

# ADELPHI UNIVERSITY

School of Social Work

Practicum  
Education  
Manual  
2025-2026

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Welcome to practicum education at the Adelphi University School of Social Work!

The Council On Social Work Education (C.S.W.E.) refers to practicum education as the “signature pedagogy” of social work education. Your practicum education course, also known as your practicum or internship, will provide opportunities to apply and integrate the theory and knowledge you learn in the classroom in direct practice with organizations, communities, groups, families, and individuals.

Your practicum will challenge you to move beyond your comfort zone, and help you learn to problem solve in creative ways that enhance both personal and professional growth. You will be part of a profession that has, at its core, an ethical imperative to challenge injustice and promote equity for all people, particularly those from historically minoritized groups.

One secret to a successful internship is to be brave and open to new experiences. Listening to feedback from your practicum instructor and faculty liaison will help you to learn about yourself and how you engage with others, and will lay the groundwork for development of social work competencies and your professional identity.

The Practicum Education Department is committed to student-centered service and service to the community through our agency partnerships. We aim to link all students with robust practica that enable them to develop social work knowledge, skills and values appropriate to each student’s education level, guided by C.S.W.E. 's competency-based framework for practicum education. The Practicum Education Department is dedicated to upholding the social justice mission of our School and profession, and to using liberatory frameworks to promote antiracist and anti-oppressive practices.

Remember that you are not alone in your practicum education journey: The practicum education team, your faculty liaison, and your practicum instructor are committed to supporting your learning, growth, and success. We trust that your practicum experience will be a rewarding journey!

Your practicum education team,

James Paul Amato, Assistant Director of Practicum Education  
Abby Balbi, Assistant Director of Practicum Education  
Erin Caragol, Assistant Director of Practicum Education  
Shawn Deverteuil, Assistant Director of Practicum Education  
Livia Polise, Director of Practicum Education

**I am no longer accepting the things I cannot change. I am changing the things I cannot accept.**  
— *Angela Davis, U.S. political activist, academic and author*

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The Practicum Education Manual is designed to serve as a guide and resource for undergraduate and graduate students in the School of Social Work. The manual provides an overview of practicum policies and procedures. It is each student's responsibility to know and understand the policies and procedures set forth in this manual. Any questions should be directed to the Practicum Education Department or the student's faculty liaison.

## 1. The Practicum Education Team

**1.1. Director of Practicum Education:** The director is charged with providing oversight for all practicum education activities for the School of Social Work.

**1.2. Assistant Director of Practicum Education:** The assistant directors of practicum education are responsible for the day-to-day management of the School's practicum education program, including facilitating placement planning activities and providing support and guidance around practicum policies and procedures. Assistant directors have significant social work practice experience.

**1.3. Faculty Liaison:** Each student is assigned a liaison who acts as a bridge between the School and the practicum placement agency, and who serves as the student's academic advisor. The faculty liaison is a full-time or adjunct faculty member who has earned an M.S.W. from a CSWE accredited program. Liaisons have significant social work practice and/or teaching experience. Faculty liaisons are the professor of record for practicum instruction courses. The faculty liaison will:

- Reach out to each student within the first two weeks of the fall semester to make an introduction.
- Engage students, either individually or in groups, for monthly check-ins throughout the academic year. These check-ins may be in-person or remote.
- Meet with students for academic advisement during open planning. The liaison will provide guidance regarding course registration, and approve registration in a timely manner.
- Conduct site visits with students' practicum placement agencies at least once per semester to meet with the practicum instructor and other relevant agency personnel. These visits may be in-person or remote.
- Review all practicum documentation including the Learning Agreement and Evaluation, timesheets, professional development activities, and process recordings. The liaison may provide feedback on these documents, and will communicate with students and practicum instructors, as needed, to review and discuss practicum documents.
- The liaison will follow up with students and practicum instructors, in collaboration with the assistant director of practicum education, to provide guidance, support and problem-solving around any practicum concerns or performance issues.

- The liaison will assign a grade for the practicum instruction course in accordance with the evaluation from the practicum instructor as well as their overall impression of a student's learning and performance in the practicum. In determining the grade, liaisons consider students' attendance, submission and quality of process recordings, sufficient participation in practicum instruction, completion of professional development activities, professional behavior and attainment of competencies in social work.

**1.4. Practicum Instructor:** A social worker who holds a Master of Social Work degree from a CSWE-accredited university and has completed specialized training through the Seminar In Practicum Instruction. Practicum Instructors are designated by the agency or the school and carry responsibility for instructing students in the practicum setting. Practicum instructors' responsibilities include:

- Conducting weekly individual and/or group practicum instruction conferences for a minimum of one hour.
- Selecting appropriate learning assignments based on the student's educational level.
- Monitoring and coordinating the student's work in the agency setting.
- Reading the student's process recordings and offering appreciative and constructive feedback to the student.
- Conducting formative and summative evaluations of the student's performance.
- Conferring with the student's faculty liaison.

**1.5. Task Supervisor:** In some agencies, a student may be assigned to a task supervisor. A task supervisor need not be a social worker, but may work in a related discipline. A task supervisor provides guidance, direction, and oversight related to specific learning assignments as **adjunctive to practicum instruction**.

**1.6. Practicum Education Committee:** All policies, processes, practices, and procedures, as well as ideas and feedback related to practicum education are reviewed and established by faculty members of the School's Practicum Education Committee. The Committee is made up of the director and assistant directors of practicum education, faculty members, the associate dean for academic affairs, and the B.S.W. director.

## **2. The Placement Planning Process**

**2.1.** The Practicum Education Department is responsible for assigning students to practica. The team develops placement opportunities and new agency partnerships on an ongoing basis. The availability of placement opportunities is determined by agency requests and agency requirements for internships. Agency considerations might include:

- The availability of a practicum instructor or task supervisor at the agency site.
- The preferred educational level of students.

