

CSSW

REDUCED RESIDENCY GUIDE

(Last updated March 2016)

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Welcome to Columbia University School of Social Work. We are pleased to have you as a student in our Reduced Residency Program, which was created to give employees of nonprofit organizations like yourself the opportunity to ground their practical work experience in a solid theoretical framework. What distinguishes you from our Two-Year and Extended Program students is that you're able to continue working at your agency while completing background and foundational coursework – connecting your practical work experience with social work theory. What makes you similar to students in our other programs is your desire to receive the first rate theoretical and structured field education training that you know only CSSW can provide. Earning your M.S. in Social Work will give you the professional credential you need to move your career forward, whether it is at your present agency or elsewhere.

The offices of Advising, Field Education and Enrollment and Student Services have collaborated on putting together this guide because we recognize that our Reduced Residency students have questions and needs that are different from our other students. This manual will outline both academic and field requirements specifically for Reduced Residency students. *This Reduced Residency Guide is not meant to replace the Student Handbook or the Field Education Manual.* Rather, we hope that you will use this guide to supplement the important information that is outlined in the Student Handbook and the Field Education Manual.

TIMELINE

Year 1

September

- Attend Reduced Residency meeting during Orientation
- Ensure you're registered for your appropriate background courses

October

- Schedule a 1 on 1 meeting with the Advising Counselor

November

- Review information about Spring registration; register online

March & April

- Meet with Field Education staff to begin discussing plans for your residency year and placement options

Year 2

October

- Receive Field Education Packet in your T6011 RR Seminar class
- Meet with Field Education Representative(s) to plan out your 3rd year

December

- Dec 1st deadline to submit RR Educational Plan to the Field Education Department

January-February

- Meet with assigned person in Field Department and negotiate Educational Plan with Assistant/Associate Director
- Attend Field Placement Fair, if you will be taking a school-arranged placement

March

Submit Educational Plan to Dean Leak and inform the Field Department of work schedule

Year 3

- Residency year begins. 900 hours of field work required
- Register for method area practice courses, field of practice course and any remaining electives or required courses

ACADEMIC REQUIREMENTS FOR REDUCED RESIDENCY STUDENTS

Reduced Residency students fulfill the same 60-credit degree requirement as all other students who are enrolled in the full time Masters program at CSSW. The M.S. degree is earned through a combination of part-time and full-time study over a period of no fewer than five semesters and no longer than four years.

Part-time study at CSSW means a reduced course load for the first two years at CSSW. Reduced Residency students typically take two courses each semester of their first year of study.

In the second year, Reduced Residency students enroll in two to three courses, depending on whether or not they choose to begin taking their electives. All Reduced Residency students are required to complete 2 consecutive semesters of the Reduced Residency Integrating Seminar (T6011) in their second year of study.

During the "residency year," the final year of the Reduced Residency program, students enroll in a full load of courses while completing their field work requirements. Outlined on the subsequent pages are recommended plans of study for the different method concentration areas.

RECOMMENDED PLANS OF STUDY

The Student Handbook, and the end of this guide, contain recommended plans of study for all programs. Please carefully review the Reduced Residency study plans for each method area.

Some Reduced Residency students decide to complete the program in two years or they choose to pursue a dual degree or a minor. To learn how your plan of study will change if you choose any of these options, contact the Office of Advising (swadvising@columbia.edu).

It is important that you follow the recommended plan of study and that you not take courses out of sequence. The course sequence has been designed to ensure that, with each successive course, you

build upon what you have learned in the previous class. Taking required courses out of order will take away from your learning experience, especially when you begin the field instruction and fieldwork phases of the program.

You should keep in mind that certain courses are only offered in a particular semester (e.g. method area courses such as T7113, 7133, etc. are only offered in the fall, not in the spring).

Planning Your Class Schedule Ahead of Time

One of the biggest challenges that Reduced Residency students face is balancing their class and work schedules. Many Reduced Residency students enter the program mistakenly believing that they will be able to complete all of their course requirements and most of their field requirements after their workday is over.

In reality, although CSSW offers some courses in the evenings, there will be semesters when you will have to go to work late, leave work early, or take an entire day off from work in order to attend class. In order to plan ahead for those semesters, we recommend that you create a Gantt Chart.

