

COLLEGE OF SOCIAL WORK
FIELD EDUCATION MANUAL
FOR
STUDENTS,
AGENCY FIELD INSTRUCTORS,
AND FIELD PROFESSORS



 College of
Social Work

College of Social Work
Field Education Program
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INSTRUCTORS, AND PRACTICUM PROFESSORS/INSTRUCTORS**

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All forms referenced in the Field Manual are located on the Field Education website or in the Student Field Orientation modules in Canvas.

WELCOME TO FIELD

Social Work Education at the University of Kentucky

The University of Kentucky (UK)

The University of Kentucky is a public, land grant university dedicated to improving people's lives through excellence in education, research and creative work, service and health care. As Kentucky's flagship institution, the University plays a critical leadership role by promoting diversity, inclusion, economic development and human well-being.

The University of Kentucky:

- Facilitates learning, informed by scholarship and research;
- Expands knowledge through research, scholarship and creative activity; and
- Serves a global community by disseminating, sharing and applying knowledge.

The University contributes to the economic development and quality of life within Kentucky's borders and beyond, nurturing a diverse community characterized by fairness and equal opportunity.

History of the Social Work Program

The University of Kentucky Board of Trustees established a department of social work within the College of Arts and Sciences in 1938. This undergraduate Bachelor of Arts in Social Work (B.A.S.W.) program was later transferred to the newly created College of Social Professions (later named the College of Social Work) in 1969. A year later the College's Master of Social Work (M.S.W.) program was admitted to candidacy status by the Council on Social Work Education, and in 1972 the M.S.W. program was fully accredited.

UK College of Social Work Vision Statement

We will make major contributions to the generation of knowledge that will alleviate contemporary social problems as the social work profession enters its second century of service to the nation and the world. By consistently striving for excellence, we will earn entry into the ranks of the foremost schools of social work through our research, teaching, and community engagement. We will invigorate the lives of all people who join us in this endeavor. We are committed to a renewal of collaborative public service that is grounded in an intellectual and moral seriousness that reflects the enormous challenges faced by our global community. Such achievements will require individual excellence, effective partnerships, and innovative solutions. This vision is the hallmark of our college.

UK College of Social Work Mission Statement

The University of Kentucky College of Social Work promotes community and individual well-being through its translational research and scholarship, exemplary teaching, and vital community engagement. The College is committed to the people and social institutions throughout Kentucky,

the nation, and the world. The College, like the University, is an organization that cultivates a diverse academic community characterized by interpersonal fairness and social justice. The College is fiercely committed to developing outstanding social work professionals and scholars - leaders who will serve individuals, families, and communities through innovative and effective practices that are guided by cultural competency, systematic ethical analysis, and a keen and pragmatic understanding of the human condition.

UK College of Social Work BASW Program Mission Statement

The Bachelor of Arts in Social Work program at the University of Kentucky seeks to prepare effective, competent, generalist social work practitioners who are ethical, engaged, culturally aware and informed agents for social change.

The BASW Program Mission Statement, Program Goals, the BASW Student Handbook and other student resources can be found on the College website.

UK College of Social Work MSW Program Mission Statement

The MSW program mission flows from the University's and College's mission statements as well as the College's vision statement. Inspired by and illustrative of social work's core values, it affirms a commitment to education, research, and community engagement and the integration of these emphases in education and practice with diverse populations. Our focus is on preparing advanced social work practitioners. The MSW program mission statement is provided below:

The Master of Social Work Program at the University of Kentucky seeks to prepare competent, evidence informed social work practitioners and leaders who are ethical, culturally aware change agents to promote social justice and improve quality of life for all.

The MSW Student Handbook and other student resources can be found on the College website.

College Structure

Administrative Organization

The College of Social Work is a single unit, with no departments or divisions, headed by a Dean. The Faculty is guided by the Rules of Procedure of the Faculty of the College of Social Work which delineates the functions and responsibilities of the faculty. Several faculty members hold administrative positions and carry out responsibilities relative to their program areas. The administrative positions include: Associate Dean for Research, Associate Dean for Academic and Student Affairs, Director of Graduate Studies, Director of Undergraduate Studies, Director of the Doctoral Program, and Director of Field Education. These faculty members also serve as ex officio members of pertinent College committees. The Director of Field Education is an ex-officio member of the Curriculum Committee, and a member of the Administrative Team.

College of Social Work Centers and Labs

Information on the College's unique centers and labs can be found on the College website.

Curriculum

BASW Program

The BASW Curriculum and Program Models are located in the BASW Student Handbook on the College website.

MSW Program

The MSW Curriculum and Program Models are located in the MSW Student Handbook on the College website.

