Welcome to the…

“Orientation for the Social Field Education Practicum”

For UW-Milwaukee Social Work Students

Entering a Social Work Field Practicum
Overview of Field Practicum Orientation

- Purposes of a Field Practicum in SW Education
- SW Field Education Program website
- Definitions of Field Liaison & Field Instructor
- Roles and Responsibilities of a Field Student
- Requirements of Field Practicum
- SW Field Education Calendar
- Field Course Objectives
- Learning Plan
- Field Assignments
- Evaluation & Grading Policies
- Challenges
- Questions
Purposes of a Field Practicum

- ...To reinforce a students’ identification with the purposes, values, and ethics of the Social Work profession.

- ...To promote professional Social Work competence.

- ...To provide an experiential model of learning for understanding and respecting diversity.

- ...To foster the integration of empirical & practice-based knowledge and experience in the field of Social Work.

-Council on Social Work Education (CSWE)
# Field Program Website

[http://uwm.edu/socialwelfare/social-work-field-education-program/](http://uwm.edu/socialwelfare/social-work-field-education-program/)

## Social Work Field Resources

<table>
<thead>
<tr>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Work Field Home</td>
</tr>
<tr>
<td>Field Education Calendars</td>
</tr>
<tr>
<td>BSW Field Program</td>
</tr>
<tr>
<td>MSW/Post MSW Field Program</td>
</tr>
<tr>
<td>Field Instructors</td>
</tr>
<tr>
<td>Field Manual</td>
</tr>
<tr>
<td>Field Assignments</td>
</tr>
<tr>
<td>FAQ</td>
</tr>
<tr>
<td>Agency Placement Resources</td>
</tr>
<tr>
<td>Field Faculty/Staff</td>
</tr>
<tr>
<td>Social Work Links &amp; Opportunities</td>
</tr>
<tr>
<td>Field Advisory Board</td>
</tr>
<tr>
<td>Contact Us</td>
</tr>
</tbody>
</table>
Your **Field Liaison** is an employee - staff member of the UW-Milwaukee Helen Bader School of Social Welfare who:

- is responsible for arranging, coordinating, and overseeing your field practicum experience

- is available for information and consultation throughout the practicum.

- meets with your Field Instructor and you at the agency each semester.

- intervenes if difficulties arise during the field practicum.

- reviews the Learning Plan, and all evaluations.

- calculates and assigns the final grade for your SW Field Course.
Agency Field Instructor

Your *Field Instructor* is a professional employee of the agency where you are having your field practicum who:

- is responsible for providing day-to-day field instruction, decision-making, and oversight of your field work at the field agency.

- is responsible for providing one-hour of weekly face-to-face supervision during each week of your field practicum.

- collaborates with you on the development of your *Learning Plan*.

- reviews and provides feedback on your activities in the Field Practicum.

- evaluates your demonstration of competence in the 8 Learning Objectives on your Midterm and Final Evaluation Forms.

*Your Field Instructor is not paid by UW-Milwaukee for their work with you.*
Field Instructor Requirements

**MSW Field Students**

Field Instructors are required to have an MSW Degree or Certification / Licensure as a Social Worker with two years postgraduate social work employment and one year of employment at the current agency.*

**BSW Field Students**

Field Instructors are required to have an MSW or BSW Degree or Certification / Licensure as a Social Worker with two years of postgraduate social work employment and one year of employment at the current agency.*

In many agencies students, will receive day-to-day direction in their activities by other agency staff members serving as Co-Field Instructors. These Co-Field Instructors will provide feedback on the student’s performance to the primary Field Instructor.

*In some circumstances, an exception will be made to this requirement. Exceptions are addressed in the SW Field Education Manual which is available on the SW Field Department website.*
Your Role and Responsibilities as a Field Student

▲ Remember that relationship cultivation is at the “heart and soul” of all Social Work practice.

▲ Conduct yourself in a professional manner in all interactions you have with clients, agency staff, and collateral contacts.

