WICHITA STATE UNIVERSITY

FAIRMOUNT COLLEGE OF LIBERAL ARTS AND SCIENCES

School of Social Work

School of Social Work

Field Practicum Manual

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Table of Contents

FIELD PRACTICUM FORMS & SUPPLEMENTAL INFORMATION iv
INTRODUCTION 1
MISSION OF THE SCHOOL OF SOCIAL WORK 1
BSW PROGRAM MISSION 1
THE GENERALIST SOCIAL WORK MODEL AT WSU 2
MULTI-DIMENSIONAL BUILDING BLOCKS OF ADVANCED GENERALIST PRACTICE 3
THE ADVANCED GENERALIST SOCIAL WORK MODEL AT WSU 3
THE GOALS OF THE BSW PROGRAM 4
THE GOALS OF THE MSW PROGRAM 4
CORE COMPETENCIES FOR BSW & MSW PRACTICE 5
THE FIELD PRACTICUM PROGRAM 5
DIRECTOR OF FIELD PRACTICUM 6
ASSOCIATE DIRECTOR OF FIELD PRACTICUM 7
FIELD INSTRUCTOR 7
Special Note to Field Instructors 7
ON-SITE SUPERVISOR 7
AGENCY 8
FIELD LIAISON 8
BSRB STATUTES RELATED TO PRACTICUM - 102-2-1a 8
ORIENTATION TO PRACTICUM 9
ACCEPTANCE OF FIELD PLACEMENT 9
BSW 9
MSW Generalist 10
MSW Specialist 10
Incomplete Coursework 10
PRACTICUM COURSES 10
BSW 10
MSW Generalist 10
MSW Specialist 10
THE PLACEMENT PROCESS 11
STUDENT CONCERNS COMMITTEE 12
CRITERIA FOR AGENCY/ORGANIZATION SELECTION 12
EVALUATING AGENCY EFFECTIVENESS 12

SELECTION OF FIELD INSTRUCTORS 14
EMPLOYMENT SITUATED PRACTICUM (ESP) 14
LEARNING CONTRACT 15
PERFORMANCE & MID-TERM EVALUATIONS IN FIELD PRACTICUM 15
ADDRESSING CHALLENGES 15
PROFESSIONALISM IN PRACTICUM 17
HOURS AND ATTENDANCE 18
START DATES 18
BSW and MSW Generalist Students 18
MSW Specialist Students 18
All Students 18
END DATES 18
BSW HOUR EXPECTATIONS 18
MSW GENERALIST HOUR EXPECTATIONS 18
MSW SPECIALIST HOUR EXPECTATIONS 18
TRACKING AND COMPLETING PRACTICUM HOURS 19
ADDITIONAL PRACTICUM POLICIES 19
HOLIDAYS AND SEMESTER RECESS/BREAKS 19
ABSENCES 19
INCLEMENT WEATHER 20
EXCEPTIONS 20
CONFERENCES, ONLINE TRAININGS, AND WEB CONFERENCES 20
TRANSPORTATION 20
CELL PHONE POLICY 21
WSU POLICY ON ACADEMIC DISHONESTY 21
PROFESSIONAL LIABILITY INSURANCE 21
USE OF AGENCY/ORGANIZATION MATERIAL FOR CLASS ASSIGNMENTS 21
ACADEMIC CREDIT FOR PRIOR EXPERIENCES 22
CHANGES IN PLACEMENT 22
Student Request to Change Practicum 22
Agency/Organization Report of Concern 22
Agency/Organization Request to Terminate a Student from Placement 23
GRIEVANCE PROCEDURES 23
CONFIDENTIALITY 23

COMPUTER COMPETENCY 23
NOTICE OF NONDISCRIMINATION 24
SEXUAL HARASSMENT 24

FIELD PRACTICUM FORMS & SUPPLEMENTAL INFORMATION

All of the following are available at the WSU Website at www.wichita.edu/socialwork/practicum/forms

Field Practicum Inventory Forms

1. BSW Practicum Inventory
2. MSW Practicum Inventory
3. Employment Situated Practicum Exceptions Form

Field Practicum Forms

1. SCWK 402/404 – BSW Learning Contract
2. SCWK 720/721 – MSW Foundation Learning Contract
3. SCWK 821 – MSW Advanced Generalist Summer Learning Contract
4. SCWK 822/823 – MSW Advanced Generalist Learning Contract
5. SCWK 402/404, 720/721, 822/823 Midterm Evaluation
6. SCWK 402/404- BSW Evaluation of Field Placement Performance
7. SCWK 720/721 – MSW Foundation Evaluation of Field Placement Performance
8. SCWK 821 – MSW Advanced Generalist Summer Evaluation of Placement Performance
9. SCWK 822/823 – MSW Advanced Generalist Evaluation of Field Placement Performance

Change of Practicum Placement Exceptions form
Critical Incident Form
Incomplete Grade Agreement

INTRODUCTION

Welcome to your Field Practicum. This manual is intended to be a source of information and guidance for undergraduate and graduate students in practicum placement, for Field Instructors and On-Site Supervisors cooperating with the Wichita State University (WSU) School of Social Work, Field Liaisons, and for Administrators of agencies/organizations where we have student placements. The Wichita State University BSW and MSW Programs are accredited by the Council on Social Work Education (CSWE) with reaffirmation for both programs scheduled for June 2021. The CSWE Education Policy and Accreditation Standards are referenced as appropriate through this manual. For comprehensive information regarding the school and its programs, please consult the school website at www.wichita.edu/socialwork.

MISSION OF THE SCHOOL OF SOCIAL WORK

The mission of the School of Social Work at Wichita State University is to prepare students for competent and ethical professional practice in urban and rural environments. Through teaching, research, and service, the School is dedicated to the advancement of human well-being, the alleviation of poverty and oppression, and the improvement of social systems with particular attention to the diverse needs of Wichita and the surrounding region.

BSW PROGRAM MISSION

The mission of the Baccalaureate Social Work Program at Wichita State University is to prepare students for competent and effective professional entry-level social work practice within a generalist model. The BSW program is grounded in the history of the profession and dedicated to social work values of diversity, ethics and challenging oppression. Students will be prepared to apply evidence-based knowledge and skills to multiple systems to advance human rights and economic, political and social justice. Themes of the program are aimed at:

- Generalist Practice
- Professional Identity
- Values & Ethics
- Diversity

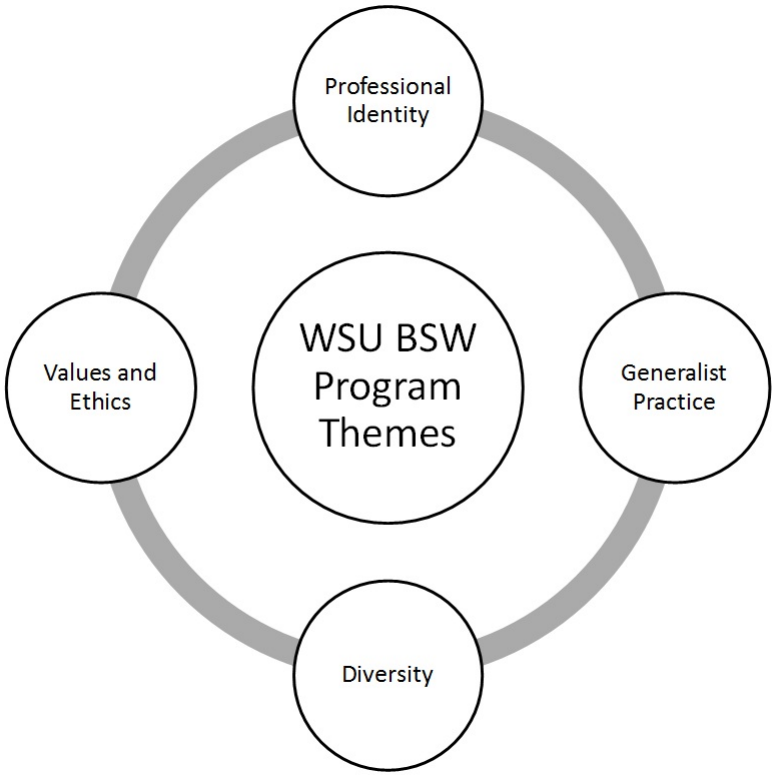
The program's overall purpose is to prepare students for entry-level generalist practice in a culturally diverse society and to instill in those students a career-long commitment to addressing social problems and to challenging all forms of oppression and injustice. The total program functions to provide leadership and instruction that will ensure preparation of social work graduates who are able to assume professional positions throughout the metropolitan area of Kansas, the Nation, and the World.

MSW PROGRAM MISSION

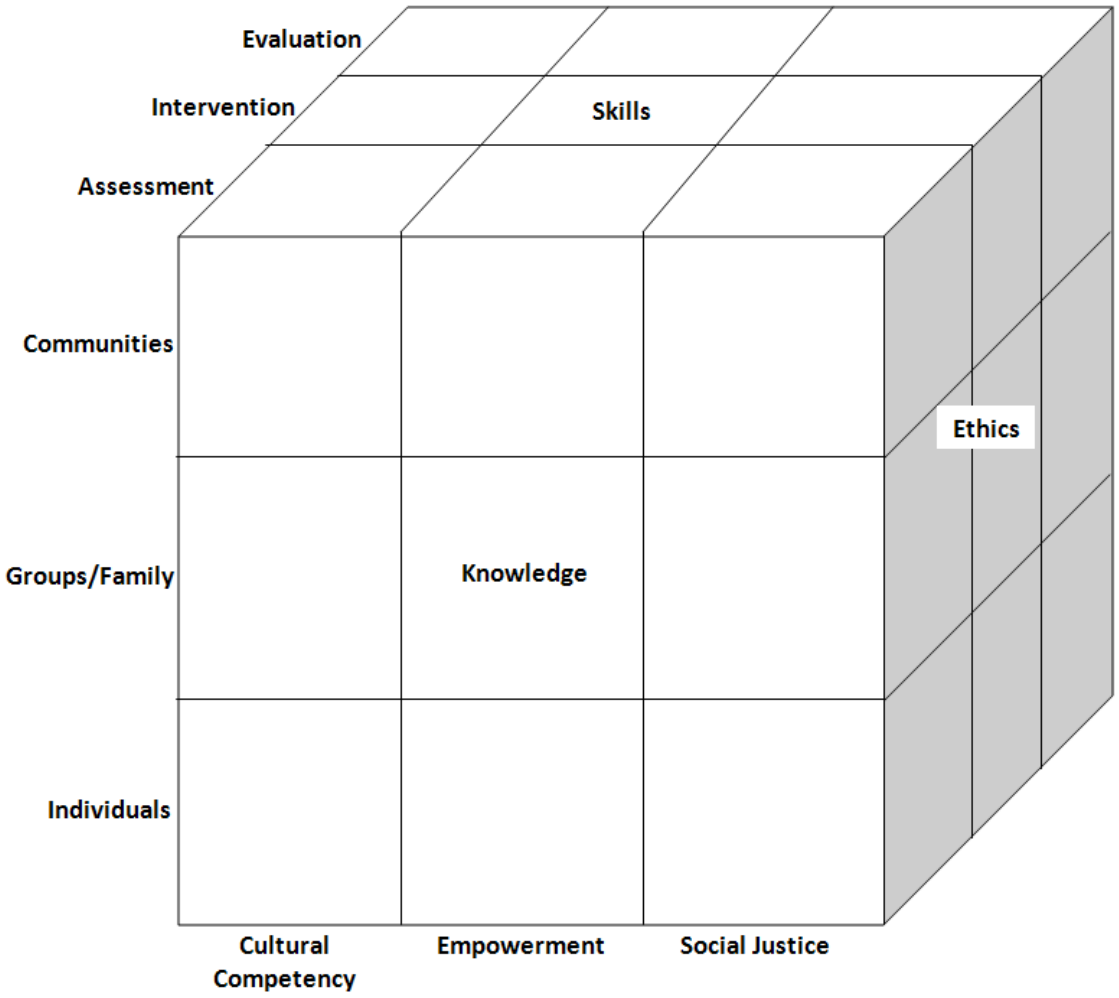
The mission of the Master of Social Work program at Wichita State University is to prepare graduates for autonomous Advanced Generalist practice. This mission is accomplished through the preparation of advanced social workers capable of practice in complex, diverse-and ever-changing environments. Emphasis is placed on developing evidence-based knowledge and skills for ethical, culturally competent, socially just, and empowering interventions on all practice levels.

THE GENERALIST SOCIAL WORK MODEL AT WSU

The generalist social work model at Wichita State University educates students for practice in a metropolitan environment. It is practice oriented and strives to instill specific values and skills within the new practitioner, drawing upon knowledge gained in the liberal arts and in their social work courses. As such, the model is more outcomes oriented than conceptual, and serves as the blueprint for the type of generalist practitioner we seek to graduate. The generalist model at Wichita State University builds on the common understanding of generalist practice through the school's four themes of **values and ethics, diversity, generalist practice and professional identity.** In this way, the program can be accountable to students, the university, and to the community in educating students in such a way that they meet our criteria for an entry level generalist practitioner.



MULTI-DIMENSIONAL BUILDING BLOCKS OF ADVANCED GENERALIST PRACTICE



THE ADVANCED GENERALIST SOCIAL WORK MODEL AT WSU

All advanced generalist practitioners are skilled in both direct and indirect practice, approach practice from an eclectic but disciplined stance, and can engage in both research and practice evaluation (Morales & Sheafor, 1998). The advanced generalist model at Wichita State University builds on this common understanding of advanced generalist practice and the school's four themes of **social justice**, **cultural competency**, **multi-dimensional practice** and **empowerment**, to develop the school's model for advanced generalist practice. The model consists of the values and multiple roles the practitioner brings to each intervention. These core values and roles serve to integrate the practitioner's understanding of practice within a multi-dimensional framework. This framework is used rather than a micro or macro approach to practice, with the assumption that human events can best be understood in a multi-dimensional context. Regardless of their position, practice setting, or client, advanced generalist practitioners must be prepared to bring direct and indirect practice skills to bear in each intervention. The complexities and ever-changing

practice environment require that direct practitioners also be able to supervise and administer. In like manner, supervisors and administrators must be able to problem solve with individuals. In addition to assessment and intervention skills, practice with individuals requires an ability to advocate, access resources, and evaluate practice, all of which are indirect competencies. When the client is an organization, direct practice skills may include lobbying and collaborating on inter-organizational teams. Indirect practice skills include program development, policy analysis, and research.

