Western New Mexico University
School of Social Work

STUDENT FIELD PRACTICUM
MANUAL

Last revision Fall 2019
Quick Information

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The faculty members of the Department of Social Sciences first suggested the addition of a Social Work degree in 1987, planning for the Social Work Program itself was not initiated until the 1990-91 academic year. At that time, the Department of Social Sciences faculty, working with members of the community, determined that a Social Work Program would be a valuable resource for the undergraduates of WNMU. They believed it would serve the people of southwestern New Mexico as well as those throughout the State of New Mexico. The program’s founders envisioned a small program that focused on the unique needs of the rural and ethnically diverse population in the southwest.

In the Fall semester of 1991, the Department of Social Sciences initiated a Bachelor’s Social Work Program. Three social work courses were initially offered: Introduction to Social Welfare and Social Work, Social Welfare Policy I, and Human Behavior and the Social Environment I.

Fifteen students expressed interest in majoring in Social Work, and another fifteen requested additional information about the program, including degree requirements. Since that time the School of Social Work has continued to evolve until we have reached the present configuration of nine full-time faculty with about 80 BSW and 60 MSW students.

The Social Work Department obtained their Accreditation for the BSW program from the Council of Social Work Education in February 1994. The Social Work Department became a part of the School of Health Sciences and Human Performance during the 2001-2002 academic year. In the Spring Semester of 2009, the Department of Social Work began offering the Master of Social Work and began the CSWE accreditation process.

The Department of Social Work officially became the School of Social Work on 7-1-2010.

**Mission Statement of the School of Social Work**

The Social Work Program is designed to build upon Western New Mexico University’s commitment to provide an education to a population that is diverse in age, culture, language, region, and ethnic background. Diverse multicultural and multilingual populations served in our globally expanding context of higher education underscore the importance of understanding, addressing, and overcoming the mechanisms of individual and institutional discrimination and the inequalities that result. The Code of Ethics of the National Association of Social Workers provides a framework and guide for the obligations and practice for participants. Given the program’s context, the mission is as follows:

The Mission of the School of Social Work is to prepare students for culturally-competent generalist (MSW advanced generalist) practice and to promote social and economic justice.

**The Goals of the School of Social Work:**
• Prepare students for effective, professional, advanced generalist social work policy practice and practice with individuals, families, groups, organizations, and communities.

• Prepare students for lifelong learning, including graduate education and awareness of their responsibility to continue their professional growth and development.

• Prepare students by incorporating the liberal arts perspective in the program’s pedagogy, which emphasizes development of critical thinking skills and a liberal arts perspective, and incorporates a broad range of interdisciplinary and multi-disciplinary knowledge and skills.

• Prepare students to conduct themselves ethically and engage in ethical decision making in order to ensure human rights and social and economic justice.

• Prepare students to engage in research-informed practice and practice-informed research to assess, intervene, and evaluate.

• Prepare students to engage diversity and difference in practice with all populations of need.

• Prepare students to integrate technological advancement in their practice.

• Prepare students for self-reflective practice by teaching the skills of self-reflection, self-evaluation, and self-correction for effective practice at multiple system levels

NON-DISCRIMINATION
The School of Social Work encourages equal treatment for all students, faculty, or staff in regard to race, color, gender, age, creed, ethnic or national origin, disability, and political or sexual orientation. Any member of the college community deviating from such equal treatment is violating student, faculty or staff rights or disregarding acceptable standards of conduct. A report of any violation can then be filed with the director of Residence.

Western New Mexico University encourages cultural diversity and respect for differences as a fundamental role of higher education and therefore, does not tolerate the subordination of a person or group based on race, color, creed, disability, marital status, national origin, HIV status, sex or sexual orientation.

The University will take strong and effective steps to achieve a diverse learning environment and workplace respectful of differences. Clear, fair, and effective policies will be formulated and communicated to all members of the campus community, and the University will respond promptly and consistently to complaints about any acts that violate these policies. Questions and
comments concerning WNMU’s non-discrimination policies may be addressed to the
Affirmative Action/EEO Officer, Western New Mexico University, at (575) 538-6513.

**GENERALIST SOCIAL WORK PRACTICE**

The School of Social Work believes the generalist social work framework provides the most appropriate educational approach for our students. The School envisions a social work generalist as a person who can look at an entire situation, analyze the interaction of persons in all the systems connected to the focal individual, family, group, network, organization or community, and intervene in those situations as needed. We believe that the generalist is skilled at coordinating and mobilizing the knowledge and skills of the profession for the benefit of the individual client or client system.

**Advanced Generalist**

The concentration is offered in the second half of the educational program (29 credits). It builds on the Foundation coursework offered in the first half of the curriculum that prepares social work students for generalist and advanced practice. The concentration extends the generalist foundation content to provision of advanced knowledge and skills to prepare twenty-first century social workers to address the complex multifaceted social and mental health problems.

Thus, School program objectives, expected educational outcomes, and curriculum content are structured to produce professional social workers educated in advanced generalist social work practice. The BSW curriculum is based on a liberal arts foundation built within and, in addition to, the general education requirements. It is designed to enable students to integrate the knowledge, values, and skills of the social work profession so they can provide competent entry-level practice. The MSW curriculum continues to build even further upon that knowledge, values and skills.

The content of social work courses reflects the belief that clients need to be viewed as individuals in the nexus of a variety of interacting situations. Client needs may require our students to draw on knowledge and perspectives outside their social work courses. Thus, we require our students to take a variety of courses, in addition to social work, to develop their generalist orientation toward social work practice.

The faculty in the School of Social Work at Western New Mexico University believes that the generalist practitioner can be defined as follows:

The generalist practitioner operates within the NASW ethical code utilizing a broad spectrum of knowledge and skills based on a problem-solving model that is infinitely flexible. The assessment process of the generalist practitioner is grounded in a systems and person-in-environment framework which suggests multiple points of intervention (individual, families, groups, social networks, organizations, and communities). The primary focus of the generalist social worker is to prevent or solve difficulties as well as to enhance and strengthen the inherent
capacities of diverse client systems. This focus is transferable among populations and client systems. This approach encourages advocacy, incorporates an appreciation of human diversity, and strives for the acquisition of social justice.

**ACCREDITATION STATUS**

*BSW Program Accreditation Status*
The BSW program has been accredited by CSWE since 1999.

*MSW Accreditation Status*
At its June meeting CSWE’s Committee on Accreditation recommended that WNMU’s MSW program be granted its initial accreditation in June of 2014. The MSW program was re-affirmed in January 2017.

**CSWE EDUCATIONAL POLICY STATEMENT**

The Council on Social Work Education, the national organization that accredits social work programs, accredits the Social Work program. The following are the minimum standards for social work programs across the nation as adopted by CSWE in 2015. By meeting these standards, we are assuring you of a quality social work education that can be accepted and transferred to any university in any state in the nation. It will also assure employers that you have had an education that encompasses material on generalist social work practice that will prepare you for employment in most social service agencies.

It is important that each student read, know, and understand these standards to clarify his/her own educational experience to become a knowledgeable consumer (See Appendix). At the same time, students should be assured that if the program is not meeting these standards, they may bring this to the attention of the faculty for remediation. An additional benefit to the student will be the knowledge that they, along with other members of their educational cohort, will know that their educational experience is of the highest quality.

**Core Social Work Competencies**

The minimum standards for social work programs across the nation as adopted by CSWE in 2015 are summarized below as core practice competencies.

**Competency 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:

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

Competency 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:

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

Competency 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:

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

**Competency 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:

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

**Competency 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:

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

**Competency 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:

- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and

- use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

**Competency 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:

- collect and organize data, and apply critical thinking to interpret information from clients and constituencies;

- 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;

- develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and

- select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

**Competency 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 recognize 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:
• critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
• apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
• use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
• negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
• facilitate effective transitions and endings that advance mutually agreed-on goals.

Competency 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:
• select and use appropriate methods for evaluation of outcomes;
• apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
• critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
• apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.
The Philosophy and Purpose of the Field Practicum as Signature Pedagogy

Professional social work education gives students opportunities to adopt new attitudes, obtain a professional knowledge base, and demonstrate social work practice skills.

These opportunities are provided via classroom training, field practicum agencies, interactions with clients and agency personnel, other seminar students, agency supervisors, administrators, and others in the community who interact with the student in Field practicum. Students in Field practicum learn that the relationship between theory and social work practice becomes relevant as they apply themselves professionally with agency clients to resolve issues in micro, mezzo, and macro levels of practice.

Field education, as experienced by placement in an agency setting, is considered a course on its own. The doing and the reflection upon that doing is the learning process. Learning in the Field practicum stems from a close and continuous relationship with the learning that occurs in the classroom. Students use their field practicum to evaluate classroom theory with respect to practice and to develop individual practice styles from experiential based learning.

In preparation for the student’s Field practicum, the MSW and BSW Field Director does a preliminary educational assessment of the student.

Students are expected to acquire a variety of practice skills for assessing people’s needs, linking people to resources or opportunities, intervening on behalf of clients, and evaluating resources. Areas of curriculum content relating to practice skill development include use of the following

- A problem-solving model as an intervention framework
- A social systems perspective
- A strengths perspective
OVERVIEW OF WNMU FIELD EDUCATION
The Social Work Programs at WNMU provides the students with

1. Structured learning opportunities to enable them to compare their practice experiences, integrate knowledge acquired in the classroom, and expand knowledge beyond the scope of the practicum setting.

2. Opportunities to develop an awareness of self through journaling and supervision infield practicum in the process of providing intervention.

3. Supervised practice experience in the application of knowledge, values and ethics, and practice skills to enhance the well-being of people and work toward the amelioration of environmental conditions that affect people adversely.

4. Use of oral and written professional communications consistent with the language of the practicum setting and of the profession.

5. Use of professional supervision to enhance learning.


BSW and MSW Foundation Field Practicum
The BSW or MSW foundation year of the field practicum allows students to incorporate and integrate materials from previous social work classes into a functional use of their skills, honing their expertise in successful intervention with individuals, families, groups, social networks, organizations, and communities while understanding and taking into account differences in social, cultural, racial, religious, spiritual, and class backgrounds.

Students have the opportunity to try out and develop more fully many of the concepts, attitudes, and skills from the generalist perspective that encourages appropriate interventions on all levels needed for forming and sustaining meaningful interpersonal relationships. This should include:

- Developing the habit of listening to clients and hearing what they say.
- Critically assessing clients (individual, families, groups, networks, organizations or communities) and forging alliances with clients to address critical problems.
- Identifying and formulating, with client input, intervention plans that will address client needs.
- Assisting the client in proceeding with a systematic approach to the resolution of client problems.
- Devising appropriate methods of data collection to assess whether an intervention has been successful.
- Disengaging from clients or client systems at appropriate place and time and in an appropriate manner.
Students begin gaining first-hand, realistic knowledge and a greater understanding of the operations and services offered by a specific social agency in the community and being able to communicate this to both clients and peers. They also gain a greater knowledge and understanding of the social services offered within a community by various governmental and private sector agencies and programs as well as an understanding of how the student’s particular agency fits into the service delivery system.

Students begin becoming critically aware of her/his own value orientations and feelings about the inherent worth of the individual, the right to self-determination, individual differences in values, goals, and lifestyles among individuals from different ethnic, racial, religious, denominational, gender, sexual orientation, age and other groupings. Students begin to examine the application of values and ethics in practicum settings through group discussion of individual experiences. The student will be able to ethically problem-solve issues that arise in placement settings using Social Work values embodied in the Code of Ethics to address issues around clients, colleagues, employers, the profession and society.

Students begin holding a conviction regarding the value of the individual and their decision-making process. This includes:

- Accepting others as they are.
- Treating people as individuals.
- Allowing others to maintain their own integrity.
- Respecting the right and capacity for client decision-making (self-determination).
- Allowing individuals to move at their own pace.
- Keeping appropriate information generated by individuals, families, groups, networks, agencies and communities confidential.

Students gain the ability to utilize research for knowledge acquisition in relation to evaluation of her/his practice in field. Students form an understanding how research efforts have positive benefits in terms of evidence-based practice and client issues. Students also utilize ethical values in research and are receptive to acquiring this knowledge to advance professional development.

Students are continually utilizing self-evaluation of their practice and research with an expressed purpose of using his/her self in a critical way to further client growth. They also gain an appreciation of the impact of specific social problems on individuals, families, groups, social networks, and communities. These problems may include mental illness, mental retardation, poverty, inadequate housing, minority status, cultural and educational deprivation, delinquency, poor physical health, inadequate health resources, etc.

**MSW Advanced Field Practicum**

The advanced curriculum prepares social work graduates for advanced social work practice by providing opportunities for students to integrate the theoretical/conceptual frameworks and processes, competencies, and advanced practice behaviors. Advanced practice opportunities allow students to work with client populations in rural communities that have tri-cultural complexity. The advanced field practicum emphasizes the conceptualization, design, and differential application of alternative ways of data gathering, analysis, planning, intervention,
and evaluation that are effective with diverse populations. The advanced year field practicum requires students to understand and implement a set of specialized knowledge, skills, and values related to advanced social work practice.

MSW advanced year tasks and goals utilize the the generalist perspective in work with individuals, families, small groups, communities and organizations. Students in their advanced year practicum continue to develop and engage in professional helping relationships, gather data to assess strengths, needs, problems, identify target problems, and set concrete, observable, measurable goals that fit the target problems. Students also develop their ability to work with clients and client systems to brainstorm alternative solutions to problems and to examine those alternatives and select a plan of action, implement the plan, and to monitor progress.

MSW advanced year students work within and utilize different relationships and roles using skills such as collaboration, networking, bargaining, brokering, and productive conflict within roles including educator, facilitator, mediator, advocate, organizer, and others. Students demonstrate an advanced ability to apply theories at the individual, family, group, and community level. MSW advanced year field students apply their knowledge of policy by conducting policy analysis and working toward policy change and use research to plan interventions, support decision-making, and evaluate progress toward mutually agreed-upon goals.