▲ Pay special attention to placing a professional announcement on your voice mail.

▲ Conduct all e-mail and telephone communication in a professional manner.

▲ Maintain strict rules of confidentiality.

▲ Discuss the agency dress code with your Field Instructor and adhere to the dress code expectations of your field agency.

▲ Read the UW-Milwaukee SW Field Manual. You are expected to know and adhere to the Field Department’s policies and procedures and the NASW Code of Ethics.
▲ Ensure that all documents produced for the field agency and the SW Field Program are prepared in an accurate, professional, and timely manner.

▲ All of the documents related to the SW Field Practicum are to be submitted on the Canvas Field Document site in the appropriate folder.

▲ Here is a listing of the field documents that are to be submitted on Canvas by the respective deadlines:
  - Learning Plan (at 40 field hour point)
  - Field Assignments (MSW students only)
  - Midterm Progress Report (done by Field Student & Field Instructor at mid-point of completed field hours & initiated by student)
  - Final Self-Evaluation (done by Field Student)
  - Final Evaluation (done by Field Instructor)
  - Verification of Field Hours

▲ Contact your SW Field Liaison if you have questions about this process.

▲ Do not send any paperwork to your Field Liaison via fax or e-mail.
▲ Maintain accurate records of your field hours, including dates and times, on the “Field Hours Verification Form,” which is available on the SW Field Department website.

▲ Use good time management and organizational habits during the field practicum.

▲ Prepare for weekly supervision by keeping a notebook of non-confidential information related to questions, issues, and situations related to your field work.

▲ Come to supervision prepared to proactively discuss questions, issues, and situations related to your field work.

▲ Demonstrate sensitivity to differences in culture, ethnicity, age, gender, religion, sexual orientation, and political beliefs.

▲ It is your responsibility to check your UWM “Office 365” e-mail daily. If you have an alternate e-mail address, it is recommended that you have your UWM “Office 365” e-mail account forwarded to your primary e-mail address.
At the beginning of each semester of your field practicum, you are responsible for establishing a consistent weekly schedule of field hours with your Field Instructor.

You are expected to maintain this weekly schedule of field hours throughout the semester.

You are expected to discuss any requests for changes in your weekly schedule of field hours well in advance of the date of the change except for illness or emergency.

Requests for a change in your weekly schedule of field hours should only be made for a substantial reason.

A request for a schedule change must be submitted to and pre-approved by your Agency Field Instructor and communicated to your Field Liaison.

You are required to outline your weekly schedule of field hours on your "Learning Plan" at the beginning of each semester to ensure you have a plan to complete the required number of field hours by the end of each semester.
Field Placement Structure

- All undergraduate students complete one 2-semester field placement in one agency for two consecutive semesters.

- Graduate students without a 721 exemption complete two, 2-semester field placements, in two separate agencies.

- Graduate students with a 721 exemption complete one, 3-semester field placement, in one agency, except Double Methods students who need to complete two, 2-semester field placements (one field placement in Direct Practice and one field placement in Macro Practice).

- All field placements are required to be completed in consecutive semesters, including the Summer semester.

- You cannot start the next field course until all field work has been completed & you have been graded for the current semester course.
<table>
<thead>
<tr>
<th>Field Course Section</th>
<th>All BSW Students</th>
<th>MSW Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUIRED 1ST FIELD COURSE</strong></td>
<td>421 FLD 401+ Integrated Field Seminar / LAB</td>
<td>721 FLD 401+ Integrated Field Seminar / LAB</td>
</tr>
<tr>
<td><strong>Title IV-E Students Must Enroll in FLD 101 with Johanna Barkei</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REQUIRED 2ND FIELD COURSE</strong></td>
<td>422 FLD 401+ Integrated Field Seminar / LAB</td>
<td>722 - Students exempt from SW 721 must enroll in FLD 001</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Title IV-E Students Must Enroll in FLD 101 with Johanna Barkei</strong></td>
</tr>
<tr>
<td><strong>REQUIRED 3RD FIELD COURSE</strong></td>
<td>NONE</td>
<td>821 - No Integrated Field Seminar / LAB</td>
</tr>
<tr>
<td><strong>REQUIRED 4TH FIELD COURSE</strong></td>
<td>NONE</td>
<td>822 - No Integrated Field Seminar / LAB</td>
</tr>
<tr>
<td><strong>ELECTIVE FIELD COURSES</strong></td>
<td>423 - Requires approval from Field Liaison</td>
<td>921 - Requires approval from Field Liaison</td>
</tr>
</tbody>
</table>
Undergraduate Field Education Hour Requirements

