

# **MSW Student Practicum Guidelines**

## **Form B**

The purpose of this guideline is to assist staff and students to successfully perform work functions while simultaneously completing the Master of Social Work (MSW) program and obtaining required hours of supervised clinical work required for some levels of licensure.

This guideline also serves as a reminder to the Division of Child and Family Services (DCFS) employee regarding their commitment to continued employment with DCFS when IV-E funding is used to assist with the costs of the MSW education.

Any increase in compensation regarding the advanced degree or any licensure can only be granted in accordance with personnel rules, available resources, and appropriate job task assignments.

This agreement will be renewed with an employee/student's supervisor each year prior to the fall semester starting.

- 1- While participating in the MSW program, DCFS duties/responsibilities will take priority over any requirements of your educational program.
- 2- You will be expected to work 40 hours per week (except where appropriate leave is approved and taken). Prior to accepting a practicum position you will negotiate with your direct supervisor a schedule which allows at least 4 full days or 3 full days and 2 half days of work per week (totaling 40 hours per week). The hours worked must be within regular business hours of the office in which you work (allowing flex time one hour before regular hours and one hour after). This negotiated schedule must be approved by your supervisor and Child Welfare Administrator (CWA).
- 3- If you are subject to any disciplinary action while attending the MSW program, the regional administrative team will meet to discuss the situation and determine whether you will be eligible to continue receiving the IV-E funding.
- 4- Following graduation you will be expected to maintain employment with DCFS for 24 months (if full time) and 48 months (if part-time). Should you be dismissed or resign prior to fulfilling this commitment, you will be required to return the IV-E money that you received, at a pro-rated amount determined by DCFS/DHS.
- 5- Upon graduation from the MSW program, you may attempt to negotiate appropriate supervision, within DCFS, to assist you with obtaining hours toward licensure requirements. No guarantee is made that any such hours will be made available to any graduate.

I have read and completely understand the guidelines enumerated above.

School Attending: \_\_\_\_\_

School Year and Starting Semester: \_\_\_\_\_

My specific work schedule will be:

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This schedule will be in effect for the following time period:

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Additional negotiated agreements are as follows:

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Signatures:

Date:

\_\_\_\_\_  
Staff/Student

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\_\_\_\_\_  
Supervisor

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\_\_\_\_\_  
Child Welfare Administrator

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\_\_\_\_\_  
Regional Director

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