MSW advanced year students demonstrate their understanding of diversity and oppression by working with people from diverse groups (for example, people of color; people of different ethnicities or religions; people who are of a different socioeconomic status, mental health issues, physical disabilities, learning differences, are LGBT-Q). Students apply social work ethics and values through applying ethical decision-making to identified problems, obtaining informed consent, maintaining confidentiality, maintaining professional boundaries, and avoiding conflictual or dual relationships. Finally, MSW advanced year students gain a deep understanding of the use of supervision and consultation and develop their professional sense of self.

**ADMISSION TO FIELD EDUCATION**

The MSW Field Director and the BSW Field Director admit students to the Field Education Program. For students to be eligible for admission and enrollment in field education, they must meet the following criteria:

**BSW Students:**
Be admitted to WNMU and the BSW Program.
• Maintain a 2.5 cumulative GPA in all coursework and a minimum 2.5 GPA in required social work courses.
• Complete all prerequisite social work courses with a grade C or higher:
• Submit a complete application packet to the BSW Field Director or Internship Coordinator one semester prior to the enrollment in field education courses with the following documents: Application for Field Practicum, Release of Information form (legal form), Worksite Placement Request and required documents specified in worksite placement request (if applicable).

MSW Students:
• Be admitted to WNMU’s Graduate Division and the MSW Program.
• Maintain a 3.0 cumulative GPA in all coursework and a minimum 3.0 GPA in required social work courses.
• Complete all prerequisite social work courses with a grade B or higher:
• Submit a complete application packet to the MSW Field Director or Internship Coordinator one semester prior to the enrollment in field education courses with the following documents: Application for Field Practicum, Release of Information form (legal form), Worksite Placement Request and required documents specified in worksite placement request (if applicable).

The MSW and/or BSW Field Director and Internship Coordinator review students’ application packets and transcripts, and ensures that the student is academically prepared and ready for field practicum. The student is responsible for locating a field practicum agency with the required supervision.

The MSW and/or BSW Field Director and Internship Coordinator, with student input, have an open dialogue to ensure the agency’s ability to provide appropriate supervision and learning experiences.

Advanced Standing Students: Advanced standing students from institutions other than WNMU must provide written documentation that the student was required to complete a minimum of 450 hours within their BSW Field Practicum during the application process to Field. Students who did not meet the 450-hour requirement will be required to complete any additional hours necessary to achieve this requirement before continuing practicum hours at the MSW level.

Students who do not meet the academic performance criteria for admission may be given opportunities to reapply for admission after they have improved their grades or addressed the issues that interfere with their readiness for field practicum.

BSW Students:
*If a student earns a grade for any field education course that is below a C, he or she must repeat the course. Students may also be required to complete a reflective paper and other tasks as deemed appropriate by the Student Performance Review Committee. Students may not be allowed to enroll in field practicum the subsequent semester if deemed appropriate by the committee.

MSW Students:
*If a student earns a grade for any field education course that is below a B, he or she must repeat the course. Students may also be required to complete a reflective paper and other tasks as deemed appropriate by the Student Performance Review Committee. Students may not be
allowed to enroll in field practicum the subsequent semester if deemed appropriate by the committee.

**FIELD PRACTICUM LOGISTICS**

The BSW Program at WNMU includes two semesters of Field Practicum in the BSW curriculum, each requiring 225 field hours. These two Field Practicum courses contain an online component with weekly assignments designed to complement and supplement the onsite learning experience. Hours earned in one semester may not transfer to any other semester. Students are also not allowed to begin field practicum, or accrue hours prior to the start date of the course.

**BSW Field Practicum Prerequisites & Requirements**

Students must be officially accepted into the BSW program as a pre-requisite for field practicum. All students must have successfully completed specific pre-requisites in the BSW program in order to be eligible for field practicum. For BSW students, you must have successfully completed all of the following with a C or higher to be eligible for field practicums:

- SWK 101 Introduction to SWK
- SWK 102 Ethics in SWK & Human Services
- SWK 302 Human Behavior & the Social Environment
- SWK 320 Diversity in SWK Practice
- SWK 340 Writing for SWK
- SWK 386 Micro Practice in SWK
- SWK 398 Pre-Practicum Skills Lab

The MSW Program at WNMU includes four semesters of Field Practicum in the MSW curriculum, each requiring 225 field hours (for students without Advanced Standing). These four Field Practicum courses contain an online component with weekly assignments designed to complement and supplement the onsite learning experience. Hours earned in one semester may not transfer to any other semester. Students are also not allowed to begin field practicum, or accrue hours prior to the start date of the course.

**MSW Foundation Field Prerequisites & Requirements**

Non-advanced standing MSW students must complete 4 separate semesters of field practicum. Each semester students must complete 225 hours. In the fall and spring semesters (usually around 16 weeks) students complete 15 hours at the agency weekly and 1 hour of mandatory face to face class time (students at a distance use a link that we provide that is similar to Skype) In the summer semester (around 10 weeks long) students must complete 22 hours weekly in the agency and 1 hour of mandatory face to face class time. Social Work 581 and 582 are the Foundation Field Practicum classes.
Students who do not have a BSW earned from a CSWE accredited program within the past 8 years must successfully complete the following pre-requisites in the MSW program in order to be eligible for field practicum:

- SWK 501 Cultural Competence
- SWK 502 Introduction to Advanced Generalist SWK
- SWK 510 Human Behavior & the Social Environment
- SWK 511 SWK Generalist Practice

**MSW Advanced Field Prerequisites & Requirements**

Advanced standing students must complete 2 separate semesters of field practicum. Each semester students must complete 225 hours. In the fall and spring semesters (usually around 16 weeks) students complete 15 hours at the agency weekly and 1 hour of mandatory face to face class time (students at a distance use a link that we provide that is similar to Skype) In the summer semester (around 10 weeks long) students must complete 22 hours weekly in the agency and 1 hour of mandatory face to face class time. The Advanced Field classes are Social Work 681 and 682.

Advanced standing students from institutions other than WNMU must provide written documentation that the student was required to complete a minimum of 450 hours within their BSW Field Practicum. Students who did not meet the 450-hour requirement will be required to complete any additional hours necessary to achieve this requirement before continuing practicum hours at the MSW level.

Students who are considered *advanced standing* must have a BSW degree from a CSWE accredited program received within the past 8 years and must successfully complete the following pre-requisites in the MSW program in order to be eligible for field practicum:

- SWK 501 Cultural Competence
- SWK 527 Theories & Techniques in Advanced Clinical SWK
CRITERIA FOR PRACTICUM SITE AND FIELD AGENCY SUPERVISOR APPROVAL

Site and Field Agency Supervisor Approval Criteria

Before any student is assigned to a practicum placement, the MSW and/or BSW Field Director in addition to the Internship Coordinator will approve both the Agency and the Field Agency Supervisor. In approving both agency sites and agency staff as Field Agency Supervisors, the School adheres to the guidelines offered by the Council on Social Work Education. In general, those criteria may be summarized as follows:

1. The overall learning experiences for the student should entail a programmatic commitment to service compatible with the values and ethics of the social work profession.

2. There should be clarity and specificity about the educational objectives to be achieved through the practicum, the program or the setting in which it occurs, and the methods to be pursued in implementing the objectives. The educational setting should allow the student to experience working with individuals, families, groups, social networks, and organizations within the community. This will be accomplished, in large measure, by careful use of the practicum learning contract.

3. The School of Social Work will take the initiative to develop a wide range of potential practicum placements to provide students with a variety of choices of learning opportunities.

4. Field Agency Supervisor may be chosen from agency staff or may be assigned from the University. Field Agency Supervisors will be social workers (either MSW or a LCSW with two years of post MSW practice experience). Persons in closely related professions may also qualify as social work practicum Field Agency Supervisors with more intense involvement by the Field Course Instructor (MSW/BSW which includes completing the extra one-hour supervision weekly course). Assessment of one’s qualifications to be a Field Agency Supervisor takes into account one’s professional education, commitment to the values of the social work profession, competence in practice, and interest and competence in teaching. Credentials are evaluated by review of submitted copies of diplomas, resumes, and licenses.

5. When the Field Agency Supervisor is not an MSW with at least two years post-MSW practice experience, the MSW and/or BSW Director of Field Education will review and consider for approval. In this case, the Field Course Instructor assumes a greater share of the responsibility for the basic planning, supervision and evaluation of the practicum experience in consultation with the student’s agency site supervisor. If a student’s agency supervisor is not an MSW with at least two years of post MSW practice experience, the student will be required to attend an additional supervision class each week.

5. To be approved as a practicum site, an agency should qualify for membership in its professional standard-setting organization. Where such standards and/or membership do not exist, sufficient structure must be demonstrated to provide for the necessary learning experiences.
6. The policy-setting body, administrators, and staff of an applicant agency should be willing to undertake and support the responsibilities and educational focus of a field practicum placement. Field Agency Supervisors must have the assurance of their agencies that their professional obligations will be adjusted to permit adequate time for curriculum development and implementation of the practicum experiences.

7. The organization and activities of the applicant agency must be such that its basic program can be maintained and developed without reliance on students.

8. CSWE suggests that the placement consists of no less than two social work students during a single placement and is highly desirable from an educational point of view. However, given the small size of many agencies in the country and abroad, population bases are sparse in some areas and the School of Social Work realizes that this may not always be possible.

9. The applicant agency should agree to make available to the practicum student suitable support arrangements (such as desk space, supplies, phone, clerical services, etc.).

Field Sites
Specific agencies will be selected considering the following:

1. The presence of a qualified on-site social work professional, preferably with an MSW or LCSW (with two years of post MSW practice experience), to provide field instruction.

2. The expressed interest of the student.

3. The ability of the MSW or BSW Field Director to provide adequate oversight.

4. The level of commitment by the practicum agency to the educational process and to established standards of practice.

5. The ability of the practicum agency to provide a diversity of educational opportunities in micro, mezzo, and macro practice.

6. Students already employed by a social service organization who wish to fulfill their Field practicum requirements in the same setting may be allowed to do so if:
   a. Practicum is done within a different organizational unit than the one in which the student is currently employed.
   b. The Field Agency Supervisor is someone other than the student’s direct line supervisor and the focus of the placement will be educational in nature.

* Please note that if the student is a director, board member, administrator, or manager, they may NOT complete a work site placement at their place of employment.

*Please note that the WNMU School of Social Work does not require submission of background checks, medical tests, or special software as a practicum requirement. In the event that a prospective agency has these or similar requirements, the agency will bear the responsibility of
informing the prospective intern of these requirements and it is the student’s responsibility to complete any or all of these requirements. Students will be responsible to work with the agency to ensure that requirements are completed, and must understand that if these requirements cannot be completed, WNMU does not guarantee approval of the agency site or practicum placement.

Exceptions to number six above may be made by the MSW and/or BSW Field Director the Chair of the School of Social Work only under special circumstances. The student requesting an exception must submit written documentation of the feasibility of the exception. The MSW and/or BSW Field Director, in consultation with the leadership and faculty of the School of Social Work, has the final authority regarding approval of field practicum agency placements.

FIELD CLASS

BSW students are required to pass Field class with a grade of "C" or better and will be given the opportunity to repeat Field one time if failure is to occur. If a student fails Field class for a second time, they will no longer be eligible to complete Field Practicum and will be terminated from the Social Work Program. All students must attend an hour long mandatory seminar class each week. If a student misses three seminar classes (without legal or medical documentation) they will be dropped from the field practicum course as attendance in all scheduled university courses is required. Students who have an agency supervisor who is not an MSW with at least two years of post MSW practice experience must attend an additional supervision class weekly.

MSW students are required to pass Field class with a grade of "B" or better and will be given the opportunity to repeat Field one time if failure is to occur. If a student fails Field class for a second time, they will no longer be eligible to complete Field Practicum and will be terminated from the Social Work Program. All students must attend an hour long mandatory seminar class each week. If a student misses three seminar classes (without legal or medical documentation) they will be dropped from the field practicum course as attendance in all scheduled university courses is required. Students who have an agency supervisor who is not an MSW with at least two years of post MSW practice experience must attend an additional supervision class weekly.

Mandatory Seminar Course Assignments

There are several course assignments in field that are mandatory to complete throughout the semester. The following assignments must be completed and submitted prior to the conclusion of the semester. Failure to complete any of the following assignments will prevent the student from completing their field practicum course:

• Weekly supervision logs/journals (for each week of the attending semester)
• Monthly time sheets (for each month of the attending semester)
• Learning Contract (completed and signed by the student and field agency supervisor)
• Midterm Evaluation (completed and signed by the student and field agency supervisor)
• Final Evaluation (completed and signed by the student and field agency supervisor)
FIELD PRACTICUM ORIENTATION
All students are required to complete an online Field Practicum Orientation. Students who do not complete the mandatory field practicum orientation by the assigned due date will not be allowed to continue enrollment in field practicum and will not be allowed to report to the field practicum agency or complete hours. This orientation is offered in all BSW Field courses and MSW Foundation and Advanced Field courses addressing the rules, policies, procedures, guidelines, and expectations of Field Students.

Completion of Orientation Module: Once the student has reviewed all information regarding the policies, procedures, rules, guidelines and expectations set forth within the Online Field Orientation, they will be required to take and pass a quiz over the reviewed material. The student must then sign and date the Field Practicum Statement of Professional Conduct completing the Online Field Orientation and the student will be able to proceed in beginning their practicum hours at their agency. Any student who does not complete the mandatory online field orientation by the due date will not be allowed to complete any field practicum hours and may not report to their field practicum agency.

Policies and procedures that are outlined in within the online orientation modules include the following:

Safety
Student Responsibilities: Students are required to comply with safety policies while at their practicum agencies. Failure to comply with agency safety policies may result in suspension or termination from field. Ways to decrease vulnerability while in the field:

The Practicum Student will:

- Be aware of any safety risks associated with their practicum by inquiring about these at the agency.
- Inquire about the practicum agency’s formal and informal methods for assessing and handling risky situations.
- Notify and discuss safety concerns with the agency supervisor and Director of Field Education (if applicable)
- Immediately report any incidents of threat or harm to the agency supervisor and the Director of Field Education.

Home/Community Sessions: Home and community sessions are cited in the literature as providing invaluable information about clients and their environments. With home or community sessions, there may be challenges.

