

**UNIVERSITY OF WISCONSIN-MILWAUKEE
HELEN BADER SCHOOL OF SOCIAL WELFARE
SOCIAL WORK PROGRAM**

**SW 721 – Direct Practice
Field Education I (3 Credits)**

Field Office: Enderis 1075

Mailing Address: PO Box 786, Milwaukee, WI 53201

Telephone: 414- 229-6526 **Fax:** 414-229-5311

Every student in a field placement has a Field Liaison in the Social Work Program. Please keep in regular contact with your Field Liaison to keep them apprised of your progress in the field practicum.

FIELD EDUCATION FACULTY

Current field education faculty members are listed on the Social Work Field Website:

<https://uwm.edu/socialwelfare/social-work-field-faculty-and-staff/>

Class Meeting Time and Location: Practicum schedule is arranged with field agency; Integrated seminar is scheduled weekly for 50 minutes.

Liaison Office Hours: Monday through Friday by appointment

COURSE PREREQUISITES

Students enrolled in this course are required to have achieved graduate student standing and have completed SW 708 (or be exempted). In addition, students must either have completed or be concurrently enrolled in SW 709 (or be exempted).

COURSE DESCRIPTION

SOC WRK 721 is the Graduate Foundation field course and, therefore, is a generalist practicum course. The course provides students with the initial opportunities to both acquire and experience professional social work practice knowledge and skills through exposure and involvement in a social service agency. The mandatory weekly integrated field seminar is designed to support the practicum experience. The Seminar is structured to address practical issues that occur in the practice setting. Content is provided that addresses relevant generalist practice topic areas including, but not limited to: ethics and boundaries; working with impoverished clients; development of a successful supervisory relationship; conflict engagement; client engagement; working with mandated clients; confidentiality; mandated reporting; self-care for the student and professional; professional documentation; cultural humility and diversity; behavioral health; licensure and professional development.

Students are required to attend the *Orientation to the Field Practicum* session prior to beginning the field program.

COURSE GOALS

Upon completion of the first field education course, the student should be able to successfully demonstrate the following social work competencies through their performance in the field practicum and their field assignments:

Course 721 Graduate Field Education Outcomes

Competency I: DEMONSTRATES ETHICAL & PROFESSIONAL BEHAVIOR

<u>Outcome 1: Understands and demonstrates appropriate professional boundaries and demonstrates professional demeanor in behavior and appearance</u>
Understands the complexities of professional boundaries and is able to establish appropriate boundaries
<u>Outcome 2: Demonstrates appropriate and effective communication with all parties related to the field practicum including HBSSW faculty and staff</u>
Demonstrates effective written and oral communication skills with all parties related to the field practicum
<u>Outcome 3: Demonstrates the ability to manage time effectively and efficiently</u>
Demonstrates effective time management skills throughout the practicum by meeting deadlines and adhering to the established schedule of field work
<u>Outcome 4: Understands the supervisory relationship and role of the student in the practicum setting</u>
Actively prepares for and engages in supervision utilizing field assignments, learning opportunities within the agency, and through weekly supervisory meetings
<u>Outcome 5: Demonstrate professional skills in written documentation and electronic communication</u>
Demonstrates writing skills that are consistent with professional social work standards and agency expectations
<u>Outcome 6: Identify and analyze one's personal ethical conflicts which may occur during the field practicum and recognizes and addresses professional ethical issues in the field practicum using the NASW Code of Ethics and an ethical decision making model</u>
Demonstrates the ability to identify and examine potential differences in values between student and field agency clients in supervision and the ability to identify and articulate appropriate ways to address ethical dilemmas occurring during the field practicum

Competency II: ENGAGE DIVERSITY AND DIFFERENCE IN PRACTICE

Outcome 7: Recognizes personal values, potential biases, & assumptions (i.e. culture, race/ethnicity, religion, sexual identity, etc.) and demonstrates cultural humility and an understanding of oppression and discrimination

Demonstrates the ability to identify and articulate the effect biases and assumptions have on the interactions with all parties related to the field practicum

Outcome 8: Understands and is comfortable with the existence of human diversity in the field of social work

Demonstrates an understanding of the complexity of differences across cultures

Competency III: ADVANCE HUMAN RIGHTS AND SOCIAL, ECONOMIC, & ENVIRONMENTAL JUSTICE

Outcome 9: Understands the forms and mechanisms of oppression and discrimination and engages in practices that advance social, economic, and environmental justice

Demonstrates the ability to identify and articulate how issues of oppression and discrimination affect clients and the ability of the agency to deliver services

