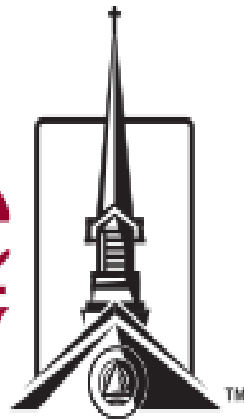


Campbellsville
UNIVERSITY



CARVER SCHOOL OF SOCIAL WORK

Bachelor of Social Work

BSW FIELD MANUAL

Field Practicum Manual and Policies

(subject to change – last updated August 2023)

The BSW Program at Campbellsville University is accredited by
The Council on Social Work Education

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I. Introduction

Welcome to the BSW Field Practicum at the Carver School of Social Work

It is my pleasure to introduce you to the BSW Field Education program at Carver School of Social Work. Your field placement is a chance to put into practice the knowledge, values, and skills you learned in the classroom. It is the place to see theory in action and learn firsthand how theory, policy, research and practice intersect. Fieldwork is exciting and challenging! It is necessary to prepare you to become an ethical and competent professional social worker.

The goal of the BSW Field program at CSSW is to provide students the opportunity, through the practicum experience and concurrent seminar class, to integrate into practice the conceptual knowledge gained from coursework so students can successfully function as generalist social work practitioners.

This manual will be your guide as you progress through your field placement. We are committed to your success in the program and your future contributions to the social work profession.

Blessings,

Rebecca Bohner

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This manual is designed to assist practicum students, Field Agency Instructors, and other agency personnel involved in social work field education in understanding what is expected during the field placement. Field placement is designed to provide students with an opportunity to learn within an agency setting and to apply the knowledge, skills, and values acquired through their classroom course work. This manual provides all those involved with the practicum experience at the Carver School of Social Work the current BSW fieldwork policies, procedures and requirements.

Undergraduate social work education is considered a professional educational program and field placement is a key component of this educational process. Students are required to spend 450 practicum hours at an approved site that provides learning opportunities related to the Council of Social Work Education core competencies/practice behaviors under the supervision of a BSW or MSW level social worker. Students conduct their practicum in one agency in either the last semester of their senior year or the last two semesters depending on their preference and ability.

CARVER SCHOOL OF SOCIAL WORK BACCALAUREATE MISSION

At Campbellsville University's Carver School of Social Work, the program stresses academic excellence, Christian leadership, and personal growth within a nurturing, caring environment. The program expands the University mission in advancing students toward continued learning in all aspects of life with specialized emphasis on the professional application of generalist social work practice. As a facilitator of change, the program prepares students to serve diverse communities, organizations, groups, families, and individuals, particularly in a rural environment, at all levels of social work practice.

GOALS OF THE BACCALAUREATE SOCIAL WORK PROGRAM

1. Prepare students for competent practice as generalist level social workers with client systems of various sizes and types;
2. Prepare students for practice with diverse populations, particularly in rural settings;
3. Provide content about the social context of social work practice, the changing nature of that context, the behavior of organizations, and the dynamics of change;
4. Help students acquire values, ethics and beliefs that are universal in the social work profession and help in preparing students for leadership and Christian service;
5. Prepare graduates who are aware of their responsibility to continue their professional growth, development and education.

II. Field Education Program

OVERVIEW OF FIELD EDUCATION

Field education provides an opportunity for students to integrate into practice the theoretical knowledge gained from coursework. BSW students participate in generalist social work learning opportunities intended to provide experience with Individuals, Groups, Families, Communities, and Organizations. This is accomplished through the practicum placement of students in social service organizations.

GOAL OF FIELD EDUCATION

The goal of the BSW Field Education program is to provide students the opportunity, through a practicum experience and concurrent seminar class, to integrate into practice the conceptual knowledge gained from coursework so students can successfully function as generalist social work practitioners. All forms discussed in this manual are found at the conclusion of this manual.

FIELD TITLES

Field education, the signature pedagogy of social work curriculum, heavily relies on the work and commitment of numerous individuals to provide an effective educational experience for future professional social workers. The following titles are used by the field education department:

Field Director – The Field Director provides leadership to all aspects of field instruction, including monitoring of field students, oversight of the evaluation of field students, and approval of field agencies. The Field Director has oversight of the BSW field education program, which is responsible for the administration of the field program, including field curriculum, planning the program, development of placement processes, advising students on placement opportunities, oversight of field course instructors, and maintaining the field manual and field forms.

Field Course Instructor – Refers to the member who represents the Carver School of Social Work and provides the link between the department, the agency, and the student. The Field Course Instructor monitors, consults, and intervenes when necessary to ensure a quality field experience occurs for all students. The Field Course Instructor acts as the *liaison* between the university and the agency, and is assigned to oversee the field experience, and maintains close contact with the student and field agency instructor throughout the placement. The Field Course Instructor may also teach the field seminar, as well.