Before a student engages in an independent home/community session:
• The student should learn how to identify signs of agitation, de-escalate potentially dangerous situations, as well as how and when to enlist assistance if necessary by agency staff/supervisors.

• Student’s work assignments should be pre-screened by agency staff/supervisors to assess any history of violence, and agency supervisors should balance the complexity and the level of risk with the student’s knowledge, skills and experience.

• Learn what they can about the client’s and/or family’s histories, learn if they have had prior violent encounters with the police, schools, or social services, determine if they have had negative interactions with agencies in the past. Find out if there is a history of mental illness in the family. Some of this information can be gleaned from agency records. Additional information may be obtained from informal sources such as supervisors or agency staff.

• Whether or not social workers have information about a person’s past history or current emotional state, there are signs they can look for to determine impending client agitation and possible aggression. Clenching of fists or jaws, having a “wild” look in the eyes, being out of touch with reality, speaking in a loud voice or becoming verbally abusive are all indicators to look for. If these behaviors occur, immediate steps to reduce the tension should be taken before the behaviors escalate to violence.

• Agency supervisors or staff should introduce clients to the student and explain their role within the agency.

• Dress sensibly at work to allow for ease of movement, including comfortable shoes. Remove neckties, scarves, hanging jewelry, religious or political symbols or anything that could be used as a weapon or increase agitation in a client.

• Leave information with the agencies as to the time and place where the field visits are to occur and the expected duration of the visits.

• Make sure that your car is in good working order and that you have plenty of gas in it. You should also have a spare tire with a jack, a working horn, spare change, a flashlight, jumper cables, and a first aid kit.

• Travel with a cell phone (if at all possible) that is charged, turned on, and pre-programmed to call 911 for assistance in any emergency or threatening situation.

• Carefully consider the streets, neighborhoods, or areas where the families live. For example, avoid going alone or wearing jewelry in known drug areas, isolated places, or high crime areas.

In preparation for the Home/Community Visit:

• Drive by the residence first to see if things seem okay or if there is anything suspicious going on.

• When pulling into a parking lot or neighborhood, observe who is hanging around and what their general attitude is.
• Back your car into a parking garage space so you can exit quickly if you need to. Make note of at least two (if possible) exits and entrances to the parking area. Park close to any lights if there is a chance of you returning to your car before or after daylight.

• If you park on the street, do not park directly in front of the home or residence you are visiting.

• Keep personal items such as a purse or briefcase locked in the trunk of your car. Only keep your keys, a little money, and a phone on your person.

• Be careful about what you leave on your seats or dashboard. Valuables can be an incentive for others to break into your car. Items with personal contact information can lead to identity theft or cause the thieves to break into your home.

• If you have a flat tire at night or in a high crime area, try to keep going along the shoulder of the road until you reach a gas station or, at least, a safer area.

• If stranded, ask to see identification of anyone stopping to assist you, even the police. If you accept assistance, pretend that someone else will be arriving soon and stay alert to their actions.

• Drive with your windows up and the doors locked in unsafe areas.

• Always keep your car doors locked when you are away from the car or sitting in it.

• Always keep your home address and personal telephone/cellular phone numbers from becoming known to your clients.

• Be careful of what is posted on social networks that can disclose routine habits and/or home addresses.

• Have your car keys in your hand as you approach your vehicle.

During the Home/Community Visit:

• Listen outside the door of the residence for disturbances such as screaming, yelling, or fighting before making your presence known.

• If upon arrival the environment is determined to be unsafe, the student is instructed to decline or terminate the session.

• When knocking on the door or ringing the bell, stand to the side, not in front of it, in case someone tries to harm or grab you.

• Introduce yourself clearly, letting the family know who you are and why you are there.

• Assess the person/persons you are interviewing to determine their demeanor and/or if they are under the influence of any substances.

• Note any drug paraphernalia lying around.

• Note the general layout, exits, and phones of the residence. Position yourself for an easy exit if necessary.
• Scan the environment for any weapons. For example, guns are often kept in the bedroom while knives are kept in the kitchen.
• Avoid discussing plans and personal information within the hearing of others.
• Scan the area as you approach your car and always check the floor and back seat before getting in.
• Check in with your agency afterward to let them know you are okay.

Most importantly, trust your instincts. If something doesn’t feel right and you are uneasy about the situation you are in, leave and call the agency supervisor, or police if appropriate.

Refer to the NASW Guidelines for Social Worker Safety in the Workplace.

**GENERAL FIELD PRACTICUM GUIDELINES**

The School of Social Work approves various agencies as field practicum sites. The agency is required to interview prospective student interns. If the agency does not believe the student is prepared for the field experience, an alternative agency will be selected where the student will conduct another interview. Whenever possible, field instruction at the agency level will be performed by an MSW social worker with post two years of practice experience. When the Field Agency Supervisor does not have an MSW with post two years of practice experience, the field student will be required to complete a one-hour supervision course provided by WNMU School of Social Work to account for the weekly supervision requirement.

The agency is strongly encouraged to retain a student for the required two semesters of field practicum both to ensure continuity and to enhance the student’s learning experience within a given field or with a specific target population. When circumstances preclude a two-semester placement, a student will be permitted to change his/her field practicum site with advance notice to the original agency and with the permission of the MSW or BSW Field Director.

Due to the fact that some practicum sites require direct contact with children or other vulnerable populations, a student with a prior felony conviction is required to notify the MSW or BSW Director of Field Education of all convictions prior to an interview with an agency practicum site. Although a student with a felony conviction will not necessarily be prohibited from participating in Field Practicum, issues of potential liability must be addressed. If a student with a prior felony conviction fails to notify the MSW or BSW Director of Field Education, or fails to disclose that conviction on his/her application to the Program as required, the student will be dismissed from the Social Work Program (See Appendix). If a student has current or pending charges or if the student is on probation (supervised or not supervised), the student is not eligible for field practicum until a time that the student can provide legal documentation that all conditions from the court have been completed satisfactorily.
At all times, a student’s conduct while in the Field practicum will be governed by the NASW Code of Ethics. A student is expected to behave professionally and courteously in all his/her interactions WNMU faculty, staff, students, and agency personnel or clients. It is essential that the student recognizes and respects the laws and policies pertaining to client confidentiality. Additionally, the student is accountable for maintaining professional boundaries between himself/herself and assigned clients. A student should not request, solicit, or accept gifts, favors, or gratuities from clients, even if those gifts are freely given with no thought or expectation of favoritism or personal gain, explaining that it is a matter of professional ethics.
ASSURANCE OF CONFIDENTIALITY
The academic files of students who have been admitted to the School of Social Work are confidential. This confidentiality includes circumstances of dismissal. All information shall be protected against unauthorized release with the exceptions as noted in (34 CFR § 99.31) of FERPA.

ROLES AND EXPECTATIONS
The practicum experience is a partnership forged between the student, the Field Agency Supervisor, and the School of Social work representatives. In order for this partnership to work well, it is necessary that all parties understand and agree to fulfill their individual and collective responsibilities. A summary of those responsibilities follows.

The following key role, duties, rights, and expectations will be addressed in the following sections: Student, MSW and/or BSW Field Director, Field Course Instructor, Agency supervisor, Practicum Agency, and WNMU School of Social Work.

The Student’s Roles, Rights & Responsibilities
The student is actively involved in all the integrated phases of the practicum experience, including planning, learning, and evaluation.

General Expectations:
1. The student will develop a learning contract in conjunction with the Field Agency Supervisor, with approval from the Field Course Instructor and, if necessary the MSW and/or BSW Field Director according to guidelines in this Student Field Manual. A learning contract must be completed within three weeks of the beginning of the semester.
2. The student will adhere to all policies and procedures or stipulations that the practicum agency or WNMU may require.
3. The student acknowledges and respects client rights, including self-determination and the right to confidentiality.
4. The student will provide a total of 225 hours of internship at the practicum agency for each semester enrolled. The student will provide accurate documentation of hours worked.
5. The student will handle conflict in a professional manner and will discuss potential conflicts that may arise with the Field Course Instructor, the Agency supervisor, or preferably both.
6. The student will notify the Field Agency Supervisor, Field Course Instructor, and the MSW and/or BSW Director of Field Education of any planned or unanticipated absences.
7. The student will attend all mandatory supervision classes throughout the semester.
8. The student will complete a Learning Contract that is approved by their agency supervisor and field course instructor. Failure to complete an approved Learning Contract by the assigned due date will result in the student being suspended from field practicum and placement agency. The student will be required to attend a Student Performance Meeting.
9. The student will complete all required assignments in their field practicum course and all tasks assigned by the agency supervisor and/or agency staff.

**General Rights of the Student**
The student has the right to the following:

1. Have performance expectations made clear.
2. Be treated with dignity and respect.
3. Expect that the tasks assigned by the practicum agency, following initial orientation and observation periods, will be congruent with those he/she could anticipate as an entry level MSW or BSW social worker.
4. Receive at least one seminar session per week with the Field Course Instructor (MSW/BSW).
5. Expect assignments to be balanced in such a way as to give a general exposure to agency functions and clientele served.

**General Responsibilities of the Student**

1. **Hours:** A student is expected to complete a minimum of 225 clock hours per semester in fulfillment of the practicum. This is normally accomplished by spending 15 hours per week for 16 weeks, during each semester. Students are typically expected to spend a full year (two terms) in their placements. The specific hours spent in agency activity are to be arranged with the Field Agency Supervisor (MSW/BSW). Any deviation from the agreed-upon hours must be cleared with all appropriate parties. Students will observe regular agency holidays, but are still responsible for the minimum of 225 clock hours per semester. Some placements may require more than 225 clock hours for satisfactory completion of a placement. Students are not allowed to complete field practicum hours at home or virtually, or when the university is closed prior to or following the conclusion of the semester. Falsification of timesheets or any field practicum documents will result in immediate termination from the field practicum and the respective program.

2. **Time Management:** The student will be expected to notify the Field Agency Supervisor and the Field Course Instructor (MSW/BSW) promptly of any illness-related absences or similar unforeseen emergencies. Punctuality in meeting agency responsibilities is expected. Students shall dress in a manner appropriate to the functions and expectation of the agency and Field Agency Supervisor. If an absence extends beyond two (2) days without notification to either the Field Agency Supervisor, the Field Course Instructor or the MSW/BSW Field Director, it may be necessary to terminate the practicum unless satisfactory alternative arrangements are made jointly by the three parties involved.

3. **Course Participation:** It is mandatory for students to participate in a weekly seminar class. Attendance is also mandatory for students who are assigned to take an additional one hour of weekly supervision class.

4. **Midterm and Final Evaluations:** Midterm and final evaluations will be provided directly to the agency supervisor. These will evaluate the student’s performance and address any concerns that the agency supervisor may have. The agency supervisor is provided the option to request a follow up phone call or videoconference meeting with the field course instructor, the student, and/or the MSW/BSW Field Director. Students will receive a copy of the
completed evaluation form once completed by their agency supervisor and responsible for submitting them to their field course instructor.

5. **Communication:** If problems arise between the student and his/her agency supervisor, the student is expected first to communicate that concern directly to the Field Agency Supervisor for their mutual efforts toward a successful resolution to the problem. Where such an attempt is unsuccessful or the situation is so intense as to preclude this normal conflict resolution attempt, the student is expected to communicate with the MSW and/or BSW Director of Field Education and Field Course Instructor.

6. **Professional Standards and Conduct:** The student is expected to maintain professional standards throughout the practicum. These standards are set forth in the Appendix. In addition, all students in Field are expected to adhere to WNMU’s Code of Civility both in the classroom and within their field practicum agency:
   a. **Respect:** Treat all students, faculty, staff and property with respect and in a courteous and professional manner. This includes all communications, whether verbal or written. Let your actions reflect pride in yourself, your university, and your profession.
   b. **Kindness:** A kind word and gentle voice go a long way. Refrain from using profanity, insulting slang remarks, or making disparaging comments. Consider another person’s feelings. Be nice.
   c. **Truth:** Exhibit honesty and integrity in your dealings with fellow students, faculty and staff members. Don’t lie, don’t cheat, and don’t steal.
   d. **Responsibility:** Take responsibility for your actions. This includes gracefully accepting the consequences of your behavior.
   e. **Cooperation:** Exhibit a cooperative manner when dealing with students, faculty and staff so we may all work towards our common goals and mission.
   f. **Acceptance:** Accept differences in others, as they accept differences in you. This includes diversity in opinions, beliefs and ideas and everything else that makes us unique individuals.
   g. **Professionalism:** Always conduct yourself in a manner that will bring pride to your profession, to Western New Mexico University, and, most importantly, to yourself.

7. **Due Process:** In any instance in which the student wishes to differ with the evaluation of the Agency supervisor or with the final grade in the practicum, a written addendum articulating those differences is entirely appropriate and should be encouraged within ten days of receiving the grade. Where the difference is considered serious enough, the student has the standard university grievance procedures available to him/her.

8. **Attendance:**
   - **Seminar class** is a time for students to share their field practicum experience, process social work interactions, process and work through ethical dilemmas and conflicts, and learn from their peers and instructor. Students must be prepared to participate fully in class discussions. Students must attend all field practicum classes and be visible to be considered present. Students should not be looking at their cell phone, laptop, etc. during class time, as it is structured to be an hour of interactive seminar class. Students should minimize any distractions that impact their ability to fully participate and be present during seminar class. If a student is ill or has an emergency, it is their responsibility to contact their instructor to obtain permission to be absent from class. Students cannot
count seminar class toward their weekly accumulation of field hours as this weekly class time is already counted within their 3 credit hour course. The Field Program follows the University’s class attendance policy in regard to seminar classes – if a student accrues a total of three unexcused absences in field seminar class, they will be dropped from their field course for the semester with a grade of F.

- **Supervision class** is a mandatory class assigned to students who do not have an MSW or LCSW with post two years’ practice experience providing their agency supervision. If a student is ill or has an emergency, it is their responsibility to contact their instructor to obtain permission to be absent from class. If the student is granted permission to be absent from their designated supervision class, the instructor will designate what day and time the student will be able to make up their supervision class.

