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**Agency & MSW Practicum Instructor Requirements**

HOURS: All students must earn 900 total hours of practicum education for the Social Work Program. These hours are broken down as 225 per semester or 16 hours per week. Students are required to complete 2 years of practicum education.

Placement is September through May, although students may start training, observing other staff, orientation, and onboarding activities as early as August 1st and count all hours toward the 225 total. Students may not see clients independently until September 1st or after.

PRACTICUM INSTRUCTOR REQUIREMENTS: Instructor must have an MSW from a CSWE accredited school, and 2 or more years’ experience in the social work industry.

PRACTICUM INSTRUCTOR RESPONSIBILITIES: 1) Student supervision must be conducted 1 hour each week and must be face to face (in-person or via virtual platform), 2) Instructor must complete one evaluation at the end of each semester on student performance and professional readiness, 3) Participate in one “check-in” meeting each semester with student and Rowan’s practicum education office, 4) Instructor should assist/provide feedback to student with learning contract, process recordings, and other applicable assignments.

TASK SUPERVISOR: Agency may assign another manager/supervisor in the event the practicum instructor is not onsite. The task supervisor can have any degree and should be able to provide guidance and oversight with operational tasks.

SOCIAL WORK PROGRAM REQUIREMENTS: 1) Agency must agree to sign an affiliate agreement (Rowan has a standard template or Agency can request their own template), 2) Agency will be asked to complete a Site Application, and include resumes of practicum instructors, 3) Students must have experience/exposure to individuals, families, groups, community, and policy/research work. This can be done through agency activities or through discussion during supervision, 4) Agency must agree to communicate all student concerns and issues to Practicum office in a timely manner.