

# AUGSBURG COLLEGE

## Master of Social Work Program

# FIELD WORK MANUAL 2013-2014

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## **PREFACE**

To facilitate the success of the field experience for students, field agencies and field instructors, this manual guides MSW field activities at Augsburg College. Students, field faculty, and agency field instructors are invited to review this manual. It should answer most questions pertaining to field placements and will guide the MSW Field Coordinator and the MSW Program Director in making decisions. Included in this manual are policies and procedures related to the Field Placement, as well as relevant forms that have been approved by the Department of Social Work Faculty.

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## **FIELD WORK EDUCATION AND FIELD PLACEMENT**

Social work education is not merely classroom based. Through the field experience, we expect that students will be able to demonstrate their aptitude in bridging theory and practice. The foundation of students' practice includes:

- Ethical, competent, professional practice
- Problem solving within a systems framework and strengths perspective
- Use of advanced practice theories in Multi-Cultural Clinical Practice (MCCP) or Multi-Cultural Macro Practice (MCMP) settings
- Evaluation of the effectiveness of practice activities
- An understanding of, and respect for, diverse peoples and cultures
- Responsibility and service to the broader community in the interest of social justice
- A commitment to oppose oppression.

We recognize that the field placement (sometimes called the field practica), in combination with the field work integrative seminars, is the arena for the application of this philosophy. It is our belief that the collaborative efforts between the student, the field agency, and the MSW program are essential.

### **FIELD PLACEMENT SETTINGS**

Field placements are not only the basis for sound social work curriculum, but also are long-remembered. The primary goal of the field faculty at Augsburg is the success of each student in a stimulating and challenging field placement. Our current list of approved field sites includes agencies in areas of practice such as:

- Administration
- Aging/Gerontology
- Alcohol, Drug, or Substance Abuse
- Child Welfare
- Community Planning
- Criminal Justice/Corrections
- Developmental Disabilities
- Domestic Violence or Crisis Intervention
- Family Services
- Group Services
- Health
- Housing Services
- International (Immigrants, Refugees)
- Mental Health of Community Mental Health
- Military Social Work
- Program Evaluation
- Public Assistance/Public Welfare
- Occupational
- Rehabilitation
- School Social Work
- Social Policy
- Other

## COUNCIL ON SOCIAL WORK EDUCATION STANDARDS

All activities related to field instruction, like other parts of an MSW education, are governed and monitored by standards established by the Council on Social Work Education (CSWE). The following criteria that guide field placements at Augsburg were developed to adhere to CSWE's Accreditation Standards.

1. The MSW program's Field Coordinator will facilitate the placement of a student in a field agency. The field placement must have a clearly designed educational experience for the student.
2. The MSW Field Coordinator and the field agency shall engage jointly in selecting field instructors.
3. The field faculty and field instructor will jointly assess the student's ability and progress, but the field faculty will assume responsibility for final decisions on educational matters including final grading.
4. The field placement must provide a qualified social work field instructor who has adequate time for student supervision and adheres to Augsburg's curriculum requirements.
5. The field agency agrees to provide appropriate space, supplies and facilities for the student.
6. The field agency and field instructor must clearly differentiate between expectations for employees and learning assignments for students.
7. The MSW program is responsible for assigning field faculty to teach the field seminars, visit the field agencies, and coordinate and monitor the field learning assignments.
8. If the student is employed at the same agency as the field placement, the Augsburg MSW Field Coordinator must be notified and approve the placement. See the policy on [page 13](#) related to field placements at employment sites.

## FIELD PROGRAM DESCRIPTION

In an attempt to ensure a quality and successful placement and to adhere to the Council on Social Work Education requirements, the social work department at Augsburg College has developed the following field work requirements for the MSW program.

### Field Instruction Requirements

Field placements occur concurrently with field seminar instruction. In this way, theory and practice learned in the classroom will be applied and reinforced in the field. The student, field faculty, and field instructor have the responsibility of negotiating a schedule that will allow the student to complete the required minimum number of hours and length of placement (420 minimum hours first/foundation year students and 500 minimum hours second/concentration year students).

Field placements, however, **cannot** begin prior to the beginning of the semester in which the student has registered for field seminar. Students can attend orientation or workshop days prior to the beginning of the semester but cannot begin their social work practice. Orientation/training may count toward hours.

The Council on Social Work Education (CSWE) requires that students receive supervision from a field instructor with an MSW degree from an accredited program plus two years of post-graduate professional practice experience. Social workers in exempt settings for Minnesota social work license do not need a social work license to be a field instructor. However, social workers who must be licensed under state law must hold a current social work license to be a field instructor. Students must receive a minimum of one hour of supervision per week. CSWE does make provisions for “task supervisors,” who may provide day-to-day supervision and two hours of field instruction in a 4-week period. The other two hours must be provided by the field instructor. Both the MSW field instructor and the task supervisor should participate in the student's evaluation process and sign off on the evaluation document. Neither Augsburg College nor Augsburg students are permitted to provide monetary compensation in exchange for supervision.