Army/UK MSW Military Specialization

The Army/UK MSW Military Specialization is located within the US Army Medical Department Center and School (AMEDDC&S), Health Readiness Center of Excellence (HRCoE). The AMEDDC&S HRCoE is located at Joint Base San Antonio Fort Sam Houston, Texas. The AMEDDC&S is where the Army Medical Department formulates its medical organization, tactics, doctrine, and equipment. The AMEDDC&S is also where the Department of Defense (DoD) educates and trains medical personnel from all the services, to include service members of the Navy, Air Force and DoD civilians.

Accreditation

The Bachelor's and Master's program in the College of Social Work conform to the structure and guidelines of the Council on Social Work Education (CSWE). The BASW and MSW programs have maintained CSWE accreditation and reaccreditation since their inception. The BASW and MSW programs employ the CSWE competencies and practice behaviors as student learning outcomes.

Field Education Program

Field Education Mission

The mission of the Field Education Program is to provide mutually supportive and positive learning environments that cultivate leadership, increase knowledge, refine skills, and strengthen social work values in student interns as they develop proficiency in the social work core competencies in preparation for professional practice.

Field Education Goals

The intent of field education is to connect the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. The two interrelated components of curriculum, classroom and field, are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the achievement of program competencies. (CSWE Educational Policy 2.2).

The primary goal of the Field Education Program is to prepare graduates who are committed and knowledgeable about improving the quality of life for vulnerable individuals, families, groups, and communities, locally, nationally, and internationally. Undergraduate students are prepared for generalist practice by course work built upon a liberal arts perspective and the generalist social work curriculum. This preparation helps students develop their problem-solving capabilities, critical thinking skills, writing skills, and communication skills. First year graduate students prepare for the advanced practice curriculum through the development of foundation social work competencies. Second year graduate students build upon the foundation competencies through the advanced practice curriculum, and may choose areas of special study to further their knowledge and skills for advanced practice. Second year graduate students may also participate in specialized certificate programs.

CSWE Competencies

See **Appendix A** for the 2015 CSWE Competencies

Structure of the Field Education Program

The Field Education Program is managed by a faculty Director of Field Education. The Director is assisted by staff field coordinators and an administrative assistant on the main Lexington campus, a faculty online MSW field coordinator, and a staff field coordinator on the Army/UK MSW Fort Sam Houston off-campus site. The Program Coordinator and advisor at the Hazard off-campus site provides additional field placement advising and information for students in Eastern and Southeastern Kentucky.

Field Program Role Descriptions and Responsibilities

Director of Field Education: The College of Social Work (CoSW) faculty member who provides educational and administrative leadership for the field education program in both the BASW and MSW programs. The Director also provides field orientation and advising for BASW and MSW students, coordinates placements and teaches practicum courses.

Online MSW Field Coordinator: Recruits and coordinates placements, advises students, and teaches in the online MSW program.

Field Placement Coordinator: Coordinates placements and advises students primarily in the BASW program and the MSW foundation year, and teaches practicum courses.

Clinical Field Coordinator: Advises students and coordinates placements primarily in Integrated Behavioral Health (IBH) and clinical certificate placements, and teaches practicum courses.

Army/UK MSW Field Coordinator: The CoSW staff member who advises students and coordinates placements in the Army/UK MSW Military Specialization located at Fort Sam Houston, Texas.

Field Administrative Assistant: The CoSW staff member who provides administrative support for field education faculty and staff in both the BASW and MSW program.

Off-Campus Program Coordinator: The CoSW faculty and staff members who provide program coordination for the Eastern and Southeastern Kentucky campus, and assists with field advising and oversight for students at their off-campus site.

Field Advisory Group

The Field Advisory Group for the College of Social Work and an Advisory Group at the Army/UK MSW Military Specialization campus serve in an advisory capacity to the Director of Field Education and the Field Education Program. Its primary functions are:

- to promote communication with and among faculty, students, practicum professors/instructors, alumni, and the public to promote the Field Education Program;
- to review curriculum changes in the field program and identify ongoing field instructor training needs;
- to serve as an avenue for feedback to the College regarding various community needs; and
- to bring social justice and cultural sensitivity to bear on the Field Education Program.

General Requirements

IMPORTANT NOTE: The College of Social Work does not grant social work course credit for life experience or previous/current work experience. All field education credits must be earned through enrollment in the College's field education courses.

Undergraduate students must complete two semesters of field education courses, usually during their junior and senior years. Graduate students complete three semesters of field education courses, or four semesters of field education courses on the Army/UK MSW Military Specialization at the Fort Sam Houston campus, with the exception of advanced standing MSW students who complete two semesters.

Careful planning with your academic advisor will insure that you have the necessary prerequisites for beginning field work. The planning and advising process begins in late January and early February for summer and fall field courses, and in late September for spring field courses.

