



Department of
Graduate Social Work

Field Practicum Manual

Master of Social Work Program

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SPRINGFIELD COLLEGE DEPARTMENT OF GRADUATE SOCIAL WORK FIELD EDUCATION PROGRAM

Introduction

The Springfield College Department of Graduate Social Work Field Education Program is an essential component of the curriculum in advanced generalist social work at the school. It provides the direct practical experience through which students understand and apply the theories and skills learned in the classroom. The field experience also affords concrete examples that are used to bring the conceptual realm of academic work to life.

The Field Education Program is a collaborative endeavor involving the Office of Field Education, Faculty, Field Agencies, Field Supervisors, and graduate social work students. Our success is achieved only through the consistent, conscientious effort of all these team members working toward a common goal -- promoting and enhancing the knowledge, skills, and capacities of each student, thereby maximizing their potential as a professional social worker.

The Field Education Program reflects the advanced generalist curriculum of the MSW Program. Students are expected to engage in multilevel practice experiences designed to develop their abilities in direct service with individuals, families, and groups, and, through community work and agency administration, enable them to work effectively in many settings, roles, and systemic levels. All field education expectations and policies are designed in compliance with the guidelines established by the Council on Social Work Education in its Educational Policy and Accreditation Standards (*See Student Handbook of Policies and Procedures*).

This *Field Practicum Manual* provides all partners in the field education process with a full description of the purposes, expectations, processes, tools, and other elements of the field practicum component of the curriculum. It is essential that everyone involved in field practicum understand and follow the protocols detailed in this *Field Practicum Manual*. *It should be used in conjunction with the student's Field Workbook for the relevant year of the student's practicum and with online student evaluations.* All partners should review it and related documents carefully and use them as a reference to answer questions about field practicum issues. If we have omitted any important information, or if something is not clear, we hope you will contact us. Your input on how to improve this *Field Practicum Manual* is welcome.

We in the MSW Program at Springfield College look forward to working with you. Together we create field experiences that promote optimal learning and are rewarding for all who participate in making them successful.

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Assistant Director of Field Education

William T. Fisher, Jr., Ed.D., M.S.W.
Chair and Assistant Dean for Field Education

SECTION I

SPRINGFIELD COLLEGE DEPARTMENT OF GRADUATE SOCIAL WORK

A. SPRINGFIELD COLLEGE

Springfield College is guided by the "Humanics" philosophy, which stresses the development and integration of mind, body, and spirit in service to others. The College is committed to the preparation of future leaders in both private and public sectors who will improve the quality of life worldwide. The College's mission reflects this effort to develop socially contributory professionals:

The mission of Springfield College is to educate students in spirit, mind, and body for leadership in service to humanity by building upon a foundation of Humanics and academic excellence.

Springfield College has a unique history of educating students in a manner that encourages social responsibility consonant with the values of the social work profession. This is evident in the College's historical role in the preparation of students for work in such venerable social work institutions as the Settlement House and Charitable agencies. In recent times, this is evident through the College's explicit focus on the preparation of students for the human-helping professions.

B. DEPARTMENT MISSION

The mission of the Department of Graduate Social Work MSW Program flows naturally from the unique "Humanics" philosophy of the College, which seeks to educate the total person in spirit, mind, and body and to develop socially-conscious leaders committed to the service of humanity. The language of Springfield College's mission statement is the language of service to community -- a language consistent with social work values. The mission of the Department of Graduate Social Work is as follows:

Through the teaching of social work practice and knowledge, the Springfield College Department of Graduate Social Work prepares individuals to meet universal human needs in order to engender mutually beneficial interaction between individuals and societal systems at all levels, based on principles of economic and social justice, dignity, and human rights.

C. ACCREDITATION

The Springfield College Department of Graduate Social Work Master of Social Work Program has been continuously accredited by the Council on Social Work Education since 1989.

D. STUDENT HANDBOOK OF POLICIES AND PROCEDURES

Each year the MSW Program publishes its *Student Handbook of Policies and Procedures*. This handbook contains detailed information about the MSW Program, Academic and Professional Standards, Students' Rights and Responsibilities, curriculum and course descriptions, and other general information. It also includes the current NASW Code of Ethics and the 2015 Educational Policy and Accreditation Standards (EPAS) established by the Council on Social Work Education (CSWE), the most recent educational policies and standards expected by CSWE.

SECTION II

PURPOSE OF FIELD EDUCATION

Field education is an integral and vital part of the social work curriculum at Springfield College, which has a single curricular specialization in advanced generalist practice. Field education occurs through two academic years of field practica. Advanced standing students engage in one year of field practicum, the requirements for which are the second year of the field curriculum.

The field practicum sequence serves as the link between knowledge gained in the classroom and the practice of social work from an advanced generalist perspective. Within the field sequence, components of the Practice, Human Behavior in the Social Environment, Policy, and Research sequences of the curriculum are integrated and practiced by social work interns.

The overall purposes of the practica are: (a) to enhance the student's ability to apply social work values, theory, skills, and knowledge to a broad range of systems; (b) to provide opportunities for students to learn to foster empowerment among vulnerable populations; and (c) to provide a setting in which the mission and goals of the curriculum of the MSW Program may be actualized.

Students have the opportunity to apply and refine values, knowledge, and skills under the guidance of experienced social work practitioners who serve as Field Supervisors. These field practicum experiences are brought back to the classroom where they are further examined within the context of the knowledge, values, and skills of the social work profession and the advanced generalist approach to social work practice.

The field practicum is an agency-based practice experience where students develop professional social work competence in the application of advanced generalist concepts that are presented and discussed throughout the academic curriculum. The practicum provides an opportunity for students to: perform, with supervision, a variety of planned multilevel social work interventions; to learn to work effectively in different social work settings; and to understand the everyday operations of community and social service systems.

The practicum requirements are structured within four areas of learning to ensure that students gain experience in developing a full range of advanced generalist social work practice skills. The four areas of learning are: (1) Direct service with individuals and families, required in both years; (2) Group work, required both years; (3) Community development and organization, required in the first or foundation year; and (4) Administration and organizational development, required in the second or specialization year.

The Springfield College Department of Graduate Social Work (DGSW) places students in a variety of agencies throughout New England and New York State. Students are exposed to a wide range of practice opportunities with clients of diverse backgrounds in both urban and rural settings. Appropriate field settings include a range of human service, educational, health, and criminal justice settings where students work with individuals, families, groups, organizations, and communities.

Periodic field education information sessions serve as means for students to learn about the requirements of the field practicum experience. They provide the student with an additional opportunity to share with student colleagues and instructors their questions and practicum experiences, allowing enhanced understanding of the knowledge, values, and skills of the social work profession and how the field requirements are integrated into the overall curriculum.

SECTION III

DESIGN OF FIELD PRACTICUM SEQUENCE

A. GENERALIST YEAR

1. MSSW 684 and 674 & MSSW 685: Field Practicum and Seminar

In the first or generalist year, students spend a total of fifteen hours per week in the field for fifteen weeks each semester, fall and spring, for a total of 450 hours. Field practicum during the generalist year focuses on direct service with individuals, families, small groups, and communities. Direct service with individuals and families involves assessment and intervention planning, case management, and counseling. Students are expected to lead, or co-lead, one or more groups, in which, when possible, they will have had a direct role in planning and organizing. The direct service component requires students to: (a) obtain experience with individuals and families conducting psychosocial assessments (see outline in Appendix B) and counseling, (b) facilitate interagency collaboration and referral on behalf of clients, and (c) obtain experience in leading or co-leading a wide range of groups (counseling, self-help, education, and support).

Community work involves a range of activities, including, where possible, opportunities to apply group skills to plan and conduct community-oriented meetings, conduct assessments, and work to promote the empowerment of communities (see Generalist Year Field Experience Components for details). The generalist year practicum helps students integrate an understanding of individuals and families within the context of particular communities, as well as the force communities can exert in making changes on their own behalf. Students are required to design and implement a community project where they apply and expand their conceptual understanding of community practice. The community may be the community of clients, potential clients, providers, the geographic community, or other constituent community. The project should achieve one or more of the following results: (1) enhance the agency's understanding of the community it serves through a process that involves the community, (2) enables the community to obtain information or resources it wants or needs, or (3) supports the community's capacity to act effectively on its own behalf.

In addition to the hours and experiences at the field site, the field practicum in the first year includes four additional components, which collectively comprise the Field Seminars overall: 1. A one-hour field information discussion session; 2. the Faculty Advisor's Fall and Spring Site Visits; 3. Fall and Spring Advising Days; and 4. Field Seminars in fall of each year, conducted by faculty advisors, which may occur in person or online or some combination of the two, at the faculty advisor's discretion, and which typically occur the same day as Advising Days. The components provide opportunities where students engage with faculty and student colleagues in exploration of social work practice issues. Using the field experience as the basis for discussion, the components are devoted to faculty and peer support, idea sharing, and problem solving. An emphasis is placed on the value of process recordings as tools to help students learn elements of the helping process and to evaluate their own practice consistent with an "effective use of self."

On average, a minimum of 20% of field hours should be devoted to group work experiences involving colleagues and to the community component of the first placement. Up to 80% of field hours may be devoted to direct practice including client-oriented group work. It is expected that the actual amount of time per week used for each area will vary over the course of the placement and from agency to agency, depending on the readiness and exposure of the student to various experiences and the primary intervention strategies used by the agency.

In addition to the field seminars (674 and 676), students enrolled in MSSW 684 and 685 must take, concurrently, and sequentially, MSSW 631: Practice 1 – Practice with Individuals and Families, and MSSW 632: Practice 2 - Group Work. These generalist year, three-credit practice courses, provide the theoretical knowledge and the skills to undergird the foundation year practicum experience with a framework appropriate to achieving the field education learning Competencies. Students are also provided with opportunities to develop assessment and policy and program development skills in Human Behavior in the Social Environment 1 and 2, Social Welfare Policy and Services 1 and 2, and Social Work Research 1 and 2.

2. Council on Social Work Education and MSW Program Generalist Year Competencies

The Council on Social Work Education (CSWE) has established standards for social work education, which are described in the organization's 2015 Educational Policy and Accreditation Standards (EAPS). The Springfield College MSW Program field education experience reflects these standards. Upon completion of the Generalist Year field experience, students are expected to demonstrate mastery of the following Generalist Year competencies and practice behaviors. For additional information, please see the most recent *Student Handbook of Policies and Procedures* and the *First Practicum Workbook*.

CSWE's nine Social Work Competencies are listed below. Each competency describes the knowledge, values, skills, and cognitive and affective processes that comprise the competency at the generalist level of practice, followed by a set of behaviors that integrate these components. These behaviors represent observable components of the competencies, while the preceding statements represent the underlying content and processes that inform the behaviors.

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

- make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

Competency 2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political

ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

- apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

- apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- engage in practices that advance social, economic, and environmental justice.

Competency 4: Engage In Practice-informed Research and Research-informed Practice

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:

- use practice experience and theory to inform scientific inquiry and research;
- apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- use and translate research evidence to inform and improve practice, policy, and service delivery.

Competency 5: Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers:

- Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;

- assess how social welfare and economic policies impact the delivery of and access to social services;
- apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness.

Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

- collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and

constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration. Social workers:

- critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- facilitate effective transitions and endings that advance mutually agreed-on goals.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

- select and use appropriate methods for evaluation of outcomes;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

B. SPECIALIZATION YEAR

1. MSSW 686 and 676 & MSSW 687 (and 677 for Advanced Standing students only, Spring semester): Field Practicum and Seminar

In the second or specialization year, students are in field practicum 20 hours per week for the 15 weeks of each semester, fall and spring, for a total of 600 hours. Within the overall framework of advanced generalist practice, the field practicum during the specialization year focuses on direct service with individuals, families, and groups at a more advanced level. In the second-year students also study administration. Practica provide opportunities for students to focus on aspects of agency management, with an emphasis on how leadership and administration impact on direct service and communities. Students build upon the initial direct practice skills studied and developed during the foundation year and incorporate concepts of community work (e.g., assessments and effective meetings) as they focus on the skills of advanced practice, administration, and management.

Direct service in the specialization year builds on the first-year foundation experience. Students are required to engage in: (a) direct service experiences with more diverse client populations requiring multilevel interventions including counseling and advocacy; (b) more challenging relationship building; (c) group developmental and leadership experiences; (d) a more sophisticated use of self in the helping process, with advanced skill in relating to clients who are different from the student in race, background, personality, sexual orientation, and socioeconomic status; and (e) activities requiring movement from larger community systems interventions to agency level interventions to direct service interventions, as needed, with increased comfort levels and flexibility.

Administration within the advanced generalist perspective incorporates the knowledge acquired as a direct practitioner and community worker in order to manage agencies in a way that contributes to the well-being of both clients and communities. Students are expected to develop and lead an administrative project that will enable them: (1) to work with agency administrators, (2) to get an inside perspective at how an organization functions, and (3) to contribute to the development of new information, policies, resources, or programs within the organization. In carrying out this project, students should apply and expand their conceptual knowledge of administration and organizational development.

Students increase their hours in the field during the specialization year in order to have greater opportunity to integrate the skill sets they have learned during both years of course work and practicum. The field practicum in the second year also includes an additional five components, which collectively comprise the Field Seminars overall: 1. A one-hour field information discussion session; 2. the Faculty Advisor's Fall and Spring Site Visits; 3. Fall and Spring Advising Days; and 4. Field Seminars in fall of each year, conducted by faculty advisors, which may occur in person or online or some combination of the two, at the faculty advisors discretion, and which typically occur the same day as Advising Days. These components also provide an opportunity for students to engage with faculty and student colleagues to explore contemporary social work practice issues and, specifically, student experiences at the placement site. Faculty and peer support, idea sharing, and problem solving continue to be the emphases.

On average, a minimum of 20% of field hours should be devoted to group work experiences with colleagues and to the administrative component of the placement. Up to 80% of field hours may be devoted to direct service with clients, including client-oriented group work. It is expected that the actual amount of time per week used for each area will vary over the course of the placement and will be based on the student's abilities and service needs of the organization.

Students in the second year of field practicum must concurrently, and sequentially, enroll in: MSSW 633: Practice 3 - Advanced Generalist Practice; and MSSW 634: Practice 4 - Advanced Generalist Practice, Supervision and Administration.

2. Council on Social Work Education and MSW Program Specialization Year Competencies

The Council on Social Work Education (CSWE) has established standards for social work education, which are described in the organization's 2015 Educational Policy and Accreditation Standards (EPAS). The Springfield College MSW PROGRAM field education experience reflects these standards. Upon completion of the Specialization Year field experience, students are expected to demonstrate mastery of the following Specialization Year competencies and practice behaviors. For additional information, please see the most recent *Student Handbook of Policies and Procedures* and the *Second Practicum Workbook*.

CSWE's nine Social Work Competencies are listed below. Each competency describes the knowledge, values, skills, and cognitive and affective processes that comprise the competency at the generalist level of practice, followed by a set of behaviors that integrate these components. These behaviors represent observable components of the competencies, while the preceding statements represent the underlying content and processes that inform the behaviors.

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social Workers:

- Employ (model) conscious use of self, self-reflection, self-monitoring, and self-correction in practice
- Model professional demeanor in behavior and *written and oral* communications
- Articulate the mission of social work to multiple constituencies
- Consistently adhere to and model professional roles and boundaries
- Articulate and advocate social work values and ethics among interdisciplinary situations and settings
- Conduct oneself ethically and engage in ethical decision-making using different approaches and strategies, e.g., moral reasoning, cultural perspective, professionalism in research and practice
- Apply appropriate social work values to resolve ethical issues
- Analyze and communicate professional judgments, reasoning, and process in practice

Competency 2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers

understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

- Transform one's behavior in response to a recognition of one's biases based in difference and culture
- Apply an understanding of privilege and power within an anti-oppressive practice
- Consistently recognize and describe the impact of culture and diversity on one's personal and professional behavior
- Modify and adapt mainstream interventions to meet needs of diverse populations and that challenge oppression
- Actively promote opportunities for diverse perspectives and participation of diverse constituents

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

- Engage in practices that advance social, economic, and environmental justice in agencies and organizations
- Incorporate an understanding of regional and global interconnections of oppression and applies this understanding to social work practice
- Take action to redress mechanisms of oppression and discrimination
- Embrace the obligation to advance human rights and fosters social, economic, and environmental justice
- Engage in community collaborations that foster social, economic, and environmental justice and social change

Competency 4: Engage in Practice-informed Research and Research-informed Practice

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:

- Use evidence-based research findings to improve practice
- Evaluate social policies and programs
- Integrate qualitative and quantitative research in all aspects of advanced generalist practice
- Work collaboratively across disciplines to assess intervention effectiveness, ways to engage in practice evaluation, and opportunities to build cross-discipline research approaches

Competency 5: Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro

levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers:

- Articulate the impact of policies on service delivery
- Develop and promote agency policies and professional behavior that affect change
- Identify gaps in policies at varied levels, e.g., agency policies, public policies, regulations

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness.

Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

- Use empathy and other interpersonal skills
- Implement a mutually agreed upon focus of work and desired outcome

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

- Collect, organize, and interpret client data
- Develop mutually agreed upon intervention goals and objectives
- Assess complex problems with systems of all sizes and types
- Identify the range of legalities and/or legal risks that may exist for a client or client system that may be considering accessing social services

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration. Social workers:

- Select appropriate intervention strategies
- Implement prevention strategies that enhance client capacities
- Assist clients to resolve problems
- Intervene in complex problems with systems of all sizes and types
- Negotiate, mediate, and advocate for client systems
- Demonstrate one's ability to move a client system through the practice intervention process

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

- Facilitate transitions and endings
- Critically analyze, monitor, and evaluate interventions
- Evaluate complex problems with systems of all sizes and types
- Synthesize and apply a broad range of interdisciplinary knowledge and skills consistent with current evidence informed practice

C. INTEGRATION OF FIELD PRACTICUM WITH THE ACADEMIC CURRICULUM

Field practicum experiences are integrated into the generalist and specialization year curriculum in a variety of ways. In the principal written assignment for MSSW 631: Social Work Practice 1, students draw directly on materials from an individual or family intervention from their practicum. MSSW 631 also requires a comprehensive psychosocial assessment for an individual client. MSSW 632: Social Work Practice 2, requires oral and written assignments that draw on group work in the field practicum, and may include analysis of the student's Community Project. In both generalist level practice courses, students maintain reflective journals related to learning in the classroom, readings, and from the field practicum. In the specialization year practice courses, MSSW 633: Social Work Practice 3 and MSSW 634: Social Work Practice 4, written and oral assignments require students to integrate learning from courses and from field practice experiences. For example, in MSSW 633 students identify a client from their field agencies and present a model interdisciplinary case conference that demonstrates a multi-systemic approach to assessment and intervention. In MSSW 634: Practice 4, which focuses on management and administration, students present a case study typically based on their field setting. In each of the four courses in the Practice sequence, role-plays and videotaped interviews may provide opportunities for integration of field and classroom learning.