Field Agency Instructor – staff person employed by the agency, who serves as the individual at the agency who met criteria for supervising an undergraduate social work student and agrees to provide supervision through the field experience. The Field Agency Instructor will have earned a BSW or MSW from a CSWE accredited program and have at least two years post graduate experience.

III. Field Education Process

The Director of Field Education admits students to the Field Education Program. For students to be eligible for admission and to register in field education, they must meet the following criteria:

FIELD PLANNING BEGINS:

Field planning begins the semester prior to the BSW student's senior year. BSW students will enter their field practicum placements during their spring semester or last two semesters of their senior year. Students may enter Field in the Fall, Spring, or Summer, but two semester practicums must be completed consecutively.

ELIGIBILITY CRITERIA FOR ENROLLING IN FIELD PRACTICUM

1. Students conduct their field practicum during the last semester of their **senior year**. It is recommended that students who anticipate needing additional time to complete their practicum or work full time, choose Extended Field Instruction I and II, which is a two semester practicum course.
2. Students must be in good standing academically at the time they are ready to begin the process for their field practicum and must have completed most all social work courses before entering Field. SWK 450 may be taken concurrently with practicum and one other social work course may be taken concurrently with field if the student has chosen a two-semester practicum.
3. The academic requirements include a minimum of a 2.75 GPA and a grade of C or better in all core curriculum courses.
4. Submit a complete application packet to the BSW Field Director one semester prior to registering in field education courses with the following documents: BSW Field Practicum Application, Disclosure Statement Form, and Agency Placement Agreement.
5. Attend a Pre-Placement/Individual Orientation and Group Orientation

APPLICATION TO FIELD AND REQUIRED STEPS FOR BSW FIELD PRACTICUM:

The process for entering field begins the semester before the student plans to be enrolled in the appropriate field practicum course. Each academic year, the BSW Field Director provides an informational session (usually during a Practice II course) to In-Seat students at each site. Online students will receive an email from the Field Director, which accompanies the BSW Field Handbook and instructions for Application process. During the information session, the Field Director reviews the admission to field process, pre-admission requirements, required documentation, as well as, information regarding IPT, and field placement opportunities.

During this informational session, students will be given a copy of the BSW Field Manual, which includes the BSW Field Practicum Application, Disclosure Statement Form, and Agency

Placement Agreement. Students complete the BSW Field Practicum Application and Disclosure Statement Form and send to the Field Director. The BSW Field Practicum Application form includes the student's identifying information, which semester the student will begin field placement, the student's course choice, SWK 410 or SWK 420/421, and a list of all the completed social work courses.

Upon completion of the Information Session (or email to online students), the student submits the BSW Field Practicum Application and Disclosure Statement Form to the Field Director, then schedules a Pre-Placement/Individual Orientation with the BSW Field Director to discuss their client population of choice, placement choices, student interests, their "calling" in the field, and identify any specific needs.

1. Students will contact the BSW Field Director and attend a **mandatory** Pre-Placement/Individual Orientation with the BSW Field Director. During this Orientation, the student will learn about Field courses, expectations of Field, Practicum Placement options, deadlines for securing a practicum placement, and the student will gain access to IPT (Individual Placement Tracking) which will assist the student in locating a practicum placement. This Pre-Placement/Individual Orientation should take place the semester prior to beginning Field. This Orientation may take place over the phone or in person.
2. The Carver School Field Department has a self-initiated practicum where the student is responsible for identifying, researching, and interviewing the agency that best meets their needs. The student will begin using IPT to assist in finding a field placement of their chosen agency. This can be a lengthy process and must be started as soon as possible.
3. Students must review and comply with mandatory due dates for submission of all documentation for placement. Student will keep Field Director up to date on progress related to placement.
4. Once placement is secured, the student completes the Agency Placement Agreement to include the information related to the agency, requests signature from the approved Field Agency Instructor, and emails the form to the Field Director. If the student is not accepted by the agency, the student continues contacting other agencies in IPT, until placement is secured.
5. All students will attend a **mandatory** Group Orientation webinar. This Orientation will take place just prior to the semester beginning and will be conducted online by the Field Director. This Orientation will discuss Field Seminar (In-Seat/Online) course/seminar expectations, Moodle and IPT assignments, the Field Learning Contract, Field hours, student responsibilities, and Field Supervisor responsibilities.
6. Before a student can begin their field practicum, **personal liability insurance** is required. Information on professional liability agencies such as NASW Assurance (liability insurance) are included in this manual. **Students are responsible for the payment of these fees.** This is discussed more in depth during each Field Orientation.
7. Field education is a course with an instructional seminar. All students will begin their placement the first week of the academic calendar and finish the last week of the semester. Students will be evaluated at mid-term and at finals through use of Field Learning Contract.

