

**US ARMY-FAYETTEVILLE STATE UNIVERSITY
MASTER OF SOCIAL WORK PROGRAM
AMEDD CENTER & SCHOOL
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234**

Instructions for Field Practicum Monthly Report

The purpose of the report is to:

1. Provide an ongoing accounting of the student's activities in the field setting;
2. Create a record of the student's required hours in practicum;
3. Provide a means of identifying and communicating issues or problems which need to be responded to by the field liaison; and
4. Provide some of the information the field liaison will need to assign the field course grade.

The student completes the monthly report and brings it to a supervisory conference with the field instructor for review and signature. **The report is due to the field office by the fifth of each month while the student is in placement.**

The following may be helpful in filling out the report:

- **Hours in Practicum** – Students are expected to be present in their assigned placements the normal hours the agency operates unless a special schedule has been worked out and approved:
- Foundation students are in placement 5 days a week (a maximum of 36 hours per week) and must complete a total of 460 hours while enrolled in SWRK 580 and SWRK 585
- Advanced Practicum students are in placement 5 days a week (a maximum of 36 hours per week) and must complete a total of 500 hours while enrolled in SWRK 650 and SWRK 655
- **Hours Absent** – The select field setting is considered the students place of duty. Students are allowed a maximum of 2 days of personal leave during each of the field practicum courses for an illness or emergency, which prevents him/her from being present in his/her placement. These hours and any other absences must be

STUDENT FIELD PRACTICUM MONTHLY REPORT
reported on the report.

STUDENT FIELD PRACTICUM MONTHLY REPORT

POLICY RE: Time in Field Practicum

Students are expected to complete the following hours in field placements:

- Foundation students are in placement 5 days a week (a maximum of 36 hours per week) and must complete a total of 460 hours while enrolled in SWRK 580 and SWRK 585;
- Concentration students are in placement 5 days a week (up to 36 hours per week) and must complete a total of 500 hours while enrolled in SWRK 650 and SWRK 655;
- Students are expected to be present in their assigned placements the normal hours the agency operates unless a special schedule has been worked out and approved by the field instructor and the field liaison.
- Students are expected to be in the assigned agency from the beginning date of the semester until the ending date of that semester unless an alternative plan is negotiated and approved by the field instructor and the field liaison at the same time the learning agreement is negotiated and approved;
- The learning agreement must specify any expectation the agency has in regard to student's working in the agency during school-approved holidays, breaks or during any times outside the dates of the semester or summer session; and
- Students are allowed 2 days of personal leave during each field practicum course for illness or emergency, which prevents him/her from being present in placement. These hours and any other absences must be reported on the monthly report.