- Students must attend the seminar/supervision class that they are enrolled in. As the program has grown significantly in size, there will be no exceptions to "class swapping" and attending other scheduled class times (unless permission is granted from instructor). This causes several issues with technology and bandwidth, interfering with students’ connections (and sometimes causing them to be dropped out of class) who are attending their regularly scheduled class time.

- All seminar/supervision class times are held in Mountain Standard Time. It is the student’s responsibility to be aware of the time difference (if any) and be on time to your supervision class. Supervision class time may be counted toward students’ weekly accumulation of field hours as this is dedicated supervision time spent outside of the seminar class.

9. **Travel:** Travel is not reimbursed by the university for students traveling to and from their practicum placement. Travel time to and from your agency may not be counted as field practicum hours. The university requires that ALL students in field practicum complete the Student Travel Request Form. Students are required to complete this and upload it to the Canvas assignment tab in order to remain in field practicum. The purpose of this form to acknowledge understanding that students will not be reimbursed for travel related to field practicum and to affirm that students are responsible for providing required automobile insurance as required by law if traveling by personal automobile. All students must complete this form, including students who do not use personal vehicles. This form protects students in the event that they are in an accident while traveling for their practicum.

*Please note: Students are STRICTLY PROHIBITED from transporting clients in their personal automobile for field practicum.

10. **Extraneous Requirements:** The WNMU School of Social Work does not require submission of background checks, medical tests, or special software as a practicum requirement. In the event that a prospective agency has these or similar requirements, the agency will bear the responsibility of informing the prospective intern of these requirements and it is the student’s responsibility to complete any or all of these requirements. Students will be responsible to work with the agency to ensure that requirements are completed, and must understand that if these requirements cannot be completed, WNMU does not guarantee approval of the agency site or practicum placement.
**11. Technology Requirements:** Students must have access to a computer for the mandatory face to face class. Video-conferenced classes involve extensive use of a computer to connect and participate in the class. It is strongly recommended that students enrolling in these classes possess a basic level of computer proficiencies; the ITVC staff can help you even if you don’t understand computers, but the experience may be a bit frustrating. Students are responsible for ensuring they are equipped with the minimum technology requirements as follows:

1. **Computer/Bandwidth requirements:**
   2. *Standard PC (Up to 360p)*
   3. Intel Core 2 Duo 2.0 GHz
   4. Intel Core i3 2 CPU’s 1.6 GHz
   5. Intel Core i5 2 CPU’s 1.6 GHz or higher
   6. Or
   7. *Premium PC (Up to HD/720p)*
   8. Intel Core i3 Dual Core 2.5 GHz or higher (up to 15 fps Tx, 30 fps Rx)
   9. Intel Core i5 Quad Core 2.0 GHz or higher (Up to 30 fps Tx/Rx)
2. **Operating system**
   10. Windows 7: 32-bit and 64-bit
   11. Windows 8 or 8.1 Standard, Pro, and Enterprise: 32-bit and 64-bit
3. **Memory Requirements**
   13. 200 MB storage
   14. 4 GB RAM
   15. 256 MB RAM or higher of video memory

Macintosh users will need to make sure their OS is upgraded to at least version 10.8 to use videoconferencing software.

In addition, students need at least 500 Kbps of network bandwidth on a network that does not restrict the H.323 protocols in order to use the Videoconferencing program. Many businesses and schools restrict these protocols on open wireless networks, so if the student is connecting from a school or a workplace, it is strongly recommended that the connection is tested before class time. Students should also be aware that the speeds advertised by their internet service provider are frequently misleading; terms of service are generally advertised as being up to a certain speed, not what the customer consistently gets. It is recommended that prospective students test their actual connection speed with sites such as speedtest.net to see what they are actually getting. As with the computer specs, if the technology does not meet these network requirements the student may not be able to use the Videoconferencing Program.

**The Field Director’s Roles & Responsibilities**
The MSW and BSW Field Directors are full time faculty who coordinate and oversee activities related to field practicum with the assistance of Field Course Instructors and the Internship Coordinator and in consultation with the School of Social Work faculty and leadership. The MSW and BSW Field Directors report to their respective Program Director and to the Chair of the School of Social Work.
**Field Director Roles, & Responsibilities**

1. Consult with the School of Social Work Faculty, Program Directors, Chair of the School of Social Work, community stakeholders, and agencies in order to select appropriate agencies for practicum affiliation.

2. Consult with the School of Social Work Faculty, Program Directors, Chair of the School of Social Work, community stakeholders, and agencies to develop and implement policies and procedures related to WNMU School of Social Work Field Education.

3. Advise students of which agencies have been selected and/or approved as practicum sites; may assist students in locating agencies and making appointments for interviews at agencies.

4. Instruct practicum agencies to interview all prospective interns before making a training commitment to any individual student.

5. Provides practicum agencies with the educational resources necessary to conduct field supervision, including CSWE and WNMU requirements related to field and consultation as needed.

6. Provides the student with the information and materials needed to carry out his/her field practicum requirements.

7. Review student performance issues within Field Education in consultation with the Field Course Instructors, Program Director, Chair, student, and if necessary, the Field Placement Agency.

8. Provide mentoring and guidance to Field Course Instructors.

9. Supervise and maintain a system for collection and storage of required field documentation for both students and agencies in conjunction with the Internship Coordinator.

10. Provide assistance to Field Agency Supervisors regarding logistics of practicum planning, including practicum hours, practicum objectives and experiences, required documentation, learning contract tasks and activities, roles and responsibilities of students and WNMU, and other related logistical concerns.

11. Provide assistance in conjunction with the Field Course Instructor and student in the development of the student’s learning contract. The learning contract remains the responsibility of the student.

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**Field Course Instructor’s Roles & Responsibilities**

*Field Practicum Course Instructor Roles & Responsibilities*

1. Provides instruction as a faculty member for the School of Social Work for Field Practicum courses, including providing one hour per week of synchronous face-to-face (in person or video-conferenced) seminar class time to the practicum student and instruction through the asynchronous online Learning Management System (currently Canvas).
2. Adhere to all policies in the WNMU faculty handbook and/or WNMU adjunct faculty handbook, and/or WNMU School of Social Work adjunct faculty handbook.

3. Develop familiarity with the field manual and the use of all of pertinent field forms.

4. Assist the student in the development of the learning contract in consultation with the Field Director and/or Agency Supervisor if necessary.

5. Initiate and maintain ongoing contact with Field Agency Supervisor for each student enrolled in assigned Field Practicum Course.

6. Ensure the assignment and completion of required Field Education components including mid-term and final evaluations, timesheets, embedded program assessments (Signature Assignments), and other forms and documents to the greatest extent possible. In cases where completion of these cannot be ensured, engage in reporting to the Field Director and, when appropriate, assign consequences for missing information (including failing grades and/or referral to the Student Performance Committee).

7. Forward all requested paperwork to the Field Director in a timely manner.

8. Assign final grades to students based on course assignments and performance in the field.

**Field Practicum Supervision Course Instructor**

1. Provide no less than one hour per week of synchronous face-to-face (in person or video-conferenced) supervision time to the practicum student. Supervision may be provided individually or in small groups.

2. Maintain contact hours sufficient to respond to supervision and consultation needs of students as needed throughout the duration of the Field Placement each semester.

3. Assist student in understanding and integrating experiences in the field using an ethical decision-making framework and generally accepted standards of professional practice.

4. Assist student in maintaining documentation of supervision.

5. Provide opportunities for individual supervision and consultation on an as-needed basis.

6. Assign supervision course grades based on engagement, participation, and attendance in the course.

**WNMU School of Social Work Roles & Responsibilities**

**Western New Mexico University (WNMU) School of Social Work**

1. Provide the practicum agency and the community with motivated, ethical, and knowledgeable students who have completed all prerequisite professional foundation courses in social work theory, practice, diversity, policy, and research.

2. Provide clear expectations, procedures, and guidelines for agencies to follow in placement-related activities.

3. Provide, via the Field Course Instructor, Field Directors, and Agency Supervisor, a linkage with the School of Social Work and a means for giving and/or obtaining input to educational resources or consultation.
Field Agency and Agency Supervisor Roles & Responsibilities

The Agency Supervisor

Field Agency Supervisors serve one of the most important roles in social work field education. Agency Supervisors are usually MSWs with a minimum or two-years’ practice experience who agree to provide mentorship, education, training, and supervision to social work students in field practicum. The roles of Agency Supervisors are described here:

1. **Teacher Role:** The Agency supervisor teaches the student how to practice generalist social work effectively with the provision of services to individuals, groups, families, social networks, organizations, or communities. Instruction should include:
   - Basic Social Work Roles: Broker, enabler, mediator, educator, evaluator, case manager/coordinator, and advocate.
   - Generalist Social Work Practice: Assessment, identification of strengths, planning, prioritizing, establishing goals and objectives cooperatively with client, intervention (including crisis intervention), evaluation, termination, and follow up. Services shall be guided by the NASW Code of Ethics and shall be sensitive to diversity and multicultural issues.

2. **Mentor Role:** The Agency supervisor is someone to whom the student can come for advice on how to behave ethically and professionally; can discuss both personal and professional concerns; and can be used as a role model.

3. **Supervisor Role:** The Agency supervisor supervises the student in the implementation of his/her duties for the purpose of determining whether or not the student is able to understand the agency’s mandate and constraints, the agency’s view of clients, the clients themselves, and the professional social work relationship. Students often need help in discerning their place in the organization and in discussing and understanding their perceptions of their work with clients. The Agency supervisor also helps the student understand the interface between the personal and professional self in practice, with the goal of fostering growth and self-understanding.

4. **Professional Coach Role:** The Agency supervisor acts as a motivator to help the student intern take risks; to encourage the student to reach out and be creative; to correct the student’s nonprofessional behavior; to convey a sense that the Agency supervisor is there to lead the student intern in a direction that is professionally reflective, self-evaluating and accountable. In this role, the Agency supervisor is focused on helping the student develop a mastery of competencies.

Responsibilities of the Agency supervisor

1. **Pre-Placement Planning:** The Agency supervisor and the student will jointly plan an individualized program. This is formalized when the Agency supervisor and the student complete the learning contract.
2. **Student Pre-Placement Conference:** Each student will visit with the Agency supervisor prior to confirmation of a practicum placement to determine the suitability of the student to the agency. If acceptable to both parties, the student’s orientation may begin during this visit.

3. **Weekly Conferences with Student:** The teaching role of the Agency supervisor is directly related to the practicum objectives set forth in the learning contract. Concepts and issues which are broader than the immediate procedures and behaviors required for completing the conditions of the contract should be stressed during these tutorial conferences. The Agency supervisor’s observations and constructive criticism, with open discussion and continuous informal evaluation, provide the student with an invaluable learning experience. If additional instructional material is needed or wanted, the university faculty liaison should be called upon to supply that information or instruction.

4. **Agency supervisor’s Absences from Agency:** If an Agency supervisor is to be away from the agency for any significant period of time, specific arrangements should be made with another agency staff member to assume the Agency supervisor’s responsibilities to the student. If the instructor is to be away for an extended period of time (more than a week, for example), he/she should notify the Field Director.

5. **Evaluation Procedures:** More explicit guidance for evaluating the student’s progress during the practicum is given below, but in general terms, the Agency supervisor will be asked to review the conditions of the contract and provide an interim evaluation of the student’s progress in meeting those objectives during a week close to mid-practicum. A written mid-term evaluation (See Appendix). Prior to the final contract of the student with the Agency supervisor at the end of the practicum, the Agency supervisor will have completed a Final Review and evaluation of the learning contract and will have completed a written evaluation of the student. (See Appendix).

6. **Final Grade:** Although heavily influenced by the Agency supervisor’s evaluation of the student, the WNMU School of Social Work has the sole and final responsibility for assigning a practicum grade, which must be a minimum grade “C” for BSW students and a minimum grade of “B” for MSW students.

**Agency Supervisors’ Responsibilities also include:**

1. Providing the student with an orientation to the practicum agency.

2. Assisting the student in developing a Learning Contract and reviewing and revising the contract, if necessary. Note that the Learning Contract is the ultimate responsibility of the student.

3. Develop learning assignments, which give the student an overall view of the agency’s function and that include generalist social work activities. (See Appendix).

4. Collaborate with the Field Course Instructor and/or Field Director on a regular basis and provide input regarding the student’s progress and final grade.
5. Inform the Field Course Instructor and/or Field Director of any problems that arise in the agency setting with respect to the student’s conduct.

6. Provide direct supervision of field practicum students within the agency setting.

The Practicum Agency

Responsibilities of the Practicum Agency Site

1. Provide the student with workspace and other resources, such as computer and copy machine access.

2. Allow the Agency supervisor the time necessary to provide the student with adequate supervision.

3. Appreciate the fact that Field practicum is a learning process and not a volunteer activity.

4. In the event that the agency requires training, documentation, evidence of completion of specific coursework, the use of specific technology or software, or other requirements extraneous to what is typically required of WNMU social work field placement sites, the Agency is responsible for informing the prospective intern of these requirements and it is the student’s responsibility to complete any or all of these requirements. Students will be responsible to work with the agency to ensure that requirements are completed, and must understand that if these requirements cannot be completed, WNMU does not guarantee approval of the agency site or practicum placement.

Rights of the Practicum Agency Site

1. Expect that the student will have adequate professional liability insurance provided by WNMU.

2. Ask for and expect a written contractual agreement from WNMU School of Social Work upon request.

3. Expect that interactions with the Field Course Instructor, Field Director(s), faculty, staff, and leadership of the WNMU School of Social Work and Agency Supervisor or Agency representatives will be professional, ethical, and courteous.

4. Determine, based on an interview, whether an individual student meets agency criteria with respect to an internship.

5. Expect to interview all perspective interns before making a commitment to an individual intern(s).

Combined Agency, Agency Supervisor, and Student Practicum Experience Responsibilities

The goal of Western New Mexico University’s School of Social Work is to prepare Generalist (BSW) and Advanced Generalist (MSW) practitioners. Therefore, a generalist focus should be
the standard against which the experiences in the practicum are measured and developed. As the Agency supervisor and student complete the contract by adding the action steps, this generalist focus should help guide them.

Also, in general a student should be involved in the professional work of the agency when deemed ready by the Agency supervisor, after discussion with the Field Course Instructor.