CRITERIA FOR SELECTION OF FIELD AGENCY

The primary concern in selecting agencies for social work field experiences is that the Council on Social Work Education guidelines are followed. Therefore, field agencies should:

1. Have a commitment to the Social Work profession with its knowledge, values, and skills, and to the provision of social services;
2. Have a staff member with the social work supervisory qualifications of a BSW or MSW degree and experience as detailed under criteria for selection of Field Supervisor.
3. Provide opportunities for student learning of generalist social work practice with individuals, families, groups, communities, and organizations;
4. Provide students with learning opportunities that relate to the core competencies/practice behaviors and be willing to sign the Agency Placement Agreement.
5. Agree to the conditions and mutual responsibilities outlined in the Carver School of Social Work Memorandum of Agreement.
6. Agree to provide one-hour weekly one-on-one supervision with the student.

CRITERIA FOR SELECTION OF FIELD AGENCY INSTRUCTOR

When a social welfare or human service organization is identified as a potential site to provide the field placement experience and is in conformity with standards of the Council on Social Work Education, the agency field supervisor or designee are asked to review the BSW degree requirements and expectations of the field experience.

It is expected that Field Supervisors:

1. Have a **MSW or BSW degree** from an institution accredited by the Council on Social Work Education;
2. Have a commitment to the social work profession including the embracing of its knowledge, values, and skills;
3. Have a sensitivity to and an appreciation of racial, ethnic, and cultural diversity;
4. Have the motivation to be “a lifelong learner”;
5. Be open to the unique differences in students’ needs, learning styles, and maturation levels;
6. Complete orientation and review information provided by Carver School of Social Work about requirements.
7. Be willing to help arrange learning opportunities regarding the core competencies/practice behaviors.

IV. Practicum/Seminar Course Overview

BSW FIELD PRACTICUM COURSE OVERVIEW

Course Description:

Students now have two options for completing their field placement/practicum hours. They can take it either in one semester (16 weeks) with the SWK 410 course or two semesters (32 weeks total) with SWK 420 and SWK 421. Both options have the same requirements. Students will have a textbook and assignments to complete along with the required practicum hours in the course. Students are required to complete a total of 450 hours for their practicum. Below you will see the course description for each course.

BSW Field Instruction, SWK 410 - Course Description:

Field education is designed, coordinated, supervised, and evaluated on the basis of criteria by which students demonstrate the achievement of social work core competencies at a qualified agency. Practicum settings must meet the criteria for social work field education as stated by the Council on Social Work Education. Prerequisites are: All social work courses except SWK 450 which may be taken concurrently. Social work majors only. In choosing to take this practicum you understand that this is a one semester field course in which you will have to meet all requirements including completing 450 hours in order to pass the course.

BSW Extended Field Instruction I, SWK 420 - Course Description:

Field education is designed, coordinated, supervised, and evaluated on the basis of criteria by which students demonstrate the achievement of social work core competencies at a qualified agency. Practicum settings must meet the criteria for social work field education as stated by the Council on Social Work Education. Prerequisites are: Majority of all social work course must be completed, including SWK 220 Practice I and SWK 340 Practice II, before entering field which may be taken concurrently. Social work majors only. In choosing to take this practicum you understand that this is a one semester field course in which you will have to meet all requirements including completing 225 hours in order to pass the course.

BSW Extended Field Instruction II, SWK 421 - Course Description:

Field education is designed, coordinated, supervised, and evaluated on the basis of criteria by which students demonstrate the achievement of social work core competencies at a qualified agency. Practicum settings must meet the criteria for social work field education as stated by the Council on Social Work Education. Prerequisites are: All social work courses including SWK 420 Extended Field Instruction I except SWK 450 which may be taken concurrently. Social work majors only. In choosing to take this practicum you understand that this is a one semester field course in which you will have to meet all requirements including completing 225 hours in order to pass the course. This course is required to be taken immediately following SWK 420 without a break between the courses as the practicum locations are required to be the same.

Students who do not meet the 450-hour requirement will not pass field. Students enrolled in the extended field are required to completed SWK 420 and SWK 421. These two semesters are completed consecutively and are required to complete a total of 225 hours each semester during

each 16 week semester. Students who do not meet the 225-hour requirement for SWK 420 do not move into SWK 421.