The second assignment in MSSW 601: Human Behavior in the Social Environment 1 requires students to study a cultural or ethnic group. Many students choose to draw from practicum cases to complete this assignment. MSSW 602: Human Behavior in the Social Environment 2 includes an assignment requiring students to explore connections between organizational structure and agencies' responses to social needs; examples are drawn from students' field experiences. The Policy Sequence (MSSW 611, 612, 613) requires students to analyze policy using both rational and persuasion models, with an emphasis on complex social and political processes, culminating in a social action project in Policy 3 that emerges directly or indirectly from the field experiences. In MSSW 623, Research 2: Qualitative Research, students conduct real-life inquiries using situations or cases that are typically derived from field experiences.

D. ACADEMIC COURSE INTEGRATION WITH THE FIELD PRACTICUM

The integration of course work from all sequences into the field practicum is achieved through direct work with clients. MSSW 631 (Practice 1) provides the framework for students' ability to conduct psychosocial assessments and understand the elements of the helping process. MSSW 642 (Practice 2) provides the theoretical rationale for developing, implementing, and leading a wide range of groups. This course includes an assignment that requires an analysis of agency purposes and goals and/or the role of community needs assessments in initiating groups.

The Human Behavior in the Social Environment (HBSE) sequence provides a range of bio-psychosocial theories useful in work with clients who have mental illness. Practice 3 applies theories of intervention to a variety of vulnerable populations, many or all of which are represented among the clients being served within practica. Students present and discuss the use of theory in their practica in these courses. In addition, HBSE 2 and Practice 4 provide the theoretical and practice skills necessary for understanding, administering, and changing human service organizations.

The policy sequence challenges students to reflect upon all their agency based experiences within the context of larger legislative mandates, and to intervene, when appropriate, in effecting change through policy analysis, development, and implementation. Both the community project in the generalist year and the administrative project in the specialization year lend themselves to policy analysis and action steps learned in the policy sequence.

Finally, the Research courses provide the foundation for students to critically examine and evaluate their work with clients, communities, and programs. Research 2, with its focus on qualitative research study, enables students to understand human needs via the experiences of human participants/co-researchers and to evaluate current and potential practice in a way that is respectful of client perceptions. Provision of this research to the hosting field agency allows for integration of findings into agency policy and practice.

SECTION IV

EXPECTED LEARNING ASSIGNMENTS IN FIELD

A. GENERALIST YEAR FIELD EXPERIENCE COMPONENTS:

Field practicum learning during the generalist year focuses on the areas of:

1. DIRECT SERVICE: INDIVIDUALS AND/OR FAMILIES;
2. GROUPS: CLIENT HELPING GROUPS AND ADMINISTRATIVE TASK GROUPS;
3. COMMUNITY WORK/PROJECT; and
4. PROFESSIONAL PRACTICE/EFFECTIVE USE OF SELF.

In the generalist year practicum and seminar, students complete a variety of learning activities designed to help them begin to develop competence in advanced generalist social work practice within the framework of social work values and ethics. The seminar is arranged by the student's faculty advisor.

The Foundation Year Field Experience Components for MSSW 684 and MSSW 685 are:

#1A and #1B: Direct Service with Individuals and/or Families: Client Engagement and Multiple Systems

The student demonstrates effective social work engagement with clients and client systems, including assessment, beginning counseling, and referral skills. The student recognizes, articulates, and addresses the multi-systemic elements of clients' conditions and circumstances, including pressures and influences that create unequal access to services and fulfillment of basic and culturally-relevant human needs.

#2: Group Work

The student practices and demonstrates the skills necessary to conducting and, if possible, directly facilitating effective social work groups including both client helping groups and administrative task groups comprised of colleagues, using skills related to conflict management, development of cohesion and consensus, and movement toward group goals, as appropriate for the group.

#3: Community Work/Project

The student articulates and addresses the contextual and interactive role of community for clients, colleagues, and the placement agency.

#4: Professional Practice and Effective Use of Self

The student demonstrates an understanding of professional social work practice, including effective use of supervision, development of effective relationships with colleagues, adherence to agency policies and procedures, and use of the NASW code of ethics, as evidenced by effective, day-to-day, ongoing practice as a professional member of the placement agency. The student demonstrates an understanding of how his or her values and ethics influence work with diverse populations of clients, including ethnic and cultural, gay, lesbian, bisexual, trans, and ability-challenged populations.

See Student Learning Contract in First Practicum Workbook for additional information.

Generalist Year Field Experience Component #1A:

Direct Service with Individuals and/or Families – Client Engagement:

The student demonstrates effective social work engagement with clients and client systems, including assessment, beginning counseling, and referral skills.

Generalist Year Field Experience Component #1B:

Direct Service with Individuals and/or Families – Multiple Systems:

The student recognizes, articulates, and addresses the multi-systemic elements of clients' conditions and circumstances, including pressures and influences that create unequal access to services and fulfillment of basic and culturally-relevant human needs.

Conditions for Learning/Mean of Assessment #1A:

Student will have the opportunity to engage in direct social work services with individuals and/or families. The number of individuals and/or families with whom the student will be able to engage is 4 – 5.

To reflect the nature of agency services and the individual learning needs of the student, this number of individuals/families may be reached over the course of the first semester, then maintained at 4 – 5 cases for the remainder of the internship. (*See End of Semester Evaluations found in First Practicum Workbook for detailed outcome expectations.*)

Generalist Year Field Education Expectations for Successful Completion of Field Experience Component #1A. The student demonstrates effective social work engagement with clients and client systems as evidenced by:

1. Practice with 4 – 5 individuals and/or families; activities encompass, at minimum, engagement, assessment, and beginning counseling and referral activities.
2. Completion of a minimum of three comprehensive psychosocial assessments and development of appropriate intervention strategies each semester for a total of six clients or families.
3. Completion of process recordings presented to supervisor weekly using individual family, group or administrative meeting formats found in *Field Practicum Manual* Appendices.
4. Production and presentation to faculty advisor of a minimum of two process recordings per semester that illustrate development of interactive interviewing and communication skills, including empathy, beginning social work analysis, and self-awareness as a professional social worker.

Conditions for Learning/Means of Assessment #1B:

Students will have the opportunity to identify the multiple systems that affect individuals and families. Students will have the opportunity to coordinate services, make referrals, and intervene at multiple levels in multiple systems for clients and/or families. Demonstrates effective practice knowledge of multiple systems as evidenced by successful completion of Field Experience Component #1B. (*See End of Semester Evaluations found in First Practicum Workbook for detailed outcome expectations.*)

Generalist Year Field Education Expectations for Completion of Field Experience Component #1B. The student recognizes, articulates, and addresses the multi-systemic elements of clients' conditions and circumstances as evidenced by:

1. Practicing counseling activities, client advocacy, case management, interagency collaboration, and referral and treatment planning reflective of the ecological model of social work practice, person-in-environment, and a strengths perspective.
2. Production of bio-psychosocial assessments that include comprehensive information consistent with the ecological model of social work practice, "person-in-environment", and a strengths perspective.

Generalist Year Field Experience Component #2: Group Work:

The student practices and demonstrates the skills necessary to conducting and, if possible, directly facilitating effective social work groups including both client helping groups and collegial administrative groups, using skills related to conflict management, development of cohesion and consensus, and movement toward group goals, as appropriate for the group.

Conditions for Learning/Means of Assessment:

Student will have the opportunity to engage in one or more client helping groups (therapy, support, or psycho-education, etc.) as facilitator, co-facilitator, or agency intern/representative. (Student may move from intern/representative to co-facilitator to facilitator, if appropriate to agency setting and

acquisition of individual skills, as appropriate, over the course of the internship.)

Student will have the opportunity to engage in one or more collegial/administrative groups (team meetings, committee work, etc.). Participation in these groups may link to Community Work/Project objective. Student may facilitate or co-facilitate these groups or participate in them as a member. (*See End of Semester Evaluations found in First Practicum Workbook for detailed outcome expectations.*)

Generalist Year Field Education Expectations for Completion of Field Experience Component #2. The student practices and demonstrates the skills necessary to conducting and facilitating effective social work groups, both client helping groups and collegial administrative groups, as evidenced by:

1. Participation in a client-focused helping group (therapy, support, psycho- education, information provision, or other) as co-facilitator, facilitator, or agency intern representative.
2. Participation in an administrative task group as co-facilitator, facilitator, or agency intern representative (this group may be linked to Field Experience Component 3: Community Work/Project)

**Generalist Year Field Experience Component #3:
Community Work/Project:**

The student articulates and addresses the contextual and interactive role of community for clients, colleagues, and the placement agency.

Conditions for Learning/Mean of Assessment:

Students will have the opportunity to engage in community work or a project that promotes increased understanding of an area of practice, clients' needs, and/or community needs. The community work experience or project may link to Field Experience Component #2B, engagement/participation in collegial/administrative group(s). (*See End of Semester Evaluations found in First Practicum Workbook for detailed outcome expectations.*)

Generalist Year Field Education Expectations for Completion of Field Experience Component #3. The student articulates and addresses the contextual and interactive role of community for clients, colleagues, and the placement agency as evidenced by acting in a leadership role in a community project that:

- a. promotes increased understanding of an area of practice, clients' needs, and/or community needs,
- b. engages members of an identified community,
- c. utilizes collegial/administrative group work skills to realize its goals (may be linked to the group work field experience component).

INTRODUCTION: MORE INFORMATION ON THE COMMUNITY WORK/PROJECT COMPONENT

Questions may arise about what constitutes a satisfactory community work experience or project. The following section is meant to address these questions.

GENERALIST FIELD EXPECTATIONS FOR SUCCESSFUL COMPLETION

Community Work/Project Objective: The student articulates and addresses the contextual and interactive role of community for clients, colleagues, and/or the placement agency.

Conditions for Learning/Means of Assessment: Students will have the opportunity to engage in community work or a project that promotes increased understanding of an area of practice, clients' needs, and/or community needs. The community work experience or project may also link to the Group Work Objective 2 through engagement/participation in collegial/administrative group(s).

Expectations for Completion: The student articulates and addresses the contextual and interactive role of community for clients, colleagues, and the placement agency as evidenced by acting in a leadership role in a community project that:

1. promotes increased understanding of an area of practice, clients' needs, and/or community needs,
2. engages members of an identified community,
3. utilizes collegial/administrative group work skills to realize its goals (may be linked to group work objective).

EXAMPLES OF COMMUNITY PROJECTS

SW intern worked with agency staff, consumers, representatives of other agencies, and the media to develop and implement an "anti-stigma" campaign related to the difficulties experienced by community residents with psychiatric disorders. The goals were to organize a collaborative effort that would make the larger community aware of the stereotypes of those with mental illness, with attention to the rejection, isolation, and other harm they often cause.

SW intern took a leadership role in an advocacy campaign on early childhood education/intervention issues to educate the public and legislators. As part of a statewide organizing effort for "Early Childhood Legislation Day," the intern worked with parents served by the field agency to organize local planning and action prior to the day of the event as well as participation at the state capitol during the event. The intern provided information and training to the parent participants and developed logistical supports (materials, transportation, etc.).

SW intern worked with service providers in county to create a map of services available to women released from the local Correctional Center with a clear protocol for making the necessary linkages. Service gaps were also identified.

SW intern developed a directory of local services for Latino residents (in Spanish) with essential information needed to access the services.

SW intern worked with the administrators and students in a university community to assess the need for a stress management program, and then designed and implemented the program in collaboration with community members.

Generalist Year Field Experience Component #4: Professional Practice and Effective Use of Self:

Student demonstrates an understanding of professional social work practice, including effective use of supervision, development of effective relationships with colleagues, adherence to agency policies and procedures, and use of the NASW code of ethics, as evidenced by effective, day-to-day, ongoing practice as a professional member of the placement agency. Student demonstrates an understanding of how his or her values and ethics influence work with diverse populations of clients, including ethnic and cultural, gay, lesbian, bisexual, trans, and ability-challenged populations.

Conditions for Learning/Means of Assessment: Supervisor and agency agree to provide settings and experiences where the student will demonstrate an understanding of professional social work practice

and effective use of self. Use of supervision, engagement with colleagues, knowledge of agency policies and procedures, and use of the NASW Code of Ethics will be evaluated. (*See End of Semester Evaluations found in First Practicum Workbook for detailed outcome expectations.*)

CONCURRENT COURSEWORK

In addition to the field seminar, students enrolled in MSSW 684 and 685 must take, concurrently MSSW 631: Practice 1 (fall semester), and MSSW 632: Practice 2 (spring semester). These foundation year, three-credit practice courses provide the theoretical knowledge and the skills to undergird the foundation year practicum experience with a framework appropriate to field education learning competencies. Students are also provided with opportunities to develop assessment and policy and program development skills in MSSW 601: HBSE 1, MSSW 602: HBSE 2, MSSW 611: Social Policy 1, MSSW 612: Social Policy 2, MSSW 621: Research 1, and MSSW 623: Research 2.

GENERALIST YEAR FIELD PRACTICUM SEMINAR: MSSW 674

- **The Components for MSSW 674: Fall Semester Field Seminar, arranged by the Faculty Advisor, are found below:**

Field practicum seminars are comprised of four components each fall semester:

1. Resources – Field education resources are posted on the school’s website under “Current Students” and “Supervisor Resources”
2. Group Seminar and Advising - Students will meet with Faculty Advisors during these sessions. Meetings may be in small groups and/or individual sessions. There is one field seminar in the fall of each academic year, which typically field takes place on Advising Day at the Advisor’s discretion. Students should consult with their advisor to determine the format that will be used for the field seminar. This field seminar component provides a context in which students and advisors fulfill competencies directly related to the field components and expectations for the appropriate year of the practicum. (See below for suggested discussion topics).

This second component of the seminars as noted above provides a context in which students and advisors address competencies that are directly related to the field competencies and experiences for the appropriate year of the practicum:

Field Practicum Seminar 674

Students will explore and problem-solve field situations, including but not limited to ethical dilemmas, supervision, client interventions, and community project development, with assistance from peers and Faculty Advisor.

- a. Discussions should enhance students’ achievement of learning competencies for the field experience, as stated in the Learning Contract and this syllabus for first year field placements.
- b. Discussions should enhance students’ understanding of the integration of practice skills, theoretical knowledge, public policy, and research.

Students will demonstrate an understanding of the agency and client services, including the environmental, political, and cultural context, funding sources and their expectations, the range of programs provided, reporting lines within the organization, and the organizational structure. A framework for discussions may be provided by questions such as:

- a. What are the major challenges you have encountered (or believe you will encounter) in this internship in this agency, with this population, or in this area of service provision?
 - b. What ethical challenges have you encountered (or believe you will encounter) in this internship in this agency, with this population, or in this area of service provision? In an ethical challenge, to whom or to what is your first loyalty?
3. Field Practicum Information Session – One mandatory Field Practicum Information/Orientation Session each semester will be conducted by the Assistant Dean for Field Education and/or Assistant Directors of Field Education and Faculty
4. Field Site visit – The Faculty Advisor is required to make one fall semester visit at a minimum and possibly one spring semester site visit. Alternatively, the use of Zoom conferencing by faculty with students and supervisors is also acceptable. On occasion, the requirement to make a Spring site visit may be waived if: (1) this is not the first year the agency has been a field site; (2) the Field Supervisor has engaged in field supervision for the MSW PROGRAM in previous years; (3) the Field Supervisor and Faculty Advisor agree that the student is completing internship hours on schedule, that information gathered from the site supervisor and the student indicates that the student is accomplishing the Competencies of the Learning Contract, and learning and skill development are proceeding as expected, and no other issues regarding the internship have appeared or remain unresolved; and (4) the student, and all relevant parties, agree a site visit is not needed. Any party, student, Field Supervisor or Faculty Advisor, may definitively request a spring site visit.

At each site visit, the Faculty Advisor will:

- a. Assure that an orientation to the agency has taken place, including Safety Policies and Protocols, Sexual Harassment Policies, and other relevant policies (first site visit)
 - b. Review and/or collect selected samples of the student's process recordings;
 - c. Review at least one example of a written psychosocial assessment completed by the student (in first placement);
 - d. Discuss and evaluate the learning activities specified in the Learning Contract;
 - e. Discuss size and characteristics of a direct service component;
 - f. Discuss and evaluate the agency's provision of appropriate learning opportunities;
 - g. Discuss and evaluate student progress toward achievement of expected competencies; and
 - h. Discuss and evaluate other issues and concerns which the Faculty Advisor, student, or Field Supervisor feel are appropriate.
- Fall Semester Site Visit – Faculty Advisors arrange with students and site supervisors the best time to meet with them at the internship site to discuss field expectations, student progress, and learning accomplishments and needs. A checklist for this site visit is provided in the Student Workbook. Site visits typically occur mid-semester, but may occur later in the semester as well. The Learning Contract should have been completed by the student and site supervisor well before the time of the site visit. However, the Faculty Advisor reviews and signs the Learning Contract, found in the Field Practicum Workbook, at the time of his or her site visit.

Spring Semester Site Visit – In the spring semester, Faculty Advisors must, at a minimum, communicate with both students and site supervisors about progress in the internship. Using the criteria found in Section B, number 4 above, a determination can be made of the need for a site visit or not. While a spring semester site visit is the standard expectation, students and/or site supervisors may also explicitly request a site visit if they feel it would be useful.

References:

Loewenberg, F. M., Dolgoff, R., & Harrington, D. (2011). (9th Ed). *Ethical Decisions for Social Work Practice*. Brooks Cole Publishers, Inc.

Reamer, R.G. (2013). *Social Work Values and Ethics* (Foundations of Social Work Knowledge Series). New York: Columbia University Press.

Royse, D., Dhooper S. S., & Rompf, E. L. (2011). (6th Ed). *Field Instruction: A Guide For Social Work Students*. Pearson Publishers.

Waley, A. L., & Davis, K. E. (2007). Cultural Competence and evidence-based practice in mental health services: A complementary perspective. *American Psychologist*, 62, 563-574.

B. SPECIALIZATION YEAR FIELD EXPERIENCE COMPONENTS:

Field practicum learning during the specialization year focuses on:

1. DIRECT SERVICE AT AN ADVANCED LEVEL, IN BOTH COUNSELING AND GROUP WORK;
2. ADMINISTRATIVE SOCIAL WORK PRACTICE; and
3. PROGRESS TOWARD ADVANCED GENERALIST SOCIAL WORK PRACTICE COMPETENCE.

In the specialization year practicum and seminar, students are required to complete a variety of learning activities designed to prepare them for autonomous advanced generalist social work practice.

■ The Specialization Year Field Experience Components for MSSW 686 and MSSW 687 are:

#1: Direct Service at an Advanced Level, in both Counseling/Direct Service and Group Work

The student demonstrates effective advanced generalist social work practice skills with clients with complex needs utilizing, resources and interventions relevant to a range of client systems.

#2: Administrative Social Work Practice

The student demonstrates an understanding of and ability to function at an advanced generalist level in agency, organizational, and larger service systems by addressing an organizational administrative need that will enhance the functioning of the host agency and services to clients.

#3: Progress toward Advanced Generalist Social Work Practice Competence

The student integrates knowledge of micro, mezzo, and macro systems, social work ethics, and effective use of self to engage in autonomous professional advanced generalist social work practice with client and social systems of all sizes, using the ecological model, person-in-environment, and the strengths perspective.

See Student Learning Contract in Second Practicum Workbook for additional information.

