

FOR STUDENTS BEGINNING A SOCIAL WORK  
FIELD PRACTICUM IN SUMMER OR FALL 2024



# SOCIAL WORK FIELD EDUCATION PROGRAM STAFF

Devin Thomas

Jenny Taylor McBride

Jen Kahn-Pettigrew

Johanna Barkei

Thomasina Jenkins

Ke'Andra Hagans

Dana Riesterer

Anne Lamb – Administrative Asst.

Sylvia Onyeiwu - TA

Jeanne Wagner, Field Program Director

# SOCIAL WORK FIELD PROGRAM FORMS & INFORMATION

SONIA is field software management program

You should have received an email sent through SONIA from this email address:  
[Sonyeiwu@socialwork.uwm.edu](mailto:Sonyeiwu@socialwork.uwm.edu)

If you cannot locate the email and have not created your SONIA account, please complete this SONIA request form

[https://milwaukee.qualtrics.com/jfe/form/SV\\_a3L5TyY1Ex0QIIK](https://milwaukee.qualtrics.com/jfe/form/SV_a3L5TyY1Ex0QIIK)

SONIA contact - Sylvia Onyeiwu @ [sonyeiwu@uwm.edu](mailto:sonyeiwu@uwm.edu)



- SONIA helps you stay on top of program requirements, milestones, and check-ins to keep everything moving toward your goal.
- SONIA allows you to communicate seamlessly with your Field Liaison and Field Instructor as you submit forms and information using the app or online portal.
- Using a mobile device, you can access information, submit timesheets, and assess your progress--while at your placement site, in class, or anywhere.

# FIELD APPLICATION DEADLINES

<b>1<sup>st</sup> semester of field for BSW and MSW students and MSW 821/822 2<sup>nd</sup> placement students</b>	<b>Seeking placement in the following 5 counties: Milwaukee, Waukesha, Washington, Racine, Kenosha</b>	<b>Seeking placement outside the previously listed 5 counties or out of Wisconsin</b>
<b>Spring 2024</b>	<b>Application deadline Sept. 15, 2023</b>	<b>Application deadline Sept. 15, 2023</b>
<b>Summer 2024</b>	<b>Application deadline Feb. 15, 2024</b>	<b>Application deadline Jan. 15, 2024</b>
<b>Fall 2024</b>	<b>Application deadline May 15, 2024</b>	<b>Application deadline Jan. 15, 2024</b>

# SCHOOL SOCIAL WORK AND VETERAN'S ADMINISTRATION EARLY APPLICATION DEADLINE

- **\*\*\*\* Please note that there are earlier deadlines for the following placements:**
- **School Social Work.....February 15th**
- **Veteran's Administration.....March 1st**

# FIELD DOCUMENTS

- Most Field Education documents are built into SONIA including the Learning Plan, Mid-Term Progress Report, Final self-evaluation, Field Instructor Evaluation, Field Hour tracking and MSW Field Assignments instructions.

# FIELD EDUCATION MODELS

- Traditional on-site practicum supervised by agency Field Instructor
- Employment-based field practicum supervised by agency employment supervisor or other approved agency staff . There is an additional application and specific criteria for approval.
- Block placements **for MSW students only** (completion of two field courses in one semester) – Primarily works for School Social Work students

Field faculty are working both on campus and remotely for the 2023/2024 academic year. Please email or call your assigned Field Liaison during weekday hours of 8:00 a.m.– 5:00 p.m.



# PAID FIELD PRACTICUM

- The Field Team has worked diligently for several years to encourage agencies to offer paid field practicum opportunities.
- These efforts have increased the number of agencies that provide some financial assistance to students during their practicum experience
- Many of the community-based, county and state funded programs do **not** offer financial assistance to students
- The efforts to increase the funded student stipends in practicum settings will continue, but currently are only offered in a limited number of agencies.

