

# COMPLIANCE DOCUMENTATION – MASTER OF SOCIAL WORK (MSW) DEGREE PROGRAM

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A cleared background check must be completed during the first two sessions of enrollment in the Master of Social Work (MSW) degree program. Students may not register for third session courses unless the background check is cleared in the first two sessions.

## Planning for Field Education

Students must be in good academic standing, have completed all MSW core course requirements, and have the approval of the MSW field coordinator prior to registering for field education. Field education is planned for the last two sessions of the program; however, fieldwork may need to be extended for a variety of reasons. Students whose field placements extend beyond the initial enrolled session will receive an incomplete until a final grade can be given.

Students are responsible for identifying potential field placement sites and field instructors that meet the criteria established by CSWE and Chamberlain University. After identifying a potential placement site, field coordinators assist students in securing the placement site, in addition to making sure all required forms and documents are submitted as required. The MSW field coordinator assists students with the contractual and compliance documents required to secure a field placement site. Students must submit their fieldwork application at least two sessions prior to their projected fieldwork/practicum start date to ensure placement and readiness to engage in field education. Certain field education sites may require screening including, but not limited to, a criminal background check, drug and/or alcohol testing, physical and/or psychological examination, or a credit check. Final placement in fieldwork/practicum sites are subject to the outcomes of the screening results. Failure to comply with background, drug screening and fingerprint clearance (as required) or failure to achieve a satisfactory outcome may result in dismissal from Chamberlain. After securing the site, the field director will provide final approval ensuring that it meets the education requirements of the student and university. If the preceptor, mentor and/or field instructor you are submitting for Chamberlain University's review and approval was found using a third-party preceptor matching service, be advised that Chamberlain University will not reimburse any fees you may have incurred.

Planning begins with the student developing their own educational objectives with the assistance of the field instructor. The student must submit a Field Education Learning Agreement that identifies the student's educational objectives, specific assignments the student will have at the agency, and all other forms required to solidify the field education agreement with their fieldwork application. The student and field instructor, with the MSW coordinator's assistance, will mutually develop the Field Education Learning Agreement. A copy of the field instructor's resume and credentials will also be required.

**Note:** All programs are subject to additional requirements including the following examples: background check, fingerprint scan, drug screen clearance, immunizations, vaccines, additional forms and trainings, and other site requirements as requested, as based on state or requirements. Additional out of pocket fees may apply due to state Board of Nursing

and site requirements; see your admission representative for additional information.

## Final Deliverables – Reflective Journal & Summary Report

While engaging in field education, students are required to keep a reflective journal (e.g., process recording) of their weekly experiences. The purpose is to provide the student with an opportunity for reflection and synthesis of this integrated learning experience. Students are also expected to prepare a written summary report that describes the activities performed during their field experience and demonstrate application of MSW degree program competencies and learning outcomes.

## Field Education Performance Evaluations

The field instructor supervises and provides feedback on the student's on-site performance. While engaged in the field experience process, multilateral communication is expected between all parties involved (e.g., student, field instructor and supervising course faculty). Contact will be made with the field instructor by the supervising course faculty member at least twice during the session to discuss the student's progress (or as necessary to address any immediate issues/concerns). The supervising course faculty member will determine the final grade for the student. The grade will be based on the field instructor's feedback, the student's evaluation, the written reflective journal and summary report, and any other relevant information.