

**Ball State University
Department of Social Work**

**BSW FIELD PRACTICUM HANDBOOK
2021-2022**



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UNIVERSITY**

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The Department of Social Work would like to acknowledge all of the faculty, field supervisors, alumni, advisory board members, and students who have contributed to the success of the field education program at Ball State University.

A special thanks goes to all field supervisors to whom this *Field Practicum Handbook* is dedicated. The dedication of field supervisors to providing meaningful learning experiences for BSW students is deeply appreciated. Their willingness to invest their time and professional expertise in Ball State's BSW students has led to the success of the field education component of the BSW program. The faculty and students thank you for your ongoing support of the BSW program.

To provide input into Ball State's field practicum program or to offer practicum opportunities, please contact the Assistant Field Director.

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All field practicum forms, additional BSW program information and this *BSW Field Practicum Handbook*, along with the *BSW Student Handbook*, are available on the department's website: www.bsu.edu/socialwork/

INTRODUCTION

History of the BSW Program at Ball State University

Ball State University's social work program originated in the Sociology Department when social work courses were initially offered in 1966, after Karl Rehfeld joined the faculty. By 1968 the social work major was offered which included a field practicum experience in area agencies. In 1972 two additional faculty were hired to accommodate the growth of the program and in 1977 the social work program was granted Departmental status becoming independent of the Sociology Department.

The Council on Social Work Education began accrediting baccalaureate social work programs in 1974 and Ball State University received full accreditation in 1975, retroactive to 1974. Ball State's BSW program was among the first thirty programs accredited nationally and remains one of the oldest continuously accredited programs in the United States.

In 1991 the social work degree designation was changed to Bachelor of Social Work (BSW) degree. This degree title change better accommodated state social work licensing and legal regulations for social work practitioners. The Department of Social Work also established more rigorous admission and retention standards for the social major in an effort to foster increased academic and professional excellence.

Between 1977 and 2004, the Department of Social Work grew into a model undergraduate social work program under the able leadership of Dr. Harry Macy. Dr. Macy retired in 2004, but his legacy remains alive and well at Ball State University. The social work practice and educational communities both nationally and in Indiana are indebted to his long-term efforts at promoting the provision of quality social services by professionally trained social workers.

Dr. Darlene Lynch was Chair from 2004-2008 and during this time the BSW program was re-affirmed for another accreditation cycle through 2014.

Dr. Glenn Stone joined the department as Chair in 2009 and has led the department through many university transitions, including successful reaccreditation in 2014, transitioning to the new College of Health in 2016, the move to the Health Professions Building in summer of 2019, launching the MSW program in 2019, and appointment of BSW and MSW Program Directors. In 2020, Dr. Stone became the Acting Associate Dean for Academic Affairs for the College of Health.

Dr. Greta Slater served as the Interim Chair for the Department of Social Work during the 2020-2021 academic year.

In 2021, Dr. Matt Moore started a three-year term as Department Chair.

Professor Kristina Johnson-yates received an appointment to the BSW Program Director.

The BSW program undergoes continual curricular renewal to accommodate the social service needs of clients and agencies, focusing on preparing competent beginning level generalist social work practitioners.

Accreditation and Licensure

The BSW program is accredited at the regional (Higher Learning Commission—HLC) and specialization levels (Council on Social Work Education—CSWE). The BSW program at Ball State has been continuously accredited since 1974 by CSWE—which establishes basic requirements for social work education at the Bachelor’s and Master’s level. CSWE’s educational standards and policies related to field practicum can be found at their website (<http://www.cswe.org/>). The BSW program at Ball State is accredited by the Council on Social Work Education which establishes basic requirements for BSW education. These standards are designed to ensure the quality of professional services provided by the BSW degreed professional. CSWE’s educational standards and policies related to field practicum can be found at their website (<http://www.cswe.org/>). Students graduating from an accredited BSW program qualify to sit for the Indiana state licensing LBSW exam immediately after graduation and the LSW exam after two years of supervised practice. Students graduating from an accredited BSW program are eligible to apply for advanced standing in an accredited MSW graduate program. They may also qualify to sit for licensing exams in other states, and can check specific state requirements by going to <http://www.aswb.org>.

Non Discrimination

Equal Opportunity /Affirmative Action Policy

The Field Practicum Program is planned and conducted in compliance with Ball State University’s Equal Opportunity / Affirmative Action policies. Additionally, the Social Work Department’s program organization and implementation is conducted without discrimination on the basis of age, class, color, disability, ethnicity, family structure, gender, gender identity, marital status, national origin, race, religion, sex, and sexual orientation. The department seeks to make continuous efforts to assure the enrichment of the educational experience it offers by providing content on diversity throughout its curriculum.

All departmental and program practices are subjected to the non-discrimination and affirmative action standards embodied in the Council on Social Work Education’s Education Policy Statement (<http://www.cswe.org/>), the professional standards found in the National Association of Social Work’s Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>) and the University’s Code of Student Rights and Responsibilities (<https://ballstate.policytech.com/dotNet/documents/?docid=2732&public=true>).

Ball State University provides equal opportunity to all students and applicants for admission in its education programs, activities, and facilities without regard to race, religion, color, sex (except where sex is a bona fide qualification), sexual orientation, physical or mental disability, national origin, ancestry, or age. Concerns regarding this policy should be referred to the Director of University Compliance (765) 285-5162.

Sexual harassment is considered a form of illegal sex discrimination and is not tolerated in any aspect of the BSW program. The Department of Social Work adheres to the university’s Sexual Harassment Policy.

Social Media Policy

Students are required to sign and uphold the standards and guidelines outlined in the Social Work department's Social Media Policy (see Appendix I). Students review and agree to this policy upon admission to the Social Work major and prior to the beginning of their senior practicum.

Mission of the BSW Program

To prepare competent and compassionate generalist practitioners engaged in inter-professional collaboration, who think critically and are committed to ethical social work practice while meeting the needs of a changing society.

To function as a resource for program development by providing consultation, research support, and professional services in collaboration with local, state, national and international communities.

The Department of Social Work carries out the second half of its mission by functioning as a community resource center for program development through the Social Science Research Center.

Goals of the BSW Program

The BSW program's goals are derived from its mission and reflect the purposes of social work education as defined by the Council on Social Work Education. In order to fulfill its mission, the Department of Social Work has identified the following goals:

1. To train generalist BSW social workers who are competent (according to the competency standards).
2. To engage in research, service, and collaborative relationships with the community to further enhance social work practice.
3. To foster an environment that promotes self-reflection, self-understanding, and lifelong learning.

Objectives of the BSW Program

These objectives define the professional competencies of graduates and the expectations of a baccalaureate level social worker.