Specialization Year Field Experience Component #1:

Direct Service with Individuals, Families, and Groups — Increased Complexity:

The student demonstrates effective advanced generalist social work practice skills with clients with complex needs utilizing, resources and interventions relevant to a range of client systems.

Conditions for Learning/Means of Assessment:

Two parts are required:

- A. Direct Service with Individuals and/or Families
- B. Direct Service with Client Helping Groups

A. Direct Service with Individuals and/or Families

Student will have the opportunity to engage in advanced direct social work services with individuals and/or families. The number of individuals and/or families with whom the student will be able to engage is four to five. More advanced psychosocial assessments and development of appropriate intervention strategies are also expected in the Specialization Year.

In recognition of the nature of agency services and the individual learning needs of the student, this number of individuals/families may be reached over the course of the first semester, then maintained at four to five cases for the remainder of the internship. Complex client needs may

necessitate a lower number of cases being addressed by the student. (*See End of Semester Evaluations found in Second Practicum Workbook for detailed outcome expectations.*)

B. Direct Service with Client Helping Groups

Student will have the opportunity to engage in direct social work services with client helping groups. The student must facilitate or co-facilitate a minimum of one group.

In recognition of the nature of agency services and the individual learning needs of the student, this minimum of one client helping group may be reached over the course of the first semester, then maintained at a minimum of one group for the remainder of the internship. (*See End of Semester Evaluations found in Second Practicum Workbook for detailed outcome expectations.*)

Specialization Year Field Education Expectations for Successful Completion of Field Experience Component #1. The student demonstrates effective advanced social work practice skills with clients with complex needs utilizing resources and interventions relevant to a range of client systems as evidenced by:

1. Practice with four to five individuals and/or families, who are different from the student in race, background, personality, sexual orientation, socio economic status, or other ways.
2. Addressing a range of client circumstances and systems through engagement in challenging relationship-building and specialized counseling skills.
3. Engagement in autonomous professional judgment and decision making in:
 - a. Assessment
 - b. Treatment planning
 - c. Crisis intervention
 - d. Referrals
 - e. Client advocacy
 - f. Addressing complex situations and the needs of diverse clients.
4. Carrying out multi-level interventions using a strengths perspective.
5. Accessing and negotiating large systems.
6. Planning and facilitation or co-facilitation of a minimum of one client-helping group comprised of clients with complex needs.
7. Completion of process recordings presented to supervisor weekly using individual, family, group or administrative meeting formats found in *Field Practicum Manual Appendices*.
8. Production of and presentation to faculty advisor a minimum of two process recordings per semester that illustrate development of advanced generalist practice skills.

**Specialization Year Field Experience Component #2:
Administrative Skills and Project:**

The student demonstrates an understanding of and ability to function at an advanced generalist level in agency, organizational, and larger service systems by addressing an organizational administrative need that will enhance the functioning of the host agency and services to clients.

Conditions for Learning/Means of Assessment:

Student will have the opportunity to address an organizational administrative need that enhances the functioning of the host agency and services to clients.

In recognition of the nature of agency services and the individual learning needs of the student, this project can be conducted and accomplished over the course of two semesters. (*See End of Semester Evaluations found in Second Practicum Workbook for detailed outcome expectations.*)

Specialization Year Field Education Expectations for Successful Completion of Field Experience Component #2. The student demonstrates effective understanding of and ability to function at an advanced generalist level in agency, organizational and larger service systems through addressing an organizational administrative need that will enhance the functioning of the host agency and services to clients, as evidenced by:

1. An understanding of the organization of the host agency.
2. An understanding of the position of the host agency in the larger social service system.
3. Negotiating the subsystems of the host agency and the larger social service system to bring about effective programs and services.
4. Participating in administrative and team groups as an effective contributor and group member, also using the contributions of others.
5. Recording administrative meetings and developing reports that reflect accurate group process and progress toward goals.
6. Applying theories of administration and supervision to selected agency functions (possibilities include program planning and education, staff development, client outcomes, and public outreach, among others relevant to the agency).
7. Promoting effective and humane operations in social work organizations and larger delivery systems for both clients and colleagues through effective use of self.
8. Completion of process recordings presented to supervisor weekly using individual, family, group or administrative meeting formats found in *Field Practicum Manual* Appendices.
9. Production of and presentation to faculty advisor a minimum of two process recordings per semester that illustrate development of advanced generalist practice skills.

INTRODUCTION: MORE INFORMATION ON THE ADMINISTRATIVE/ORGANIZATIONAL EXPERIENCE/ PROJECT COMPONENT

Questions may arise about what constitutes a satisfactory administrative/organizational experience or project. The following section is meant to address these questions.

SPECIALIZATION FIELD EXPECTATIONS FOR SUCCESSFUL COMPLETION

Community Work/Project Objective: The student demonstrates an understanding of and ability to function at an advanced generalist level in agency, organizational and larger service systems by addressing an organizational administrative need that will enhance the functioning of the host agency and services to clients.

Conditions for Learning/Means of Assessment: Student will have the opportunity to address an organizational administrative need that enhances the functioning of the host agency and services to clients.

In recognition of the nature of agency services and the individual learning needs of the student, this project can be conducted and accomplished over the course of two semesters. **(See End of Semester Evaluations, found in the Student's *Field Practicum Workbook*, for detailed outcome expectations.)**

Expectations for Completion: The student demonstrates effective understanding of and ability to function at an advanced generalist level in agency, organizational, and larger service systems through addressing an organizational administrative need that will enhance the functioning of the host agency and services to clients, as evidenced by:

1. An understanding of the organization of the host agency.
2. An understanding of the position of the host agency in the larger social service system.
3. Negotiating the subsystems of the host agency and the larger social service system to bring about effective programs and services.
4. Participating in administrative and team groups as an effective contributor and group member, also using the contributions of others.
5. Recording administrative meetings and developing reports that reflect accurate group process and progress toward goals.
6. Applying theories of administration and supervision to selected agency functions (possibilities include program planning and education, staff development, client outcomes, and public outreach, among others relevant to the agency).
7. Promoting effective and humane operations in social work organizations and larger delivery systems for both clients and colleagues through effective use of self.
8. Completion of process recordings presented to supervisor weekly using individual, family, group or administrative meeting formats found in *Field Practicum Manual Appendices*.
9. Production of and presentation to faculty advisor a minimum of two process recordings per semester that illustrate development of advanced generalist practice skills, as defined above.

EXAMPLES OF ADMINISTRATIVE/ORGANIZATIONAL PROJECTS

SW intern supervised six undergraduate students from an area college who were working on an art project at a correctional facility. The students came weekly and worked with a group of 10-15 inmates. The intern's responsibility was to supervise the students educationally, with regard to their leadership skills and interaction with the group, and administratively, with regard to compliance with the many institutional regulations and guidelines.

SW intern led a process to develop a new agency policy for the solicitation of funds from the community and their distribution among agency programs. The project involved convening a committee of senior agency administrators and program managers to work together to develop the new policy. The intern was responsible for organizing meetings, creating agendas, and facilitating the group's process.

At a family service agency, a SW intern led a process working with agency leaders to submit grant proposals to secure funds for creating three murals to "dress-up" new office/program space in an old warehouse. Two thousand dollars were received through three small grants to provide for supplies and the guidance of a local artist who worked with families and staff to construct the murals.

In an outpatient counseling center, two SW interns reviewed agency intake procedures and solicited staff input regarding problems and suggestions. They then designed new intake procedures which were adopted by the agency. This change helped to shorten the waiting time for newly referred clients.

At a child and family agency, an intern worked with agency and school personnel to develop a grant proposal for an after-school group services program. The intern organized the process, took responsibility for the research and writing, and interfaced with the necessary community agencies.

Specialization Year Field Experience Component #3:

Development toward Advanced Generalist Social Work Practice Competence

The student integrates knowledge of micro, mezzo, and macro systems, social work ethics, and effective use of self to engage in autonomous professional advanced generalist social work practice with client and social systems of all sizes, using the ecological model, person-in-environment, and the strengths perspective.

Conditions for Learning/Means of Assessment:

Student will have the opportunity to engage in social work practice experiences that will encourage development of advanced generalist social work skills and autonomous practices.

In recognition of the nature of agency services and the individual learning needs of the student, this Field Experience Component should be interwoven throughout student assignments (*See End of Semester Evaluations found in Second Practicum Workbook for detailed outcome expectations.*)

Specialization Year Field Education Expectations for Successful Completion of Field Experience Component #3. The student demonstrates movement toward autonomous professional practice as evidenced by:

1. Using supervision effectively and appropriately to enhance practice, develop greater self-awareness of practice, and move toward autonomous practices.
2. Basing social work practice interventions on social work values and the NASW Code of Ethics and an understanding of diverse client circumstances and situations and the multiple systems that comprise human experience, including social service systems and historical context.
3. Intervening and practicing using the ecological model, person-in-environment, and the strengths perspective in interactions with clients, colleagues, organizations, and larger systems.
4. Intervening and practicing at a variety of systems' levels, including individual, family, helping groups, administrative groups, organizational, inter organizational, community, social, and larger systems levels.
5. Seeking out opportunities for professional practice enhancement and advancement of advanced generalist skills.
6. Completion of process recordings presented to supervisor weekly using individual, family, group or administrative meeting formats found in *Field Practicum Manual Appendices*.
7. Production of, and presentation to the faculty advisor, a minimum of two process recordings per semester that illustrate development of advanced generalist practice skills, as defined above.

SPECIALIZATION YEAR
FIELD PRACTICUM SEMINAR: MSSW 676

- **The Components for MSSW 674: Fall Field Seminar, and for MSSW 677 for Advanced Standing students (Spring semester), arranged by the faculty advisor, are:**

Field practicum seminars are comprised of four components each semester:

1. Resources – Field education resources are posted on the school’s website under “Current Students” and “Supervisor Resources”
2. Group Seminar and Advising - Students will meet with Faculty Advisors during these sessions. Meetings may be in small groups and/or individual sessions. There is one field seminar in the fall of each academic year, which typically field takes place on Advising Day at the Advisor’s discretion. Students should consult with their advisor to determine the format that will be used for the field seminar. This field seminar component provides a context in which students and advisors fulfill competencies directly related to the field components and expectations for the appropriate year of the practicum. (See below for suggested discussion topics).

This second component of the seminars as noted above provides a context in which students and advisors address competencies that are directly related to the field competencies and experiences for the appropriate year of the practicum:

Field Practicum Seminar 674

Students will explore and problem-solve field situations, including but not limited to ethical dilemmas, supervision, client interventions, and community project development, with assistance from peers and Faculty Advisor.

- c. Discussions should enhance students’ achievement of learning competencies for the field experience, as stated in the Learning Contract and this syllabus for first year field placements.
- d. Discussions should enhance students’ understanding of the integration of practice skills, theoretical knowledge, public policy, and research.

Students will demonstrate an understanding of the agency and client services, including the environmental, political, and cultural context, funding sources and their expectations, the range of programs provided, reporting lines within the organization, and the organizational structure. A framework for discussions may be provided by questions such as:

- c. What are the major challenges you have encountered (or believe you will encounter) in this internship in this agency, with this population, or in this area of service provision?
- d. What ethical challenges have you encountered (or believe you will encounter) in this internship in this agency, with this population, or in this area of service provision? In an ethical challenge, to whom or to what is your first loyalty?

3. Field Practicum Information Session – One mandatory Field Practicum Information/Orientation Session each semester will be conducted by the Assistant Dean for Field Education and/or Assistant Directors of Field Education and Faculty

4. Field Site visit – The Faculty Advisor is required to make one fall semester visit at a minimum and possibly one spring semester site visit. Alternatively, the use of Zoom conferencing by faculty with students and supervisors is also acceptable. On occasion, the requirement to make a Spring site visit may be waived if: (1) this is not the first year the agency has been a field site; (2) the Field Supervisor has engaged in field supervision for the Springfield College in previous years; (3) the Field Supervisor and Faculty Advisor agree that the student is completing internship hours on schedule, that information gathered from the site supervisor and the student indicates that the student is accomplishing the Competencies of the Learning Contract, and learning and skill development are proceeding as expected, and no other issues regarding the internship have appeared or remain unresolved; and (4) the student, and all relevant parties, agree a site visit is not needed. Any party, student, Field Supervisor or Faculty Advisor, may definitively request a spring site visit.

At each site visit, the Faculty Advisor will:

- a. Assure that an orientation to the agency has taken place, including Safety Policies and Protocols, Sexual Harassment Policies, and other relevant policies (first site visit)
 - b. Review and/or collect selected samples of the student's process recordings;
 - c. Review at least one example of a written psychosocial assessment completed by the student (in first placement);
 - d. Discuss and evaluate the learning activities specified in the Learning Contract;
 - e. Discuss size and characteristics of a direct service component;
 - f. Discuss and evaluate the agency's provision of appropriate learning opportunities;
 - g. Discuss and evaluate student progress toward achievement of expected competencies; and
 - h. Discuss and evaluate other issues and concerns which the Faculty Advisor, student, or Field Supervisor feel are appropriate.
- Fall Semester Site Visit – Faculty Advisors arrange with students and site supervisors the best time to meet with them at the internship site to discuss field expectations, student progress, and learning accomplishments and needs. A checklist for this site visit is provided in the Student Workbook. Site visits typically occur mid-semester, but may occur later in the semester as well. The Learning Contract should have been completed by the student and site supervisor **well before** the time of the site visit. However, the Faculty Advisor reviews and signs the Learning Contract, found in the *Field Practicum Workbook*, at the time of his or her site visit.
 - Spring Semester Site Visit – In the spring semester, Faculty Advisors must, at a minimum, communicate with both students and site supervisors about progress in the internship. Using the criteria found in Section B, number 4 above, a determination can be made of the need for a site visit or not. While a spring semester site visit is the standard expectation, students and/or site supervisors may also explicitly request a site visit if they feel it would be useful.

SECTION V
FIELD STAFF ROLES AND RESPONSIBILITIES

A. THE ASSISTANT DEAN FOR FIELD EDUCATION, ASSISTANT DIRECTORS, AND OFFICE OF FIELD EDUCATION STAFF

The Assistant Dean for Field Education provides overall direction and organization to the field education program. The Assistant Dean for Field Education is responsible for overseeing all field practicum components of the Department of Graduate Social Work and ensures that students have the opportunity to engage in field practica that are consistent with the mission and expected competencies of the program. The Assistant Dean's responsibilities include: distinguishing between generalist and specialization year practica; negotiating contractual agreements with respective sites; assigning students to practicum placements; consulting with the Assistant Directors; consulting with the Field Education Committee on an ongoing basis and the Field Placement Advisory Committee as needed; organizing and implementing orientation and professional development sessions for Field Supervisors; consulting with Faculty Advisors as needed; consulting with the school Educational Advisory Committee as needed; consulting with the Dean of the School; evaluating outcomes of the field practicum; and providing overall assistance to all members of the Field Practicum Placement Team: Faculty Advisors, Field Supervisors, and students.

The Assistant Dean for Field Education works closely with the Assistant Directors of Field Education, the Field Office Administrative Assistant, Faculty Advisors, the Field Placement Advisory Committee, the Field Education Committee, and the Dean. Major tasks of the Office of Field Education include:

1. Developing and maintaining all field practicum agency affiliations;
2. Assigning Faculty Advisors to students in collaboration with Faculty, the Assistant Directors of Field Education, and the Dean and coordinating all field advising activities;
3. Assigning students to field practicum agencies in collaboration with Faculty Advisors;
4. Organizing and leading annual student orientation to field education and related policies;
5. Providing information and orientation to Field Supervisors about the field experience;
6. Planning and implementing the annual Seminar in Field Instruction (SIFI) for all new Field Supervisors;
7. Meeting with Faculty Advisor, and the Field Education Committee, and the Field Advisory Placement Committee as needed, and the Educational Advisory Committee and/or the Educational Appeals Committee as needed, on field policy, on problems encountered by, or the progress of, specific students, and on possible improvements in the field advising program;
8. Consulting with Faculty Advisors who arrange the field seminars;
9. Consulting with Faculty Advisors and students regarding field practicum assignments and conferring with them regarding changes or problems should they arise (in consultation with the Field Placement Advisory Committee, the Educational Advisory Committee, the Assistant Directors of Field Education, the Dean, and/or the Educational Appeals Committee as appropriate);
10. Making decisions regarding changes in field placement in collaboration with Faculty Advisors, the Field Placement Advisory Committee, and/or the Educational Advisory Committee, and/or the Educational Appeals Committee, the Assistant Directors of Field Education and/or the Dean, as appropriate;
11. Organizing and chairing the Field Placement Advisory and Field Education

Committees; and

12. Monitoring and enhancing integration of academic curriculum content and field expectations.

B. THE FACULTY ADVISOR

Every student is assigned to a Faculty Advisor by the Assistant Dean for Field Education, the Assistant Directors of Field Education, and the Dean of the School. Faculty advising assignments are made when the student enters the program, and may change as the student moves from first practicum to second practicum and, in the case of the weekend program, as the student moves from first year to second year. The student is notified of his or her Faculty Advisor at the beginning of the Fall semester. The Faculty Advisor provides both academic and field advising to the student. Students may have different Faculty Advisors for first and second field practica, though when it is in the interest of the student to retain the same faculty advisor for both years, the Office of Field Education makes every effort to do so. **(See the most recent *Student Handbook of Policies and Procedures* for a full outline of Faculty Advisors responsibilities).**

1. Field Advising

In addition to academic advising, the Faculty Advisor has a range of field advising responsibilities. He or she is the representative of the Springfield College Department of Graduate Social Work in the field. The Faculty Advisor communicates, interprets, and reinforces the policies and standards related to required learning experiences and the criteria for assessing student performance in the field. Should a problem occur with the ability of a practicum agency to provide adequate supervision or acceptable learning experiences, the Faculty Advisor's expertise is essential in evaluating and addressing needs and problems.

The Faculty Advisor evaluates each student's progress in all areas of the educational experience and maintains close collaboration and consultation with the placement agency. Ongoing contacts among the Faculty Advisor, the Field Supervisor, and the student are crucial to the advising process.

Should problems occur with the student's field performance, the Faculty Advisor has a central role in evaluating the student's performance and helps to identify ways the student's performance can be improved, when necessary. The Faculty Advisor has an important oversight responsibility in determining when field performance problems require formal action, including the need for Educational Advisory Committee consultation, completion of letters of information, concern, or reservation (see *Student Handbook of Policies and Procedures*), referral to the Educational Advisory Committee, or, if appropriate, referral to the Field Placement Advisory Committee.

The Faculty Advisor is required to make one fall semester visit and possibly one spring semester site visit. Alternatively, the use of Zoom conferencing by faculty with students and supervisors is also acceptable. On occasion, the requirement to make a Spring visit may be waived if: (1) this is not the first year the agency has been a field site; (2) the Field Supervisor has engaged in field supervision for the Springfield College Department of Graduate Social Work in previous years; (3) the Field Supervisor and Faculty Advisor agree that the student is completing internship hours on schedule, that information gathered from the site supervisor and the student indicates that the student is accomplishing the Competencies of the Learning Contract, and learning and skill development are proceeding as expected, and no other issues regarding the internship have appeared or remain unresolved; and (4) the student, and all relevant parties, agree a site visit is not needed. Any party, student, Field Supervisor or Faculty Advisor, may definitively request a spring site visit.