Need to be recorded on the “Field Hours Verification Form”

- **Fall and Spring Semesters**
  
  421 & 422  256 total hours per semester / average of 16 hours per week

  Field students in the SW 421 & SW 422 Integrated Field Seminars will receive one hour of field work credit for each seminar attended.

  423  256 total hours per semester / average of 16 hours per week

  This elective semester of Field Work can be arranged with the Field Director or Field Liaison.

- **Summer Semester Only**
  
  421 & 422  256 total hours per semester / average of 21.33 hours per week

  Field students in the SW 421 & SW 422 Integrated Field Seminars will receive one hour of field work credit for each seminar attended.

  423  256 total hours per semester / average of 21.33 hours per week

  This elective semester of Field Work can be arranged with the assigned Field Liaison.
Graduate Field Education Hour Requirements

Need to be recorded on the “Field Hours Verification Form”

Fall & Spring Semesters Only

721 & 722  260 hours total per semester / an average of 16.25 hours per week

821 & 822  320 total hours per semester / an average of 20 hours per week

921  Approximately 22 - 27 hours per week depending on number of credits

This elective semester of Field Work can be arranged with the Field Liaison for 1-3 credits (107 - 320 hours)

Summer Semester Only

721 & 722  Approximately 22 hours per week (260 hours total per semester)

821 & 822  Approximately 27 hours per week (320 hours total per semester)
Required Courses to Take Concurrently with Field Education Practicum

- All Students registered for a Field Education are required to take a **Methods Course** concurrently with their Field Education Practicum Course.

  - BSW Students – SW 410; SW 427
  - MSW Students – SW 709, 711, 713 or 811

See your Faculty Advisor to ensure that you are in the correct Methods Course.
<table>
<thead>
<tr>
<th><strong>INSTRUCTION BEGINS FOR FIELD EDUCATION:</strong></th>
<th><strong>Refer to Field Calendar</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEARNING PLAN:</strong> Please refer to the Field Course Objectives and sample Learning Plans while completing this form with your Field Instructor.</td>
<td>After completing <strong>40</strong> hours of field (approximately</td>
</tr>
<tr>
<td><strong>MID-SEMESTER PROGRESS REPORT</strong> (both student &amp; Field Instructor)</td>
<td>After completing <strong>half</strong> of field hours (approximately)</td>
</tr>
<tr>
<td><strong>FINAL EVALUATIONS DEADLINE:</strong> (both Field Instructor &amp; student)</td>
<td>After completing <strong>all</strong> field hours and assignments</td>
</tr>
<tr>
<td><strong>LAST DAY OF FIELD EDUCATION</strong></td>
<td><strong>Refer to Field Calendar</strong></td>
</tr>
</tbody>
</table>
9 Field Course Learning Objective Categories

Competency 1 – Demonstrate Ethical and Professional Behavior
Competency 2 – Engage Diversity and Difference in Practice
Competency 3 – Advance Human Rights and Social, Economic, and Environmental Justice
Competency 4 – Engage in Practice-informed Research and Research-informed Practice
Competency 5 – Engage in Policy Practice

Competency 6 – Engage with Individuals, Families, Groups, Organizations, and Communities
Competency 7 – Assess Individuals, Families, Groups, Organizations, and Communities
Competency 8 – Intervene with Individuals, Families, Groups, Organizations, and Communities
Competency 9 – Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
Learning Plan

- The *Learning Plan* is the plan / road map for how you are going to specifically develop social work competence and skill in the 9 Field Course Standards.