TEACHING FORMAT

The structure of the field practicum course as a seminar will include in-class discussion (or online Discussion Forums); sharing of field experiences; answering reflection questions; and student case presentations. Sharing about field placement experiences will assist the student in learning about a variety of social work settings and roles. Course assignments are designed to increase the student's awareness and understanding of both the personal and professional self within their role as a field placement student and as a generalist social work practitioner.

REQUIRED TEXT AND OTHER RESOURCES

BSW Field Manual

Supplemental Resource:

Ward, K. & Mama, R.S. (2020). *Breaking Out of the Box: Adventure- Based Field Instruction (4th Ed)*. Chicago, IL: Lyceum Books, Inc.

Course Competencies, Practice Behaviors & Dimensions

The BSW Field Practicum will encompass all Competencies, all Practice Behaviors, and all Practice Dimensions.

1. Demonstrate Ethical and Professional Behavior

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:

- 1.1.** 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;
- 1.2.** Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- 1.3.** Demonstrate professional demeanor in behavior, appearance; and oral, written, and electronic communication;
- 1.4.** Use technology ethically and appropriately to facilitate practice outcomes; and
- 1.5.** Use Supervision and consultation to guide professional judgment and behavior.

2. Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

Social Workers:

- 2.1. Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- 2.2. Present themselves as learners and engage clients and constituencies as experts of their own experiences, and
- 2.3. Apply self-awareness and self-regulations to manage the influence of personal biases and values in working with diverse clients and constituencies.

3. Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected.

Social Workers:

- 3.1. Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- 3.2. Engage in practices that advance social, economic, and environmental justice.

4. Engage in Practice-Informed Research and Research-Informed practice.

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.

Social Workers:

- 4.1. Use practice experience and theory to inform scientific inquiry and research;
- 4.2. Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- 4.3. Use and translate research evidence to inform and improve practice, policy, and service delivery.

5. Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels.

Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

Social workers:

- 5.1.** Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- 5.2.** Assess how social welfare and economic policies impact the delivery of and access to social services;
- 5.3.** Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

6. Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

Social workers:

- 6.1.** Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary frameworks to engage with clients and constituencies; and
- 6.2.** Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

7. Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families,

groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

Social workers:

- 7.1.** Collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- 7.2.** Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- 7.3.** Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- 7.4.** Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

8. Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration.

Social workers:

- 8.1.** Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;

- 8.2. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- 8.3. Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- 8.4. Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies;
- 8.5. Facilitate effective transitions and endings that advance mutually agreed-on goals.

9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

Social workers:

- 9.1. Select and use appropriate methods for evaluation of outcomes;
- 9.2. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- 9.3. Critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- 9.4. Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Practice Dimensions: These dimensions of practice are implemented as indicated in the course:

- **Knowledge (K)** –necessary knowledge to achieve a given competency
- **Values (V)** – identification of and adherence to social work values
- **Skills (S)** – acquisition of various social work skills
- **Cognitive and Affective Reactions and Processes (C/A)** – opportunity to demonstrate critical thinking, affective reactions and appropriate judgment

FIELD LEARNING CONTRACT

The evaluation of the student's performance is an ongoing process in which the Field Course Instructor and Field Agency Supervisor provide the student with constructive feedback and an accurate description of his/her performance. The student is jointly evaluated at the Midterm and Final. The Field Learning Contract is agreed upon, signed in IPT at an Initial Teleconference (within first two weeks of semester), signed at Mid-term Teleconference, and signed again at the Final Teleconference and provides the framework for the evaluation. Evaluations are tied directly to the Learning Contract for a clear picture of the competency, practice behavior, and the task being evaluated. The rating scale is located in the Field Learning Contract in IPT.

The Field Learning Contract contains all nine Social Work Core Competencies and 31 Practice Behaviors. Students are required to complete all listed Practices Behavior tasks within their 450 hour practicum. A joint collaboration between the student and Field Agency Instructor will decide how the tasks will be completed within the agency. Students will comment on each Competency how they completed the Practice Behaviors and Field Agency Instructor will comment on each Competency on how well the student completed the Practice Behavior and their overall comprehension of the Competency.

Students will be rated on the following scale:

Strong Competent Performance: The intern/student **demonstrates strong application** of the knowledge, values, and skills related to the performance of the practice behavior.

Adequate Competent Performance: The intern/student **demonstrates adequate application** of the knowledge, values, and skills related to the performance of the practice behavior.

Emerging Competent Performance: The intern/student **demonstrates emerging application** of the knowledge, values, and skills related to the performance of the practice behavior.

Inadequate Performance: The intern/student **demonstrates inadequate application** of the knowledge, skills or dispositions related to the performance of the practice behavior.

Lacking Performance: The intern/student **lacks the ability to demonstrate application** of the knowledge, values, and skills related to the performance of the practice behavior.