An integral part of field experience is the on-campus field seminars. These seminars are for-credit courses that meet in-class and online throughout the semester. They integrate theories, knowledge and skills learned in the classroom through discussion of issues encountered in the field experience. Special attention is given to perceptions and attitudes that affect certain groups because of race, gender, sexual orientation, disabilities, cultures and class factors.

Students cannot be exempted from a field practicum because of prior life or social work-related experience. There are no exceptions. Students who wish to transfer field instruction credits from an accredited graduate school program from another college or university must make the request in writing to the MSW Director of the Social Work Department.

### **FOUNDATION YEAR (GENERALIST) PLACEMENT**

The foundation year placement (minimum of 420 hours) is a generalist placement that must last from September to the end of April (or the end of the second semester) and can extend into Summer Session I. Such a placement allows the student to utilize the problem solving approach to systematically intervene with individuals, families, or groups drawing upon a range of theories while maintaining a focus on both private issues and social justice concerns. The student's awareness and respect for professional ethics, and active identification with the profession of social work will be enlarged through the field seminars. This group experience also provides mutual support for the field experience among its members, critical for the professional life of social workers. As with all courses, these seminars are required of students for graduation.

### **CONCENTRATION YEAR PLACEMENT**

Students in their concentration year must satisfactorily complete one field placement (minimum of 500 hours) and their field seminars. The field placement must last from September to the end of April, and can extend into Summer Session I. These seminars provide opportunities for advanced, professional experience in a setting that supports the student's chosen concentration. The second year focuses specifically on implementing theory-based strategies for change in both the MCCP and MCMP concentrations. The accompanying integrative field seminar is a half credit course. Students are assigned to the field seminar sections by the field faculty. Students in both concentrations are required to complete a series of written assignments that encourage the linkage of theory and practice. In addition, students are required to complete a practice evaluation in their area of concentration. These projects use case material from their field placements and are completed in the integrative field seminar. Further details about class projects (including the MCMP Summative Project) will be shared in Field Seminar.

## SELECTION OF FIELD SETTINGS AND FIELD INSTRUCTORS

### Field Setting Criteria

1. Must have a sound community reputation and a responsible administration, an active commitment to social justice and social change, and provide services related to the needs of its service community;
2. Must provide evidence of willingness and capacity to provide for an advanced student placement in terms of physical resources, receptivity of staff to student learning and growth, and the designated field instructor must be qualified per the field instructor criteria;
3. Must conceive of the student placement in a manner sufficient to provide the student with a breadth and depth of experience necessary to engage the theories of social work practice, enhancing the student's opportunity for the development of the advanced professional;
4. Must demonstrate the ability to provide students with exposure to cultural, racial, gender, disability, class and sexual orientation diversity among its clients and client issues;
5. Must be free of sanctions imposed by the NASW, and other professional organizations and governmental agencies;
6. Must provide staff as field instructors with sufficient time and resources necessary to perform the required student instruction and supervision of a minimum of 1 hour per week per student;
7. Must provide appropriate student work space and reimbursement for expenses based on a policy that is consistent with the agency's policy for regular employee;
8. Must allow student opportunity to evaluate their practice.

### Field Instructor Criteria

Field instructor must have an MSW degree from an accredited program plus two years of post-graduate professional practice experience. The field instructor must be licensed. (Refer to page 6 for more information.) The field instructor must demonstrate a positive identification and commitment to the values of the social work profession and an appreciation for a graduate social work education. The field instructor must evidence competence in their practice skills sufficient to support their role as field instructor. The field agency must make an adjustment in the work assignments of the field instructor to allow for sufficient time for the tasks of a field instructor.

In rare instances, the requirement of an MSW degree from an accredited program may be waived for the field instructor - particularly when the agency is serving a diverse new population, developing a new area of social work practice, located in a rural area, or the field instructor was licensed by the Minnesota Social Work Licensing Board through the grandparent clause. In such cases, field instructors with advanced degrees in related fields may be approved by the MSW Field Coordinator. The student may not commit to the placement until the MSW Field Coordinator has spoken to the prospective field instructor and reviewed his/her resume and approved the supervision arrangement.