All students are required to take the Situational Awareness Training and pass the competency quiz before starting their first field placement. Instructions for enrolling are located on the Field Education website. This training only needs to be completed once.

The Field Education Program utilizes the Tevera Online Field Platform. All students must register for Tevera. There is a one-time fee to register, and the Tevera site is accessible to you throughout your BASW and/or MSW programs. It is also available to you following graduation for job searches and licensing purposes. Complete information on Tevera is located on the field website and in the Student Field Orientation in Canvas. Fort Sam Houston campus students do not use Tevera. Practicum choice, advising, and placement is accomplished through personal interactions with the Army/UK MSW Fort Sam Houston field placement coordinator.

Field Education Course Requirements

When you begin a practicum course, your time must be managed carefully to ensure fulfillment of all responsibilities. In addition to the agency placement, students participate in an integrative field seminar course. You will be required to complete field education assignments related to the requisite CSWE Competencies and behaviors as described in the course syllabus provided by

the Practicum Instructor. Failure to complete these assignments, and/or failure to participate in the seminar, can result in a student earning a lower grade or possibly failing the practicum course despite satisfactory performance in the practicum agency. The final course grade will include completion of the required number of agency hours, the agency Field Instructor's evaluation of your performance in practicum, and completion of practicum seminar course assignments.

Field Education Courses

BASW Program

SW 444 Educational Practicum I

This course is an introduction to social work field education under faculty direction in the Teaching-Learning Center. Students will begin to apply knowledge from prerequisite courses in experiences which utilize social work practice skills with emphasis on individuals, families and small groups, toward goals of prevention, restoration and enhancement of social functioning. This course includes both a seminar class and experiential learning. Open only to social work majors.

SW 445 Educational Practicum II

This course continues the process of social work practicum under faculty direction in a Teaching-Learning Center. Students will continue to apply knowledge from prerequisite and concurrent courses in experiences which utilize social work practice skills with individuals, families, and small groups as well as with organizations and communities toward the goals of prevention, restoration, and enhancement of social functioning. This course includes both a seminar class and experiential learning. Open only to social work majors.

MSW Program

SW 640 MSW Foundation Practicum - Students in this course engage in a generalist social work field placement under the direction of a faculty practicum professor and an agency field instructor. Through field education seminars, students integrate knowledge, skills, and behaviors from prerequisite and concurrent courses to demonstrate foundation social work practice with individuals, families, small groups, organizations and communities. The focus includes attention to policy, ethical considerations, the application of theory, and the use of research-informed interventions. Includes specified hours per semester of seminar and experiential learning.

SW 740 MSW Advanced Generalist Practicum I- This advanced level practicum builds on the foundation practicum and foundation level courses, and prepares students to practice as social workers at the advanced level in public and private settings. The advanced generalist practicum focuses on the application of theory, knowledge, and skills, and integrates the social work competencies developed in the advanced curriculum year with practice experience in community-based agencies to address complex needs and problems. Students have the opportunity to choose areas of specialization, and work in community-based agencies that provide services in that area of specialization. This course includes specified hours per semester of seminar and experiential learning. Prerequisites: SW 640 or Advanced Standing

SW 741 MSW Advanced Generalist Practicum II- This advanced level practicum builds on the SW 740 advanced practicum and the foundation practicum, and prepares students to practice as social workers at the advanced level in public and private settings. The advanced practicum

focuses on the application of theory, knowledge, and skills, and integrates the social work competencies developed in the advanced curriculum year with practice experience in community-based agencies to address complex needs and problems. Students have the opportunity to choose areas of specialization, and work in community-based agencies that provide services in that area of specialization. This course includes specified hours per semester of seminar and experiential learning. Prerequisites: SW 740

Army/UK MSW Military Specialization

SW 640 – Students in this course engage in a generalist social work field placement under the direction of a faculty practicum professor and an agency field instructor. Through a three hours per week field education seminar, students demonstrate their ability to integrate their knowledge, skills, and behaviors from prerequisite generalist practice courses that addressed social work practice with individuals, families, small groups, organizations and communities in a military and community-based setting. The seminar also focuses on the importance of policy, ethical practice, theory application, and the use of research-informed interventions.

SW 641 – Students in this course engage in a generalist social work field placement under the direction of a faculty practicum professor and an agency field instructor. Through a three hours per week field education seminar, students demonstrate their ability to integrate their knowledge, skills, and behaviors from prerequisite generalist practice courses that addressed social work practice with individuals, families, small groups, organizations and communities in a military and community-based setting. The seminar also focuses on the importance of policy, ethical practice, theory application, and the use of research-informed interventions.

