



Master of Social Work
Program

Field Work Manual

Augsburg University
2023-2024

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INTRODUCTION

To facilitate the success of the field experience for students, field agencies and field instructors, this manual guides MSW field activities at Augsburg University. 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 director 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.

Augsburg University MSW Program Mission

We strive to prepare exceptional social work professionals for anti-racist and anti-oppressive advanced social work practice that promotes intersectional racial and social justice in a diverse and global society.

MSW FIELD CONTACT INFORMATION

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FIELD PROGRAM DESCRIPTION

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 Multicultural Clinical Practice (MCCP) or Multicultural 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 anti-racist and anti-oppressive practice.

We recognize that the field placement (sometimes called the field practicum), in combination with the integrative field 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 EDUCATION REQUIREMENTS

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

Field Placement Schedule, Duration, & Hours

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.

Schedule/Duration

- Field placements may not start prior to August 14, 2023
- Field placements may not end prior to April 12, 2024 and must be completed by June 14, 2024

Hours

- **420 hours** minimum for generalist year students
- **500 hours** minimum for specialization year students.
- **880 hours** minimum for dual track MSW/LADC students.
- Augsburg students may not intern more than 24 hours per week.
 - **Students in dual MSW/LADC placements can increase their weekly hours up to 40 hours/week after April 12, 2024, as they finish up their remaining LADC internship hours.**
- Orientation/training may count toward required field hours.

- Field seminar hours may not be counted towards the required minimum field hours.

Supervision

The Council on Social Work Education (CSWE) accreditation standards (EPAS, 2015; see M2.2.9) requires that students receive supervision from a field instructor with an MSW degree from a CSWE-accredited program and have two years of post-graduate social work practice experience. Per the Board of Social Work (BOSW), social workers in positions that require a license under state law must hold a current social work license to be a field instructor.

- **Field instructors may hold an LGSW, LISW, or an LICSW to supervise MSW interns.** An LICSW is NOT required in order to supervise clinical specialization placements.
- Students must receive a minimum of **four hours of supervision per month.** Supervision may be provided live and in person, or via Zoom or another video communication application (e.g. Google Meet, Microsoft Teams).
- Task supervisors, who provide day-to-day supervision but are not licensed social workers, may provide up to **two hours of field instruction per month.** The other two hours must be provided by the licensed field instructor.
- Students can receive up to **two hours/month of their supervision as group supervision.**
- 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 University nor Augsburg students are permitted to provide monetary compensation in exchange for supervision.

Summary of Field Placement Hours, Duration, and Supervision Requirements

Type of Placement	Total Hours Required (minimum)	Maximum Hours /Week	Supervision Requirements	Cannot Start Before	Cannot End Before
Generalist	420	24	4 hours/month • 2 hours /month must be from licensed social worker	August 14, 2023	April 12, 2024
Specialization	500	24	4 hours/month • 2 hours /month must be from	August 14, 2023	April 12, 2024

			licensed social worker		
Dual Track (LADC/MSW)	880	24 (until 4/12/24, at which point can increase up to 40)	<ul style="list-style-type: none"> • 4 hours /month from LADC • 2 hours /month from licensed social worker (after 4/12/24, only need LADC supervision) 	August 14, 2023	June 1, 2024

Field Seminars

All students in generalist and specialization field placements must enroll concurrently in an integrated field seminar that meets in both the fall and spring semesters. In this way, knowledge, values, skills, and cognitive/affective processes learned in the classroom will be applied and reinforced in the field. These seminars are for-credit courses that meet in-class and online throughout both the fall and spring semesters. Students must register for the same section of the course for both semesters (ensuring that they remain with the same field seminar instructor and classmates). They integrate theories, knowledge, skills, values and cognitive and affective processes learned in the classroom through discussion of issues encountered in the field experience.

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

Learning Agendas

All students in field placements must complete a Student Learning Agenda & Assessment (see Appendices B, C, & D). In their Learning Agenda, with the assistance of their field instructors, students must identify specific tasks that they will complete to meet each practice behavior associated with each of the 9 EPAS competencies. Field instructors and task supervisors evaluate students on their progress on each competency-related task or activity at the mid-year and again at the end of the field placement.

Field Visits

Field faculty conduct three field visits per academic year. For metro-area students, one of these visits must occur in person and the other two may occur over HIPAA-protected Zoom. For non-metro area students, all field visits are conducted over HIPAA-protected Zoom.

