

Field Practicum Manual

“Fostering Peace, Justice and Social Change Through Service”



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This Field Manual does not duplicate information contained within the BSW Handbook, but refers to information and/or specific sections within the handbook. These two documents are designed to be used together.

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I. INTRODUCTION TO FIELD INSTRUCTION

Please Note: As indicated in the BSW Handbook, the terms “Field Placement” and “Field Practicum” are used interchangeably as are the terms “field instruction” and “field education”.

The BSW Program at the University of Saint Francis requires each student to successfully complete a total of 450 field practicum hours. The minimum field hours’ expectation as put forth by CSWE is 400 hours. Students should know that we require more than this recommended minimum. Field instruction consists of two senior level practicum and seminar experiences conducted during the fall and spring semesters. These courses, which are required for all social work majors, serve to provide students with an educationally directed learning experience where they can test out their capacity as self-directing, responsible decision-makers applying social work practice theory and values.

In field education, the student applies classroom learning to actual social work practice situations. Preparation to become a social work professional is comprised of formal learning, as well as practical experience that occurs in field instruction. Beginning generalist social work practice requires social workers to be competent in the roles of advocate, broker, educator, mediator, planner, organizer, and direct service provider. Students may not be able to acquire expertise in all of these roles during a single practicum; however, placement in an agency provides opportunities to observe other professionals and to learn from their actions. Students also have opportunities to learn from other students and staff that might be a part of the practicum experience. All of these experiences contribute to helping the student become more proficient in the practice of social work.

Field instruction is one of the areas constituting the social work professional foundation content required by the Commission of Accreditation of the Council on Social Work Education. Field instruction assists the student in making the transition from passive learner to active professional. The student becomes involved in the professional socialization process that allows for entry and acceptance into the profession of social work.

Field instruction is a valuable part of the social work curriculum and allows the student to test career possibilities, as well as identify strengths and weaknesses in their own practice styles. These experiences can help students refine their search for their own professional fit within various fields of practice.

Finally, field placements are designed to provide students with opportunities to extend our BSW Program philosophy, mission and overall program objectives through direct and indirect service in the community. Students are encouraged to review fundamental foundation concepts (Philosophy, Mission, Goals and Objectives- BSW Program Handbook) of our program as they enter their field placements.

A. **Affirmative Action Policy/Americans with Disabilities Act:**

The University of Saint Francis and the Department of Social Work maintain a policy of non-discrimination in admissions procedures and throughout the course of a student’s enrollment at the university. Students who identify themselves as having a disability should notify the Field Coordinator to make requests for any special accommodation they may need in the field practicum. Please refer to the “Policy of Non-Discrimination” in the BSW Handbook.

B. **Learning Objectives for Field Placements:**

The primary goal of field instruction is to provide the student with an educationally directed learning experience where they can test out their capacity as self-directing, responsible decision-makers integrating and practicing social work theories and values. As such, the learning objectives are as follows.

- 1. To develop in depth understanding of the host agency and social service delivery system. This includes policies, programs, services, functions and role of the agency within the social delivery system.**

Student Outcomes:

- Analyze the agency setting and its functions within the context of a broader social service delivery system.
- Share information concerning agency services and programs with relevant client systems.
- Abide by agency policies and practices during the duration of the practicum.
- Share agency information with student peers and faculty in a professional manner.

- 2. To refine generalist practice skills and assume generalist practice roles in the provision of direct and indirect services to a variety of client systems.**

Student Outcomes:

- Articulate and utilize systems theory, a person in environment orientation, and a strengths perspective, in client system assessment and interventions.
- Utilize effective communication skills and problem solving/change methods for social work intervention.
- Give consideration to the variety of action/treatment approaches and methodologies and act within the necessary roles to accomplish planned change.
- Demonstrate professional decision-making.
- Implement and evaluate intervention plans.

- 3. To develop awareness of and utilize local/state/federal resources necessary in the problem solving/change process.**

Student Outcomes:

- Acquire and utilize information about community resources.
- Facilitate knowledge and use of community resources among clients and colleagues.
- Make and monitor referrals as a liaison or broker to other service delivery systems.
- Share information concerning services and programs with relevant client systems.

- 4. To demonstrate continued self-awareness, self-direction, professional growth and development, and responsibility for professional ethics and behavior.**

Student Outcomes:

- Demonstrate self-direction integrated with the values and ethics of social work.
- Demonstrate an understanding of personal feelings, attitudes, values, biases and characteristic patterns of behavior and how these affect response reactions to or from various client systems.
- Demonstrate an ability to evaluate one's own practice.
- Demonstrate an ability to work with agency policies and procedures.