Lack of Opportunity*: The intern/student **has not had the opportunity** to work on the skills related to the performance of the practice behavior.

**The "lack of opportunity" rating is only available for the mid-term evaluation*

V. Policies and Procedures Related to Field Practicum

AGENCY PRACTICUM REQUIREMENTS

Most, if not all social service agencies require at least one if not more than one background checks for their volunteers/interns/practicum students. Some agencies require drug testing. Some agencies have more requirements. These items and the costs are the responsibility of the student. (Please keep in mind these items may take a few weeks to be approved when planning for your practicum approval). Hospitals have additional requirements. See Field Director for all hospital placements.

BACKGROUND CHECKS

In the event an agency requires students to complete finger printing/background checks the student will be responsible for any costs associated with this.

DRUG SCREENING/IMMUNIZATIONS/TB TEST

In the event that an agency requires any type of drug screening or medical requests the student will be responsible for any costs associated with this.

EMPLOYMENT BASED PRACTICUM

BSW Field students are not permitted to conduct their field practicum at their place of employment. This is discussed fully during the Informational Meeting and Pre-Placement/Individual Orientation meetings. If the student is offered a paid practicum, the student must notify the Field Director immediately.

SAFETY REQUIREMENTS

The student and Field Instructor meet during Week One of the practicum at the agency and individually review each item on the Safety Checklist. This document contains vital information for the student in the event of an emergency. The Field Instructor and student sign in IPT, acknowledging review of each item on the document.

TIMESHEETS

Students in the BSW Field Practicum are required to spend a minimum of 450 hours in an approved practicum agency under the supervision of an approved BSW/MSW supervisor. Field hours may not begin prior to the semester beginning, without prior approval by the Field Director, and ends during the final week of the semester. An exception to field hours beginning prior to the semester include mandatory orientation/training at the agency and approved field hours earned on a CSSW service/mission trip. The Field Director must preapprove these field hours. (BSW Field Manual, page 25). Students may complete field hours during Spring break, and Fall break but are not permitted to complete hours during Christmas break. Fields hours begin the first day of the semester if the student has verified obtaining their liability insurance and continues throughout each week.

LIABILITY INSURANCE

Social work is a rewarding career, but like many professions, it has its risks in today's litigious society. Insurance is the first step as a part of preparing for your practicum. This is required and students are responsible for the payment of these fees.

INSURANCE

Students are required to purchase Malpractice Liability Insurance through NASW and is \$25.00. The application can be found here: <https://naswinsure.com/home/> Once insurance has been purchased, receipt must be uploaded in IPT on Student Detail page under tab, “NASW Student Insurance”. NASW membership is NOT required.

RESTRAINTS

BSW students may **not** physically restrain a patient or client.

TRANSPORTING CLIENTS

BSW students are not allowed to transport clients in their own vehicles or in an agency vehicle. Students may accompany an employee of the agency when the employee is transporting a client(s).

VI. Roles and Responsibilities

Practicum Student Responsibilities

The student begins his/her practicum with a generalist knowledge base acquired through the social work curriculum and volunteer experience required by Practice courses. The student has already developed some of the skills and competencies needed for the generalist social worker as noted on the evaluation instrument used to assess the student's performance. The standard by which a student is to be compared is that of a new generalist social worker. Within the practicum setting their role is to begin to assume the professional responsibilities that allow them learning opportunities related to the social work core competencies/ practice behaviors under the careful supervision of a BSW/MSW level social worker and other trained staff at the placement agency.

- Complete Individual Orientation and Group Orientation with Field Director.
- Read BSW Field Manual
- Maintain professional liability insurance throughout practicum.
- Accept responsibility for and ownership of his/her own learning process.
- Actively seek to establish a positive, courteous and effective working relationship with the Field Director, Field Course Instructor, Field Agency Instructor, and other staff at the practicum site in a manner that reflects a commitment to the ethics and values of the social work profession, the Carver School of Social Work and the practicum site.
- Complete Field Learning Contract in achievement of the core competencies/practice behaviors.
- Use engagement skills in a professional manner that clarifies and establishes appropriate roles and boundaries with clients and other colleagues at the practicum site.
- In response to varied client needs and requests, select from a knowledge base of theories and conducts a variety of social work assessments, interventions and evaluations within the constraints of the individual practicum site.
- Complete practicum and seminar learning assignments, in Moodle and IPT, as required by the Carver School of Social Work guidelines reflected in the course syllabus.
- Prepare for and participate in weekly field supervision meetings with the Field Agency Instructor.
- Meet virtually or face to face with the Field Course Instructor and Field Agency Instructor three times per semester, to discuss progress on Field Learning Contract, achievements, concerns, and deficiencies.
- Inform the Field Course Instructor and Field Agency Instructor of potential problems and conflicts in a timely and appropriate manner so as to ensure opportunity for discussion and problem solving at the earliest possible time.
- Attend and actively participate in weekly practicum seminar (via in seat or online in discussion forum).
- Complete evaluations on the Field Course Instructor, Field Agency Instructor, and the Practicum Agency.

