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### COURSE DESCRIPTION

**Overview of the content and purpose of the course:** Social Work Field Instruction, a required component of the social work curriculum, is the mechanism by which all elements of the BSW curriculum may be tested, applied, and integrated. It builds upon the total social work curriculum and is the forum within which the student may exercise knowledge, values, skills, self-awareness, and self-evaluation. This course involves the placement of students in an agency under the direction of a professional social worker who has agreed to act as Field Supervisor. The Field Supervisor, working together with the Faculty Liaison assigned to each student, provides the student with an opportunity to further integrate the knowledge, skills, and values necessary for social work practice.

Field practice is the final step in preparing you as an entry level social work practitioner. Beginning with an orientation to the agency and the relevant client systems, you will gradually assume more independent responsibility for a small caseload. Throughout this learning process, there is an emphasis on a systems theoretical approach to generalist practice as you work with and within systems of different sizes.

**For whom the course is intended:** This course is only for seniors majoring in social work. They must also be enrolled concurrently with SWK 480 & 424, during Fall semester and SWK 481 & 426 Spring semester.

**Prerequisites of the course and the place within the social work curriculum:** As was stated earlier, this course builds upon the entire social work curriculum. Prerequisites include the following social work courses: 300, 325, and 350.

### COURSE OBJECTIVES

The following objectives are those which direct the entire social work curriculum at UW-River Falls. They are included at one point or another in all of the social work course syllabi. It is logical that they would be the basis for organizing and evaluating field placement where you integrate and utilize the knowledge, skills and values learned in course work. These objectives are the same ones which are found in the *Learning Agreement*. Each is assessed in the *Field Placement Evaluation*.

- Obj. 2.a. Demonstrate competent generalist entry level practice utilizing social work knowledge and skills with systems of all sizes. (EPAS Program Objective 6)
- Obj. 2.b. Understand and practice within the value base of social work and its ethical standards and principles. (E.P.A.S. Program Objective 2)
- Obj. 2.c. Practice without discrimination, with respect, and with knowledge and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation. (EPAS Program Objective 3)
- Obj. 2.d. Demonstrate a professional use of self based upon the integration of social work knowledge, skills, values and ethics.

- Obj.2.e. Understand and apply knowledge of biological, sociological, cultural, psychological and spiritual variables that affect individual development and behavior and use theoretical frameworks to understand the interactions among individuals and between individuals and social systems. (EPAS Program Objective 7)
- Obj. 2.f. Collaborate with client systems of all sizes to develop a plan(s) of action based on a thorough assessment of client system strengths and challenges.
- Obj. 2.g. Utilize appropriate social work roles (e.g., broker, mediator, enabler, facilitator, advocate, teacher) when working with clients.
- Obj. 2.h. Communicate effectively with a variety of client populations, colleagues and members of the community. (EPAS Program Objective 10)
- Obj. 2.i. Demonstrate the ability to secure and use current research as applied to social work practice with systems of all sizes. (EPAS Program Objective 9)
- Obj. 2.j. Use supervision and consultation appropriate to entry level generalist social work practice. (EPAS Program Objective 11)
- Obj. 2.k. Use current technologies to effectively and efficiently provide services to clients.
- Obj. 3.a. Understand and clarify for others the history of the social work professional and its current structures, values and ethics. (EPAS Program Objective 5)
- Obj. 3.c. Analyze the impact of social policies on clients, staff, agencies and larger social systems. (EPAS Program Objective 8)
- Obj. 3.d. Recognize the global context of social work practice.
- Obj. 3.e. Formulate and influence social policies and social work services by involving individuals, families, groups, organizations and communities to enhance human well being in diverse political contexts. (EPAS Program Objective 8)
- Obj. 3.f. Function within the structure of organizations and service delivery systems and seek necessary organizational change. (EPAS Program Objective 12)
- Obj. 3.g. Evaluate research studies and apply findings to macro practice. (EPAS Program Objective 9)
- Obj. 3.h. Understand the necessity for pursuing prevention activities at micro, mezzo and macro levels of practice.