Competency IV: ENGAGE IN PRACTICE-INFORMED RESEARCH & RESEARCH-INFORMED PRACTICE

Outcome 10: Identify the role of research and how it informs social work practice

Identifies the agency outcome measures utilized and understands the implications of outcome data on the effectiveness of program interventions and subsequent funding viability

Competency V: ENGAGE IN POLICY PRACTICE

Outcome 11: Demonstrates the ability to critically analyze how social and economic policies and laws impact social and economic justice

Describes how laws, external policies and regulations, and non-regulatory factors help and/or hinder the attainment of the agency mission and the lives of agency consumers

Competency VI: ENGAGE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, & COMMUNITIES

Outcome 12: Demonstrates an understanding of the services provided by the field agency

in response to the needs of the community
Identifies existing community resources that have been established, which address the needs of the client population served by the agency
Outcome 13 - Engage: Uses Empathy & Interpersonal Skills
Identifies and demonstrates elements of a positive, professional relationship with all parties related to the field practicum
Outcome 14: Demonstrates Engagement with Individuals & Groups from Diverse Backgrounds
Recognizes individual & cultural differences in verbal and non-verbal communication

Competency VII: ASSESS INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, & COMMUNITIES

Outcome 15: Engages in Problem Solving and Goal Setting
Demonstrates the ability to identify and set client centered goals to resolve problems
Outcome 16: Demonstrates the ability to collect, organize, and interpret client data
Demonstrates the ability to collect data to create a strength-based assessment that identifies client needs
Outcome 17: Identifies Client Strengths & Limitations and the Mezzo and Macro influences affecting the client and community
Demonstrates the ability to assess strengths, limitations, and needs with the client and their support system

Competency VIII: INTERVENE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, & COMMUNITIES

Outcome 18: Identify Intervention Plans & Strategies
Demonstrates the ability to develop an intervention plan utilizing agency and community resources
Outcome 19: Demonstrates the ability to implement intervention strategies including referrals and termination
Engages with clients in order to successfully implement intervention strategies
Outcome 20: Engages in best practice models and/or strategies that build on client strengths

Implements strategies and/or methods designed to maximize client strengths
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Competency IX: EVALUATE PRACTICE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, & COMMUNITIES

Outcome 21: Understands the importance of an evaluation process in order to determine the effectiveness of the intervention strategies and one's own social work practice while considering the influence of mezzo and macro factors on the client, family, group, organization and/or community

Demonstrates the ability to utilize evaluation methods to measure the effectiveness of intervention strategies used with clients
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COURSE REQUIREMENTS

Social Work Field Education courses are designed to provide students with the opportunity to develop and demonstrate social work competencies through their practicum placement in a community agency setting. Agency Field Instructors have the responsibility of providing the student with the educational component of this direct practice learning experience. The Field instructor is also responsible for evaluating the student's competency in a variety of social work education competency domains.

The Social Work Field Program requires a Learning Plan be completed, signed and submitted on the Canvas course site shortly following the 40-hour point in the student's field practicum. Students are also required to complete both a mid-term progress report and final self-evaluation. The Field Instructor completes an online final evaluation of the student's progress, which serves a part of the grading mechanism for the field practicum course and as a means of providing feedback to the student. The aggregate scores on the final evaluation contribute 75% of the student's grade in the field education course.

The corresponding Integrated 721 Field Seminar includes several reading assignments and Canvas weekly discussion forum postings, which provide students an opportunity to process critical issues related to social work practice and experiences at their field practicum. 10% of the SOC WRK 721 grade consists of the student's attendance and participation in the weekly field seminar.

The final field education grade reflects: 1) the student's demonstrated level of competency in meeting the field course objectives in their practicum, 2) attending and completing all assignments which are required in the Integrated Field Seminar and by the agency, and 3) completion of field education assignments totaling 5 or more points.

Students are required to complete **a minimum of 260 practicum hours** at the agency and in the weekly integrated seminar (counts for 1 hour of field) and all field documentation as outlined in the field policies on the Field Education website. **The Seminar grade calculation is completed by the Instructor and the final SOC WRK 721 course grade is calculated by the assigned Field Liaison.**

***The Mid-term Progress Report, should be used to assist the student and Field Instructor in the assessment of the student's skill level in a variety of areas, and should directly influence the student's learning opportunities for the remainder of the semester. The Mid-Term Progress Report is not graded. It is used as a supervisory tool to gauge the student's current level of performance in their practicum. The Mid-Term reports **do** need to be uploaded on the Canvas course site at the mid-term point in the semester.