- 5. To encourage continued awareness of special needs and problems of vulnerable and diverse populations, and initiate appropriate problem solving/change or advocacy on their behalf.**

Student Outcomes:

- Identify unique characteristics of and pertinent issues of vulnerable populations.
- Promote understanding of unique and/or vulnerable populations and foster social justice on their behalf.
- Identify areas of discrimination in policy or practice procedures.
- Assess and evaluate the breadth and depth of a particular problem of discrimination in policy or practice.

- Make recommendations for change strategies to appropriate agency administration or faculty.

6. *To demonstrate the ability to engage individuals, families, groups or communities in successful problem solving/change or advocacy.*

Student Outcomes:

- Utilize appropriate interventions in the provision of services.
- Continually evaluate progress toward change or advocacy.
- Record and share the ongoing process of problem solving/change in written assignments and case records.
- Engage in ongoing research activities as relevant to the application of practice.

C. Field Practicum Standards:

A student's failure to adhere to the following standards may result in a less than passing grade and/or result in a student's termination from field placement and/or the BSW Program. Students who fail in any of these standards will be subject to a review by the BSW Program Faculty. Furthermore, The Department of Social Work reserves the right to terminate any student whose academic record, performance, or behavior in the BSW Program, including field practicum/s, is judged to be unsatisfactory. Students have the right to appeal such decisions.

1. The student must successfully complete a total of 450 Field Practicum hours and achieve a grade of no less than 2.3 (C+) for each practicum course.
2. The student must demonstrate initiative.
3. The student must demonstrate the appropriate use of supervision.
4. The student must demonstrate strict adherence to the NASW Code of Ethics.
5. The student must demonstrate competency in all practice areas and with all client populations in the field placement.
6. The student must demonstrate appropriate professionalism to colleagues within and outside of the field placement site with whom they have contact in the course of the field placement.
7. The student must demonstrate a creative, innovative and open approach to practice activities.
8. The student must demonstrate appropriate and professional interpersonal skills with clients, colleagues, professors, field faculty, and fellow students.
9. The student must demonstrate responsible behavior consistent with the field placement site.
10. The student must follow the "chain of command" when addressing issues pertaining to the field and the field placement.
11. The student must notify the BSW Program Director, his or her advisor **and** the BSW Program Field Coordinator of any conviction of a criminal charge that occurs during a field placement.
 - a. Should a student receive a conviction while participating in the field practicum, the student must immediately notify the BSW Program Field Coordinator. A conviction of a criminal charge does not automatically result in termination from the program nor will it necessarily prohibit a student from continuing in a field placement.
 - b. Upon receiving a criminal conviction while in the field, a student must suspend all field related activities until such time as a determination is made for practicum continuance.
 - c. Students must complete the form titled: "Notice of Criminal Conviction" and submit it to the BSW Field Coordinator. A copy must also be provided to the BSW Program Director.
 - d. Should the student wish to continue in the practicum, he or she must submit a "Petition for a Waiver for the No Prior Conviction Rule", complete a review process and obtain permission from the Department

of Social Work for continuation in the practicum and in the BSW Program.

12. The student must have a criminal history check completed prior to entering the field practicum and submit the results of this check to the BSW Field Coordinator.
13. Students must purchase professional liability insurance to cover the student during the entirety of the field practicum. A copy of the student's professional liability insurance policy will remain on file within the Department of Social Work.
14. Students must provide proof of current auto insurance and a valid driver's license prior to the field practicum. A copy of the student's driver's license and auto insurance will remain on file within the Department of Social Work.

II. Field Practicum Policies and Procedures

Students must have completed or be near completion of their junior year prior to placement in field practicum and be formally admitted to the BSW Program before registering for field practicum courses. Students submit their Application for Field Practicum with their Application for Final Acceptance to the BSW Program to the BSW Program Director. Students must have completed all of their practice courses per grade expectations in order to be admitted to the BSW Program. Typically, completion of these courses will occur in a student's junior year.

Students meet with the Field Coordinator during their junior year to evaluate their readiness for the field and to discuss placement options. In making a determination for readiness, students' grades in the courses noted earlier and overall GPA will be reviewed, and senior year classes will be determined. Students will discuss their interest areas, personal obligations in light of field placement schedules and any other particular issues that may impact the field placement (such as criminal history, special needs, etc.).

It is the responsibility of the Field Coordinator to assist the student in securing all placements, however, it is expected that students play an active and initiating role in conjunction with the Field Coordinator in establishing their placement/s.