THE GOALS OF THE BSW PROGRAM

Coinciding with the program's mission, the following goals of the BSW program were developed by BSW faculty to shape and direct both the explicit and implicit curricula of the program. The BSW Program aims to:

1. Prepare students for competent and ethical generalist social work practice with client systems of all sizes.
2. Prepare generalist practitioners who are committed to lifelong learning in order to effectively promote human rights, social and economic justice, and respect for diversity.
3. Prepare generalist social workers who apply knowledge of human behavior and are competent in the problem-solving process.
4. Develop practitioners who can think critically, evaluate practice and understand practice issues related to economically evolving and culturally conservative contexts.
5. Educate social work graduates committed to the enhancement of human well-being and to the alleviation of discrimination, poverty and oppression.

THE GOALS OF THE MSW PROGRAM

To prepare Advanced Generalist social workers:

1. For ethical, competent, autonomous advanced generalist social work practice with multiple systems and diverse populations within urban environments.
2. Who can contribute and engage the community through evidence-based knowledge, skills and ethical practice.
3. With an understanding of and a commitment to empowerment, social justice, cultural competency and multidimensional practice.

CORE COMPETENCIES FOR BSW & MSW PRACTICE

Core Competencies defined by The Council on Social Work Education

The Council on Social Work Education (CSWE) uses the Educational Policy and Accreditation Standards (EPAS) to accredit baccalaureate- and master's-level social work programs (2015). The WSU School of Social Work Practicum program utilizes these standards to evaluate their students in both BSW and MSW practicum:

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage in Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

In accordance with Council on Social Work Education's Accreditation Standards, academic credit is not awarded for life experience or previous work experience. (CSWE Accreditation Standard 3.1.5.)

THE FIELD PRACTICUM PROGRAM

Through Practicum, students translate knowledge from all areas of the curriculum into practical skills and competencies. Practicum provides students applied opportunity to develop and enhance their knowledge and skills, as well as increasing understanding and appreciation of a scientific and analytic approach to knowledge building and practice.

The School of Social Work, the agency/organization, and the student share a common commitment to education as the primary purpose of the Practicum. Service to the agency/organization, its clientele and the community, are secondary purposes and result from the student's involvement in practice organized around educational objectives.

The Practicum will provide opportunities for students to gain experience in working with a diverse range of people, with assistance from the Field Instructor, understanding the relationship of diversity in race, color, ethnicity, religion, sexual orientation, age, socio-economic status, physical and mental challenges, in connection to the complexities of social work practice.

The Practicum will present opportunities for students to become knowledgeable about social welfare and social work practice within the larger community and, in addition, include

opportunities for students to become sensitive to the broad issues and trends in social welfare services. Students will integrate empirical and evidence-based practice in their agency settings.

The **BSW** Practicum will provide generalist practice opportunities for students to demonstrate the core competencies of the BSW program. Students will be involved with and exposed to a variety of social work methods and engage in a range of practice activities. BSW students will be prepared to practice as beginning level generalist social workers.

The **MSW GENERALIST** Practicum will provide opportunities for students to be involved with and exposed to a variety of social work methods and to engage in a range of practice activities. MSW Generalist students will have opportunities to learn and practice from a generalist social work perspective, which will become the building block for advanced practice in the specialist practicum.

The **MSW SPECIALIST** Practicum will provide advanced practice opportunities for students to demonstrate the MSW program's core competencies at an advanced level. Students will have opportunities for autonomous and complex practice activities. Advanced Generalist students will be prepared to practice as beginning level master's social workers.

The WSU School of Social Work has an affiliation agreement with agencies/organizations to share a commitment to the highest standards of social work education. The agencies/organizations provide educational opportunities for students through providing field education. The School will provide support to agencies/organizations through Field Liaisons. The Field Practicum Program offers a Field Instructor and On-Site Supervisor training each year. "Mini" field trainings have been implemented as supplemental learning opportunities for current and future field instructors and on-site supervisors. These one-hour lunchtime training events are offered periodically through the school and have afforded professionals in the field opportunity for communication and critical application to their settings and experiences. The Field Practicum Program is available for support and consultation as necessary.

FACULTY AND FIELD PRACTICUM INSTRUCTOR ROLES

DIRECTOR OF FIELD PRACTICUM

The Director of Field Practicum is responsible for the overall educational direction of the Field Practicum Program including selection and overall supervision of field agencies/organizations and instructors, placement of students, and the planning and implementation of the training for Field Practicum Instructors. The Director of Field Practicum implements the program, policy and curriculum. The Director of Field Practicum is also responsible for the orientation of students and Field Practicum Instructors and On-Site Supervisors to the goals, policies and procedures of the social work program. The Director of Field Practicum also chairs a community-based Practicum Advisory Committee and conducts Field Liaison meetings.

ASSOCIATE DIRECTOR OF FIELD PRACTICUM

The Associate Director of Field Practicum assumes the direct responsibility for placing students for their practicum experience. The Associate Director of Field Practicum implements and recommends policy changes to the Director of Field Practicum. The Associate Director of Field Practicum also assists in trainings and orientations for the Field Practicum Program.

FIELD INSTRUCTOR

The Field Instructor is responsible for supervising the student's social work educational experience within an agency or organizational setting. They provide educational direction of the student in order to meet the generalist and/or advanced generalist core competencies in order to develop as a social work practitioner. They are responsible for supervising, teaching social work knowledge, values, skills, ethics, and evaluating student performance. The Field Instructor models professional role behaviors, social work values and ethics, and provides instruction in values and ethics and their implications for social work practice. Field Instructors must have an LBSW license or above for undergraduate students and an LMSW or LSCSW license for graduate students. The Field Instructor has the responsibility for the evaluation of student performance. When there is a need for an On-Site Supervisor (see below) in addition to a Field Instructor, they both must meet with the student for mid-term and end of semester performance evaluations. Field Instructors provide regular supervisory sessions with students (usually one hour per week). An orientation to the Field Practicum Program is provided at least once per year and new Field Instructors are required to attend.

With a university in an urban setting, the Practicum program provides students with a myriad of opportunities, including a range of field instructors of different genders and sexual orientations, as well as racial, ethnic, and religious backgrounds.

Special Note to Field Instructors

It is expected that students who have satisfactorily completed Field Practicum requirements will meet minimum qualifications within the course semester. Any exceptions to this timeframe will only be considered on a case-by-case basis. Ethical evaluation in practicum should accurately assess where the student is at in their knowledge, skills, and values development. If a field instructor is unwilling to provide a reference for the student applying for licensure, then they should directly report these concerns in the student performance evaluation.