With authorization from the Assistant Dean for Field Education, the Faculty Advisor may also make a second visit to the practicum site within the same semester, if necessary. Conditions that may require a second site visit within one semester include: (1) challenges in the placement that require further resolution, (2) student difficulties with performance of assignments, (3) changes in supervisor, and (4) other situations where a face-to-face meeting among student, supervisor, and faculty advisor is advisable.

All Faculty Advisors are expected to maintain appropriate telephone and/or email consultation with the Field Supervisor and student throughout the student's field experience.

At each site visit, the Faculty Advisor will:

- a. Assure that an orientation to the agency has taken place, including safety policies and protocols, sexual harassment policies, and other relevant policies (first site visit)
- b. Review and/or collect selected samples of the student's process recording;
- c. Review at least one example of a written psychosocial assessment completed by the student;
- d. Discuss and evaluate the learning activities specified in the Learning Contract;
- e. Discuss size and qualities of a direct service caseload;
- f. Discuss and evaluate the agency's provision of appropriate learning opportunities; and
- g. Discuss and evaluate other issues and concerns which the Faculty Advisor, student, or Field Supervisor feel are appropriate

During the end of the Spring semester, the Faculty Advisor completes the "Evaluation of Field Agency by Faculty Advisor Form".

Additional faculty advising responsibilities include:

- a. Reviewing and signing of student evaluation provided by the Field Supervisor and issuing of field grade for the student in both semesters, fall and spring;
- b. Assisting the Office of Field Education in selecting and assigning practicum sites;
- c. Assisting students in defining learning goals and making self-assessments of professional growth and development;
- d. Providing ongoing interpretation of the School's academic and field components to Field Supervisors and field agencies;
- e. Providing support to students in coping with field-related problems and concerns;
- f. Maintaining regular communications with the Assistant Dean for Field Education concerning the quality of practicum training and supervision;
- g. Consulting with the agency, Field Supervisor, and student when necessary regarding any problems that might develop during the student's practicum experience;
- h. Consulting with the Field Placement Advisory Committee and/or the Educational Advisory Committee as needed;
- i. Providing evaluative information to the Office of Field Education on the quality of the practicum experience, including the quality of supervision and learning opportunities.

2. Academic Advising

The Faculty Advisor is also responsible for academic advising. This includes: providing information to students in their initial orientation to the educational environment; reviewing students' academic performance each semester; working closely with students in the event of academic difficulty or probation; and providing consultation concerning issues that may arise related to the student's participation in the program. The Advisor also provides guidance about academic,

professional, and career matters. This includes conferring with the student about selection of courses and reviewing and signing course registration forms.

Students are encouraged to meet with their Advisor at least **twice** per semester for academic planning, once at the beginning of the semester to plan the semester, and once in the middle of the semester to plan courses for the subsequent semester (including possible summer courses). It is the student's responsibility to seek out his or her advisor.

Full time faculty maintain regular office hours during which advising meetings may be scheduled. Adjunct Faculty Advisors are available by appointment. Scheduled Advising Days in each of the fall and spring semesters are meant to allow a time for advisors and advisees to meet.

Faculty Advisors also conduct Fall Field Seminars, in person, on line, or some combination of these, as another means to interact with students about field experiences and the curriculum. Typically, these seminars are held on Advising Days in the fall and spring semesters. Additional meetings and communications are encouraged as needed between Faculty Advisors and advisees.

3. Changing Faculty Advisor

All students are expected to remain with their assigned Faculty Advisor for the duration of hours of the practicum. Students who wish to change Faculty Advisors during the course of a practicum must first discuss their concerns with their Faculty Advisors. The Assistant Dean for Field Education, the Assistant Directors of Field Education, and/or the Dean will provide consultation to Faculty Advisors and students to assist in resolving concerns when appropriate. Students cannot continue in the Social Work Program without a Faculty Advisor. Different Faculty Advisors may be assigned to students in practicum year one and practicum year two, though every effort is made to maintain the advising assignment relationship for the duration of the student's time in the program.

C. THE FIELD SUPERVISOR

1. Criteria for the Selection of Field Supervisors

Established professional competence and three or more years of professional experience beyond the MSW degree are required for Field Supervisors. An LICSW or equivalent (e.g., LCSW in Connecticut) is preferred and, as of August 2006, licensure at a minimum level of LCSW is required for students completing their internship in Massachusetts. Note that the "LCSW" indicates different levels of licensure in Connecticut and in Massachusetts. The LCSW in Connecticut is equivalent to the LICSW in Massachusetts. Prior experience supervising staff or graduate level social work students and the ability to promote learning in others are also important considerations. Field Supervisors should have the following additional characteristics and qualities:

- a. The ability to transmit interest in social work to students;
- b. A commitment to further professional development as a Field Supervisor, including completion of the Seminar in Field Instruction (SIFI) by new Field Supervisors;
- c. A mature personality with an appreciation of the intellectual and emotional components of the professional educational process and developmental stages of students;
- d. Respect for individual learning patterns of students;
- e. An ability to balance the needs of clients and agency with the educational needs of the student;
- f. An understanding of and appreciation for a professional preparation program with a single specialization in Advanced Generalist Practice, and the ability to teach across the Advanced Generalist curriculum; and
- g. The capacity to advocate effectively for students within the practicum agency.

2. Orientation of Field Supervisors

Orientation of Field Supervisors is provided by the Assistant Dean for Field Education and Assistant Directors of Field Education during the summer months before the start of the Fall semester. The MSW's program curriculum in advanced generalist practice and the expected competencies of the program are explained. Policies and procedures, supervisory expectations, and overall Competencies of the learning experience are reviewed. Field Supervisors are referred to the *Field Practicum Manual* and Learning Contracts, appropriate for the practicum year of the placed student, to assist them with designing learning experiences.

All new Field Supervisors who have agreed to provide field supervision for students enrolled in the MSW Program are strongly encouraged to take the Seminar in Field Instruction (SIFI) offered annually by the Department of Graduate Social Work. Field Supervisors who have taken (or plan to take during the current academic year) a similar orientation session offered by another accredited program in graduate social work meet the Springfield College expectation. Long-time field supervisors may also attend the SIFI sessions. Continuing Education Units (CEUs) are provided to attendees.

3. Responsibilities of Educational Supervision

The responsibilities of agency Field Supervisors include:

- Meeting with each student for **1.5 hours** of direct supervision each week the student is in practicum, and making up any missed supervision hours;
- Direct one-to-one supervision hours may be reduced to one hour per week if group supervision of new employees and/or students is provided on a weekly basis throughout the duration of the internship.
- Providing the intern with a thorough orientation to the Agency, including organizational, personal, and safety training appropriate for that setting;
- Completing the Learning Contract with the student early in the first semester at the agency, including assuring that the curricular expectations found in the Learning Contract are available to the student in the placement agency;
- Developing specific student assignments (cases, groups, community or administrative projects) necessary to carry out the Learning Contract;
- Promoting the integration of classroom conceptual learning with field practice learning;
- Maintaining communication with the Faculty Advisor regarding student's progress, including taking part in the Faculty Advisor's Site Visits, as well as through telephone and written communication;
- Working with the student, and, as needed, with the Faculty Advisor (as well as with the Assistant Dean for Field Education and/or Assistant Directors of Field Education), to address any difficulties that may arise in the student's performance or the agency's capacity to meet the educational needs of the student;
- Preparing, reviewing, and submitting evaluations of the student's performance at the end of each semester;
- Participating in professional development activities related to field supervision, including Field Supervision Seminar (if needed) and orientation;
- Providing ongoing written feedback to the student on each of 12 process recordings per semester and providing concrete observations of the student's professional development; and
- Being a role model to the student on the professional use of self.

4. Supervisor Absence

If the supervisor misses one or more supervisory sessions, the supervisor is responsible for scheduling make-up hours. Field Supervisors also agree to arrange for back-up supervision if they are absent for more than one week and are unable to make up missed supervisory time. For absences of more than three weeks, supervisors must notify the student's Faculty Advisor and the Assistant Dean for Field Education or Assistant Directors of Field Education and arrange for a qualified MSW supervisor to take over primary supervisory responsibilities until the assigned supervisor returns. In the event that no qualified MSW supervisor is available, other supervisory arrangements must be made with the assistance of the Faculty Advisor and the Assistant Dean for Field Education or Assistant Directors of Field Education. Students in practicum receive no credit for practicum work that is not supervised, face-to-face, by a qualified MSW after three weeks. Students should inform Faculty Advisors as soon as possible if they are not receiving weekly supervision as required as outlined in this *Field Practicum Manual*.

5. Secondary Supervision

Field Supervisors may, when appropriate, arrange for a secondary supervisor who has specialized expertise to supervise the student on a specific project, or with particular types of clients, or in work on a particular area of learning. The secondary supervisor need not be an MSW or a social worker, though attainment of a master's level degree in the helping professions is strongly preferred. However, secondary supervision is not a substitute for the primary contracted MSW field supervision and is provided in addition to the required **1.5 hours** of primary supervision by the designated MSW supervisor. If group supervision is provided by the Field Supervisor or by the agency in another context, the direct, weekly, face-to-face supervision session with the MSW supervisor may be reduced to one hour (vs. the 1.5 hours without the group supervision component).

6. Field Supervisor Input to Program

Field Supervisors are encouraged to express their observations about the adequacy of student preparation for entering the field, the structure of the field component and the types of learning the agency can offer relevant to foundation and specialization practice. The formal mechanism for this is the Field Supervisor evaluation of the overall field experience that takes place near the end of the spring semester. Field Supervisors are strongly encouraged to provide feedback to the School by completing the Evaluation of Social Work Program by Field Supervisor form and returning it to the Assistant Dean for Field Education by the end of May. Another mechanism is feedback provided during the site visit by the Field Advisor. Although the primary purpose of the site visit meeting is to discuss student progress, the Faculty Advisor may also include conversation that elicits input from the Field Supervisor regarding the program. This information should be conveyed to the Chair/Assistant Dean for Field Education.

D. THE FIELD PLACEMENT ADVISORY COMMITTEE

The Field Placement Advisory Committee, an ad hoc committee assists the student and the Office of Field Education with involved placements and meets on an as-needed basis. The Committee reviews placement selection criteria and assists the Assistant Dean for Field Education and the Assistant Directors in assessing and determining the necessary placement fit for students with special needs or considerations. Resultant placement assignments are made based on educational needs and site suitability and availability. The Field Placement Advisory Committee is comprised of: The Assistant Dean for Field Education, one of the Assistant Directors of Field Education, and one to two other

faculty members of the Department of Graduate Social Work, which may include the student's faculty advisor.

The Chair/Assistant Dean for Field Education, Assistant Directors, or Faculty Advisor may submit a Letter of Referral to the Field Placement Advisory Committee, requesting that it meet to discuss placement concerns regarding a specific student. There are three situations for which students may be referred to the Field Placement Advisory Committee: (1) the student does not follow placement protocol; (2) the student is not selected at two potential placement sites (sequentially) following interviews at the placement sites; or (3) the student presents a highly unusual situation that necessitates additional consultation. If unusual situations cannot be resolved by the Field Placement Advisory Committee, the Committee may recommend that the student's Faculty Advisor move to writing a Letter of Concern. **(See the relevant section in the latest in the *Student Handbook of Policies and Procedures* for the protocol leading to and following submission of a Letter of Concern).**

SECTION VI

FIELD AGENCIES AND PRACTICUM ASSIGNMENTS

A. FIELD AGENCIES

Field practicum experiences occur in a variety of human service settings across New England and in New York State. These include health, educational, criminal justice, mental health and a wide range of other settings where generalist and advanced generalist practice can be learned. Students may work with individuals, families, groups, organizations, communities and governmental and non-governmental entities. Students have the opportunity to work with many diverse ethnic and cultural groups. The School selects agencies and programs that are sensitive to issues of diversity, are in alignment with the NASW Code of Ethics, provide a range of learning opportunities, and are committed to student education. Specific criteria used in the selection of agencies are as follows:

1. The agency philosophy of service is compatible with the values and ethics of the social work profession, social work education, and generalist practice. This includes nondiscriminatory practices in regard to client race, ethnicity, gender, age, sexual orientation, or differential ability. Each field placement must be able to provide a range of activities appropriate to generalist/advanced generalist social work practice.
2. The agency must be committed to graduate social work education. This includes:
 - a. providing adequate field instruction by a qualified MSW Field Supervisor with the appropriate licensure who is given sufficient release time and resources to carry out the responsibilities of this role;
 - b. providing learning activities in which students can develop generalist and advanced generalist social work skills as described in the Learning Contracts for each practicum year; and
 - c. providing adequate safe working space and other resources as needed by the student for the performance of field assignments.
3. As required by federal, state, and/or local law or ordinance, field instruction sites, as a whole, should be accessible to students with disabilities. The "as a whole" requirement means that students with disabilities should have the same kinds of educational opportunities - including field instruction in particular kinds of settings - as students without disabilities. However, given the wide range of disabilities, it is possible that not every placement site will have the capacity to accommodate every student. It may not be feasible, for example, for a site to accommodate

students who use wheelchairs because of the site's location and existing architecture, but this same site might easily accommodate students with visual or hearing impairments. Every effort is made by the Office of Field Education to ensure equal access to fieldwork opportunities.

4. **Agencies must provide a thorough orientation to the agency, including review of Safety Policies and Protocols, Sexual Harassment Policies, and other relevant policies and training.** See pages 49-53 in this manual for more information on expected agency safety policies and student orientation.
5. Agencies are asked to reimburse the student for mileage and related travel costs incurred while conducting agency business. However, students must not be required or requested to transport clients in their own vehicles or in agency-owned vehicles, in which the student is the driver. Agency-provided transportation of clients, accompanied by the student, must occur in vehicles where an agency employee is the driver. An additional agency employee, other than the driver, riding in the vehicle, must assume the responsibility for the client while in the vehicle.

Agency Requirements

Some practicum agencies require that interns meet certain requirements as a condition of acceptance in placement. A number of agencies require that health forms be completed, while others require TB or Hepatitis B tests. Most agencies now require Criminal Offender Record Information (CORI) checks (or their equivalent in other states). Many agencies cannot, by law, accept an intern with a CORI check that shows evidence of a record; others may use individual discretion and view records on a case-by-case basis. Many agencies have new employee/intern orientation programs that are required and that must be completed before the field practicum can begin.

Agency Affiliation Agreements

All placement agencies are required to sign an "Affiliation Agreement," the legal agreement established between the practicum agency and Springfield College. Unless already on file and current, unsigned copies of the Affiliation Agreement are sent to each placement agency prior to the beginning of the practicum period to be signed by official signatories for the agency and returned to the Office of Field Education.

If any questions arise regarding Affiliation Agreements, please call the Assistant Dean for Field Education at **413-748-3058** or the Administrative Associate for the Office of Field Education at 413-748-3064.

B. GENERALIST AND SPECIALIZATION PRACTICA

Student assignments to field practicum agencies are based on several factors, including: the areas of learning that are defined for the generalist and specialization years, the student's individual learning needs, and agency availability. While it is expected that all agencies will offer learning activities that address student needs in the areas of direct service, administration, and community development and organization, different agencies may offer experiences that challenge students differently and require students to draw on advanced theory and practice skills to differing degrees.

Generalist Level Practica:

Agencies in the foundation year should offer the students a broad range of clients whose needs require multilevel intervention including direct service and group work with both clients of the agency and colleagues. These agencies should also provide opportunities for students to participate in community development and organizing activities culminating in a community project.

Specialization Level Practica:

Agencies providing field practica in the specialization year should offer students a range of learning activities that challenge them to integrate advanced theory and practice skills in direct service with individuals, families, groups, and organizations, including group work with clients. Student assignments in the specialization year should require more complex multilevel interventions, and the activities in which the student engages related to client and organization needs should require a deeper understanding of human behavior, as well as a broader, more sophisticated set of intervention skills. In addition, the specialization year practicum should offer students greater opportunity to analyze and participate in administrative functions and activities within the agency through group work with colleagues and an administrative project.

While both generalist year students and specialization year students may be assigned to a given agency, or program within an agency, the activities assigned to specialization year students must reflect the integration of more advanced theory and practice skills, and must address the learning areas identified for the specialization year, including administration.

C. FIELD PRACTICUM ASSIGNMENTS

All practicum assignments are approved by the Assistant Dean for Field Education and the Assistant Directors of Field Education through a careful process to ensure successful learning outcomes. Practicums start in the fall of the first year for full-time weekday students and in the fall of the second year for part-time weekend students. **In general, *Summer hours for placements are not available.*** (See Section VII in this *Field Practicum Manual*).

Process:

The practicum assignment process for newly admitted full-time students and Advanced Standing students begins in New Student Orientation which occurs in May, before the student is scheduled to begin classes. Students are asked to complete the Field Placement Assignment Worksheets. The forms are then reviewed by the Office of Field Education and discussions take place with students' Faculty Advisors. Based on additional discussions with the student, the Assistant Directors assign a placement interview opportunity and the student arranges for an interview directly with the agency's Field Supervisor or other contact person.

The practicum assignment process is the same for part-time weekend students. However, the process begins the Spring semester of the first year of classes when the student completes the Field Placement Assignment Worksheet, attains the Faculty Advisor's signature or notes communication with the Faculty Advisor by email or phone, and submits the worksheet along with an updated resume to the Office of Field Education for review by the Office of Field Education staff.

The practicum assignment process for students who are preparing for their specialization year of field practicum, in either the weekday or weekend program, begins early in the Spring semester of the generalist year. At this time, students complete the Field Placement Assignment Worksheets and meet

with their Faculty Advisors to discuss their first-year experience and specialization year practicum interests; the Faculty Advisor must also sign the Field Placement Assignment Worksheets. If communication occurs by phone or email, this is noted on the Field Placement Assignment Worksheets. Once the Assistant Directors of Field Education have received the worksheets and an updated student resume, and have discussed potential practicum sites, students are assigned to a placement opportunity and are provided with the name of a contact person to arrange for an interview.

Note: See Section F. for information on Employment-Based Practica.

Expectations:

It is imperative that students arrange for flexible time at their paid employment and for other adjustments at their place of paid employment in order to accommodate hours needed for practicum, which take place between the hours of 8:00AM and 5:00PM. Students must also anticipate the need to make flexible personal arrangements to accommodate the practicum to which they are assigned. Students must be able to travel reasonable distances (60 miles and up to one hour) to their practicum sites and must arrange to be available for the required hours per week of practicum work. Students who cannot make these arrangements may need to carefully consider their participation in the MSW Program or may consider extending their program. Note that requirements for obtaining the MSW degree must be completed within five years.

The Office of Field Education is responsible for establishing the best available assignment matches between students and field agency sites, given the experience and learning needs of each student, the resources and requirements of each agency, and availability of placements in the general geographic area. While meeting the student's educational needs is the first criterion for matching, the student's preferences, if any, for location or agency will be taken into consideration to the extent possible. While consideration is given to each student's schedule, experience, interests, and preferred practicum location in making practicum assignments, it cannot be guaranteed that either the specific experience or location that is most preferred will be available. Complicated situations will be brought to the Field Placement Advisory Committee by the Assistant Dean for Field Education or Assistant Directors for assessment and disposition.

Students who have an Incomplete in their first Field Practicum, for any reason, may not begin their second practicum until the Incomplete is completed.

