TO: Agency Field Instructor

FROM: Jeanne Wagner, Director of Field Programs

RE: HBSSW Social Work Field Program Details

DATE: Fall 2018

Thank you for your commitment to social work education. Your involvement in the field education program is crucial to the mission and objectives of the HBSSW. The following is a summary of information related to our Field Education 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 will be free of charge and Field Instructors will be eligible to earn CEH’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. Please watch for email announcements with information on registration.

COURSE OBJECTIVES AND EVALUATION PROCESS
The Field Program course objectives for both our Undergraduate and Graduate programs 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 self-evaluations 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. Students are required to submit the completed documents to their assigned Field Liaison by specified deadlines.

The Mid-term self-evaluations are completed after students complete ½ 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 hours and field assignments for the semester; the last day of field education is on December 14, 2018.

Field Instructors will also receive an email at the end of the semester with a web link to complete an evaluation form for the Field Program. The completion of the Field Program Evaluation is important to us, as the feedback will be valuable in improving our program for the subsequent semesters.

***Students are responsible for accessing all other field education forms required.

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. Most of the required documents you will need can be located through the Field Instructor section on the right side of the web page. 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, some assignments are more appropriate than others for the student, the agency and your involvement as a field instructor. The learning assignments are meant to be used as supervisory tools, i.e. 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, Affinity, which can be provided upon request. This coverage is effective for all field education students over the entire course of the time required to complete the practicum hour requirements.

**FIELD PROGRAM ADVISORY BOARD**
The Field Advisory Board consists of agency leaders in a broad array of social work practice areas. One major objective of the Field Advisory Board 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.

**INTEGRATED FIELD SEMINAR**
All BSW and beginning MSW students will be required to attend a 1-hour integrated seminar weekly immediately preceding or following the concurrent Methods course. Attendance is mandatory and is credited toward the required field hours each semester. Attendance, participation, and completion of assignments will contribute to 25% of the field education grade for BSW students, and 10% of the Field Education grade for MSW students in SOC WORK 721. There is no Integrated Field Seminar requirements for MSW students in SOC WRK 722, 821, and 822.

**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.

**FIELD INSTRUCTOR UWM PRIVILEGES**
Field Instructors may have access to the UWM Golda Meir Library, Klotsche Center and the Computing Resource Department by completing the *UWM Facility Use Request Form* located on the Field Program website. Additionally, all active Field Instructors will have an opportunity to attend one HBSSW Continuing Education Program at no cost during every two-year period. Periodic emails will be sent out each semester with a summary of the workshops offered during the semester. You can access the site at [http://uwm.edu/socialwelfare/professional-development/](http://uwm.edu/socialwelfare/professional-development/)

If you have any questions, comments or suggestions regarding new or existing field education matters please contact your assigned Liaison or Jeanne Wagner via e-mail at jeannew@uwm.edu or phone at 414-229-6501. Thank you again for your valuable partnership!