- You are to develop a *Learning Plan* for each semester of your field practicum in collaboration with your Agency Field Instructor.

- Your *Agency Field Instructor* has *final authority* on the Learning Plan.

- *Review* of your Learning Plan with your Agency Field Instructor before giving it to your Field Liaison.

- Your *Learning Plan* is due when you have completed the *first 40 hours* of your field practicum *each semester*. 
The MSW **Learning Plan** should include the following:

- Document the Identified and agreed upon agency responsibilities, duties, expectations, and field assignments that you will participate in each semester.

- The Learning Plan should be updated by the student and Field Instructor as the Learning Objectives evolve / change during each semester.

- Save a copy on your computer in order to make changes.

- Enter a scanned copy of your Learning Plan in the Canvas assignment folder on the Administrative Field Education site for your SW Field Liaison.

- After turning in the original Learning Plan each semester, **you do not need to turn in your updated versions reflecting changes.**
BSW Learning Plan

- Document the Identified and agreed upon agency responsibilities, duties, and expectations that you will participate in each semester.

- The Learning Plan should be updated by the student and Field Instructor as the Learning Objectives evolve / change during each semester.

- Save a copy on your computer in order to make changes.

- Enter a scanned copy of your Learning Plan in the Canvas assignment folder on the Administrative Field Education site for your SW Field Liaison.

- After turning in the original Learning Plan each semester, you do not need to turn in your updated versions reflecting changes.
MSW Field Assignments

- Field Assignments topics, subjects, or activities that are designed to help the field student go more deeply into specific aspects of the field practicum. They are intended to be used as “supervision tools.”

- All field students are required to complete Field Assignments totaling **five points during each semester**.

- Field Assignments can either be:
  
  selected from the list of Field Assignments on the SW Field Department website or developed with the Field Instructor as alternative Field Assignments not listed on the SW Field Department website.

- Each Field Assignment listed on the SW Field Department website is a hot link to the specific instructions and point value for that assignment. 
  
  http://uwm.edu/socialwelfare/field-assignments/

- All Field Assignments have to be related to learning experiences consistent with the focus of the field work and the mission of the field agency.
Instructions for MSW Field Assignments

▸ Select appropriate Field Assignments in collaboration with your Field Instructor.

▸ Assignments may include various reports completed for the field practicum (e.g. assessments, progress reports, social histories, home studies, etc.) and summaries of activities such as the development, facilitation, and evaluation of a client group.

▸ Document your Field Assignment selection on the Learning Plan.

▸ You need approval from only your Field Instructor for Field Assignments worth between 1 - 4 points.

▸ Major Field Assignments worth all 5 points need prior approval from both the Field Instructor and the Field Liaison.
Complete Field Assignments within the required time frames: 2 - 3 points by the mid-term and the remainder before the end of the semester.

Follow directions to ensure maximum credit for each Field Assignment.

Submit each Field Assignment, along with a cover page (found on the field department website), to the Field Instructor for feedback during supervision.

On the cover page for the Field Assignment, include the following:
- Your name & date when the Field Assignment was completed
- The field course number, field course number, and semester - year
- The name / title for the Field Assignment
- The number of points you are requesting
- A brief description of the assignment

All Field Assignments are meant to be demonstrations of your developing social work competencies and should be processed in supervision where your Field Instructor will provide you with feedback.

After discussing your Field Assignments in supervision, your Field Instructor is to sign & date the assignments and return them to you.
You are to submit a copy of your completed Field Assignment along with the assignment description in the Canvas Administrative Site for your SW Field Liaison.