A. Application for Field Practicum Steps:

1. Complete the application process.
 - a. If the student has already been formally admitted to the BSW Program, he or she may submit a completed Application for Field Practicum form and supporting documentation to the Field Coordinator.
 - b. If the student has not been formally admitted to the BSW Program, he or she may apply to the BSW Program and apply for field practicum simultaneously. The student should then submit both applications to the BSW Program Director. Upon acceptance into the BSW Program, the student's application for field practicum will be forwarded to the Field Coordinator. Supporting documentation includes an updated professional resume (see Resume Guidelines in the BSW Handbook) and the Pre-Practicum Assessment Inventory.
2. Applications for field practicum must be submitted by April 1 for a fall practicum and by November 1 for a spring practicum.
3. The student and the Field Coordinator will work together to discuss various placement options and develop a plan of action for pursuing placement. Roles and responsibilities will be identified and the placement will be secured.
4. Student and/or Field Coordinator may conduct an initial site visit to meet with or interview with a potential placement agency.
5. Student should submit a Letter of Intent for Field Placement after an initial site visit. (See Sample Letter of Intent for Field Placement in this Field Manual.)

B. Deadlines for Securing Field Practicum Site:

1. Students planning to enroll for the fall semester Practicum I course (16 hours per week/225 hours total), will have their placements secured by August 30 of that year.
2. Students planning to enroll for the spring semester Practicum II (16 hours per week/225 hours total), will have their placements secured by December 30.
3. Students planning to enroll for the Combined Practicum I & II (32 hours per week/450 hours total) will have their placements secured by August 30 or December 30 depending upon which semester they are choosing to enroll in their practicum course.

C. Other Forms and Procedures related to the Field Practicum:

Upon securing a final field placement site, the Field Coordinator will work with the student to complete all necessary paperwork that must be signed and kept on file within the Department of Social Work. In addition to application forms listed above and evaluation forms listed under the “Grades” section, the student must:

1. Purchase and provide documentation of the purchase of Professional Liability Insurance (Forms available for NASW Trust Professional Liability Insurance in the Department of Social Work).
2. Present a valid driver’s license and proof of automobile insurance, copies of both to remain on file within the Department of Social Work.
3. Complete and successfully pass a Criminal History Check.
4. Complete and sign the Confidentiality & Ethical Practice Agreement.
5. Complete the Learning Objectives Contract. This is the agreement designed by the student with the assistance of the field instructor, which outlines the student’s specific learning objectives for his or her practicum.
6. Read and sign the Acknowledgement of Risks form.
7. Submit the “Notice of Criminal Conviction” form should the student have a prior conviction for either a misdemeanor or felony offense.
8. Complete the Pre-Practicum Self Assessment Tool.

D. Grades/Evaluation:

The grade, which is given for Field Practicum, is based upon the student’s performance in placement within the agency setting. Evaluation forms include:

1. Pre-Practicum Self-Assessment Tool
2. Weekly Student Report Form: student records hours spent in field practicum and responds to questions regarding the week’s work experience.
3. Mid-term Evaluation: field instructor evaluation of student’s practicum.
4. Mid-term Self Evaluation
5. Final Evaluation: field instructor evaluation of student’s practicum.
6. Final Self Evaluation
7. Student Evaluation of Field Experience
8. Final Documentation of Total Field Hours
9. Post-Practicum Self-Assessment Tool

Evaluation by the Field Instructor is a primary consideration in determining a final grade. Students have the responsibility to actively share in the evaluation process (written and verbal). Students will complete a self-evaluation of their learning at mid-term and final exam times during the semester. Students will be evaluated based on particular skills and knowledge and values areas AND in accordance with their individual learning objectives they develop and record in the Learning Contract. **As previously stated throughout the BSW Handbook and within this Field Manual, students must achieve a grade of no less than 2.3 (C+) to successfully pass each practicum course.** The Field Coordinator has the final responsibility for assigning grades.

E. Field Practicum Policy Requirements at Student's Place of Employment:

In some circumstances, a student may already be employed in a social service setting and may request a practicum in that agency. Below are the requirements for acceptance of an employment site as a field practicum site.

1. Requests for use of place of employment as a field practicum site must be made in writing and submitted to the Field Coordinator of the BSW Program. The written request must document the reasons for the request and those factors, which prohibit the student from completing a practicum external to the employing organization. Sufficient justification must be made by the student for permission to be granted to use an employment site as a field practicum site.
2. The place of employment must meet all requirements as outlined by the Department of Social Work for field instruction agencies.
3. The place of employment must provide a field instructor who is NOT the same person that supervises the student as an employee.
4. The field instructor must have an MSW or a BSW degree from a CSWE accredited program or be able to demonstrate competencies that are congruent with field supervision expectations.
5. The prospective field instructor must attend the field instructor's orientation seminar and agree to fulfill all responsibilities attendant to the role of field instructor.
6. Clients that a student will provide services to for the practicum experience must be different than those clients whom he or she is providing service to through employment.
7. Activities and learning opportunities for the student must be new to the student and in addition to those connected with his or her role as an employee.