## ROLES AND RESPONSIBILITIES

The field agency provides the contextual learning environment for students. The student learning experience is a collaborative effort with the student, field instructor, field faculty, and MSW Field Coordinator. Following are the responsibilities of students, field agency and instructor, field faculty, and field coordinator for the field experience:

### **Student**

1. Adhere to the requirements of the Handbook and class syllabi;
2. Attend student field orientation, consult with faculty including MSW Field Coordinator, in process of decision-making regarding selection of a potential field setting, interview with potential field instructors regarding the placement, and submit appropriate paperwork;
3. Develop a Student Learning Agenda and Assessment form in consultation with the field instructor and field faculty;
4. Adhere to the principles and ethics of the social work profession, as well as the policies and procedures of the agency;
5. Follow through on all assignments of the agency, demonstrating appropriate initiative and requesting assistance when needed;
6. Attend the field work seminars, completing assignments in a timely manner, respecting and participating actively, responsibly and with confidentiality (missing more than two classes in the two semester sequence will result in a No Pass grade);
7. Seek feedback on professional actions and judgments from field instructor, co-workers, and peers;
8. Evaluate the agency and the field seminar at the end of the placement;
9. Make a copy of the "Student Evaluation of Field Experience" and the " Student Learning Agenda and Assessment " for own records prior to submitting originals to field faculty.

### **Field Instructor (at the agency)**

1. Provide student a minimum of one hour field instruction weekly; with permission from MSW Field Coordinator, a task supervisor can assume two hours of field instruction per four week period;
2. Arrange for agency to provide for student's office space, desk space, necessary privacy for interviewing, adequate recording facilities, mileage and other incidental job-connected expenses consistent with agency policy for regular employees;
3. Provide an overview orientation of the agency to the student which includes its major functions;
4. Clarify professional liability and insurance coverage for student;
5. Define specific student roles and responsibilities within the agency;
6. Assist student in becoming a part of the agency including attendance at and participation in staff, board, and community meetings;
7. Share knowledge and teach skills necessary for student to carry out duties of the position, and supervise completion of assignments according to agency and professional standards;
8. Facilitate the development of the student's ability to link theory to practice;
9. Provide student with duties and responsibilities of increasing difficulty, challenge and autonomy as appropriate and as student grows in skills, knowledge and practice ability;
10. Facilitate student's evaluation of their practice;
11. Evaluate student's abilities and progress, recommend a grade, and verify completion of student hours in the field;
12. Participate with student and Field Faculty in field evaluation visits (minimum of 3 contacts per year);
13. Attend new field instructors' orientation;
14. Keep field faculty informed of any concerns, issues or problems in relation to the student's field experience.

### **Task Supervisor (at the agency) in consultation with Field Instructor**

1. Can provide two hours of supervision per four week period;
2. Conduct work with student per field instructor's guidance. This work might include:
  - a. Provide overview orientation of the agency to the student which includes its major functions;
  - b. Define specific student roles and responsibilities within the agency;
  - c. Assist student in becoming a part of the agency including attendance at and participation in staff, board, and community meetings;
  - d. Share knowledge and teach skills necessary for student to carry out duties of the position, and supervise completion of assignments according to agency and professional standards;
  - e. Facilitate the development of the student's ability to link theory to practice
  - f. Provide student with duties and responsibilities of increasing difficulty, challenge and autonomy as appropriate and as student grows in skills, knowledge and practice ability;
  - g. Facilitate student's evaluation of their practice;
  - h. Keep field instructor and/or field faculty informed of any concerns, issues or problems in relation to the student's field experience.

### **Field Faculty (field seminar professor)**

1. Confer with field instructor and student at the field agency at least three times per two semesters, to establish learning assessment and conduct mid-term and final student evaluations;
2. Review objectives for the field learning assessment ensuring that it reflects theories and methods presented in the classroom & addresses the development of advanced social work practice skills;
3. Conduct field seminar classes;
4. Be available to field students and field instructors for consultation;
5. Assign and grade field seminar assignments;
6. Assign field grades.

### **Field Coordinator**

1. Develop and approve placement sites per CSWE accreditation standards and the NASW Code of Ethics;
2. Inform students of placement requirements and assist them in obtaining a placement;
3. Approve or deny students' placements per CSWE standards and the NASW Code of Ethics;
4. Maintain oversight of student placements;
5. Respond to student, field instructor, and field faculty's requests;
6. Maintain updated field materials.

### **Field Education Coordinator**

1. Plan field orientations and CEU workshops for field instructors;
2. Plan and implement the field research program;
3. Plan the field appreciation luncheon;
4. Provide leadership to the IPA (Integrated Practice Advisors) group
5. Provide support to MSW and BSW Field Coordinators as needed.

## THE SELECTION OF A FIELD PLACEMENT

Students will be provided a list of approved agencies from which they may select a field placement. Should the student consider an agency not on the Augsburg list of field placements, the student's proposed placement must be discussed with the MSW Field Coordinator **prior to the student or field agency making any arrangements or commitments.**

### Overview of Field Placement Selection

Students are required to attend the student field orientation prior to selecting a field placement. This session contains valuable information that assists students in avoiding costly and time-consuming problems. Students will receive written notification of the meeting in the MSW NewsNotes via email.