A Gantt Chart is a simple diagram that can help you plan your class schedule. Using the recommended plans of study included above, you can plan your schedule semester by semester. To get an idea of when the courses you need will be offered, look for classes offered in Social Work in the [Directory of Classes](#). Because the times when classes are offered do not vary significantly from year to year, you can use last spring's directory of classes to plan your class schedule for the next two spring semesters.

As always, even the best laid plans are not completely foolproof. It is a good idea to create two or three different Gantt Charts using different preferred class times and course options since you may be locked out of your preferred class section.

Personalized Gantt Chart

(See end of this guide).

Registering for Classes

For your first semester, the Office of Student Services automatically registered you for courses using the preregistration form you submitted online. For the rest of your academic career at CSSW, you will register yourself for classes using Student Services Online.

Every semester, you will receive an e-mail from Student Services containing detailed information about how to registration, class requirements and program requirements. It is very important that you register on your assigned date and at your assigned time to maximize your chances of getting the courses you want.

If you are having problems with registering, please fill out the online "[Trouble Registering Form](#)". If you have special requests due to work commitments, Student Services staff will do their best to accommodate your needs as best they can.

You may be prevented from registering if:

- your account balance is over \$1,000
- Health Services has not received all of your immunization records
- you have a Dean's hold

To ensure that you do not have a hold, logon to [Student Services Online](#).

Communications from CSSW

E-mail will be the primary way in which important information is disseminated to you. It is imperative that you activate your Columbia University e-mail account and that you either check it daily or have your Columbia e-mail automatically forwarded to another e-mail account that you check daily. *Claiming that you did not know something because you did not check your e-mail will not be an acceptable excuse for missing a deadline or for not doing what you were supposed to do.*

To activate your Columbia University e-mail account, go to <http://www.columbia.edu/acis/accounts/create/current.html>.

SOCIAL & ACADEMIC RESOURCES AT CSSW

CSSW Office of Advising

The Office of Advising serves as the primary resource for helping students make informed decisions about their academic life while working to complete their degree. For Reduced Residency students, an Office of Advising staff member will be your academic advisor for the first two years of the program, during the pre-residency phase. This person will be able to provide short-term and long-term academic planning and help you with general curriculum and academic related issues.

CSSW Writing Center

The Writing Center provides assistance to CSSW matriculated students with any writing issue related to program course work. Additional information is available at the [Writing Center website](#). We encourage Reduced Residency students to sign up for Writing Center services early in the semester, and also near due dates for papers.

CSSW Career and Leadership Development Center

The Career and Leadership Development Center offers workshops on professional and leadership development opportunities through training, education, and work. Additional information is available at the [Career and Leadership Development Center's website](#).

Computer Lab

The CSSW Computer Lab is located on the first floor. For details, visit the [Computer Services website](#).

Columbia University Bookstore

2922 Broadway (Lerner Hall)
Phone: (212) 854-4131, (212) 854-4132
Fax: (212)866-8713
E-mail: bkscolumbia@bncollege.com

<http://columbia.bkstore.com>

The bookstore carries required and recommended textbooks for Columbia courses as ordered by the faculty. It also stocks academic supplies, imprinted items, clothing, and academically priced software. All new textbooks are discounted 4 percent off the list price at the register, and used textbooks are priced at 25 percent off the new list price. Please be certain to purchase your course books before midterms whenever possible, as the bookstore begins returning unsold textbooks to the publishers at this time.

Financial Aid

CSSW does all within its power to make possible the enrollment of every individual accepted for degree candidacy. Need is the primary consideration in the evaluation of applications for financial aid. For complete information, visit the [FAQs site](#) and select your program.

Reduced Residency students pay-per-credit and must plan their finances accordingly as each semester's course load varies. Please proactively make an appointment with a representative of the Office of Financial Aid every semester to plan out your financial responsibilities. Please note that you must be enrolled for at least 6 credits per term in order to qualify for federal loans.

The School also offers a 50% RRP Tuition Scholarship for students employed in qualifying agencies. You must complete this scholarship application on the Net Partner student financial system site in order to be considered for this award.

FIELD EDUCATION

Although your field placement will not begin until your third year, planning for this experience should begin during your first year here. The field component of your MSW education is vital in linking theory and practice and developing best practices as a social worker. In your first year, as you take background courses, there will be material that will be applicable to the practice that you are involved with at your agency. During your second year you will have opportunities to begin the process of applying theory to practice as well as beginning to develop a professional self that truly examines one's own work.