ON-SITE SUPERVISOR

The On-Site Supervisor is a professional in an agency setting who is qualified to provide daily instruction but does not meet the requirements for Field Instructor (does not have a social work degree or is not licensed as a social worker). The On-Site Supervisor does not replace the Field Instructor nor relieve the Field Instructor of weekly supervision meetings with the student. The On-Site Supervisor will orient the student to the agency, the agency policies and procedures, and staff. They will provide ongoing supervision as determined by their assessment of the student's needs for direction and task oversight. The On-Site Supervisor will support the student's needs to gain access to other learning experiences and resources within the agency and community. They will confer with the Field Liaison along with the student, Field Instructor for mutual

planning, feedback, and evaluation of the practicum experience. On-Site Supervisors are encouraged to attend the orientation to the Field Practicum Program.

AGENCY

The Agency or organization will provide a community setting for the social work student to develop an appropriate level of practice competence. The Field Practicum Program utilizes agencies/organizations for placements that can meet the learning needs of the bachelor, generalist or specialist student while meeting the goals and objectives of WSU School of Social Work. The orientation to the Field Practicum Program is available at least once per year. Agency Administrators are welcome to attend as they desire.

FIELD LIAISON

The Field Liaison is a faculty member who teaches the practicum seminar class and provides linkage between the University and the field agencies/organizations. The Field Liaisons are responsible for the educational progress of the practicum students. They teach, evaluate and grade students' performance. The Field Liaison maintains contact with the Field Instructor and On-Site Supervisor, including one site visit per semester. The Field Liaisons will meet on a regular basis with the Field Practicum Administrators to discuss practicum issues or concerns.

BSRB STATUTES RELATED TO PRACTICUM - 102-2-1a

- "Clinical practicum" means a formal component of the academic curriculum in a graduate level social work educational program that engages the student in supervised clinical social work practice including direct client contact and that provides opportunities to apply classroom learning to actual practice situations in the field setting.
- "Clinical social work practice" means the professional application of social work theory and methods to the treatment and prevention of psychosocial problems, disability, or impairment, including emotional and mental disorders. Clinical social work shall include the following:
    (1) assessment;
    (2) diagnosis;
    (3) treatment, including psychotherapy and counseling;
    (4) client-centered advocacy;
    (5) consultation;
    (6) evaluation; and
    (7) interventions directed to interpersonal interactions, intrapsychic dynamics, and life support and management issues.

- "Direct client contact" means a service to a client system that utilizes individual, family, or group interventions through face-to-face interaction or the use of electronic mediums of face-to-face interaction in which confidentiality is protected.
- "Clinical practicum" is a supervised clinical practicum of supervised professional experience including psychotherapy and assessment, integrating diagnosis and treatment of mental disorders with use of the American psychiatric association's diagnostic and statistical manual, with no less than 350 hours of direct client contact or additional post-graduate supervised experience as determined by the board.

SOURCES: https://ksbsrb.ks.gov/docs/default-source/regulations/social-workers/102-2-1a.pdf?sfvrsn=4

http://kslegislature.org/li/b2015_16/statute/065_000_0000_chapter/065_063_0000_article/065_063_0006_section/065_063_0006_k/

ORIENTATION TO PRACTICUM

The School of Social Work will conduct a practicum orientation for BSW and MSW students. The purpose of orientation is to familiarize the undergraduate and graduate student with the specific demands of practicum and to explain field placement procedures.

ACCEPTANCE OF FIELD PLACEMENT

Acceptance of Field Placement includes:

- Interview with Field Practicum Administrators,
- Assessment of academic readiness,
- Criminal background check clearances as necessary,
- Physicals, immunizations, and other requirements as needed,
- Commitment to the NASW *Code of Ethics* and the WSU School of Social Work Professional Standards**,** and
- Completion of all practicum inventory forms and processes.

BSW

It is expected that BSW students will have completed SCWK 201 Intro to Social Work & Social Welfare, as well as all SCWK 300 level courses prior to entering practicum. Any exceptions must be assessed and approved by the Field Practicum Directors prior to admission to the field practicum program.

MSW Generalist

It is expected that MSW Generalist students will be enrolled in either the prescribed full- or part-time MSW program coursework in order to be placed within the practicum program. See section below on incomplete coursework.

MSW Specialist

It is expected that MSW Specialist students will have completed all SCWK 700 coursework prior to entering practicum, unless they are entering the program with advanced standing status.

Incomplete Coursework

Acceptance into field practicum requires all previous coursework in the School of Social Work to be successfully finished prior to entering BSW or MSW placement. Students who accumulate any incomplete social work grades *after* admission to the field practicum program may not be allowed to begin/continue their upcoming placements.

For specific information required see WSU School of Social Work BSW & MSW Student Manuals, for Acceptance of Field Placement. These manuals can also be found on www.wichita.edu/socialwork. See the manual section on "The Placement Process" below for more information.

PRACTICUM COURSES

BSW

BSW Students take SCWK 401 Generalist Practice with Groups, SCWK 403 Generalist Practice with Individuals, and SCWK 402 Practicum I, concurrently during their fall semester. In the spring, students take "Major Course II," SCWK 470 Generalist Practice with Organizations and Communities, and SCWK 404 Practicum II, concurrently.

MSW Generalist

MSW Generalist students will take SCWK 700 Foundations of Generalist Practice I, and SCWK 720 Field Practicum I, concurrently during their fall semester. In the spring, students take SCWK 702 Foundations of Generalist Practice II, and SCWK 721 Field Practicum II, concurrently.

MSW Specialist

MSW Specialist students will take SCWK 816 Advanced Generalist Practice with Individuals, and SCWK 822 Field Practicum III, concurrently in the fall semester. In the spring, students take SCWK 860 Advanced Generalist Practice with Communities and Organizations, and SCWK 823 Field Practicum IV, concurrently.

Any exceptions to the course sequences stated above require you to contact the Practicum Directors for approval prior to entering practicum. Requests will be considered individually and are not guaranteed to be granted.

THE PLACEMENT PROCESS

Practicum students remain in the same agency/organization for fall and spring semesters of an academic year. This is an exciting opportunity to connect with area agencies and organizations that have joined with Wichita State University School of Social Work to create diverse and experiential learning opportunities for our social work students.

The Field Practicum Program follows a step process which may include the following activities:

- Field Practicum Directors will schedule practicum orientations prior to the student applying to enter the program. This will occur in the fall for current students and in the spring for newly admitted MSW students.
- Students complete a Practicum Inventory. Current students must submit their practicum inventories to the School of Social Work office by the fall deadline. MSW students applying to the full-time graduate program must submit their practicum inventories following notification of acceptance into the program.
- Students will be responsible for scheduling their practicum program interview with the School of Social Work. Instructions for scheduling a placement interview will be included in the acceptance letter. Students and the Field Practicum Directors will discuss a preliminary match between a student and an agency/organization for the practicum placement.
- The Field Practicum Program notifies the student, the prospective agency/organization, and Field Instructor when a potential match has been made. Students will follow through with the referral and follow instructions for contacting the agency or organization to set up an appointment for an interview. **Faculty members outside of the practicum program do not make decisions for placements.**
- Students will be notified of their acceptance to a practicum placement based on the outcome of the agency interview. If the student is accepted, plans for a potential start date for the upcoming semester's placement will be arranged with the agency and the student. Students may start fall practicum as early as August 1, or they may start the first week of classes.
- If the student is <u>not</u> accepted to a practicum placement based on the outcome of the agency interview, the student will either be referred to a second agency for a subsequent interview, or be referred to the Student Concerns Committee for further evaluation of appropriateness for practicum.