The process for selecting a field placement that begins in the fall of any academic year is completed cooperatively and in conjunction with the University of Minnesota and St. Catherine's Schools of Social Work the previous spring. Because of this, it is important to attend the field orientation and complete the necessary paperwork promptly. Not adhering to the guidelines or timelines may significantly restrict your field placement opportunities.

There are several opportunities throughout the process to consult with the MSW Field Coordinator. If you have questions or concerns, please consult with the MSW Field Coordinator sooner rather than later. Because the faculty person assigned field coordination duties has other teaching and academic responsibilities, they may not be able to respond at a moment's notice.

### Field Placement Procedures

1. Attend the student field orientation session. If the student cannot attend, it is the student's responsibility to alert the MSW Field Coordinator and schedule another time to meet.
2. Attend the spring Field Fair jointly sponsored by the University of Minnesota and Augsburg College if seeking a metropolitan area placement. Students will receive notification of the date, time and place at the field orientation.
3. Consult approved list of MSW field placements for Augsburg students found through online database, IPT ([www.runipt.com](http://www.runipt.com)). If the agencies on the list do not meet the student's needs and/or the student has another possible placement idea, contact the MSW Field Coordinator. This step must be taken prior to the student contacting the desired field agency or field instructor.
4. Students should select agencies to interview that will support their personal and professional goals. Second year students must select a field placement within their concentration. Students should relate to the field agencies in a conscientious manner as they are not only representing themselves, but Augsburg College.
5. Arrange an interview with the field placement supervisor. Note that field placement interviews for fall are held in conjunction with the University of Minnesota and St. Catherine's in the prior spring. **There are restrictions on what dates contact can begin and end with field agencies.** Students will receive information from the MSW Field Coordinator alerting them to the interview date span. Field agencies are aware of these guidelines and not adhering to them may adversely affect the student's chances of acceptance since field agencies have asked for these date restrictions to limit their inconvenience.
6. Students should arrange an appointment with the agencies of interest. Remember, sending a cover letter and resume may be as effective as a telephone call. An interview with the potential field instructor might include: 1) student and field instructor expectations; 2) specific student

assignments and tasks in the field placement; 3) time commitment and possible schedule; 4) amount and type of supervision by the field instructor; and, 5) how well the placement can support the student's professional growth and development.

7. Once all interview(s) have been completed, the form entitled **STUDENT CHOICE OF PLACEMENT FORM** (distributed via email after placement orientation) must be completed by the student and returned to the Augsburg MSW Field Coordinator. Shortly after the form's due date, the field directors at Augsburg, the University of Minnesota, and St. Catherine's meet to match the students' agency choices to the agencies' student choices.
8. Once the matches have been made:
  - a) students with a match will be alerted to their field placement assignment via e-mail; OR
  - b) students without a match will receive written notification from the MSW Field Coordinator who will also alert students to agencies that still want students.
9. Once the field instructor, student and MSW Field Coordinator have agreed to a field placement, all students are required to complete the Field Assignment Form (Appendix A). The completion of this form will formalize the student's intent to accept a field placement at the particular field agency. If problems arise and the student cannot adhere to this agreement, the student must contact the Augsburg MSW Field Coordinator and Field Instructor as soon as possible.
10. Field placements must be secured **prior** to the beginning of the semester in which the student is enrolled in Field Seminar.
11. Securing a field placement cannot be ensured by the Field Coordinator or Augsburg's MSW program. If a placement cannot be secured by a student, it may/will affect the student's continuation in the MSW program.

Although this process may seem cumbersome, experience shows that following these procedures and adhering to pertinent dates makes the student's life less harried, the placement process more enjoyable, and enhances the student's chances of securing an educationally sound placement.

There are plenty of field agency sites in the metropolitan area. Some field agencies are very popular with students and receive dozens of student inquiries and applications. Practically speaking, students with a greater amount of diverse practice and life experience often have the best chance of obtaining the placements they desire. It is recommended students interview at enough agencies to optimize the possibility of a match. The field coordinator does not, and cannot, guarantee a particular agency or placement type. In any given year, a student may not get placed at a preferred site.

### **No Offer of Field Placement**

Field agencies have the right to refuse a student based on a criminal background check. If a student is not offered a placement at any agency, the student will be referred to the MSW Director. A student cannot obtain the MSW degree without completion of the requisite number of field hours at an approved field placement site.

