PRACTICUM EDUCATION
Step-by-Step Guide

2023 - 2024

Professor Twyla E. Smith, MSW, LLMSW
email: twyla@andrews.edu
mobile: 269-921-1931

Appointment Scheduler Link:
https://calendly.com/twylasmith
Registration & Setup Guidance

Welcome to your setup guide! The following pages will walk you through what courses to register for, where to find your practicum orientation and how to set up your account in Prism (this is the program where all the details of your internship will be handled.)
BSW Courses:
- SOWK420 - 0.5 cr.
- SOWK435 - 1-4 cr. (Check Course Sequencing Guide)

MSW Generalist Courses:
- 1st year
  - SOWK 510 - 0.5 cr.
  - SOWK 535 - 1-4 cr. (Check Course Sequencing Guide)
- 2nd year
  - SOWK 610 - 0.5 cr.
  - SOWK 635 - 1-4 cr. (Check Course Sequencing Guide)

MSW Advanced Courses:
- SOWK 610 - 05 cr.
- SOWK 637 - 1-4 cr. (Check Course Sequencing Guide)

Students: Please make sure that you have registered for the correct number of credits for your practicum classes SOWK 435, 535, 637. Failure to do so could result in your graduation being delayed.
How to Change the Number of Credits You are Registered For:

- Choose the course. (Enter CRN Number or Course Name)
- Hit submit. (You should now be fully registered for the course)
- Next go to "Schedule and Options" tab at the top of the screen.
- Find your practicum class in class list.
- Click on arrow next to credits to choose the number credits you need for your semester.
- Hit SUBMIT button to make the change.
BSW Courses:
- SOWK420 - 0.5 cr.
- SOWK435 - 1-4 cr. (Check Course Sequencing Guide)

MSW Generalist Courses:
- 1st year
  - SOWK 510 - 0.5 cr.
  - SOWK 535 - 1-4 cr. (Check Course Sequencing Guide)
- 2nd year
  - SOWK 610 - 0.5 cr.
  - SOWK 635 - 1-4 cr. (Check Course Sequencing Guide)

MSW Advanced Courses:
- SOWK 610 - 05 cr.
- SOWK 637 - 1-4 cr. (Check Course Sequencing Guide)

Students: Please make sure that you have registered for the correct number of credits for your practicum classes SOWK 435, 535, 637. Failure to do so could result in your graduation being delayed.
Click on your Course Sequencing Guide for to find out how many practicum credits to register for:

BSW
MSW - Regular Standing
MSW - Advanced Standing
MSW - Online Regular Standing
MSW - Online Advanced Standing
BSW Courses:
- SOWK420 - 0.5 cr.
- SOWK435 - 1-4 cr. (Check Course Sequencing Guide)

MSW Generalist Courses:
- 1st year
  - SOWK 510 - 0.5 cr.
  - SOWK 535 - 1-4 cr. (Check Course Sequencing Guide)
- 2nd year
  - SOWK 610 - 0.5 cr.
  - SOWK 635 - 1-4 cr. (Check Course Sequencing Guide)

MSW Advanced Courses:
- SOWK 610 - 05 cr.
- SOWK 637 - 1-4 cr. (Check Course Sequencing Guide)

Students: Please make sure that you have registered for the correct number of credits for your practicum classes SOWK 435, 535, 637. Failure to do so could result in your graduation being delayed.
Registration & Setup Guidance

Welcome to your setup guide! The following pages will walk you through what courses to register for, where to find your practicum orientation and how to set up your account in Prism (this is the program where all the details of your internship will be handled.)
Practicum Education Orientation is pre-recorded and can be viewed at any time after you have registered for your practicum courses.

Click here for Orientation
Registration & Setup Guidance

Welcome to your setup guide! The following pages will walk you through what courses to register for, where to find your practicum orientation and how to set up your account in Prism (this is the program where all the details of your internship will be handled.)
Exxat PRISM

Exxat is the program that tracks all the details of your practicum.

You should complete this step within one week of registering for your practicum classes.
The welcome, link, and instructions to login to Exxat/Prism will come to your email inbox. The email will come from this email address v4support@exxat.com.

Follow the directions given in the email. If you haven't received it, check your junk folder.
Exxat PRISM

Exxat is the program that tracks all the details of your practicum.

You should complete this step within one week of registering for your practicum classes.
Click here to find out more about setting up a profile in Exxat

Click here to get to know your Exxat dashboard.
Exxat PRISM

Exxat is the program that tracks all the details of your practicum.

You should complete this step within one week of registering for your practicum classes.

Step 1: Activate your Exxat PRISM account.

Step 2: Build your Exxat student profile.