Graduates of the BSW program at Ball State will:

1. Demonstrate ethical and professional behavior
2. Engage diversity and difference in practice

3. Advance human rights and social, economic, and environmental justice
4. Engage in research-informed practice and practice-informed research
5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations, and communities

OVERVIEW OF THE SOCIAL WORK CURRICULUM

The BSW program is a specialized academic degree program that combines a liberal arts curriculum with professional social work foundation content to prepare graduates for employment as entry-level generalist social work practitioners in both public and private social service agencies. BSW graduates complete a formal admission procedure followed by a rigorous academic and field practicum instructional program that focuses on developing competencies in working with individuals, families, groups, organizations, and communities.

Generalist Social Work Practice

Generalist practice is defined by the Department of Social Work as follows:

Generalist social work practice is a planned process aimed at improving the well-being of individuals, families, groups, organizations, and communities and larger social systems, by creating social change both within and between these social systems within a global context.

Grounded in the liberal arts, generalist social work practice is based upon scientifically informed knowledge, professional social work values and ethics, and a core set of micro, mezzo, and macro skills transferable across a variety of human and social service practice settings. Generalist practitioners assume a variety of roles and are trained to think critically as they engage, assess, intervene, and evaluate practice outcomes when working with individuals, families, groups, organizations, and communities. Anchored in systems theory, generalist practice involves viewing client systems from an ecological perspective focusing on strengths and the quality of system interactions. Generalist practitioners strive to promote social and economic justice, and seek to support diversity by providing culturally sensitive services to a range of client populations, including marginalized populations at risk of discrimination and oppression.

The BSW program is designed as a coherent whole with required courses building upon the liberal arts base represented by the university's general education core requirements.

On the next page is a table that illustrates the required and elective courses for the social work major and the general sequencing of these courses.

FRESHMAN COURSES
<ul style="list-style-type: none"> • General Psychology • Introduction to Social Work • Social Problems OR Principles of Sociology
SOPHOMORE COURSES
<ul style="list-style-type: none"> • Social Work Practice 1 with Field Experience • Critical Thinking and Writing for Social Work Professionals • Human Behavior & the Social Environment 1 • Biology in the Social Context OR Introduction to Biopsychology • Social Welfare Policy 1 • Sociology of Women OR Psychology of Women OR Introduction to Women's Studies OR Anthropology and Women
JUNIOR COURSES
<ul style="list-style-type: none"> • Social Work Practice 2 with Field Experience • Social Welfare Policy & Programs 2 • Ethnicity and Race OR Racial and Cultural Minorities in the United States OR Introduction to Multicultural Education OR Intercultural Communication • Human Behavior & the Social Environment 2 • Research in Social Work 1 • Social Work Elective*
SENIOR COURSES
<ul style="list-style-type: none"> • Social Work Practice 3 • Social Work Practice 4 • Research in Social Work 2 • Social Work Elective* • Social Work Practicum • Social Work Practicum Seminar
<p style="text-align: center;">*All BSW students take a minimum of two social work electives. At least one must be from the following:</p> <p style="text-align: center;"> Child Abuse and Neglect 1 Child Abuse and Neglect 2 Family Violence Mental Health and Addictions Social Work Practice with Older Adults Rural Social Work </p> <p style="text-align: center;">Students can elect to take one approved social work elective course in another department, provided the course supports their professional career goals.</p>

Course Descriptions

100 Introduction to Social Work

Introduces entry-level generalist social work practice. Focuses on the history, purposes, values, and role of the social worker within the social welfare services delivery system.

200 Social Work Practice 1 with Field Experience

Focuses on fundamental communication and relational skills used by entry-level generalist social work practitioners. Concurrent field (volunteer) experience required.

220 Social Welfare Policy 1

Introduces the historical development, mission, and philosophy of social welfare in the United States with a focus on the analysis of current social welfare programs. Focuses on economic, religious, political, and other socio-cultural influences on contemporary welfare policies and services.

240 Critical Thinking and Writing for Social Work Professionals

Focuses on critical thinking and writing for social work professionals. Prepares students for writing demands in upper division courses and entry-level practice. Emphasis is on identifying and evaluating statements, thinking critically about types of media, and using critical thought to solve problems.

250 Human Behavior and the Social Environment 1

Focuses on human growth and development from the prenatal period through later adulthood. Biological, psychological and social aspects of human behavior are discussed. The complex interaction between human development and various social, cultural, spiritual, familial, organizational, and community factors are highlighted. Emphasizes applying concepts and theories to assessment.

310 Social Work Practice 2 with Field Experience

Introduces methods, knowledge, professional values and competencies used in entry level social work practice with groups. Concurrent field (volunteer) experience required.

320 Social Welfare Policy and Programs 2

Emphasizes policy formation and program development, implementation and evaluation used by entry-level social work practitioners.

325 Human Behavior and the Social Environment 2

Builds a foundational understanding of people and their social environments, focusing primarily on factors that influence human behavior such as culture, class, race, ethnicity, sexual orientation, gender identity, gender, discrimination, economic forces, organizations and communities. Covers theories and knowledge about the ways social systems promote or deter people in maintaining or achieving health and well-being.

340 Research in Social Work 1

Introduces qualitative and quantitative research methods, knowledge, and skills used by a

Bachelor of Social Work degreed practitioner to evaluate practice effectiveness. Focuses upon the importance of research ethics in protecting human subjects.

410 Social Work Practice 3

Introduces methods, knowledge, professional values and competencies for entry level practice with individuals and families. Focuses on practice methods of assessment, intervention planning and implementation, and evaluation. Concurrent field (volunteer) experience required.

430 Social Work Practice 4

Introduces entry-level practice methods with organizations and communities. Practice methods of engagement, assessment, intervention planning and implementation, and evaluation. Concurrent field (volunteer) experience required.

440 Research in Social Work 2

Focuses upon statistical measurement and data analysis used by a Bachelor of Social Work degreed practitioner to evaluate practice and program effectiveness. Introduces students to basic concepts of descriptive and inferential statistics, data entry and analysis using SPSS.

460 Social Work Practicum

Full-time practicum in an approved field instruction site that provides structured, supervised learning opportunities to demonstrate baccalaureate-level social work foundation knowledge, professional standards, and practice competencies required of an entry-level generalist social worker.

462 Social Work Practicum Seminar

Focuses on the integration of entry-level generalist social work practice knowledge, professional ethical standards, and competencies; assesses application of confidentiality guidelines, analyzes applied generalist practice settings and interventions using assignments based on the concurrent field experiences in SOCWK 460; and emphasizes ongoing professional development.

FIELD PRACTICUM

Overview

Field practicum has been an integral part of social work education since its inception at Ball State University. Working closely with students and field agencies, faculty select and organize a learning experience that is individually tailored to the student's needs. The field practicum is administered and organized by the Assistant Field Director, who monitors all phases of the practicum program, including placement, agency affiliations, and the evaluation processes. The student's interests and learning needs are considered in the field practicum placement process.