## EMPLOYER AS FIELD PLACEMENT SITE

One of the goals of the Augsburg MSW Program is to offer the student a graduate experience that broadens their knowledge-base and breadth of experience. To achieve this goal, we recommend students choose field placements at agencies other than one in which they may be an employee. That said, some students wish to be placed at their agency of employment. The following guidelines have been adopted to facilitate this circumstance.

Agency responsibilities:

1. Agency to provide educationally focused learning opportunities, roles and responsibilities that are different from the student's regular job.
2. Student's assignments must differ from those associated with employment.
3. Student must be given time from regular work duties to meet requirements of learning contract.
4. Evaluation of student's field practicum is the responsibility of Agency Field Instructor and Field Faculty.
5. Evaluation of student's performance as agency employee is responsibility of agency administration.
6. Agency Field Instructor (one who supervises and evaluates practicum) must not be a peer, a close, personal friend and must be someone other than workplace supervisor (one who evaluates work performance).
7. Student must work one year in the agency prior to requesting a field placement in the setting.
8. Agency and field instructor are expected to meet the same criteria as is laid out in the MSW Field Work Manual.

Student responsibilities:

1. To submit a signed proposal which includes:
  - a) a current job description and a description of roles and responsibilities during the proposed internship;
  - b) names of current employment supervisor and proposed field instructor;
  - c) current employment hours and proposed internship hours;
  - d) address of employment and internship locations;
  - e) description of population served in employment and field placement;
  - f) a declaration (and reassurance) that clients served in employment are different than those served in the internship.

Augsburg College responsibilities:

1. To monitor and evaluate practicum to maintain focused learning contract.
2. Ongoing clarification regarding differences between work and practicum assignments.

If you wish to have your place of employment be the same as your field work placement, you must submit a detailed proposal (see student responsibilities above) which shows how each of the criteria will be met.

The proposal must be dated and include the approval signatures of the following:

- Agency Executive Director
- Agency Field Instructor
- Augsburg Field Coordinator

## EVALUATION COMPONENTS

### **Evaluation of Student Performance**

At its best, the evaluation of the student is an ongoing and dynamic process wherein the student and field instructor meet regularly for feedback and analysis of the student's practice. The field faculty has regular contact with the student in the field seminar and has formal contact with the student and field instructor three times. Although other activities may take place, the primary goal of the first meeting is to formalize the learning assessment, which contains the learning objectives. The other two meetings between the student, field instructor and field faculty coincide with the mid-term and final evaluation of the student.

The evaluation of the student is based on the practice behaviors within the Student Learning Agenda and Assessment (see Appendix B, C, & D) and completion of assignments in the field seminar. The Student Learning Agenda and Assessment provides feedback from the field instructor, in consultation with the student, regarding how well the student has done by the end of the term and to what degree the practice behaviors have been demonstrated.

This form is submitted as part of the required field instruction, is placed in the student's permanent record, and becomes the property of the social work department of Augsburg College. We cannot ensure that these documents will be accessible for all students, thus students should keep a copy for themselves, in addition to the original collected by the field faculty. Student records are open only to the student and to the faculty members for educational purposes. Records may be used to verify details of placements when inquiries are made by the Board of Social Work Licensing. No material may be taken or used from the student's file unless there is written permission from the student.

### **Student Evaluation of Field Experience**

To provide feedback to both the field instructor (if the student chooses to share) and Augsburg's field staff, students are expected to complete an evaluation of their field experience at the end of their placement and after the completion of their final evaluation (see Appendix F). The evaluation of the field experience is placed in the agency file in the Augsburg MSW office and is the property of Augsburg's social work program. The agency file may be read by social work field faculty only.

### **Student Evaluation of Field Seminar**

At the end of each semester course, evaluations of the field seminar are available to the students on-line. Students are asked to evaluate the field seminar and instructor. The student responses regarding the field seminar and instructor are aggregated and distributed to the Chair of the Social Work Department and the individual field faculty for review in the next semester.

## **GRADING POLICY**

Field seminar grades are the responsibility of the field faculty. Field instructors complete an evaluation form for each student at the mid-point and end of field placement on which they recommend a pass or no credit grade. The field faculty then takes the field instructor's recommendation into consideration in determining the student's final grade. The final grades for the field seminars are based upon the numeric grade earned in the field seminar course and successful completion of the field practicum. The following represents the criteria for grading:

- 4.0     Achieves highest standards of excellence
- 3.5     Achieves above acceptable standards
- 3.0     Meets acceptable standards
- X       Given by the instructor to indicate that the study is extended. A final grade will be issued at the end of the term in which the work is completed and evaluated (but not longer than one year).
- N       No credit; does not meet minimum passing standard; student referred to MSW Director for Level III review.