# BSW STUDENTS FIELD HOUR REQUIREMENT

FIELD COURSE	FIELD HOUR REQUIREMENT	CREDITS
421	215	5
422	215	5

# MSW FIELD HOUR REQUIREMENTS

**Advanced Standing = Total hours (minimum 700 hours)  
Foundation = minimum 915 hours**

721	215 (3 credits)
722	200 (3 credits)
821	250 hours (3 credits) 300 hours (4 credits)
822	250 hours (3 credits) 300 hours (4 credits)

# SCHOOL SOCIAL WORK FIELD PLACEMENTS

- Two-semester School Social Work Field Placements only begin with the Fall Semester & include the Spring Semester to be in accord with the school year. Field applications for School Placements are due by February 15<sup>th</sup>.
- Students who have any questions about School Social Work should contact Ke'Andra Hagans @ [klhagans@uwm.edu](mailto:klhagans@uwm.edu)

# UWM SOCIAL WORK FIELD EDUCATION LIAISON

Your Field Liaison is an employee / Clinical Academic Staff member of the UW-Milwaukee Helen Bader Social Work Program who:

- is responsible for arranging, coordinating, and overseeing your field practicum experience.
- is available for information and consultation throughout your field practicum.
- meets with your Field Instructor and you at the field agency each semester.
- intervenes if difficulties arise during the field practicum.
- reviews the completed Learning Plan, Field Assignments, and all evaluations.
- calculates and assigns the final grade for your SW Field Course.

# AGENCY FIELD INSTRUCTOR

Your Agency 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 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 Field Assignments in supervision.
- evaluates your demonstration of competency in several areas as outlined in the Field Education course objectives on your Midterm and Final Evaluation Forms.

***Your Field Instructor is not paid by UW-Milwaukee for her or his work with you.***

## FIELD EDUCATION IS INTENDED TO:

- Reinforce student identification with the values, purposes, and ethics of the Social Work profession.
- Promote professional Social Work skill and competence.
- Model understanding of and respect for diversity.
- Foster the integration of empirical & practice-based Social Work knowledge.

*-Council on Social Work Education (CSWE)*

# THE SOCIAL WORK FIELD PRACTICUM & IMPORTANCE OF RELATIONSHIPS

The SW Field Education Practicum is a "relationship" involving three important parties:

- ◎ The UW-Milwaukee HBSSW Social Work Department.
- ◎ The HBSSW SW Field Student.
- ◎ The Field Agency.

*Practicing appropriate professional communication with all relationship parties is vital to the success of the Field Practicum experience.*



# HAVING A FLEXIBLE SCHEDULE IS AN ABSOLUTE NECESSITY FOR INVOLVEMENT IN FIELD WORK

Normal Field Work requires between:

Most Field Agencies require students to be available for Field Work between 8 a.m-5 p.m.

If you are only available for field work in the evenings and on weekends, it will be difficult to locate a Field Practicum as there are limited options.

**Make arrangements with your employer in advance of entering Field Work to ensure a flexible work schedule in order to be available during the days and times required by the field agency.**

# APPLICATION PROCESS: STEP ONE

- ▶ Step 1: Submit application forms online on SONIA
  - ▶ Read and follow all instructions
  - ▶ Wait for further instructions from the Social Work Office via email.
- ▶ Schedule an appointment with your assigned Field Liaison to review your application and discuss placement interests.
- ▶ Your Liaison will do their best to refer you to the most appropriate placement which is dependent on availability. Specific placement locations or types cannot be guaranteed.
- ▶ Your appointment will be scheduled at a time consistent with the time-table for the specific agency placement you are requesting.

# IMPORTANT!

- \*\*\*Please note that you must contact your assigned Field Liaison via email to set up an interview within 7 days of receiving the Social Work Office email informing you that your application has been processed.
- Failure to follow through with scheduling an interview with your Liaison will result in your field application being moved into second priority status and may impact the availability of preferred placements.
- This action is necessary given the large number of student placements needed each semester. Students who meet the established deadlines will be placed in priority status.