Field Agency Instructor Responsibilities

- Actively seek to establish a positive, courteous and effective working relationship with the student and the Field Director and Field Course Instructor, and others who may be involved in the student's practicum experience.

- Review Field Manual to inform self of Carver School policies, procedures and course requirements for the student.
- Interview and select practicum students by way of a mutual assessment of appropriateness of the match between student and organization.
- Ensure that the student is appropriately oriented to the organization and is afforded reasonable and adequate opportunity to enter the “culture” of the organization as a learner.
- Ensure that the student is informed of and understands all safety procedures of the agency (see Practicum Student Safety Checklist).
- Facilitate the student in the development and implementation of a written achievable learning plan that will allow him/her access to learning opportunities related to core competencies/practice behaviors.
- Provide the student with opportunity to engage, assess, intervene, and evaluate in social work change efforts with individuals, families, groups, communities and organizations.
- Ensure that the student has opportunity for interactions that allow for exploration of diversity to the fullest extent that is possible in the practicum setting.
- Prepare for and conduct weekly field supervision meetings (a minimum of one hour, one-on-one supervision per week) with the student, and uses the student’s Field Learning Contract and other written work, as well as feedback from other agency personnel as guides in planning those supervisory meetings and for on-going monitoring of student progress in the placement.
- Complete written evaluation of student in form of documenting comments on each competency within Field Learning Contract.
- Conference at least three times per semester with the Field Course Instructor, the student to discuss the Field Learning Contract and any other concerns or accomplishments.
- Notify the Field Course Instructor and/or Field Director of potential problems or conflicts in a timely manner to allow for problem solving at the earliest possible time in the semester.

Agency Representative Responsibilities: Task Supervisor within the Agency

(Only upon prior approval of Field Director)

The Agency Representative occurs in the event that the assigned Field Agency Instructor is no longer able to supervise student and there are no other BSW or MSW employed at the agency. He/She must work with the appointed and approved external Field Agency Instructor, with the student to ensure that the practicum process works well for all involved. The Agency Representative must demonstrate a knowledge and appreciation for the core values and ethical principles of the NASW Code of Ethics and be willing to utilize the social work knowledge and practice skills within the practicum setting. There must be close contact between the Agency Representative and the credentialed BSW/MSW external supervisor to ensure that the practicum is meeting the standards of a social work guided practicum. The Agency Representative:

- Actively seek to establish a positive, courteous and effective working relationship with the student, the outside Field Supervisor, the Field Course Instructor, and others who may be involved in the student’s practicum experience.
- Participate in Field Education Orientations, with Field Director, in order to familiarize him/herself with the practicum course requirements and maximize his/her skills and abilities to undertake the role of Agency Representative.
- Assist the student and the outside Field Agency Instructor (BSW or MSW) in overseeing the Field Learning Contract, along with the Field Course Instructor and activities at the practicum

setting, which will allow the student the necessary opportunity to meet course requirements for the practicum.

- Provide direction, information, training, orientation, and consultation to both the student and the outside BSW/MSW, as well as to the Field Course Instructor, in regard to agency objectives, structure, services, processes, methods, trends, issues, and practice realities.
- Ensure that the student is afforded reasonable and adequate opportunity to enter the “culture” of the organization as a learner.
- Ensure that the student is afforded reasonable and adequate learning opportunities related to the core competencies/practice behaviors.
- Ensure that the student has opportunity for interactions that allow for exploration of diversity to the fullest extent that is possible in practicum setting.
- Provide input to the outside BSW/MSW by assisting with the completion of the Rating Scale for Evaluation at the mid-point and the final, but understands the BSW/MSW will complete and sign the evaluations.
- Conference with the student, BSW/MSW and the Field Course Instructor.
- Notify the outside BSW/MSW and Field Course Instructor of potential problems or conflicts in a timely manner to allow for problem solving at the earliest possible time in the semester.
- Discuss student field hours within the agency prior to external Field Agency Instructor signing time sheets.

