TO: Students in Field Education Program

FROM: Jeanne Wagner, Director of Field Programs

DATE: Fall 2018

The following information is a summary of some of the important aspects of the Field Education Program. More detailed information is provided on the Field Education website.

COURSE OBJECTIVES AND EVALUATION PROCESS
Please review the field course objectives for your specific field education course. These objectives are aligned with the expectations of the Council on Social Work Education (CSWE) and are competency-based. The Learning Plan and evaluation instruments also align with these competencies. The Learning Plan is due after the first 40 hours of Field (approximately September 21st). Students are also required to complete a self-evaluation at mid-term and at the end of the semester.

All Field Program fillable forms are available in Microsoft Word format. Students and Field Instructors should download these forms to their desktop computer, complete the forms, and then save in their computer files prior to printing. Forms requiring signatures will still have to be printed and provided to the Field Liaison, or scanned and uploaded into the D2-L Field Education course site.

The Mid-term self-evaluations are completed after the student completes 1/2 of their field hours for the semester (approximately October 24th). Final self-evaluations and course evaluation forms are completed after the student completes all of their field requirements for the semester; the last day of field education is on December 14, 2018.

Students will receive emails at mid-term and the end of the semester with a link to complete evaluation forms for the agency placement and the Field Program. The completion of the evaluation is critical to the Field Education Program, as the student feedback will assist us in improving our program for the subsequent semesters.

***Students are responsible for accessing all other field education forms required on the Field Department website.

FIELD PROGRAM WEBSITE
The Field Program has a website where students and Field Instructors can access all field documents. The Field Education manual (which outlines the departmental policies and procedures), the field education course objectives, course syllabi, field calendars and all other Field Department documents are located on the Field Program website. Please take a few minutes to navigate through this website so you can become familiar with the structure and where to locate the required Field Program forms. We will continue to upload information to this website throughout the semester and we will periodically send you e-mails with updates. You can access this website through the following link: http://uwm.edu/socialwelfare/social-work-field-education-program/

MSW FIELD EDUCATION ASSIGNMENTS
During each semester MSW students are required to complete various assignments. Due to the variance in field education practicum sites, you will have the opportunity to select some assignments that are consistent with the duties you have in the field practicum. These assignments are designed to be supervisory tools. The student and Field Instructor should review the completed assignments in supervision and the Field Instructor should provide verbal and written feedback to the student. The assignments are also opportunities for the student to demonstrate the development of their social work competencies. Students can access the instructions for the field assignments as well as the list of field assignment choices from the MSW Field Assignment link on the Field Department website.
LIABILITY INSURANCE
All students are covered by professional liability insurance through a blanket student liability policy with Affinity. This coverage is effective for all field education students over the entire course of the time required to complete the practicum hour requirements.

TRANSPORTATION OF CLIENTS
The UWM Risk Management Department discourages student interns from transporting clients in their personal automobile during the completion of their practicum requirements due to liability reasons. If students are required to transport clients in their personal vehicles as a necessity in completing their field practicum duties, students will be required to read and sign the HBSSW Social Work Program Use of Personal Automobile in Field Practicum Exception to Policy Acknowledgement prior to transporting clients and must route the form to their Field Liaison. Students should email their Field Liaison to request this Authorization form.

FIELD PROGRAM ADVISORY BOARD
Our Field Advisory Board consists of a good representation of agency leaders in the array of social work practice areas. One major objective of the Field Advisory Board effort is to provide feedback on our program, in addition to keeping us abreast of social work trends across the numerous practice areas. The Advisory Board members provide valuable feedback to us as we continue our efforts to enhance the Field Program.

FIELD INSTRUCTOR TRAINING
We understand the importance of training for Field Instructors to ensure consistency across field placement programs and to ensure the optimal practicum experience for our students. All trainings are free of charge and Field Instructors will be eligible to earn CEU’s. Field Instructor Trainings occur prior to or at the beginning of all three semesters. The Field Instructor Training for the Fall 2018 semester will be held on Friday, August 24th.

INTEGRATED FIELD SEMINAR
All BSW, and beginning MSW students in SW 721, will be required to attend a one-hour integrated seminar weekly immediately preceding or following the concurrent Methods course. Attendance is mandatory and is credited toward the total required field hours each semester.

Attendance, participation, and completion of assignments will contribute to 25% of the Field course grade for BSW students and 10% of the grade for MSW students in SOC WRK 721. Each seminar attended will provide the student with one hour toward their total field hour requirement. There is no Integrated Field Seminar requirements for MSW students in SOC WRK 722, 821, and 822.

We wish you a productive and successful Fall semester. If you have any technical questions, comments or suggestions regarding new or existing field education matters please contact your assigned Field Liaison or Jeanne Wagner, Director of Field Education, at jeannew@uwm.edu or by phone at 414-229-6501.