The overall purpose of the field practicum is to afford students the opportunity to acquire the skills needed to function in a social work practice setting, while at the same time integrating and applying classroom theory to actual agency practice settings. The field practicum is key to the student developing generalist practitioner skills and a professional social work identity.

During the last semester prior to earning a BSW degree, students are placed full-time in various

social service settings. Students must have completed all required social work courses.

Students meet individually with the Assistant Field Director the semester prior to actual placement. At this time the Assistant Field Director, with input from other faculty, assesses the learning needs and professional career goals of each student. Students are frequently encouraged to expand their horizons and be placed in practicum agency settings that will challenge them in new ways to develop professionally.

The field practicum consists of a full semester, either spring or summer, with the requirement of 400 hours in the practicum setting.

Objectives of Field Practicum

As a result of successfully completing SOCW460 & 462 courses, the student will be able to:

1. Demonstrates ethical and professional behavior
2. Engage diversity and difference in practice
3. Advance human rights and social, economic, and environmental justice
4. Engage in research-informed practice and practice-informed research
5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations, and communities

Concurrent Academic Course Work

In addition to the field practicum experience, all practicum students are required to take SOCW462 Field Practicum Seminar concurrently. This course involves five day-long seminars with written assignments related to the student's work in the field. Students cannot register for Field Practicum without also registering for Field Practicum Seminar. The field practicum seminar is designed to enhance student learning through the sharing of practicum learning experiences with peers.

Admission Requirements for the Field Practicum

In order to begin Field Practicum a student must have met the following requirements:

- Completed all required social work course work including course Incompletes,
- Earned and maintained a minimum cumulative grade point average of 2.5 in all courses required for the major;
- Earned grades of C or better in SOCW325, SOCW410, SOCW430, and SOCW440;
- Fulfilled the University's Writing requirement;
- Submitted a Practicum Application and Resume to the Assistant Field Director;
- Completed a pre-practicum conference with both the Assistant Field Director and the Field Supervisor.
- Assured completion of any screenings, immunization, and individual contracts required by the site.

Policy on Academic Credit for Life Experience and Previous Work Experience

The Department of Social Work does not grant academic credit for life or work credit in lieu of any required social work course or the field practicum. This standard has been established by the Council on Social Work Education which regulates all accredited BSW programs.

Mutual Responsibilities and Definitions of Field Practicum Participants

Faculty Advisor

Students frequently begin talking with their faculty advisor about their field practicum placement interests. Many faculty advisors are familiar with local field agencies that potentially could serve as an excellent practicum placement site based upon a student's career interests and goals.

Faculty advisors can also help students early on address course load and employment issues and how these will impact the field practicum. Pre-planning around the field practicum can be very helpful in maximizing the placement process and field learning experience.

BSW Field Curriculum Committee

The BSW Field Curriculum Committee is composed of full-time social work faculty who serve as Faculty Liaisons and is chaired by the Assistant Field Director.

The Field Curriculum Committee's responsibilities are to:

- Develop, propose and review policies for field instruction;
- Establish and review procedures for student placements, agency affiliations, and overall coordination of the field work program;
- Establish standards for field practicum agencies, experiences, and instructors;
- Review situations where a serious concern about non-academic or personal/professional performance at the field practicum site is identified and make decisions on whether or not to initiate a student review;
- Analyze the field outcome data and make recommendations to the full faculty regarding curricular changes.

Assistant Field Director

The Assistant Field Director has primary responsibility for the administration of the BSW practicum program. This includes quality assurance for all aspects of the program, the proper and effective implementation of all practicum processes and procedures, and the maintenance of effective working relationships between the Chair of the Department, faculty, practicum agencies, field supervisors, and students. The Assistant Field Director is, administratively, the professor of record for the field practicum courses, with overall responsibility for the reporting of student letter grades for practicum as recommended by the agency Field Supervisor and established by the Faculty Liaison.

Listed below are the specific responsibilities of the Assistant Field Director by area:

A. Development and Coordination of the Practicum Education Program

1. Develop practicum curriculum, inclusive of curriculum content, objectives, teaching/learning agreements, performance evaluations, university-sponsored practicum seminars, and other curriculum related materials;
2. Develop, maintain, modify, or revise policies and procedures governing the practicum education sequence;
3. Maintain a professional relationship between the Department and agencies that provide practicum sites;
4. Orient agency-based Field Supervisors to their role and responsibilities, to the agency requirements for hosting a field practicum student, and to the required field instructional tasks;
5. Develop and implement Field Supervisor training; offer, as appropriate and resources permit, additional workshops, consultation and programs for Field Supervisors;
6. Coordinate the practicum instructional team by creating and distributing instructional materials, providing consultation to Faculty Liaisons, planning and implementing on-campus integrative seminars;
7. Chair the Practicum Curriculum Committee;
8. Maintain, revise, and update the BSW Field Practicum Handbook;
9. Establish, maintain, revise, disseminate, and receive all evaluation instruments to be completed by students and Faculty Liaisons regarding agency sites, seminars;
10. Explain methods used to select practicum agencies and how students are matched with specific sites, the general nature of the practicum program, the nature of supervision, overall academic and practice performance expectations;
11. Provide feedback to all practicum sites based on the evaluation of students and Faculty Liaisons;
12. Facilitate the assignment of Faculty as liaisons for students and agencies.

B. Placement of All Students

1. Orient students to the purposes of the practicum in social work education, the placement process and requirements;
2. Assess students' needs, interests, and readiness for field practicum by evaluating students and obtaining input from faculty advisors and senior level pre-practicum faculty;
3. Coordinate meetings with each student prior to actual placement to facilitate arrangements for a pre-placement site interview;
4. Advise students with special problems/needs related to placement;
5. Keep informed of students' placement performance and academic progress by maintaining contact with Faculty Liaisons;
6. Establish and maintain contact with agencies throughout the placement process to ensure that as far as possible, special program and student learning needs are met;
7. Develop, complete, and evaluate the placement processes for each practicum student.

C. Selection of New Placements

1. Recruit and select practicum agencies and Field Supervisors in accordance with the mission and goals of the BSW program and in compliance with curriculum objectives and CSWE standards;
2. Follow up on requests by agencies or students by contacting and completing an assessment of the organization;
3. Approve all new practicum sites and respond to all inquiries requesting practicum program information by professional organizations, communities, legal entities;
4. Provide agency sites access to the *BSW Field Practicum Handbook*;
5. Assure timely execution of all formal agreements between practicum agencies and the university.

D. Maintenance of Relations with Current Practicum Sites

1. Maintain current directory of practicum placements, agency information data, and contact persons;
2. Maintain liaison relations with the agencies' administrative personnel;
3. Review and evaluate the appropriateness of practicum agencies by making periodic visits, reviewing student evaluations of the sites and instructors, and/or collaborating with the Faculty Liaisons;
4. Prepare and administer agency evaluation instruments.