# APPLICATION PROCESS: STEP TWO

- ▶ Step 2: Order a background check & submit background forms
  - ▶ All students entering a practicum are required to have a comprehensive background check through ViewPoint. The initial cost is \$35.00 paid online directly to ViewPoint.
  - ▶ After the student's field application has been processed, the Social Work Office will send the student instructions via email on which background check to order.
  - ▶ The student should then place their background check order through ViewPoint. They will also be required to upload the completed Background Information Disclosure and HBSSW Authorization Forms (available in the ViewPoint portal).
- ▶ 3-step process
  - ▶ Application completed
  - ▶ Authorization form
  - ▶ Background Information Disclosure form (BID)

# ADDITIONAL INFORMATION ON BACKGROUND CHECKS

Please note:

- Students will have access to the information, as will Field Program staff. Background checks will be sent to the field agency where the student has accepted a practicum upon request.
- The ViewPoint background check ***must*** be completed before the Field Liaison can work with a student on an agency referral

## AGENCY PRACTICE AREAS

- ▶ Students can view a list of agency practice areas on SONIA.
- ▶ Students may view this list to gain a better understanding of the placement types for the field practicum experience. When students have their initial meeting with the field liaison, they will be able to discuss available placement opportunities.

# PRACTICUM DESCRIPTIONS



# CLINICAL PLACEMENTS IN MENTAL HEALTH & AODA / SUBSTANCE ABUSE TREATMENT

- Clinical Mental Health & AODA Behavioral Health Placements are in great demand by graduate Social Work students.
- Advanced level students in SW 821 & SW 822 are generally given preference for clinical placements.
- The Field Department ***cannot*** guarantee a specific type of placement for all student requests due to a number of factors including:
  - competition for placements within HBSSW and with other university programs in Social Work and Psychology, and other SE WI Social Work Programs
  - Agency dynamics resulting in an inability to accept student interns
  - Limitations in student availability for the field practicum

In spite of these placement challenges the UWM Social Work Program has more practicum options for students than any other Social Work Program in Wisconsin.



## FOLLOWING THE INTERVIEW WITH THE SW FIELD EDUCATION LIAISON

- Part 1 of the application is sent by the SW Field Liaison as an e-mail attachment to prospective field agencies along with a request for an interview.
- The student is either notified by the SW Field Liaison to contact the Field Agency to arrange an in-person interview. The Field Agency may also directly contact the student to arrange an interview.
- The student should schedule an interview with the Field Agency *in a timely manner*.

# FIELD AGENCY INTERVIEW

- The interview with a Field Agency is a two-way process.
  - The Field Agency interviews the student.
  - The student interviews the Field Agency.
  
- Refer to “Interviewing Tips” on SONIA.
  - Gather information about the Field Agency and the field placement from the Field Liaison and SONIA.
  - Review the list of questions you may be asked.
  - Review the list of questions you may want to ask.
  - Know the location of the Field Agency and parking arrangements.
  - Dress professionally.
  - Timeliness counts.

## DURING THE FIELD AGENCY INTERVIEW

- Discuss any “convictions” on your Background Check during the latter part of the Field Agency interview *if you decide you want a practicum with the agency.*
- Background Check results with a conviction will be sent to the agency after a student accepts an offer of a field practicum.
- Student completes the interview with the Field Agency with plans to follow-up with the Field Agency representative.
- Student contacts all involved Field Liaisons to provide an update on the status of each interview with a Field Agency.
- Student follows-up with *all* involved Field Agency representatives and *all* Field Liaisons when a final placement decision has been made.

## APPLICATION PROCESS REMINDERS

- Following the acceptance of a field placement with a Field Agency, the student should *not* continue to explore additional placement possibilities.
- The student should contact all other Field Agencies where they have either interviewed or have an interview scheduled in order to let them know they have accepted a field practicum with another program.

# REASONS FOR NOT BEING ACCEPTED FOR A PLACEMENT

- Students may not be accepted for placement by a Field Agency as a result of:
  - Limited Schedule Availability for Practicum
  - Criminal and / or Caregiver Background histories.
  - Competition with other placement applicants.
  - Limited professional experience
  - Poor presentation during the Field Agency interview.
  - Failed TB skin test.
  - Negative results in a health physical.
  - Positive drug test.
  - Refusal to receive the COVID vaccine
  - Failure to complete pre-placement requirements by the deadline

