

**The Helen Bader School of Social Welfare
University of Wisconsin - Milwaukee**

**MSW STUDENTS - FIELD ASSIGNMENT REQUIREMENTS
INSTRUCTIONS FOR FIELD INSTRUCTORS**

During each semester of the Field Placement the MSW student will be required to complete various assignments. Due to the variance in field education practicum sites, there is the opportunity to select some assignments that are consistent with the duties they have in your field practicum. These assignments should increase their knowledge, skills and competencies. The completed assignments should be used in supervision with the assigned Field Instructor who should provide verbal and written feedback to the student.

At the beginning of the field placement, the student should meet with the agency Field Instructor to discuss which assignments from the assignment list would be a good fit for their level of experience and the program structure of the agency. Field Instructors may require students to complete Recordings for Learning (RFL's) as one or more of the assignments if a student has struggled with the clinical aspect of their field placement or has had difficulty understanding the *use of self* in their interaction with clients.

Students are required to earn a minimum of **five points per semester**. All assignments have point differentials consistent with the extent of the assignment. (Refer to individual assignment descriptions for all point values.) A detailed listing of all assignments can be accessed on the HBSSW Field Program webpage at <http://uwm.edu/socialwelfare/field-assignments/>

The field assignments proposed should be documented on the *Learning Plan*. (It is not expected that **all** assignments for the semester be identified in the Learning Plan as some assignments may not be selected until later in the semester.)

Some assignments will require topic research. All published materials used for field assignments need to be documented with the relevant citations. It is also expected that the content and quality of all field practicum assignments be consistent with the course expectations of the respective program (graduate or undergraduate).

Major Assignment for 2nd Semester of Field:

In lieu of *minor* assignments required each semester for the Field Program a student may elect to complete a "major" **substantive** assignment usually in their last semester of field at their current agency. All major assignments will require prior approval from both the Field Instructor **and** the Field Liaison.

Examples of a major substantive assignment could be:

- Research project
- Development of Program Improvement Project
- Evaluation of Practice
- Summary and Analysis of Agency's or Program's Outcome Measures
- Development and facilitation of a client group
- Development and facilitation of a focus group
- Grant Writing
- Planning and coordination of fund raising event

- Project which addresses and analyzes developmental human needs across the lifespan and the related gaps in community services in specific geographic areas
- Development and implementation of a community needs assessment

Instructions for completion of field assignments:

- 1) Once the assignment is complete, the student should complete the Field Assignment Cover sheet and attach or submit with their field assignment.
Note: Students need to remove any client identifying information by changing the names, DOB's, addresses, phone numbers, places of employment, name of agency and any other information that may link this report to the client. You can use the "find and replace" feature of Word to make these changes easily.
- 2) The student should turn in the assignment and instructions to their Field Instructor and discuss the content in supervision. The field instructor should provide **written and verbal** feedback on each assignment. The overall content and quality of the completed assignment will assist the Field Instructor with a better understanding of the student's ability to use critical thinking, and in the evaluation of their progress toward the development of social work competencies.
- 3) Following review and discussion, the student should give the original copy of the assignment to the Field Liaison. Half of the assignments need to be turned in by mid-term with the exception of a major project, and the remainder need to be turned in to their Liaison by the end of the semester, unless they have discussed receiving an *Incomplete* with the Field Instructor and the assigned Liaison.

***All students should become familiar with the confidentiality laws, (e.g. HIPAA) and the NASW Code of Ethics and ensure compliance with relevant laws during all field education practicum activities.

Field assignments do not receive letter grades; however, the overall quality of field assignments including content, neatness, compliance with directions, and relevance contribute to the final grade assigned by the Faculty Field Liaison.

Note: BSW students do not have to complete field assignments in their practicum setting as their assignments are incorporated into the Integrated Field Seminar.

If you have any questions related to the field assignment requirements, or any other aspect of the field education program, you should contact the assigned Faculty Field Liaison.

Thank you for your continued partnership with the HBSSW and your commitment to Social Work education!