SW 740 – This specialized practice practicum builds on the generalist practice practicum / curriculum and specialized practice courses, and prepares students to practice as social workers at the advanced level in a military setting. The specialized practice practicum focuses on the application of theory, knowledge, and skills, and integrates the social work competencies emphasized in the specialized practice curriculum with practicum experience in civilian and military agencies to address complex client needs and problems. This course includes a three hours per week seminar that reinforces students' experiential learning.

SW 741 – This specialized practice practicum builds on the generalist practice practicum / curriculum and specialized practice courses, and prepares students to practice as social workers at the advanced level in a military setting. The specialized practice practicum focuses on the application of theory, knowledge, and skills, and integrates the social work competencies emphasized in the specialized practice curriculum with practicum experience in civilian and military agencies to address complex client needs and problems. This course includes a three hours per week seminar that reinforces students' experiential learning.

Specific Time/Hour Requirements

BASW Students enrolled in SW 444 course must complete 200 hours. Students enrolled in SW 445 must complete 200 hours. Seminar classes and related learning experiences approved by the practicum instructor count toward the total hours. Students should expect to spend approximately 15-18 hours each week in the agency practicum setting during the fall or spring semesters, depending on the number of weeks spent in practicum agency.

MSW Students enrolled in the 60 hour MSW program must complete three field practicum courses of 300 hours each. Advanced standing MSW students must complete two field practicum courses of 300 hours each. Seminar classes and related learning experiences approved by the practicum instructor count toward the total hours. Students should expect to spend approximately 18-20 hours a week in the agency practicum setting, depending on the number of weeks spent in practicum agency.

Army/UK MSW Military Specialization Students must complete four field practicum courses and complete a minimum of 250 supervised training hours during each practicum. Seminar classes and related learning experiences approved by the field coordinator can count toward the total hours. Students should expect to spend approximately 36 hours a week in the agency practicum setting, and 3 hours in seminar for 14 consecutive weeks.

Disclosure of Student Status

In accordance with the NASW Code of Ethics, social workers (including social work students) must represent themselves as competent only within the boundaries of their education. In general, this means that students must identify themselves as student interns to clients/patients, and in all documents produced by the student for or on behalf of the agency.

Scope

The Council on Social Work Education (CSWE) sets forth competencies and related behavioral dimensions students are to develop in accredited BASW and MSW programs. The MSW program also includes related advanced behavioral dimensions in the advanced year of the MSW.

Field education programs are tasked with ensuring that students have the opportunity to demonstrate the social work competencies through interpersonal interactions with clients and constituencies, which may include the use of digital technologies (AS 2.2.4, [2015 EPAS Interpretation Guide](#)). The EPAS allow for technology-based social work practice as appropriate for the level of practice (e.g., telework, phone contact with colleagues, clients, and constituents, remote access to platforms and projects, etc.).

Social work encompasses a broad spectrum of practice environments. Students develop skills in engagement, assessment, intervention planning and implementation, and practice evaluation appropriate for their level of education. Students must be supervised by a BASW or an MSW (if a BASW student) or an MSW (if an MSW student) with a minimum of 2 years post-degree experience. Students may also receive task supervision from persons with related degrees.

Students may not diagnose mental disorders or provide therapy for mental disorders independently. They may observe and/or assist a licensed clinical social worker in the delivery of therapy.

Field Education Planning Process and Model for Student Placement

All BASW and MSW students beginning their first practicum are required to participate in the Canvas Field Orientation and advising sessions in the semester prior to beginning their practicum. The advising sessions are conducted by the Director of Field Education and/or the field coordinators. Students are introduced to the College and CSWE requirements for practicum, and the College requirements and procedures for practicum placement.

During the planning process, students register for Tevera and complete their student information. This information is used in advising to assist students in locating field sites that are suited to their educational goals and professional growth, and also provides students with access to the approved field agencies. The School Social Work Coordinator and Public Child Welfare Program Coordinator advise and assist students interested in a school or public child welfare certificate.

The College maintains the Tevera searchable database with agency information for each approved agency. The field agency information is continuously updated and is accessible to students and practicum faculty within Tevera.

Students in subsequent field education courses (SW 445, SW 740, SW 741) may contact any approved agency in Tevera for a pre-placement interview or request pre-placement advising and assistance from the appropriate field coordinator or the director of field education. All students are responsible for arranging and confirming pre-placement interviews, for notifying agencies of their final site selection, and for confirming the placement Tevera.

****MSW Military Specialization students** located at Ft. Sam Houston will not contact agencies until approved to do so by their field placement coordinator.

The Field Education Office assigns students to field education practicum sections and to practicum professors/instructors before they begin an agency placement. Each practicum professor is responsible for teaching the field seminar class and for conducting conferences with the students' placement agencies to review and discuss the student learning agreements, agency learning opportunities, field education requirements, and student performance evaluations.

MSW Military Specialization students located at Ft. Sam Houston will be assigned a faculty field liaison who will conduct conferences with the students' placement agencies to review and discuss the student learning agreements, agency learning opportunities, field education requirements, and student performance evaluations.