Your Field Liaison reviews the Field Assignments for content, quality, relevance, grammar, spelling, and professional appearance.

Field Assignments constitute:

- 15% of your final grade for SW 721
- 25% of your final grade for SW 722, 821, 822, & 921

All Field Assignments must be completed, reviewed in supervision, and turned in to your Field Liaison before the completion of the final field hours.

All Field Assignments should be submitted before the Final Evaluation from the Field Instructor has been completed.

Failure to turn in all of the required Field Assignments will be reflected in a reduction of your final grade according to the percentages outlined in the grading matrix.
Field Course Evaluations

At both the Mid-Term and Final Point of each semester:

You will complete a Self-Evaluation of your field performance including a written summary under “Comments” of the details in all rating categories listed on the Evaluation Forms.

You then give your completed Self-Evaluation to your Field Instructor.

Your Field Instructor will then complete their section of the Mid-Term Progress Report as well their Final evaluation of your field performance.

The Evaluation Forms are identical for both the Field Instructor and student.

Use the electronic version of the forms and save copies as Word documents.

The evaluation categories on the Evaluation Forms are:

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Improvement needed</th>
<th>Meets basic expectations</th>
<th>Exceeds basic expectations</th>
<th>Exceptional Performance</th>
</tr>
</thead>
</table>

Student’s self-rating of progress toward Outcome 1:

Student’s summary of competency development in this area:
Example of Written Summary Under “Comments” Section

For the rating category - Listed Under Competency I: DEMONSTRATES ETHICAL & PROFESSIONAL BEHAVIOR

“Responds appropriately to the supervisory relationship and understands and accepts the role of the student in the practicum setting.”

Here is an example of a written summary under “Comments”

“I have actively participated in weekly supervisory meetings throughout the semester with the Field Instructor and have prepared in advance for supervision. I have completed three Client Assessments by the Mid-Term and have received positive feedback on all Assessments from the Field Instructor.”
Student completes a Mid-Term Self-Evaluation briefly describing and assessing progress in the 9 Learning Objectives in the practicum.

Student submits the Self-Evaluation to the Field Instructor.

Field Instructor completes their section of the Mid-Term Progress Report on the student’s progress in the 9 Learning Objectives in the practicum.

Field Instructor and student discuss the student’s progress in the all Learning Objectives during supervision as evaluated on their respective evaluation forms.

Field Instructor and student each sign and date the Mid-Term Progress Report.

Student uploads the completed Mid-Term Progress Report on Canvas.

The Mid-Term Progress Report is not graded, but rather serves as an early assessment tool to determine adjustments for the remainder of the semester.
Final Evaluation

The process for the completion of the Final Evaluation and field course grading is as follows:

1. Student completes their Self-Evaluation providing narrative evidence of competency development in all 21 rating areas as well as the rating level.
2. Student submits the Self-evaluation to their Field Instructor for review and signature.
3. Field Instructor receives an email link from the Field Program Assistant directing them to complete the online evaluation form.
4. Field Instructor completes the online evaluation form, submits electronically, and downloads a pdf copy to go over with the student.
5. Field Instructor reviews the final evaluation in a supervisory meeting with the student.
6. Both Field Instructor and student sign the completed evaluation form.
7. Student uploads the signed final evaluation into the respective assignment dropbox on Canvas.
8. Field Liaison reviews all final documents submitted by student including the self-evaluation and Final Field Instructor evaluation of the student and completes the Field Course grading worksheet to calculate the final field grade.
9. Field Liaison uploads the completed grading worksheet in the Canvas Final Evaluation Assignment dropbox and enters the grade on PAWS.
Most field students score differently across the array of categories. In most cases, the total score will average between a final grade of a “B” and an “A.”

A grade of “A” is awarded only for those students who have done exceptional work. Grades of “B,” “B+,” and “A-” are all acceptable grades and indicate that the field student has met the criteria for the semester.

A final grade of “B” is at the expected level of performance and is needed to pass the field education course.