D. DUAL PRACTICUM SITES

The Office of Field Education of the Department of Graduate Social Work affiliates with agencies that can provide the full range of practicum experiences required by the program. Rarely, when an agency is unable to provide a specific required experience, arrangements may be made with a second practicum site to supplement the learning experience. The design of this supplemental assignment is developed by the student and the Field Supervisor in consultation with the Faculty Advisor and the Assistant Directors of Field Education. Formal arrangement with the supplemental practicum site will be negotiated by the Director. Generally, dual practicum sites are not recommended.

E. LIABILITY INSURANCE

Students are provided with practice liability insurance by the college for their participation in field practica in amounts of \$1 million per occurrence, \$3 million in aggregate. Students may wish to acquire their own personal practice insurance as well.

F. EMPLOYMENT-BASED PRACTICUM

In some cases a practicum can be established within the student's place of employment. If the student's place of employment is an agency that is not one currently used by the School for practicum placement, a Office of Field Education representative will contact the agency to determine if requirements for an employment-based practicum can be met. The practicum experience developed must be educationally-focused and assignments must be based on the required educational competencies.

In an employment-based practicum, the required practicum hours (15 for first year, 20 for second) may either: (1) be engaged in over and above the student's regular working hours (though this is not recommended for full-time employees); or (2) be engaged in during the hours of the student's regular employment work week, and designated exclusively for practicum work, either partially or fully. Either arrangement is satisfactory, but the MSW Program encourages students to negotiate with their employer for the second arrangement, which makes the employment-based practicum schedule more practical, especially for students who are employed full-time. Any portion (vs. the entirety) of the practicum hours that are allowed during the student's regular work week hours assists the student.

If the employing agency is to be approved as a potential practicum site, it is necessary for the agency and the program to agree to certain stipulations in addition to those required of all field agencies:

The Agency Agrees:

1. To provide the student with educationally focused learning opportunities that are different and separate from the student's regular job responsibilities, and that meet the field education requirements of the social work program;
2. To assign a qualified MSW Field Supervisor with the requisite qualifications who is not the student's regular job supervisor; and
3. To keep the evaluation of the student's field practicum performance, separate from the evaluation of the student's performance as an agency employee. Evaluation of the student's field practicum performance is the responsibility of the Field Supervisor and Faculty Advisor in discussion with the student. Evaluation of the student's performance as an agency employee is the responsibility of the student's job supervisor or other designated agency administrator.

If the employing agency cannot meet the above requirements, in either the first or second practicum, and it is not approved as a practicum site, the student must accept another practicum assignment from the Office of Field Education.

Related to employment-based practica, the MSW Program, through the Faculty Advisor, agrees:

1. To monitor and reevaluate the practicum frequently in the interest of assisting the agency and the student with executing the Learning Contract and to reinforce and encourage clarity regarding differences between work and learning assignments; and
2. To explore techniques that will increase communication between the student and the agency in order to maximize the learning potential of the practicum.

G. REMAINING WITH AGENCY OF EMPLOYMENT FOR SECOND PRACTICUM

If the student's agency of employment can provide the student with a significantly different practicum experience appropriate to specialization year Competencies and if supervision can be provided by a supervisor other than the supervisor provided in the student's foundation year, students may remain with their agency of employment for the specialization year practicum. The student's Faculty Advisor, in consultation with the Assistant Dean for Field Education and/or Assistant Directors, will determine the appropriateness of the second employment-based practicum. **See italics below.**

H. REMAINING WITH SAME AGENCY FOR SECOND PRACTICUM

In their second year, students are generally placed in a field practicum agency different from the one in which they completed their first year practicum. Occasionally, the first year practicum agency may be diverse enough to enable the student to remain with that agency for the second year practicum and still receive an entirely different practicum experience from the first year and with a different supervisor.

FOR BOTH F. AND G. ABOVE: Students wishing to remain with the same agency in their second or specialization year practicum must request this in writing to their Faculty Advisor, describing in detail how the second year practicum will be different from the first. The proposed practicum must meet the second-year learning Competencies, identified on pp. 17-18, provide the advanced work required for the second year, and be supervised by a different Field Supervisor.

The student's request to remain for a second year in the same agency will be reviewed by the student's Faculty Advisor, the Assistant Dean for Field Education and/or Assistant Directors, and, if necessary, the Field Placement Advisory Committee, who will collectively decide if completing the second year practicum in the same agency will be of appropriate educational benefit to the student, and will meet the requirements for the second year practicum experience. However, students should be aware that the request to remain with the same agency for a second year will not be considered without first being submitted in writing as outlined above.

I. STUDENT EXPLORATION OF A POTENTIAL PLACEMENT

In special circumstances, students may explore the possibility of a field placement site not currently among the Department of Graduate Social Work's approved sites. However, the Assistant Directors of Field Education: (1) must be informed of the investigation by the student through the Field Placement Assignment Worksheet process; (2) must be informed of the agency and contact person as soon as possible in the process; and (3) must make all arrangements directly with the agency and contact person and/or expected direct supervisor for a potential placement. **An interview cannot be arranged until the Assistant Directors of Field Education have approved further exploration of the site and it has been determined that the site can meet the educational expectations for the field experience.**

SECTION VII

STUDENT RESPONSIBILITIES

A. HOURS

Fifteen (15) hours per week in field practicum are required in the generalist year for a total of 225 hours per semester, 450 hours total for the two semesters of the academic year. Twenty (20) hours per week are required in the specialization year for a total of 300 hours per semester, 600 hours total for the two semesters of the academic year. In addition to practicum hours, students are required to

participate in the Faculty Advisor-arranged Field Seminars. **It is expected that all students will establish a schedule of practicum hours during regular daytime business hours, 8:00 AM - 5:00 PM, for each of the 15 week semesters,** unless unique situations are arranged by the student in special negotiations with the field agency.

- For **weekday** students, days available for internship are: **Monday, Thursday and/or Friday.**
- For **weekend** students, days available for internship are: **Monday through Friday.**

Supervision, record keeping, staff meetings, attendance at field agency-sponsored seminars, workshops, or other agency in-service training, are considered part of the practicum experience and are included in field practicum hours. With agency and supervisor approval, attendance at conferences or other training not directly sponsored by the field agency are allowed as part of the practicum up to two events per semester.

Only hours actually engaged in the practicum are counted. Hours that are not included in practicum: holidays, Monday holidays, agency holidays, lunch time, commuting time to and from the student's practicum agency, or other activities not required by the practicum agency. These cannot be counted toward the student's required practicum hours. Up to one hour of practicum hours per week spent in the agency setting may be used for process recording. Students found to be recording hours for unauthorized events or activities on their time sheets will be required to subtract those hours from their accumulated practicum time and make up the time through engagement in authorized practicum activities. A student must notify the Field Supervisor and Faculty Advisor in advance of any planned absences, and as soon as possible for unexpected ones. Hours absent from practicum must be made up.

Students are expected to keep a careful record of their practicum hours in the *Student Field Practicum Workbook*. In some cases, research or writing directly relevant to the practicum experience and fully approved by the student's Field Supervisor may occur offsite. These hours should be noted only with the Field Supervisor's knowledge and approval.

Students who have questions about what activities to include or not to include in their practicum hours should consult with their Field Supervisor and/or contact their Faculty Advisor or the Assistant Dean for Field Education or Assistant Directors of Field Education.

All students begin their practicum in early September, not later than the second week of Fall semester. Most students complete the required hours prior to the winter break in December. Students are to begin their second semester practicum work not later than two weeks after classes resume in January. Generally, students cannot "bank" hours to complete their field experience early. The second semester of field placement is usually completed in early May, and not earlier than May 1. This schedule for field practicum is designed to establish a practicum experience of sufficient length to provide time for professional growth and development over the field practicum period and to coincide with the duration of the concurrent practice courses in each semester, which is a unique and critical element of the school's advanced generalist curriculum.

By exception and with approval of the Assistant Dean for Field Education or Assistant Directors, alternative scheduling and completion of hours may be considered. Students may begin field placement hours up to two weeks prior to the start of fall classes without special permission from the Assistant Dean for Field Education, provided the plan has been worked out in detail with, and is approved by, the Field Supervisor and the placement agency. Summer placement hours prior to two weeks before the start of the fall semester are only available to students admitted to the special Bachelor's of Science/Master's of Social Work Program.

Students may also elect to use hours during the winter break between fall and spring semesters. The school recommends that students plan to use one to two weeks as a time to recuperate and regroup, without internship responsibilities; but the remaining time may be used for practicum hours with approval by the Field Supervisor. The scheduled spring break may also be used, again, with approval by the Field Supervisor.

Students must complete the expected number of hours for each full internship (first year = 450 hours; second year = 600 hours). If a student typically attends internship on a Monday and the agency is closed on several Mondays, the student and the Field Supervisor must determine how the student will make up the needed number of hours to stay on track to reach the required total for each semester and each year. It is recommended that, prior to the start of the practicum, the student develop, in consultation with the Field Supervisor, a full schedule of hours, week by week, for the full practicum from September to May.

Occasionally, due to illness, an unavoidable delay in the start of practicum, or other reasons, students fall behind in their practicum hours and may not complete the required number of hours by the end of a semester of practicum. If this happens at the end of a semester, the student will receive a grade of "Incomplete" (I) for that semester of practicum until the required hours are completed. Students may negotiate additional practicum hours during the semester break. Practicum hours of the second semester are credited toward the first semester until the required total is completed. Students who are short of hours at the end of their two semesters of practicum will also receive an "Incomplete," and MUST stay in practicum until the required hours are completed, typically during the summer months following the academic year.

Contained in the *Student's Field Practicum Workbook*, Field Practicum Monthly Time Sheets must be prepared by each student, signed by the student and the Field Supervisor, and provided to the Faculty Advisor at the conclusion of each semester. After reviewing them, the Faculty Advisor will then provide them as part of the Workbook to the Office of Field Education to file in the student's Field File.

The following documents must be in the student's file for the student to graduate: Learning Contracts, Mid-Year Evaluations, Final Evaluations, and correct and totaled Time Sheets. All of these documents are contained in the *Student's Field Practicum Workbook*, and should be retained there, for each practicum, and must be signed by the appropriate parties.

B. INTEGRATION OF LEARNING

Integration of learning from academic and field experiences is vital to effective social work education. Students are expected to reflect on their field practicum experience in academic courses and are expected to apply the theory and skills learned in their courses to their practice in the field. Field seminars are arranged by Faculty Advisors concurrently with the practicum, as are the Practice sequence courses, in order to provide the student with formal opportunities for further integration of learning.

C. UTILIZATION OF SUPERVISION

Field instruction through MSW supervision is a crucial component of social work education, since supervision is the primary method of instruction in the field practicum. Students are required to make maximum use of their learning through participation in one and one-half hours of scheduled weekly supervision. It is critical that students recognize the difference between educational supervision in field placement and typical experiences in employment supervision. Students' learning is best served

when they can identify and acknowledge their areas of uncertainty or concern and engage the Field Supervisor as a partner in developing those areas.

Students should be prepared to maximize their learning through supervision in the following ways.

1. Students must submit **weekly** process recordings to be used in scheduled supervision to reflect on their developing practice skills (**a minimum of 12** must be submitted to the Field Supervisor). Field Supervisors should make appropriate, written constructive written comments on the recordings. (Video and audio taping is also possible, provided this is acceptable to the Field Supervisor and the agency and all relevant releases required by the agency are completed, including those from the client and those that ensure confidentiality).
2. Students must be prepared for each supervision session with an agenda, questions, reflections, and observations about their practice to share with the supervisor for the purpose of learning how best to develop and apply social work skills (see examples that follow).
3. Students are encouraged to explore, with their Field Supervisor, the integration of field experiences with classroom readings and learning activities.
4. Students must provide enough material to their supervisors, orally and in writing, to maximize use of their own and the supervisors' time.

Two possible versions of Student Agendas for supervision are found on the following pages. Students and their supervisors may also design their own versions of agendas for supervision; but students must use an agenda in a format acceptable to the supervisor.

SAMPLE STUDENT AGENDA FOR FIELD SUPERVISION # 1

Student Name: _____ **Date:** _____

Field Agency: _____

Field Supervisor: _____

The agenda should include items that pertain to both organizational and educational functions of supervision. It provides an opportunity for the student to reflect on the week's work (both from an organizational and educational perspective) and to thoughtfully prepare for supervision. Students should review process recordings, looking for themes that emerge in the types of interventions the student is making (or not making) and begin to raise these themes for discussion with the supervisor.

Organizational items (examples of possible topics):

1. Available resources for particular client
2. Paperwork concerns
3. Scheduling concerns

Educational items (examples of possible topics):

1. In reviewing the last two weeks process recordings on Client A, I notice that I have difficulty exploring further when anger is present.
2. I seem to make verbal interventions that are very long, with more than one thought.
3. I reflect back what the client is saying but never seem able to offer more understanding or insight.
4. I struggle with applying the concept of empathy that we discussed in Practice class and seem instead to be getting sad along with the client.
5. In my group this week, it was hard to get two quiet members to participate.
6. At my community project meeting last Friday, only half as many people came as I was expecting.

SAMPLE STUDENT AGENDA FOR FIELD SUPERVISION # 2

Student Name: _____ **Date:** _____

Field Agency: _____

Field Supervisor: _____

Area	Topic (Questions, Observations, Reflections, Concerns, etc.)	Outcome
Field Agency (Policies and Procedures)		
Student's Responsibilities		
Learning Contract		
Individual Intervention (s)		
Group (s)		
Process Recording		
Community or Administrative Project		
Evaluation (s)		
Faculty Advisor Coordination		
Future Plans		
Other (s)		

(Developed by Ms. Aura Irizarry, M.S.W., Adjunct Faculty Member)

D. PROCESS RECORDING

Purpose: The purpose of process recording is to provide a detailed record of the moment by moment process of a student-client session or group, community or organization meeting. This provides the student and supervisor with information to review and from which to learn as much as possible about the student's practice. This process provides a basis for discussing ways to improve the student's work. When completed, the process recording is given to the student's primary supervisor, who is to review it for later discussion in supervision. Supervisors write notes and comments in the margin of the process recording for students to read (ideally) before the work is reviewed the following week in supervision.

Process Recording Expectations: All students are required to submit a minimum of one process recording per week throughout each semester of practicum (12 is the minimum, though there are officially 15 weeks in the semester). Process recordings may center on the same case or group over a period of time, or may be written about different cases or encounters, depending on where the student and supervisor want to concentrate attention. Students who do not complete this requirement will receive an "Incomplete" until it is met.

Students must also submit at least two process recordings per semester to their Faculty Advisors for review. These are typically submitted to the Faculty Advisor at the time of the site visit (or later) each semester to aid the Faculty Advisor in evaluating the student's development. Faculty Advisors may also ask to see additional process recordings at any other time, if, in the Advisor's determination, additional review of the student's work is needed. Students may complete their process recordings at home, and may refer to them, or include process material in the writing of papers or other learning projects, provided confidentiality is protected as described below. Students may use up to one hour per week in the placement setting or off-site engaged in process recording. **At the end of the field placement all process recordings must be destroyed.**

Method of Process Recording: Process recording is a written verbatim account by the student of as much as the student can remember of the verbal content and significant behavior of the student and client(s) or meeting participants during any person-to-person encounter. Process recording is frequently conducted on a counseling session or interview, but may also be completed on a group or family counseling session, community or administrative meeting, or other interactions that the student has had as part of his or her field practicum experience. Those students who have brief encounters with clients, or only do evaluations, or meet clients informally on the street, at home, or in the hall, may still record the process of these interactions. Process recording is a valuable learning tool because it is one of the few ways of taking a direct and accurate look at students' developing abilities in actual practice, to determine if students are developing the necessary social work skills. They also provide a means for students to reflect on their own growth in professional practice and effective use of self.

Appendix A includes three process recording formats for use in different contexts of the practicum. The three-column method of process recording is designed for individual and family interactions. The content for each column is shown below. Field Supervisors may prefer variations on this theme, and it is acceptable to use those. The "Summary-Observation-Developmental Stage-Assessment (SODA)" format is used to reflect on and document group sessions. The "Meetings" format is intended for use in recording the student's work on either community or administrative projects. Audio or video recordings, or other methods, may be used to convey content of a session to the Field Supervisor (with the Field Supervisor's agreement and agency and client agreement), but students should still prepare a written summary of the reflective portions of the process recording formats (e.g., Columns 2 and 3 found in the individual/family format). If taping is to be used, students must adhere to the agency's policy on participant consent.

Format for Three-Column Process Recording #2:

Column I	Column II	Column III
The verbatim account of the session, (see sample).	The student's <i>thinking</i> about the interaction, rationale for making a particular response, theory and knowledge used.	A running account of how the student was <i>feeling</i> as the interview progressed.

Note: Feeling is distinct from Thinking. A sample list of words that describe feelings is included as Appendix C for students' and field supervisors' use.

Length: Length of the process recording will vary depending on the length of the actual interview or meeting and how much the student remembers of the interaction. It is often acceptable to record a portion of an encounter, particularly portions that illustrate a critical turning point or learning experience for the student. Students should consult with their Field Supervisor about the context and extent of the process recordings submitted. Process recordings do not have to be typed as long as handwriting is legible. But Field Supervisors determine whether handwritten or typed process recordings are acceptable and may have special formats for process recordings that they require students to use. Most handwritten or typed recordings average 5 to 8 pages, single-spaced when the three-column format is used. In general, students should not spend much more time on the recording than the length of the original encounter. **For long or complex sessions, selected portions may be noted by the student and used for the process recording in consultation with the Field Supervisor.**

Confidentiality and Related Issues: The process recording is confidential material and should be handled accordingly. All identifying information about the participant(s) and agencies involved should be disguised by using initials or name(s) other than the real name(s), and by omitting other identifying information. Whenever possible, process recordings should be kept in a locked, secure file or drawer at the placement agency. Process recordings are **not** to be kept in the client's chart, since process recordings are a tool for the intern's learning and not part of the client's permanent agency record. If security in an agency is an issue, students should talk with their Field Supervisor and Faculty Advisor about how to handle process recordings so as to protect client confidentiality. At the completion of the internship, all process recordings should be destroyed (i.e., shredded, not recycled).

Suggestions for Students About Writing Process Recordings: Taking notes during the session is very helpful, if you and the client are comfortable doing so. Otherwise, writing even a few brief notes immediately after the session will make the writing of the full process recording much easier. Students should not wait too long after a session to write the process recording. Recounting of the encounter will be more accurate the sooner it is recorded.

E. RECORD KEEPING AND WRITTEN MATERIALS

Required by the Practicum Agency

Students are responsible for completing all charts, records, forms, documents, and other written work required by the practicum agency in connection with service to their clients, or other practicum work, before termination from any practicum, whether prematurely or on schedule.

Required by the School

Written materials required by the MSW Program are found in the Student's Field Practicum Workbook. It is the student's responsibility to assure that these documents are completed and provided to the Faculty Advisor during the site visit and at the end of each semester. **It is strongly recommended that all crucial documents found in the Student's Field Practicum Workbook be photocopied for both the student's and Field Supervisors' use (two copies of all materials) before submission to the Faculty Advisor at the conclusion of each semester, thus allowing the student and Field Supervisor to have their own copies.** Crucial documents include: 1) The Learning Contract; 2) Time Sheets; 3) Information about the end of First Semester Evaluation; and 4) Information about the end of Second Semester Evaluation. The completed *Student's Field Practicum Workbook*, containing the Learning Contract, and Time Sheets are kept in the student's field file in the Department of Graduate Social Work following the conclusion of the internship. Beginning in academic year 2019-2020, students' evaluations are gathered and maintained electronically.