Upon receipt of a written request, the Field Coordinator, in collaboration with the student, will meet with appropriate agency staff to discuss and ascertain the feasibility of the field practicum in accordance with requirements 2-7 above. The Field Coordinator will notify both the student and the appropriate agency staff person if the practicum request is approved or denied.

F. Policy on Previous Work or Life Experience as Related to Field Placements:

The BSW Program does not grant social work practicum credit for life experience or previous work experience. Field practica must be completed within the BSW curriculum at the University of Saint Francis. Equivalent credit may be accepted and transferred from another academic institution after review by the BSW Program Director and/or the BSW Program Admissions Committee.

G. Field Education Expenses:

Students are responsible for their own expenses such as transportation to and from the placement site, parking. Agencies are requested to provide mileage reimbursement to practicum students for work related transportation costs. Should students be involved in transporting clients, students must carry the appropriate automobile insurance. Students are encouraged to contact their insurance agents about their coverage. Generally, students are discouraged from transporting clients.

H. Mandatory Reporting:

Mandatory reporting refers to statutory language that obligates any person, professional or lay, to report suspected incidents of child abuse and neglect. Students who suspect child abuse or neglect, should immediately report the suspicious activity to the Field Instructor or the Field Coordinator, and a determination will be made regarding the reporting of the activity to the local Department of Family and Children. Students also have a duty to warn should they witness threats of harm or death to another individual. Students must report such threats immediately to one of the above persons

I. Professional Liability Coverage:

All students conducting fieldwork through the University of Saint Francis are provided limited liability coverage under the university's liability policy. This coverage **does not** include protection against every possible situation. Consequently, students pursuing field placement must obtain their own professional liability coverage prior to placement. Students may obtain this coverage for very affordable student rates through N.A.S.W. Insurance Trust (forms are available in the Department of Social Work).

III. Field Practicum Courses

Field Practicum courses are designed to prepare students for generalist social work practice. The field practicum provides students with the opportunity to test and apply knowledge and skills gained from liberal arts coursework, general education courses and professional social work foundation courses.

A. Practicum Courses:

Students must enroll concurrently in a Field Practicum Course and the corresponding Field Practicum Seminar. Specific courses are as follows:

- SOCW 440 Senior Practicum I (requires 16 hours per week in placement)
- SOCW 461 Senior Practicum I Seminar /Capstone I

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- SOCW 450 Senior Practicum II (requires 16 hours per week in placement)
- SOCW 462 Senior Seminar/Capstone II

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OR

- SOCW 460 Senior Practicum I/II (requires 32 hours per week in placement)
- SOCW 463 Senior Seminar/Capstone I/II

B. Field Practicum Course Descriptions

SOCW 440 Senior Practicum I (5) Cr. Hrs.
Senior Practicum I is for those students choosing to complete their senior field practicum over two semesters instead of one. Senior Practicum I must be taken immediately before Senior Practicum II and will serve as the first part of the social work major's senior capstone experience which will include SOCW 440 and SOCW 450 for those students needing to split their field practicum over two semesters. The field practicum is an experiential, on-site supervised learning opportunity consisting of a minimum 225 contact hours during the course of the semester (roughly 16 hours per week for 14 weeks) in a local social service agency approved by the Department of Social Work. The student will be exposed to skills and behaviors of professionals engaged in various forms of generalist social work practice. Students will be expected to test and demonstrate their social work values, professional ethics, knowledge and skills within a supervised setting and encompassing all levels of social work practice (micro, mezzo, and macro).
Prerequisite: Social Work Candidate Status.
Corequisite: SOCW 461 and admission to Social Work Program.
Fall/Spring

SOCW 450 Senior Practicum II (5) Cr. Hrs.

Senior Practicum II is for those students choosing to complete their senior field practicum over two semesters instead of one. Senior Practicum II must be taken immediately after Senior Practicum I and will serve as the second and final part of the social work major's senior capstone course. The field practicum is an experiential, on-site supervised learning opportunity consisting of a minimum 225 contact hours during the course of the semester (roughly 16 hours per week for 14 weeks) in a local social service agency approved by the Department of Social Work. The student will be exposed to skills and behaviors of professionals engaged in various forms of generalist social work practice. Students will be expected to test and demonstrate their social work values, professional ethics, knowledge and skills within a supervised setting and encompassing all levels of social work practice (micro, mezzo, and macro).

Prerequisite: SOCW 440 and admission to the Social Work Program.

Corequisite: SOCW 462.

