluations

**SIGN HERE
PLEASE!** 



DO BE FRIENDLY

- ✓ To the boss, the staff, the officers, the clients, the patients, the secretaries, the janitors to EVERYBODY
- ✓ Learn people's names
- ✓ Say good morning & good night



DO BE WILLING TO WORK

- ✓ No job is beneath you
- ✓ No one likes an arrogant therapist



DO DRESS APPROPRIATELY



✓ Dresses & ties for some

✓ Jeans for others



DO SPEAK UP IN MEETINGS

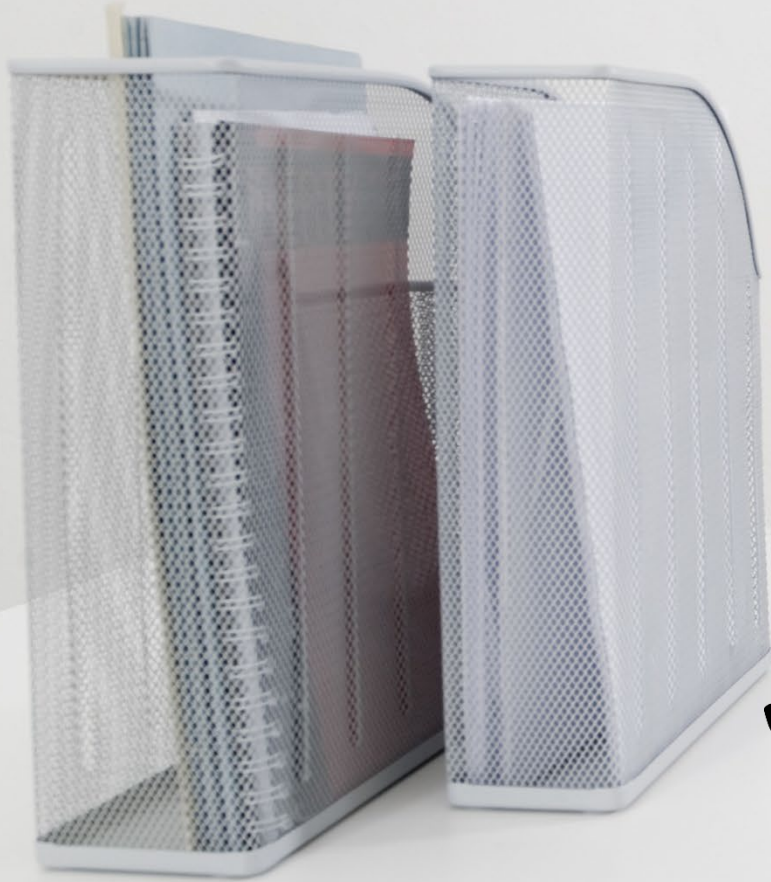
- ✓ It is okay to advocate for your clients
- ✓ It is okay to volunteer to take clients



DO ACCEPT FEEDBACK

- ✓ Being open to correction is a great way to learn
- ✓ Don't be defensive

DON'T DISAPPEAR



✓ Don't hide out in your office

DON'T COMPLAIN

- ✓ Be willing to offer a solution



DON'T GET INTO DRAMA

- ✓ Often a staff member will cause you more difficulty than a client



SUPERVISORS AREN'T PERFECT

- ✓ Replace judgment with curiosity
- ✓ Trust your gut and be diplomatic



YOU ARE NOT #1

- ✓ Don't assume you are your supervisor's main concern; they are often overwhelmed with work & usually underpaid.
- ✓ Be thoughtful of their time

DON'T GOSSIP

- ✓ Always speak respectfully about clients & staff
- ✓ Keep confidentiality
- ✓ Be careful talking shop in a public place



DON'T BE ARROGANT

- ✓ When you are in charge, you can do a better job

DON'T DISMISS AGENCY POLICY

- ✓ Give candid feedback if asked
- ✓ There is a reason they do things the way they do things



BE PROFESSIONAL

- ✓ Bring concerns to your supervisor, Field Instructor, and Wendy or Ruth
- ✓ Don't talk badly about your agency
- ✓ Confidentiality (verbal, written, and technology considerations)



DON'T HOLD ONTO STRESS

- ✓ Leave work at work
- ✓ Let God take care of your clients

INTERNSHIP TO DO

- Contact your field placement agencies
- Complete Contact Form
- Complete agency-specific background clearances
- Identify and calendar in agency-specific training schedules
- Complete IRAMS
- Register for internship class
- Read online BYU School of Social Work Field Manual

AMERICORPS TO DO

- Turn in Gold checklist
- Background check (Truescreen & Fieldprint)
- IPT Student Detail & forms
- Accept eGrants invitation

QUESTIONS?

AMERICORPS — CHARLENE

INTERNSHIP — WENDY