Therefore, the total practicum experience should as a minimum include the following elements:

1. **Use of Resources**: Students must have an opportunity to learn about resources (formal and informal) and how to use them for the benefit of clients. Students are encouraged to visit or otherwise learn about a minimum of eight agencies and their programs.

2. **Work with Individuals and Families & Increasing Responsibility**: While the role of the student may at first be primarily that of observer, it is expected that the Agency supervisor will give increasing responsibility to the student until he/she is able to manage a case under supervision, by no later than midterm of the first semester of Field.

3. **Group Development and Leadership**: Discussion should occur regarding the opportunity for the student to participate in at least one group. This may be as a co-leader or as a leader when the Agency Supervisor is satisfied with the skill of the student to lead. This may be a therapeutic group (MSW only) or a work group comprised of agency professionals.

4. **Inter-agency Networking Experience**: An opportunity for the student to gain experience in inter-agency functions, such as participation on a child protection team or in a local human resources confederation should also be discussed.

5. **Development of Macro Practice Skills**: Each student should be able to participate in some effort to develop a new service in a community or bring about a needed change. This might involve organizing a committee or task force, conducting a media campaign, participating in the development of legislation, or supporting some advocacy effort in the community, or even running for office.

6. **Written and Oral Recording Reports**: Each student should have experience in case recording, social summaries, letter writing, and oral reports to the maximum extent possible within the agency context and the time constraints of the practicum.

7. **Study and Reflection**: Time should be allowed within the time frame of the practicum for the student to read, do research and to think and write about experiences provided (Journaling see Appendix).

8. **Self-Evaluation**: Through regular weekly conferences with the Agency Supervisor and/or Field Course Instructor, the student should maintain constant involvement in a self-evaluation process in terms of growth in professional identification and ability to function in the agency setting.
9. **Additional Agency Specific Learning Tasks:** The student should also acquire the knowledge and skills necessary to provide services within the particular agency to which she/he is assigned. Included in this is exposure to the policies, procedures and structure of the agency. It is recognized that not every agency can provide each of the experiences expected for the student. When this is so, then it is the responsibility of the Agency Supervisor to consult with the Field Course Instructor, to try to arrange for some supplementary experiences outside of the agency. When this occurs, it should be so indicated on the learning contract form.

**SUGGESTED RELEVANT ACTIVITIES FOR THE STUDENT IN THE PRACTICUM**

The kinds of functions and activities performed by the student vary greatly from agency to agency and depend in no small part on agency purpose, community setting, and the aptitude, skills and motivation of the student. Generally, we encourage student participation in as much person-to-person contact (with individuals, families, groups, social networks, and other organizations in the community) as the agency supervisor finds feasible. This sort of contact constitutes a large part of the unique learning experience of the practicum and allows students the best opportunity to apply concepts, skills, and knowledge learned in the academic setting to their particular field site.

The following list suggests some activities that students might participate in during their Field Practicum. Agency supervisors may initiate these activities or others which are appropriate within their particular agency or community. These suggestions are not exhaustive or restrictive:

- Visiting various community agencies and talking with staff members to learn more about their programs.
- Sometimes it may be beneficial for a student to spend time orientating at other agencies.
- Discussing with the agency supervisor (and possibly other agency staff members) various community and agency resources, inter-agency cooperation on common problems and unmet needs within the community.
- Reading case records illustrating the variety of services offered by the agency, community resources available and inter-agency relationships.
- Observing the agency supervisor or other agency staff with individuals and groups both inside and out of the office involving individuals, families, groups and couples as appropriate.
- Observing the child of a client or patient while the parents are in an interview with an agency staff member.
- Studying school records of children under agency care and reporting findings to the agency.
- Helping clients with practical problems of everyday living such as transportation, shopping, cooking, and homemaking, as well as acquainting them with available, relevant community resources. This would include not only telling clients about these services, but frequently accompanying them on exploratory and initial visits.
- Conducting “periodic reviews” in public assistance caseloads to ascertain the current social situation and financial eligibility of the client.
• Interviewing adoptive and foster home references.
• Assisting with foster home studies.
• Taking social histories on clients needed for eligibility determination, admissions, or pre-sentence investigation in social service, correctional, educational and mental health agencies or institutions.
• Serving as a participant-observer or co-leader in a discussion group or group with limited therapeutic or educational objectives.
• Serving as an assistant group leader or group leader within a recreational or work related setting.
• Carrying a limited caseload (with adequate supervision) of individuals with minor or moderate problems in functioning whom the student will see on a regular basis. Cases that seem particularly appropriate would include children (the student may often function in “big brother” or “big sister” relationship here), certain adolescent problems (e.g. socialization) and adult problems requiring interest and companionship more than intensive work.
• Attending agency staff meetings and case consultations.
• Attending agency board meetings (as appropriate for staff).
• Help staff members in preparation of materials to be used for presentation to community groups, agency boards, or to the legislature.
• Carrying out research functions for the agency that it might find to be of value (e.g., determining nature and location of client population, assessing types of services available to meet particular needs within the community or state, doing a demographic study of a community, preparation of a reading list on specific issues, studying a specific aspect of the agency program, compilation of a social service directory assisting the preparation of position papers, assisting in NASW lobbying, assisting social worker legislators in effecting desirable social service legislation etc.).
• Attending inter-agency or community meetings concerned with specific social problems or social planning.
• Keeping case records on her/his caseload, which are reviewed regularly and discussed with student by his/her agency supervisor.
• Answering out-of-town inquiries to the agency or conducting other appropriate correspondence.
• Assisting other staff members with aspects of their workload, which could appropriately be assigned to a beginning or professional graduate student.
ADDITIONAL PROCESSES AND PROCEDURES IN FIELD EDUCATION

Student Advising & Application Procedures
One semester prior to the anticipated enrollment in Field practicum, the student and academic advisor should discuss the student’s readiness for field placement. Readiness for field is established based on completion of required pre-requisites for the appropriate Field Practicum Course as well as readiness for the time commitment and socioemotional commitment inherent in a field practicum. Once readiness for field is agreed upon by the student and their academic advisor, the academic advisor direct the student to complete the required Application for Field Placement and other required documents located on the WNMU School of Social Work website.

Once the application for field placement is submitted, the student may begin the process of locating an agency for internship placement. The WNMU School of Social Work Internship Coordinator may be able to assist students in locating a Field Placement Agency Site, however, it is the student’s responsibility to locate, research, and identify the agency site and to provide information to the School of Social Work related to the agency so the agency can be contacted.

Non-MSW Supervision
In rare cases where approved practicum agencies have no MSW or LCSW with two years of experience on-site, students will be required to attend a one-hour weekly supervision session (enrolled as a course for 1 credit hour) with a designated faculty or adjunct faculty member approved by the MSW or BSW Field Director to serve as the Agency supervisor of record. When the Agency supervisor does not have an MSW degree, the following are guidelines to determine how much additional supervision will be provided:

*Master’s Degree in closely related field other than social work:* the student will be required to enroll in an additional weekly supervision class. Special approval is required by the MSW and/or BSW Director of Field Education to ensure that the learning experience is appropriate.

*An agency employee without a Master’s Degree:* will not be utilized as an Agency supervisor for any MSW level field placement. May be used in very rare cases for BSW level field placement when all alternatives have been exhausted (such as in the case of a very rural community with no available master’s level supervision) AND only with the express permission of the Field Director and Chair of the School of Social Work. For such cases, the student will be required to enroll in an additional weekly supervision class.

Contracts
WNMU agrees to enter into agency-specific field practicum Agreements of Affiliation. Proposed agreements will be reviewed by the MSW or BSW Field Director and the Internship Coordinator before being sent to WNMU’s administration for approval. Any written stipulations pertaining to the affiliation of WNMU and the agency signed by anyone other than WNMU’s administration is non-binding. (See Appendix).

Development of the Practicum Learning Contract
A draft of the learning contract will be drawn up and agreed upon by the student and Agency Supervisor in consultation with the Field Course Instructor as needed, beginning the first week of the practicum. The final version of the contract should be completed within the first three weeks of the practicum. If a student does not turn in their learning contract on the date it is due, then the student will be suspended from their practicum and must schedule a meeting with the Field Director.

**Evaluations**

The student’s performance in the field setting will be evaluated twice per semester by the Agency supervisor using objective criteria outlined by the Learning Contract and the Midterm and Final Evaluations (See Appendices). Midterm Evaluations are due by approximately October 15th and March 15th; Final evaluations are due by approximately December 1st and May 1st. The Field Course Instructor will determine the final grade of A to F.

**Documentation of Hours Completed in Field**

A minimum of 225 clock hours is required each semester of the practicum. Students typically spend 15 hours per week for fifteen (16) weeks in the placement, during the Fall and Spring semesters and slightly more per week during the summer term. The specific arrangements for any given agency placement will be determined with reference to the student’s needs and the agency’s needs. However, official time sheets must be maintained by the student, which records the student’s attendance at the practicum site. The Agency Supervisor or agency official must certify the student has completed the required number of clock hours. Students are not allowed to complete hours or count practicum hours prior to the start date of the practicum course. Hours accrued are not transferred to subsequent semester (meaning that student cannot complete hours in one semester and count them for a new semester).

**Time sheets:** (electronically signed by the agency supervisor) are due on the last day of every month and uploaded to the Asynchronous Learning Management System (currently Canvas). The agency supervisor will sign electronically through use of DocuSign. Any time sheet that is not signed electronically by the student and agency supervisor will not be counted as valid. Falsification of any field document is grounds for termination from field, and possibly the social work program. Students who do not turn in the time sheet (with all required signatures) by the designated due date, will not be allowed to count the field practicum hours.

**Hours of Work, Holidays, and Absences**

Although most students choose to work fifteen hours per week at their field site in order to satisfy this requirement, the exact schedule in terms of hours, days, and times is a matter to be negotiated by the student and the agency supervisor. Holidays observed by WNMU or the agency are not considered official absences. However, if a student wishes to observe a religious holiday or requires emergency or sick leave, which necessitates an absence from his/her field work, the hours not worked must be made up sometime within the same semester in which he/she is enrolled. Students need to plan their field practicum schedule so that they have not completed the 225 hours prior to two weeks before the semester is completed. This ensures continuity within the agency and the student's work with those populations served by the agency. As previously noted, any student who anticipates an absence of any kind must notify both the agency supervisor and the Field Course Instructor in accordance with agency policy. Students are
not allowed to complete hours or count practicum hours prior to the start date of the practicum course. Hours accrued are not transferred to subsequent semester (meaning that student cannot complete hours in one semester and count them for a new semester).

Student Reflective Journals
Students are required to maintain a weekly reflective journal, which may be used by the student to help process her/his learning experience. The journal entries are an opportunity to express one’s critical thinking, feelings, and reactions to weekly experiences in order to more effectively integrate the earlier academic learning with the experiential content of the practicum. Personal insights, feelings, and evaluations are important and should be recorded. Any material or topics of interest (e.g., interactions with clients, topics to be explored with the agency supervisor are appropriate for inclusion in the journal entries. Students are to maintain appropriate standards of confidentiality in writing these journals.

Journals are to be turned in to the field course instructor electronically weekly. Journals generally are not shared with the agency supervisor. Weekly entries should be made at field practicum and should delineate the student’s analysis of their activities. Entries should reflect:

1. The student’s own awareness of his/her feelings, attitudes, and values
2. Observations and thoughts on the organizational operations of the agency
3. Integration of theory/knowledge in the student’s practice
4. The student’s utilization of a systematic approach to problem solving
5. Any value dilemmas the student observes or experiences
6. The student’s increasing growth in awareness of use of self as a professional social worker
7. Integration of assigned field readings
8. The student’s use of supervision
9. Additional directions and explanations and a sample of a journal entry are given in Appendix.

In general, the journal should demonstrate the student’s growth and progress as a social worker as well as the attainment of the objectives for practicum.

Other Agency Recordings
Agency recordings assigned by the agency supervisor such as client progress notes, assessments, and social histories are to be considered part of the student's field requirement. These should be made available to the Agency Supervisor at the time of scheduled visits. If agency recordings are minimal, the Agency Supervisor may require additional written assignments such as social histories and comprehensive assessments. These assignments are an important part of field as they demonstrate the student's obtainment of the educational objectives for this course.

Confidentiality
The student is expected to become familiar with state and federal laws regarding confidentiality and disclosure of information. It is the responsibility of the student to seek clarification from the Agency Supervisor whenever there is ambiguity or conflict with respect to an agency policy or
procedure regarding confidentiality or disclosure of information. A breach of confidentiality may subject the student to legal action and removal from Field Practicum.

**Learning Contract**

The student is expected to collaborate with the agency supervisor in the development of the Learning Contract. The student is responsible for reconciling WNMU's Field Practicum instructional objectives and the Agency's expectations with his/her personal learning needs and professional goals. The Learning Contract must be sent to the Field Course Instructor within three weeks of the beginning of each semester. The Field Course Instructor, Agency Supervisor and student utilize the contract to ensure satisfactory completion of Field Practicum objectives. The original Learning Contract is maintained in the student's permanent file, with copies for the student and Agency Supervisor. A separate Learning Contract is written for each semester of Field Practicum. If a student does not turn in their learning contract on the date it is due, the student will be suspended from their practicum and must schedule a meeting with the MSW or BSW Field Director.

The development of the Learning Contract is an important joint learning task through which a student can learn professional integrity. The agency supervisor must model the structuring of agreements and objectives into a statement, which addresses both learning tasks and the student's performance. This Learning Contract, which is jointly developed by the student and the agency supervisor, with input from the Field Course Instructor, is a statement that the student uses as a behavioral guide for internship. The process of developing the Learning Contract provides an opportunity for the agency supervisor to delineate tasks that are expected of the student. The student's acceptance of the Learning Contract signals his/her willingness to carry out those educational activities, which are detailed in the Learning Contract. The Learning Contract becomes an evaluation tool at different points during the internship (e.g. at mid-semester and the end of the semester). The semester’s final evaluation provides an opportunity for the student and agency supervisor to assess the degree to which the student has completed his/her learning objectives.

