

**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

Site Selection

Practicum Basics

Monitoring & Supervision

Endings

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.)

Course
Registration

Orientation

Exxat PRISM
Setup

How to Change
Course Credits
When Registering

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:

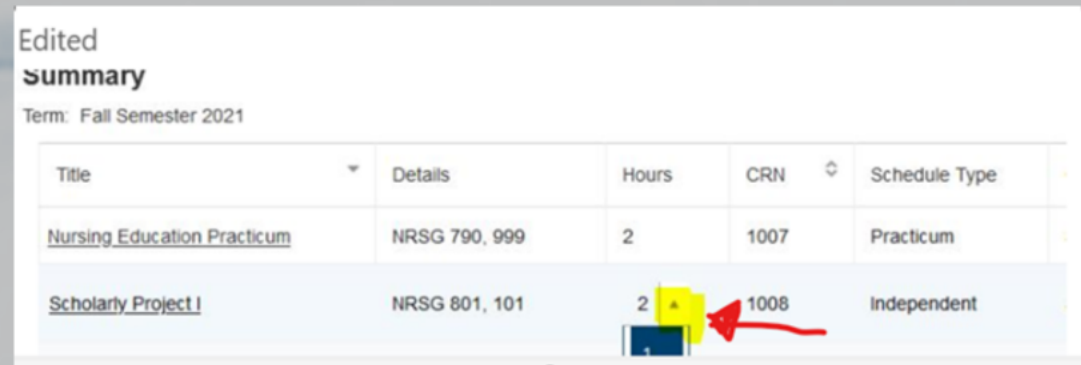
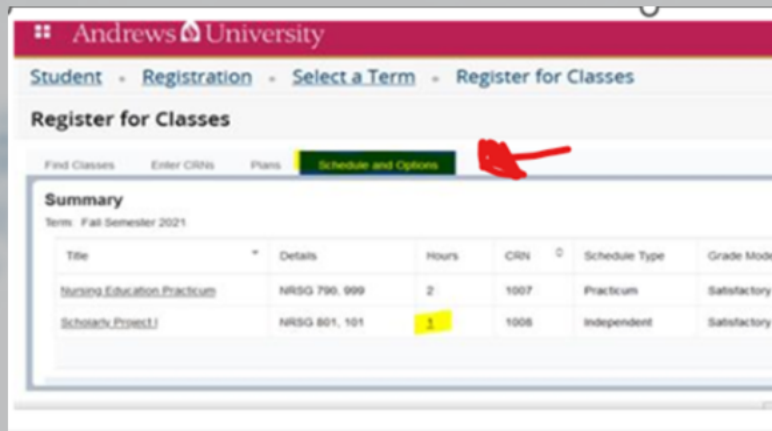
- SOWK 610 - 0.5 cr.
- SOWK 637 - 1-4 cr. (Check Course Sequencing Guide)

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.

Course
Sequencing
Guides

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.



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Course
Sequencing
Guides

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

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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](#)

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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.

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.**

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[Click here to find out more about setting up a profile in Exxat](#)

[Click here to get to know your Exxat dashboard.](#)

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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

Background
Check

The screenshot shows the Excal PRISM dashboard for Andrews University. The dashboard is divided into several sections:

- Profile:** Create your professional profile and upload documents needed for clearance to participate in field education.
- Field Coursework:** Research field agencies, express your interest, find out where you are placed and complete assignments for field education.
- Explore Locations:** Search, research and learn more about the field agencies to which your school sends students.
- School Contact:** Learn how to reach the faculty and staff at your school who play a role in your field education. (0 contacts shared)
- Compliance:** Upload documents needed for clearance to participate in field education. (2 documents need attention) - This section is highlighted with a pink oval.
- Learning Activities:** Complete and review learning activities across all courses for field education.
- Resources:** Review content provided by your school to help you along the way. (43 resources shared)
- Help:** Get assistance from the Excal team.

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.