If the student does not agree with the placement (only with good cause and agreement by the Field Practicum Program), the Field Practicum Program may choose to explore other options. **If a student chooses to reject a placement, this may exclude him/her from being accepted or continuing in the practicum program**. There is no guarantee that you will receive a placement with your first-choice agency.

The Field Practicum Program works to place all students in settings that will best contribute to the learning competencies of their program. As part of the placement assessment process, the Field Practicum Program reserves the right to delay the practicum placement for a period of time, depending on the needs of the student. If challenges arise, such as needing a leave of absence or an agency disruption, then the student will be referred to the Student Concerns Committee for review.

STUDENT CONCERNS COMMITTEE

Student Concerns Committee (SCC) is an effort to retain and to give students an opportunity to further voice a grievance or give faculty an opportunity to address concerns regarding a student. When indicated by the Director of the School of Social Work, SCC will also consider termination proceedings. As a standing faculty committee, there will be a minimum of three faculty members in addition to a Field Practicum Administrator and either the BSW Program Director or the MSW Program Coordinator. There can be several outcomes possible. This intervention is for the benefit of students and to maintain consistency in the hearing of concerns which may influence the gatekeeping function for the profession exercised by our School of Social Work.

CRITERIA FOR AGENCY/ORGANIZATION SELECTION

Criteria have been established as a guide in selecting agencies/organizations for the placement of practicum students. These guidelines help to secure conditions which permit student learning and achievement of objectives set forth in the "Affiliation Agreement". In some instances, agencies/organizations may have contract or agreement forms of their own, which may supplement the standard form used in contract agreements with WSU.

EVALUATING AGENCY EFFECTIVENESS

Agencies/Organizations are monitored by on-site visits from faculty liaisons approximately once per semester. This offers an avenue for evaluating agency effectiveness. The Field Practicum directors are also able to evaluate agency effectiveness through feedback from the faculty liaisons during the Field Practicum Liaison meetings three times per semester. Field Practicum Seminar offers the opportunity for student feedback of the agency through journaling and discussions in the classroom. Field instructors receive regular communication from the School via email and social media. This is one way to assure the agency is getting enough information to provide effective field instruction for the student's learning.

Agencies are chosen for their ability to provide learning opportunities which are consistent with the goals of the Social Work program. Agencies are differentially assessed for their ability to provide a generalist perspective practicum experience for the BSW and MSW Generalist years,

and for their ability to provide a specialized practicum experience for the advanced year. The Field Practicum Director has primary responsibility for the identification and recruitment of agencies for field practicum placements.

The Agency provides a community setting for the social work student to build on their skill levels. Students are placed in agencies for educational purposes, not as additional staff. The practicum administrators use agencies for placement that can meet the learning needs of the generalist or specialist student while meeting the goals and objectives of WSU School of Social Work.

Criteria have been established as a guide in selecting agencies for the placement of Practicum students. The following is the process in selecting an agency:

1. Each student entering practicum completes an interview with the Director of Field Practicum or Field Practicum Associate and matched with agency placements based on multiple factors.
2. Agencies are then contacted based on whether the student is a BSW or MSW student. Ultimately, the Field Practicum staff will select an agency based on the agency's ability to provide an experience which meets the learning objectives of the student and Field Practicum Program.
3. The Administrative Assistant to the Field Practicum Program assures each agency has an "Affiliation Agreement" (see School website at www.wichita.edu/socialwork for this form) on file. In some instances, agencies may have contract or agreement forms of their own, which may supplement the standard form used in contract agreements with WSU.

Although students can suggest agencies to the Director of Field Practicum or Associate, students are not to contact agencies prior to placement without prior approval from the Director of Field Practicum or Associate. The Director of Field Practicum makes final approval of appropriate field placements.

Once agencies are identified, the university and the agency sign an Affiliation Agreement, outlining responsibilities for each organization in providing a quality field practicum experience. Once signed, a copy of the Affiliation Agreement is given to the agency and a copy is filed in the Social Work Office.

As outlined in the agreement, agencies agree to provide field instructors with sufficient time for planning, supervision and teaching of students; and to provide students with a physical setting for minimal comfort and convenience for service to clients; and orientation and training in agency policies and procedures. Agencies also agree to notify the field liaison when any issues or concerns emerge and to work with the School of Social Work in developing a mutual plan of resolution.

SELECTION OF FIELD INSTRUCTORS

The Field Instructor must be a graduate of a CSWE-accredited social work program. They must have a bachelor's or master's degree in social work for undergraduate students and a master's degree in social work for graduate students and must be licensed. The field instructor must have two years post-social work practice experience.

Other attributes of a Field Instructor are:

- A clear sense of boundaries regarding the professional relationship with the supervised student.
- The ability to conceptualize and impart professional knowledge.
- The ability to teach and supervise the broad educational objectives of preparation for social work practice within the generalist and/or advanced generalist model (rather than for specialized practice with a specific agency/organization.)
- A willingness to learn and expand his/her own practice and theoretical base.

Field instructors are expected to meet in hourly, weekly meetings with their assigned students, for a minimum of 30 meetings in the two-semester placement.

EMPLOYMENT SITUATED PRACTICUM (ESP)

There are situations in which students can complete their practicum at their agency/organization of employment. The request for an employment situated practicum (ESP) must be approved by the Field Practicum Program Directors. This request must be submitted by completing an Employment Situated Practicum Exceptions Form, and these requests will be evaluated for approval on a case-by-case basis.

- The WSU Field Practicum Program does **not** provide opportunities for paid practicums.
- The employer of the student must agree for the student to be allowed to participate in practicum hours at the agency/organization.
- Prior to consideration, the ESP form must include ALL signatures, including the student, the field instructor, the on-site supervisor, the agency or organization administrator, and the WSU Director of Field Practicum.
- The student's current employment supervisor may not be their Field Instructor or On-Site Supervisor. Like any other agency/organization, there must be an Affiliation Agreement with the University.
- The hours in which the student is in practicum at the agency/organization must be spent doing tasks which **are not part** of his/her regular task duties or duties which have previously been performed.

- The student responsibilities for an ESP are the same as for a student in any agency or organization, with all needed time documentation, seminar assignments, evaluative tasks, field instructor meetings, and other expectations completed successfully.

LEARNING CONTRACT

The Learning Contract is a working document used to guide the student, Field Instructor, and On-Site Supervisor in specifying and evaluating the student's performance. The Learning Contract is a collaborative process. The student, Field Instructor and On-Site Supervisor will complete the Learning Contract *together*. Each Core Competency must include at least 2 activities that the student will complete during the academic year. The Learning Contract is the basis for the end of semester evaluation. The Learning Contract will be turned in to the Field Liaison as outlined in the course syllabus.