SECTION VIII

LEARNING CONTRACTS AND ACTIVITIES

The Learning Contract is a formal agreement regarding the structure and content of the field practicum experience. The contract directly reflects the learning competencies presented in Section III above. The contract translates these competencies into specific tasks, responsibilities and practice experiences. Contracts for the first and second years of practicum reflect the learning expectations for each year. There is a common set of field practicum learning experiences required of all first and of all second year students. These are described in the contract for each year. Each section of the contract has a supplemental section for additions that are specific to the particular student and the practicum agency. **Students and Field Supervisors are encouraged to identify in these supplemental sections learning competencies and plans that reflect the particular needs and interests of the student or the opportunities presented by the Field Agency and its clients.** The contract must be written and completed to the satisfaction of all parties, and signed by the student, Field Supervisor, and Faculty Advisor at the time of the first site visit. The Learning Contract is found in and retained in the *Student's Field Practicum Workbook*.

The contract defines the roles and responsibilities of the three parties signing it in fulfilling the learning needs and competencies. It represents a commitment by all three parties to meet the terms of the contract. It also serves as the basis for evaluation of the student's performance in the field practicum and the agency's performance in providing field learning opportunities [see Section IX: Evaluation].

If, during the contract period, a significant change in the practicum structure or learning experience is agreed on by all parties, then an amendment, again signed by all parties, may be attached to the original contract.

SECTION IX

EVALUATION

A. EVALUATION OF STUDENT PERFORMANCE

1. Ongoing Assessment of Student Performance

Students and Field Supervisors are expected to share in ongoing evaluative discussions of the student's work throughout the field practicum. One of the purposes of weekly student meetings with Field

Supervisors is to provide immediate, ongoing feedback to students so that they can enhance and refine their skills and apply new concepts in their practice. These meetings should provide students with an awareness of any problems or concerns with their performance. Problems should be discussed with the student and the Faculty Advisor as soon as they are identified. Review of process recordings also contribute to these discussions

Problems and concerns may include skill development, level of understanding, or practices considered by the Field Supervisor to be marginal or unacceptable. An assessment by the Field Supervisor that could result in a marginal or unacceptable rating must be discussed immediately with the Faculty Advisor and student. When such a situation exists, the Faculty Advisor will work with the student and Field Supervisor to identify strategies to improve the student's level of skill or understanding. These issues should be addressed in supervision sessions before the formal evaluation, thereby avoiding any surprises at the time of the formal evaluations. In some cases, a letter of information (to the Faculty Advisor) or letters of concern or reservation may be appropriate (see Section C. MSW "Advancement Process and Procedure", in the latest *Student Handbook of Policies and Procedures*, for more information).

2. Formal Evaluation

The formal evaluation is the culmination of the ongoing assessment process that takes place throughout the practicum. It is designed to provide students with information regarding their performance, recognizing strengths and providing an opportunity to identify areas needing improvement. There are two formal written evaluations, the midpoint and final. Interns should be encouraged to participate in the evaluation process by outlining a self-assessment prior to the Field Supervisor's assessment. The template for Field Supervisors' evaluation of students is found on the Department of Graduate Social Work's web page.

In formal evaluation meetings, occurring at midyear and at the end of the field practicum, the student and Field Supervisor reflect on the field practicum experience and assess the student's progress to date. The Learning Contract and evaluation tools serve as structured guides for assessing student progress. There are separate online evaluation forms for field supervisors for each of the two semesters of practicum and each of the two years of practica (Generalist and Specialization). The content of each form directly reflects the distinct expected competencies for the two practica. The same content is found in each evaluation for the midyear and final evaluations to allow for noting of development and progression in attaining competencies. Students are also expected to make contributions to the formal and informal evaluations of their own performance in practica as their self-assessment skills develop.

Evaluation of students by field supervisors: The evaluation of students at the midpoint and end of the practicum are significant parts of an effective educational field experience. The points at which evaluation occur are opportunities to recognize growth and plan for further growth, as well as to identify areas that should be worked on concertedly. Supervisors must take into account many factors in their evaluation of students, including, but not limited to: student learning style, prior experience, and opportunities for learning occurring in the present field placement. Supervisors work with the student not just at the junctures where formal, written evaluation takes place, but throughout the duration of the placement, providing supervisory comment and feedback in the weekly supervision sessions. Thus, the student's evaluation, both at mid-point and at the end of the internship, should not be surprising to the student. It is best practice to review the formal Field Supervisor-completed evaluations with the student in person during supervision, perhaps even consulting with the student on his or her perceptions of success in achieving a given competency or performing a given practice behavior. In addition, students should have their own opportunities to self-evaluate as they progress through the practicum.

When prompted by a notice by the Office of Field Education, Field Supervisors should identify the two online student evaluation components that must be completed at the conclusion of both fall and spring semesters:

Evaluation Component number one relates directly to the activities expected in the field experience that reflect the advanced generalist approach to social work practice: direct work with individuals and groups; group work with both clients and colleagues; and a community project (first year) or an administrative project (second year).

Evaluation Component number two relates to the competencies to be gained by students in each year, and the practice behaviors expected to be performed in the internship, as established by the Council on Social Work Education (CSWE) in its Educational Policies and Accreditation Standards (EPAS) of 2015, the latest year these expectations were published. Students must be evaluated using both components.

For the CSWE-expected components drawn from the CSWE 2015 Educational Policy and Accreditation Standards (EPAS), a rating scheme is provided directly on the evaluation form, ranging from “Not Observed” to “5” or “Mastered Performance”. Supervisors will see on the evaluation form the following rating scheme:

Section B: Assessment			
Please base your assessment of how well the BSW Field/Practicum Student demonstrates their ability related to the performance practice behavior using the rating scale below. Please circle your answer. Thank you.			
5	Mastered Performance	The intern/student shows effective and innovative application of the knowledge, values, and skills related to the performance of the practice behavior.	Mastered: “somebody highly skilled at something.” Mastered performance is demonstration of knowledge, values, and skills of the practice behavior at high levels.
4	Superior Performance	The intern/student shows superior application of the knowledge, values, and skills related to the performance of the practice behavior.	Superior: “surpasses competent in one or more ways.” Superior performance is demonstration of knowledge, values, and skills where all components of the practice behavior are included.
3	Competent Performance	The intern/student shows competent application of the knowledge, values, and skills related to the performance of the practice behavior.	Competent: “having enough skill or ability to do something well.” Competent performance is demonstration of knowledge, values, and skills where all components of the practice behavior are included, but at the beginning or rudimentary level.
2	Inadequate Performance	The intern/student shows beginning application of the knowledge, skills, or dispositions related to the performance of the practice behavior.	Inadequate: “failing to reach an expected or required level or standard.” Inadequate performance is demonstration of knowledge, values, and skills where one or more of the components of the practice behavior are missing.
1	Lacking Performance	The intern/student has not demonstrated application of knowledge, values, and skills related to the performance of the practice behavior.	Lacking: “missing, not present or available.” Lacking performance is the inability to demonstrate any of the components of the knowledge, values, or skills related to the practice behavior.
N/O	Not Observed	The intern/student has not had the opportunity to demonstrate the knowledge, values, and skills related to the performance of the practice behavior.	Observed: “to see or notice something, especially while watching carefully.” There was no observation of the performance of the practice behavior.

a. Mid-year

The midpoint evaluation is due near the end of the first semester of practicum (in December), and is submitted online. Particular strengths and weaknesses in different areas of learning related to the expected practicum competencies are explored. The Field Supervisor and student reflect on overall progress as well as any problems in the practicum to date. Goals for learning and the related field experience for the second semester are agreed upon and documented. The Field Supervisor then completes the evaluation. The evaluation is shared with the student. The student and Field Supervisor discuss the evaluation and seek to agree on the final content before it is submitted online electronically. If the student and supervisor cannot agree on final content, the student may write an addendum to the evaluation. The final copy of the electronically signed midyear evaluation provided through online submission, is also provided to the Faculty Advisor by the Office of Field Education, who signs it and issues a grade based on its contents.

b. The Final Evaluation (Submitted online)

The final evaluation is due, for all students, near the end of the second semester of practicum (late April or early May). The process of evaluation requires a comprehensive review of the student's learning experiences and goals throughout the entire practicum in relation to the expected competencies. The evaluation requests particular feedback regarding the student's demonstration of competence in a wide range of social work knowledge, values and skills. While the same form is used for both midyear and final evaluations, the level of expectations will have grown proportionately by the time of the end of year review.

The Field Supervisor completes the final evaluation. The evaluation is shared with the student. The student and Field Supervisor discuss the evaluation and, considering developmental progress, seek to agree on the final content. If the student and supervisor cannot agree on final content, the student may write an addendum to the evaluation. The final copy of the signed full-year/ end-of-year evaluation is provided directly to the Faculty Advisor electronically, who issues a grade based on its contents. The Office of Field Education has access to this evaluation that represents official documentation of the field experience.

c. Uses of Evaluations

The midyear evaluation is used as a guide for planning the intern's learning for the second semester, in consultation with the Faculty Advisor and Field Supervisor. It is also a critical component in the Faculty Advisor's assignment of a grade.

The final evaluation documents the intern's status in achieving the expected competencies for the practicum and any subsequent learning goals. For generalist year students, this information is important for guiding the learning plan for the specialization year internship. As appropriate, information about learning goals will be shared with second year Field Supervisors. The final evaluation is also used in assigning second semester grades by the Faculty Advisor and should be used by the student to establish his or her own professional development goals.

3. Field Practicum Grading Policy

Field Practicum grading is the responsibility of the Faculty Advisor. Grading for field practicum and seminars (MSSW 684/674, MSSW 685, MSSW 686/676 and MSSW 687) are Pass/Fail, and are based

on field evaluations, discussions with the student and the Field Supervisor, and on review of selected written materials, including process recordings. Field Seminar grades are issued by Faculty Advisors.

A grade of "Pass" in the field practicum is earned when students have met the basic expectations for the first or second practicum as outlined in the expected experiences and competencies, have completed all the required hours and documentation, including process recordings, for that practicum, and have met the Professional Standards.

A grade of "Fail" is assigned when students have not made acceptable progress toward achieving the expected competencies as evidenced in practicum evaluations and other field-related requirements, have not completed the required hours and documentation, including process recordings, and/or have violated the Professional Standards of the MSW Program and/or College and/or the Code of Ethics of the National Association of Social Workers. A failing grade in any course, including field practica, means that the course or the field experience must be repeated for the student to continue with the educational program.

Students may receive an "**Incomplete**":

(1) when they are successfully meeting the expected practicum experiences and competencies, but at the end of the semester have not completed all the required hours and documentation, including process recordings, for that practicum; or

(2) when they have not completed make-up assignments for missed Field Seminar sessions, but make a commitment to engage in them or submit them within a time frame agreed upon by the Faculty Advisor; or

(3) when they have not fully met the expected practicum experiences and competencies, but have demonstrated substantial effort and progress toward meeting them, and, in the judgment of the Faculty Advisor and Field Supervisor, they could achieve the basic expectations for that practicum if allowed additional time in the field placement. In this case, the Faculty Advisor and the Field Supervisor define the expectations that must be met to achieve a "Pass" and develop, with the student, a plan, including a time line, for accomplishing them by end of summer semester at latest. Students who meet the expectations within the time frame in the plan will then earn a "Pass"; those who do not will "Fail."

Note that an Incomplete Contract must be completed for any student to receive an Incomplete ("I") for the Practicum or Field Seminar. The Faculty Advisor is responsible for drawing up the Incomplete Contract for the practicum or seminar, and students are expected to sign the Contract. However, if students are not available to sign the Incomplete Contract, the Faculty Advisor may submit it without the student's signature, according to the Registrar's Office. However, in order to fulfill the expectations of the Incomplete Contract Faculty Advisors must notify students that they are submitting an Incomplete Contract and of any stipulations within that contract of which students should be aware, such as an expected completion date. Students cannot register for or advance to the second placement and specialization practice courses until the first placement is completed with a passing grade.

Required documents to receive a passing grade:

In addition to the Faculty Advisor's assessment, the following documents, contained and retained in the *Student's Field Practicum Workbook*, must be received by the Faculty Advisor and the Office of Field Education in order for the student to receive a passing grade for field practicum each semester.

For First Semester of Practicum

1. The Learning Contract with the signature page completed and signed by all parties.
2. Field Practicum Time Sheets, signed by student and Field Supervisor, totaling the required number of hours in practicum for the semester.
3. The Mid-Year Student Evaluation submitted online, completed by the Field Supervisor, reviewed by the student, and used by the Faculty Advisor to issue a grade.
4. In addition, students must have completed the requisite number of process recordings (one per week of practicum, with a minimum of 12 per semester.) Students submit two process recordings to their Faculty Advisor for review; Faculty Advisors may request more than two to review.

For Second Semester of Practicum

1. Field Practicum Time Sheets signed by the student and Field Supervisor totaling the required number of hours in practicum for the semester.
2. The Final Student Evaluation submitted online, completed by the Field Supervisor, reviewed by the student, and used by the Faculty Advisor to issue a grade.
3. In addition, students must have completed the requisite number of process recordings (one per week of practicum, with a minimum of 12 per semester.) Students submit two process recordings to their Faculty Advisor for review; Faculty Advisors may request more than two to review.
4. Students must submit their Evaluation of Field Agency forms to the Office of Field Education by a designated time in May.

The original of all forms contained in the *Student's Field Practicum Workbook* must be provided directly to the Faculty Advisor. The workbook will be provided back to the student for continuation of the second semester by the Faculty Advisor or the Office of Field Education. At the conclusion of the second semester field practicum responsibilities and following grading by the Faculty Advisor, the Faculty Advisor will provide the workbook to the Office of Field Education for inclusion in the student's field file as a permanent record of the student's field experience. **Students take careful note: It is the responsibility of each student to make and retain copies of all materials submitted. Field Supervisors may also wish to retain copies of relevant materials for each student. Online evaluations will be maintained by the Department of Graduate Social Work.**

Note: If any of the above documentation is missing at the end of the semester, the student will receive an "Incomplete" for practicum. Upon completion of the documentation requirements, and successful completion of all other practicum requirements, the Incomplete will be changed to "Pass." All Incompletes must be completed prior to the end of the semester following the semester for which they were issued (excluding summer session) in the timeframe required for completion. Failure to correct the Incomplete within that time frame will result in the grade being changed to Fail. For details on grading policies, incompletes, and related matters, see the section on "Academic Standards and Expectations" in the current *Student Handbook of Policies and Procedures*.

B. EVALUATION OF THE FIELD PRACTICUM

1. By Faculty Advisor

If concerns about the field experience have arisen during the course of the academic year, a Field Agency Evaluation form is completed by the Faculty Advisor following the site visit during Spring Semester, and is submitted to the Office of Field Education at a designated time in May.

2. By Student

In the Field Agency evaluation completed by students, the student should assess the value of the practicum experience during the past year, not only in terms of his or her own individual experience, but the quality of the practicum experience for any students who might be placed there in the future. Quality of supervision, types of learning opportunities, degree of agency acceptance and support of students, and overall strengths and weaknesses of the practicum experience are among the most important areas to cover. This form must be submitted to the Office of Field Education by a designated time in May.

C. EVALUATION OF THE FACULTY ADVISOR

In this evaluation, due in late April, students evaluate their Faculty Advisors, using the Student Evaluation of Faculty Advisor Form. This evaluation is confidential, in that neither the name of the student nor the practicum agency appears on the form.

Evaluations of Faculty Advisors are returned directly to the Chair's Office. These evaluations will be aggregated for each Faculty Advisor and reviewed by the Chair of the Department of Graduate Social Work only after the semester's grades have been submitted. After the Chair's review, the summary evaluations are shared with the Faculty Advisor.

D. EVALUATION OF SPRINGFIELD COLLEGE MSW PROGRAM BY FIELD SUPERVISOR

Each year the social work program asks all the active Field Supervisors to provide an evaluation of their experiences with Springfield College MSW internships over the past year. This information is gathered through the Agency Evaluation of Field Practicum Form which is returned to the Chair/Assistant Dean for Field Education during May of each year. This information is used to improve the operation of the field practicum experience. The participation of Field Supervisors in completing these evaluations is appreciated.

SECTION X

SOCIAL WORK VALUES AND ETHICS

A. NASW CODE OF ETHICS

Students enrolled in the MSW Program are bound by the National Association of Social Workers' (NASW) Code of Ethics in all of their academic and field work. The most current Code of Ethics is included in the *Student Handbook of Policies and Procedures*. All students are responsible for familiarizing themselves with the Code and must sign that they have reviewed the code before placement begins. Students considered by faculty members or the Field Supervisor to be in violation

of the Code will be referred to the Educational Advisory Committee, and could be subject to probation or dismissal from the MSW Program.

B. HARASSMENT POLICY

Harassment is defined as verbal or physical conduct interfering with an individual's work performance or creating an intimidating, hostile or offensive work, education or living environment. Springfield College prohibits harassment of any kind based on, but not limited to, race, color, sex, gender, sexual orientation, national origin, religion, age, disability or class. Harassment includes slurs and verbal or physical conduct related to a person's race, color, age, gender, sexual orientation, disability, religion, national origin, or class.

Sexual harassment is defined as sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a condition of the individual's employment or academic work; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working, academic or living environment.

Any type of harassment that hinders access to employment or educational services, opportunities, or programs is covered by this policy. Positive steps will be taken to eliminate harassment when such practices or acts are discovered. Persons found in violation of this policy will subject themselves to disciplinary action, up to and including dismissal.

C. POLICY ON DUAL RELATIONSHIPS AND CONFLICT OF INTEREST

In keeping with the NASW Code of Ethics, Field Supervisors should not serve as the supervisor of any student with whom they have a dual relationship. Dual relationships occur when the supervisor and student are also involved in another type of relationship, such as therapist-client, business partners, and close social or intimate relationships. Supervisors who have an instructional and evaluative role with student interns should avoid any other relationships that could create a potential conflict of interest or confusion of boundaries. As delineated in the Code of Ethics, these same principles apply to relationships between social work interns and clients.

If a field placement is proposed by the Office of Field Education that would create a dual relationship, both the student and prospective Field Supervisor should notify the Office of Field Education to make other practicum plans.

If, during the course of a field placement, a dual relationship of any kind develops, the Field Supervisor and student should contact the student's Faculty Advisor promptly. If a Faculty Advisor identifies a concern about such a relationship, she/he should confer with the Field Supervisor and with the student to address the concern. The Faculty Advisor, in consultation with the Assistant Dean for Field Education, will work with the student and Field Supervisor to resolve the situation in a manner that is in the best interest of the student and consistent with the Code of Ethics. This can be done discreetly, but it is incumbent on all parties involved to make suitable arrangements to ensure the educational integrity of the field placement. Should this process not yield an adequate resolution, the Faculty Advisor should utilize the mechanism of Faculty Concern/Faculty Reservation outlined in the Policies and Procedures Handbook.