- Special requirements such as languages and student availability.

**2.2. All students are required to have some weekday, daytime availability for internships;** Agencies require students to be available during regular business hours.

- Most agencies will also require that students have two to three 5 or more hours blocks of time for each shift to ensure continuity of services, progressive learning opportunities, and integration into the culture of the agency. **M.S.W. students should plan to attend practicum three days each week.**

**2.3. All students are expected to plan and be available for in-person, on-site practicums.**

- This practice ensures that students have opportunities for professional acculturation and to learn about service provision in organizational contexts, and ensures the provision of adequate assignments, supervision, oversight and support for all learning activities. **The School, therefore, does not permit remote practicums.**
- The School will make every effort to identify practicums within a 45 minute commute of each student's place of residence. Students must make a viable travel plan, and there is no reimbursement for travel to and from the practicum site.
- Some aspects of the practicum may remain remote, including required professional development activities, some external practicum instruction, and monthly faculty liaison meetings.

**2.4. B.S.W. Junior and Seniors and M.S.W. Generalist** students are required to submit a practicum placement application along with "What to Expect: Your Rights and Responsibilities".

- The application is embedded in the School's practicum software platform, Sonia.
- Students will be required to upload an updated resume, which will be forwarded to the educational coordinator at a prospective placement agency. Resume guidelines and templates may be reviewed at the webpage of Adelphi's Center for Professional and Career Development: [Resumes and Cover Letters | Adelphi Career Services](#)
- The Practicum Education Department will match B.S.W. and M.S.W. Generalist students with practicum opportunities as appropriate to their educational level.

**2.5. Specialized placements (M.S.W. 2nd year/Advanced Standing)**

- Specialized students will submit a practicum placement application along with "What to Expect: Your Rights and Responsibilities", and will upload an updated resume to Sonia.
- Students entering their specialized practicum will have the opportunity to apply for specialized fellowships as available.
- Specialized students may search available placements in Sonia, and may "preference" up to three agencies that are of interest. These selections will be reviewed in a placement planning meeting with the assistant director of practicum education.

- While there is no guarantee of placement at a preferred agency, every effort will be made to link specialized students with internships in accordance with preferences.

**2.6. All contact with agencies must be initiated by the assistant director of practicum education.**

- Prospective placements are carefully vetted by the practicum team, and the University must establish a formal contract with all placement sites.
- Many agencies have designated educational coordinators and processes in place for reviewing and interviewing potential interns.
- **Students are not permitted to make initial contact with agencies on their own. This includes telephone outreach or soliciting practicum opportunities via social media platforms.**
- Students may “nominate” agencies through Sonia, or by providing information to their assigned assistant director if they are aware of an organization that the practicum team may outreach. **All agency nominations must be submitted prior to the end of the spring semester in order to be considered for the upcoming academic year.**
- Students may not be assigned an internship in the school district in which they reside, or in districts where they attended school, or in a setting where they received services. This is to ensure appropriate boundaries and to avoid any potential conflict of interests.

**2.7. All agencies require students to interview for internships, and our agency partners determine whether or not to accept a student.**

- Following an interview, students are encouraged to contact the assistant director to discuss the interview.
- The agency will inform the Department and/or the student regarding acceptance.
- If the agency contacts the student regarding the decision, the student must contact the Practicum Education Department to relay the information.
- Students are not permitted to interview for multiple practicums simultaneously. This is to ensure equity in the availability of practicum opportunities, and to prevent Adelphi students’ competing with one another for available practicums.

**2.8. If the agency accepts the student, the student must give confirmation of acceptance within 48 hours of notification.**

**2.9. Students are expected to accept placement offers.**

- If there are extenuating circumstances and the student must decline an offer of an internship, the student must make the agency and the Practicum Education Department aware of this decision within a reasonable timeframe. In this case, other relevant options will be explored.
- If an offer of an internship is made by a second agency and refused by the student, the student may not be allowed to continue with the placement planning process and will be

offered the opportunity to delay the practicum instruction and concurrent practice course until the following academic year.

**2.10.** Once the student gives confirmation of acceptance, the student may not withdraw from the placement.

- Students should not renege on a placement commitment without first discussing their circumstances and concerns with the assistant director of practicum education. Students have a professional and ethical responsibility to the agency and the clients they serve, and it is a very serious matter to renege on this commitment.

**2.11.** If the student is not offered an internship after two interviews, the student will be encouraged to participate in interview skills training through the Practicum Education Department and/or the University's Center for Career and Professional Development.

- If the student is interviewed and not offered an internship a third time, they may not be permitted to continue with the placement planning process. The student will be offered the opportunity to delay practicum instruction and the concurrent practice course until the following academic year. A plan will be put in place in collaboration with the Assistant Dean of Student Affairs to prepare the student for the practicum experience.

**2.12.** Many practicum settings require background checks, medical clearances, and periodic drug screenings. See **Appendix C: REQUIRED CLEARANCES** for additional information.

- In most cases, ***students are responsible for the costs associated with these required clearances.***
- Students are expected to adhere to agency requirements regarding clearances and to provide the placement agency with any documents or other information needed for clearances in a timely manner upon request. Failure to do so may result in the withdrawal of an offer for placement.
- In order to protect the privacy of student information, the School uses a vendor to review medical documents and conduct background clearances as needed.
- Some practicum sites will require a Child Abuse Registry Clearance and/or Criminal Background Clearance. Prior convictions may preclude a student's ability to be accepted in a practicum site.
- It is the student's responsibility to complete any additional prerequisites that may be required by the assigned agency prior to the start of the practicum (ex. agency documents, medical clearances, toxicology screening, vaccinations, agency orientation, etc.).