- Field Visit 1 - early fall (late Sept-late Oct)
- Field Visit 2 - mid-year (December-January)
- Field Visit 3 - end of placement (late April - early June)

Goals & Criteria for Field Visit 1:

- Field faculty have the opportunity to meet the field supervisor, learn about the agency's mission, and hear about the specific goals and structure of the internship.
- Field faculty, field instructor, and student review the field learning agenda and assessment created by the student in consultation with the field instructor and field seminar instructor, the student's roles and responsibilities, confirm the student's schedule, reinforce important policies, e.g. grading, explain the timing and purpose of upcoming visits, and answer any questions.
- By the end of the first field visit, the student and field instructor must be able to:
 - Confirm a regular schedule for the student to ensure appropriate progress for required field hours
 - Confirm a regular supervision schedule that meets the supervision requirements.
 - Be able to clearly articulate roles and responsibilities and goals for growth over the course of the internship.

Goals & Criteria for Field Visit 2:

- Check on the student's progress so far—reviewing areas of growth and challenge
- Discuss goals/plans for the second half of the field placement.
- Review the learning agenda and the field instructor's mid-year evaluation of the student.
- By the end of the second field visit, the student and field instructor must be able to:
 - Articulate areas of strength and progress, as well as any areas of needed growth and improvement
 - Set learning goals for the remainder of the internship

Goals & Criteria for Field Visit 3:

- Summarize the student's growth and progress.
- Allow the student to provide feedback to the field instructor and agency about the field placement.
- Allow the student and field instructor to provide feedback to the field faculty about the program.
- By the end of the third field visit, the student and field instructor must be able to:
 - Identify the student's strengths and articulate how they grew and demonstrated learning throughout the internship
 - Identify any areas for future improvement at the internship, from both the agency and the university.

Professional Liability and Malpractice Insurance

Augsburg University 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 University professional liability insurance. Once students have purchased their liability insurance, they must email the MSW field assistant with proof of insurance.

TYPES OF FIELD PLACEMENTS

GENERALIST YEAR PLACEMENT

The generalist year placement (**minimum of 420 hours**) lasts from late August to the end of April (or the end of the second semester) and can extend into Summer Session 1 (mid-June). Such a placement allows the student to utilize the problem-solving approach to systematically intervene with individuals, families, groups, organizations, and communities, 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.

SPECIALIZATION YEAR PLACEMENT

Students in their specialization year must satisfactorily complete a field placement (**minimum of 500 hours**) and their field seminars. The field placement lasts from late August to the end of April (or the end of the second semester) and can extend into Summer Session 1 (mid-June). Specialization year field placements provide opportunities for advanced, professional experience in a setting that supports the student's chosen specialization. The specialization year focuses specifically on implementing engagement, assessment, intervention, and evaluation strategies in both the MCCP and MCMP specializations. Students in both specializations are required to complete a series of written assignments that encourage the linkage of coursework and practice.

DUAL TRACK MSW/LADC PLACEMENT

Students who are pursuing the dual MSW/LADC are required to complete a dual placement (**minimum of 880 hours**) during their specialization year. The field placement begins in late August or early September and will extend into summer session 1 or 2. The first 500 hours of this placement count for both their MSW and LADC required internship hours. The final 380 hours are required for the LADC only. During the first 500 hours of the dual placement, the student must engage in activities that meet both the requirements of the MSW clinical field placement and the LADC internship and receive supervision from both a licensed social worker (LGSW, LISW, or LICSW) and an LADC. During the final 380 hours of the placement, the student is only required to receive supervision from an LADC. Supervision may be provided by a single supervisor who holds both a social work license and an LADC or by two supervisors, one holding the social work license and one the LADC.

Paid Field Placements

The Augsburg Social Work Department welcomes field agencies to provide students with paid stipends as part of their internship. **If a field agency wants to provide a student with financial compensation for their internship in the form of an employee contract, they must obtain approval from the MSW field director before making this offer to a student.** Regardless of the type of financial compensation that a student receives, their roles as students and learners must take precedence. They must continue to have access to their weekly supervision and their learning goals (as stipulated on their learning agenda)

must continue to be addressed and prioritized. They cannot increase their hours past the limits stated in the previous section and should not be asked to take on tasks or responsibilities inconsistent with their status as students and learners.