D. DISCLOSURE OF STUDENT STATUS

In accordance with Massachusetts State Law, chapter 214 (the "Patients' Bill of Rights," May, 1979), the Board of Directors of the Massachusetts Chapter of the National Association of Social Workers (NASW) made the following recommendation (December, 1980):

"...NASW recommends that social work students identify themselves as trainees/students/interns to patients/clients either verbally or through the use of name tags except in emergency situations where it is clinically contraindicated as determined by student and supervisor. Students' status should be clearly designated in signing notes in the record."

The Department of Graduate Social Work requires that students identify themselves as "Social Work Interns," unless their agency specifies a different title. This policy is in the best interests of client care, and is applicable to any locality or agency in which students are placed. The Department of Graduate Social Work also recommends early disclosure to clients of the length of time the student will be available to work with clients, again, with exceptions as clearly determined by discussion between the student and Field Supervisor.

SECTION XI

SAFETY POLICIES AND PROCEDURES

A. CONCERN FOR SAFETY

The Springfield College Department of Graduate Social Work is concerned for the safety of all students during field placement experiences. While serious threats to students' safety are rare, there is a need for care and vigilance when carrying out social work responsibilities in agencies and in communities, taking seriously the potential risks. Social work interns cannot be completely insulated from the realities of professional life, nor should they be. However, students may lack the experience and skills that help more seasoned practitioners assess danger and take appropriate precautions, and should work toward developing such skills.

Role of the Agency in Promoting Safety

In order to prepare students, all field agencies must include as part of their internship orientation a review of all agency policies, practices, and protocols related to personal safety for those working there and for those receiving services, including safety policies, practices, and protocols for those students engaged in their internship in the community environment. The School also recognizes its responsibility to help prepare students to handle potentially dangerous situations by providing students with safety information through this *Field Practicum Manual* as well as through classroom content on safety issues. **Students who have concerns about their safety in any field related situation are encouraged to discuss them promptly with their Field Supervisors, and, as appropriate, with their Faculty Advisors, to find satisfactory resolutions.**

Any students who experience direct threats or actual harm should immediately notify their Field Supervisor and Faculty Advisor (or Agency Director and Chair/Assistant Dean for Field Education, and/or Assistant Directors of Field Education (Dean of the School of Social Work and Behavioral Sciences, if others are not available) to assure that appropriate services and supports are in place and being received. School representatives must be notified of any direct threats or a potential harm to the student.

Students must not be asked to assume responsibilities that require special skills or knowledge or that put them at increased risk not appropriate for a student intern (e.g., the use of restraints, dispensing medications, and collecting urine samples are not allowed by the Department of Graduate Social Work). If responsibilities are assigned that are outside the typical scope of practice of an MSW intern, the Field Supervisor should notify the student's Faculty Advisor of these assignments and explain how they fit into the student's social work education plan and how he or she has assessed the student's ability to perform such responsibilities. Students who feel uncomfortable with any responsibilities should discuss their concerns with their Field Supervisor and confer with their Faculty Advisor. At any point, the Assistant Dean for Field Education or Assistant Directors of Field Education may be contacted for inclusion in discussions.

B. EXPECTED AGENCY SAFETY GUIDELINES

Most agencies are under enormous pressure. Reduced budgets and clients with increasingly critical needs have resulted in increased workloads in social work settings. As a result, nationwide, social workers have experienced a variety of challenging or even threatening situations, and some have been harmed.

The following guidelines inform the School's agency selection criteria. Modification of guidelines for particular students and special circumstances may be made in the student's Learning Contract with the explicit approval of the Faculty Advisor to the agency and the Assistant Dean for Field Education in consultation with the Dean of the School.

The Department of Graduate Social Work recognizes that the implementation of comprehensive safety policies guidelines may take time. But placement agencies must demonstrate a strong baseline of concern for safety of students, employees, and clients, and, at least, progress toward instituting comprehensive policies and practices in order to be used as a placement agency for students.

1. An agency should have a policy and /or procedure on safety covering the following matters:
 - Building and office security.
 - How to contact the Field Supervisor or other relevant party if a client discloses risk or the possibility of harm to self or others.
 - Emergency procedures, including when and how to summon security or police assistance.
 - Staff responsibilities and procedures governing the management of violent clients.
 - Safety on home visits, including when, where, and under what conditions visits should or should not be made, when the student should be accompanied, and how back-up is provided (see 4 and 5 below).
 - Alcohol and drug use policy formulated and posted.
 - Guns and other weapons policy formulated and posted.
 - Procedures for logging and communicating with staff and students all incidents or threats of violence.
 - Policy for aftermath of assault and threat of assault. Provision of support services for victim's family and/or staff and clients who may have witnessed the assault.
 - Relationship with police and a protocol set for their involvement if needed.
 - Disaster preparedness, response, and follow up.

2. The agency should provide each student with a copy of the above policies as part of the student orientation to the agency, and provide training on safety issues and procedures. Consideration should be given to in-service training on clinical and administrative management of violent clients, violent situations outside the agency, and disaster preparedness and planning. The agency and each of its programs should have a well-rehearsed specific plan of action in which every member of the staff

knows exactly what to do in case of danger, from recognition of the signs of agitation to code words for signaling for help, when to call for police, clearing the building, etc. Plans of action should be rehearsed with students placed at the agency and reviewed on a regular basis.

Though a student has a right to refuse a dangerous assignment, a common understanding about the kinds of assignments that are appropriate should be reached by the student, the Field Supervisor, the Assistant Directors of Field Education, and the Faculty Advisor, if at all possible, before the placement begins. The following types of activities should not be assigned to students:

- Physical restraint of clients.
- Transportation of clients in one's own vehicle.
- Transportation of clients accompanied by one agency employee who is driving an agency vehicle.
- Use of agency vehicle.
- Treatment of a client with a history of violence.
- Handling of bodily fluids, including blood and urine samples.

Students should never work in the agency at times when and/or in areas where other staff is not present. The student's field supervisor should know, or be able to easily ascertain, the student's location during fieldwork hours and should discuss with the intern any activities that require special planning with regard to safety.

Proper training for home visits must occur before students assume this responsibility. Thorough preparation should be made for student home visits with consideration given to the following elements:

- Selection of clients and home environments that are not assessed to be dangerous to the student.
- Discussion of neighborhoods, including any potentially dangerous areas.
- Discussion of appropriate risk-reducing behaviors in the neighborhood and in clients' homes.
- Clarification of the purpose and development of a specific plan for a home visit.
- Discussion of what to do should the client or anyone else presents a threat to the student.
- Provision of appropriate support and back-up.

Depending on the situation and the student's experience with home visits, this may range from being accompanied by another worker or security person to immediate availability of telephone consultation. The student's Field Supervisor should know when a visit is to take place and, at a minimum, telephone consultation must be available. In some situations, the student should be given permission not to make home visits; that is, responsible parties should ascertain if a home visit is really necessary. Home visits accompanied by an employee experienced in home visits are preferred by the Department MSW Program.

Consideration should be given to the following features pertaining to the agency facilities:

- Adequate lighting inside and outside the agency.
- Adequate phone system for signaling emergencies.
- Arrangement of office furniture for easy exit of client and worker.
- Minimization of unescorted traffic within the agency.

Again, if a student is threatened or injured while in field instruction, or involved in an incident where their safety is, or could be, compromised, the incident should be reported immediately to the Faculty Advisor, to the agency, to the Chair/Assistant Dean for Field Education, or Assistant Directors of Field Education, or if others are not available, to the Office of the Dean of the School of Social Work and Behavioral Sciences.

C. SAFETY GUIDELINES FOR STUDENTS IN THE FIELD

1. Security of Belongings

All students in the field are expected to have a secure place to keep handbags and other belongings while at placement. It is preferable that the space be one that can be locked, such as a desk drawer or file cabinet. Students are encouraged not to leave personal articles visible and unattended, even in an office with the door closed.

2. Safety Issues Related to Working with Clients

When working with clients, it is important to remember that the treatment process often makes people feel vulnerable and may challenge their usual coping mechanisms. With some people, this can contribute to problems with impulse control, and can raise issues of safety for the client, the social worker and others.

There may be times when students will work with individuals who have difficulty with reality testing, dealing with overwhelming emotions, and controlling anger. While rare, some may be prone to violence and may possess weapons. Other clients may be intoxicated, under the influence of drugs, in withdrawal, or may have other medical or neurological disorders. The Department of Graduate Social Work expects students to prepare with their Field supervisors for handling potentially difficult or threatening situations, such as medical or psychiatric emergencies, suicide or homicide risks, potential abuse of others, and the presence of weapons. Students should not be assigned work with very high risk clients, though they may consult with supervisors on such clients in order to learn and enhance their social work skills. A student should never keep information about potentially dangerous clients or situations to themselves, even if they believe that they have a good relationship with their clients and can handle the situation. This information should be discussed as soon as possible with Field Supervisors in weekly supervision. Students must be made aware of the protocol for contacting their supervisor or other relevant party if they determine that a client is at risk, particularly of engaging in harm to self or others.

3. Safety for Office Meetings

If a student will be meeting with a client with whom the student does not feel entirely safe, it is important to discuss the situation fully with the Field Supervisor prior to the meeting. When considering the location of the meeting, it is helpful to think about what is in the room, availability and location of exits, and where each person should sit. It is helpful to consider whether to include someone else in the meeting and what to wear. When discussing the time of the appointment, consideration should be given to whether there will be the necessary backup and support available at the time being considered. The plan for assistance and backup should be arranged in the event the client becomes agitated. If a student is seeing a potentially dangerous client alone, someone should be on alert nearby to provide assistance if needed.

4. Safety When Traveling by Car

When students travel by car to an agency or to home visits, they should have a clear understanding of where they are going and consult a map before driving into unfamiliar areas. In general, students should stay alert, lock doors, and close windows. Students must tell someone at the agency where he or she is going and the anticipated time of return to the agency.

5. Safety During Home Visits

Students making home visits should be fully oriented by the agency as to the safety issues involved, including accompanying staff on visits, as appropriate, to learn good practices. It is important to know something about the client before making a home visit. If there is a question of safety, plan accordingly with the Field Supervisor. It might be decided that the meeting will take place in a public location that or another worker will go along for the initial meeting. Someone at the agency should know the student's itinerary and anticipated time of return.

It is helpful to consider what to wear, which room to meet in, where to sit (e.g., considering exits) and to stay alert. Students should not interact with animals in the home even if they appear friendly. Students who feel threatened at any point during an interview are encouraged to err on the side of caution and to politely terminate the visit and leave. If clients seem to feel threatened by the student entering their home, the student should desist and not force the issue. If a student feels uncomfortable with an assignment because of safety concerns, supervisors should address this concern, and if needed, eliminate this expectation from the student's assignments until, and if, the student is prepared to undertake it effectively.

[Materials from the Schools of Social Work at Boston University, Smith College, and the University of Michigan were used in preparing this section, with appreciation.]

SECTION XII

ADDITIONAL POLICIES

A. OFFICE OF FIELD EDUCATION FILES

A field practicum file is created and maintained by the Office of Field Education for each student. Student and agency field files are located in the Office of Field Education and are available by appointment. Field staff must be present when students are viewing their files. At all other times the field files will be locked. **Field files may not be removed from the Office of Field Education.** No one other than authorized staff should add anything to or remove materials from a field file.

Following grading at the conclusion of the fall and spring semesters, field-related documents contained in the *Student's Field Practicum Workbook*, should be returned to the Office of Field Education by the Faculty Advisor, at which time they will then be returned to the student (end of Fall semester) or placed in the appropriate student Office of Field Education files (end of Spring semester). Process recordings should be submitted directly to the Faculty Advisor at the time of the site visit (or thereafter and/or at a time requested by the Faculty Advisor). Process recordings are not kept in the student's field file, and should be shredded at the conclusion of grading of the field experience.

Faculty Advisors will keep field documents only for as long as is necessary for review and will forward them to the Office of Field Education as soon as possible for return to the student for the following semester or for filing as part of the student's permanent record. **Students should keep personal copies of all forms submitted and acquire a copy of the evaluations for the practicum for their personal records.** Field Supervisors may wish to do so as well.

If students bring documents to the Office of Field Education in person, documents should be placed in the Office of Field Education Administrator's mailbox in the school mailroom. Students should take care to have the *Student's Field Practicum Workbook* and all forms fully completed and identified with

their name. Filing of documents takes place at the conclusion of the Spring semester or when students have completed required field hours.

The documents found in the *Student's Field Practicum Workbook* which are eventually filed in the student's field file include: the Learning Contract and monthly time sheets; the worksheet for the community or administrative project and the plan for the Faculty Advisor's site visit. The students' Midpoint Evaluation* and Final Evaluation* are maintained electronically.

* These documents must be present or available for each practicum in the student's file for graduation of the student to take place. Also housed in the student's field file is the "Agency Acceptance Form" which is the first step towards establishing a formal, legal practicum relationship with the practicum agency.

A file on each agency is created and maintained by the Office of Field Education. The documents in this file may include:

- Affiliation Agreement
- Supervisor Resumes (if a new supervisor)
- Other relevant agency-related documents
- Placement Documents

B. STUDENTS LIVING AT A DISTANCE FROM THE SPRINGFIELD AREA

The Department of Graduate Social Work has affiliations with a broad range of social service agencies throughout New England and New York State, and practicum sites are usually available within a reasonable distance of home for students living throughout the region. At times, for educational and practical reasons, students may choose to move to the Springfield area, where they may have an option to live on the Springfield College campus in graduate student housing.

C. TRANSPORTATION COSTS

Students are expected to pay the cost of their own transportation for commuting to practicum agencies. Parking costs are also the student's responsibility unless other arrangements are made with the agency by the student. Students should be reimbursed by agencies for transportation costs and other reasonable expenses incurred in carrying out agency assignments.

D. LIABILITY INSURANCE

All students enrolled in the MSW Program are protected under a student liability policy maintained by Springfield College, for which the students have paid a fee upon registration. This policy covers students only while they are participating in activities which are required as part of their curriculum at the College. Currently, the coverage level is \$1 million per occurrence/\$3 million aggregate. The policy covers any act or omission in the furnishing of professional health care services (including social work services) to a patient or client, including injury sustained by a fellow student in the practice of activities which are part of and a requirement of the students' curriculum.

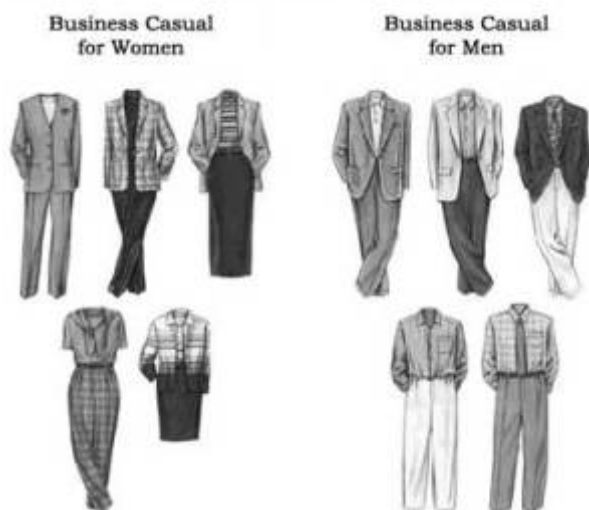
Copies of the liability insurance certificate with the limits of coverage are sent to practicum agencies upon request and are available from the Office of Field Education. Students may wish to also acquire their own person practice liability insurance.

E. TRANSPORTATION OF CLIENTS

Students are not covered under the above insurance policy for the transportation of clients in their own vehicles. In addition, students should not drive agency-owned vehicles. Standard, personal automobile insurance policies also do not typically cover the transportation of clients in one's own vehicle. Thus, students should not transport clients in their own vehicles, nor should they be asked to transport clients in agency vehicles unaccompanied or as the driver of the agency vehicle. If students accompany clients in an agency vehicle driven by an agency employee, they must be accompanied by an additional agency employee, who is the responsible party should a client become agitated or decompensate in any way.

F. DRESS CODE FOR INTERNSHIPS AND ATTENDANCE AT THE SCHOOL OF SOCIAL WORK

Students should be aware that a dress code applies to all social work students, whether in field placement or in classes. For men, the dress code calls for dress shirt (with a collar) and pants with a sports jacket or plain sweater and tie where appropriate, or no tie if appropriate to the agency setting, and dress shoes. For women, the dress code allows dresses, suits, skirts with blouse and blazer/jacket, and slack suits. Dress shoes should also be worn. Mini-skirts, capris, sun-back dresses and dresses with the back out are not allowed. Clothing should also not be too "form – fitting" or revealing. Tennis shoes and denim are not allowed, whether for men or women. No shorts, jeans, pedal pushers or other attire in appropriate to the workplace is allowed. Tattoos generally should not be visible. Exceptions may apply if the intern student is engaging in a school sponsored or internship project for a day or a short period of time. Wearing hose contributes to professional dress for women. Examples of appropriate dress code follow.



More information can be found at: sowkassignments.wordpress.com/seminar-orientation/dress-code

Your professional presence is important in internship interviews, the internship itself, and in classes. What you wear away from the internship and school in social settings may not be what you wear interviewing at the internship, participating in the internship, or at school. One's professional presence is typically more formal than one's social presence. Also, be careful about the use of perfume and cologne; scent can be an issue for people who are sensitive to scent and/or have allergies; less, or none, is better. No scent should be worn in medical settings.

It is important to learn the differences among fashionable, trendy, and classic clothing. Typically, a classic interview suit will last for several years. Err on the side of dressing conservatively when you interview for your internship, while in your internship, and for class attendance.

Interns/Students should not wear: Flip-flops or sneakers (unless appropriate to the task for the day); visible underwear; shorts; jeans (unless appropriate to the task for the day); short skirts; pants that are too low-rise or too tight; blouses that are too low-cut or too short; excess piercings (this jewelry should be removed if it could be distracting to interviewers, supervisors, colleagues, or clients); or excessively visible tattoos (these too should be covered if they could be distracting). [The foregoing information on dress codes for social work students has been adapted from the dress code at the Department of Social Work at Tuskegee University, Tuskegee, AL.]

G. STUDENTS EXPERIENCING DIFFICULTY

Students who have any questions or concerns about their practicum are encouraged to first discuss their concerns with their Field Supervisor. Field Supervisors with concerns about students are encouraged to first explore their concerns with their students. As a first step in addressing questions or concerns, both students and Field Supervisors should consult this *Field Practicum Manual* for the department's policies as well as the department's *Student Handbook of Policies and Procedures*. Both may be found at the Department of Graduate Social Work website under "Supervisor Resources" or "Current Students".

If the concerns cannot be easily resolved between student and Field Supervisor, both student and Supervisor are encouraged to contact the student's Faculty Advisor in the early stages of their concern to prevent the possibility of more serious and perhaps irreversible problems later on.