All required field hours, assignments, and signed evaluations must be completed by the end of the semester unless an Incomplete Request has been signed by the student and Field Instructor and uploaded into the Canvas Field Document course site prior to the grading deadline.

Field Requirements Summary

- **Learning Plan shortly after the first 40 hours in the practicum setting)**
- **Mid-Term Progress report (self-evaluation with Field Instructor ratings and feedback) – at 130 completed hours**
- **Verification of Field Hours (end of practicum)**
- **Final Self-evaluation**
- **Final Field Instructor evaluation**
- **Completion of all 721 field seminar requirements**

FIELD ASSIGNMENTS

During each semester of your Field Placement you will be required to complete various assignments. Due to the variance in field education practicum sites you will have the opportunity to select some assignments which are consistent with the duties you have in your field practicum. These assignments are designed to be learning tools which will assist you in the integration between classroom and field, and all 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)*.

At the beginning 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. **(Assignments completed for other courses CANNOT be used for your Field Practicum assignment.)**

You 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/>

Once you and your supervisor 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. (Not all assignments need to be identified on the learning plan. Assignments can be identified later in the semester as the student becomes more familiar with the agency program and the consumers.) 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 graduate course expectations.

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 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:

- Program Improvement Project
- Evaluation of Practice
- Summary and Analysis of Agency’s or Program’s Outcome Measures
- Development And Facilitation Of A Focus Group
- Development and Facilitation of a Client Group
- Field Research Paper
- Coordination of Fundraising Event
- Grant Writing
- Community Needs Assessment

Instructions for completion of field assignments:

- 1) Once the assignment and assignment cover page is complete the student submits to their Field Instructor.
- 2) 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) **Be sure to remove any client identifying information** before submission of assignment. Half of the assignments need to be completed and submitted by mid-term, with the exception of a major project, and the remainder needs to be uploaded into the Canvas Field Assignment dropbox.

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

GRADING POLICY

The final grade earned by the student is determined by the following course components. Missing, late or unacceptable Learning Plans, Self-Evaluations, and Verification of Field Hours will result in a percentage 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.

Grading Component	Percentage of Grade
Demonstration of social work competencies, compliance with the NASW Code of Ethics and professional practice standards as documented in the aggregate score and narrative comments on the final evaluation	75%

Completion of Field Assignments totaling five points per semester; Quality of Field Assignments including content, neatness, compliance with directions for assignment, and compliance with established due dates	15%
Attendance and participation in the weekly Field Education Integrated Seminar	10%

All field assignments must be completed and turned in to the Liaison **before** the completion of the final field hours. **Assignments will not be accepted after the final evaluation is completed.** Failure to turn in all of the required assignments will be reflected in the final grade reduction, according to the percentages outlined in the above table. The Learning Plan and assignments must be completed and submitted within the required time frames. Assignments and Learning Plans turned in late will affect the overall grade percentage in the field education course. (Students who start the semester late will need to work with their Field Liaison regarding expectations related to assignment due dates.)

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 the field assignments you should contact your assigned Field Liaison.

REQUIRED READINGS AND FIELD RESPONSIBILITIES

- 1) Field Education Manual, UWM Helen Bader School of Social Welfare, located on the Field Department website at <http://uwm.edu/socialwelfare/social-work-field-education-program/>
- 2) Articles posted on Canvas course site preceding each integrated seminar
- 3) Any readings assigned by the agency field instructor
- 4) Review of Field Education comprehensive website

See the Canvas Integrated Seminar site for the Module Schedule, Grading Rubrics for Seminar, and 721 Field Course Grading Worksheet.

**SOCIAL WORK FIELD & COVID CONTINGENCY PLAN FAQ's
2020/21 ACADEMIC YEAR
9/03/2020**

Faculty and staff at HBSSW understand the concern, anxiety, and confusion around the completion of field education requirements during the current pandemic. In an effort to address the many questions we have created this FAQ's to assist in answering student's questions.

Due to these unusual times there are several field practicum models for the 2020/21 academic year including the following:

- Traditional on-site practicum supervised by agency Field Instructor
- Remote practicum supervised by agency Field Instructor
- Combination of an on-site and virtual field practicum supervised by agency Field Instructor
- Employment-based field practicum supervised by agency employment supervisor or other approved agency staff person
- School Social Work placement supervised by HBSSW School Social Work Adjunct Field Instructor
- Full Field Contingency Plan supervised by Field program clinical faculty

All field students who will be on-site for their field practicum will need to complete the online **Student Placement Acknowledgement form:**

<https://uwm.edu/socialwelfare/student-placement-acknowledgement/>

Students will also need to upload the agency's COVID Safety Plan in the Canvas COVID assignment box folder.