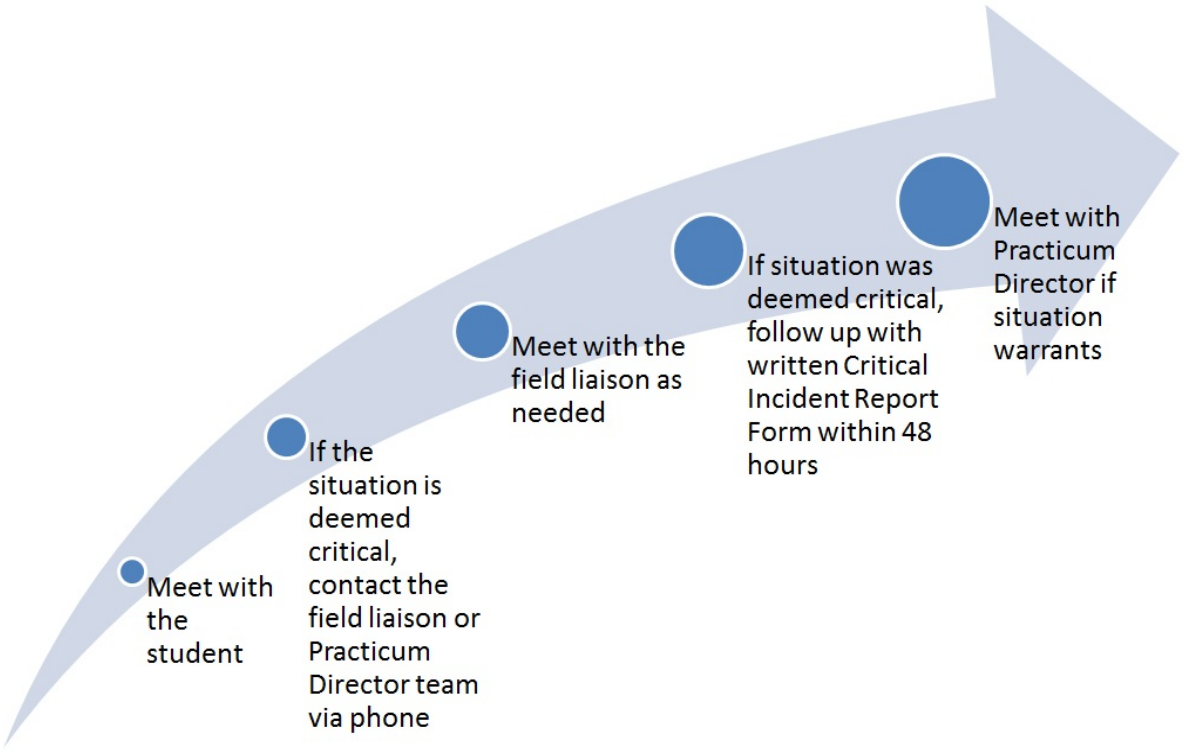
PERFORMANCE & MID-TERM EVALUATIONS IN FIELD PRACTICUM

The Performance Evaluation and Midterm Evaluation determine the student's overall performance at midterm and at the end of the semester. During supervision, the Field Instructor and On-Site Supervisor and the student can identify activities completed and how these activities help achieve learning of the core competencies. It is not required that consensus be reached on all items. There are comment sections for each participant under each competency. The Field Practicum Program encourages all parties to complete the comment section. The Midterm Evaluation is turned in to the Field Liaison as specified in the course syllabus. The Performance Evaluation is turned in to the Field Liaison as specified in the course syllabus during the last week of each semester. Evaluations must include the signatures of all participants, including the student, the field instructor, and (if applicable) the On-Site Supervisor.

ADDRESSING CHALLENGES

a. The Field Instructor, On-Site Supervisor (if applicable), or student need to notify the Field Liaison as soon as a problem is identified. A critical incident form can also be submitted. The critical incident form is located on the WSU website at http:/www.wichita.edu/socialwork/practicum/forms. Prior to submitting the Critical Incident written report, call the liaison or directors as indicated in the chart below.

b. When a concern arises in placement for an agency, the following steps should be taken:



c. Examples of critical incidents may include (but are not limited to) the following:
    - **Client harm:** i.e. misbehaviors by a student that demonstrate negligence or extreme unethical behaviors, such as substance abuse or physical violence
    - **Student harm:** i.e. student assault by client, accident at the practicum agency
    - **Client crisis:** i.e. client suicide, vicarious traumatization

d. The Field Liaison will notify the Field Practicum Program Directors of the problem or issue.

e. The Field Liaison will arrange a conference with the Field Instructor, On-Site Supervisor (if applicable), and student to assess problem or issue.

f. If the assessment indicates significant performance issues, the student may be given formal notification of substandard performance in writing.

g. If performance issues are indicated and can be corrected, the student, Field Liaison, Field Instructor, and Field Practicum Administrators will develop a Supplemental Learning Contract to address the student's needs. The requirements of the Supplemental Learning Contract will be included in the evaluation of the student progress for that semester or subsequent semester, as specified in the Supplemental Learning Contract.

h. If concerns are indicated within the agency or organization, the student, Field Liaison, Field Instructor, and Field Practicum Directors will assess the continued appropriateness

of the placement. The student could be referred to the Student Concerns Committee as part of that review process.

i. If the assessment indicates serious issues that warrant student termination from the Program, the Director/Associate Director of Field Practicum may request that Program Termination Review proceedings be considered by the Student Concerns Committee (see Termination Policy in the BSW and MSW Student Manuals, available on the School of Social Work website at www.wichita.edu/socialwork).

j. Receiving less than a passing grade (C- or below) for Field Practicum is a circumstance that could warrant termination from the program (see Termination Policy in the BSW and MSW Student Manuals, available on the School of Social Work website at www.wichita.edu/socialwork). Students with failing grades will be referred to the Student Concerns Committee.

k. Positive resolution of challenges in the practicum will result in continued placement within the agency or organization.

Students are encouraged to evaluate the field practicum agency/organization and Field Instructor (evaluations will be handed out during the last practicum seminar of the academic year). Field Instructors and On-Site Supervisors are encouraged to evaluate the Field Practicum Program at the end of each semester online, and information on this process will be sent out during the course of the semester.

PROFESSIONALISM IN PRACTICUM

WSU BSW and MSW students are expected to uphold the highest standards of professional behavior in their practicum setting. Students represent the university, the School of Social Work, and the profession, and the NASW Code of Ethics outlines values and standards for those in our field. As agreed in the student-signed Ethical Agreement form, students agree to abide by this Code in their practicum experiences.

Students should wear professional clothing to their practicums as indicated by the agency standard or policy manual.

Students are responsible for their own learning and must take overall leadership for meeting their needs in their practicum experience. Students are expected to demonstrate professionalism and mutual respect for their fellow students, agency clients, colleagues and staff, instructors, and supervisors. Verbal, nonverbal, and written interactions should exhibit professional behavior in all settings, including the placement work site and the university.

HOURS AND ATTENDANCE

START DATES

BSW and MSW Generalist Students

For the fall semester, all students may begin practicum as early as August 1, or they may start the first week of classes. For the spring semester, all students may begin as early as January 1, or the first week of classes.

MSW Specialist Students

1. May take an optional summer class which allows them to accrue up to 100 practicum hours towards the 350 fall semester hours.
2. May begin practicum again after the end of the fall semester, which is the day after fall semester grades are turned in. They may begin to accrue hours towards the 350 spring semester hours.