There are always many questions related to the field experience. For Reduced Residency students, the most common concern is whether or not your present agency will provide an approved field experience. Thinking about this starts now. In the back of this manual you will find a set of forms. The first form is to be filled out immediately and returned to the Department of Field Education. We want to identify your agency's ability to fulfill the important task of providing an experience that is student-oriented during your residency year. The other forms are included so that you know the exact expectations for an approved Reduced Residency placement.

During your second year, we will meet with you to spell out exactly what the process is to *ensure* a strong and rich educational experience for your residency year. We will need specific information from you about who to talk to regarding negotiating a placement. You will be expected to lay down the ground work for that discussion by identifying the person with whom we should speak, finding and researching potential programs that you are interested in, and having an idea about where you can work out your placement. Meetings are held in October and November to go over the information that is required and to once again look at what the Department's requirements are for each student's placement experience. At the time of these meetings, you will be expected to submit the forms that are included in this manual.

Each student will be assigned to work with an Assistant/Associate Director of Field Education in the second year. The Field Education staff will assist you with negotiations at your agency to ensure that the expectations of CSSW are met.

There are two rules that every Reduced Residency student needs to follow in looking at their own agency for a potential placement:

1. You must have a significant change in the responsibilities at your job and
2. You must have a qualified different supervisor who is a SIFI-certified licensed MSW for your placement/residency year. This is your one time to be a student and it is our job to ensure that you have the richest educational experience possible.

At the end of this guide, you'll find a description of the Educational Plan that will be required of each student who remains at his or her agency. This is the contract between the school and the agency and lays out what your education will look like for the residency year. The Advisor assigned to you in your third year will work with you and your agency to monitor this plan. Those students in very small agencies who will be unable to make the required changes must consider following CSSW's procedures for placing MSW students entering their second year in the program. This involves attending the Placement Fair held in February, working with your assigned Assistant/Associate Director to identify placements of interest, submitting the paperwork on the established due date, and completing the conformational interview. CSSW placements are unpaid, however you may qualify for work study. Please consult the Office of Financial Aid about available types of funding in your full-time residency year.

For students who are Administration of Children's Services employees, the following is a timeline for field instruction as related to RRP students:

First Year

During your first year, you will have the opportunity to meet with Field Education staff to orient you to the time for planning for your residency year.

Second Year

As part of your curriculum you will be in an Integrating Seminar (T6011) where you will be asked to examine your present practice as a beginning professional. This class will give you the opportunity to examine professional issues in a detailed way. You will begin to learn best practices by completing process recordings that will be reviewed by the professor. You will work with the same teacher for all two semesters of the second year. Regular attendance at this class is mandatory.

This year requires that all students have a direct practice experience. This experience is a necessity for both T6011 and the Foundation class sequence (T7100, T7102, and T7103). If you do not have the opportunity to use direct practice skills at your work site, then you must find a volunteer position for a minimum of five (5) hours a week. If you are in an administrative position at your work site, you may be able to find direct practice work in your own agency. This time, however, will be in addition to your regular work hours.

In October you will receive your Field Education packet. The Department of Field Education will then meet with you regarding expectations in October or early November. The forms in your Field Education packet must be completed by December 1st and returned to the Field Education Department. You will then be assigned to work with an Associate or Assistant Director of Field Education. Please contact that person in January to set up a meeting. Since that person will be helping you with agency negotiations and may be visiting your agency, beginning this process as soon as possible is essential. The memorandum regarding expectations and the Educational Plan from Dean Leak should be shared with your agency. The Educational Plan must be developed according to the criteria presented. This plan must be submitted to Dean Leak by the established due date. This day is the established day that all CSSW students submit their requests for placement and Reduced Residency students adhere to the same schedule.

Third Year

All Reduced Residency students are required to complete 900 hours of Field Education in their placement. This can be done in two ways. Please see the schedule in the Addendum of this manual to review the two options available. Your choice of options will be included in the Educational Plan. This choice will be submitted to Student Services and you will be registered for the corresponding number of credits for T6020 Field Education depending on the number of days selected. It is your responsibility to keep us informed of how you are completing your field hours. For those of you who select a three-day per week schedule, you will be able to participate in graduation even though your field experience will extend into the summer. You will not receive your diploma until October.

An Advisor will be assigned to work with your agency in your third year of the program. The Advisor is the consultant for your Field Education and makes sure the initial contract is being followed, that you are learning in your field experience and are receiving the necessary supervision to meet your educational goals. The Advisor will review the original contract and ensure that the student assignments are in line with the approved contract. Your Advisor or members of the Department are always available to answer questions.