**2.13.** Some agencies will require that students conduct home visits, transport clients to appointments or events, or engage in other activities in the community (See **Appendix E** for information regarding safety planning for home visits).



- Students may operate an agency-owned vehicle if they have the appropriate license and agency approval.
- Students may transport clients in an agency vehicle. **Students may NOT transport clients in their personal vehicles.**
- Agencies are expected to reimburse students for expenses incurred as part of any practicum assignment, including travel for home visits or other off-site events, and in accordance with agency policy for employees. Students are **not** reimbursed for travel to and from the practicum site.
- Agencies are required to establish and communicate a clear safety plan for students who conduct home visits or other community-based activities outside of the practicum site.

### 3. Employment Based Practicums

**3.1.** Some students may meet the School's practicum requirements through their employment in human services agencies. Students may earn up to 15 hours/week. See **Appendix B** for additional information.

- Paid employees of agencies must meet all educational requirements for practicum instruction, including demonstrated competency development, completion of process recordings and professional development activities, and all other requirements for their practicum instruction course.
- **Students must be an employee of their organization for a minimum of 6 months in order to be eligible for an employment based practicum.**
- Employment based practicum students must carry out their practicum responsibilities in a social work role clearly defined by the agency and known to its clients.

**3.2.** Any proposed employment based practicum will be vetted by the assistant director of practicum education to ensure that all educational requirements can be met.

- Students who may be eligible for an employment based practicum should first inquire about whether their employer is willing to serve as a placement site.
- The assistant director will then follow up with the agency to discuss the educational plan and make a determination regarding approval of the placement.

**3.3.** Student assignments and employee tasks may qualify as practicum hours when directly linked to social work competencies and level of practice (generalist or specialized).

- Practicum instruction may be provided by the employee's work supervisor if practicum instruction is distinct from employment supervision and the supervisor meets the requirements to serve as a practicum instructor.

**3.4.** Agencies are expected to provide students with employment based practicum with the appropriate

amount of time to meet educational recording requirements, to attend weekly conferences with their practicum instructors and to carry out the full complement of assignment responsibilities within the designated practicum hours. If the student is approved to integrate practicum learning into their employment assignments, there must be a plan for practicum instruction as follows:

- If the agency is providing practicum instruction, there must be a specific time and plan for educational practicum instruction that is separate and distinct from the supervision the student receives in their employee role.
- The student's employment supervisor may also serve as the practicum instructor as long as there is an explicit weekly meeting for practicum instruction that is separate and distinct from the employee's supervision time.

**3.5.** Employment assignments used for practicum learning must provide opportunities for competency development congruent with the student's educational level, and the type and focus of the assignments should be congruent with those assigned to a non-employment based student at the same educational level.

**3.6.** Students in an employment based placement who seek a leave of absence or who are terminated from their employment resulting in a dismissal from the practicum will work with the assistant director of practicum education to identify an immediate replacement.

- If a replacement is not viable at the time of dismissal, students may be required to defer practicum instruction until a new practicum site can be identified.
- If a replacement is identified leaving a gap in required learning activities, students may be required to complete a semester of "continuous matriculation" to fulfill practicum requirements and to ensure a progressive competency-driven learning experience in their new practicum.
- Students who are in employment based practicums should discuss any plans for voluntary resignation with their assistant director to ensure that they are fully informed about potential implications for their practicum. Students who resign from the agency where they are completing their practicum may be required to defer practicum/practice classes.

## **4. The Practicum Education Calendar and Minimum Requirements for the Practicum**

**4.1.** The minimum required hours for practicum instruction are as follows:

**MSW students**

15 hours/week

- 225 hours/semester in site-based placement.
- 475 hours/total for the academic year: 450 in site-based placement; 25 hours for professional development and social action

**BSW Generalist (Senior)**

11 hours/week

- 163 hours/semester
- 350 hours/total for the academic year: 325 hours in site-based placement; 25 hours for professional development and social action.

**BSW Juniors**

7.5 hours/week

- 113 hours/semester
- 250 hours/total for the academic year: 225 hours in site-based placement; 25 hours for professional development and social action.

PLEASE NOTE THAT THESE ARE THE **MINIMUM** REQUIRED HOURS.

**4.2.** Students should familiarize themselves with the ***Practicum Education Calendar***.

- The calendar can be found on the School website and on Sonia.
- Please note that the Practicum Education Calendar is not the same as the academic calendar, and all students are expected to attend practica during the winter intersession break. Students who reside in campus housing must plan accordingly.

**4.3.** The Practicum Education Calendar is designed to ensure that all students have full and progressive learning experiences, and incorporates adequate time to allow for variances in start dates as well as agency closures due to holidays or inclement weather.

- Students do not end their practicum when the minimum number of hours are completed, but remain in placement until the last day of practicum instruction courses as noted on the Practicum Education Calendar.
- Students should not be asked to begin the placement prior to the first scheduled practicum day.
- Some practica may require an agency orientation prior to the first day of practicum. In that case, orientation hours should be documented on the student's timesheet and will be included in the total earned hours.

- Some agencies may start internships later than the start date noted on the calendar. Students should notify their faculty liaison if this is the case.
- When the University is closed, students MAY NOT attend practicum. Students may make up practicum hours, as needed, during holidays such as “spring break”, when the University remains open.

**4.4.** Students placed in school settings are required to remain in placement from September through the end of June, as determined by the academic calendar for the School district or University setting they are placed in.

- School settings include, but are not limited to, youth development and afterschool programs, elementary, middle and high schools, early childhood settings, student counseling centers, and other University or college settings.