# PRE-PLACEMENT PROCESS

- When you have accepted a placement, contact the Field Agency to inquire about any pre-placement requirements:, such as:
  - Field Agency orientation program.
  - Medical examination
  - TB skin test; Hepatitis test and/or vaccine
  - Immunization records
  - Flu shot
  - Drug testing.
  - Field Agency Caregiver Background Check.
  - Proof of driver's license and auto insurance.
  - Confidentiality acknowledgement.
  - Professional references.
  - Online Training Requirements

# BSW FIELD EDUCATION COURSE REGISTRATION

- ❑ All undergraduate students registering for ***Social Work Field Course 421*** should register under the appropriate section for SW 421 and for the ***LAB / Integrated Field Seminar*** that is required to be taken in conjunction with ***SW 421***.
- ❑ A ***LAB / Integrated Field Seminar*** is also required for ***Social Work Field Course 422***. SW 422 is your second field practicum course.
- ❑ The ***LAB / Integrated Field Seminar*** meets for 50 minutes during each week of the semester.
- ❑ You receive ***one hour of field work credit*** for every LAB / Integrated Field Seminar you attend.

Contact your selected Field Liaison for assistance if you have questions.

# MSW FIELD EDUCATION COURSE REGISTRATION

- Graduate students registering for *SW Field Course 721* should register under the appropriate section for SW 721 and for the *LAB / Integrated Field Seminar* that is required to be taken in conjunction with *SW 721*.
- All other graduate students registering for *SW Field Course 722* should register under the appropriate section. There is no *LAB / Integrated Field Seminar* with *SW 722*.

Contact your selected SW Field Liaison for assistance  
if you have questions.



## REQUIRED ATTENDANCE OF THE "ORIENTATION TO FIELD PROGRAMS" PRESENTATION

- Students entering their first field placement are required to attend *one* of two virtual mandatory "*Orientation to Field Programs*" prior to beginning the field practicum
- Watch your email for dates and Team links.

# EXCITING OPPORTUNITIES



# Graduate Certificate in Applied Gerontology

Americans are living longer than at any other time in history which has increased the need for social workers in the field of gerontology.

*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. The program focuses on the biological, psychological, social, policy, and ethical aspects of aging.

- Scholarship opportunities are available.
- For more information visit:

<https://uwm.edu/socialwelfare/graduate-certificate-in-applied-gerontology/>

# TITLE IV-E CHILD WELFARE TRAINING PROGRAM

- Full tuition and book stipend
- Commitment to work in public child welfare after graduation.
- The opportunity to support the most at-risk children and families.

Webpage: <https://uwm.edu/socialwelfare/academics/child-welfare-training/>

- Contact Johanna Barkei [barkei@uwm.edu](mailto:barkei@uwm.edu)

# YOUTH ORIENTED SUBSTANCE ABUSE TRAINING PROGRAM (YOSAT II)

- *Any MSW student meeting program requirements is encouraged to apply for the YOSAT II program.*
- *Students of color, students from low-income communities, and first-generation college students are strongly encouraged to apply as increased diversity in mental/behavioral health services in underserved communities is an objective of this program.*
- *MSW students interested in careers working with children, youth, and young adults within the mental and behavioral health field.*

# YOSAT II FINANCIAL ASSISTANCE!

*Accepted students receive a \$10,000 Fellowship over 2 semesters  
SOC WRK 821 and 822*

## ***How to apply:***

- *Apply online. Complete an application online and upload a current resume.*
- [uwm.edu/socialwelfare/yosat2](http://uwm.edu/socialwelfare/yosat2)

## ***When to apply:***

*Students should apply **as early as possible** in their MSW program.*

# Study Abroad



# SPANISH AND CULTURAL IMMERSION IN COSTA RICA JANUARY 2025





# INCREASE YOUR SPANISH AND CULTURAL COMPETENCY DURING WINTERIM 2025

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
- ▶ **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**

# SUMMER 2024 STUDY ABROAD IN AUSTRIA



Vienna, Austria



Salzburg,  
Austria



Linz, Austria



# SUMMER IN AUSTRIA!

- 2-week Study Abroad Program in Austria
- 3-credit electives for BSW and MSW students
- International Social Work Conference – Meet SW students and Professors from up to 15 countries
- 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!



# QUESTIONS?