All Reduced Residency students are held to the same standards of their fellow students. These standards are delineated in the Field Education Manual (available online). Students in a four-day a week placement (28 hours) will have two evaluations completed by the Field Instructor. Those students in the three-day a week program will have three evaluations completed by the Field Instructor.

RECOMMENDED PLAN OF STUDY: ADVANCED CLINICAL PRACTICE [1]

Year 1, Semester 1		
T660A	Human Behavior and the Social Environment, A	3 pts
T6801	Social Welfare Policy ^[2]	3 pts
Year 1, Semester 2		
T660B	Human Behavior and the Social Environment, B	3 pts
T6501	Social Work Research ^[2]	3 pts
Year 2, Semester 1		
T6011	Reduced Residency Integrating Seminar	1.5 pts
T7100	Foundations of Social Work Practice	3 pts
TXXXX	<i>Elective</i>	3 pts
Year 2, Semester 2		
T6011	Reduced Residency Integrating Seminar	1.5 pts
T7102	Direct Practice	3 pts
T7103	Advocacy in Social Work Practice ^[3]	3 pts

Summer Term (optional)		
TXXXX	<i>Elective</i>	3 pts
Year 3, Semester 1		
T7113	Clinical Practice in a Field of Practice	3 pts
T7501	Advanced Applications in Social Work Research	3 pts
T6020	Field Instruction	6 pts ^[4]
T69XX	Field of Practice Course	3 pts
Year 3, Semester 2		
T7114	Clinical Practice With Populations or Professional Practice Issues	3 pts ^[5]
T6020	Field Instruction	6 pts
T7800	Integrative Project	0 pts
TXXXX	<i>Elective (if still needed)</i>	3 pts
Total Points		60

[1] This plan is for Fall matriculants. Students who matriculate in the spring are advised to complete their second semester during the summer term between their first and second year in the program.

[2] This course may be waived by examination. Waiver exams are given before the start of the academic year, usually after the "Intro to CSSW" sessions.

[3] T7103 also can be taken in the Summer, if a student wishes to only take 2 classes in the Spring.

[4] Assumes 4-day/week field model. If 3-day model, 4 pts in each of the fall, spring, and summer terms.

[5] To earn three credits, a mini course must be taken in each of the first and second halves of the semester.

RECOMMENDED PLAN OF STUDY: ADVANCED GENERALIST PRACTICE [1]

Year 1, Semester 1		
T660A	Human Behavior and the Social Environment, A	3 pts
T6801	Social Welfare Policy ^[2]	3 pts
Year 1, Semester 2		
T660B	Human Behavior and the Social Environment, B	3 pts
T6501	Social Work Research ^[2]	3 pts
Year 2, Semester 1		
T6011	Reduced Residency Integrating Seminar	1.5 pts
T7100	Foundations of Social Work Practice	3 pts
TXXXX	<i>Elective</i>	3 pts
Year 2, Semester 2		
T6011	Reduced Residency Integrating Seminar	1.5 pts

T7102	Direct Practice	3 pts
T7103	Advocacy in Social Work Practice ^[3]	3 pts
Summer Term (optional)		
TXXXX	<i>Elective</i>	3 pts
Year 3, Semester 1		
T7133	Advanced Generalist Practice and Programming	3 pts
T6416	Program Evaluation	3 pts
T6020	Field Instruction	6 pts ^[4]
T69XX	Field of Practice Course	3 pts
Year 3, Semester 2		
T7134	Advanced Generalist Practice and Programming IV (1 st 7 weeks: Program Development; 2 nd 7 weeks: special topic)	3 pts ^[5]
T6020	Field Instruction	6 pts
T7800	Integrative Project	0 pts
TXXXX	<i>Elective (if still needed)</i>	3 pts
Total Points		
		60

[1] *This plan is for Fall matriculants.* Students who matriculate in the spring are advised to complete their second semester during the summer term between their first and second year in the program.

[2] This course may be waived by examination. Waiver exams are given before the start of the academic year, usually after the "Intro to CSSW" sessions.

[3] T7103 also can be taken in the Summer, if a student wishes to only take 2 classes in the Spring.

[4] Assumes 4-day/week field model. If 3-day model, 4 pts in each of the fall, spring, and summer terms.

[5] To earn three credits, a mini course must be taken in each of the first and second halves of the semester.