## 5. Schedules and Timesheets

**5.1.** All time and attendance is tracked and approved using the **Timesheet** function in Sonia.

- Students are responsible for documenting all practicum hours on their timesheet, and for submitting it to their practicum instructor for review and approval.
- Hours should ideally be entered at the conclusion of each shift and, at minimum, on a weekly basis.
- Hours that are not submitted and approved in Sonia will not be applied to the required practicum instruction course. Students are responsible for tracking all practicum hours using their Sonia timesheet. Undocumented and/or unapproved hours may not be included in the final audit of hours completed.
- **Professional development and social action activities should NOT be documented on the timesheet.** These activities will be tracked through required Sonia forms.

**5.2. Students are required to adhere to a set weekly practicum schedule.**

- Once the schedule is created and approved by the instructor any changes to the set days and/or times must be approved by the practicum instructor and then by the faculty liaison.

**5.3.** Students are required to take a meal break for any shift that is 6 hours or longer. Meals or other breaks are **not** to be included in the accumulation of practicum hours.

**5.4.** Any hours above and beyond the minimum required number will not be carried over from semester to semester or year to year.

## **6. Absences From the Practicum**

**6.1.** Students are expected to maintain a professional commitment to clients, agencies, and the community.

- In the event of illness or a personal emergency, students must provide appropriate notification of absence. Students should be aware of the agency's policy for notifying the practicum instructor in advance of any absences.
- Failure to provide timely and appropriate notification of an absence may result in dismissal from the practicum.

**6.2.** Students must make up any time missed due to holidays, illness, snow days, emergencies, agency closures, or a delayed start to practicum.

- The student, faculty liaison, and practicum instructor work together to ensure that the minimum number of hours are completed for each semester, and will collaborate to create a plan for making up any missed hours as needed.

**6.3.** In the event of inclement weather, attendance is determined by the agency. However, students are encouraged to stay safe and to use their judgment about traveling.

- Students may prepare for a possible snow day by speaking with their practicum instructor about agency policy related to inclement weather, and to develop a contingency plan that would go into effect if there is a storm.

**6.4. Students returning from a leave of absence may be required to register for a full semester of continuous matriculation prior to resuming their practicum instruction and practice courses.**

**The following will taken into consideration when students return following a leave:**

- The student's progress and status pertaining to practicum, whether the leave was mid-year or the student successfully completed the full two-semester practicum, and the duration of the leave.

**6.5.** Excessive absences may lead to dismissal from the practicum, and/or a failing grade for the practicum instruction course.

## **7. Learning Assignments and Other Practicum Activities**

**7.1.** The School engages a holistic approach to practicum learning that encompasses integrative instructional support, professional development, and reflective learning activities. The social justice framework used by the practicum department is liberatory consciousness.

**7.2.** All students will attend a mandatory **Practicum Readiness Lab** during the first week of the semester. Students will earn 15 practicum hours for participation.

- The Practicum Readiness Lab is a series of online professional development workshops that serve as an orientation to practicum. Modules may include videos, brief readings and reflections that all students must complete.
- Synchronous online sessions are linked to each module.
- For students that are unable to attend the synchronous session, each module includes a self-study option that can be completed in lieu of the live session.
- The Practicum Readiness Lab should be documented on the student's timesheet.

**7.3.** All students will participate in weekly **practicum instruction**, for a minimum of one hour, in either an individual or group format, with their assigned agency practicum instructor or an Adelphi-designated external practicum instructor.

- The overall purpose of these weekly conferences is to enhance learning through the integration of theory, policy, research, and other classroom learning with direct practice activities in the practicum.
- Students are expected to be fully engaged learners and to prepare a learning agenda and questions in advance of practicum instruction conferences.
- Review and discussion of completed process recordings is a foundational learning tool in practicum instruction.

**7.4.** During the first four weeks of the practicum, each student will collaborate with their practicum instructor in the development of a **Learning Agreement**.

- The Council on Social Work Education (CSWE), the national accrediting organization for social work education, has established 9 competencies that provide the framework for practicum education. The learning agreement will identify activities that each student will engage in to promote learning, growth, and ongoing skills development as related to each competency.
- Recognizing that each placement site provides various learning opportunities, students and practicum instructors can select or create activities that reflect the agency's unique mission and goals.
- The Learning Agreement and Evaluation Form will be accessed and completed on the School's practicum education software platform, Sonia.
- The Learning Agreement will serve as a road map for the ongoing assessment and development of the student's learning experience and progress in the practicum.

**7.5.** Writing and reviewing process recordings is a key mechanism for practicum learning and instruction. Process recordings are required practicum education assignments, and are an important tool for assessing progress and competency development. Detailed information regarding process recording requirements can be found in the School's **Process Recording Handbook**.

- **B.S.W. Juniors will submit one process recording each week; B.S.W. Generalists (Seniors), M.S.W. Generalists, and M.S.W. Specialized students will submit two recordings each week.**
- Students are expected to write and submit thoughtful and thorough process recordings, and to submit completed recordings in a timely manner.
- Process recordings must be submitted in accordance with School guidelines. Students who do not complete the required number of recordings or who submit recordings late, may be provided with a developmental learning plan and/or may earn a failing grade for the practicum instruction course.

**7.6.** All students are required to participate in a monthly meeting with their faculty liaison, in either an individual or group format. These meetings may be remote or in-person.

- These monthly conferences afford students an opportunity to provide ongoing feedback regarding their experience in the practicum, and to receive guidance and support from the liaison related to any issues or concerns.
- Students and liaisons will use these meetings as a “check in” to ensure that students are on track with all practicum requirements, including time and attendance, completion of professional development activities, and submission of process recordings.
- Liaisons will provide feedback regarding student progress based on a review of submitted process recordings, and any feedback provided by the practicum instructor.
- Students are expected to be available for and actively participate in these monthly conferences.

