

**HELEN BADER SCHOOL OF SOCIAL WELFARE
FIELD EDUCATION PROGRAM
MSW FIELD ASSIGNMENT REQUIREMENTS
INSTRUCTIONS FOR MSW STUDENTS**

During each semester of your Field Placement you are required to provide your Field Instructor at the agency with Learning Assignments. Due to the variance in field education practicum sites you have the opportunity to select a Learning Assignment which is consistent with the duties and learning you are doing in your specific field practicum. The Learning Assignment is a Supervision tool, which assists both you and your Field Instructor in developing an understanding about your development and the integration that is taking place between classroom and field. The completed assignments should be utilized as a supervision tool with the Field Instructor who should provide verbal and written feedback to the student. The Learning Assignments are designed to address the development of Social Work competencies and to be consistent with Social Work education program objectives as defined by the *Council on Social Work Education (CSWE)*.

During the first 40 hours (or 2-3 weeks) of your field placement you should meet with your agency Field Instructor to discuss which assignments from the assignment list would be a good fit for your level of experience and the program structure of the agency. **(Academic Assignments completed for other courses CANNOT be used for your Field Practicum assignment.)** 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.

You are required to earn **five (5) Learning Assignment points per semester.** All assignments have specific 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/>

Once you and your agency Field Instructor have determined which of the assignments would provide you with the optimal learning experience you should complete the *Learning Plan* specifically outlining which assignments you intend to complete for the semester. *It is not expected that **all** assignments for the semester be identified in the learning plan.* Some assignments maybe selected 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. The content and quality of all Learning Assignments must be consistent with the course expectations of your respective program (graduate or undergraduate).

Major Assignment for 2nd Semester of Field:

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

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
- Conduct program or community needs assessment

Instructions for completion of field assignments:

- 1) Once the assignment is complete, you should print out the assignment instructions and attach it to the assignment with the point value you are requesting circled.
Be sure 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) Turn in the assignment and instructions to your field instructor and discuss the content in supervision. Your field instructor should provide you with **written and/or 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.

Following review and discussion with your Field Instructor you should give the original copy of the assignment to your Field Liaison.

- 3) **Half of the Learning Assignments need to be turned in to the HBSSW Field Liaison by Mid-term** (with the exception of a major project), and the remainder need to be turned in to your Liaison by the end of the semester (or the due date established by your Field Liaison) unless you have discussed receiving an *Incomplete* with your assigned Liaison and Field Instructor.

***It is required that students turn in all Learning Assignments in advance of the Final Evaluation in order to allow adequate review by both your agency Field Instructor and the HBSSW Field Liaison, who is responsible for approving the point value on each Learning Assignment.

***All students should comply with confidentiality (e.g. HIPAA), agency policies, and the NASW Code of Ethics during all field education practicum activities.

Grading Policy:

The assignment of the student's final letter grade for their field education course is the responsibility of the HBSSW Field Liaison. The final grade earned by the student is determined by the following course components:

All required field hours and completed and signed evaluations must be completed by the end of the semester, unless arrangements have been made with the HBSSW Field Liaison to receive an Incomplete before the end of the semester.

All Field Learning Assignments must be completed and turned in to the HBSSW Field Liaison **before** the completion of the final field hours. **Learning Assignments will not be accepted after the final evaluation is completed.** Missing, late or unacceptable Learning Plans, Self-Evaluations, and Verification of Field Hours will result in a % reduction per missed document as follows:

- Learning Plan – 3%
- Mid-Term Self-Evaluation – 3%
- Final Self-Evaluation – 3%
- Field Hour Verification Form – 3%

Late documents will result in a 1.5% percentage point reduction per document.

Field education is a Social Work course where grades are assigned based on overall student progress. Students do not all get A's in the field course. Grades of B and B+ are acceptable grades and indicate that the student has met the criteria for the semester. A grade of "A" is awarded only for those students who have done exceptional work. A grade of B- is **not** considered a passing grade for field education and requires that students repeat the field course. This may impact a student's completion of the social work program.

If you have any questions related to any of your Learning Assignments you should contact your assigned HBSSW Field Liaison.

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