

Field Placement Procedures for Certificate Programs

Each certificate program in the MSSW curriculum has specific field placement requirements. Students must follow the procedure below in order to assure that their field placement will meet certificate requirements.

1. Familiarize yourself with the field-related requirements of the particular certificate program you plan to complete.

Certificate specific requirements are below:

- **Trauma Certificate (must be the student's concentration placement)**

TTGC students are required to elect a concentration field placement in which the student will spend the majority of field time working with and/or on behalf of populations who have experienced trauma. The student's field learning plan must include trauma-specific learning goals.

The placement organization must meet the following requirements.

- 1) The organization must serve a population affected by trauma;
- 2) The organization must be able to provide a Field Instructor with experience working with the population. Whenever possible, the field instructor should have trauma-informed, evidence-based practice training.
- 3) Both the organization and Field Instructor must support the student's trauma-specific learning goals and allow the student to apply knowledge of trauma to placement activities.

- **Veterinary Social Work Certificate (must be the student's concentration placement)**

- 1) The placement organization must be willing to allow the student to implement a VSW-related intervention within the agency.
- 2) The student must include in the field learning plan activities from the *Veterinary Social Work Seminar Competencies and Rubrics*.
- 3) The Field Instructor must be informed of and supportive of these requirements.
- 4) The student must attend the VSW face-to-face retreats. The student may request that the field instructor approve her/him counting retreat time as field time. If the field instructor does not approve, the student is required to attend the retreats in addition to completing field hours.
- 5) The student must participate in the 1 hour online VSW group supervision every other Wednesday at noon eastern time.

- **Gerontology Certificate (may be the student's foundation or concentration placement)**

The student is expected to spend a majority of their field time working with or behalf of older adults.

2. Notify your Field Coordinator by email of your intention to complete a specific certificate program.

3. Schedule a meeting with your Field Coordinator to identify and discuss field placement options that meet certificate program requirements.

4. During field placement interviews, inform each prospective field instructor of your participation in the certificate program and discuss if/how you will be able to complete the field requirements for the certificate.

Some important questions to ask during a field placement interview could include:

- Who is the population being served by the agency?

- What types of evidence-based interventions are provided by the agency?

Trauma Certificate specific questions:

- What percentage of clients has a history of trauma? What types of trauma have they experienced?
- What type of trauma-informed interventions is the agency using?
- What type of trauma-informed interventions would be taught to the student during the duration of the field placement?
- Is there a field instructor available in the agency who has experience working with clients affected by trauma? Does this instructor have training in specific trauma-informed, evidence-based practices? If so, what are they?

Veterinary Social Work Certificate specific question:

- Does the agency currently use any animal-assisted interventions?
- Is the human-animal bond reflected in client assessment and intervention?
- Does the agency work with the link between violence toward animals and violence toward humans?
- Would the student be permitted to integrate learning activities and/or projects related to veterinary social work into the field learning plan?

Gerontology Certificate specific question:

Are at least 51% of the agency's clients senior adults?

5. **When you meet with your Field Instructor to complete the *Confirmation of Field Placement* form, identify certificate-specific learning goals for your placement and record these on the *Certificate Program Field Plan*.**
6. **Submit your completed *Confirmation of Field Placement* and *Certificate Program Field Plan* to your Field Coordinator for approval and signature.**
7. **Your Field Coordinator will notify you by email regarding approval of your *Certificate Program Field Plan*.**
8. **When you develop your field Learning Plan in IPT with your Field Instructor at the beginning of the semester, you must translate the learning goals on your *Certificate Program Field Plan* into specific learning activities.**
(Students in the VSW Certificate Program must refer to the VSW Rubric to identify learning activities for their field Learning Plans.)
9. **Document completion of certificate learning activities in the column titled *Evidence of Plan Completion*.**
10. **You must receive a competency rating of at least 3 on each of the Practice Behaviors related to your certificate program in order to satisfactorily complete field requirements for your certificate program.**