The screenshot shows a 'Compliance' dashboard with a navigation bar at the top. Below the navigation bar, there are three status indicators: '5 Documents | Approved' (green), '9 Documents | Pending Review' (yellow), and '3 Documents | Needs Attention' (red). A blue banner below these indicators says 'Please select any specific document to see its details.' Below the banner is a table with columns for 'MANDATORY REQUIREMENT (2) ↑', 'CATEGORY', 'STATUS', and 'DUE DATE'. The table has two rows: 'Background check' with category 'VERIFICATION / IDENTITY DOCUMENTS' and 'Field Fee Authorization' with category 'ADDITIONAL DOCUMENTS'. The 'STATUS' column for both rows contains a 'Get Started' button, which is circled in red. The 'DUE DATE' for 'Field Fee Authorization' is 'May 28, 2023'. A yellow notification in the top right corner says 'You are in view only mode for Luke S'.

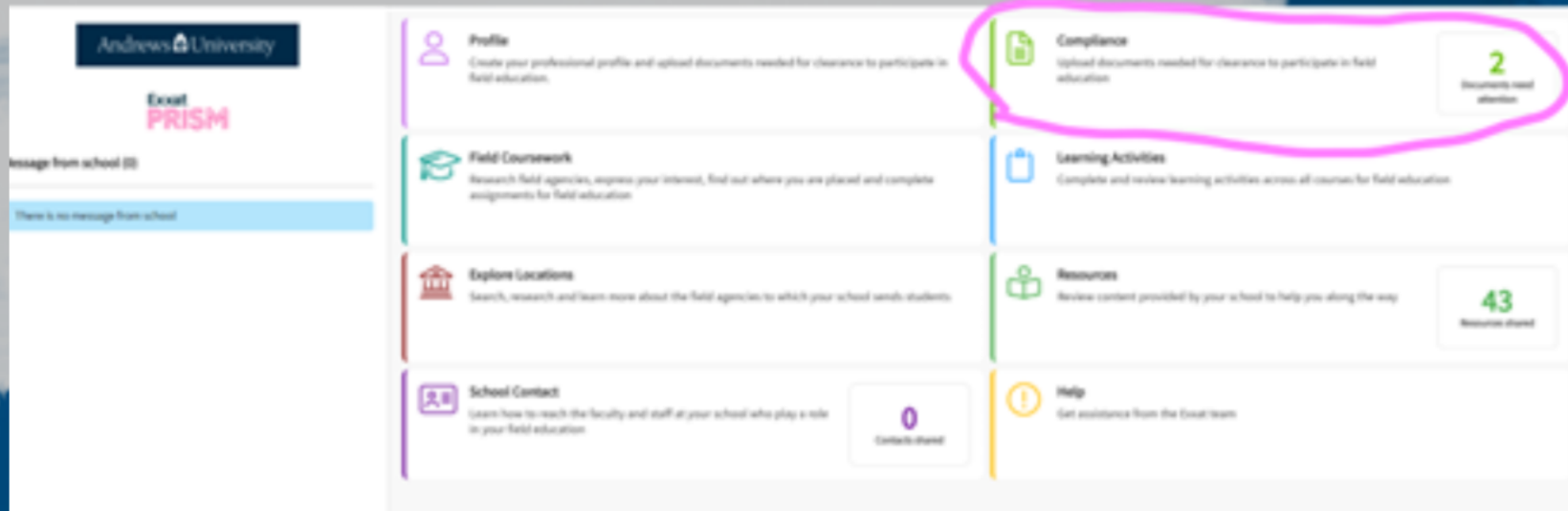
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Background Check

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.



The screenshot shows a 'Compliance' dashboard with a summary of document statuses: 6 Approved, 0 Pending Review, and 2 Needs Attention. Below this is a table of mandatory requirements. The 'STATUS' column for the 'Background check' and 'Field Fee Authorization' rows contains 'Get Started' buttons, which are circled in red.

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Create
Wishlist

Make
Contact

Secure
Site

Creating Your Practicum Site Wishlist.