A grade of “B-” or below is not considered a passing grade for Field Education and requires that the student repeat the Field Course. This may impact a student’s completion of the Social Work Program.
Scoring of the Final Grade

- Students with “Exceptional Competence” in most or all categories would receive an approximate final grade of “A” on the Final Evaluation from their Field Instructor.

- Students with “Exceeds Competency” in most or all categories would receive an approximate final grade of “B+ to A-” on the Final Evaluation from their Field Instructor.

- Students with “Basic Competence” in most or all categories would receive an approximate final grade of “B to B+” on the Final Evaluation from their Field Instructor.

- Students with “Improvement Needed” in all categories from their Field Instructor would have an approximate grade of “C to C+, which is a failing grade in all field education courses, which requires a minimum of a B to pass.

- Students with “Unsatisfactory” in all categories from their Field Instructor would have a failing grade on the Final Evaluation from their Field Instructor.
## Grading - Undergraduate Students in SW 421 & SW 422

<table>
<thead>
<tr>
<th>Grading Component</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstration of competence in the Eight SW Field Course Learning Objectives and compliance with the NASW Code of Ethics and professional practice standards as documented in the aggregate score and narrative comments on the Final Evaluation completed by your Field Instructor</td>
<td>75% Based on the Final Evaluation from your Agency Field Instructor. Missing documents -3% per document; Late documents -1.5% per document</td>
</tr>
<tr>
<td>Field Seminar attendance, participation and completion of assignments. (Details on D2-L Field Seminar course site.)</td>
<td>25% Graded by Seminar Instructor</td>
</tr>
</tbody>
</table>
Grading - Graduate Students in SW 721

<table>
<thead>
<tr>
<th>Grading Component</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstration of competence in the eight SW Field Course Learning Objectives and compliance with the NASW Code of Ethics and professional practice standards as documented in the aggregate score and narrative comments on the Final Evaluation completed by your Field Instructor</td>
<td>75% Based on the Final Evaluation from your Agency Field Instructor.</td>
</tr>
<tr>
<td></td>
<td>Missing documents -3% per document; Late documents -1.5% per document</td>
</tr>
<tr>
<td>Completion of Field Assignments totaling five points per semester and quality of field assignments including content, neatness, grammar, spelling, and compliance with directions for Field Assignments.</td>
<td>15% Based on Completion of Field Assignments Determined by your UW-Milwaukee SW Field Liaison</td>
</tr>
<tr>
<td>5% on attendance and 5% on participation in the Integrated Field Seminar / LAB that is required along with your Field Course.</td>
<td>10% Determined by your Integrated Field Seminar Instructor</td>
</tr>
</tbody>
</table>
## Final Grading - Graduate Students in SW 722, 821, 822, & 921

<table>
<thead>
<tr>
<th>Grading Component</th>
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<tr>
<td>Demonstration of competence in the eight SW Field Course Learning Objectives and compliance with the NASW Code of Ethics and professional practice standards as documented in the aggregate score and narrative comments on the Final Evaluation completed by your Field Instructor.</td>
<td>75%</td>
</tr>
<tr>
<td>Based on the Final Evaluation from your Agency Field Instructor. Missing documents -3% per document; Late documents -1.5% per document</td>
<td></td>
</tr>
<tr>
<td>Completion of Field Assignments totaling five points per semester and quality of Field Assignments including content, neatness, grammar, spelling, and compliance with directions for Field Assignments.</td>
<td>25%</td>
</tr>
<tr>
<td>Based on Completion of Field Assignments Determined by your UW-Milwaukee SW Field Liaison</td>
<td></td>
</tr>
</tbody>
</table>
Early Start and Early Completion of the Field Practicum Course

- Students need prior approval from their Field Liaison and Field Instructor to begin the first semester of their field practicum or end the last semester of their field practicum course early.