E. Coordination and Liaison

1. Establish and maintain policies and procedures regarding roles and responsibilities of the Field Supervisors, Faculty Liaisons, agency contact / administrative personnel and appropriate university officials;
2. Coordinate with the Department Chair the scheduling of practicum faculty assignments and workloads, and overall program maintenance;
3. Maintain open communication among students, Faculty Liaisons, agencies, and relevant faculty;
4. Complete other practicum administrative responsibilities as defined.

Faculty Liaison

The university-employed Faculty Liaison is responsible for facilitating integration of the campus based academic program and the agency-based practicum placement, and facilitating the overall experiential instructional milieu. The Assistant Field Director assigns each student and Field Supervisor a Faculty Liaison from the Department of Social Work.

Listed below are the specific responsibilities of the Faculty Liaison:

1. Provide input into the overall design of SOCWK460 Field Practicum and SOCWK462 Field Seminar;
2. Serve as a Field Practicum Seminar instructor;
3. Interpret and explain the Department's objectives, policies, and curriculum to field supervisors and other appropriate agency staff;
4. Maintain close communication with the Field Supervisor about the progress of the practicum student with a minimum of three visits or conferences during the practicum;
5. Hold orientation meetings with students during the first Practicum Seminar session;
6. Consult with the Field Supervisor to maximize the learning experience for the student;
7. Meet with the Field Supervisor and the student in three scheduled conferences including the learning contract conference and two evaluation conferences;
8. Be available by phone and electronically as a consultant to the student and the Field Supervisor;
9. Confer with the student regarding her/his progress and/or problems in relation to the practicum;
10. Evaluate the student's progress and performance as reflected in the student's logs and other assignments;

11. Evaluate the ability of the student to work within the framework of the agency;
12. Review all field practicum evaluations submitted by the student and Field Supervisor to the Department;
13. Determine a letter grade for SOCWK 460, in conjunction with the Field Supervisor's recommendation;
14. Keep the Assistant Field Director apprised of student progress and the quality of field supervision.
15. Complete an evaluation of the student's agency in regard to readiness for future practicum students (See Appendix A).

Field Supervisor

An agency-based Field Supervisor is expected to provide administrative and supervisory guidance to a student completing practicum assignments; professional support during the acquisition of practice competencies; and individualized instruction focused on the development of professional competencies required for effective practice within social service settings. Consequently, Field Supervisors are selected on the basis of their practice competence, their instructional and supervisory skills and their willingness to participate in the social work education process.

Listed below are the specific responsibilities of the Field Supervisor:

1. Participate in pre-placement interviews of students and inform the Assistant Field Director of her/his decision regarding acceptance;
2. Communicate the agency's mission, procedures, and policies to the student and oversee the student's performance;
3. Provide the student with the opportunity to work with client systems of various sizes (individuals, families, groups, organizations, and communities);
4. Plan a diversified learning experience for the student with specific attention to providing learning opportunities with diverse populations;
5. Develop with the student an individualized learning contract at the beginning of the field practicum placement;
6. Ensure the student has an adequate number of client contacts to meet their learning needs/goals;
7. Verify the student's field hours and assigned duties;

8. Teach practice skills to aid the student's application of practice concepts in practicum assignments;
9. Assist students with managing the demands and stresses of the agency's organizational life;
10. Conduct supervisory conferences with a minimum of one hour of scheduled supervision weekly;
11. Hold the student accountable for providing client services which meet the agency's standards and are compatible with its mission;
12. Provide ongoing feedback to the student on performance and, in addition, prepare and discuss fully with the student the formal evaluation as requested by the Department at midterm and at the end of the field practicum placement;
13. Consult with the assigned Faculty Liaison regarding the student's educational plan, assignments, progress and any problems arising with the student or the field practicum learning situation.

Field Practicum Student

Students are expected to be assertive in creating a quality learning experience for themselves. This is done by providing frequent feedback to the Field Supervisor, the Faculty Liaison, and the Assistant Field Director. Students should not passively wait for their learning needs to be met, but should express them and work towards achieving conditions for professional growth.

In addition, field students have the following responsibilities:

1. Complete and submit the Practicum Application and Resume specific materials in a timely fashion;
2. Schedule an appointment to meet with the Assistant Field Director to discuss the general type of field practicum placement they wish to pursue and possible field agency sites;
3. Identify any potential conflict of interest or dual relationship situations which might exist around placement in a particular agency;
4. Inform the Assistant Field Director of any past or current felony or misdemeanor convictions or charges, or questionable driving record;
5. Schedule and attend one or more pre-placement interviews at potential sites;
6. Read the *NASW Code of Ethics* and abide by its tenets in the practicum agency;

7. Familiarize him/herself with and follow all pertinent field agency policies, procedures and expectations;
8. Comply with agency records and recording procedures;
9. Participate in discussions with the Field Supervisor regarding the learning contract and the evaluation of her/his performance;
10. Carry out all tasks assigned by the Field Supervisor in a timely fashion;
11. Act in a professional manner when representing the agency with clients, agency personnel, or community contacts;
12. Maintain personal and professional boundaries within the field agency;
13. Make him/herself available for at least weekly conferences with the Field Supervisor and assume responsibility for setting an agenda for supervisory conferences;
14. Accept and engage in a learner / student role in relation to the Field Supervisor;
15. Discuss learning experiences and any problems or concerns first with the Field Supervisor;
16. Engage in self-reflection;
17. Promptly notify the Field Supervisor in cases of unavoidable absences from field;
18. Dress appropriately when carrying out the responsibilities associated with field practicum;
19. Attend all Field Practicum Seminars and actively participate in seminar discussions and activities;
20. Complete midterm and final self-assessments on the Teaching-Learning Contract and Evaluation Form, and discuss with Field Supervisor;
21. Actively prepare for and participate in midterm and final evaluation conferences with Faculty Liaison and Field Supervisor;
22. Complete a formal evaluation of the practicum and BSW program.

FIELD AGENCY AND SUPERVISOR SELECTION

Criteria for Selection of Field Practicum Sites

To be designated a field practicum site an agency must provide the following:

- Clearly defined services, the goals of which are compatible with the purposes of the social work profession and generalist social work practice;
- A commitment to the values and principles inherent in the *NASW Code of Ethics*;
- A commitment to social and economic justice for clients and community;
- Nondiscriminatory practices on the basis of age, class, color, disability, ethnicity, family structure, gender, gender identity, marital status, national origin, race, religion, sex, and sexual orientation;
- A qualified Field Supervisor with adequate time to fulfill field supervision responsibilities;
- Appropriate learning experiences for students that include direct practice assignments and other site-based experiences that enhance the student's preparation for entry level generalist social work practice;
- Opportunities to work with diverse populations, including populations that vary by age, class, color, disability, ethnicity, family structure, gender, gender identity, marital status, national origin, race, religion, sex, and sexual orientation.
- Various learning opportunities that involve working with and through other agencies, community resources and groups.
- Office/work space for students for purposes of practicum learning and evaluation.