Fall/Spring

**NOTE: STUDENTS TAKE EITHER
SOCW 440/461 + SOCW 450/462
OR
SOCW 460/463**

SOCW 460 Senior Practicum I/II

(10) Cr. Hrs.

Senior Practicum I/II is for those students choosing to complete their senior field practicum in one semester. The field practicum is an experiential, on-site supervised learning opportunity consisting of a minimum 450 contact hours during the course of the semester (32 hours per week for 14 weeks) in a local social service agency approved by the Department of Social Work. The student will be exposed to skills and behaviors of professionals engaged in various forms of generalist social work practice. Students will be expected to test and demonstrate their social work values, professional ethics, knowledge and skills within a supervised setting and encompassing all levels of social work practice (micro, mezzo, and macro).

Senior Practicum is for those students choosing to complete their senior field practicum in one Semester. The field practicum is an experiential, on-site supervised learning opportunity Consisting of a minimum 450 contact hours ding the course of the semester (32 hours per week for 14 weeks) in a local social service agency approved by the Department of Social Work. The student will be exposed to skills and behaviors of professionals engaged in various forms of generalist social work practice. Students will be expected to test and demonstrate their social work values, professional ethics, knowledge and skills within a supervised setting and encompassing all levels of social work practice (micro, mezzo and macro).

Prerequisite: Admission to the Social Work Program

Corequisite: SOCW 463.

Fall/Spring

SOCW 461 Senior Practicum I Seminar /Capstone I

(2) Cr. Hrs.

The Senior Seminar/Capstone I provides a venue for discussion of field practicum experiences and serves as the first part of the social work student's capstone work. Under direction of faculty, students will complete preparation of their senior portfolio which will provide evidence of field practicum competencies and competencies related to specified general education curriculum learning outcomes.

Corequisite: SOCW 440

SOCW 462 Senior Seminar/Capstone II

(2) Cr. Hrs.

The Senior Seminar/Capstone II provides a venue for discussion of field practicum experiences and serves as the second part of the social work student's capstone work. Under direction of faculty, students will complete preparation of their senior portfolio which will provide evidence of field practicum competencies related to specified general education curriculum learning outcomes.

Corequisite: SOCW 450

SOCW 463 Senior Seminar/Capstone I/II

(2) Cr. Hrs.

The Senior Seminar/Capstone I/II provides a venue for discussion of field practicum experiences and serves as the social work student's capstone work. Under direction of faculty, students will complete preparation of their senior portfolio which will provide evidence of field practicum competencies and competencies related to specified general education curriculum learning outcomes.

Corequisite: SOCW 460.

B. Full Time Field Practicum Option:

In the **rare** situation, a student may take Combined Practicum I & II (SOCW 460) and its concurrent seminar (SOCW 461) in place of SOCW 440, SOCW 441, SOCW 450, SOCW 451. The Combined Practicum I & II requires a full time (32 hours per week) learning experience in field placement. This option is available only to mature students whose life circumstances prohibit the student from arranging schedules adequately to enable them to pursue the more desired route (Practicum I and Practicum II spread over two full semesters). This option may be exercised during the spring or fall semester of the student's final academic year. In rare cases, it can be arranged to occur over the summer. Full time/Combined Field Practicum students must adhere to all grade requirements, and other policies and standards as defined in this Field Manual.

IV. Field Agencies and Instructor Information

The field instruction program is the product of a joint effort between the University of Saint Francis and community social service agencies. The role of the University Department of Social Work in the field instruction process includes preparing the student for field instruction, assisting the student in selecting and recommending placement agencies. The department also helps the agency in establishing educationally sound goals for each student. The role of the field instructor includes providing quality field instruction, supervision, and other learning opportunities for the student.

A signed contract between the field agency and the Department of Social Work must be approved and on file for each student in field placement. All parties will hold copies of signed contracts. The Field Coordinator is responsible for communicating with field agencies about all pertinent matters pertaining to field. The Field Coordinator will collaborate with Field Instructors pertaining to the educational experience for each student.

A. Field Agency Selection Criteria:

Field Agencies must meet the following criteria.

1. Have a commitment to supporting student demonstration of the values and ethics of professional social work.
2. Be able to be creative in designing general responsibilities and direct service opportunities that are challenging to the student and will aid the student in integration of knowledge and practice. Students are assigned a minimum of 3-5 clients by the sixth week of the semester.
3. Willing to provide learning opportunities that will develop generalist social work practice skills.

4. The agency and designated staff must be committed to serve as resources for field instruction.
5. Able to designate a competent person educated as a social worker to supervise the student.
6. Willingness to expose the student to new roles and other agency personnel, as well as the range of services provided by the agency.
7. The agency is in good standing in the community and agency staff hold appropriate credentials from educational institutions and standard setting bodies.
8. The agencies existing staff are sufficient to maintain their basic programs without reliance upon interns or students.
9. The agency is able to provide a qualified field instructor who holds a B.S.W. or M.S.W. degree and who is able to provide two to four hours of supervision per week to the student. This time is necessary for supervisory conferences, establishment of learning opportunities and activities, preparation of evaluation reports and conferences with BSW Program faculty (either Program Director or Field Coordinator).
10. The agency is able to make available adequate space and other resources necessary for the student to fulfill their learning goals (desk, access to telephone, office supplies, etc).

B. Field Instructor Criteria:

Field Instructors must hold a CSWE-accredited baccalaureate or master's social work degree. Field Instructors are those persons, employed in a particular agency, who meet the criteria established by the Department of Social Work to serve in a supervisory capacity for students in senior level field placements. Field Instructors are responsible for the day-to-day supervision of the student and creating learning opportunities consistent with practicum objectives. The Field Instructor is typically considered an extension of the teaching faculty of the Department of Social Work and is recognized as a primary figure in the practicum experience.

Specific field instructors are selected on the basis of their competence in the practice of social work, continued professional development, and commitment to the teaching task of social work education. The field instructor must be able to relate to the needs of the student, to assist the student in integrating the knowledge brought to the agency, and to assist the student in application of that knowledge in the development of performance skills necessary for generalist social work practice.

The Social Work Department considers the master's degree in social work and supervisory experience as highly desirable attributes for field instructors. The baccalaureate (BSW) level is also appropriate for field instruction. The social work degree must derive from a CSWE accredited social work program. The faculty also considers that commitment to the values and ethics of the social work profession, and competence and experience in practice to be of great value. Therefore, potential field instructors must demonstrate such commitment and competence of experience.

Occasionally a student may have an opportunity for practicum experience in an agency where no staff member holds either the B.S.W. or M.S.W. degree. For these situations, arrangements can be made with the BSW Program Faculty to assist in the supervisory process.

C. Field Orientation Seminar:

Orientation seminars will be conducted each semester for field instructors. The orientation seminar is designed to acquaint field instructors with the BSW Program and more specifically, the field component of the program. The objectives of this initial seminar are to share the BSW Program's mission, philosophy, goals and objectives and orient the field

instructor to student learning goals, practicum course content, roles and role expectations, and the practicum evaluation process. The overriding goal of Field Orientation Seminar is to assist field instructors in teaching and supervising our practicum students. The fall semester orientation will occur before the end of September and the spring orientation seminar will occur before mid-February. Field Instructors will be notified in a timely fashion of specific dates.

V. Field Instruction Roles and Responsibilities

A. Field Coordinator Role and Responsibilities:

The Field Coordinator oversees the development and implementation of the field education program for BSW students. The Field Coordinator is responsible for the following:

1. Match the professional interests and learning goals of the student with an appropriate social service agency.
2. Communicate information to students about potential field practicum agencies.
3. Structure the overall field education program to be in concert with the BSW Program's mission, goals, objectives and curriculum.
4. Notify students and advisors of time frames and deadlines for planning practicum placements and for developing learning contracts with field instructors, executing all paperwork necessary to the field practicum.
5. Organize and deliver orientation programs and training seminars for field instructors. Orientation programs will include provision of expectations related to supervision of students, social work curriculum, current social work issues and various other topical areas useful to the supervisory and educational process. Training seminars will include more in-depth training on field instruction.
6. Develop and approve new practicum sites.
7. Maintain regular contact with existing practicum sites.
8. Provide opportunities for field instructors to evaluate the field practicum and to participate in curriculum development as it pertains to the field.
9. Provides telephone consultation as needed.
10. Oversee the development of policies and practices for field practicum operation.
11. Evaluate and approve practicum placements at the student's place of employment.
12. Evaluate and supervise revision of practicum forms, learning contracts and the Field Handbook.
13. Develop evaluation instruments and oversee evaluation of student outcomes for field practicum.
14. Perform other duties as required to assure the effective operation of the practicum experience.
15. Assure that the practicum component of the BSW curriculum meets CSWE guidelines.
16. Regularly evaluate and assess the field education program and recommend policy changes to the Department of Social Work.
17. Review and develop an annual plan for the field education program specifying goals and objectives to be accomplished.

B. Field Instructor Role and Responsibilities:

The Field Instructor oversees the supervision of the field practicum student in the practicum site. The field instructor serves as a mentor to the student for the duration of the student's practicum. The Field Instructor Responsibilities include:

1. Assist the student in selecting roles, tasks and activities that can be performed at the practicum site.
2. Provide the student with adequate space and internal resources necessary to perform his or her role.