**7.7.** Students will earn up to 25 practicum hours each academic year through participation in **approved professional development** activities and the School's annual **Social Justice Initiative**.

- The Practicum Education Department will provide professional development workshops throughout the academic year, with an explicit emphasis on the development of competencies related to antiracist practice, and to diversity, equity, inclusion and belonging.
- Students will complete 13 hours of approved professional development activities.
- Congruent with the social justice mission of the School and the social work profession, all students enrolled in practicum education courses will participate in the School's annual Social Justice Initiative. Students will engage in group activities related to a School-wide social justice theme. Information about the annual social justice initiative will be distributed to students at the end of the fall semester. Students earn 12 hours of



professional development credits for participation in the School's annual social justice initiative.

- Students who are participating in one of the School's innovative fellowship programs will earn professional development hours through participation in required fellowship colloquia. Participation in social action is still required for fellowship students.
- Professional development activities should not be added to the student's timesheet. They are tracked through required reflective documents in Sonia.

## 8. Professional Identity and Ethical Practice

**8.1. Students will abide by the National Association of Social Workers (N.A.S.W.) Code of Ethics.**

- Students should be familiar with the N.A.S.W. Code of Ethics: [Code of Ethics: English](#) ; [Code of Ethics: Spanish](#)
- Students should be familiar with, and adhere to, all policies and procedures in their assigned placement agency.
- Students should be familiar and act in accordance with the **N.A.S.W. Practice Standards and Guidelines** as appropriate to their specific domain of practice in the practicum.  
[NASW Practice Standards & Guidelines](#)

**8.2. Section 1** of the N.A.S.W. Code of Ethics provides explicit guidelines related to ethical responsibilities to clients.

- Students should be familiar with the ethical imperative and implications of informed consent, privacy and confidentiality.
- All agencies will have guidelines for informed consent, privacy and confidentiality that are unique to each setting. Students are expected to be familiar with and adhere to all agency policies in the practicum.
- Students should consult with the practicum instructor to ensure ethical practice and fidelity to professional ethical responsibilities to clients, communities, and systems.

**8.3.** While in the practicum setting, students are representing Adelphi University and the School of Social Work. Students will abide by the **Adelphi University Code of Conduct** at all times.  
<https://www.adelphi.edu/wp-content/uploads/2022/08/Code-of-Conduct-2022.pdf>

**8.4.** Students are expected to engage and communicate with others in a professional, respectful and civil manner.

- **Students will use their Adelphi University e-campus email accounts for all practicum-related activities**, including communications with their practicum instructor and agency, faculty liaison, and the practicum education department.



- Students are expected to respond to all practicum-related phone calls and email communications within 48 hours of receipt.
- Students should not share personal cell phone, social media, or other contact information with clients.
- Students must identify themselves as students or interns when engaged in any practicum -related activities or communications.

**8.5.** Students are encouraged to read and adhere to the N.A.S.W. [Standards for Technology in Social Work Practice](#) .

- Students are to be cognizant of their digital presence in order to maintain professional boundaries and to protect the privacy and integrity of both the student and clients, as well as the practicum instructor and practicum setting.
- All social media platforms including, but not limited to, Instagram, Twitter, TikTok, Snapchat, Facebook, and YouTube, are in the public domain and may be accessed by anyone online.
- Students must seek the guidance of their practicum instructor at each assigned agency to learn about agency rules and policies regarding the use of technology and social media.

**8.6.** Students are prohibited from making audio and/or video recordings of any meetings or sessions within the practicum agency setting or related to the practicum without the explicit knowledge and permission of the practicum instructor and all participants.

**8.7.** Violation of any ethical standards or guidelines may result in dismissal from the practicum, and/or a failing grade for the course and referral to the School's Academic Standards Committee.

## **9. EVALUATION AND GRADING IN THE PRACTICUM**

**9.1.** The practicum instructor will monitor and assess the student's learning progress and competency development on an ongoing basis.

- Students will receive appreciative and constructive feedback during weekly practicum instruction conferences.
- The faculty liaison will meet with the practicum instructor, remotely or in-person, at least once each semester to review student performance and progress in the practicum.

**9.2. Developmental Learning Plans**, which are agreements established between the student, the faculty liaison, and the assistant director of practicum education, may be implemented to clarify expectations and support student success in the practicum. A Developmental Learning Plan is designed to target unique learning and/or professional development needs. This Plan is developed by the liaison in collaboration with the assistant director of practicum education.

- Developmental Learning Plans explicitly articulate areas where growth is needed, identify educational goals and objectives, and specify educational and instructional interventions that the practicum instructor and liaison will use to support learning goals and objectives.
- Developmental Learning Plans are time-limited and specify a plan and timeline for achieving educational objectives.

**9.3.** The practicum instructor will complete a written summative evaluation at the end of the fall semester and again at the end of the academic year.

- The evaluation is completed on the same Learning Agreement and Evaluation Form that was initiated during the first month of the semester.
- The assessment of performance and skills development will be framed within the context of the learning activities for each competency that were identified in the Learning Agreement.
- The evaluation is discussed and reviewed during a practicum instruction conference so that the student may ask questions, and have the opportunity to provide additional information or feedback to the practicum instructor.
- After reflecting on evaluation feedback, the student will comment on and electronically submit the Learning Agreement and Evaluation. Submitting the evaluation serves as an acknowledgement that the evaluation was discussed and reviewed. The student may use their comments to submit a rebuttal or addendum at their discretion.

**9.4.** The faculty liaison is the professor of record for the practicum instruction course, and is responsible for determining and entering the grade earned by the student.