Step 3: Complete your Compliance Documents.
Compliance Documents

- Go to your dashboard.
- Click on Compliance
- At the top of the screen there are two mandatory documents. Both items must be completed before you go any further in your practicum.
Practicum Fee Authorization

(Explanation: the practicum fee form allows the School of Social Work to charge your student account with the fees associated with your practicum)
Click on “Get Started”.
Fill out the “Permission to Charge Your Student” account form, sign it and send it to the administrative assistant at lechleitnerk@andrews.edu.
Compliance Documents

- Go to your dashboard.
- Click on Compliance
- At the top of the screen there are two mandatory documents. Both items must be completed before you go any further in your practicum.
Background Check

Click “get started”. The background check is completed through Sterling Volunteers. The payment for it is included in the fee authorization form above. You do not pay Sterling Volunteers, so if you are asked to make a payment, please contact your Practicum Director.
Compliance Documents

- Go to your dashboard.
- Click on Compliance
- At the top of the screen there are two mandatory documents. Both items must be completed before you go any further in your practicum.
Exxat PRISM

Exxat is the program that tracks all the details of your practicum.

You should complete this step within one week of registering for your practicum classes.

Step 1: Activate your Exxat PRISM account.

Step 2: Build your Exxat student profile.

Step 3: Complete your Compliance Documents.
Welcome to your setup guide! The following pages will walk you through what courses to register for, where to find your practicum orientation and how to set up your account in Prism (this is the program where all the details of your internship will be handled.)
Securing an Internship Site:

Ideally you should complete these steps by the end of the 1st month of your program September (fall start) or January (spring start). That allows you to start logging hours by October (fall start) February (spring start).
Creating Your Practicum Site Wishlist.
Review sites in Exxat PRISM and create a wishlist

To find what practicums are available, log into Exxat and click on “Explore Locations”.

Filtering Sites to Find Ones that Interest You.

How to Create your Wishlist
Make your Wishlist

Completing a Location Based Wishlist for Students Prism

Completing a Slot Based Wishlist for Students Prism
Review sites in Exxat PRISM and create a wishlist

To find what practicums are available, log into Exxat and click on “Explore Locations”.

Filtering Sites to Find Ones that Interest You.

How to Create your Wishlist
Filtering Sites

To the right of your screen, you will find a filter button. Clicking on this will let you filter by various criteria (see below).

Filtering by “Categories” allows you to know the length of the agency’s experience working with the AU School of Social Work.
- Emerging Partner = An agency who has just begun accepting interns
- Experience Partner = An agency who has been accepting interns from us for a while.
- Established Partner = An agency who has a long history of partnering with us.
Review sites in Exxat PRISM and create a wishlist

To find what practicums are available, log into Exxat and click on “Explore Locations”.

Filtering Sites to Find Ones that Interest You.

How to Create your Wishlist
Creating Your Practicum Site Wishlist.
Creating Your Practicum Site Wishlist.
Creating Your Practicum Site Wishlist.
Securing an Internship Site:

Ideally you should complete these steps by the end of the 1st month of your program September (fall start) or January (spring start). That allows you to start logging hours by October (fall start) February (spring start).
It is time to meet with Professor Smith to discuss more about your practicum.

- To make an appointment click on her Calendly link.
- For this first meeting choose the 1-hour time slot.
- Click on a blue day that works for you to make your appointment. The open appointment times will then pop up, find one that works for you and click it.
- She is happy to meet online or in person. Please indicate which method you would like when you book your appointment.
Contact via email, visit, and send "student profile" from Exxat.
Contact via email, visit, and send "student profile" from Exxat.
• Log in to Exxat Prism
• Click Profile on Dashboard
• Click Profile again on this page
• Click resume
• Upload your resume
Contact via email, visit, and send "student profile" from Exxat.

**Fall Start Students:** Your Forum meetings for SOWK 420/510/610 might begin at the end of August. Make sure to check your course syllabus to see when to attend the first one. Otherwise, you will find all the details for the various class meetings under September.
Contact via email, visit, and send "student profile" from Exxat.

Fall Start Students: Your Forum meetings for SOWK 420/510/610 might begin at the end of August. Make sure to check your course syllabus to see when to attend the first one. Otherwise, you will find all the details for the various class meetings under September.
Securing an Internship Site:

Ideally you should complete these steps by the end of the 1st month of your program September (fall start) or January (spring start). That allows you to start logging hours by October (fall start) February (spring start).
Secure Your Internship

Complete agency specific forms and requirements.

Notify Practicum Director of chosen agency.
Specific Agency Requirements

Each agency has different requirements that students must complete either before or after being hired.

- To find and complete these requirements click on Explore Locations on your dashboard.
- Click on the desired agency.
- A slide in window will appear on the right of the screen. Click the drop arrow on the “Location Requirements” tab.
- Complete the requirements.
Secure Your Internship

Complete agency specific forms and requirements.