Criteria for Selection of Field Supervisors

In order to qualify as a Field Supervisor, agency personnel must meet the criteria established by the Department of Social Work. Agency Field Supervisors must:

- Possess an MSW or BSW degree and two years of related post graduate professional experience;
- Commit to meeting weekly with the practicum student for a minimum of one hour;
- Agree to comply with the university affirmative action and non-discrimination guidelines;
- Agree to adhere to the *NASW Code of Ethics*;
- Complete the necessary paperwork associated with the Field Practicum Program
- Agree to actively participate in the initial, midterm, and final meeting with the student and faculty liaison.

If a supervisor with a social work background is not available, another qualified degreed professional may serve as the Field Supervisor. In such cases the Assistant Field Director and Faculty Liaison orients the Field Supervisor to the BSW program's curriculum and the social work perspective, and provides additional oversight to ensure a social work perspective.

FIELD PRACTICUM PLACEMENT PROCESS AND POLICIES

The following general policies and procedures are used to structure the field placement process.

Finding and Selecting a Field Practicum Agency

The Department maintains ongoing relationships with a broad range of social service agencies. Selection of field practicum sites and supervisors is based on the availability of entry-level generalist practice practicum-based learning opportunities, adherence to the *NASW Code of Ethics*, and compliance with the University's and the Department of Social Work's Equal Opportunity/Affirmation Action standards.

The Assistant Field Director plans placements with students. Several factors are considered in the selection process, including: agency and supervision availability, learning opportunities available at particular agencies, the student's learning needs and interests, and personal needs of the student such as geographic location and financial resources.

Please Note: Students *do not* seek their own field practicum agency, but work through the Assistant Field Director.

Practicum Placement Process

Practicum placement involves careful planning. The Department provides advice and information for practicum placement via faculty advisors and the Assistant Field Director. The Assistant Field Director also consults with BSW faculty to assess student readiness for practicum.

Steps for Practicum Placement:

Designation of the Field Practicum Semester

At the time of formal admission to the major, students complete the Practicum Semester Request form, indicating the semester and year in which they are planning to do the field practicum. This initial request is filed by practicum semester and is noted in the formal letter of admission sent to each student. (Any subsequent semester change must be approved by the Assistant Field Director).

Application to Practicum

Each student submits a Practicum Application and Resume the semester prior to practicum placement (see Appendix B). Directions and information needed to complete the Application and Resume are distributed when the student registers for SOCW 410 Social Work Practice

III. The Application and Resume are submitted to the Assistant Field Director, who reviews and makes suggestions for final revisions. At the time of the mandatory orientation meeting, students may begin to schedule individual pre-placement appointments with the Assistant Field Director.

BSW Pre-Placement Group Orientation Meeting

During the first week of the semester prior to doing practicum, the Assistant Field Director meets with all students eligible for the practicum as a group to discuss the details of the placement process and answer questions. This mandatory meeting is held in August for those students planning on a spring semester field practicum placement and in January for those planning a summer field practicum placement.

Practicum Planning Conference

Each student meets with the Assistant Field Director to review the completed Practicum Application and Resume, geographical and client population preferences, and available agency placements. In preparation, each student completes and submits a Practicum Planning Conference Form (see Appendix C). At this conference the student is expected to discuss factors which may impact placement, such as medical needs, driving records, and past or current felony/misdemeanor histories, including current charges or substantiated child abuse or neglect. Failure to disclose or falsification of information related to these factors is cause for dismissal from the major. The Assistant Field Director will utilize the student's Faculty Advisor, and instructors from the senior-level courses for assistance in choosing the practicum agency. Once a preferred agency is identified, the Assistant Field Director will call the potential Field Supervisor to discuss the placement. If the student has medical needs, driving records, and/or past or current felony/misdemeanor histories, including substantiated child abuse or neglect, this will be discussed with the potential supervisor, to assure that it will not conflict with site policies or present other barriers to an effective BSW learning experience. Initial discussion is anonymous. If placement is not feasible, the student's name is not given. If a placement may be possible, the Assistant Field Director will give the student's name, then send the student's Application and Resume to the agency, accompanied by a cover letter identifying the student, and outlining practicum dates and expectations.

Pre-Placement Field Supervisor Interview

Once the Assistant Field Director has verified with a Field Supervisor the availability of a potential practicum placement, and has sent the student's Application and Resume, the student is provided agency contact information and expected to contact the Field Supervisor to arrange a pre-placement interview. Students should read any information available on the field agency prior to the pre-placement interview, such as agency-based websites.

Students are expected to bring with them a resume, a list of references, and a list of questions they want to discuss so that the interview will be a two-way process similar to a job interview. Both student and Field Supervisor are encouraged to be frank and open with each other in discussing all aspects of the placement. The interview is designed to give students and Field Supervisors an opportunity to discuss and mutually accept the

placement. This is also the time at which the Field Supervisor and student can discuss arrangements for additional preparatory screening such as TB test or additional background check. The student will utilize the Interview Checklist (see Appendix D) to review with the Field Supervisor any preliminary screenings, immunization, or checks that must be completed prior to placement.

After the pre-placement interview, students should submit the Student Site Preference Report form (see Appendix E), indicating preference to be placed at this site, or desire to talk further with the Assistant Field Director about concerns or alternative site options. The student will also inform the Assistant Field Director about any preparation steps that must be done by the student, Field Supervisor, agency, or Assistant Field Director.

Confirmation of Field Placement

Field Supervisors contact the Assistant Field Director after the interview to discuss their questions, concerns, and/or decision to accept the student for placement. New supervisors will also submit a Field Supervisor Data Sheet (see Appendix F) and most recent resume. If the Assistant Field Director does not hear from the Field Supervisor soon after the interview, the Assistant Field Director will contact the Field Supervisor to discuss the supervisor's interest in working with the student. If all parties agree, the placement is confirmed. The Assistant Field Director sends several documents to the Field Supervisor at least two weeks prior to the beginning of the practicum, providing them information they will need to prepare for the practicum semester.

Affiliation Agreements and Proof of Liability

Affiliation Agreements are required between the University and each site. This form, designed specifically for the social work practicum program, provides definitions, administrative guidelines, and the provision of mutual rights and responsibilities of all parties involved in a placement (see Appendix G). Affiliation Agreements are tailored by the Social Work Department for the site, signed by the Department Chair, College Dean, and the Associate Vice President for Business Affairs and forwarded to the site for relevant signature(s). The site reviews the agreement, and if no modifications are needed, relevant site staff sign the document, and return a copy of the completed signature page to the Assistant Field Director. A site may propose special provisions for review by the Assistant Field Director and University; this may then be included with the formal Agreement. Affiliation Agreements will be kept on file at the Social Work department.