3. Meet with the student for a minimum of two – four hours per week to guide the student in the practicum and to evaluate the student's progress.
4. Be available for consultation to the student as necessary.
5. Complete evaluation instruments as provided for the field practicum student.
6. Communicate as needed with the program faculty regarding issues, questions or concerns related to the practicum experience.
7. Arrange for the student's orientation to the agency, clients, and other agencies with whom the student may interact during the course of the practicum.
8. Suggest reading materials to the student that will facilitate a deeper understanding of the agency's programs and structure.
9. Suggest reading materials on content areas that may serve to enhance the student's understanding of the client population, nature of the particular service delivery system, etc.
10. Take responsibility to communicate promptly with the student and the social work faculty as problems appear in the field practicum.
11. Refrain from assigning or permitting the student to transport agency clients in their own automobile unless the agency's liability insurance explicitly covers the student or unless the student can produce an insurance policy showing adequate coverage for client transportation.
12. Arrange for reimbursement to the student for expenses incurred in the performance of agency assignments as is permitted by agency policies.

C. Practicum Student Role and Responsibilities:

In addition to the student roles and responsibilities outlined in the BSW Program Handbook, practicum students are expected to be initiating, self-directed professional learners in the practicum setting. They are responsible to:

1. Discuss professional goals with the Field Coordinator during the junior year in order to enable the Field Coordinator to arrange for the senior year field placements.
2. Follow through promptly with an appointment for screening interview at the agency selected for field practicum.
3. Arrange a weekly schedule of attendance with the Field Instructor, adjusting hours to allow for mutual needs.
4. Be in placement 16 hours per week for Practicum I and 16 hours per week for Practicum II or 32 hours for Combined Practicum I and II.
5. Understand that most field placements are not paid placements. Paid field placements are permissible as long as they meet all practicum program requirements. Emphasis must be on fieldwork as a learning experience, rather than as paid employment.
6. Take responsibility for reporting to work at scheduled times, notifying appropriate agency personnel in the event of illness or other absences. A pattern of irresponsible tardiness or absenteeism may result in removal from placement.
7. Develop satisfactory work habits as needed by the practicum site.
8. Observe all rules and policies as designated by the practicum site.
9. Come prepared to all scheduled supervision meetings with the Field Instructor.
10. Read literature as suggested by the Field Instructor as it pertains to the learning experience.
11. Assume a lead role in self-directed learning.
12. Accept and constructively use supervision provided by the Field Instructor.
13. Maintain client and agency confidentiality at all times.
14. Adhere to the NASW Code of Ethics in all practicum activities.
15. Immediately notify the BSW Field Coordinator of any conviction that occurs during the time you are enrolled for field practicum.

D. Practicum Student Rights:

The student has the right to:

1. Have meaningful social work tasks assigned and written in contract form.
2. Have competent, professional supervision.

3. Have clearly defined expectations and knowledge of the criteria used for evaluation.
4. Have regularly scheduled conferences with the field agency instructor.
5. Have ongoing evaluation of his/her performance that allows for modification.
6. Actively participate in those evaluations, both verbally and in writing.
7. Examine the linkages and interrelationships between actual practice and the theoretical knowledge base of social work.

VI. Student Safety In The Field Practicum

Each field agency should develop or utilize existing policies pertaining to safety of practicum students. Safety considerations should be discussed at the onset of the practicum. Students must be informed as to agency policies pertaining to safety, handling volatile clients, threatening statements, letters or e-mail. Home visits may be conducted by students when such visits are invited or in the company of a paid staff member of the agency. Should a student have safety concerns about invited home visits, a staff member or another more seasoned practicum student must accompany the student. Students must refrain from giving out personal information to clients, such as addresses, phone numbers, pager numbers, etc. Students should, under no circumstances, take clients to their homes. Should a student feel threatened at any time during a group session, in a confinement facility, during a home visit or in the office setting, he or she is encouraged to excuse him or herself from the meeting and terminate the contact. Any threatening situation must be reported to the Field Instructor immediately, who in turn, must notify the Field Coordinator. The BSW Program Director/Department of Social Work Chairperson must also be notified immediately.

Should a student be personally threatened or injured during the field practicum by any party, the student should make an immediate report to the Field Instructor and the Field Coordinator. The Field Coordinator is responsible to document the situation and make a full report to the BSW Program Director and Chair of the Department of Social Work. The Field Coordinator is also responsible to notify the Field Faculty Member. Such incidents must be documented by these respective parties and on file. Continued safety at the placement site will be reviewed. Assistance that a student may need (medical, counseling, etc.) as a result of threats or injury will be provided via referral. University of Saint Francis legal counsel may be consulted as warranted.