## PLACEMENT DIFFICULTIES

If a problem develops in the field placement, the student and field instructor are encouraged to speak to each other regarding the concerns. If the student does not feel comfortable speaking to her/his field instructor, the concern should be raised with the field faculty and/or in the field seminar group. If the problem is not resolved to the student's satisfaction, the field faculty should schedule a meeting with the field instructor and student. The field faculty should alert the MSW Field Coordinator to the concern and upcoming meeting in writing. At the meeting, a plan regarding how to resolve the issue should be devised, written out and approved by the field instructor, student, and field faculty. If the issue cannot be resolved, the MSW Field Coordinator will become involved. A student **may not** discontinue a placement without following the above steps unless the concern is sexual harassment or discrimination. In that case, the field manual steps for those issues should be followed (see those sections below).

## EARLY TERMINATION OF PLACEMENT

If field placement difficulties cannot be resolved, students and/or field instructors can submit a request for an early termination of placement to the MSW Field Coordinator. This request should describe the reason(s) for the request and the steps taken to resolve the issue. Unless the student has violated the Social Work Code of Ethics, the Field staff will review the request and communicate one of two decisions to the agency and student: 1) the student can seek a new placement; or 2) efforts to resolve the problem will be continued with the Field Faculty, Field Instructor and student. If the student has violated the Social Work Code of Ethics, the MSW Field Coordinator will forward the information to the Chair of the Department for review.

Because the goal of a field internship is the successful completion of a field placement, the student may be required to complete the total number of hours at the new placement. Thus, students should not assume that they can credit the hours spent in the terminated field placement to the next.

## STUDENT GRIEVANCE PROCEDURE

1. In the case of dissatisfaction related to field supervision or behavior of field colleagues, the student has the right and responsibility to bring the grievance directly to the field faculty, who is to give proper consideration of the matter and to involve the MSW Field Coordinator as appropriate. The student may also wish to consult with her or his academic advisor.
2. If the grievance is not resolved to the satisfaction of the student, with the help of the academic advisor, she or he may present the grievance directly to the MSW Director and the MSW Field Coordinator who then will confer with the student and the field faculty and the field instructor. The student has the right to invite a representative to participate in the conference.
3. If a grievance is between a student and the MSW Field Coordinator, the student should bring the grievance directly to the MSW Field Coordinator. If satisfaction is not attained, or if the student is not comfortable bringing it directly to the MSW Field Coordinator, the student may bring the grievance to the MSW Program Director. If satisfaction is still not attained, the student may bring the grievance to the Social Work Department Chair.
4. If after exhausting the above remedies the matter has not been resolved, the final recourse available to the student is to take the matter to the Dean of Students at Augsburg College.

See the Augsburg Student Guide (<http://www.augsburg.edu/studentguide>) for information on the appeal process. If a student is considering filing a formal grievance related to field supervision or behavior of field colleagues, the student should discuss their concerns first with their field faculty, MSW Some examples of disputes that might be salient to field are: 1) awarding a grade inconsistent with a student's

performance; 2) faculty frequently late or missing class without mutually agreeable rescheduling; 3) failure to provide a syllabus or course objectives; 4) failing to schedule or keep field appointments.

### **NON-DISCRIMINATION POLICY**

It is the policy of Augsburg College not to discriminate on the basis of race, creed, religion, sexual or affectional preference, national or ethnic origin, age, marital status, sex, status with regard to public assistance, or disability as required by Title IX of the 1972 Education Amendments or Section 504 of the Rehabilitation Act of 1973, as amended, in its admissions policies, education programs, activities and employment practices.

The Department of Social Work complies with this college policy and has developed its own policy on racial, ethnic and cultural diversity (see Appendix I). This commitment extends to the selection of field sites. Field agencies are expected to not tolerate any form of discrimination by any agency employee or representative of the student.

### **SEXUAL HARASSMENT POLICY**

Augsburg College has adopted a Sexual Harassment Policy which is delineated in the Student Guide. The Student Guide outlines the policy, how to recognize a sexual harassment situation, options for resolving the situation and ways to confront the situation, as well as a sexual harassment reporting process.

While Augsburg has an official policy, it is recommended that agencies in which students are placed also have policies and procedures that apply to students. It should not be assumed by the Field Instructor that policies and procedures that apply to employees will necessarily apply to students.

Agencies in which Augsburg students are placed shall not tolerate any form of sexual harassment of students by any agency employee or representative. Augsburg faculty and staff are obligated to report allegations of sexual harassment to an Investigating Office at Augsburg College.

Although definitions of sexual harassment can be broad, a person commits sexual harassment when s/he:

- subjects a student to unwanted sexual attention; or
- attempts to coerce a student into a sexual relationship; or
- indicates that sexual favors are a condition for participation in an practicum; or
- indicates that sexual favors may enter into the performance evaluation; or
- engages in conduct of a sexual nature which has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive working or learning environment.