**Transportation of Clients**

The student is only allowed to transport a client when the practicum agency provides both the vehicle and agency malpractice insurance. A student may use his/her personal vehicle to participate in practicum activities. The practicum agency and WNMU are not liable for accidents or injuries while the student is using his/her own vehicle for transportation. The student's professional malpractice insurance, provided by WNMU, does not provide coverage while a student is transporting a client. Students are not approved to transport clients for their practicum in their personal automobiles.

**Child Welfare Training Program**

A student who receives a NM Child Welfare Training stipend must pass SWK 570 Child Welfare with a grade of "B" or better prior to entering Field Practicum. All students selected for
this program must complete a Field Practicum in the Protective Services Division of New Mexico Children, Youth and Families Department. Students in the Child Welfare Program are required to sign a Traineeship Agreement, graduate with a BSW or MSW degree, pass the New Mexico BSW or MSW licensing requirements, and begin work for CYFD-PSD within two months of graduation. If students do not fulfill the above requirements, they are responsible to begin repayment to the stipend amount received within two months of graduation or non-completion of the Social Work degree.

**Incomplete Field Practicum**

A student could receive an "Incomplete" grade for the Field practicum and Seminar classes due to a variety of reasons such as a major health diagnosis (new), accident, etc. Students will not be eligible for a grade of incomplete for field practicum for failing to complete their hours or work as expectations as indicated in this manual.

The determination of an "Incomplete" grade is at the discretion of the MSW or BSW Field Director in consultation with the Field Course Instructor, Agency Supervisor, Program Director, and the Chair of the School of Social Work. In determining eligibility for an incomplete grade, the MSW or BSW Field Director will consult with the student, Agency Supervisor, and Field Course Instructor to establish the course requirements that will need to be completed by the student. The completion of assignments and field practicum hours will be conducted in the same agency, if possible. Any change in field practicum must be approved by the MSW or BSW Field Director. An additional learning contract may be required, depending upon the circumstances of the incomplete grade. Students with a grade of an incomplete in a field practicum will not be allowed to enroll in another field practicum until all previous course requirements have been met.

A student who receives an "Incomplete" grade for the Field Practicum classes will be required to complete these classes, as defined by University policy, which states the student has until the end of the following regular semester to complete the course requirements. All assignments for the Field Practicum class must be completed prior to a final grade being granted to the student. A student could receive a failing grade for these classes if he/she is not diligent in fulfilling their course requirements under the established time frame.

**Field Practicum in Place of Employment/Worksite Placement**

Though not preferable, there are occasions in which a student may need or desire to complete a field practicum at their place of employment. Some students must work while concurrently pursuing a degree in social work. Other students from rural environments may be faced with limited choices for field practicum sites.

Employment-based placement sites already employ students full or part-time and may financially compensate the students’ field practicum in the form of salaries. Field Practicum at a student’s
workplace requires special consideration and structure. Each request for approval will be considered on a case-by-case basis by the MSW or BSW Field Director. It will include an assessment of the Agency’s ability to meet the program’s requirements for field practicum and the Agency’s ability to provide learning opportunities and assignments that meet the WNMU School of Social Work Field Education Program and CSWE’s curriculum standards. The MSW or BSW Field Director has the final authority to approve all field practicum placements.

* Please note that if the student is a director, board member, administrator, or manager at their agency, they may NOT complete a work site placement.

At a minimum, the following conditions must be met:

- Student should be in the current position less than one year.
- All criteria for regular (non-employment) field practicum sites must be met. The agency must be approved as a placement site and the Agency - University Agreement must be signed.
- For the duration of the field practicum, the agency must be willing to designate specified time for the student’s field practicum. During the field practicum hours, the agency must place student learning objectives ahead of the agency’s employment needs.
- The student’s field practicum assignments must be separate and substantially different from the student’s employment duties and assignments.
- Students are not permitted to substitute current or previous work experience for the required field hours.
- The Agency Supervisor must meet all the requirements of the MSW Field Program and provide a teaching/mentoring role for the student focusing on the student’s learning and professional developmental needs.
- The student collaborates with the Agency Supervisor to design a learning contract which plans for the student’s acquisition of new social work knowledge and skills that fulfills the objectives of the course.
- The Field Course Instructor must monitor the field practicum closely to ensure that the student is receiving appropriate educational learning experiences and opportunities.
- If the MSW or BSW Field Director, in conjunction with the Agency Supervisor, determines that a distinct, learning opportunity for the student is not occurring, the Field Director will specify the problems in writing and work with Agency Supervisor and student to resolve the problems. If the specified problems are not resolved, no credit will be given for the field practicum.

**Procedure for Initiating Field Practicum in Place of Employment**

1. Student informs the Internship Coordinator that he/she is interested in doing a field practicum at their place of employment. Student must have been in their current position less than one year to be eligible.
2. Student discusses possibility of field practicum with immediate supervisor. Student makes supervisor aware of the requirements of field practicum.

3. Student and proposed Agency Supervisor complete the Field Practicum Agreement for Place of Employment form and submits the completed form through DocuSign a minimum of one semester prior to the start of the field practicum.

4. The application is reviewed Field Director and is approved, or the Field Director and student meet telephonically or by videoconference to discuss the practical and educational issues related to completing field practicums in a place of employment.

5. The Field Director may contact Agency staff and/or make a site visit to determine that the placement will be educational and differ substantially from the student’s typical job responsibilities. The Field Director will also determine if the proposed field practicum assignments will meet the requirements of the Learning Contract for the appropriate level of Field Practicum in the Field Education Program.

6. Within two weeks of receipt of the agreement, the MSW and/or BSW Director of Field Education reviews the completed form and notifies the student if the field practicum is acceptable. The MSW and/or BSW Director of Field Education has final approval regarding the suitability of a place of employment as a place for a student’s field practicum. If the MSW and/or BSW Director of Field Education determines that the practicum site is unacceptable, the student must agree to be placed at another agency.

**PROFESSIONALISM IN FIELD EDUCATION**

*Purpose*

Academic integrity and respect for the dignity of the individual are essential in any educational endeavor. In scholarly endeavors, all participants must commit themselves to truthfulness and honesty in the search for new insight and knowledge. In addition, honesty, integrity and respect in all interactions with colleagues, peers, teachers and support staff, as well as with clients and their families, are essential professional attributes.

*General Responsibilities*

All faculty and students at WNMU are responsible for maintaining an atmosphere of honest inquiry, academic integrity and professionalism. All should be familiar with the provisions of this Code. All should strive to conduct themselves and their academic and scholarly activities within the spirit of the highest traditions of truthfulness, integrity, and respect for the rights of others. They should refrain from any action violating the principles of the NASW Code of Ethics, whether in letter or in spirit. In the NASW Code of Ethics We abide by specific Values.

*Integrity* Ethical Principle: Social workers behave in a trustworthy manner. Social workers are continually aware of the profession’s mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated. (NYMC, 2010).
**Ethical Standards:** The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers’ ethical responsibilities to clients, (2) social workers’ ethical responsibilities to colleagues, (3) social workers’ ethical responsibilities in practice settings, (4) social workers’ ethical responsibilities as professionals, (5) social workers’ ethical responsibilities to the social work profession, and (6) social workers’ ethical responsibilities to the broader society. Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards (NASW Code of Ethics, 2017).

**TERMINATION OR DISMISSAL FROM FIELD PRACTICUM**

A student may be dismissed from Field practicum for any one of the following actions:

- Failure to report and maintain regular field (15) hours per week (fall and spring) and 22 hours in summer and/or failure to attend weekly field seminar courses or weekly field supervision courses.

- Unethical and unprofessional conduct as outlined by the New Mexico Board of Social Work Examiners or in the NASW Code of Ethics, and the WNMU Code of Conduct. Each student enrolled in the School of Social Work shall be provided a copy of the NASW Code of Ethics upon enrollment.

- Request by a student to withdraw.

- Charges (not conviction) of any type (legal, criminal, misdemeanor, or felony) prior or during a field practicum and/or failure to disclose legal charges.

- Conviction of a felony.

- Conviction of child or adult abuse or neglect.

- Conviction of assault.

- Sexual harassment, as outlined by WNMU’s sexual harassment policy, stalking, or inappropriate and unwanted physical or verbal contact with a fellow student, faculty, staff, or client.

- Placement on academic probation for two consecutive semesters.

- Behavior that is counter to generally accepted professional standards of practice or that demonstrates a poor dispositional fit with the profession of social work as defined in the MSW or BSW Student Handbook.
• Fabrication or falsification of any documentation required during field practicum, including documentation required within the university and/or the field placement agency.

A student who has been asked to leave a practicum site by an agency must meet with the MSW or BSW Field Director and Student Performance Review Committee to determine if further discipline is warranted.

Dismissal from Field Practicum is made on the basis of the WNMU School of Social Work Student Performance Review Committee and in no way will be made contingent upon personal factors such as race, gender, sexual orientation, age, or religious affiliation.

If a student fails at two attempts at field practicum (grade below C for BSW Field Program – graded below B for MSW Field Program) they will be terminated from the BSW or MSW program.

**Student Performance Issues**

Student performance issues that arise will be reviewed and addressed by the Student Performance Committee comprised of the MSW or BSW Field Director, the student’s academic advisor, and one or more faculty members. In some instances, the committee may include the BSW and/or MSW Program Director and/or the School of Social Work Department Chair. The student may also bring an advocate to the meeting, however participation of an advocate may be limited such that the student is a full participant in the meeting.

Student performance is based on a combination of factors which include the student’s time/performance within their field practicum agency, the student’s time/performance within the classroom, and the student’s time/performance with all field class assignments.

Even though a student may be excelling within their field practicum agency, they may be performing poorly with Field class assignments. As we factor in the combination of all areas, a student can be faced with a student performance review regarding their performance within the agency and/or their performance within the Field class. Success in Field is based on a combination of course grade, successful completion of all classroom assignments, as well as agency performance and accrual of the required hours.

**Termination from Field**

A student, field practicum course instructor, field agency supervisor, or the MSW/BSW Field Director may initiate a discussion to review the circumstances in the field practicum setting. A student or field agency supervisor who believes that a practicum placement is not working out should immediately contact the MSW or BSW Field Director, at which time the parties involved will be consulted to determine the feasibility of a plan for corrective action on the part of any or all of the parties. Such discussion may result in a mutually agreed upon plan to modify and continue the current placement or in termination of the placement.
A student who is removed from a practicum based on violation of the NASW Code of Ethics, inappropriate behavior, danger of harm to him/herself or others, or egregious violation of standard work ethic may be terminated from the social work program.

If a student is terminated from a field practicum agency, the circumstances will be reviewed by the Student Performance Committee and a determination will be made as to whether the student will be terminated from the social work program. Students who are terminated from an agency for any reason are subject to termination from field practicum, as well as the social work program.

If a student withdraws, or is dropped from field practicum due to poor performance they will be scheduled for a meeting with the Field Student Performance Review Committee and if it is recurring for two semesters, they may be terminated from the MSW or BSW program.
APPENDICES
Appendix A: MSW Field Application

MSW Field Application

Please select your course: Internship semester requested

* Please enter the semester and year you are applying for.

Please confirm your completion of prerequisite courses below. (Please note that successful completion of pre-requisites is required prior to the start of fieldwork.)

*Advanced Standing students are only those students who have been admitted to WNMU as advanced standing and who have completed a Bachelor's degree in Social Work within the last 8 years. Advanced standing students are required to provide evidence of completion of 450 practicum hours in their bachelor's program.

Non-advanced standing students are MSW students who do not hold an undergraduate degree in social work, hold an undergraduate social work degree that is more than 8 years old, or who hold any other undergraduate degree.

Prerequisite Completion

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Grade of A</th>
<th>Grade of B</th>
<th>In Progress</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWK 501 (1H)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>SWK 503 (non-advanced)</td>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>SWK 550 (non-advanced)</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
</tr>
<tr>
<td>SWK 551 (non-advanced)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>SWK 557 (advanced only)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Applicant Information

Name
First Name: Last Name: WNMU Student ID:

Address

Street Address:

Street Address (incl. Apt.)

City: State/Province:

Postal Zip Code:

WNMU Email: Secondary (non-WNMU) Email: Cell Number:

gsample@wnmu.edu: gsamplenonwnmu.com: Phone Number:

52
Areas of Interest
(please check all areas of interest)

Students are responsible for identifying agencies in their home region. We encourage you to think about your areas of interest as you consider possible placement agencies, therefore, it is necessary for you to **choose more than one area** of practice that you are interested in gaining more skill and/or exposure to during the fieldwork process.

<table>
<thead>
<tr>
<th>Areas of Interest</th>
<th>Population of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Health/Mental Health Services</td>
<td>Children</td>
</tr>
<tr>
<td>Mental Health/Mental Health Services</td>
<td>Adolescents</td>
</tr>
<tr>
<td>Child Welfare</td>
<td>Adult</td>
</tr>
<tr>
<td>Adult Behavioral</td>
<td>Elderly</td>
</tr>
<tr>
<td>Developmental Disabilities</td>
<td></td>
</tr>
<tr>
<td>Community</td>
<td></td>
</tr>
<tr>
<td>Education/Rehab</td>
<td></td>
</tr>
<tr>
<td>Juvenile Justice</td>
<td></td>
</tr>
<tr>
<td>Crisis Intervention</td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td></td>
</tr>
<tr>
<td>Substance Abuse/Dependence</td>
<td></td>
</tr>
<tr>
<td>LHH/MQ</td>
<td></td>
</tr>
<tr>
<td>Advocacy/Policy</td>
<td></td>
</tr>
</tbody>
</table>

Learning Patterns
*Based on your learning style, in which agency setting do you believe you might learn best? (please check all that apply)*

<table>
<thead>
<tr>
<th>Agency Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small agency has small number of employees, often seen in smaller, e.g., non-profit, volunteer organizations</td>
</tr>
<tr>
<td>Medium agency has more employees offering various services, e.g., outpatient mental health, housing, home</td>
</tr>
<tr>
<td>Large agency has many employees offering various services, and has a formal structure, e.g., mental health</td>
</tr>
</tbody>
</table>

Additional Information

Most work in your field placement will occur during normal business hours. However, some placements require evenings and/or weekend work. Please note that non-traditional hours (hours outside of normal business hours) may not be available in your area.