Rationale for the Field Placement Model

The Director of Field Education, Field Coordinators, and Practicum Professors have develop on-going relationships with agencies. This gives them a basis for assessing and assisting students to find placements that will more likely result in a good fit for both the agency and the student.

The model is designed to reinforce college and agency field collaboration. Through direct agency contacts, practicum professors/instructors stay informed on approved agencies. Practicum professors/instructors learn about changes in personnel, research protocols, funding, and service delivery programs. This knowledge provides the field office with important data for future student placement.

Practicum professors/instructors teach the integrative field seminar based on the theoretical underpinnings of the students' course work; connecting theory and practice. The seminar also provides an opportunity for the professor to learn about practice issues and potential problems that students encounter in the field. The students learn valuable lessons from one another and from the seminar content. Practicum professors/instructors serve as field liaisons for the students in their seminar section.

The Director of Field Education works closely with the practicum professors to ensure that consistency of expectations exists across field sites and across course sections of the field seminars. In addition to individual meetings and consultation with practicum professors, group meetings are held on a regular basis with part-time instructors in the field education program. The Director of Field Education and the Directors of Graduate and Undergraduate Studies address issues regarding curriculum, pedagogy, and University and College academic policies.

The Field Education Planning and Advising Process

The College of Social Work's Field Education Program uses an online field platform, **Tevera**. This platform assists colleges with the complex issues associated with managing student interns in their field placements. It is also a valuable tool for students to begin researching prospective agencies for their practicum placements, and provides students with access to descriptive information about agencies and learning opportunities.

*Army/UK MSW Military Specialization students at Ft. Sam Houston will not use the Tevera, please see your local field placement coordinator for guidance.

The Field Education Program uses Tevera to:

- Provide password-protected, web-based access to pertinent field placement information for students, practicum instructors, agency field instructors, the field director and coordinators.
- Update and expand our field agency database, so current and future students have quick access to agency information when researching field placements.
- Provide the Director of Field Education, Field Coordinators, and Practicum Instructors the ability to communicate directly to students and advise them regarding field placements based on relevant information on student and agency detail pages.
- Maintain accurate and timely information on individual student placements in the field.

Students use Tevera to:

- Search for potential practicum agencies
- Confirm your agency and agency field supervisor
- Track your practicum hours
- Run practicum time tracking reports for your field supervisor to sign.
- Submit learning agreements, midterm and final field evaluations and other program assessments.
- Provide access to your agency field instructor/supervisor for time tracking reports, learning agreement and field evaluations.
- Access a jobs board to apply for jobs.

All students, practicum professors/instructors, and agency field supervisors are provided registration information and support for their use of IPT.

Agency Selection and Monitoring

The College of Social Work selects agencies that desire to help students integrate classroom and field learning, that can provide rich and appropriate learning experiences which grow in complexity, that have qualified professionals to provide field instruction, and that commit to offering at least one hour of social work field instruction per week. The agencies selected for practicum placements reflect the diverse settings in which professional social workers are employed. Through this partnership with community agencies, opportunities are found at both the Bachelors (BASW) and Masters (MSW) level, assuring that students have a variety of experiences that contribute to the development of the requisite competencies.

Criteria for Approving Field Education Sites

Approved practicum sites allow students contact with their client populations to provide opportunities for skill and knowledge application. When completing the Field Agency Profile agencies must indicate whether client contact is able to be offered as part of the student opportunities at the agency. Clients can be individuals, families, groups, community partners or stakeholders, or communities themselves, depending on the level of service agencies provide (micro, mezzo, macro).

The agency approval process begins with an Agency Profile. Completion of the web form located on the field website and in Tevera provides the necessary information to determine if the proposed practicum site meets the Council on Social Work Education (CSWE) accreditation requirements. When approved, the information is used to enter the agency in Tevera.

The agency:

- has a signed Affiliation Agreement with the College and University of Kentucky, or with the Army/UK MSW Program for the Military Specialization.
- has a social worker with a BASW plus two years post-degree professional experience who is willing to serve as field instructor(s) for BASW students, and/or a MSW plus two years post-degree professional experience who is willing to serve as field instructor(s) for BASW students or MSW students; or an off-site BASW/MSW willing to serve as the field instructor.
- has an agency field instructor(s) who can provide a minimum of one hour weekly social work field instruction and supervision
- may have task supervisors with related degrees provide on-site supervision for students
- provides assignments that are appropriate to the student's level of education and competency, and area of interest or specialization
- provides varied and increasingly complex tasks for students to master throughout a semester to allow for breadth and depth of learning
- have a commitment to provide students with a conducive learning environment
- have policies and procedures that are in compliance with the NASW Code of Ethics

Monitoring Field Education Sites

The College monitors the quality and quantity of the learning experiences provided by approved agencies. At the end of each semester, students and professors complete an evaluation of the agency and the agency field instructor. Program and personnel changes that may affect student

learning are documented. Those agencies not complying with College and CSWE standards are dropped from the approved agency listing in Tevera.