Create
Exxat Site
Wishlist

New Sites

Employment
based

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

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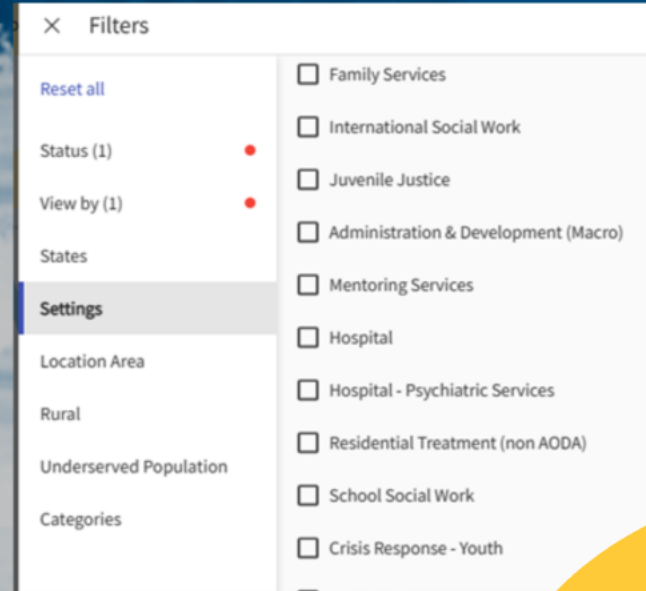


Filtering Sites to Find Ones that Interest You.

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).

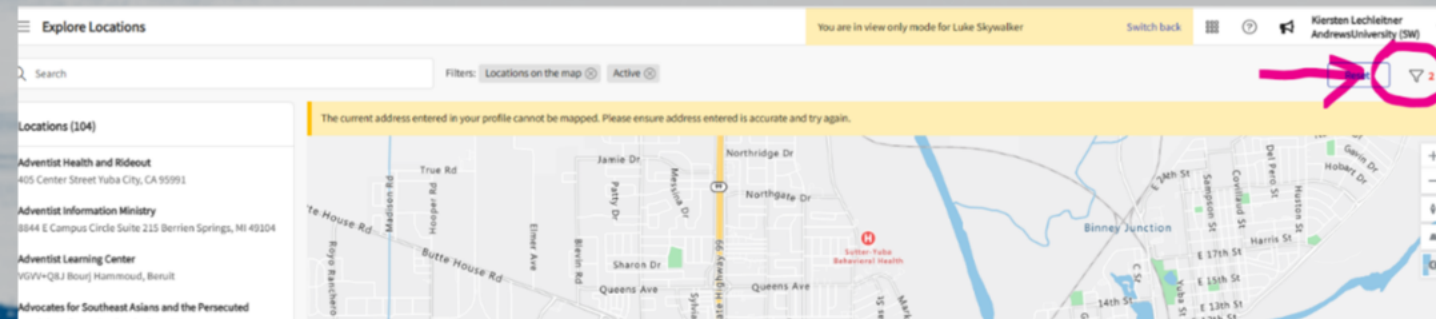


Filtering by “Categories” allows you to know the length of the agency’s experience working with the AU School of Social Work.

□ Emerging Partner = An agency who has just begun accepting interns

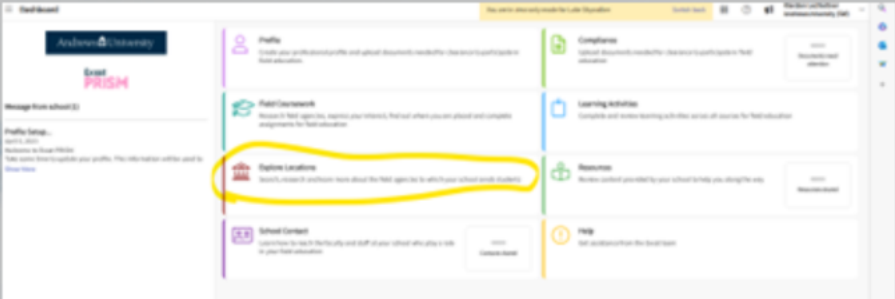
□ Experience Partner = An agency who has been accepting interns from us for a while.