### **DUAL RELATIONSHIPS POLICY**

*Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.*

*(Standard 3.02(d), NASW Code of Ethics).*

To best achieve students' learning goals, avoid conflicts of interest and comply with the NASW Code of Ethics, field instructors should not enter into dual relationships with field students that could compromise

the student's development or an objective assessment of the student's work. As stated in the NASW Code, it is the responsibility of the field instructor to establish and maintain appropriate boundaries.

Certainly any form of sexual or close, personal relationship between a field instructor and a student is forbidden. Additionally, field instructors cannot be a family member, personal friend, a former or current client or helping professional to the student. However, there are other examples that field instructors may want to consider, e.g. entering into business or financial arrangement, excessive socializing with the student, etc.

The field faculty or MSW Field Coordinator are available for consultation if the field instructor or student has questions about the boundaries of their relationship. Furthermore, it is the responsibility of the field instructor to notify the field faculty or MSW Field Coordinator if a dual relationship develops and replacement or other alternatives need to be considered.

When the placement occurs, the student and proposed field instructor have the duty to disclose whether there has been an existing relationship and the nature of it. The MSW Field Coordinator has the duty to assess whether a field instructor/student match is appropriate given the prior relationship.

Placements will be avoided if the:

1. supervision is to be provided by a family member, friend, former or current client or helping professional;
2. field instruction is to be provided by current supervisor at the employment site;
3. student was formerly employed at the agency;
4. field instructor supervised the student in a previous employment or field placement;
5. placement is in an agency where the student or family member is or has been a client;
6. placement is deemed by the MSW Field Coordinator to not be appropriate.

## **SAFETY POLICY**

Student safety during the field practicum is a foundational requirement in which the social work department, field agency, and student all share responsibility. The Department of Social Work has developed field safety policies that anticipate risk and require planning and preparation by the MSW program director and field coordinator, field faculty, agency field instructors/task supervisors, and students. We outline the specific responsibilities for each party below.

### **MSW Program Director and Field Coordinator**

1. The MSW program director and field coordinator will post online, a field safety PowerPoint for prospective field students each fall term. Field faculty and agency supervisors are invited but not required to review this material online.
2. The MSW program director and field coordinator develop a field safety checklist, which is distributed to students, field faculty, and field supervisors via the field manual. This checklist includes minimum safety requirements and recommendations.
3. The MSW field coordinator monitors agency and student compliance with safety related policies in cooperation with the field faculty.
4. The MSW program director will ensure that safety content is included in practice method courses.

### **Field Faculty**

1. The field faculty supports and reviews student compliance with field agency safety policies through routine and emergency contacts with the field agency and student.

2. The field faculty considers field safety in developing field seminar assignments and discussions, and insures that safety is included on each student's field learning assessment.
3. The field faculty will discuss any field safety concern or issue with the student, field instructor, and MSW field coordinator.

#### Agency Responsibilities

1. The field agency maintains a safe working environment for field interns and must follow minimum safety standards as defined by the field safety checklist.
2. The field agency develops a post incident safety procedure. This policy is presented to the MSW field coordinator during the agency application process each year.
3. The field supervisor and other field agency staff present and discuss all agency safety policies with students during their orientation, including the post incident safety procedure. Safety discussions should be held regularly during the practicum.
4. The field supervisor works with individual students as needed to reduce risk.

#### Student Responsibilities

1. MSW social work students preparing to intern at an approved agency are *required* to review the safety planning PowerPoint in the fall term. Failure to review the PowerPoint may delay participation in the practicum by a full academic year.
2. Students are required to review and discuss Augsburg's safety checklist and post incident planning with their field supervisors and task supervisor as part of agency orientation.
3. Students are required to comply with safety policy while at their internship. Failure to comply with safety policy may result in suspension from field.
4. Students are required to bring up safety concerns directly with their field faculty and to participate in safety discussions during the field seminar.

#### General Recommendations and Considerations

1. This policy will be reviewed periodically by department administration with input from agency staff and student forums. In particular, the MSW Forum will be asked to include review of this policy as a part of their work each academic year.
2. A safety planning workshop for field instructors will be offered periodically through the social work department's ongoing field instructor training series.

## **OPERATING POLICIES FOR AUGSBURG FIELD PROGRAM**

### **Holiday and Vacation Time Requirements**

It is expected that students will meet the field hour requirements within the allotted time frame. However, because the weekend class schedule is sometimes hectic, many students choose to perform more field hours during vacations - particularly Winter and Spring Breaks. It is recommended that the student and Field Instructor discuss holidays and breaks to prevent any misunderstandings regarding the student's field work schedule.

### **Transportation and Automobile Insurance**

Transportation to and from the field setting is the responsibility of the student. Many settings require access to a vehicle. The student is responsible for furnishing the car as well as any transportation costs incurred to and from the field agency.