In the course of arranging a match, if a site needs proof of liability insurance coverage, a request can be made to the Assistant Field Director, who can then send an explanatory letter, or arrange through the Risk Management Office for a cover page from the University's liability policy to be forwarded to relevant site personnel.

Orientation to Practicum Seminar

Before beginning at the practicum site, all students meet with the Faculty Liaisons and the Assistant Field Director as a group. A variety of practicum relevant information is reviewed and/or made accessible, including

- *BSW Field Practicum Handbook*
- Practicum Calendar
- Teaching-Learning Contract and Evaluation Form
- Syllabi for SOCW460 Field Practicum and SOCW462 Field Seminar
- Site Orientation Materials
- Liability and Risk Management Information
- Means of Evaluation

Policy on Students with Disabilities

Students with a disability may request accommodation under the Americans with Disabilities Act. The Department advocates for reasonable accommodation at field sites for students with disabilities documented by the Disabled Student Development Office. The Assistant Field Director, along with the practicum agency, determines the agency's and/or university's ability to make reasonable accommodations if requested by the student. In some instances, as needed, the Assistant Field Director writes to Vocational Rehabilitation, explaining unique services or adaptations a student may need, and encouraging VR support as an educational need.

Field Practicum Placement at Site of Current Employment

The Department of Social Work discourages students from using current or recent social service employment sites for their field practicum. When approval for such an arrangement is granted the employment site must meet all field practicum policies and adhere to all procedures as is done in traditional field practicum placements. Students contemplating using their employment sites as field practicum placements must do the following:

- Consult with the Assistant Field Director *prior* to making any arrangements with the employer;
- Submit an addendum to the Practicum Application explaining the rationale for this placement as a new learning experience with a new role for the student, and how the dual relationship of worker and student will be managed.

The agency where placement is being requested must meet the BSW standards established by the Department and the Council on Social Work Education. The agency must:

- Meet established requirements for BSW practicum agencies;
- Identify academic credentials of the prospective new supervisor(s);
- Provide educationally focused instruction, including weekly professional supervision;
- Provide assignments appropriate for BSW-level generalist practice;
- Complete the educationally-focused Practicum Midterm and Final Evaluation;

- Provide release time for practicum seminars and practicum instruction.

The student will be assigned entirely different, educationally focused responsibilities within the agency that meet established standards of practicum objectives, rather than solely continue in a current role. Practicum evaluation and supervision must be provided by a person other than the one who has supervised the student as an employee.

Decisions about placement in a practicum site where a student is employed will be made by the Assistant Field Director in consultation with the BSW Field Curriculum Committee.

Practicum Placements in Distant Locations and Out of State

Field practicum sites are expected to be within a four-hour drive of Muncie. Practicum placements at a greater distance are considered only under rare circumstances when a comparable practicum experience cannot be found closer. Distant field sites are more difficult to locate and guarantee adequate learning and supervision. Distant sites also often involve additional liability and financial considerations that have to be managed. Students who have compelling reasons for seeking a more distant field placement should discuss their interest early with the Assistant Field Director. On rare occasions if a distant field practicum has been arranged it is because:

- A unique learning experience / need is not available locally;
- An exceptional personal circumstance such as serious family need warrants such a placement;
- A site that meets CSWE accreditation standards is available in the distant location;
- A distant site can provide the learning, supervision, and seminar arrangements which parallel the Department of Social Work's practicum program.

Employment While Completing Field Practicum

Students planning *part-time* employment during evenings or weekends while in practicum must consult with the Assistant Field Director and Field Supervisor *before* finalizing work arrangements. It is a department policy that students should plan to finance their practicum expenses by means other than concurrent paid employment. Evenings and weekend time is needed to complete Seminar assignments. Students *cannot* have full-time employment while completing the full-time practicum.

Additional Academic Course Work during Practicum

The department's general policy is that no additional courses, including Independent Studies, be taken at the same time as practicum. Students still needing to take course work to meet graduation requirements should plan to take the course prior to the semester they plan to do practicum or the semester following.

Felony and Misdemeanor Convictions or Charges / Substantiated Abuse or Neglect

Students with certain criminal records may be restricted in their choice of a field practicum site. Some criminal histories, such as those involving physical harm to another person, are likely to preclude field placement altogether and thus completion of the BSW degree. Greater protection of clients is being done by an increasing number of health, social service, family, children / youth and elder serving agencies that routinely complete criminal background checks on new employees or volunteers. These background checks, as well as drug screenings, verification of professional references and increased health assessments are also routinely required of the field practicum student. Information regarding any felony / misdemeanor convictions or charges, as well as driving charges, are revealed in such background checks. The Social Work department will complete Indiana Department of Child Services background checks on all students prior to practicum placement to verify the absence of substantiated child abuse or neglect. If substantiated abuse or neglect has occurred the student will not be placed for practicum and will not be able to complete a BSW degree.

Any information that could be revealed in a background check must be disclosed by the student to the BSW Admissions Committee at the time of formal application to the BSW program. Students should disclose current charges or prior convictions that they understand have been expunged from their record as well, since expungement may not have occurred across all databases. In those cases where a criminal background would make a future field placement highly unlikely or impossible, disclosure at this point will allow the student to select an alternative major early in her/his academic career.

If formally accepted into the major, a student with a criminal background or poor driving history will be directed toward field practicum placements where background experiences may not jeopardize successful placement. Students formally admitted with felony / misdemeanor or poor driving histories must inform the Assistant Field Director and any prospective Field Supervisor of such history. Failure to disclose a criminal background or poor driving record or substantiated abuse or neglect either at the point of formal admission to the major or at the time of practicum planning will be grounds for dismissal from the major. If the nature of the charges or convictions are severe enough that three sites refuse placement then the student will need to meet with the Assistant Field Director and their faculty advisor to review alternative degree options.

During the practicum placement process, the Assistant Field Director asks any potential agency about its expectations and policies regarding felony / misdemeanor or poor driving histories to determine if placement is possible. If the student's history would be problematic for the agency, the Assistant Field Director will explore other practicum sites. The Assistant Field Director will pursue up to three sites. If three sites have refused placement due to the severity of charges/convictions then the student will be counseled/review alternative degree options. The name of the student in question is not shared with the agency until the agency has indicated that the student's prior history may not interfere with placement.

Conflicts of Interest

No student may be placed in an agency where the student or a family member was, or is, a client. Since the Department does not ascertain client information from agencies or students, it is the responsibility of the student to decline (or not select) a placement based on a conflict of interest or dual relationship which would violate the *NASW Code of Ethics*. Placement of a student in an agency in which a relative is an employee may also constitute a conflict of interest. Students must discuss the situation with the Assistant Field Director if they suspect a conflict of interest may exist. Students who fail to disclose potential conflicts, and who are found attempting to secure, or who secure, a placement in an agency where they, or a member of their family, are, or were, a client, or where a relative is employed will be administratively removed from the placement agency and may be dismissed from the BSW program.