Field Course Instructor Responsibilities

- Serve as a Campbellsville University representative to the Field Supervisor and as an Academic Instructor for the student enrolled in Field Practicum.
- Serve as a communication link between the Field Agency Instructor and the Field Director regarding student progress.
- Direct monitoring of student work and development through Moodle and IPT
- Assist agencies and students in problem solving and mediation of any difficulties that may arise.
- Advocate for the student in the agency.
- Assist the Field Agency Supervisor and student with IPT, assignments, and evaluation.
- Reinforce social work values, ethics and professional competencies.
- Teach weekly field seminar for students (online) and assists student integration of course work and theoretical concepts with student experience in the agency.
- Encourage student development in a manner consistent with the NASW *Code of Ethics*.
- Evaluate student progress in the field and assigns course grades.
- Ensure that the student has a quality learning experience and an opportunity to practice social work competencies and skills at the practicum agency.
- Conduct three (3) virtual conferences per semester. Each virtual conference includes Field Agency Instructor and Student:
 - Initial Conference: To create a positive working relationship, overview of assignments for course, review requirements for practicum, and answer questions. No later than end of Week 2 of semester.
 - Midterm Conference: Review Field Learning Contract, discuss practicum

experience, confirm # of hours, discuss strengths, address areas of needed focus throughout end of semester, and opportunities of student skill practice. No later than end of Week 8 or Week 16 for Extended Field.

- Final Conference: Review Field Learning Contract, Timesheet, and overall practicum experience for student. No later than last week of semester.
- Serve as the front line contact for Field Agency Instructor and student; providing ongoing support to the student and Field Agency Instructor through phone and/or email (addressing expectations, questions, assignments, role clarifications)
- Assist the student and Field Agency Instructor in understanding the expectations of the Learning Plan and Practice Behaviors
- Respond to all contacts from phone calls or emails, within 24 hours.
- Respond and address issues from the student regarding practicum problems.
- Provide feedback to the Field Director regarding students and partner agencies.

VII. Frequently Asked Questions

1) Does my Field Agency Instructor have to be a BSW or MSW?

Yes. The Field Agency Instructor must possess a BSW or a MSW degree and have at least two years of social work practice experience.

2) There is no one at my agency to provide my Field Supervision; however, there is an LPCC on staff. Can that person be my Field Agency Instructor?

No, your Field Agency Instructor must be a social work practitioner with a BSW or MSW degree who has at least two years of social work practice experience.

3) Are there any After Hours/Weekend Placements?

The vast majority of placements are available only during regular weekday business hours. Although there are many organizations that serve clients on a 24 hour/7 days a week basis, the social work staff usually works during normal business hours. If a Field Supervisor is willing to work with a student to ensure weekly meetings and a competent Task Supervisor is on site, an after-hours placement is possible. However, students should consider altering their full time work schedule to ensure the highest quality of practicum experience.

4) Can I get a Paid Practicum?

Some practicum agencies may have the ability to offer paid practicums in the form of stipends, paid internships or special fellowships, but these are rare at the BSW level, and the Field Director is notified at the time of agency approval. If the student is offered a paid practicum, the student must notify the Field Director immediately.

5) Can I do a hospital practicum?

Yes, however these types of agencies typically take longer to secure. There are a few types of institutions with specific gatekeeping requirements before accepting students. These are often social work host agencies where their primary mission is medical services. Large hospitals or medical groups require Campbellsville University sign their Blanket Student Internship Affiliations Agreement. This may differ completely from the Campbellsville University MOA. This may require the legal document to be re-written and examined by an attorney. If you choose a placement agency that fits into this process, please understand you will be responsible for providing Campbellsville University Field Education staff with copies of all the medical requirements for the internship, including but not limited to: immunizations, TB skin tests, certification in CPR, and several other items in order to fulfill their own accreditation standards and risk management purposes. These must be on file before a student can begin the practicum. These process can take 4-6 months to complete.

6) Can I start my practicum early, or finish early, or end later?

Field Practicum is a course that follows the academic calendar. The practicum begins when the semester begins. Some agencies require students to complete an orientation to their organization prior to beginning the practicum. This usually is 2-4 days long and is routinely scheduled by the organization at set monthly intervals. In such circumstances, students are permitted to attend their agency orientation prior to the start of the semester and can count those hours towards the total hours required for the semester practicum. Students should first inform their practicum faculty about such required orientations. After completion of the early, required agency orientation, students then wait until the start of the semester to continue in the practicum.

7) What happens if I don't have a practicum by the deadline?

Students who have not secured a practicum placement by the deadline will be unable to enroll in practicum and will be referred to the next semester. Students should seek additional assistance from Field Director for securing placement and meeting deadlines. See deadlines on page 9 of this manual.

8) Can I use student service learning trips towards practicum hours?

