

There are some general guidelines that apply to all students in internships:

- ✓ **Contract with the agency** (if not available prior to placement) is due before the completion of **40 hours** of placement.
- ✓ A passing grade is given with all field hours, learning plans, liaison visit forms and all other course assignments have been successfully completed.
- ✓ For more information regarding Roles, Responsibilities and Expectations, please see the Field Manual
(<http://www.andrews.edu/cas/socialwork/field/field-manual1.html>)

Please click on your class standing:

- ✓ [BSW and MSW 1st year](#)
- ✓ [MSW 2nd year](#)
- ✓ [MSW Advanced Standing](#)

BSW & MSW 1st year:		<ul style="list-style-type: none"> • Total of 400 clock hours of internship • 2 Learning Plans
<i>Task</i>	<i>Number of hours</i>	<i>Persons responsible</i>
Internship orientation	0-50 hours	<ul style="list-style-type: none"> • Student, Field Instructor and Task Supervisor, if applicable
Draft activities for learning objectives in your learning plan	0-50 hours	<ul style="list-style-type: none"> • Student and Field Instructor/Task Supervisor
1st Liaison visit	50-100 hours	<ul style="list-style-type: none"> • Student arranges the meeting with Liaison and Field Instructor/Task Supervisor • Have a typed draft of your learning plan available for review
Submit 1st completed learning plan, graded by your supervisor	200 hours	<ul style="list-style-type: none"> • Field Instructor/Task Supervisor scores and grades the Learning plan, including the ASP. • Student and Instructor sign the Learning Plan • Student submits the Learning Plan to the Field Office
2nd Liaison visit	350-400 hours	<ul style="list-style-type: none"> • Student arranges the meeting with Liaison and Field Instructor/Task Supervisor • Have a typed draft of your second learning plan available for review. • Also, have a copy of your first learning plan available
Submit 2nd completed learning plan, graded by your supervisor.	400 hours	<ul style="list-style-type: none"> • Field Instructor/Task Supervisor scores and grades the Learning plan, including the ASP. • On this learning plan all objectives must have activities, and you must have successfully proven your skills. • Student and Instructor sign the Learning Plan • Student submits the Learning Plan to the Field Office. • Internship is completed.

MSW 2 nd year:		<ul style="list-style-type: none"> • Total of 500 clock hours of internship • 2 Learning Plans
<i>Task</i>	<i>Number of hours</i>	<i>Persons responsible</i>
Internship orientation	0-50 hours	<ul style="list-style-type: none"> • Student, Field Instructor and Task Supervisor, if applicable
Draft activities for learning objectives in your learning plan	0-50 hours	<ul style="list-style-type: none"> • Student and Field Instructor/Task Supervisor
1st Liaison visit	50-100 hours	<ul style="list-style-type: none"> • Student arranges the meeting with Liaison and Field Instructor/Task Supervisor • Have a typed draft of your learning plan available for review
Submit 1st completed learning plan, graded by your supervisor	250 hours	<ul style="list-style-type: none"> • Field Instructor/Task Supervisor scores and grades the Learning plan, including the ASP. • Student and Instructor sign the Learning Plan • Student submits the Learning Plan to the Field Office
2nd Liaison visit	450-500 hours	<ul style="list-style-type: none"> • Student arranges the meeting with Liaison and Field Instructor/Task Supervisor • Have a typed draft of your second learning plan available for review. • Also, have a copy of your first learning plan available.
Submit 2nd completed learning plan, graded by your supervisor.	500 hours	<ul style="list-style-type: none"> • Field Instructor/Task Supervisor scores and grades the Learning plan, including the ASP. • On this learning plan all objectives must have activities, and you must have successfully proven your skills. • Student and Instructor sign the Learning Plan • Student submits the Learning Plan to the Field Office. • Internship is completed.

MSW Advanced Standing		<ul style="list-style-type: none"> • Total of 600 clock hours of internship • 3 Learning Plans
<i>Task</i>	<i>Number of hours</i>	<i>Persons responsible</i>
Internship orientation	0-50 hours	<ul style="list-style-type: none"> • Student, Field Instructor and Task Supervisor, if applicable
Draft activities for learning objectives in your learning plan	0-50 hours	<ul style="list-style-type: none"> • Student and Field Instructor/Task Supervisor
1st Liaison visit	50-100 hours	<ul style="list-style-type: none"> • Student arranges the meeting with Liaison and Field Instructor/Task Supervisor • Have a typed draft of your learning plan available for review
Submit 1st completed learning plan, graded by your supervisor	200 hours	<ul style="list-style-type: none"> • Field Instructor/Task Supervisor scores and grades the Learning plan, including the ASP. • Student and Instructor sign the Learning Plan • Student submits the Learning Plan to the Field Office
Submit 2nd completed learning plan, graded by your supervisor	400 hours	<ul style="list-style-type: none"> • Field Instructor/Task Supervisor scores and grades the Learning plan, including the ASP. • Student and Instructor sign the Learning Plan • Student submits the Learning Plan to the Field Office
2nd Liaison visit	550-600 hours	<ul style="list-style-type: none"> • Student arranges the meeting with Liaison and Field Instructor/Task Supervisor • Have a typed draft of your second learning plan available for review. • Also, have a copy of your first and second learning plans available.
Submit 2nd completed learning plan, graded by your supervisor.	600 hours	<ul style="list-style-type: none"> • Field Instructor/Task Supervisor scores and grades the Learning plan, including the ASP. • On this learning plan all objectives must have activities, and you must have successfully proven your skills. • Student and Instructor sign the Learning Plan • Student submits the Learning Plan to the Field Office. • Internship is completed.