All Students

All students must have successfully completed their hours for the fall semester, submitted their practicum evaluation with all needed signatures and completed the fall semester with a passing grade before they can start accumulating their spring semester hours.

END DATES

Practicum hours extend to the end of each semester. They may not be completed earlier than December 1 (fall semester) or earlier than May 1 (spring semester). Deviations require approval by one of the Practicum Directors.

BSW HOUR EXPECTATIONS

BSW HOUR EXPECTATIONS: 480 clock hours (15 hours/week x 16 weeks=240 hours per semester) are required for practicum, 240 clock hours for SCWK 402 Practicum I and 240 clock hours for SCWK 404 Practicum II.

MSW GENERALIST HOUR EXPECTATIONS

MSW GENERALIST HOUR EXPECTATIONS: 480 clock hours (15 hours/week x 16 weeks=240 hours per semester) are required for practicum, 240 clock hours for SCWK 720 Field Practicum I and 240 clock hours for SCWK 721 Field Practicum II.

MSW SPECIALIST HOUR EXPECTATIONS

MSW SPECIALIST HOUR EXPECTATIONS: 700 clock hours (22 hours/week x 16 weeks = 350 hours) are required for practicum, 350 for SCWK 822 Field Practicum III and 350 for SCWK 823 Field Practicum IV (about 3 days per week).

TRACKING AND COMPLETING PRACTICUM HOURS

The student may track hours using the time sheet which is included on the website at www.wichita.edu/socialwork, an agency/organization sign-in, or a method of their choice. The student and Field Instructor will agree on a method to track hours. Time will be verified and signed off by the Field Instructor on the final performance evaluation.

ADDITIONAL PRACTICUM POLICIES

HOLIDAYS AND SEMESTER RECESS/BREAKS

Students are entitled to all scheduled holidays and breaks recognized by the university. However, the student and the Field Instructor have the responsibility to negotiate such absences within the context of the student's professional responsibilities to the agency/organization and its clients.

Extended university breaks, including the December/January semester recess and spring break, should be discussed by the student and Field Instructor at the beginning of the practicum semester. Decisions should be coordinated to ethically ensure the continuity of care for their clients.

Students may continue to work in their practicum placements during these breaks with agency and field instructor consent. Hours may be accumulated towards spring totals under these expectations:

1. BSW and MSW Generalist students may begin to accrue spring semester hours January 1st.
2. MSW Specialist students may begin to accrue spring semester hours after the end of the fall semester.

ABSENCES

Students may be excused from practicum only when such absences are unavoidable, such as illness or family crisis. Employment conflicts and completion of course work assignments are not considered appropriate reasons to miss practicum. If a student is unable to report for field placement on a scheduled day because of illness, the student must notify the Field Instructor within the first regularly scheduled hour of work or earlier. Leave for personal reasons must be arranged in advance between the Field Instructor and the student. Extended or unreported absences should be brought to the attention of the Faculty Liaison.

- If a student is absent three of more consecutive days, or five days in a semester, the student should be reported to the Practicum Liaison. The Liaison is responsible for notifying the Field Practicum Directors regarding these concerns.
- Students may be required to provide medical or other documentation as requested, prior to continuing in their practicum experience.

- Unprofessionalism in the practicum placement, including absenteeism and chronic tardiness, will not be tolerated. This behavior could result in a student's termination from the practicum agency/organization, and potentially the practicum program.

INCLEMENT WEATHER

Students are expected to be at their agency/organization as scheduled. If an agency/organization closes due to inclement weather, students are responsible for developing an alternative work schedule with their Field Instructor and/or On-Site Supervisor to meet client needs, semester hours, and work task commitments.

EXCEPTIONS

Exceptions include beginning practicum prior to the normal start date, doing practicum at the student's place of employment, and requesting a change of placement. These require the approval of the Director/Associate Director of Field Practicum and may require an additional form. Please refer to the section on Employment Situated Practicum and consult with the Practicum Directors as needed.

CONFERENCES, ONLINE TRAININGS, AND WEB CONFERENCES

Attendance at conferences and workshops is accepted as a legitimate part of the field experience when such attendance is a planned part of the student's educational experience. Such approved attendance may be counted toward the clock-hour requirement of the practicum only to the extent of time actually spent in conference sessions (transportation and overnight excluded). Agencies/organizations are not obliged to assume costs connected with student attendance at conferences. WSU is unable to assume responsibility for such costs.

With ever-expanding online educational opportunities, students may wish to participate in social work-related webinars, conferences, and trainings. These activities must be approved by the Field Instructor and Field Liaison prior to completing them, for the student to be able to include these in practicum time.

Any requests for more than ten percent of the semester hours must also be reviewed by a Field Practicum Director. Written documentation, such as attendance certificates and confirmation, must be submitted to both your class Field Liaison and your agency Field Instructor.

TRANSPORTATION

Each student in a practicum assumes responsibility for costs of transportation to and from the location of the assigned agency/organization. Reimbursement by the agency/organization for transportation while the student is acting as a representative of the agency/organization is determined by individual agency/organization policy. Policies regarding transportation should be made known to the Director/Associate Director of Field Practicum and discussed with the student at the time of the pre-placement interview. Both the student and the agency/organization representative should determine whether automobile liability insurance carriers involved would insure student travel. Both should have adequate coverage. It is strongly recommended that students not provide transportation for clients of the agency/organization unless fully and adequately covered by agency/organization liability insurance.

CELL PHONE POLICY

The "WSU Policy on Cell Phones" states that student cell phones and pagers must be turned off or placed on vibrate/courtesy mode during class times. Cell phone use at practicum should be according to agency policies and expectations, with personal calls and texting held to a minimum. Students are strongly discouraged from sharing their cell phone, email, or other personal information with practicum clients.

WSU POLICY ON ACADEMIC DISHONESTY

As members of the WSU community, we practice personal integrity and academic honesty. Students who compromise the integrity of the classroom are subject to disciplinary action. The School of Social Work includes the student's practicum agency/organization for this expectation. Please consult the *WSU Graduate Catalog* and the Student Code of Conduct (www.studentaffairs.wichita.edu) for a full description of academic integrity standards.

PROFESSIONAL LIABILITY INSURANCE

The student and the agency/organization should recognize the possibility of lawsuit in a case where a student is involved even though the suit may not involve the student directly. The WSU School of Social Work recommends liability insurance for all practicum students. Some agencies/organizations require liability insurance. Students will be asked to acknowledge that liability insurance may be required by signing the Practicum Inventory form which contains that information. The Insurance section of the Practicum Inventory also states that the student is responsible for the cost of liability insurance if an agency requires such coverage.

Students may check with their insurance providers to see if they have a rider to cover such malpractice insurance. NASW provides such insurance for a nominal fee, both to its members and to non-members. Information on NASW membership and insurance is available. In all cases, it is the responsibility of the student to pay the cost of the insurance. In some cases, agencies/organizations may be able to include students (who are their employees) under their "blanket policy."

USE OF AGENCY/ORGANIZATION MATERIAL FOR CLASS ASSIGNMENTS

Students admitted to practicum have signed a statement indicating they will adhere to the NASW *Code of Ethics*. Throughout the curriculum students learn the need for confidentiality and professional ethical standards. Students may be given class assignments which require the use of material from and about the field placement agency/organization and its clients.