Please indicate that you understand the statement above.
NOTICE: students requesting accommodations in field placement due to special needs, please contact Disability Support Services directly at (575) 538-6400 or by email: dss@wnmu.edu (the school cannot be held responsible for requested accommodations without documentation from the office of Disability Support Services prior to the field placement agreement)

Please indicate that you understand the statement above.

WNMU School of Social Work is committed to ensuring a high quality field practicum experience for all of its students; however students may not always be placed in their most desired agency. Students are responsible for finding their own agency that has an MSW with at least 2 years of post-MSW practice experience or LCSW to supervise them and then you must forward the agency name, the agency supervisor name, telephone number, and email address to Sandra.Stanley@wnmu.edu so we can proceed with obtaining the agency paperwork. You must also follow up on agency paperwork to ensure that it was completed and returned.

Please indicate that you understand the statement above.

Advanced Standing Students only: Advanced standing students from institutions other than WNMU must provide written documentation that the student was required to complete a minimum of 450 hours within their BSW Field Practicum during the application process to Field. Students who did not meet the 450 hour requirement will be required to complete any additional hours necessary to achieve this requirement before continuing practicum hours at the MSW level.

Signature (Advanced Standing Students only)

Application Acknowledgment & Submission

If you do not understand or accept any portion of this application, please discuss your concerns with the Field Director.

My signature below indicates my understanding and acceptance of the contents of the Field Placement Application.

Signature

Name

Date

First Name    Last Name

Submit
Appendix B: BSW Field Application

BSW Field Application

Please select your course:  

* Internship semester requested  

Please confirm your completion of prerequisite courses below. (Please note all successful completion of pre-requisites is required prior to the start of fieldwork)

<table>
<thead>
<tr>
<th>Prerequisite Completion</th>
<th>Grade of A</th>
<th>Grade of B</th>
<th>Grade of C</th>
<th>In Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW K 101</td>
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</tr>
<tr>
<td>SW K 102</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SW K 420</td>
<td></td>
<td></td>
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<tr>
<td>SW K 422</td>
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<tr>
<td>SW K 423</td>
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<td></td>
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</tr>
<tr>
<td>SW K 490</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW K 498</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant Information

Name:  

First Name:  

Last Name:  

WNMU Student ID:  

Address:  

Street Address:  

Street Address Line 2:  

City:  

State / Province:  

ZIP / Zip Code:  

WNMU Email:  

Secondary (non-WNMU) Email:  

Cell Number:  

Areas of Interest  
(please check all areas of interest)  


Students are responsible for identifying agencies in their home region. We encourage you to think about your areas of interest as you consider possible placement agencies, therefore, it is necessary for you to **choose more than one area** of practice that you are interested in gaining more skill and/or exposure to during the fieldwork process.

### Areas of Interest
- Mental Health/Psychiatric-Patient
- Mental Health/Psychiatric-Patient
- Child Welfare
- Adult Care
- Developmental Disabilities
- Corrections
- Education/School
- Juvenile Justice
- Crisis Intervention
- Medical
- Substance Abuse/Deaaddiction
- Lifes
- Astrology

### Population of Interest
- Children
- Adults
- Elderly

---

**Learning Patterns**

Based on your learning style, in which agency setting do you believe you might learn best? (please check all that apply)

**Agency Size:**
- Small Agency: Has small number of employees, focus on one or two services, e.g. non-profit, volunteer or small non-profit
- Medium Agency: Has more employees offers a variety of services, e.g. outpatient mental health from home
- Large Agency: Has many employees offers broad scope of services and has a formal structure, e.g. hospital, school

---

**Additional Information**

Most work in your field placement will occur during normal business hours. However, some placements require evenings and/or weekend work. Please note that **non-traditional hours (hours outside of normal business hours) may not be available in your area.**

Please indicate that you understand the statement above.

---

**NOTICE:** students requesting accommodations in field placement due to special needs, please contact Disability Support Services directly at (575) 538-8400 or by email: dss@wnmu.edu (the school cannot be held responsible for requested accommodations without documentation from the office of Disability Support Services prior to the field placement agreement)

Please indicate that you understand the statement above.
WNMU School of Social Work is committed to ensuring a high quality field practicum experience for all of its students; however students may not always be placed in their most desired agency. Students are responsible for finding their own agency that has an MSW with at least 2 years of post-MSW practice experience or LCSW to supervise them and then you must forward the agency name, the agency supervisor name, telephone number, and email address to Sandra.Stanley@wnmu.edu so we can proceed with obtaining the agency paperwork. You must also follow up on agency paperwork to ensure that it was completed and returned.

Please indicate that you understand the statement above.

Application Acknowledgment & Submission

If you do not understand or accept any portion of this application, please discuss your concerns with the Field Director.

My signature below indicates my understanding and acceptance of the contents of the Field Placement Application.

Signature

Name

Date

First Name  Last Name

Submit
Appendix C: Agency Information Form

Agency Information Form
To be completed upon acceptance to an agency for field practicum

<table>
<thead>
<tr>
<th>Name</th>
<th>W#</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
</tr>
</tbody>
</table>

Agency Information

Prior to completing this form, the student must have contacted the agency. The agency must have agreed to accept the student as a potential intern.

WNMU School of Social Work will contact the agency using the information provided below, however, it is the student's responsibility to follow up to ensure that all agency forms are submitted and complete prior to beginning an internship. To follow up, contact the School of Social Work Internship Coordinator at: Sandra.Stanley@wnmu.edu

**All field files must be complete 15 days prior to the start of a semester in order to remain enrolled in fieldwork.** *(all forms must be submitted and on file in the WNMU School of Social Work)*

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Agency Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Street Address</td>
</tr>
<tr>
<td></td>
<td>Street Address 1 (City)</td>
</tr>
<tr>
<td></td>
<td>Street Address 2 (City)</td>
</tr>
<tr>
<td></td>
<td>Street Address 3 (City)</td>
</tr>
<tr>
<td></td>
<td>Zip/Postal Code</td>
</tr>
</tbody>
</table>

Agency Website (if applicable)

<table>
<thead>
<tr>
<th>Agency Contact Person</th>
<th>Title</th>
<th>Agency Contact Person Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
<td>Job Title/Department</td>
</tr>
</tbody>
</table>

Agency Contact Person Phone Number

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Phone Number</th>
</tr>
</thead>
</table>
Potential Agency Supervisor (if different from above)

First Name: __________________________
Last Name: __________________________

Potential Agency Supervisor is:

☐ MSW
☐ LCSW/BSW

If you selected 'Related Field' above, please provide discipline:

____________________________________

Students are required to have an agency supervisor with an MSW or LCSW with at least 2 years of post MSW practice experience.

In rare instances (i.e. provider shortages), a student may request approval for their agency supervisor be credentialed with a Master’s degree in a related field (such as counseling or psychology).

Approval for such a request is not guaranteed. If approved, the student is required to enroll in SWK 583 or SWK 497 as well as their practicum course to comply with the WNMU School of Social Work and applicable licensure requirements.

Submit
## Field Practicum Agency Site Application

### Agency Name

---

### Agency Contact Name

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Agency Contact Phone

555-555-5555

### Agency Contact Email

eexample@esample.com

### Alternate Contact Email

eexample@esample.com

### Agency Address

---

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Street Address Line 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State / Province</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Description of Services

Please describe the services offered by this agency.

---

Please describe the clientele served by this agency.

---

State ethnic, demographic, or other special features of the population served.
This agency provides experiences working with: (select all that apply)

☐ Individuals  ☐ Communities
☐ Groups  ☐ Organizations
☐ Families  ☐ Institutions

If 'other' selected above, please describe:

Additional Questions

What working space would be allocated for use by the practicum student(s)?

Desk office, etc.

Describe any special qualifications needed for students in your agency.

Driver's license, Spanish language, etc.

Is the prospective intern already employed at the agency?

☐ Yes
☐ No

Submit
Appendix E: Field Agency Supervisor Application

Field Practicum Agency Supervisor Application

Agency Name

Agency Supervisor Name  Agency Supervisor Title  Email
First Name  Last Name  Toy. Director, Discharge Planner  example@exemple.com

Alternate Email  Phone
example@exemple.com  5555 8888-8888 ext. 888

Business Address

Street Address
Street Address Line 2
City  State/Province
Postal Zip Code:

Qualifications

Higher Education

License(s) Held
Additional Qualifications

Please list any additional qualifications here. Special skills, areas of expertise, etc.

Additional Training

Supervision, Field Instruction, etc.

Additional Training

Supervision, Field Instruction, etc.

Practice Experience

[Place agency, type of work, and/or time employed, etc.]

Does Agency Supervisor have at least two years' post-Master's degree practice experience?

☐ Yes
☐ No

Additional Questions

Why are you interested in being a social work field instructor?

Have you been a Social Work Field Instructor before?

[Specify when, where, how often, etc.]

How available are you to carry out the responsibilities of field instruction?

[Specify availability of time, planning of vacations, etc.]

How available are you to carry out the responsibilities of field instruction?

[Specify availability of time, planning of vacations, etc.]
Does the Agency Supervisor have a preexisting relationship with the student?

☐ Yes
☐ No

If you answered Yes, please describe:

Describe preexisting relationship

Acknowledgement & Acceptance
If you do not understand or accept any portion of this application, please discuss your concerns with the WNMU Field Director.

Signature

Name

Date

Submit
### Appendix F: Worksite Placement Request

#### Applicant Information
- **Name:** Jane Doe
- **Current Job Title:** Student's current job title
- **Agency:** Student's employing agency
- **Telephone(s):** 555-555-5555
- **E-Mail Address:** social.work@wnmu.edu

#### Agency Information
- **Agency Name:** Student's employing agency or division
- **Agency Contact Person’s Name:**
- **Agency Contact Person’s Telephone(s):**
- **E-Mail Address:**

#### Description of Current Job Duties
- (Provide roles, duties, and responsibilities of current employment)

#### Current Work Schedule
- (Provide days & times of current work schedule)

#### Justification for Work-Site Placement Request
- **Please a brief justification for your request**
  - (Please explain why you are not able to find or complete a placement in an agency other than your current workplace)

- **Please describe the responsibilities**
  - (outside your current roles, duties, and responsibilities) that you are proposing to undertake as an internship
  - (These must be different from your current job)

- **Provide a thorough description of current employment duties here**

- **Provide a copy of current work schedule here**

- **Provide a justification for your request here**

- **Provide a description of your proposed internship experience**
| Please explain how your practicum assignments and experiences will be educationally focused, as opposed to focusing on your current job or skill set. | Provide an explanation of your proposed practicum experience |
| Please provide a proposed internship schedule. (days and/or times must be different from your current work schedule) | Provide a copy of your proposed work schedule |

**Acknowledgment & Acceptance**

The student’s signature below is an indication that they have presented the facts accurately and that, should the proposal be accepted, they agree to adhere to the details of the proposal as specified above. The student also agrees to furnish additional information if requested.

**Student Applicant**

<table>
<thead>
<tr>
<th>Applicant signature</th>
<th>10/18/18</th>
<th>8:48 PM MDT</th>
</tr>
</thead>
</table>

The Direct Supervisor’s signature below is an indication that the supervisor has reviewed the worksite practicum proposal and are in agreement with the proposal.

**Agency Direct Supervisor Signature**

<table>
<thead>
<tr>
<th>Printed name</th>
<th>Date</th>
</tr>
</thead>
</table>

**School of Social Work Decision**

Approved? Yes ☐ No ☐ Conditional ☐

<table>
<thead>
<tr>
<th>Field Director signature</th>
<th>Printed name</th>
<th>Date</th>
</tr>
</thead>
</table>
Appendix G: Affiliation Agreement

CONTRACT BETWEEN

WESTERN NEW MEXICO UNIVERSITY

(ON BEHALF OF)

AND THROUGH

THE SCHOOL OF SOCIAL WORK

AND

Agency

This contract, hereinafter called the “Agreement,” is made this [date] by and between Western New Mexico University on behalf of the School of Social Work and through the Social Work Department, hereafter called the “College,” and Agency hereinafter called the “Facility.”

WHEREAS, the College has a curriculum in social work, and

WHEREAS, practicum experience is required as an integral component of the social work curriculum, and

WHEREAS, the College desires the cooperation of Facility in the development and implementation of the practicum experience phase of the College’s social work curriculum, and

WHEREAS, the Facility recognizes its professional responsibility to participate in the education of social work students, and

WHEREAS, the Facility wishes to join the College in development and implementation of practicum experience for social work,

NOW, THEREFORE, in consideration of the mutual agreements set forth herein, the College and the Facility will cooperate as described herein.
The College and the Facility mutually agree:

1. To establish the educational objectives for the practicum experience, devise methods for their implementation, and continually evaluate to determine the effectiveness of the practicum experience.

2. To assure that no person will, on the grounds of race, color, creed, national origin, sex, age or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in performance of this Agreement.

3. To acknowledge that students participating in the Affiliation Program are members of the Facility’s “workforce,” as that term is defined under the Health Insurance Portability and Accountability Act (“HIPAA”) Privacy Rules at 45 C.F.R. 160.103. (“Workforce” means employees, volunteers, trainees, and other persons whose conduct, in the performance of work for a covered entity, is under the direct control of such entity, whether or not they are paid by the covered entity.) As members of Facility’s workforce for purposes of HIPAA, students participating in the Affiliation Program will be subject to the Facility’s HIPAA policies and procedures.

4. To acknowledge, notwithstanding Paragraph 3 of this agreement, that participating students are not to be construed as agents or employees of the Facility or the College under this agreement. No retirement, paid leave, bonding, use of Facility or College vehicles, insurance, or other employee benefits from the Facility or College shall accrue to the students as a result of this Agreement.

5. To acknowledge that neither College nor students are “Business Associates” of the Facility as that term is defined under HIPAA at 45 C.F.R 160.103.

6. At the discretion of the Facility allow the students to participate in continuing education programs conducted for the Facility staff, including any training provided by the Facility on HIPAA compliance.

7. To acknowledge that the Facility at all times will retain responsibility for the care of its patients. Neither College faculty nor students will be expected to replace Facility staff in the conduct of the Facility’s activities.