### **COURSE REQUIREMENTS AND POLICIES**

**Time requirements for placement:** A student will complete 225 hours in field placement each semester. Hours for each semester must be completed by the end of the last week of class for that semester. Case responsibilities must be accommodated over Christmas break. Students may accumulate as many as 30 hours for second semester during Christmas vacation although you must stay in your placement through the last week of class second semester. The 30 hours gives you some flexibility in the number of hours you are in field each week second semester. Training hours, attendance at professional conferences or seminars, time spent visiting with other students in their field placements may all be counted toward the 225 hours per semester with the approval of the Field Supervisor. Students must submit the *Fieldwork Hours Verification Form* (attached) to their Faculty Liaison per the Liaison's instructions. Students will meet in small groups for 55 minutes each week with their Faculty Liaison during both semesters.

**Field placement logs:** Each student will keep a log while in placement which will be submitted weekly to the Faculty Liaison. The format for the log is attached. Your Faculty Liaison may want you to use the form on the Social Work website, [www.uwrf.edu/socialwork](http://www.uwrf.edu/socialwork) under "Forms." This log is intended to allow the Liaison to monitor progress in the agency, provide assistance and support whenever appropriate, and facilitate the process of integrating the knowledge, skills and values as you grow as a helping professional. The logs should identify the activities in which you are engaged and your reactions to those experiences (affective and cognitive). The logs will also serve to keep track of hours in the agency.

You should be writing in your log at the end of each day of placement. They are to be handed in at the beginning of each weekly session with your Faculty Liaison. Late logs will not be accepted. Remember that the identity of clients must be kept confidential, even in logs.

**Student Information Face Sheets** will be completed by each student and submitted to their Faculty Liaison at the beginning of the second meeting of the semester. This form is on the Social Work website under "Forms." Note that it must be signed by the Field Supervisor who will approve the hours for which the student will be scheduled in the field placement.

**Learning Agreement:** The *Learning Agreement* must be completed by each field student and turned into the Faculty Liaison at the weekly meeting the 5<sup>th</sup> week of the first semester and revised when necessary and submitted again by the 4th week of the second semester. It is your responsibility to complete a first draft of the agreement before submitting it to the Field Supervisor for review. You are responsible for turning it into the Faculty Liaison on time. The *Learning Agreement* is available on D2L and on the Social Work Program website as a Word document and should be completed as same. It is to be submitted in print form to the Faculty Liaison.

**Evaluation:** The evaluation will be completed by the Field Supervisor and then reviewed with the field student prior to its being submitted to the student's Faculty Liaison. A copy of the evaluation must be submitted to the Faculty Liaison by the end of the last week of class, each semester. The Faculty Liaison will review the evaluation, sign it, then return a copy of it to the Field Supervisor. The evaluation serves as the most important basis for the final grade for field placement. That form is also on the social work website.

**Grading:** It is the responsibility of the Faculty Liaison to determine the student's grade with input from the Field Supervisor. The primary sources of information for grading field placement will be the *Learning Agreement and Evaluation* and the ongoing assessment of your faculty liaison regarding your work at the field placement. Other factors considered in grade each semester will include the quality and timeliness of the journals (see above) and all other written work as well as the quality of participation in the weekly meetings with the Faculty Liaison.

Quality of work during field placement	70%
Attendance & quality of participation in faculty liaison meetings	20%
Timeliness and quality of work on logs & other paper work	10%

The following are the guidelines faculty will use in determining the students grade on the quality of work at the field placement:

- A = Successful completion of assigned tasks including those in the agency in a manner considered *outstanding*.  
 Prompt and regular attendance at all activities, appointments ,etc. at the agency.  
 Diligent adherence to NASW Code of Ethics.  
 Demonstration of *superior* initiative and creativity.  
 Demonstration of an *outstanding* capacity for personal growth and development  
 Demonstration of *outstanding* use of knowledge and skills learned during coursework.
- B = Successful completion of tasks including those in the agency as well as the student logs, and any other assignments in a manner considered *above average*.  
 Prompt and regular attendance at the agency.  
 Diligent adherence to NASW Code of Ethics.  
 Demonstration of *very good* initiative and creativity.  
 Demonstration of an *unusually good* capacity for personal growth and development.  
 Demonstration of *unusually good* use of knowledge and skills learned during coursework.