Legal Liability Coverage

All students completing an approved agency-based field practicum are provided liability insurance by the university, which covers their practicing as a student social worker in the field agency. The University is aware of potential liability which may arise from its students for actions or alleged actions from third parties in the performance of internships or courses that require an external learning experience for academic course credit. This liability may be for property damage, bodily injury, or acts of a professional nature such as those involved with the delivery of medical or allied health services. The University provides liability coverage with limits of \$1 million per occurrence, \$3 million aggregate to protect against this risk and is able to provide host sites with proof of coverage for internship placement.

Please Note: Students are covered ONLY during the period for which they are registered/enrolled for SOCW460 Field Practicum.

Informed Consent, Acknowledgement of Risks and Release of Liability

All students completing an approved agency-based field practicum are required to sign an Informed Consent (see Appendix H), Acknowledgement of Risks and Release of Liability form indicating that they understand the nature of social work practicums involving engagement in on-site, in-person activities as well as remote, phone, and virtual, in a social service setting; will maintain compliance with practicum site policies; acknowledge the skills and knowledge of practicum activities and understand the responsibilities as a participant; recognize the inherent risks, hazards, and dangers associated; and release Ball State University and its agents from any claims, causes of action, liability, damages, and costs in connection with or related to participation in field practicum or release of information.

Transporting Clients

Students are permitted to drive their own vehicles or agency vehicles to their site, to home visits, and to community locations where they are completing their learning tasks and activities, however, they are NOT to transport clients during their practicum experience. The intent of the Department's policy on transporting clients is to minimize student, client,

agency, and university risk while still allowing the student flexibility in field experiences.

Identification of Student Status

The NASW *Code of Ethics* specifies that all social workers have the obligation to ensure clients are fully informed about the services they are receiving. In keeping with Informed Consent, field students should identify themselves as *students* or *interns* to clients and colleagues, and in agency records and correspondence.

Field Agency Records

Students are responsible to the practicum agency for maintaining a current record of their field activities. The form of that record must be consistent with agency requirements and approved by the Field Supervisor.

Students are responsible for handling all agency records professionally and confidentially, and must conform to agency practices. Field Seminar assignments requiring the use of actual client case materials must protect client confidentiality by concealing the client's name and identifying data.

Students are responsible for prompt and accurate preparation of statistical reports and clients records as required by the agency. The student is responsible for proofreading and for assuring that agency records are kept up-to-date and stored in the designated location.

Time Record Form

While in placement, each student will submit daily timesheets in Sonia. Timesheets are to be approved by the agency supervisor at least weekly. The faculty liaison will monitor hours at the midterm each semester, and will follow-up with the student and/or supervisor if there are any concerns about hours.

Changing a Practicum Placement

Assignment to a practicum placement is a careful and deliberate process. The Department of Social Work strongly discourages any unnecessary reassignments of placement. In the event that such a situation occurs, the student and / or field agency should have a sound and compelling reason for the decision to request an alternate placement. In doing so students should understand that a change in field placement may delay their planned graduation. The steps that should be followed by the student are:

- Discuss the need to change placement site with the Faculty Liaison and the Assistant Field Director;
- Meet with the Field Supervisor to explore in depth the reasons for wanting to terminate the placement. The Faculty Liaison may attend this first conference with the Field Supervisor, depending on the wishes of all three parties;

- Arrange a meeting with the Field Supervisor, Faculty Liaison, Assistant Field Director and the student if such a meeting has not already taken place;
- Meet with the BSW Field Curriculum Committee should such a meeting be requested;
- Terminate appropriately with clients and agency as recommended by the Field Supervisor, should permission to terminate a field site be agreed upon by the Department, Faculty Liaison and Assistant Field Director;
- Make up any elapsed time missed from Field Practicum during the above negotiations. The Assistant Field Director along with the Faculty Liaison will decide whether or not a student is able to complete sufficient practicum hours in a second field placement site. In some cases, a student may have to complete the practicum hours during a subsequent semester when SOCW 460 Field Practicum is again offered.
- **Please Note:** Under no circumstances should a student independently discontinue a field practicum without consulting with the Assistant Field Director. Any student who does so may be dismissed from the BSW program.

ORIENTATION TO FIELD PRACTICUM

The first few days of the practicum experience can set the tone for many weeks to come and affect the student's response to subsequent learning experiences and assignments.

Practicum is a new and demanding experience and the student needs ample time to become familiar with the agency setting, the complexities of the program services, and the nature of practicum performance. Students can bring to the field experience high levels of anxiety about a new learning environment and high expectations of themselves as social work practitioners. It is important for field supervisors to recognize this reality and also to be aware of their own concerns and anxieties.

Although a certain level of student anxiety at the beginning of the placement is natural and inevitable, an orientation conference the first day with the Field Supervisor should help to reduce it.

Orientation Guidelines

This section of the *BSW Field Practicum Handbook* is designed to provide some guidelines about the orientation process.

On the student's first day it is recommended that he / she be introduced to administrators, staff and support personnel. The student should provide the receptionist / support staff with her/his name and phone extension for messages and provide a home or cell phone number in case the student needs to be contacted after hours or for emergencies.

It is also helpful for field supervisors to provide students with information regarding the areas listed below. Some of this information may be available in handbooks or brochures and, if not, should be discussed with the student as part of the orientation process.

- History of the agency
- Mission of the agency
- An organizational chart
- A list of staff and their phone extensions
- An overview of the agency's programs and services
- The role(s) assumed by social workers in the field agency
- The agency's funding sources
- A profile of the population served by the agency
- Relevant personnel policies and procedures the student will need to follow (e.g., absences, holiday schedules, hours of operation, use of telephones or copiers, travel expenses, dress requirements)
- Security procedures
- Safety precautions
- Location of offices, phones and washrooms
- Dress code or expectations
- The agency's record-keeping systems including where records are stored and procedures for accessing these records
- Any agency equipment the student will be expected to use and the means for becoming familiar with how to operate this equipment

In addition to introducing the student to the agency itself, it is helpful to begin orienting the student to her / his responsibilities as a practicum student. This includes:

- Discussing what the student's work at the agency will involve, including the first week's activities;
- Identifying other staff members who will be working with the student;
- Arranging for the student to spend time in the community, visiting key agencies and people with whom she / he will be working; identifying opportunities for the student to become knowledgeable about community-based allied services;
- Explaining how the student is to identify her/himself to clients, collaterals, colleagues, and community contacts;
- Specifying for the student what the agency's expectations are regarding recording and documentation; providing copies of intake and other recording forms and explaining how these are used;
- Describing the agency's confidentiality procedures;
- Identifying meetings the student will be expected to attend, the purpose of these meetings, and when these are held;
- Explaining staff development workshops or seminars that will occur during the student's practicum experiences that the student is encouraged to attend.