If a student is injured in the field, the cost of health care should be borne by the student's health insurance policy. Students are encouraged to obtain health insurance prior to placement in the field.

A document in the forms section of this manual, outlines various risks that may present in any field practicum. Students must read this form, sign it, and return to the Field Coordinator, acknowledging their awareness of risks attendant to field practica.

VII. Field Placement Termination/Withdrawal Policy

Termination or withdrawal from a field placement site does not automatically result in termination from the BSW Program. For complete termination from the program policies and procedures, refer to the "Termination from BSW Program" section in the BSW handbook.

A. Student Voluntary Withdrawal From A Practicum:

On occasion, students may find that a particular placement will not fulfill their learning needs. Should this be the case, a student is to make immediate contact with the Field

Coordinator within 6 weeks of the beginning date of the field placement. The Field Coordinator and the student will work collaboratively to secure another placement.

B. Student Involuntary Withdrawal from a Practicum:

In the event that a student's progress is unsatisfactory, the Field Instructor with concurrence of the Field Coordinator may request the student to withdraw from the field placement. Examples of educational/ personal problems which may result in a recommendation of withdrawal from field instruction may include, but are not limited to:

1. Irresponsible work patterns such as frequent absence from the field setting.
2. Failure to engage client systems. This may be shown by a general pattern of failure to demonstrate appropriate interpersonal communication skills, failure to correctly assess client situations, or failure to use appropriate problem solving strategies.
3. Refusal to engage and work with client systems of a different gender, sexual orientation, ethnic, cultural, religious, racial, or socioeconomic background than the student.
4. Failure to differentiate own feelings from client's or failure to establish and maintain appropriate professional boundaries with clients.
5. Failure to identify, value and advocate for client systems' rights appropriately with the agency system.
6. Failure to select and use a range of techniques appropriate to the needs of clients and the requirements of the situation. At the end of the first six weeks, this might involve failure to listen and observe, failure to gather factual information, failure to share information appropriately, or failure to make appropriate referrals.
7. Persistent failure to understand and make connections between classroom content and field activities.
8. Persistent rejection of social work roles with assumption of inappropriate roles. For example, often acts as though he/she were in role of doctor, minister, nurse or lawyer or other role inconsistent with the social work task at hand.
9. Misrepresentation of role or status.
10. Communication patterns which generally antagonize others or hamper work with others.
11. Failure to use supervision appropriately or show such dependency on outside help that the student cannot begin to act on the basis of his/her own judgment.
12. Failure to demonstrate willingness or capacity to work as a member of an agency team.
13. Failure to follow agency policy and procedures or conform to ethics of social work practice.
14. Receiving a conviction for a criminal charge while in field practicum.

C. Suspension from a Field Practicum for Criminal Conviction:

Should a student receive a conviction for a criminal offense while enrolled in Field Practicum, the student will be immediately suspended from participating in field activities at the agency. At this time, a student has two choices. The first choice is to discontinue the field practicum and withdraw from the course and its concurrent seminar. The second choice is to file a "Petition For A Waiver For The No Prior Conviction Rule" form with the Department of Social Work along with supporting documentation, satisfactorily complete a review process and secure approval from the Department of Social Work to continue in the Field Practicum. Once approval is gained, the student may continue all field related activities. Should the student petition be denied, he or she will be terminated from the field practicum. See procedures for termination from a field practicum below (Section d.).

D. Termination From A Field Practicum:

Should a student's behavior prove to be unethical, unsafe, placing clients or others at risk, the student will be immediately terminated from the field placement. The decision to

terminate a field placement will be made conjointly by the Field Coordinator and the BSW Program Director and with the approval of the Dean for the School of Professional Studies.

A student may be terminated from a field placement only once. Termination from a second or subsequent placement will constitute grounds for dismissal from the undergraduate BSW Program.

Procedures for Termination:

1. Upon receipt of information regarding failing grades, unethical conduct or illegal activity as described above, the BSW Program Director and the Field Coordinator will meet with the student being considered for termination from the program and discuss reasons with the student.
2. The BSW Program Director and Field Coordinator will meet and discuss the student's status in the program and ascertain if the student should be terminated from the BSW Program or if there are alternatives to termination.
3. The BSW Program Director will notify the Dean of the School of Professional Studies and seek input regarding alternatives to termination from the program or alternative degree options.
4. Once a determination is made regarding termination or alternatives to termination, the BSW Program Director and Field Coordinator will meet with the student informing him or her of their determination.
5. Should a student be terminated from the (BSW) Social Work Program, and wish to file a grievance, he/she may follow procedures listed in the USF Student Handbook entitled Policies and Procedures for Resolving Grievances.