- Students cannot begin the first semester of a field practicum more than two weeks prior to the official first day of the semester without approval from their Field Liaison.

- Students cannot end the last semester of a field practicum more than two weeks prior to the official last day of the semester without approval from their Field Instructor and Field Liaison.
Process for Requesting a Course Incomplete

Students must talk to their Field Instructor and Field Liaison about their inability to complete the required field hours / field work well in advance of the end of the semester.

Students must make a written request for an Incomplete including a plan that includes the following:

- the reasons for requesting an Incomplete
- the field hours & field work that remains to be completed
- the projected date for the completion of remaining hours / work

The Field Liaison and the Field Instructor must both be in agreement with the plan for the student to receive an Incomplete.

An “Incomplete” is not automatically granted.
Additional Information

- Students cannot independently terminate their field practicum.

- All problems with a field practicum must be brought to the attention of the SW Field Education Liaison.

- Volunteering at the field agency for duties beyond the scope of the Field Practicum needs prior approval from the Field Liaison. Volunteering post-practicum with agency clients is discouraged. Successful termination with agency clientele is crucial in social work.

- Learn and follow standards for professional boundaries and ethical behavior. Learn and adhere to NASW Code of Ethics.

- Remember that trust and respect are always earned. Assume nothing and always ask permission to do things. When in doubt, always ask for information, instruction, and clarification.

- Students must be registered for at least one credit in the semester in which they graduate. When a field practicum is taken during the last semester of classes, the student should not take an Incomplete to avoid additional tuition expenses and a delay of one semester in posting the graduation date.
Transportation of Clients in a Personal Vehicle

The UWM Risk Management Department has advised all schools and colleges that student interns should be discouraged from transporting clients in their personal automobile during the completion of their field practicum requirements due to liability reasons.

In the event of an accident, students who are transporting clients are legally responsible and insurance carriers may deny the claim when they determine that the student is acting as a "conveyance" for a business.

The UWM Risk Management Department has allowed an exception to this policy when the requirements of the practicum require a student to transport clients in their personal vehicle as part of their field practicum duties.

Students can choose to decline a field practicum where they are required to transport clients in a personal vehicle. Students can request other field practicum options that do not require transporting clients in a personal vehicle.
Challenges of a Field Practicum

- The social work field practicum offers you opportunities to develop social work skill and competence through practical experience not available in other professions.

- As a result, social work students are often faced with new, unfamiliar, and challenging situations in the field work setting.

- Remember that everything occurring during the field practicum offers an opportunity for developing social work skill and competence.

- Unforeseen difficulties can offer the greatest learning opportunities.
Practice Professional Communication & Self-Advocacy Throughout Your Field Practicum

Take the initiative to appropriately communicate any concerns you may have regarding your field practicum with your Agency Field Instructor and Field Liaison including:

- Personal difficulties affecting the field practicum
- Ethical issues in the field practicum
- Concern about structure and/or frequency of supervision
- Concern over assigned tasks or duties
√ Training concerns related to assigned tasks

√ Insufficient weekly field practicum hours

√ Difficulties encountered with the client population

√ Safety issues in the field practicum

√ Interpersonal difficulties with your Field Instructor or agency staff
Licensure for Clinical Social Work & the Field Practicum

- Graduate students intending to become an Licensed Clinical Social Worker (LCSW) will not have to add 1,500 hours to the basic requirement of 3,000 hours of postgraduate supervised clinical social work experience by having at least a two-semester field practicum in a “primary clinical setting.”

- **Part 1 of WI DRL Form 2672** - “Clinical Verification of Hours Form” needs to be completed and signed by the Field Instructor or Field Liaison at the end of a practicum in a “primary clinical setting.” **Form 2672** can be accessed on the SW Field Program website.

- Make several copies of the completed / signed **Form 2672**. Keep them in a safe place.

- **Form 2672** will be submitted along with your application to become an LCSW.