- Practicum instruction courses are graded on a pass/fail basis.
- Under certain circumstances, students may earn a grade of “Incomplete” for a practicum instruction course. Students who earn an incomplete may be required to register for a semester of “continuous matriculation” prior to resuming their practicum and practice course sequences.
- In determining the grade, faculty liaisons consider students’ attendance in the practicum course, submission and quality of process recordings, engaged participation in practicum instruction, completion of professional development activities, professional behavior and attainment of competencies.
- Students who are at risk of failing the practicum may not be permitted to register for the next practicum or practice courses.
- Undergraduate students who earn an “F” in a practicum instruction course are referred to the Academic Standards Committee, as per the undergraduate academic standards committee policy.
- If a student wishes to grieve a failing grade for a practicum instruction course, the student should refer to the School’s Student Handbook.

**9.5.** When an agency makes the decision to dismiss a student from the practicum, the circumstances surrounding the dismissal, including feedback from the practicum instructor and agency, the liaison, and the student, will be carefully considered to determine next steps.

- Possible outcomes might include the student's reassignment to a new practicum setting with or without continuous matriculation, earning a grade of "F" for the practicum instruction course, and/or referral to the Academic Standards Committee.
- Graduate students who are dismissed from two separate practica are automatically referred to the Academic Standards Committee as per the graduate Academic Standards Committee policy.

## 10. Problem Solving

**10.1.** Students sometimes encounter challenges in the practicum. Problem solving and waging good conflict are important skills in the social work profession. Challenges in your practicum provide opportunities for developing these important skills. Here are some tips for problem solving and waging good conflict:

### **Assume good intent.**

- Your practicum instructor and faculty liaison are committed to your learning and growth, and to supporting your success in your practicum placement. They are also charged with acting as stewards of your practicum learning in accordance with C.S.W.E. and School standards.

### **Follow the process.**

- The first step in addressing your concerns is to discuss them with your practicum instructor. If you are uncertain about how to raise your concerns, your liaison can provide guidance to help you to communicate issues in a professional and constructive manner.
- If you discuss your concerns with your practicum instructor and still have questions or need clarification, speak with your faculty liaison. Your liaison can support you by participating in a three-way meeting to include you, your practicum instructor, and your liaison. Your liaison's participation may provide an additional perspective and help to identify different options or strategies for problem solving and clarifying expectations.
- If you have lingering questions or concerns following your three way meeting, you may ask for a meeting with your liaison and the assistant director of practicum education.
- The Director of Practicum Education may provide additional support and guidance, as needed, for concerns that seem unresolved following meetings with the practicum instructor, liaison and/or assistant director of practicum education. This may include meeting with the student in collaboration with the B.S.W. Director or the Assistant Dean for Academic Affairs.

## 11. Sonia Practicum Management Software

11.1. The Adelphi University School of Social Work uses an online practicum management system, Sonia, to facilitate all practicum activities. See **Appendix D** for more information regarding Sonia.

- The practicum application, process recordings, timesheets, the Learning Agreement and Evaluation, professional development, and all other documents are completed, reviewed, and approved online using Sonia.
- Sonia is the platform used for communications from the practicum education department. **All notices are archived under the “Documents” tab.** Students should not change their email address in Sonia to ensure that all communications are directed only to the student’s e-campus account and to protect student privacy.
- Specialized students may review and identify placements that are of interest to them using Sonia’s “preferencing” function.
- Communications from faculty liaisons and the practicum education department will be sent to your Adelphi email account through Sonia, and are archived on your Sonia page under the “Documents” tab for ongoing reference.
- Important documents such as the practicum education calendar, the Process Recording Handbook, and “how to” guides for practicum education can be found on your Sonia homepage.
- Students may also download a mobile app for Sonia.

11.2. New Sonia users will contact the assistant director of practicum education for access and account set-up. Existing Sonia users may contact our Sonia practicum Management email account for assistance or troubleshooting: [SSWSonia@adelphi.edu](mailto:SSWSonia@adelphi.edu)

### **Appendix A: Practicum Education Department Contact Information**

Livia Polise, Director of Practicum Education  
[lpolise@adelphi.edu](mailto:lpolise@adelphi.edu)  
516-877-4374

James Paul Amato, Assistant Director of Practicum Education  
[amato@adelphi.edu](mailto:amato@adelphi.edu)

Abby Balbi, Assistant Director of Practicum Education  
[abatista@adelphi.edu](mailto:abatista@adelphi.edu)

Erin Caragol, Assistant Director of Practicum Education  
[ecaragol@adelphi.edu](mailto:ecaragol@adelphi.edu)

Shawn Deverteuil, Assistant Director of Practicum Education  
[sdeverteuil@adelphi.edu](mailto:sdeverteuil@adelphi.edu)

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Phyllis Campagna, Assistant to the Practicum Education Department  
516-877-4375  
[campagna@adelphi.edu](mailto:campagna@adelphi.edu)

Sonia Support  
[Soniasupport@adelphi.edu](mailto:Soniasupport@adelphi.edu)

## **Appendix B: Guidelines for Employment Based Practicums**

Paid employees of agencies must meet all educational requirements for practicum instruction, including demonstrated competency development, completion of process recordings and professional development activities, and all other requirements for their practicum instruction course. Employment based practicum students must carry out their practicum responsibilities in a social work role clearly defined by the agency and known to its clients.

**Students must be employed in their organization for a minimum of 6 months in order to be eligible for an employment based practicum.**

**Employee tasks may qualify as practicum hours when directly linked to social work competencies and level of practice (generalist or specialized). Practicum education supervision may be provided by the same supervisor if practicum education supervision is distinct from employment supervision and the supervisor meets the requirements to serve as practicum instructor.**

Agencies are expected to provide employment based practicum students with the appropriate amount of time to meet educational recording requirements and attend weekly conferences with their practicum instructors and carry out the full complement of assignment responsibilities within the designated practicum work hours (up to 15 hours each week).