- C = Successful completion of most tasks in a manner considered *average* but a marked failure to complete a few others in an acceptable manner; and/or  
 A few problems with attendance and/or promptness at the agency; and/or  
 Adherence to NASW Code of Ethics.  
 Demonstrates some initiative and creativity.  
 Demonstrates some capacity for personal growth and development.  
 Demonstration of good use of knowledge and skills learned during coursework.
- D = Successful completion of many tasks but marked failure to complete others in an acceptable manner; and/or  
 Problems with being absent from the agency, meetings, etc.; and/or problems with being late for meetings, conferences, etc.; and/or  
 Some problems with adherence to NASW Code of Ethics. (There are areas of code violations that would require immediate termination from field.)  
 Demonstration of use of some knowledge and skills learned during coursework.
- F = Failure to complete many tasks; and/or  
 Frequent absence from the agency, meetings, etc; and/or  
 Frequently late for meetings, conferences, etc.; and/or  
 Lack of adherence to NASW Code of Ethics.  
 Failure to demonstrate use of knowledge and skills learned during coursework.

**Termination:** Please read the Field Manual at [www.uwrf.edu/socialwork](http://www.uwrf.edu/socialwork) for specific information about termination from field placement. This is a reminder that ethical behavior is an absolute requirement for field placement. This means, among other things, honoring client confidentiality, honesty in all record keeping, etc. The N.A.S.W. Code is also in the Manual and serves as a basis for judging ethical behavior.

**Requirements for graduation:** In keeping with the program's concern regarding the student' ability to demonstrate appropriate professional knowledge and skills, a grade of "C" or better is required in SWK 472 in order for the student to graduate with a BSW degree.

# Fieldwork Hours Verification Form

University of Wisconsin-River Falls  
 Social Work Program  
 SOWK 472  
 Social Work Field Instruction



Student Name \_\_\_\_\_

*This form must be completed weekly and signed by your Fieldwork Supervisor. Forms must be submitted to your Faculty Liaison at the last Field Liaison meeting of each month.*

## Weekly Fieldwork Hours

Hours for the week of: \_\_\_\_\_

Date	Start -End Time	Activity Code(s)*	Number of Hours

Total Hours This Week: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Code:	A	B	C
<b>Description of Activity:</b>	Activities at agency, direct work with clients, meetings, documentation, etc.	Reading assignments, viewing videos or other media as assigned by supervisor	Related activities outside of agency such as conferences, projects, visiting other agencies, etc.

**Field Placement Journal I**  
**Social Work Program**  
**University of Wisconsin-River Falls**

Week \_\_\_\_\_ Dates \_\_\_\_\_ to

Name: \_\_\_\_\_

Hours worked this week \_\_\_\_\_

Total hours this semester \_\_\_\_\_

1. List your work experience activities for the past week.

2. Analyze an experience which occurred during this week which challenged you to use what you've learned in a social work course including:
- a. A description of the experience itself,
  - b. An explanation of how that experience tied to your social work course(s), and
  - c. An evaluation of how well you integrated your campus learning with your work experience.

3. Describe a specific way in which you met, or moved toward meeting, a learning objective this week. (Be sure to explicitly state the learning objective.)

4. Questions for your Faculty Liaison

Signed: \_\_\_\_\_

# Field Placement Journal II

Social Work Program  
University of Wisconsin-River Falls

Week \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_

Name \_\_\_\_\_

Hours worked this week \_\_\_\_\_

Total hours this semester \_\_\_\_\_

List your professional experience activities for the past week.

Using a client relationship that is ongoing, e.g., client on your caseload, group you are working with, do an in depth analysis of the social work that you are doing during one particular interaction with a client. You will need initially to explain the situation in some detail (making sure to protect confidentiality) using a blank page (attach to this one). In subsequent journals, continue to give just enough detail so that the reader can understand the process. Each time you journal, you will describe:

<b>Description of Client Contact:</b> When & where interview took place; who was present, what questions were asked, body language used, how client responded, etc.	<b>Interpretation:</b> Your understanding or analysis of what you saw and heard
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<b>Summary</b>	<b>Interpretation</b>



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