Lastly, it will be helpful to describe how the student and supervisor will work together. This includes:

- When and how often to meet for supervision;
- How to handle questions or concerns between supervisory sessions;

- Who to seek out for assistance when the supervisor is not available;
- How the student should prepare for supervisory sessions;
- The supervisor's view of the student's role/s;
- How the student best learns.

Students will need to review with the Field Supervisor and sign the Practicum Site Orientation / Student Checklist Form (see Appendix J) the first week of the field practicum. This checklist covers many of the items discussed above and ensures that the student is well oriented to the field agency. The student is provided with a copy of the Orientation Checklist prior to the beginning of practicum.

Practicum Tasks and Assignments

Field supervisors are asked to design learning experiences for the students which are both responsive to the student's expressed interests, but also selected to maximize the likelihood that the student will develop the competencies related to the BSW program's educational objectives. Planning tasks and assignments so students have the opportunity to observe, assess, plan and implement interventions, and subsequently evaluate and reflect on these interventions afterwards with the Field Supervisor enhances the student's learning. Tasks and assignments should be selected based on what a beginning social work professional would be expected to do, and should take into consideration the student's prior life and work experiences.

Beginning client-based assignments with individuals, families and groups should consider the student's learning style and experience and should involve non-complex situations in which there is at least some conscious client motivation for help, no appreciable risk of bodily harm, and where the central focus of work is to involve a time limited solution focused approach with issues of a well-defined interpersonal, behavioral, or concrete nature. Examples of assignments might include intake interviews, phone referral work, case management activities, small group co-facilitation, discharge planning, and home visits. Macro assignments may include participation in administrative or organization and community-oriented committees or projects, at least on an observational basis. The student should be encouraged to consult with a variety of professionals both within and outside of the agency. An effort should also be made to provide the student with the opportunity to work with diverse clients, including older adults, children, gay, lesbian, bisexual and transgender individuals, people of color, and people with physical or intellectual disabilities, so as to enable the student to be comfortable working effectively with a range of persons. Whenever assignments are provided, the Field Supervisor should review the experiences with the student afterwards, helping to identify key lessons.

USE OF THE LEARNING CONTRACT & EVALUATION FORM

During the first field seminar session (prior to beginning at the site) students are oriented to the use of the Learning Contract and Evaluation Form (Appendix K). This helps the student think through potential tasks and assignments appropriate to her / his professional goals and to the particular agency. By the time of graduation students are expected to have demonstrated

competencies related to all of the educational objectives of the BSW program. Once at the agency, the student and the Field Supervisor review each of the professional competencies and discuss possible agency tasks or assignments. Concurrently, the student and Field Supervisor discuss their mutual roles and responsibilities.

Ideas for tasks and assignments may come from the generic list of suggestions for each competency on the Learning Contract Addendum. This generic list is not exhaustive. Other tasks or assignments unique to the field agency may be mutually determined. Once tasks and assignments have been mutually agreed upon, the student is responsible for entering these into the form on Sonia software in preparation for the first Faculty Liaison site visit.

Copies need to be available for the student, Field Supervisor(s), and Faculty Liaison. At this first visit the Faculty Liaison reviews task and assignment plans. The Midterm and Final Evaluation sections of the Learning Contract and Evaluation Form are subsequently used by the students and the Field Supervisor to independently evaluate the student's progress and performance, and to discuss possible assignment or performance modifications.

FIELD PRACTICUM PROBLEMS

If a problem situation arises in the field practicum agency for either the student or the Field Supervisor, the issue(s) should be directly addressed. For guidance the Field Supervisor and the student should consult with the Faculty Liaison. If the Faculty Liaison cannot be reached, the Assistant Field Director should be contacted. If the Assistant Field Director is unavailable, the Field Director should be contacted, or lastly, the Chair of the Department.

Described below is a step-by-step process that should be followed when serious problems or concerns arise in the practicum, regardless of the parties involved or the nature of the difficulty. These procedures ensure that students and Field Supervisors are afforded due process. Students who do not adhere to their specific responsibilities or who do not follow the procedures identified below jeopardize their place in the social work practicum and the overall social work program.

1. When a practicum performance problem arises, the student and Field Supervisor should discuss the problem constructively and in an issue-oriented fashion. If the problem is not resolved to either party's satisfaction, they should proceed to the next step.
2. The student and Field Supervisor advise the Faculty Liaison of the problem. The Faculty Liaison will facilitate problem resolution in a manner deemed appropriate by the faculty member. If the solution is not amenable to all three parties, the problem situation should proceed to the next step.
3. The Faculty Liaison should then follow the steps listed in the Academic Performance Review Policy (see Appendix O). If the two required conferences outlined above do not resolve the problem or concern, a decision regarding further action is made by the parties involved in a review meeting.

Procedures for Termination of a Field Practicum

A field practicum student may be removed from a placement when continued participation is judged by the Field Supervisor, Faculty Liaison, the Assistant Field Director and / or the BSW Field Curriculum Committee to adversely affect the clients served, the student, the field agency, or the university. In making a decision regarding removal, the Faculty Liaison, in consultation with the Assistant Field Director, evaluates the reliability and seriousness of pertinent available information regarding the situation. The Faculty Liaison and the Assistant Field Director will follow the guidelines outlined in the Academic Performance Review Policy (see Appendix O) regarding termination of a placement.

Should there be immediate danger to any parties involved, the student's field participation will be temporarily suspended until the Student of Concern Committee meets and determines if termination of the practicum should continue and if the student should be considered for another placement.

If placement in another field agency is deemed warranted, the student's practicum will be extended to ensure field competencies have been mastered and a minimum of 400 hours have been completed. In some cases, the student may have to repeat the field practicum in a subsequent semester to allow time to find an alternative field placement or to ensure that educational objectives have been met.

Student Appeals Process

Please refer to the Academic Performance Review Policy (see Appendix O) regarding the appeal process.

Evaluation of Field Practicum Agency

Each practicum agency and Field Supervisor are routinely evaluated at the end of the semester. The Assistant Field Director is responsible for soliciting feedback from all students on their field experience at each practicum site (see Appendix N). This feedback is used to help the Department of Social Work make a determination regarding continued affiliation between the Department and each field practicum agency.

Field Practicum Agency Reviews

On rare occasions, the Faculty Liaison or the practicum student may have concerns regarding a field agency's practices or its readiness as a practicum setting. In such situations the Assistant Field Director initiates an assessment with the Faculty Liaison, the field student, and/or the Field Supervisor. Issues that may be considered in such an assessment are supervisory problems, the adequacy of the learning experience, and unethical practices. The Assistant Field Director attempts to find a resolution to the issue. If a resolution is not possible, the Assistant Field Director convenes the BSW Field Curriculum Committee which makes a determination whether or not any action needs to be taken. The Assistant Field Director informs in writing the practicum agency of any Committee decision.

Appendix