If the student is approved to integrate practicum learning into their employment assignments, there must be a plan for practicum instruction as follows:

- If the agency is providing practicum instruction, there must be a specific time and plan for educational practicum instruction that is separate and distinct from the supervision the student receives in their employee role;
- The student's employment supervisor may also serve as the practicum instructor as long as there is an explicit weekly meeting for practicum instruction that is separate and distinct from the employee's supervision time

Assignments used for **practicum learning must provide opportunities for competency development congruent with the student's educational level** and the type and focus of the assignments should be congruent with those assigned to a non-employment based student at the same educational level.

**Some considerations in planning for an employment based practicum include:**

- Will the student be integrating practicum learning into their current job, or will the internship assignment be separate and distinct from employment?
- What are the proposed learning assignments?
- Does the agency practicum instructor meet criteria for the provision of practicum instruction?
- If the agency is providing practicum instruction, is the agency instructor aware of their responsibilities including the provision of weekly instruction, review and approval of timesheets, development of the learning agreement, review of two process recordings each week, and completion of student evaluations at the end of each semester
- Is the agency requesting that Adelphi provide an external practicum instructor?

**Appendix C: MEDICAL CLEARANCES AND ONBOARDING**

Healthcare and other settings often require the following clearances which must be verified prior to starting your practicum:

- Covid19 vaccination
- Drug toxicology screening
- Physical examination
- Hepatitis B (vaccination or declination)

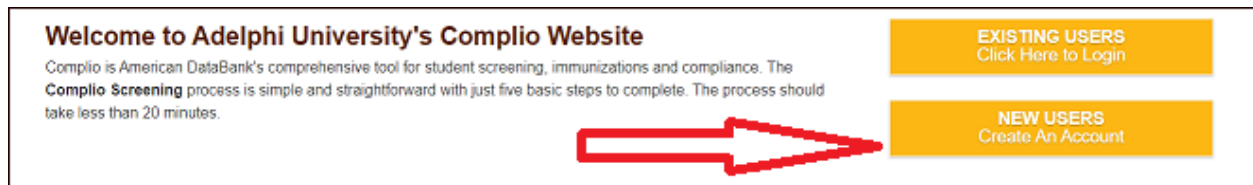
- Influenza vaccination
- MMR
- TDAP
- Varicella
- PPD
- Fingerprinting and criminal justice clearance
- Child Abuse Registry or Justice Center Registry clearance

*Some healthcare and other settings may require background clearances, including fingerprinting and criminal justice clearance: **At the time of your interview, be sure to discuss onboarding requirements to determine whether your placement site will require medical clearance, background clearance, or both, as well as the process for obtaining needed clearances.***

To ensure your privacy, the School uses an online vendor, Complio, to track compliance with required clearances. Complio will review the documents you upload and will notify the practicum education department when you have met requirements. The School will then be able to verify compliance as needed for your practicum

Here is the link you will use to set up your Complio account:

<http://adelphicompliance.com/>




**Welcome to Adelphi University's Complio Website**

Complio is American DataBank's comprehensive tool for student screening, immunizations and compliance. The **Complio Screening** process is simple and straightforward with just five basic steps to complete. The process should take less than 20 minutes.

**EXISTING USERS**  
Click Here to Login

**NEW USERS**  
Create An Account

## **Resources:**

 [ComplioStudentUserGuide11.2020.pdf](#)

## **Appendix D: Sonia**

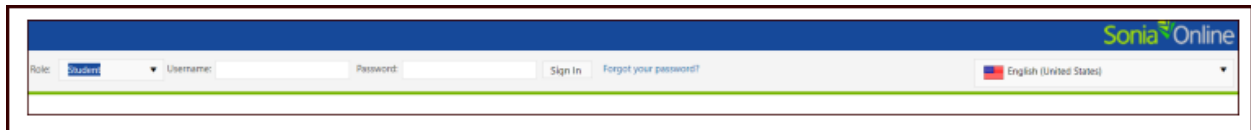
The Adelphi University School of Social Work uses an online practicum management system, Sonia, to facilitate all practicum placement activities. To access Sonia, you will need a web (internet) browser and internet access. **For optimal performance, Sonia suggests Chrome, Firefox, or Edge.**



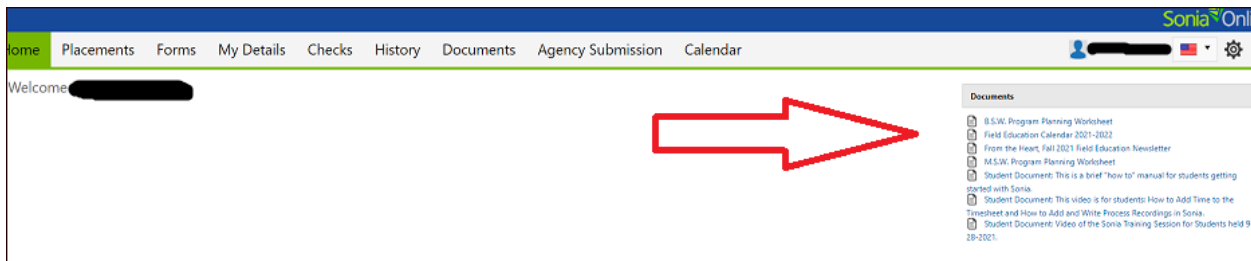
For Sonia assistance you may email: [sswsonia@adelphi.edu](mailto:sswsonia@adelphi.edu)

In order to begin the practicum placement planning process, please follow these steps:

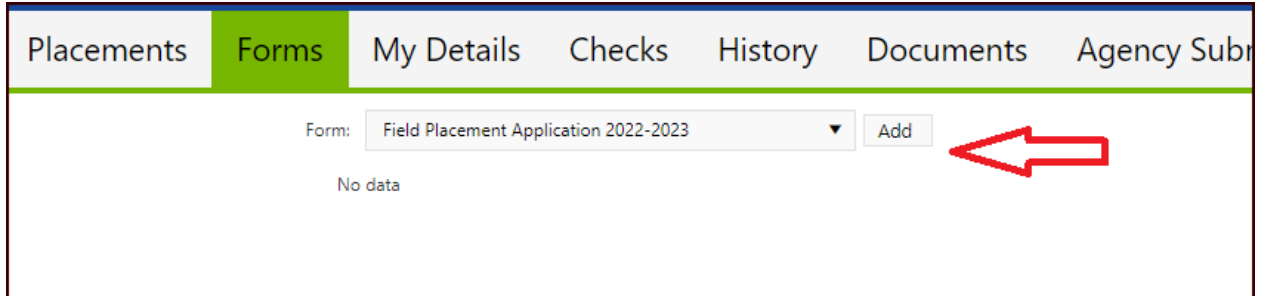
1. Create your Adelphi eCampus Account.
2. Email the assistant director of practicum education for your campus or program using your Adelphi eCampus email address:
3. You will receive an email via Sonia with a link and username to set up your Sonia account and password. Please set up your Sonia account immediately upon receipt. Once you have set your password, click 'Continue' to be directed to the home page to login. Ensure the 'Role' is set to 'Student'. Using the username provided in the email from the School and the password you just created, click 'Sign In'. **Be sure to set a shortcut or bookmark the Sonia link!**



4. Watch the Sonia "How To" videos and read the "How To" manual. You will find these documents on your Sonia home page:



5. Complete your practicum application on Sonia. You will find your practicum application on the drop down menu under the "Forms" tab on your Sonia page. Click "Add" to access and complete the form:



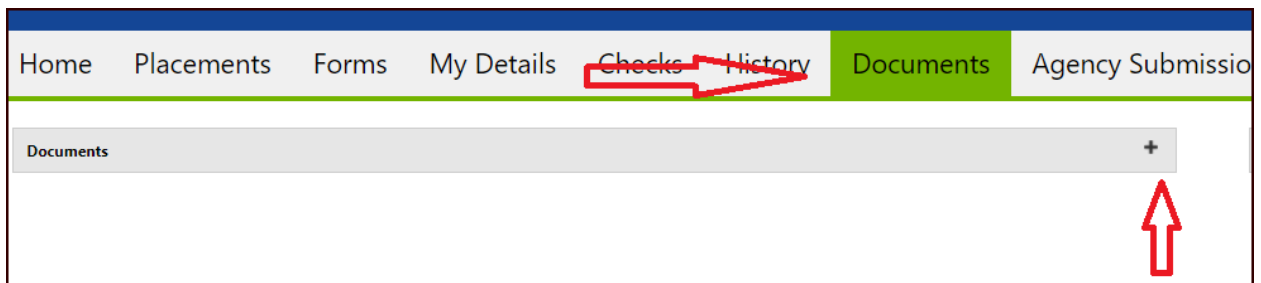
Placements **Forms** My Details Checks History Documents Agency Subr

Form: Field Placement Application 2022-2023 Add

No data

6. Upload your updated resume to Sonia. Adelphi's Center for Career and Professional Development provides sample resumes to help you build your resume:  
<https://www.adelphi.edu/career-center/wp-content/uploads/sites/20/2020/05/Resume-Samples.pdf>  
You may also contact Adelphi's Center for Career and Professional Development for hands-on guidance and assistance in developing your resume:  
[Career Guidance | Professional Development | Adelphi University](#)

You will add your resume by clicking the "+" sign under the "Documents" tab on your Sonia page:



Home Placements Forms My Details Checks History **Documents** Agency Submissio

Documents +

When you add your resume, click "show to agency" so that potential placement agencies can view your resume. You will also select your educational level for the current academic year using the drop-down menu for "Category":

Home Placements Forms My Details Checks History Documents Agency Subm

**New Document**

Document:  Browse

Determine who can view and edit this document  
Show to agency  Show to faculty field liaison

Description:

Category:

Add

Documents

- Resume- BSW Junior
- Resume- BSW Senior
- Resume- MSW Generalist
- Resume- MSW Specialized

7. All students will meet with an assistant director who will provide guidance and assistance in planning your practicum.

### **Appendix E: Home or Community Visits and Safety**

If students are assigned home or community visits, agencies are expected to take appropriate measures to plan for and ensure safety. Any concerns regarding home or community visits

should be discussed with the practicum instructor. If the issue is not resolved, the student should speak with the faculty liaison and the Practicum Education Department.

The following safety guidelines should be considered and discussed when planning student involvement in home or community visits:

- Visits should take place during daylight hours.
- When possible, students should be accompanied by an escort or co-worker.
- Your instructor and agency should always be informed about the day, time and location of any planned home visits.
- Plan a travel route in advance.
- Use main streets for traveling on foot.
- When traveling by train, ride in the middle car or where the conductor is present.
- Meet a client in a public or community meeting place (e.g., library, community center) if it is appropriate and feasible.
- If you are unsure about entering a building, ask the client to meet you at the front door of the building to accompany you to their home.
- Use caution when entering elevators and stairwells.
- Carry official identification or a letter that establishes your status as an agency representative.
- Bring a charged cell phone.
- Use care in carrying bags and avoid wearing jewelry.
- Always be aware of your surroundings.