International Placements

Students may locate their own international field placement by contacting the University of Kentucky International Studies Program or by inquiring at the Field Education Office. An international practicum placement must be approved by the Director of Field Education at least one semester in advance of the start date.

Agency Field Instructor Qualifications and Responsibilities

Agency Field instructor qualifications include:

A Master's degree in Social Work from a CSWE accredited social work program and two years of post-degree social work experience for supervising graduate students; and a Bachelor's degree or Master's degree in Social Work from a CSWE accredited program and two years post-degree social work experience for supervising undergraduate students. If a credentialed on-site social worker is not available, an off-site BASW/MSW field instructor may be utilized (e.g. an agency advisory board member, a community social worker, a faculty member or field liaison), if approved by the Director of Field Education.

Agency field instructors have many responsibilities, and must:

- provide a minimum of one hour of weekly social work supervision to the student
- model the values and ethics of the social work profession
- develop a comprehensive learning agreement in collaboration with the student, task supervisor (if applicable) and the practicum professor
- select appropriate educational learning tasks aligned with the CSWE competencies in the learning agreement
- assign applicable educational and training materials
- participate in three-way conferences with the student and the practicum professor
- complete a mid-term and final evaluation of the student's performance
- work collaboratively with the practicum professor to resolve any student issues or concerns
- participate in field instructor training

Agency Field Instructor Training

The College of Social Work Field Education Program offers agency field instructors a variety of training opportunities. A three-hour field instructor training course is available online. This course includes information on: College and CSWE requirements for field education; best practice in supervising students in the field; addressing problematic student behavior in the field; ethical considerations; and evaluating student performance. A host of resources for practicum professors/instructors and field instructors are also available. This training offers continuing education units (CEUs).

Evaluation of Student Performance

Conferences for planning and evaluation, involving the student, the practicum professor/instructor, and the agency field instructor (and the off-site field instructor and task supervisor, if applicable) will be held. The practicum or agency field instructor may request individual conferences at any time during the semester for the purpose of performance review, evaluation, or clarification of perceived concerns with a student's performance.

The Learning Agreement

The learning agreement forms the basis, background, and framework for the student performance evaluation, and is aligned with the CSWE Competencies. This three – way agreement is signed by the student, the field instructor and task supervisor, and the practicum professor/instructor or faculty field liaison, and is completed early in the semester.

Students will specify learning activities and tasks that are agency specific, measurable, and individualized to promote successful development of social work competencies in collaboration with their agency field instructor. The learning agreement will be reviewed and discussed during the first agency conference among the practicum professor/instructor/field liaison, agency field instructor, and student, and will provide a basis for ongoing feedback and evaluation of the student's performance.

The learning agreement is a working document and may be amended with the permission of the agency field instructor and practicum professor to accommodate new learning opportunities. The agency field instructor and practicum professor should initial any changes to the learning agreement.

The learning agreement in the MSW Advanced Generalist Practicum year, and in the Military Specialization, will reflect the advanced and specialized competency behaviors.

Student Performance Evaluations

The student performance evaluations are directly aligned with the CSWE competencies and behavioral dimensions in the student's learning agreement. The student will complete a midterm and final self-evaluation and share this self-evaluation with the field instructor and the practicum professor. The agency field instructor will evaluate the student's performance at midterm, and review and discuss this evaluation with the student. The student will then submit the evaluation to the practicum professor for review.

The agency field instructor will complete a final student performance evaluation at the end of the semester and share this evaluation with the student. A final evaluation conference with the student, agency field instructor and practicum professor, may be held to review and discuss the student's performance evaluation.

The evaluations in the MSW Advanced Generalist Practicum year, and in the Military Specialization, will reflect the advanced and specialized competency behaviors and align with the learning agreement.

Grading

The Practicum Professor/Instructor assigns the grade the student earned for the practicum course. The grade consists of the agency field instructor's evaluation of student performance, the learning agreement, assignments specific to each practicum course, and active, engaged participation in seminar and web-based class sessions. See the individual practicum course syllabi for the specific details on assignments and grading for each practicum course

Field Education Policies and Guidelines

Criminal Background Policy

If students have pending felony or certain misdemeanor charges that have not been adjudicated at the time they seek to begin a social work field course, they will not be allowed to start. This policy is based upon the need to have an official listing of actual felony charges so that agencies may be able to appropriately screen students who are seeking a practicum in their agency settings. The pending nature of the charge means that a student could be found guilty or innocent of the charge. If found guilty of the charge, it may impact the agency's compliance with the policies and/or laws that apply to their agency or agency population. In addition, if a student were to be judged guilty and incarcerated, there may be extreme disruption to the agency and clients served. Students should discuss any questions about this policy with the Director of Field Education.