***Field students will need to understand that the course of the pandemic is uncertain and it is likely that there will be changes made at the agency in response to the safety precautions necessary to protect clients, staff, and students so please prepare to be flexible with new requirements with little to no notice.

How many field hours do I need to complete for spring, summer, and fall semester?

Here are the field hour requirements for 2020/21 academic year

FIELD COURSE	HOUR REQUIREMENT
721	165
722	200
821	200
822	200
921	200

Which activities count toward the completion of my field hours?

All time spent on the following activities count toward total field hours:

- Seminar attendance
- Completion of field seminar assignments
- Completion of MSW field assignments
- Completion of Field Contingency Plan assignments
- Completion of agency-directed field activities including training
- Field supervision
- Field Orientation to the Field Practicum

What assignments do MSW students complete for the 25% field grade designation?

MSW students will receive credit for both the completion of the MSW assignments on the Field webpage totally 5 points, **or** Field Contingency assignments totaling 20 hours, **or** a combination of both. Document all assignments completed on the Field Contingency form located on your Canvas Field Document site. (**1 point = 4 hours** of time completing the activity/project.) The following is the new requirements for MSW field assignments accounting for 25% of the field course grade.

Field Contingency Plan or	Field Assignments or	Combination example
20 hours of documented activities from the Field Contingency Plan	5 points in assignments located on the Field Education website	2-point field assignment=8 hours + <u>12 hours of contingency plan activities</u>
		Total = 20 hours

Do I need to complete the Learning Plan and Mid-Term Self-evaluation?

Yes, both the Learning Plan, Mid-Term progress report, and final evaluations are required for all semesters in the 2020/21 academic year

What should I do if I have questions or concerns during the semester?

Please direct your questions to your assigned Field Liaison. If they are out of the office you can direct you questions to Jeanne Wagner, Field Director at jeannew@uwm.edu 414-367-9515.

UWM Syllabus Links

- 1. *Students with disabilities.*** Notice to these students should appear prominently in the syllabus so that special accommodations are provided in a timely manner. <http://uwm.edu/arc/>
- 2. *Religious observances.*** Accommodations for absences due to religious observance should be noted. <https://apps.uwm.edu/secu-policies/storage/other/SAAP%201-2.%20Accommodation%20of%20Religious%20Beliefs.pdf>
- 3. *Students called to active military duty.*** Accommodations for absences due to call-up of reserves to active military duty should be noted.
Students: <https://uwm.edu/onestop/students-called-to-active-duty/>
Employees: <https://www.wisconsin.edu/ohrwd/download/policies/ops/bn9.pdf>
- 4. *Incompletes.*** A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf
- 5. *Discriminatory conduct.*** Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. <https://apps.uwm.edu/secu-policies/storage/other/SAAP%205-1.%20Discriminatory%20Conduct%20Policy.pdf>
- 6. *Title IX/Sexual Violence.*** Title IX is a federal law that prohibits sex discrimination in education program or activities, and UWM policy prohibits such conduct (see Discriminatory Conduct, above). This includes sexual violence, which may include **sexual harassment, sexual assault, relationship violence, and/or stalking in all educational programs and education-related areas. UWM strongly encourages its students to report any instance of sex discrimination to UWM's Title IX Coordinator** (titleix@uwm.edu). Whether or not a student wishes to report an incident of sexual violence, the Title IX Coordinator can connect students to resources at UWM and/or in the community including, but not limited to, victim advocacy, medical and counseling services, and/or law enforcement. For more information, please visit: <https://uwm.edu/sexual-assault/>.
- 7. *Academic misconduct.*** Cheating on exams or plagiarism are violations of the academic honor code and carry severe sanctions, including failing a course or even suspension or dismissal from the University.
<https://uwm.edu/deanofstudents/conduct/academic-misconduct/>
- 8. *Complaint procedures.*** Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy.
https://www4.uwm.edu/secu/docs/other/S_47_Discrimina_duct_Policy.pdf

9. Grade appeal procedures. A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school **in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School.**
https://www4.uwm.edu/secu/docs/other/S_28_Grade_Appe_by_Students.pdf

10. LGBT+ resources. Faculty and staff can find resources to support inclusivity of students who identify as LGBT+ in the learning environment. <http://uwm.edu/lgbtrc/>

11. Smoke and Tobacco-Free campus. UWM prohibits smoking and the use of tobacco on all campus property.

<https://uwm.edu/smokefree>

12. Final Examinations. There is no final exam for this course.

Syllabus Updated 09/10/2020