- You cannot submit an application to become an LCSW for at least two years following graduation with an MSW Degree because you cannot complete the required 3,000 hours of postgraduate supervised clinical social work experience in less than two years following graduation.
Self-Care is a Professional SW Skill

- It is critical that students practice self-care during their field practicum experience in order to prevent burn-out and other stress related problems.

- Keep your Agency Field Instructor and Field Liaison informed of your status and be pro-active in getting help for yourself when necessary.

- Make use of the following student services on campus:

<table>
<thead>
<tr>
<th>Accessibility Resource Center</th>
<th>Mental Health Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norris Health Center</td>
<td>Student Success Center</td>
</tr>
<tr>
<td>Writing Center</td>
<td>Emergency Grant</td>
</tr>
<tr>
<td>Career Development Center</td>
<td>Campus Food Center and Pantry</td>
</tr>
<tr>
<td>HBSSW Mentoring Program</td>
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</tr>
</tbody>
</table>
EXCITING OPPORTUNITIES IN HBSSW!

opportunity
Americans are living longer than at any other time in history. Aging is a dynamic field of study where demographic and generational shifts are impacting all disciplines and demanding innovations in how we care for older adults – from Nursing to the Arts, from Architecture to Health Sciences.

The Graduate Certificate in Applied Gerontology (GCAG) is designed to provide students with the knowledge and skills needed to successfully pursue or advance careers within aging services organizations or conduct academic research in aging. The program focuses on the biological, psychological, social, policy, and ethical aspects of aging.
This graduate-level certificate is designed for two audiences:

1. Graduate-degree seeking students in any field.
2. Degreed professionals who wish to advance and refocus their career.

Why earn this certificate?

- To increase knowledge, skills, and effectiveness in working with or caring for older adults
- To enhance your professional marketability through graduate-level specialization in the field of aging
- To develop an interdisciplinary perspective on aging

“The multi-disciplinary courses I took in the process of aging have been invaluable in my practice. My client population is 100% over 55 and I use what I learned daily.” -Certificate Alum

- Scholarship opportunities are available.
- For more information visit:
  https://uwm.edu/socialwelfare/graduate-certificate-in-applied-gerontology/
Special Field Practicum & Study Abroad Options

International SW Internships possible:

- Plymouth, England: Social Work Field Placement in Substance Use
- Ghana, West Africa: Social Work Field Placement in Varied Settings
- Linz, Austria: Social Work Field Placement in Immigration

For more information, contact Jeanne Wagner, SW Field Program Director
414.229.6501 / jeannew@uwm.edu
Costa Rica in January
Study abroad & increase your Spanish language skills and cultural knowledge in Costa Rica during Winterim January 2 – 18, 2020

Develop or enhance your Spanish speaking skills and learn about Latin American culture in Grecia, Costa Rica while you earn 3 credits (undergraduate or graduate).

Three hours of Spanish language classes daily set to your individual language ability

Morning agency site visits to social service and criminal justice organizations

Weekend visit to Manuel Antonio National Park, site of hot springs with opportunities for hiking, beach, and zip lining in the rain forest

Stay with host families

Cost is estimated to be $3500-$3640 and includes tuition, lodging, airfare, excursions, Spanish classes, agency visits, most meals & ground transportation

Contact Jeanne Wagner (jeannew@uwm.edu) for further information.
Austria and South Africa Summer 2020

- 2-week Study Abroad Programs in Austria and South Africa in summer 2020

- Both programs are 3-credit electives for BSW and MSW students

- Programs offer a global perspective of social problems and solutions, agency site visits, lectures, recreational opportunities, cultural and historical experiences, and an overall amazing transformative opportunity!
Austria in June
South Africa in July

Vienna, Austria

South Africa

Salzburg, Austria
You are about to embark on an exciting journey where you will have an opportunity to:

- Be challenged in exciting ways
- Grow professionally
- Learn about the “nuts and bolts” in social work practice
- Learn about yourself
- Make a difference in the lives of others