□ Established Partner = An agency who has a long history of partnering with us.



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THURSDAY ADVENTIST

Meet with
Practicum
Director

General
Guidelines

How to
Apply

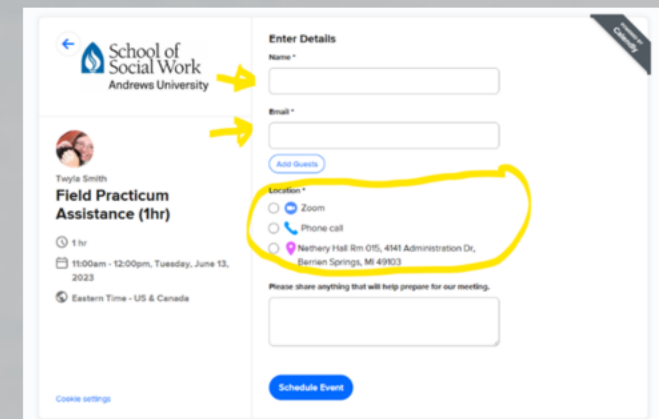
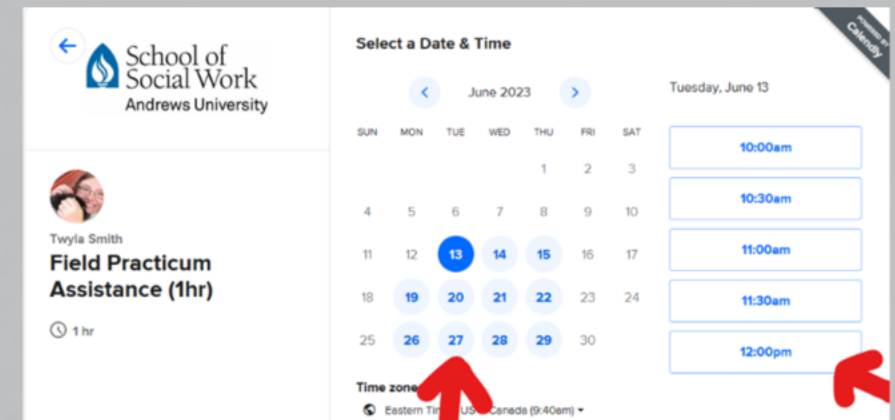
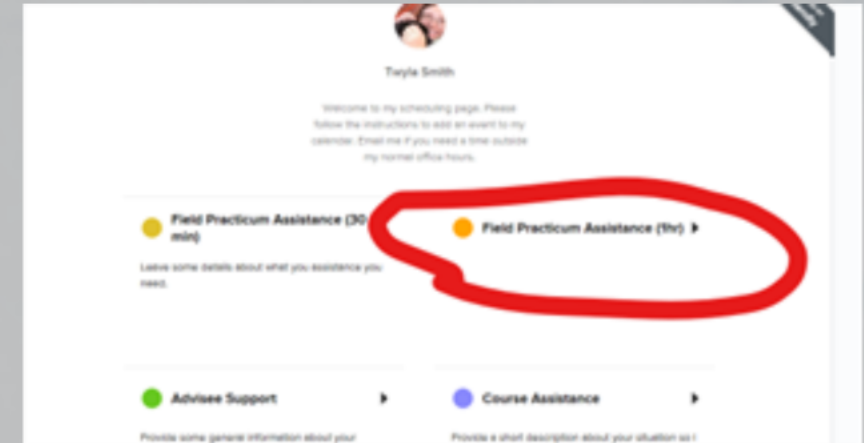
Sample
scripts

Interviewing

Following
up

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.



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Contact via email,
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Email
guidelines

Send profile/
application to
desired
agencies

Visit

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.