It is expected that Field Instructors will discuss the appropriate use of material such as agency/organization reports, with the students. The right of the agency/organization to review such reports, however, does not include the right to edit, censor or otherwise limit the student's valid exercise of academic inquiry and expression. The exception to this is in matters dealing directly with client confidentiality. The agency/organization may properly use its right of examination as an opportunity to present new facts or alternative views to the student or to attach comments to the report.

ACADEMIC CREDIT FOR PRIOR EXPERIENCES

In accordance with Council on Social Work Education's Accreditation Standards, academic credit for life experience and previous work experience is not given, in whole or part, in lieu of the field practicum. (CSWE Accreditation Standard 3.1.5.)

CHANGES IN PLACEMENT

The Field Practicum Program reserves the right to change the field placement when this change is in the clear interest of the student, Field Practicum Program or placement agency/organization. The placement change will be discussed by Field Practicum Program Administrators with the student, agency/organization and Field Liaison.

Student Request to Change Practicum

a. If a student requests a change of placement, it will be evaluated and considered by the Field Practicum Program. This request must first be discussed with the Field Instructor and On-Site Supervisor, as well as their seminar Field Liaison.

b. The student must provide a justification for the request for change on a Change of Practicum Placement Exceptions form with appropriate signatures. The form will be submitted to the Field Practicum Program Directors. The Field Practicum Directors will assess the request with the Field Instructor, On-Site Supervisor, Field Liaison and student.

c. If approved, the Field Practicum Program will attempt to place the student in another agency/organization, but students should be aware that options may be limited and, in some cases, an alternative placement may not be available. As stated previously in this manual, if a student chooses to reject a placement, **this may exclude him/her from being accepted or continuing in the practicum program**.

d. If not approved, the student will remain with the agency/organization. If the assessment indicates the student would benefit from additional skill building or hours, the student, the Field Instructor, On-Site Supervisor, and the Field Liaison will prepare a Supplemental Learning Contract, if necessary.

Agency/Organization Report of Concern

If issues arise in the field which requires involvement outside of the student-field instructor supervisory relationship, the following steps should be taken to address the concerns.

a. The Field Instructor should contact the student's Field Liaison regarding the issue(s) first.

b. Field Instructors and agencies/organizations may choose to submit a "Critical Incident Report" in writing directly to the Field Practicum Director via email or fax. This is found with the practicum forms at www.wichita.edu/socialwork.

c. If the agency or student needs are unable to be resolved with the Field Liaison, or are assessed severe enough to warrant further involvement, the Field Practicum Director or Associate Director will be contacted by the Field Liaison, and a conference will be arranged following the steps listed below.

Agency/Organization Request to Terminate a Student from Placement

If an agency/organization terminates a student from placement the following will occur:

a. The Field Practicum Directors will assess student progress with the Field Instructor, On-Site Supervisor, Field Liaison, and student.

b. If the issue can be corrected, and with agency/organization agreement, the student will remain with the agency/organization, and the Field Instructor, On-Site Supervisor, and the Field Liaison will prepare a Supplemental Learning Contract.

c. If the issue cannot be corrected in the original placement, but the Director/Associate Director of Field Practicum determines that it can be corrected in a different agency/organization setting, the Field Practicum Program contacts a new agency/organization for practicum placement. The student may be required to do a Supplemental Learning Contract.

d. If a change of agency/organization placement occurs, the agency/organization will evaluate the student's progress and hour completion to that point.

e. If the assessment indicates significant issues that warrant termination from the program, the Director/Associate Director of Field Practicum may request that Program Termination Review proceedings be initiated (see Termination Policy in the BSW & MSW Student Manual available on the School of Social Work website at www.wichita.edu/socialwork).

GRIEVANCE PROCEDURES

Grievance procedures are stated in the *BSW & MSW Student Manuals*, available on the School of Social Work website at www.wichita.edu/socialwork.

CONFIDENTIALITY

The WSU School of Social Work emphasizes confidentiality and professional ethical standards in practice throughout the curriculum. Prior to being placed in an agency/organization setting, all students will have agreed to abide to the NASW *Code of Ethics* by signature (BSW Students: attached to Program Application & MSW Students: attached to Practicum Inventory).

COMPUTER COMPETENCY

Students are required to assess their own computer competency. Students being considered for entrance to the WSU Social Work Field Practicum Program are expected to demonstrate competency with the following computer skills:

1. Word Processing (WORD or Word Perfect preferred – *not Microsoft Works*) with the following formatting skills:

- Setting font size and type
- Setting margins
- Setting line spacing
- Creating headers and footers
- Inserting tables
- Italicizing
- Inserting page numbers – in a header
- Centering text; right and left justification

2. Sending and receiving email with attachments
3. Accessing the Internet
4. Students are expected to have familiarity with the following:
    - Presentation program (PowerPoint)
    - Spreadsheet (Excel)

Students **not competent** with the above computer skills **must complete a computer class** prior to entering the Social Work Field Practicum Program. Students are required to sign a competency statement. BSW Students: Part of Program Application. MSW Students: Part of Practicum Inventory.

NOTICE OF NONDISCRIMINATION

Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0205; telephone (316) 978-6791.

In keeping with university policy, the policies and procedures of the School of Social Work are conducted without discrimination on the basis of age, class, color, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex and sexual orientation.

SEXUAL HARASSMENT

Wichita State University and the School of Social Work are committed to a community in which students, faculty, and staff can work in an atmosphere that is free of sexual harassment. Such behavior is costly in human terms and is prohibited by law and by University policy. The University intends to prevent sexual harassment and to resolve student complaints of sexual harassment according to the procedures contained herein.

Sexual harassment is defined in terms of unwelcome conduct (sexual advances, requests, requests for sexual favors, written or spoken expressions, and physical behavior of a sexual nature) under any of the following circumstances:

1. Submission to such conduct is either an implied or expressed condition for instruction, employment, or other campus activity.
2. Submission to or rejection of such conduct is used as a basis for evaluation.
3. Such conduct has the purpose or effect of unreasonably interfering with performance, or creating an intimidating, hostile, or demeaning environment.

Students who suspect that they have been an object of sexual harassment are encouraged to make inquiry, seek advice, and understand University procedure. These services are provided confidentially by the following offices: Student Life and Services, Student Advocate, Counseling & Testing Center, and Office of Multicultural Affairs. Students may pursue either informal or formal procedures in the interest of resolving a complaint. Prompt initiation of a complaint is essential. In no case will the University pursue formal resolution of a complaint that is filed more than six (6) months after the date of an alleged incident.

Please refer to the Student Code of Conduct for a description of university procedures for resolving sexual harassment and other guidelines regarding student conduct and student disciplinary procedures. These guidelines cover topics such as academic honesty, drug use, hazing, gambling, weapons, and sexual harassment. The disciplinary procedures outline the actions needed to file a complaint and the course followed in student disciplinary hearings.

The Student Code of Conduct is located online in section 8.05 of the WSU *Policies & Procedures Manual*. This can be found on the WSU homepage at www.wichita.edu. Click on "Browse A-Z" and choose P for the *Policies and Procedures Manual*, then follow the links to the Student Policies and Procedures section 8.05.