



CSUSM MSW Program Field Education Calendar 2023-2024

Fall Semester 2023

First Day of Field, 2nd Year Students: Monday August 28th OR Tuesday August 29th, 2023

First Day of Field, 1st Year Students: Tuesday, September 5th OR Weds., Sept 6th, 2023

**Last Day of Field, FALL SEMESTER, ALL STUDENTS:
Friday, December 15, 2023**

W/Th/F, Aug 30- September 1	Mandatory Pre-Field Immersion for all 1st year students and 2nd year PT Students
Monday, Aug. 28	First day of classes for Fall 2023 Semester
Monday, Aug. 28 OR Tuesday Aug. 29	Advanced Year Students First Day of Field for Fall 2021 Semester – 20 Hrs. /Wk.
Monday, Sept. 4	Labor Day Holiday; campus closed & no Field or classes
Tuesday, Sept. 5 OR Wednesday, Sept. 6	Foundation Year Students First Day of Field for Fall 2023 Semester – 16 Hrs./Wk.
Friday, Oct. 6	Student Learning Agreements (MSW Guidelines & Limitations, & Agency Orientation Checklists) Due via IPT Database
Monday, Oct. 9 through Friday, Nov. 17	Agency Site Visits: Field Seminar Professor-Agency Field Supervisor-Student Meeting to discuss student progress; meeting held at agency site
Friday, November 10	Veteran’s Day Holiday; campus closed & NO Field or classes
Thurs/Fri, Nov. 23 & 24	Thanksgiving Holiday; campus closed & NO Field or classes
Wednesday, Dec. 6	Comprehensive Skills Evaluations for Fall 2023 Semester due via IPT DATABASE
Friday, Dec. 15	Last day of Field for Fall 2023 Semester – All Students
Friday, Dec 22, 2023 -Monday January 1, 2024	Winter Break – CAMPUS CLOSED; NO field internship allowed during this break

PLEASE NOTE THAT STUDENTS MUST REPORT BACK TO FIELD INTERNSHIP ON TUESDAY, JANUARY 2nd, 2024, OR WEDNESDAY, JANUARY 3rd, 2024, depending on class schedule. PLEASE REFER TO REQUIRED FIELD HOURS EACH MONTH, LISTED IN APPENDIX I, AT THE END OF THIS DOCUMENT. IT IS THE STUDENTS’ RESPONSIBILITY TO KNOW THE EXACT MINIMUM HOURS REQUIRED IN FIELD EACH WEEK AND TOTALS FOR EACH SEMESTER. FAILURE TO COMPLETE REQUIRED NUMBER OF FIELD HOURS WILL RESULT IN A GRADE OF NO-CREDIT FOR THE FIELD INTERNSHIP/SEMINAR.



CSUSM MSW Program Field Education Calendar 2023-2024

Spring Semester 2024

First Day of Field, ALL STUDENTS: Tuesday, January 2nd, 2024, OR Wednesday, January 3rd 2024

Last Day of Field, SPRING SEMESTER, ALL STUDENTS:

Friday, May 10th, 2024

Tuesday, Jan. 3 OR Wednesday, Jan. 3	First Day of Field for Spring 2024 Semester - All Students
Monday, Jan. 15	Martin Luther King Day; campus closed & NO Field
Monday, January 22	First day of classes for Spring 2024 Semester
Friday, January 26	AGENCY FAIR – MANDATORY 1 st YEAR FIELD STUDENT PARTICIPATION. 9:00 am – 12:00 pm, location <i>Virtual</i>
Monday, March 18 - Friday, March 23	Spring Break; no Field or classes this week
Monday, April	Cesar Chavez Day – no Field or classes today
Wednesday, May 1	Comprehensive Skills Evaluations for Spring 2024 Semester due via IPT DATABASE
Friday, May 10	Last day of Field/classes for Spring 2024 Semester – All Students
Saturday, May 18	Commencement

CSUSM Policies on Holidays & Campus Closures:

CSUSM Campus Open

When an agency is closed for a holiday and CSUSM Campus is open for this holiday, e.g. Columbus Day, President’s Day, etc. and the student has scheduled internship hours on the day the agency is closed, the student is responsible for making-up those hours (sometime before the end of the semester) to meet the required minimum practicum hours in the Field Education course for that semester.

CSUSM Campus Closed

When CSUSM campus is closed, the student shall not conduct internship hours on that day (even if the agency is open), e.g., Veteran’s Day, Thanksgiving Holiday, Friday after Thanksgiving Holiday, & Winter break. Students are not required to make up holiday hours observed by the University.