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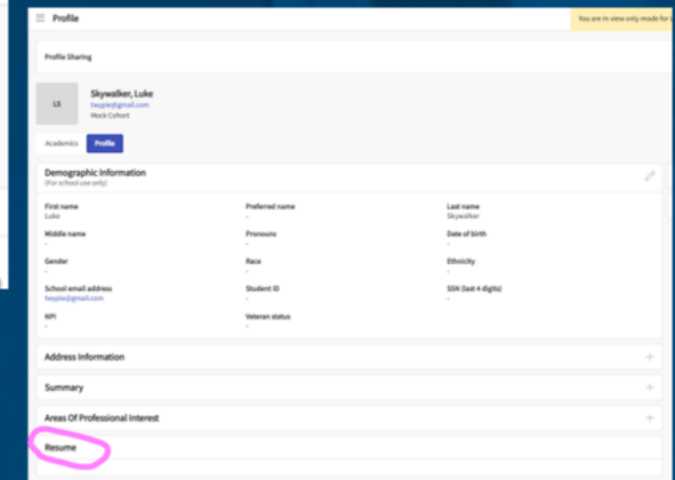
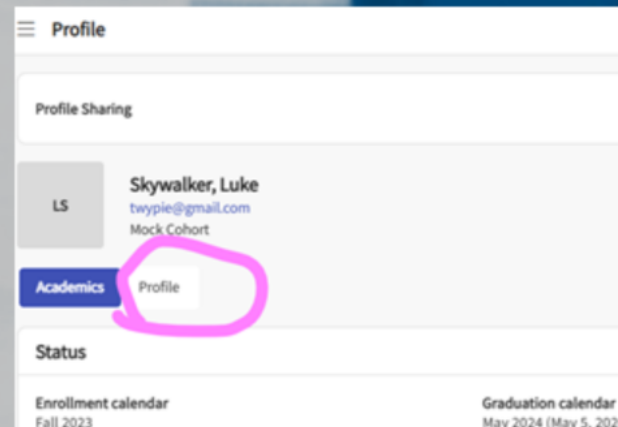
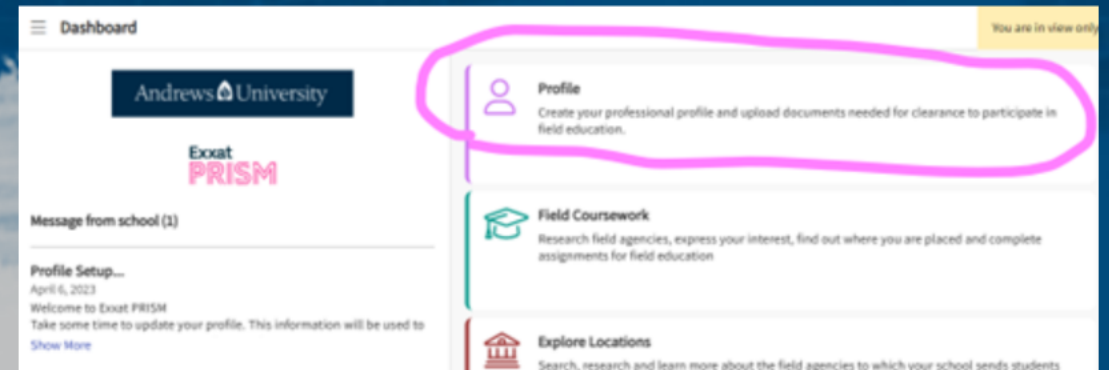
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- Log in to Exxat Prism
- Click Profile on Dashboard
- Click Profile again on this page
- Click resume
- Upload your resume



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Secure Your Internship

Complete agency
specific forms
and
requirements.

Notify Practicum
Director of chosen
agency.

Specific Agency Requirments

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.

The image shows a screenshot of the Exat PRISM dashboard for Andrews University. The dashboard includes a profile section, field coursework section, and an explore locations section. A pink arrow points to the 'Explore Locations' section. Below the dashboard, a search results window shows a list of 104 locations. One location, 'Advocates for Southeast Asians and the Persecuted', is highlighted with a pink arrow. To the right, a 'Details' window for this location is shown, with a pink arrow pointing to the 'Location Requirements' tab. The requirements list include a current resume, references, and completion of an ASAP Volunteer interest form.