Students who have a criminal background should understand that some agencies are precluded by law from accepting them in a field placement. Additionally, some agencies are unwilling to supervise students having certain criminal charges. The Field Education Office will make every effort possible to assist students in securing a field placement. However, if a placement cannot be accomplished for any reason, the student may not be able to complete the degree program. Students should also be aware that even if field placements are secured and a degree is awarded, certain criminal offenses may preclude them from obtaining employment as a social worker and a state licensing board may refuse to license the applicant as a professional social worker.

Transportation of Agency Clients

Students in field placement are not permitted to transport clients in their personal vehicles. If an agency agrees to allow the student to transport clients in the agency owned vehicle, the student should review the agency's policy regarding client transportation and the insurance coverage of the agency.

Liability Insurance

The College provides professional liability insurance for all practicum students registered for a practicum course and will provide, if requested, a certificate of insurance coverage for the agency.

*Army/UK MSW Military Specialization students at Ft. Sam Houston are not eligible or required to have liability insurance provided by the University of Kentucky, and are covered by the provisions of 28 United States Code, section 2679.

Using the Student's Place of Employment as a Field Placement

As noted earlier, a student's work experience cannot solely be used as credit toward practicum requirements. To request a practicum at your place of employment, you must submit the Practicum at Place of Employment form on the Field Education website. The Field Team will review applications. Your work supervisor and agency field instructor cannot be the same person.

The following supporting documents must be uploaded to this application: (1) a current job description; (2) a description of the proposed field experience, with learning objectives; (3) a description of the differences between your current job and the proposed placement; (4) and a letter from your employer (immediate supervisor) agreeing to this placement proposal. This application will be processed only if all four components are included.

This provision does not apply to Army/UK MSW Military Specialization students at Ft. Sam Houston.

Safety in Field Placements – Situational Awareness Training

All students taking a practicum course are required to complete a Situational Awareness Training. This training is to provide an awareness of safety issues that may arise in a practicum placement. The training must be completed, and the competency quiz taken and passed, before the student starts the practicum placement. This training needs to be taken only one time.

The full training is located online. The training is divided into modules, so students do not have to view the entire training in one sitting. After completing the training, students must take a competency quiz and pass the quiz with a minimum grade of 70%.

The instructions for enrolling in the Situational Awareness Training located in Canvas are on the field website.

All students must also complete the **Safety in Practicum Student Checklist** for each practicum placement. This checklist is to be discussed with your agency field instructor, signed by the field instructor, and submitted to your practicum professor/instructor at the beginning of the semester.

Student Orientation to the Agency

The student's orientation to the agency is a critical first component for a student to have a successful practicum experience, and lays the foundation for the practicum experience. The orientation provides the student with concise and accurate information regarding important policies/procedures of the agency, the agency client demographics, the agency's mission and goals, and its approach to educating students.

This checklist is designed to promote communication between the student and the field instructor early in the semester around these important issues.

Professional Preparation and Expectations

As a social work major, you are expected to adhere to the standards and guidelines for professional behavior as outlined in the *NASW Code of Ethics* and state social work licensure rules and regulations. The NASW Code of Ethics can be found at this link: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics>

In addition, as an outcome of your education, you are expected to demonstrate ethical and professional behavior (2015 CSWE EPAS, Competency 1) as described below.

As social work students, you are preparing to represent the profession, its mission, and its core values in your future practice. Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

Social workers:

- make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

Agency Expectations

Agency representatives have communicated that they have the following expectations of students:

- Adherence to the NASW Code of Ethics, which sets forth values, principles, and standards to guide social workers' conduct. The code is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve. Students are urged to pay particular attention to the confidentiality provisions.
- Regular and on-time attendance; failure to attend on scheduled days is seen as evidence of the lack of professionalism.

- A willingness to learn and a willingness to be open to constructive feedback.
- Initiative in seeking learning opportunities.
- Initiative in asking questions when in doubt about policies, procedures, practice and/or ethical issues
- Appropriate professional dress (check with the field instructor and practicum professor about appropriate dress for the agency)
- Sobriety and good judgment are expected from all students (never go to an agency under the influence of/or impaired by mood altering or intoxicating substances) Note: Some agencies have a “Drug and Alcohol -Free Workplace” policy. You are expected to follow these guidelines.
- Appropriate professional communication, both written and oral.
- Appropriate use of technology, including cell phones, in compliance with the agency's policies.