IMPORTANT NOTE: Students may not be at the Field agency when campus is closed during any holiday, as students not covered by the University’s liability insurance when the campus is closed.

APPENDIX I. CSUSM MSW PROGRAM FIELD INTERNSHIP HOURS: YEAR 2023-2024 ¹

1ST YEAR FOUNDATION YEAR STUDENTS

16 HOURS PER WEEK

Fall Semester 2023

September 2023, Hours in Field: 56

October 2023, Hours in Field: 64

November 2023, Hours in Field: 64

December 2023, Hours in Field: 32

Fall Semester: 216 MINIMUM FIELD HOURS REQUIRED

Spring Semester 2024

January 2024, Hours in Field: 64

February 2024, Hours in Field: 64

March 2024, Hours in Field: 56

April 2024, Hours in Field: 64

May 2024, Hours in Field: 32

Spring Semester: 280 MINIMUM FIELD HOURS REQUIRED

Total Field Internship Hours Foundation Year 2023-2024 = MINIMUM 496 Hours

IMPORTANT FIELD POLICY REGARDING ACCRUAL OF HOURS: Fieldwork hours must be gained at 16 hours per week during the foundation year field practicum, over each of the 15-week semesters (fall and spring); **students are not permitted to complete fieldwork hours prior to the end of the semester or begin field internship before the fall field start date, unless required by the agency AND approved by the Field Department.**

IMPORTANT POLICY REGARDING BANKING FIELD HOURS: In special circumstances, students may bank NO MORE THAN one-weeks' worth of hours per semester; however, these banked hours can only be accrued after approval has been granted from both the Agency Field Supervisor and the CSUSM Field Seminar Professor.

¹ Please note that hours listed may vary by week, depending on students' specific field days. There may be some months when a student is in field fewer or more days than what is listed in the calendar. The calendar is simply a guide – so please use it as such and track your hours with your field agency supervisor. **IMPORTANT NOTE:** By the end of each semester, the student must complete the minimum field hours required, as listed in this Field Calendar. If you are falling behind in hours, please consult with both your agency field supervisor and your CSUSM MSW Field Faculty Liaison. Failure to complete required hours in field by the end of each semester can result in receiving a grade of NO CREDIT for the field practicum, thus requiring the student to repeat the entire field practicum semester for which they received a grade of NO CREDIT.

CSUSM MSW PROGRAM FIELD INTERNSHIP HOURS: YEAR 2023-2024 ²

2ND YEAR ADVANCED YEAR STUDENTS

20 HOURS PER WEEK

Fall Semester 2023

August/September 2023, Hours in Field: 92

October 2023, Hours in Field: 88

November 2023, Hours in Field: 70

December 2023, Hours in Field: 40

Fall Semester: 290 MINIMUM FIELD HOURS REQUIRED

Spring Semester 2024

January 2024, Hours in Field: 80

February 2024, Hours in Field: 80

March 2024, Hours in Field: 68

April 2024, Hours in Field: 88

May 2024, Hours in Field: 40

Spring Semester: 356 MINIMUM FIELD HOURS REQUIRED

Total Field Internship Hours Advanced Year 2023-2024 = MINIMUM 646 Hours

IMPORTANT FIELD POLICY REGARDING ACCRUAL OF HOURS: Fieldwork hours must be gained at 20 hours per week in the concentration year field practicum, over each of the 15-week semesters (fall and spring); **students are not permitted to complete fieldwork hours prior to the end of the semester or begin field internship before the fall field start date, unless required by the agency AND approved by the Field Department.**

IMPORTANT POLICY REGARDING BANKING FIELD HOURS: In special circumstances, students may bank NO MORE THAN one-weeks' worth of hours per semester; however, these banked hours can only be accrued after approval has been granted from both the Agency Field Supervisor and the CSUSM Field Seminar Professor.

² Please note that hours listed may vary by week, depending on students' specific field days. There may be some months when a student is in field fewer or more days than what is listed in the calendar. The calendar is simply a guide – so please use it as such and track your hours with your field agency supervisor. **IMPORTANT NOTE:** By the end of each semester, the student must complete the minimum field hours required, as listed in this Field Calendar. If you are falling behind in hours, please consult with both your agency field supervisor and your CSUSM MSW Field Faculty Liaison. Failure to complete required hours in field by the end of each semester can result in receiving a grade of NO CREDIT for the field practicum, thus requiring the student to repeat the entire field practicum semester for which they received a grade of NO CREDIT.