8. To allow this Agreement to cover practicum for Bachelor’s and Master’s Program affiliations.

9. That, as between the parties, each party will be responsible for liability arising from personal injury or damage to persons or property occasioned by its own agents or employees in the performance of this Agreement, subject in all cases to the immunities and limitations of the New Mexico Tort Claims Act (Section 41-4-1 et seq, NMSA 1978), and any amendment thereto.

10. That students are sent and accepted on a case by case basis. Facility has the right to refuse any Student BEFORE they are sent, due to a lack of Facility staff to properly supervise the Student.
The College agrees:

1. To assume responsibility for assuring continuing compliance with the educational standards established by the Council on Social Work Education.

2. To establish and maintain ongoing communication with the Director of Field Education of the Facility on items pertinent to social work education. Such communication may include, but not be limited to, a description of the curriculum, relevant course outlines, policies, faculty, and major changes in this information. On-site visits will be arranged whenever feasible.

3. When possible, to appoint as faculty the Practicum Supervisor who is responsible for planning and implementation of the social work practicum experience at the Facility.

4. To notify the Practicum Supervisor and the Facility at a time mutually agreed upon, of its planned schedule of student assignment, including the name of the student, level of academic preparation, and length and dates of practicum experience.

5. To refer to the Facility only those students who have satisfactorily completed the prerequisite portion of the curriculum that is applicable to the Facility.

6. To inform the student of the Facility’s requirements for acceptance.

7. To advise the assigned student of the responsibility for complying with the existing pertinent rules and regulations of the facility.

8. To provide professional liability coverage for its students in accordance with the provisions of the New Mexico Tort Claims Act. The College is insured for professional liability covering its employees and students in accordance with the provisions of the New Mexico Tort Claims Act. The College agrees that all claims arising out of or relating to acts or omissions to act of one or more of its students will be made and tendered to the New Mexico State Risk Management Division by College.

9. To supply the Practicum Supervisor with appropriate forms to be used in evaluating the performance of the assigned student.

10. To have the student provide prior to the commencement of the student assignment such confidential information as may be required by the Facility.

11. To forward to the Facility the name, health status report, the evidence of coverage or noncoverage of health, worker’s compensation and/or liability protection of each student enrolled in the program at least four (4) weeks before the commencement of each student’s Clinical Education placement.

12. To assure that all participating students and faculty have been instructed in and will observe the importance of and requirements of maintaining confidentiality of all patient information.

13. To retain responsibility of personal and career guidance and counseling for its students.
The Facility agrees:

1. To designate as Practicum Supervisor the staff member who will be responsible for the planning and implementation of the practicum experience. The staff member so designated shall meet the criteria established by Council on Social Work Education and WNMU School of Social Work for supervising students.

2. To provide the Practicum Supervisor with time to plan and implement the practicum experience including, when feasible, time to attend relevant meetings and conferences.

3. To provide the physical facilities and equipment reasonably necessary to conduct the practicum experience.

4. To have available a written description of the practicum experience being offered.

5. To advise the College of any changes in its personnel, operation, or policies that may affect practicum experience.

6. To determine the number of students that can be accommodated during a given period of time.

7. To provide the assigned student, whenever possible, with use of library facilities and reasonable study and storage space.

8. To provide the assigned student with access to the Facility’s existing pertinent rules and regulations with which the student is expected to comply, including the Facility’s Policies and Procedures relating to the student’s responsibilities under HIPAA.

9. To make emergency health care reasonably available for the assigned student. The student will otherwise be responsible for his or her health care.

10. To evaluate the performance of the assigned student on a regular basis using the evaluation form developed by the WNMU School of Social Work and supplied by the College. The completed evaluation will be forwarded to the college within one (1) week following conclusion of the student’s practicum experience.

11. To advise the College at least by midterm of any serious deficit noted in the ability of the assigned student to progress toward achievement of the stated objectives of the practicum experience. It will then be the mutual responsibilities of the assigned student, the Practicum Supervisor and the Director of Field Education to devise a plan by which the student may be assisted to achieve the stated objectives.

12. To have the right to terminate any student whose health or performance is a detriment to patient well-being or the achievement of the stated objectives of the practicum experience after notifying the College.

13. To support continuing education and professional growth and development of those staff who are responsible for student supervision.
Miscellaneous terms:

1. This Agreement shall be effective when executed by both parties for a period of one year and will be automatically renewed annually and reviewed every five (5) years unless otherwise indicated by one of the parties.

2. Nothing in this Agreement will be construed as establishing a partnership, joint venture or similar relationship between the Facility and the College, and nothing in this Agreement will be construed to authorize either party to act as agent for the other.

3. This Agreement may be revised or modified only by written amendment signed both parties.

4. Either party may terminate this Agreement upon 90 days' written notice.

5. This Agreement is subject to periodic review as determined between the Facility and the College.

6. Any written notice/communication provided for, required, or permitted herein will be addressed to the following:

Facility Name: Agency
Address: 1000 W College Ave.
City and State: Silver City, NM 88061
Contact Name: Agency Contact
Phone Number: 575-538-6421
Email Address: social.work@wnmu.edu

For The Facility
By Agency Contact
Title:
Date: 10/18/18 | 8:42 PM MDT

For the University
By ____________________________
Vice President of Business & Finance
_____________________________
Chair, School of Social Work
Date: ________________________
## Appendix H: Practicum Timesheet

### WNMU College of Professional Studies

**School of Social Work**

### WNMU SWK Field Practicum Time Sheet

<table>
<thead>
<tr>
<th>Intern name: Student Intern</th>
<th>Agency Name: Practicum Agency Name</th>
<th>Month of: August</th>
</tr>
</thead>
</table>

### Week of: 8/1/18

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours Worked</th>
<th>Supervision Hour?</th>
<th>Total</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8am-1pm</td>
<td>X</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>8am-1pm</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>8am-1pm</td>
<td></td>
<td>5</td>
<td></td>
</tr>
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**Week total: 15**

### Week of: 8/8/18

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours Worked</th>
<th>Supervision Hour?</th>
<th>Total</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
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<td>X</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>8am-1pm</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>8am-1pm</td>
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<td>5</td>
<td></td>
</tr>
</tbody>
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**Week total: 15**

### Week of: 8/16/18

<table>
<thead>
<tr>
<th>Day</th>
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<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8am-1pm</td>
<td>X</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>8am-1pm</td>
<td></td>
<td>5</td>
<td></td>
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<tr>
<td>Friday</td>
<td>8am-1pm</td>
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</tr>
</tbody>
</table>

**Week total: 15**

### Week of: 8/24/18

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<th>Total</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8am-1pm</td>
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<tr>
<td>Wednesday</td>
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<td>5</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>8am-1pm</td>
<td></td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**Week total: 15**

---

**Intern Printed Name: Student Intern**  
**Signature: Student Intern**  
**Date: 10/18/18  | 9:12 PM MDT**

**Agency Supervisor Printed Name:______**  
**Signature:______**  
**Date:______**
# Appendix I: Midterm Evaluation

## Social Work Field Education Midterm Evaluation

<table>
<thead>
<tr>
<th>Category</th>
<th>Exceeds Expectation</th>
<th>Meets Expectation</th>
<th>Not Yet Demonstrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student is meeting expectations with Learning Contract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates appropriate professional boundaries in relation to clients and co-workers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responds non-defensively to constructive feedback</td>
<td>Not Yet Demonstrated</td>
<td>Exceeds Expectation</td>
<td></td>
</tr>
<tr>
<td>Adheres to agency policies and procedure</td>
<td>Exceeds Expectation</td>
<td>Meets Expectation</td>
<td></td>
</tr>
<tr>
<td>Manages time effectively and meets deadlines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates appropriate documentation skills</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Discuss comments and/or concerns:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If you wish to have a follow-up phone call or Zoom meeting with the field instructor, please check here: ☐

Field Agency Supervisor Signature: ___________________________ Date: 10/18/18 | 9:01 PM MDT
Appendix J: Learning Contract General Guidelines

The heart of the learning contract is a conversation between the social work student and their agency field practicum supervisor. The learning contract serves to design learning activities unique to the agency setting, the student needs, and to demonstrate the competency standards established by the Council on Social Work Education. Learning contracts are a road map for student mastery of the practice behaviors necessary for competent social work practice. Based on the developmental philosophy the first semester is best characterized by breadth and second semester by depth.

Each semester the student develops a new learning contract with their agency field practicum supervisor and course instructor. It is approved by the practicum course instructor. (This is a group effort!) The learning contract template asks that you develop a task to meet each practice behavior of every competency. Not only does the learning contract provide a guide to navigate the semester’s learning, it also serves as an agreement between the student, the agency, and the Social Work Program. The final semester grade combines achievement of all of the learning contract tasks, the field practicum evaluation, as well as other field practicum course assignments.

Learning contract tasks should be written in SMART language: Specific, Measureable, Attainable, Realistic and Timely.

Tasks should include the specific actions towards meeting the designated competency and practice behavior.

Action language includes statements such as:

- to analyze
- to answer
- to arrange
- to circulate
- to collect
- to define
- to discuss
- to develop
- to discern
- to demonstrate
- to review
- to schedule
- to research
- to explore
- to participate in

Learning contracts are reviewed during the semester (conclusion of each semester). If the student is unable to meet the tasks of the learning contract either the agency field practicum supervisor or the student should notify the field practicum course instructor to discuss alternatives.

Below is a suggested, but not exhaustive, list of learning activities, but remember that the learning contract tasks should be very specific to the work you will be doing in your practicum agency.

**Professional Identity:**
- Prepare for supervision; be responsible for bringing learning contracts and course assignments to supervision
- Prepare ethical or critical thinking questions for supervision
- Prepare a weekly agenda for supervision
- Develop and maintain a professional calendar
- Identify when personal life interferes with practice life
- Identify strengths and challenges
- Follow a referral to assess client access to the service
Ethical Principles:
- Identify ethical dilemmas arising from work in the profession, agency or specific client
- Apply the NASW code of ethics to working in the agency or with a client or client population
- Identify and report on ambiguity in ethical conflicts
- Identify and report on issues of privilege as it pertains to practice

Critical Thinking:
- Identify models that frame decision making
- Examine records to identify multiple sources of knowledge pertaining to a client

Engage Diversity and Difference:
- Examine the agency for adherence to diversity and difference in practice
- Describe practice issues that result from diversity in practice
- Identify personal issues of diversity as it pertains to practice
- Participate in a local group that enhances or identifies diversity in practice

Advance Human Rights & Social and Economic Justice:
- Identify legislation that impacts the agency and/or client base and take action
- Participate in local discussions on related issues
- Identify the source of injustice experienced by the client/or client population
- Research Informed Practice/Practice Informed Research:
- Conduct a literature search on professional practices and present to the agency
- Compile research for the agency and or client
- Measure a client or agency intervention
- Meet with the CEO or agency personnel to discuss how programs evaluate success
- Identify outcome measures used with clients

Knowledge of Human Behavior and the Social Environment:
- Identify developmental issues with a client, family, community and/or organization
- Complete an eco-map and/or a social assessment

Policy Practice:
- Advance Social/Economic Justice
- Read and report on the agency mission, policies and standards
- Attend court hearing/meetings with client or write a letter to another professional
- Advocating for client’s progress toward goals
- Participate in agency or community task groups or attend advocacy group
- Identify ways in which agency change of regulations, policies and procedures could enhance service delivery
- Identify a local, state or national policy that impacts the agency and/or client population
- Articulate the role of policy practitioner in an agency setting
- Create resource list for agency

Contexts That Shape Practice:
- Create resource list for agency
- Participate in agency, community and/or neighborhood groups
- Identify the network of agencies that serve the same client base
- Identify the funding issues that impact service to clients
- Identify current trends that shape practice
Engage, Assess, Intervene & Evaluate Practice:

- Develop a case plan describing engagement, assessment, intervention and evaluation
- Attend, take notes on and discuss a case planning conference
- Prepare and review case documentation
- Engagement:
  - Prepare notes prior to interviews
  - Complete interviews either phone or in person
  - Prepare documentation of client contacts
  - Take the lead role in a home visit
  - Bring agencies together to discuss provision of services and resource development or coordination of social services

Assessment:

- Complete social history assessment, genogram, and eco-map
- Collect information from other sources such as client records
- Develop plans with goals, objectives, and strategies
- Empower client to carry out solutions
- Evaluate interventions at agency designated interval, such as 30-day assessment
- Follow up with referrals and scheduled appointments
- Provide closure activities as necessary

Intervention:

- Link clients with services and resources
- Observe, design and/or facilitate individual, family, or group interventions
- Observe, design and/or facilitate a group

Evaluation:

- Write student learning goals and objectives SMART language
- Write client goals and objectives using SMART language
- Collect and interpret data for the agency or client
- Evaluate interventions and report on success and challenges

Things to Remember: Each task on the learning contract must begin with SWI will (Social Work Intern will). The top of the learning contract should be fully completed by the student.

Date Achieved: Students should enter a tentative date in which you plan to achieve each learning contract task. Once you have completed each learning contract task, the actual date achieved should be entered. Students should not just enter the last date of the semester as the achievement date when developing the learning contract. It is important that students plan their learning contract tasks to span the entire semester.

Signature Page: On the last page of the learning contract, the student should complete all sections that are required in terms of agreeing to abide by the NASW Code of Ethics and students should enter their electronic signature. Agency supervisors should type in their agreement to provide an agency orientation and they should also enter their electronic signature.
Some helpful hints: Before students begin writing their Learning Contract, students should think back to what they know about the field agency as far as services provided, the day to day activities the student will be doing in practicum, etc. The student should make a list of the activities, starting from the first few days of orientation and getting to know the agency/program, to later in the practicum when the student will be attending meetings, meeting clients, shadowing other workers, interviewing the agency director, learning about all of the internal policies for students and staff, as well as the ones which pertain to service delivery, etc. These are all tasks/activities that will apply to the practice behaviors in the learning contract.

Grading of Learning Contracts: All learning contracts will be graded based on the following criteria:

- Is task specific?
- Is task measurable?
- Is learning contract electronically signed by the student and agency supervisor?
- Is every task started with SWI will? Is assessment method chosen?
- Is learning contract free from spelling and grammar errors?