Finally, remember that you are representing the University of Kentucky, College of Social Work - not just yourself. We count on you to help maintain good relations between the agency, the College of Social Work, and the University.

When Problems Occur

Make it a practice to deal with concerns and problems as soon as possible and before they become overwhelming. When students have a concern, they are advised to take the following steps in sequence:

- Talk to your practicum professor and/or agency field instructor and attempt to resolve the issue.
- Schedule a conference to explore the concerns, and develop a plan to resolve the concerns. If you do not reach a satisfactory resolution;
- Speak to the Director of Field Education. If you cannot resolve the issue;
- Speak to the appropriate Director of Graduate Studies or Director of Undergraduate Studies. If you cannot resolve the issue;
- Referral to the student concerns committee

Campus Resources

There are numerous resources available to students through the University of Kentucky. These resources are available on the College website and on the University website.

College classes and practicum can be stressful. The University of Kentucky Counseling Center is available to fee-paying students who are enrolled for at least six credit hours in undergraduate, graduate or professional programs: <http://www.uky.edu/StudentAffairs/Counseling/>

The National Suicide Prevention Lifeline is available twenty-four hours a day at 1-800-273-TALK (8255) if you are concerned about yourself or someone else.

Student Violations of Ethical and/or Professional Standards of Behavior

The College of Social Work Admissions, Advising and Students of Concern Committee will examine reports of serious violations concerning student interns, including but not limited to the following types of alleged violations:

- The violation of a client's rights
- The violation of the University of Kentucky College of Social Work's policies, rules, or Code of Conduct
- The violation of the *NASW Code of Ethics*

In such instances, the practicum professor and/or agency field instructor will complete a practicum review report form, and submit it to the Director of Field Education.

If a student is asked to leave an agency and the placement has been terminated by the agency, or if a student fails a practicum course, the Director of Field Education will automatically review the situation, and determine if further action is needed.

Process

1. The Director of Field Education will determine when it is appropriate to send a report of serious student violations to the Committee.
2. The Committee will convene to examine the report and the alleged violations, and make written recommendations, including the foundation for the recommendations, to the Director of Field Education.
3. The Director of Field Education will decide whether, or not, to adopt those recommendations. If the recommendations do not include failing a student, the Director will communicate the decision to the student.
4. If the recommendation includes failing the student, the Director of Field Education will decide whether, or not, to accept the recommendation and communicate the decision to the student, and other appropriate college directors, faculty and staff.
5. The first level of appeal for the student is the Associate Dean (AD). The AD will decide whether, or not, to adopt the recommendation of the Director of Field Education. The AD's determination of the appeal will be communicated directly from the AD's office.
6. The next level of appeal for the student will be the Dean of the College. The Dean's determination of the appeal will be communicated directly from the Dean's office.

If the student is not satisfied with the Dean's decision on appeal, the student can appeal to the Academic Ombud.

Army/UK MSW Military Specialization students at the Ft. Sam Houston campus are subject to the University of Kentucky College of Social Work's policies, rules, and procedures in addition to AMEDDC&S HRCoE regulations.

Practicum Course Withdrawal

In rare instances, circumstances may require that a student withdraw from a field course. Because of consequences for both agencies and agency clients, withdrawing from a practicum course is much more serious than withdrawing from other university courses. Students who experience grave difficulties that require such withdrawal should follow this step-by-step process:

1. Immediately contact your practicum professor to arrange a meeting to discuss your withdrawal.
2. Contact the Director of Field Education and/or the appropriate Director of Undergraduate or Graduate Studies to arrange a meeting to discuss your withdrawal.
3. If your withdrawal from the field education course is approved by the Director of Field Education, and/or the appropriate Director of Undergraduate or Graduate Studies, and Associate Dean, follow the College and University guidelines for withdrawing from a course.
4. Contact your agency field instructor to discuss your withdrawal.

Students who do not follow this withdrawal process, or who are asked to withdraw by the agency or practicum professor, may be referred to the Admissions, Advising and Students of Concern Committee to gain permission to register again for a practicum course.

Suspension

Students Returning from Suspension from the University of Kentucky or from a Period of Inactivity of Greater Than One semester (excluding the summer semester)

Students returning from suspension must do at least one semester of classroom course work before they are allowed to register for a Practicum Course. Students returning to school after a period of inactivity of greater than one semester cannot register for a practicum course without the permission of the Director of Field Education.

BASW Students

Information on the process for students placed on probation or suspension is in the University Bulletin.

Information is also located in the BASW student handbook on the College website.

MSW Students

Information on the process for students placed on probation or suspension is in the Graduate School's Bulletin and located in the MSW student handbook.

Additional Field Questions

All field information and relevant field forms are located in the online Student Services, Advising, and Field Orientation course in Canvas. Additional information is also located on the Field Education Website and Tevera for Agencies and Students.