Likewise, the student is expected to carry personal automobile insurance coverage. The student's personal insurance coverage is the primary coverage in the event that a student has an auto accident during the course of practicum responsibilities.

We recommend that students do not transport clients in their personal vehicle due to liability concerns. Should students disregard this recommendation, they should check with the field placement agency and their personal auto insurance carrier regarding their coverage should they have an accident with a client in their car. Students should not assume the liability associated with client transport will be covered by the agency or their personal auto insurance - particularly if the agency did not specifically authorize the client transport.

### **Student Stipends**

There are a limited number of field agencies that award stipends to MSW graduate students. Some of these vary from year to year. Field placements with stipends are competitive between the three MSW programs in the metropolitan area, i.e. Augsburg College, the University of Minnesota and St. Catherine's.

### **Professional Liability and Malpractice Insurance**

Augsburg College has professional liability insurance for MSW students while performing their duties in a field placement. However, students must purchase additional liability and malpractice insurance. This relatively inexpensive insurance assures the student of a personal attorney looking out for her/his interest should a lawsuit arise. Possible vendors include the National Association of Social Workers (1-800-638-8799, <http://www.naswdc.org/>) or American Professional Agency (<http://www.americanprofessional.com/socialwork/>). For students to be covered by Augsburg, they must be registered for a field work seminar and in regular contact with their Field Faculty. Once the student has received a final grade for field, the student is no longer covered by the Augsburg College professional liability insurance.

### **Criminal Background Checks**

Many field agencies require a criminal background check prior to accepting or allowing the student to begin a field placement. Field agencies have the right to refuse a student placement based on the results of a criminal background check. A few agencies ask the student to pay for the background check. **Neither** Augsburg College nor the Augsburg College Department of Social Work conducts criminal background checks in relation to students. Students should be aware that criminal background checks are completed on all who apply for social work licensure.

### **Field Agency Agreement**

The social work department does have a field agency agreement that is available upon request. The areas covered within the agreement include: 1) duties of the college; 2) duties of the field agency; and 3) duties of the student.

### **NASW Code of Ethics**

The National Association of Social Workers' Code of Ethics sets forth values, principles and standards to guide social work conduct and practice. All social workers **and social work students**, regardless of their professional function, setting or the population served are governed by the Code. The Code serves as a guide in decision-making and conduct when ethical issues arise.

The Code delineates standards in six areas: 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. Augsburg social work students, faculty, and field instructors are expected to familiarize themselves with the Code of Ethics and must adhere to its standards (see bibliography for Code of Ethics references).

Students may be dismissed from Augsburg's MSW program for violation of college policy (as published in the Student Guide) and/or violation of the NASW Code of Ethics. Dismissal would occur only after established procedures were followed.

# Appendices

**Field Assignment Form  
MSW Field Placement 2014-2015**

**Student Information:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Status Fall 2014:  Foundation  MCCP  MCMP  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

**My Field Assignment for this year:**

Agency Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_  
 Are you an employee of this agency?  Yes  No  
 Placement Start Date (as agreed to by student and Field Instructor): \_\_\_\_\_

**Field Instructor (licensed MSW required):**

Name: \_\_\_\_\_ Degree, Licensure \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Task Supervisor (if applicable):**

Name: \_\_\_\_\_ Degree, Licensure \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Agency Contact (if applicable):**

Name: \_\_\_\_\_ Title \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brief description of assignments/tasks, as agreed to with Field Instructor:** *(Attach additional pages as necessary)*

**Please check one:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Administration       | <input type="checkbox"/> Aging/Gerontology            | <input type="checkbox"/> Alcohol, Drug, or Substance Abuse        |
| <input type="checkbox"/> Child Welfare        | <input type="checkbox"/> Criminal Justice/Corrections | <input type="checkbox"/> Developmental Disabilities               |
| <input type="checkbox"/> Community Planning   | <input type="checkbox"/> Family Services              | <input type="checkbox"/> Domestic Violence or Crisis Intervention |
| <input type="checkbox"/> Group Services       | <input type="checkbox"/> Health                       | <input type="checkbox"/> Housing Services                         |
| <input type="checkbox"/> Military Social Work | <input type="checkbox"/> Program Evaluation           | <input type="checkbox"/> International (Immigrants, Refugees)     |
| <input type="checkbox"/> Occupational         | <input type="checkbox"/> Rehabilitation               | <input type="checkbox"/> Mental Health or Community Mental Health |
| <input type="checkbox"/> School Social Work   | <input type="checkbox"/> Social Policy                | <input type="checkbox"/> Public Assistance/Public Welfare         |
| <input type="checkbox"/> Other                |   |   |