

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

**SW 721 – Macro 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

This course 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

PROFESSIONAL IDENTITY:

<u>Outcome 1: Recognize the tasks and roles of social work leaders in enhancing organizational and community capacity</u>
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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
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<u>Outcome 3: Demonstrates the ability to manage time effectively and efficiently</u>
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Demonstrates effective time management skills throughout the practicum by meeting deadlines and adhering to the established schedule of field work
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<u>Outcome 4: Understands the supervisory relationship and role of the student in the practicum setting</u>
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Actively prepares for and engages in supervision utilizing field assignments, learning opportunities within the agency, and through weekly supervisory meetings

ETHICAL PRACTICE:

<u>Outcome 5: Recognize the cultural & religious belief systems that can influence organizational and community responses</u>
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Demonstrates the ability to identify and examine potential personal and professional values conflicts

<u>Outcome 6: Recognizes and addresses professional ethical issues in the field placement</u>
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Demonstrates the ability to identify and articulate appropriate ways to address ethical dilemmas occurring during the field practicum

DIVERSITY IN PRACTICE:

Outcome 7: Recognizes personal values, potential biases, & assumptions (i.e. culture, race/ethnicity, religion, sexual identity, etc.)

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: Applies knowledge of diverse populations to enhance the well-being of communities and organizations

Demonstrates an understanding of the complexity of differences across cultures

HUMAN RIGHTS AND JUSTICE:

Outcome 9: Understands the forms and mechanisms of oppression and discrimination

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

RESEARCH BASED 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

POLICY PRACTICE:

Outcome 11: Demonstrates the ability to critically analyze how social policies 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

PRACTICE CONTEXTS:

Outcome 12: Critically analyze the historical, political, social, and economic forces that shape one's practice in organizations and communities

Identifies historical, political, social, and economic forces that influence the needs within the community

SOCIAL WORK PRACTICE:

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

Outcome 15: Engages in Problem Solving and Goal Setting

Demonstrates the ability to identify and establish goals to resolve problems

Outcome 16: Is able to assess and analyze community and organizational resources and deficiencies

Is able to identify the process for assessing strengths and needs within the community and field agency

Outcome 17: Is able to identify and describe an implementation process for best practice intervention methods

Is able to describe an intervention model utilizing best practice

Outcome 18: Demonstrates the ability to employ skills using a system's perspective both within and outside of the organization in the following areas: advocacy, community organizing, change strategies, lobbying, social action, etc.

Describes macro strategies to affect change that may positively impact the agency's resources and/or services

Outcome 19: Demonstrates the ability to advance the goals of the organization through interventions such as; program evaluation, grant writing, community needs assessment, fund raising, develop and/or update policy/procedural manuals, etc.

Is able to outline a plan of intervention to address the goal(s) of the agency program

Outcome 20: Understands the importance of an evaluation process in order to determine the effectiveness of intervention strategies, and one's own social work practice

Describes evaluation methods that can be used to assess the effectiveness of practice

Outcome 21: Demonstrates professional skills in written documentation

Demonstrates writing skills that are consistent with professional social work standards and agency expectations

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 macro 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 Program requires both a mid-term progress report and final evaluation of the student's performance to be completed by the student as a self-evaluation, and by the Field Instructor 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 remaining 25% of the grade consists of: the completion of the Field Assignments (supervision tools) totaling five points per semester; the quality of the Field Assignments including content, neatness, compliance with directions for assignments, and compliance with established due dates for the submission of the required field course documents (15%); and the student's participation and attendance in the weekly integrated seminar (10%).

The final grade reflects: 1) the student's demonstrated level of competency in meeting the field course objectives in their practicum, 2) completing all assignments which are required by the school and by the agency, and 3) attendance and participation in the Field Seminar.

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 grade is calculated by the assigned Field Liaison.

***The Mid-term Progress Report, as well as the Field Assignments, 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 submitted to the Field Liaison.

All required field hours, and completed and signed evaluations, must be completed by the end of the semester unless an Incomplete Request has been signed by the Field Instructor and submitted to the Field Liaison prior to the grading deadline.

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 [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 is complete, you should print out the assignment instructions and attach it to the assignment with the point value you are requesting circled.
- 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 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 with your field instructor you should give the original copy of the assignment to your Field Liaison. **Be sure to remove any client identifying information.** Half of the assignments need to be turned in by mid-term, with the exception of a major project, and the remainder needs to be turned in to your Liaison by the end of the semester, unless you have discussed receiving an *Incomplete* with your assigned Liaison and Field Instructor.

***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:

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 D2-L preceding each integrated seminar
- 3) Any readings assigned by the agency field instructor
- 4) Review of Field Education comprehensive website
- 5) All course content on the Integrated Seminar D2-L site

See the D2L Integrated Seminar site for the Module Schedule 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.

Click here for [UWM SYLLABUS POLICY LINKS](#)

Updated 09/10/2020