In the case of marginal student performance or any other practicum problems, the Faculty Advisor is expected to be involved early in developing opportunities to bring about significant improvement. Most field education problems can be resolved with some discussion among student, Field Supervisor, and Faculty Advisor. When necessary, the Assistant Dean for Field Education and/or Assistant Directors of Field Education should be consulted if there is a difficulty in finding resolution. If problems are serious or difficult enough that student-supervisor-advisor discussions are not sufficient to resolve the issues, then the problems can be brought before the Educational Advisory Committee through consultation or a full meeting. For the procedures to follow in bringing field practicum issues before the Educational Advisory Committee, see the latest *Student Handbook of Policies and Procedures*: Academic Standards and Expectations, Student Review Procedures.

H. CHANGE OF PRACTICUM AND PREMATURE TERMINATION OF PRACTICUM

Occasionally, as a result of discussions among the student, Field Supervisor, and Faculty Advisor about practicum problems, or as a result of a meeting with the Educational Advisory Committee, a change, extension, or termination of practicum may be necessary or recommended. Sometimes students must interrupt practicums due to illness, family emergency, or other unexpected changes in personal circumstances.

A student who believes that a change to another practicum is necessary for educational or personal reasons, should first discuss his or her concerns with the Field Supervisor and Faculty Advisor, who may consult with the Assistant Directors of Field Education.

If, after discussion with the Faculty Advisor and Field Supervisor, or Assistant Directors of Field Education, the student believes that a change in practicum is still necessary, a joint meeting of the

student, Faculty Advisor, and Field Supervisor should be arranged. If the discussion concludes with the student still believing a change is necessary, the student must request the change in writing to his or her Faculty Advisor, with a copy to the Chair/Assistant Dean for Field Education and the Assistant Directors of Field Education. The request must explain in detail the reasons for the change and the educational benefits to the student if the change is made. The Assistant Dean for Field Education will determine if the change is justified with further consultation, as needed, with the student, the Faculty Advisor, the Field Supervisor, the Field Placement Advisory Committee, if needed, and the Chair of the department.

While the proposed change is under consideration, the student is typically expected to remain in the assigned practicum until a clear decision has been made to change to another practicum. All parties should be aware that a change to another practicum agency usually results in a disruption of the student's professional development and that the student may fall behind in accumulated practicum hours. Therefore, a change in practicum **must** provide significant educational benefit to the student.

The Office of Field Education regards a change in practicum as the last option, only after all other problem-solving efforts have been explored. (See Students Experiencing Difficulty, pp. 58-59, in this *Field Practicum Manual*).

Termination from any practicum must be made in a timely, planned, and professionally responsible manner. Once the decision to prematurely terminate a practicum is made, the student is responsible for notifying all relevant practicum agency staff, in advance. Also, the student is responsible for notifying all clients, client groups, administrative or community groups, and arranging planned termination sessions, meetings or discussions to ensure that the impact of the student's leaving is addressed and that responsible arrangements for continued service to clients will be provided after the student leaves. The student is expected to request consultation and support from the Field Supervisor and Faculty Advisor in carrying out these tasks.

Failure of students to conduct a planned, responsible termination of practicum will be considered a violation of the NASW Code of Ethics and Department of Graduate Social Work policy, and will result in review of the student's handling of termination of the practicum by the Educational Advisory Committee, which could lead to sanctions.

If a decision is made to change placements, the process for identifying and confirming a new placement is the same as for the original placement.

I. **ACADEMIC ASSISTANCE AND ACCOMMODATION PLANNING:**

ACADEMIC ASSISTANCE:

A wide variety of academic assistance is offered through the **Academic Success Center:**

- The **Academic Success Center** is located on the third floor of the **Harold C. Smith Learning Commons** and can be contacted at **413-748-3389** or ASC@springfieldcollege.edu. More detailed descriptions of its services can be found on its website: <http://springfield.edu/academic-success-center>
- **Writing & Reading Support Services** offers students help with all aspects of the writing and reading processes.
- The **Content Tutorial Program** delivers support for course work that is outside what is covered by Writing & Reading Support Services and Math-Science Support Services.
- **Math-Science Support Services** provides assistance to students taking courses in Mathematics, Physics, Computer Science, Biology and Chemistry

- The **Conversation Partners Program** provides support for non-native speaking students wishing to improve conversation and comprehension skills.
- **Disability and Accessibility Services** provides advocacy and resources for students who provide appropriate documentation of a disability.
- The **Assistive Technology Program** provides training in a range of assistive technologies.
- The **Academic Coaching Program** is available to help students improve time management and learning strategies.
- The **Academic Progress Program** provides assistance and support for the students in academic jeopardy to help improve their academic skills, performance and standing.
- The **MTEL Assistance Program** provides support for students preparing to take the Massachusetts Tests for Educator Licensure®.

Accommodation Planning:

If you have a documented physical, learning, or psychological disability on record with the Academic Success Center's **Learning Support Services**, or the corresponding campus individual in the **School of Professional and Continuing Studies**, you may be eligible for reasonable academic accommodations to help you succeed in this course. It is your responsibility to request such accommodation in advance and to provide appropriate documentation. Students on the main campus should contact the **Director of Learning Support Services**, who is located on third floor of the **Harold C. Smith Learning Commons**, and can be contacted at **413-748-3768** or ddickens@springfieldcollege.edu. Please let your professor and/or advisor know of your request as soon as possible so that they can work with you and the Director of Learning Support Services to arrange for appropriate and reasonable accommodations.

J. SPECIAL NOTE TO STUDENTS IN SCHOOL SOCIAL WORK PLACEMENTS RE: MASSACHUSETTS LICENSURE

The Springfield College Department of Graduate Social Work does not have an approved preparation program for the Massachusetts school social worker/school adjustment counselor license. However, the Massachusetts Department of Education has an alternative licensure process for applicants who have earned an MSW. Applicants who wish to apply under this process need to:

- Have an MSW
- Pass the Massachusetts Communication and Literacy Skills Test, with registration information found at www.mtel.nesinc.com
- Complete the regular application for school social worker/school adjustment counselor license; licensure regulations, information, and online application information are available at: www.doe.mass.edu/lawsregs/603cmr7.html?section=11 and www.doe.mass.edu/licensure/, where you will learn about the Educator Licensure and Recruitment (ELAR) System and obtaining a Massachusetts Education Personnel ID (MEPID) number, and www.doe.mass.edu/licensure/forms-guidelines.html#apply, for detailed information about the process.
- Have completed a practicum of 900 hours, 450 of which have been working with children, adolescents and families in an educational setting.
- **Special Note:** The applicant should pursue licensure through the panel review process. In this process, the student will need to demonstrate the acquisition of knowledge outlined in the Subject Matter Knowledge Guidelines available at: www.doe.mass.edu/edprep/resources/smk-guidelines.pdf#search='subject matter knowledge guidelines.

Representatives of the Massachusetts Department of Elementary and Secondary Education may be reached at (781) 338-3000.

Appendix A
Sample Process Recordings and Formats

1. FORMAT FOR USE WITH INDIVIDUALS AND/OR FAMILIES OR IN CO-COUNSELING SETTINGS

<p>Sample Process Recording</p> <p><u>Column I</u> The verbatim account of the session as in sample</p>	<p>Mr. W's 1st Session</p> <p><u>Column II</u> The student's <u>thinking</u> about the interaction, rationale for making a particular response, theory and knowledge used.</p>	<p><u>Column III</u> A running account of how the student was <u>feeling</u> as the interview progressed. (<u>Feelings in the following example are in bold</u>).</p>
<p>1. Mr. W. was late for our session by about 5 minutes. I had closed my office door and was doing some paperwork while waiting.</p>	<p>1. The lateness could be for many reasons. The client could be anxious, could be using avoidance as a defense, could have real practical problems – traffic, etc., which interfered with arrival. It also could be an attempt to establish some power in a situation in which he potentially felt vulnerable.</p>	<p>1. I was a little anxious since this was our first meeting and I wasn't sure how it would go. I was also feeling a little tense about the lateness, frustrated at waiting. I wanted the first meeting to go well to establish rapport.</p>
<p>2. When Mr. W. arrived, instead of having a seat in the waiting room, he went along the hall knocking on other therapists' doors, interrupting their sessions, or whatever they were doing, until someone directed him to my office. He said he didn't know where my office was and apologized for being late.</p>	<p>2. Again, I thought this might indicate anxiety, and perhaps some issues with impulse control. This behavior is unusual enough to raise concerns about emotional maturity, or issues with authority. I wondered about the level of awareness he had about the impact of his actions on others.</p>	<p>2. My anxiety increased some as I thought about the reactions of the other workers and clients to my client's disruptive behavior.</p>
<p>3. I said that it wasn't a problem, asked him to sit down, pointed out which chair I wanted him to use. I said, "That's all right, have a seat in one of these chairs on this side." Then I said there would be forms to fill out toward the end of the session, but I would like to start with whatever has been "on your mind, whatever has brought you here."</p>	<p>3. Because I did not want to heighten his possible anxiety, I decided not to address the disruptive behavior now and focused instead on why he had come and conveyed that I wanted to help.</p>	<p>3. I did feel some empathy for his anxiety. I felt a little better about the prospects for rapport.</p>
<p>4. Mr. W. said he has had a lot of trouble with anger.</p>	<p>4. We began exploring the problem. In this interview, my primary purpose was the establishment of rapport and assessment.</p>	<p>4. Continuation of above.</p>
<p>5. I asked, "What kind of trouble with anger?" He had been very violent at times.</p>	<p>5. I asked for clarification of a vague description.</p>	<p>5. The mention of violence made me anxious. I was pleased, though, that he was being straightforward.</p>

<p>6. I said, “Violent in what way—what kind of violence?” He said he has talked back and argued with his supervisor at work, “who is always getting on my nerves and making me angry”. He said his supervisor “Cuts my hours in retaliation for arguments and back talk”.</p>	<p>6. I was seeking concreteness to elicit specific information from the client about how the problem manifested itself, how serious it was and under what circumstances it occurred.</p>	<p>6. I was encouraged that the interview was progressing well.</p>
<p>7. Mr. W. did not offer more explanations. I said, “You mentioned you had been violent..?” Mr. W. explained that he had hit and smashed things around the house.</p>	<p>7. I wanted to see if he would elaborate. When he did not, I wanted to indicate to him my interest and understanding. I used a furthering response – repeating what the client had said to prompt him to go on. I wanted to find out more about how and why he experiences difficulties, so I asked an open-ended question.</p>	<p>7. Feeling good that the client is talking openly.</p>
<p>8. “When was that?” I asked. He said that it had been a few years ago, and mentioned that he was also an alcoholic in recovery, having been sober for 23 months. He said his recovery was not that easy to maintain at times.</p>	<p>8. I asked a clarifying question to elicit information about how long this has been a problem.</p>	<p>8. Continuation of above.</p>
<p>9. I asked if his violent behavior was always associated with drinking.</p>	<p>9. I could have used an empathic response here to convey my appreciation of his struggle and to encourage expression of his feelings.</p>	<p>9. I was somewhat anxious about his struggle to maintain sobriety.</p>

2. FORMAT FOR GROUP PROCESS RECORDING

Group Bereavement Support Group Worker _____ Date _____

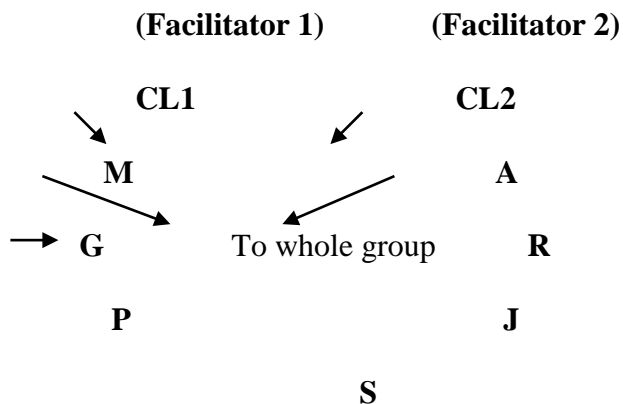
Group Description

Group purpose and goals: To provide mutual support in grieving the loss of a significant other

Time limited: 8 sessions

Session number: 3

Group members present (include seating arrangement using arrows to indicate communication flow):



S.O.D.A. RECORDING

(Summary – Observations – Developmental Stage – Assessment of Practice)

Summary of group content

In this third meeting, M first shared the difficulty she was having going through her husband’s belongings. Other group members shared their experiences. A said it had gotten easier as time had gone on, but G said it was hard for him too, and his fist was clenched. CL1 voiced what she thought was the latent content of the group: anger about the losses. Group members acknowledged their anger and also shared that they had feelings in this “working” or “middle” phase of the group.

Observations of group processes

Norms: Members of the group were at first keeping their anger to themselves, not sharing the “less acceptable” feelings of anger and guilt- but as the group went on and the leader gave voice to negative feelings of anger, group members were able to share these feelings. Members were supportive of one another, not confrontative.

Roles: Just as she did last week, M shared first. She seems to be emerging as an informal leader, with A also taking an active role in initiating discussion. P, S and J all listened more than talked.

Communication Patterns: In the beginning of this week, talking about sad feelings was difficult for the group. A tried to smooth over M's sadness saying things got better for her over time. G seemed angry but did not verbalized this until the leader acknowledged anger.

It was still difficult for the group to express anger saying they felt guilty about the anger they did feel and talking about that more easily then directly expressing their anger. The two co-leaders acknowledged the non – verbal communication but the group members did not.

Group cohesion/attraction/ mutual aid: M and A seem very open and willing to share, reaching out to support each other and make supportive statements to other members of the group. P, S and J seemed reticent to speak much, mostly agreeing with others when they did. The group does seem to be developing cohesion, as they chatted together before and after the group began and ended. They seemed to accept the leaders of the group and listened when we spoke and responded quite easily to questions.

Developmental Stage: While it seems that the group is entering the working or middle phase because they are all beginning the real work of the group-sharing their intimate and difficult feelings of grief and anger and guilt, they haven't been through the "storming" phase- the struggle for power, so that may be yet to come.

Assessment of Practice: I think Sue and I are working well together so far, not talking too much but making eye contact with all the group members- even those who don't speak up as much. Sue and I both used the skills of "linking members' communications" asking other group members to share their feelings after a group member shared theirs. I also took a risk in reading the latent content (using additive empathy to identify the "feeling" of anger in the room) when G's fist and the tension in the air felt like unexpressed anger. I think we have connected with the group and they respect our leadership so far, as they shared openly and observed the rules of the group.

3. FORMAT FOR RECORDING COMMUNITY OR ADMINISTRATIVE MEETINGS

A. IDENTIFYING DATA

1. Name of organization or community group
2. Date of meeting

B. PRE-MEETING - INCLUDE:

1. Student's preparatory work for the meeting
2. Agency or community events that took place prior to the meeting with bearing upon the meeting.

C. PURPOSE

Purpose of the meeting: main content areas covered

D. CONTENT OF THE MEETING

This section of the process record should be descriptive, rather than interpretive or evaluative. It should report on behaviors or actions which took place, and do so as specifically as possible. In each instance, the activities of the student should be described.

The meeting should be reported in chronological order. The following areas should be covered (students may add others as well):

1. Points, issues or problems that were raised.
2. Decision-making: What decisions were made (or not made)?
3. Positions and strategies:
Once a position or issue was decided upon, what means or strategies were discussed or developed for proceeding on the issue? What goal and/or reasoning for the decision was indicated?
4. Who participated in the discussion? Indicate differences of opinion and/or conflicts that took place. What happened?
5. Who was not part of the meeting who should have been? What key "voices" were missing?

E. ANALYSIS OF MEETING - OPINIONS OR IMPRESSIONS REGARDING:

1. What motivated decision-making? Who seemed to have the major influence? What are possible consequences to the group of its decision-making? What significant values were expressed? How were personal relationships and group alignments affected by the discussion?
2. What lessons, concerns, questions, value conflicts or new ideas did the meeting raise for you?
3. How does this group's work fit into the larger community and/or agency context? How is it being influenced by the community or agency? How does the group's work affect the community or agency?
4. Other analysis.

F. FOLLOW-UP

1. Any significant interactions after the formal meeting ended?
2. What are your next steps with this group/project?

Appendix B
Psychosocial Assessment
Content

PSYCHOSOCIAL ASSESSMENT OUTLINE

As part of each practicum experience, each social work student is expected to complete psychosocial assessments. For students in Practice 1, these will be part of the course assignments. Agencies have a variety of expectations and formats related to assessments, and students must work within those parameters. For the purposes of the educational experience, however, students' psychosocial assessments should cover, at a minimum, the topics listed below. Students should consult with their Field Supervisors about actual content to be presented in the psychosocial assessments they complete.

SAMPLE OUTLINE

1. Client system
2. Referral source
3. Presenting problem
4. History of presenting problem
5. Previous counseling experience
6. Personal, family, social history
7. Cultural history
8. Religious affiliation
9. Medical history
10. Mental status
11. Summary
12. Goals
13. Plans to evaluate

Appendix C
Affective or Feeling Words and
Phrases for Use in Process Recordings

Appendix C

From: Hepworth, D., Rooney, R., & Larsen, J. (2006). Direct Social Work Practice: Theory and Skills (7th ed.)

Competence/Strength

convinced you can	confident
sense of mastery	powerful
potent	courageous
resolute	determined
strong	influential

Caring/Love

adore	loving
infatuated	enamored
cherish	idolize
worship	attached to
devoted to	tenderness toward

Inadequacy/Helplessness

utterly	worthless
good for nothing	washed up
powerless	helpless
impotent	crippled
inferior	emasculated

Rejection/Offensive

crushed	destroyed
ruined	pained
wounded	devastated
tortured	cast off
betrayed	discarded

Anger/Resentment

furious	enraged
livid	seething
could chew nails	fighting mad
burned up	hateful
bitter	galled

Guilt/Embarrassment

sick at heart	unforgivable
humiliated	disgraced
degraded	horrible
mortified	exposed
branded	could crawl in a hole context

Happiness/Satisfaction

elated	superb
ecstatic	on cloud nine
on top of the world	organized
fantastic	splendid
exhilarated	jubilant

Depression/Discouragement

anguished	in despair
dreadful	miserable
dejected	disheartened
rotten	awful
horrible	terrible

Anxiety/Tension

terrified	frightened
intimidated	horrified
desperate	panicky
terror-stricken	paralyzed
frantic	stunned

Confusion/Troubledness

bewildered	puzzled
tormented by	baffled
perplexed	overwhelmed
trapped	confounded
in a dilemma	befuddled

Loneliness

all alone in the universe	isolated
abandoned	totally alone
forsaken	forlorn
lonely	alienated
estranged	rejected

More affective/feeling words may be found in the text cited at the top of this page.

Appendix D
Process Recording Template

PROCESS RECORDING TEMPLATE

Student/Intern Name:

Today's Date:

Client/Client Group:

Session Date:

Client Demographics: Please use this space to briefly describe any needed background of the client/client group. Race/ethnicity, cultural issues or barriers, presenting issue, family size/make up, etc.

Tune In/Focus: Please use this space to describe your process of "tuning in" before the intervention begins. What is your plan? Where did things leave off last time? What are you wondering about?

Content

Dialogue	Gut Response	Self-reflection	Supervisor Comments

Dialogue	Gut Response	Analysis	Supervisor Comments

Dialogue	Gut Response	Analysis	Supervisor Comments

Analysis: How do you think you did over all? What would you do differently? Questions for supervisor?

Given the analysis above, what thoughts/plans do you have for follow up between sessions? Next session?

Supervisor Feedback: