

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

**SW 423
Field Education III (5 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: Arranged with field setting
Liaison Office Hours: Monday through Friday by appointment

COURSE PREREQUISITES

Students enrolled in this course must have senior standing and have been admitted to the Social Work major. Students must also have completed SW 100, SW 206, SW 310, SW 350, SW 410, SW 421, SW 422, and SW 427.

COURSE DESCRIPTION

SOC WRK 423 is an undergraduate advanced level elective generalist practicum course. The course provides continued application of principles and techniques to actual practice situations. This course builds on the social work competencies developed during the SW 421 and SW 422. Advanced tasks should require a student to evidence significant independence and initiative in completing agency assignments as well as the demonstration of a wide range of social work competencies. Students are strongly encouraged to initiate and maintain ongoing contacts with the assigned field liaison to clarify learning issues, field assignments or any matters related to this course.

COURSE GOALS

Upon completion of the third 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 423
Undergraduate Field Education Outcomes**

Competency I: DEMONSTRATES ETHICAL & PROFESSIONAL BEHAVIOR

<u>Outcome 1:</u> Understands and demonstrates appropriate professional boundaries and demonstrates professional demeanor in behavior and appearance

Understands the complexities of professional boundaries and is able to establish appropriate
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boundaries
Outcome 2: Demonstrates appropriate and effective communication with all parties related to the field practicum including HBSSW faculty and staff
Demonstrates effective written and oral communication skills with all parties related to the field practicum
Outcome 3: Demonstrates the ability to manage time effectively and efficiently
Demonstrates effective time management skills throughout the practicum by meeting deadlines and adhering to the established schedule of field work
Outcome 4: Understands the supervisory relationship and role of the student in the practicum setting
Actively prepares for and engages in supervision utilizing field assignments, learning opportunities within the agency, and through weekly supervisory meetings
Outcome 5: Demonstrate professional skills in written documentation and electronic communication
Demonstrates writing skills that are consistent with professional social work standards and agency expectations
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
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

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

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 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.

The final grade reflects: 1) the student's demonstrated level of competency in meeting the field course objectives in their practicum and, 2) completing all assignments which are required by the school and by the agency. Students are required to complete **a minimum of 256 practicum hours** at the agency and all field documentation as outlined in the field policies on the Field Education website. The final SOC WRK 423 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 uploaded on the Canvas Field Document course site 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 <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. 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 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 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 assignments totaling five points per semester; Quality of field assignments including content, neatness, compliance with directions for assignment, and compliance with established due dates	25%

- 4) All field assignments must be submitted **before** the completion of the final field hours and before the final semester deadline unless an *Incomplete Request* has been submitted and approved. **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) Any readings assigned by the agency field instructor
- 3) Review of Field Education comprehensive website

SOCIAL WORK FIELD & COVID CONTINGENCY PLAN FAQ’s 2020/21 ACADEMIC YEAR

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.

Students are expected to engage in all agency safety protocols to protect themselves, agency clients and agency staff. Students should engage in all CDC recommendations when not engaged in field agency activities including wearing a mask, engage in social distancing, hand washing, etc. Students are required to notify the field agency immediately if they have symptoms of illness or have been exposed to COVID. Student should also notify their Field Liaison so that a plan for completing contingency activities can be assessed while under quarantine to allow the student to stay on track with the completion of their field education course.

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
- School Social Work placement supervised by HBSSW School Social Work Adjunct Field Instructor
- Block placements (completion of two field courses in one semester)
- 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 **Student Placement Acknowledgement online form prior to starting their field practicum**. Students will also need to upload the agency’s COVID Safety Plan into the Canvas Field Document dropbox.

***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 2021 spring and summer semesters?

FIELD COURSE	HOUR REQUIREMENT	CREDITS
421	170	5
422	170	5
721	165	3
722	200	3
821	200	4
822	200	4
921	200	4

What will the field hour requirements be for the 2021/22 academic year?

Field Program requirements will return to pre-COVID policies and procedures. There has been a permanent reduction in field hours for 821 and 822 consistent with our MSW Curriculum changes effective Fall 2021. The field hours will be as follows:

FIELD COURSE	HOUR REQUIREMENT	CREDITS
421	256	5
422	256	5
721	260	3
722	260	3
821	260	3
822	260	3
921	260	3

Which activities count toward the completion of my field hours?

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

- Field Seminar attendance
- 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 completing their field practicum in an agency should complete MSW field assignments totaling 5-points located on the Field Assignment Field webpage under the direction and supervision of their agency Field Instructor. <https://uwm.edu/socialwelfare/field-assignments/>

What do I do if my field agency does not have enough work-at-home

activities to complete my field hours?

In rare cases, **with Field Instructor and Field Liaison permission**, MSW students may be able to substitute Field Contingency activities for one or more field assignments. In these cases, 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. The **Contingency Plan** is **located at the top of the Canvas Field Document site**. Please read instructions before selecting your contingency activities. 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 requirement 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

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

BSW students attend a weekly field seminar which accounts for 25% of the field education grade and includes seminar attendance and participation and assignments.

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.

I am completing a Field Contingency Plan practicum. What are the requirements?

Field Contingency Plan students have the same requirements as students completing an agency-based field practicum. Weekly supervision is required and is provided by the assigned Field Liaison. The Field Liaison will review all field assignments and will complete the mid-term progress report and final field evaluation.

I am completing an Employment-Based Field practicum. Are there separate requirements for this type of practicum?

No. Employment-Based Field practicums have the same requirements for students and Field Instructors as all non-Employment-Based field practicums.

I am completing a Block placement this semester. What are the requirements?

A block placement essentially means that a student has to complete all course requirements for **each** field course they are registered for in the semester. The first field course and all required documents should be completed by mid-semester at which time the student can begin their 2nd field course. The only document **not** required for both of the two field courses is the Mid-Term

progress report since students and field instructors will be completing two final evaluations during the semester.

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 your questions to Jeanne Wagner, Field Director at jeanne@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://uwm.edu/secu/docs/other/S_47_Discriminatory_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 01/27/21