Dashboard Content:

- Andrews University**
- Exat PRISM**
- Message from school (1)**
- Profile Setup...**
April 6, 2023
Welcome to Exat PRISM
Take some time to update your profile. This information will be used to [Show More](#)
- Profile**
Create your professional profile and upload documents needed for clearance to participate in field education.
- Field Coursework**
Research field agencies, express your interest, find out where you are placed and complete assignments for field education
- Explore Locations**
Search, research and learn more about the field agencies to which your school sends students

Search Results (Locations 104):

- Adventist Health and Rideout**
405 Center Street Yuba City, CA 95991
- Adventist Information Ministry**
8844 E Campus Circle Suite 215 Berrien Springs, MI 49104
- Adventist Learning Center**
VGVV+Q8J Bourj Hammoud, Beirut
- Advocates for Southeast Asians and the Persecuted**
105 S Cass Street Berrien Springs, MI 49103
- Andrews Academy**
8833 Garland Ave Berrien Springs, MI 49103
- Andrews University Theological Seminary - First The Blade**

Details Window:

- Basic Information**
Location Name: Advocates for Southeast Asians and the Persecuted
Location Address: 105 S Cass Street Berrien Springs, MI 49103
- Locations Details**
Location Area: In-Area
Website: <https://www.asapministries.org/>
Location Settings: Advocacy, Macro Practice, Trauma, International Social Work, Refugee Assistance, Administration & Development (Macro)
- Location Requirements**
Requirement: Students will need to provide:
1. A current resume (included in Exat profile)
2. References from three people
3. Complete the ASAP Volunteer interestform. (Click on the highlighted word for the hyperlink.)
[Show Less](#)

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.

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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).

Hours

Learning
Plans

Supervision

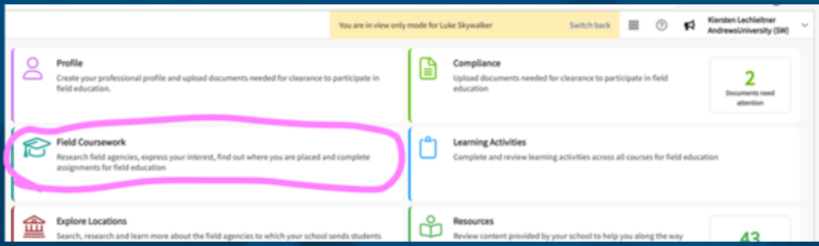
Liaison
Visits

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](#)



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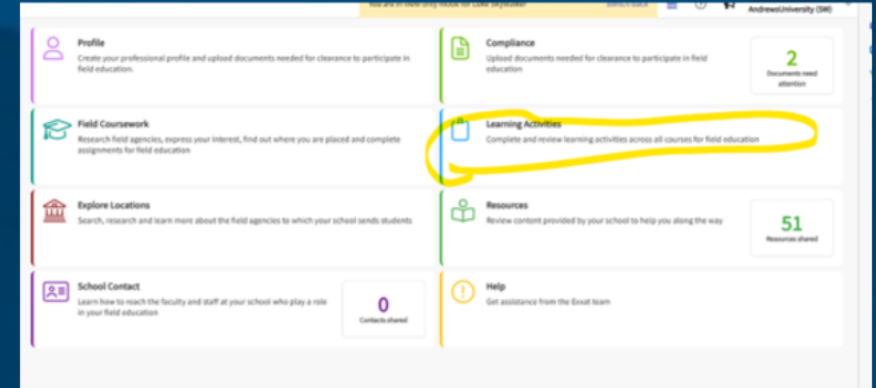
Writing and
Submitting Your
Learning Plan

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.



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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).

Hours

Learning
Plans

Supervision

Liaison
Visits

**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>

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Site Selection

Practicum Basics

Monitoring & Supervision

Endings

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

Documentation

Site-based
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