Notify Practicum Director of chosen agency.
Once you have been selected by an agency notify the Practicum Director at twyla@andrews.edu.

Your internship to be finalized the agency must also email confirmation of your hiring to the practicum director. Please share the director's email with them if they do not already have it.
Secure Your Internship

Complete agency specific forms and requirements.

Notify Practicum Director of chosen agency.
Securing an Internship Site:

Ideally you should complete these steps by the end of the 1st month of your program September (fall start) or January (spring start). That allows you to start logging hours by October (fall start) February (spring start).
PRACTICUM EDUCATION
Step-by-Step Guide

2023 - 2024

Professor Twyla E. Smith, MSW, LLMSW
email: twyla@andrews.edu
mobile: 269-921-1931

Appointment Scheduler Link:
https://calendly.com/twylasmith
Internship Details

BSW seniors must complete 400 practicum hours (2 learning plans) over the course of two semesters.

Regular Standing MSW generalist students must complete 400 practicum hours (2 learning plans) over the course of two semesters. Advanced students must complete 500 practicum hours (2 learning plans) over the course of two semesters, for a total of 900 practicum hours during the MSW program.

The advanced standing student is expected to complete 600 hours over a course of three semesters (3 learning plans).
Recording Your Practicum Hours:

All of your practicum time will be recorded in Exxat. Log your hours daily as they are completed.

- From your dashboard click on Practicum Coursework.
- Click on your course.
- Click on "Timesheet".
- Click on "Add Time Entry".
- Add your time and submit.

For more detail directions you can watch the Exxat tutorial video.
Internship Details

BSW seniors must complete 400 practicum hours (2 learning plans) over the course of two semesters.

Regular Standing MSW generalist students must complete 400 practicum hours (2 learning plans) over the course of two semesters. Advanced students must complete 500 practicum hours (2 learning plans) over the course of two semesters, for a total of 900 practicum hours during the MSW program.

The advanced standing student is expected to complete 600 hours over a course of three semesters (3 learning plans).
Learning Plans

One learning plan is due for every 200 hours or 250 hours for 2nd year regular standing MSWs of internship complete.

The first draft of every learning plan should be submitted to your faculty liason prior to their liason visit. The visit should take place after you have completed 50-100 hours of each 200 or 250 (see above) hour section of your internship.

The final draft of the each learning plan is due when your 200 or 250 hour section is complete.
• Go to Exatt
• Sign in
• Click on Learning Activities
• Click on SOWK 435/535/635/637
• Find the Learning Outcomes Report and fill it out
• Discuss the learning plan with your field supervisor before your liaison visit.
Learning Plans

One learning plan is due for every 200 hours or 250 hours for 2nd year regular standing MSWs of internship complete.

The first draft of every learning plan should be submitted to your faculty liason prior to their liason visit. The visit should take place after you have completed 50-100 hours of each 200 or 250 (see above) hour section of your internship.

The final draft of the each learning plan is due when your 200 or 250 hour section is complete.
Internship Details

BSW seniors must complete 400 practicum hours (2 learning plans) over the course of two semesters.

Regular Standing MSW generalist students must complete 400 practicum hours (2 learning plans) over the course of two semesters. Advanced students must complete 500 practicum hours (2 learning plans) over the course of two semesters, for a total of 900 practicum hours during the MSW program.

The advanced standing student is expected to complete 600 hours over a course of three semesters (3 learning plans).
Internship Details

BSW seniors must complete 400 practicum hours (2 learning plans) over the course of two semesters.

Regular Standing MSW generalist students must complete 400 practicum hours (2 learning plans) over the course of two semesters. Advanced students must complete 500 practicum hours (2 learning plans) over the course of two semesters, for a total of 900 practicum hours during the MSW program.

The advanced standing student is expected to complete 600 hours over a course of three semesters (3 learning plans).
Internship Details

BSW seniors must complete 400 practicum hours (2 learning plans) over the course of two semesters.

Regular Standing MSW generalist students must complete 400 practicum hours (2 learning plans) over the course of two semesters. Advanced students must complete 500 practicum hours (2 learning plans) over the course of two semesters, for a total of 900 practicum hours during the MSW program.

The advanced standing student is expected to complete 600 hours over a course of three semesters (3 learning plans).
Monitoring & Supervision

Introductory statement about the topic and explain what will be covered in each section
Monitoring & Supervision

Introductory statement about the topic and explain what will be covered in each section
Monitoring & Supervision

Introductory statement about the topic and explain what will be covered in each section
Monitoring & Supervision

Introductory statement about the topic and explain what will be covered in each section
PRACTICUM EDUCATION
Step-by-Step Guide

2023 - 2024

Professor Twyla E. Smith, MSW, LLMSW
email: twyla@andrews.edu
mobile: 269-921-1931

Appointment Scheduler Link:
https://calendly.com/twylasmith