Students may earn up to 40 hours of additional hours through approved Carver School of Social Work Service Learning trips. The student shall inform the CSSW faculty who is leading the trips they are interested in earning Field hours. (CSSW Service Learning trip requires at least one faculty member from CSSW to lead or accompany a group of students in the social service related service learning.) These hours must be related to the CSWE core competencies and linked in the students Field Learning Contract. The trip must be within six months of beginning Field and the additional hours accrued will be counted toward the 450 hours on the first time sheet upon student entering Field. See Field Director for more information.

9) Incomplete Grade Request Process

When a student is unable to complete the practicum hours required at the end of the term (225 or 450 hours), an Incomplete grade will be assigned for that term, **IF** the student is in good standing (meaning has completed assignments timely and has at least a minimum of 70% on total assignments, and has activities on Field Learning Contract near completion). When a student does not complete the required hours in the agreed upon time frame, the student will receive an unsatisfactory grade for that term. **Students cannot move forward in the practicum sequence until the incomplete grade has been changed to a passing grade.**

10) What happens if I need to change my placement?

Students are expected to complete their field placement at their assigned agency. Changes are only made in extreme cases and are highly discouraged. Practicum sites may be changed if there are circumstances that either the Field Course Instructor and/or the Field Agency Instructor agree would be in the best interest of the student. In the event a student desires to change practicum sites for personal reasons, the student would have to be in agreement that he/she would start over at the new site and not be allowed to carry over hours from the previous site. There are unique circumstances where a change of placement is necessary, such as a program closing or conditions where a student is in an unsafe environment. In these rare cases, students would be allowed to carry hours earned forward to the new practicum agency. All placement changes require Field Director approval.

11) May I complete my practicum where I work?

No, BSW field students are not permitted to conduct their field practicum at their place of employment. This policy is discussed during the Pre-Placement/Individual Field Orientation and Field Agency Instructor training to ensure all parties are aware.

VIII. Forms

AGENCY PLACEMENT AGREEMENT

Student Name _____

Name of Placement (Agency) _____

Placement/Agency Address _____

City: _____ State: _____ Zip: _____

Placement/Agency Phone _____

Field Agency Instructor's Name: _____

BSW _____ MSW _____ LCSW _____

Title at Agency: _____

Phone #: _____

Email: _____

V. CONFIRMATIONS AND AGREEMENTS

1. The organization/program will support the policies described in the Campbellsville University BSW Field Manual.
2. The student acknowledges she/he has reviewed the policies and responsibilities stated in the Campbellsville University BSW Field Manual.

Signatures

_____ Date _____
Student's Signature

_____ Date _____
Field Agency Instructor signature

Approved by:

_____ Date _____
BSW Field Director

Please email this completed form to BSW Field Director at rebohner@campbellsville.edu

DISCLOSURE STATEMENT FORM

In order for the Field Director to assist you in selecting an appropriate practicum placement the following information is needed.

1. Have you been charged or convicted of any misdemeanor or felony charge?

Yes _____ No _____

If yes, please explain:

2. Is there any information concerning personal or family issues, illnesses, or addictions that could impair your ability to function in a practicum site in a social work capacity? This could include, but is not limited to, drug or alcohol abuse, domestic violence, child abuse, or economic issues.

Yes _____ No _____

If yes, please explain:

This information is for the purpose of:

- Protecting clients and the practicum student
- Ensuring that you may be able to acquire personal liability insurance
- Enabling the Field Education Program to respond to certain agency requirements for persons working in that agency (most agencies require specific background checks, drug screenings, etc.) Answering in the affirmative to the disclosure statement should not in and of itself prevent you from completing your practicum requirement. However, it may limit the type of practicum or practicum population that you will be able to work with.

The Field Director will discuss your individual situation with you in order to help determine the type of practicum situation that might be most appropriate for both you and the practicum setting. It should also be noted that there may be certain types of criminal convictions or personal problems that could make it extremely hard or impossible to place you in a practicum setting. There may also be certain issues that would prohibit you from being able to obtain personal liability insurance which is required for practicum placement. If you have new information related to legal issues or personal problems that you failed to inform anyone in the program since your initial acceptance, it cannot be guaranteed that you will be able to be placed in a practicum setting or complete this program requirement for the BSW degree.

****No arrangements for a field placement will be made prior to completion of this statement and it submitted to the BSW Field Director.****

I grant permission to the BSW Field Director of the Carver School of Social Work to release information from all BSW Field Education forms for the purpose of assisting with my field placement. This release extends only to a mutually agreed upon agency or party for the purpose of a mutually agreeable placement.

I certify that I have read, understand and agree to abide by the values and ethics of Social Work as outlined in the National Association of Social Workers Code of Ethics (<http://www.socialworkers.org/pubs/Code/code.asp>).

Student Signature

Date

Please email this completed form to BSW Field Director at rebohner@campbellsville.edu