RECOMMENDED PLAN OF STUDY: POLICY PRACTICE [1]

Year 1, Semester 1		
T660A	Human Behavior and the Social Environment, A	3 pts
T6801	Social Welfare Policy ^[2]	3 pts
Year 1, Semester 2		
T660B	Human Behavior and the Social Environment, B	3 pts
T6501	Social Work Research ^[2]	3 pts
Year 2, Semester 1		
T6011	Reduced Residency Integrating Seminar	1.5 pts
T7100	Foundations of Social Work Practice	3 pts
TXXXX	<i>Elective</i>	3 pts
Year 2, Semester 2		

T6011	Reduced Residency Integrating Seminar	1.5 pts
T7102	Direct Practice	3 pts
T7103	Advocacy in Social Work Practice ^[3]	3 pts
Summer Term (optional)		
TXXXX	Elective	3 pts
Year 3, Semester 1		
T7143	Seminar in US Social Policy Practice	3 pts
T7811-7813	Microeconomics and Policy Analysis I and Lab ^[4]	3 pts
T6020	Field Instruction	6 pts ^[5]
T69XX	Field of Practice Course	3 pts
Year 3, Semester 2		
T7144	Seminar in U.S. Social Policy Practice	3 pts
T7812-7814	Microeconomics and Policy Analysis II and Lab	3 pts
T6020	Field Instruction	6 pts
T7800	Integrative Project	0 pts
TXXXX	Elective (if still needed)	3 pts
Total Points		60

[1] *This plan is for Fall matriculants* Students who matriculate in the spring are advised to complete their second semester during the summer term between their first and second year in the program.

[2] This course may be waived by examination. Waiver exams are given before the start of the academic year, usually after the "Intro to CSSW" sessions.

[3] T7103 also can be taken in the Summer, if a student wishes to only take 2 classes in the Spring.

[4] Students pursuing the International Social Welfare field of practice take T7815-T7817 and T7816-T7818 Economics for International Affairs I & II, with accompanying labs.

[5] Assumes 4-day/week field model. If 3-day model, 4 pts in each of the fall, spring, and summer terms.

RECOMMENDED PLAN OF STUDY: SOCIAL ENTERPRISE ADMINISTRATION [1]

Year 1, Semester 1		
T660A	Human Behavior and the Social Environment, A	3 pts
T6801	Social Welfare Policy ^[2]	3 pts
Year 1, Semester 2		
T660B	Human Behavior and the Social Environment, B	3 pts
T6501	Social Work Research ^[2]	3 pts
Year 2, Semester 1		

T6011	Reduced Residency Integrating Seminar	1.5 pts
T7100	Foundations of Social Work Practice	3 pts
TXXXX	<i>Elective</i>	3 pts
Year 2, Semester 2		
T6011	Reduced Residency Integrating Seminar	1.5 pts
T7102	Direct Practice	3 pts
T7103	Advocacy in Social Work Practice ^[3]	3 pts
Summer Term (optional)		
Year 3, Semester 1		
T7123	Human Resource Management	3 pts
T7124	Macro Community Practice	3 pts
T6416	Program Evaluation	3 pts
T6020	Field Instruction	6 pts ^[4]
T69XX	Field of Practice Course	3 pts
Year 3, Semester 2		
T7122	Social Planning and Program Development	3 pts
T7125	Financial Management	3 pts
T7126	Special Topics in SEA	3 pts ^[5]
T6020	Field Instruction	6 pts
T7800	Integrative Project	0 pts
Total Points		60

[1] *This plan is for Fall matriculants.* Students who matriculate in the spring are advised to complete their second semester during the summer term between their first and second year in the program.

[2] This course may be waived by examination. Waiver exams are given before the start of the academic year, usually after the "Intro to CSSW" sessions.

[3] T7103 also can be taken in the Summer, if a student wishes to only take 2 classes in the Spring.

[4] Assumes 4-day/week field model. If 3-day model, 4 pts in each of the fall, spring, and summer terms.

[5] To earn three credits, a mini course must be taken in each of the first and second halves of the semester.

PERSONALIZED GANTT CHART: ADVANCED CLINICAL PRACTICE

	Year 1, Sem. 1	Year 1, Sem. 2	Year 2, Sem. 1	Year 2, Sem. 2	Year 2, (Sum)	Year 3, Sem. 1	Year 3, Sem. 2
T660A HBSE A							
T6801 Policy							
T660B HBSE B							
T6501 Research							
T6011 RRP Sem.							
T7100 Foundations							
T6011 RRP Sem.							
T7102 Direct Practice							
T7103 Advocacy							
Elective #1 _____							
T7113 Adv. Clinical							
T7501 Clinical Practice Evaluation							
T69XX (FOP)							
T6020 (4 or 6 pts)							
T7114 Adv. Clinical							
Elective #2 _____							
Elective #3 _____							
T6020 (4 or 6 pts)							
<i>T6020 (4 pts) (3 day week/model)</i>							
TOTAL CREDITS							

*Detailed course titles and course descriptions can be found in the Student Handbook, along with recommended study plans.

PERSONALIZED GANTT CHART: ADVANCED GENERALIST PRACTICE & PROGRAMMING

	Year 1, Sem. 1	Year 1, Sem. 2	Year 2, Sem. 1	Year 2, Sem. 2	Year 2, (Sum)	Year 3, Sem. 1	Year 3, Sem. 2
T660A HBSE A							
T6801 Policy							
T660B HBSE B							
T6501 Research							
T6011 RRP Sem.							
T7100 Foundations							
T6011 RRP Sem.							
T7102 Direct Practice							
T7103 Advocacy							
Elective #1 _____							
T7133 AGPP							
T6416 Program Evaluation							
T69XX (FOP)							
T6020 (4 or 6 pts)							
T7134 AGPP							
Elective #2 _____							
Elective #3 _____							
T6020 (4 or 6 pts)							
<i>T6020 (4 pts) (3 day week/model)</i>							
TOTAL CREDITS							

*Detailed course titles and course descriptions can be found in the Student Handbook, along with recommended study plans.

PERSONALIZED GANTT CHART: POLICY PRACTICE

	Year 1, Sem. 1	Year 1, Sem. 2	Year 2, Sem. 1	Year 2, Sem. 2	Year 2, (Sum)	Year 3, Sem. 1	Year 3, Sem. 2
T660A HBSE A							
T6801 Policy							
T660B HBSE B							
T6501 Research							
T6011 RRP Sem.							
T7100 Foundations							
T6011 RRP Sem.							
T7102 Direct Practice							
T7103 Advocacy							
Elective #1 _____							
T7143 Policy Seminar							
T7811-T7813 Economics w/ Lab							
T69XX (FOP)							
T6020 (4 or 6 pts)							
T7144 Policy Seminar							
T7812-T7814 Economics w/ Lab							
Elective #2 _____							
Elective #3 _____							
T6020 (4 or 6 pts)							
<i>T6020 (4 pts) (3 day week/model)</i>							
TOTAL CREDITS							

PERSONALIZED GANTT CHART: SOCIAL ENTERPRISE ADMINISTRATION

	Year 1, Sem. 1	Year 1, Sem. 2	Year 2, Sem. 1	Year 2, Sem. 2	Year 2, (Sum)	Year 3, Sem. 1	Year 3, Sem. 2
T660A HBSE A							
T6801 Policy							
T660B HBSE B							
T6501 Research							
T6011 RRP Sem.							
T7100 Foundations							
Elective #1 _____							
T6011 RRP Sem.							
T7102 Direct Practice							
T7103 Advocacy							
T7123 Human Resource Mgmt							
T7124 Macro Community Prac.							
T6416 Program Evaluation							
T69XX (FOP)							
T6020 (4 or 6 pts)							
T7122 Social Planning & Program.							
T7125 Financial Management							
T7126 Special Topics in SEA							
T6020 (4 or 6 pts)							
<i>T6020 (4 pts) (3 day week/model)</i>							
TOTAL CREDITS							

REDUCED RESIDENCY STUDENTS EXPLORING EMPLOYMENT AS A FIELD SITE

Criteria

Each year a number of Reduced Residency Students request that their jobs be approved as their field work sites for their residency year (900) hours. In some instances, it is possible for a student to use a paid position as a placement site. For this to be considered, the following criteria must be met:

1. Placement must be in a not-for profit agency.
2. The work to be done, i.e., the clients seen or the administrative duties performed, must be different once field work begins.
3. Beginning with field work the student must have a different supervisor than the current one who:
 - a. has had their MSW for at least 3 years;
 - b. is certified by one of the metropolitan area schools of social work to supervise students or be willing to attend the Seminar in Field Instruction (SIFI) at CSSW to become certified (12 sessions of 2 hours each);
 - c. and is able to provide 2 hours of supervision per week.

The director of the agency, or her/his designee, must send a letter to the Assistant Dean of Field education, confirming these criteria, and must submit an education plan outlining proposed assignments. The Department of Field Education will visit the agency to make an assessment as to the appropriateness of the work site as a field placement. Based on the above, and the assessment, the position may, or may not, be approved.

Education Plan

The Field Work Education Plan must include the following information:

1. Name of Student
2. Name and title of proposed Field Instructor
3. A brief description of the following agency related details.
 - a. The agency/organization
 - b. the student/employee's current assignment and responsibilities
 - c. the department where the student will be assigned to complete field work requirements
4. A detailed description of the proposed field instruction assignment and learning opportunities. In completing this portion of the Education Plan, please refer to the appendix sections of the Field Education Manual that relate specifically to the Student's Method of Practice — i.e. *Advanced Generalist Practice and Programming (AGPP)*, *Social Enterprise Administration (SEA)*, *Clinical Practice (CP)* and *Policy (PP)*. For *Clinical Practice (CP)*, descriptions should be guided by the *Criteria for Student progress in Clinical Practice Third and Fourth Semesters*.
5. A statement indicating that the agency will meet the criteria established by the Columbia School of Social Work, and the number of days that the student will intern at the assigned field placement.

These arrangements must be made, submitted in writing, and approved in writing, by the first week of April to be effective for that September. There will be no exceptions to this timeline and no exceptions to the plan (including the designation of the supervisor/Field Instructor) once approved.

APPENDIX I

COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK FIELD EDUCATION DEPARTMENT

FIELD EDUCATION SURVEY FOR FIRST YEAR OF REDUCED RESIDENCY PROGRAM

Name (Last, First): _____

Permanent Address: _____

City, State: _____ Zip Code: _____

Telephone number _____ Email Address _____

Agency/Organization _____

Telephone _____ Location address _____

Work title _____

Length of time at job _____

Brief description of work assignments:

Opportunities for Direct Practice yes no

If "no" please indicate plan for assuming additional assignments or volunteering

APPENDIX II

COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK FIELD EDUCATION DEPARTMENT

SUMMARY INFORMATION FORM FOR RESIDENCY YEAR

Name (Last, First) _____ UNI _____

Permanent Address _____

City, State _____ Zip Code _____

Telephone number _____

Agency/Organization _____

Telephone _____

Location address _____

Work title _____ Length of time in title _____

Agency Executive Director _____

Telephone _____ E-mail _____

Please give the name and telephone number of the person with whom your field placement should be negotiated (list only if different from the Executive Director).

Name & Title _____

Telephone _____ Alternate telephone _____

- Concentration:
- Clinical Practice (CP)
 - Advanced Generalist Practice & Programming (AGPP)
 - Social Enterprise Administration (SEA)
 - Policy (requires discussion with the Department)

Dual Degree Yes No Where _____

Minor Yes No Where _____

I plan to begin Field Placement in the Fall of _____

I plan on remaining in my agency Yes No

If "no," do you plan on following the CSSW process for selection of placement?

Yes No

If "no" please see the Assistant/Associate Director for your present Field of Practice

Name _____

AGENCY INFORMATION

How long have you been employed at your agency?

How long have you been in your present position?

Brief description of current role and responsibilities

Present Supervisor _____

Telephone _____

PLACEMENT INFORMATION

If you could select a placement within your agency, what would it be? (List three if possible)

What do you hope to learn in your field placement?

Additional comments, special considerations or information pertinent to your field experience:

APPENDIX III

COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK REDUCED RESIDENCY PLACEMENT PLANNING

NAME _____ Email (UNI) _____

Phone #: Day _____ Evening _____

1) I request that my present place of employment be considered as my field placement for my residency year. I understand that the agency must meet the stipulations outlined in the criteria for Reduced Residency Placement in order to be considered as a field placement site. I also understand that an Educational Plan must be submitted by the first week of April, and approved by the Assistant Dean of Field Education for my site to qualify as a field placement site.

AGENCY _____

PROGRAM AT AGENCY _____

OR

I am requesting a CSSW developed placement. My main area of interest is

2) I intend on doing my placement according to the following Option:

Option 1 (3 days a week/ 3 semesters)

Option 2 (3 days a week for 2 semesters/ 4 days a week for 1 semester)

Option 3 (4 days a week for 2 semesters plus 2 weeks)

SIGNATURE _____ DATE _____