FIELD SETTINGS

Field Setting Criteria:

1. 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. 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. Conceive of the student placement in a manner sufficient to provide the student with a breadth and depth of experience necessary to engage the phases of social work practice, enhancing the student's opportunity for the development of the advanced professional
4. Demonstrate the ability to provide students with respectful social work practice related to cultural, racial, gender, disability, class and sexual orientation diversity among its clients and client issues
5. Free of sanctions imposed by the NASW, and other professional organizations and governmental agencies
6. Provide 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. 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. Allow and facilitate student opportunity to evaluate their practice

Types of Field Settings:

Our current list of approved field sites includes agencies in areas of practice such as:

- Administration
- Advocacy
- Aging/Gerontology
- Alcohol, Drug, or Substance Abuse
- Child Welfare
- Community Organizing
- Community Planning
- 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

Setting-Specific Policies

Holiday and Vacation Time Requirements

Augsburg University has a semester break from late-December to mid-January and a week-long spring break during March. Students are permitted to attend their internship during their breaks, but it is not required by the Social Work Department. **It is recommended that the student and field instructor discuss expectations for field hours during holidays and breaks at the start of the fall semester 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.

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. **If an agency requires a background check, it is the student's responsibility to get it completed, allowing for at least 3 to 4 weeks prior to field placement start date.** The field assistant can assist students in accessing the information and forms they will need to get their background checks completed. **Neither Augsburg University nor the Augsburg University 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.

Pre-Clinical Training Immunizations (also referred to as "onboarding")

Many agencies are beginning to require students to submit immunization records, including proof of COVID-19 vaccination and boosters, influenza vaccinations, TDap, TB and other medical clearance. It is the student's responsibility to get the needed vaccinations and submit proof if required and/or if audited later by the field agency.

Agency Property

Many agencies will provide the field student with keys, fobs and/or identification tags. The student is responsible for turning in these materials at the end of the placement (included placements that are terminated mid-year) and is responsible for any costs associated with damaged or lost objects. If these objects are lost, the student should notify the agency and their field faculty instructor as soon as possible.

FIELD INSTRUCTION

Field Instructor Criteria

Field instructors must have an MSW degree from an accredited program plus two years of post-graduate professional practice experience. The field instructor must be licensed at the graduate level (LGSW, LISW, LICSW). 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 demonstrate evidence of 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

Field Student Placement with External Field Instructors

Some students may be placed in an agency that does not have a qualified field instructor. In this case, students may be assigned an on-site task supervisor and an external field instructor, i.e. a field instructor that is not a regular or contracted employee by the field agency. The MSW field director keeps a directory of faculty emeriti, Augsburg MSW alumni, and other social work colleagues who hold the required degree, practice experience, and licensure and who have volunteered to provide pro bono field instruction for students who lack a qualified field instructor at their agency. The MSW field director assigns external field instructors to students who need them prior to the start of the field placement. All external field instructors are chosen by the MSW field director for their expertise and skill in providing supervision rooted in the social work ethics, values, and approaches. A primary role of the external field supervisor is to reinforce the social work perspective for the student. During supervision, the external field instructor helps the student make connections between the work they are engaging in at their field placement and social work values and ethics. In addition, the external field instructor brings social work history, theories, and frameworks into the practice of critical reflection during supervision. The external field instructor helps the student explicitly connect the MSW coursework to their field work and provide opportunities to compare and contrast the social work approach to that of other human service professions.

For a field student to be assigned an external field instructor, several requirements must be met.

- 1) The external field instructor must have a current social work license at the graduate level (e.g. LGSW, LISW, or LICSW) and two years post-MSW experience.
- 2) The external field instructor must meet with the field student at least 2 hours per month.
- 3) The external field instructor must be involved in the initial, mid-term and final field meetings with the student, the task supervisor and the field faculty liaison and evaluate the student via their learning agenda.

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 director. Following are the responsibilities of students, field agency and instructor, field faculty, and field director for the field experience:

Student Responsibilities

1. Adhere to the requirements of the MSW Student Handbook and class syllabi
2. Attend student field orientation, consult with faculty, including MSW field director, 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 three classes in the two-semester yearlong sequence will result in a failing 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 after completing.**

Field Instructor (At the Agency) Responsibilities

1. Provide student a minimum of four hours of supervision per month; with permission from MSW field director, a task supervisor can assume two hours of supervision per month
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 coursework 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 on the learning agenda and assessment

12. Participate with student, field supervisor, task supervisor (if relevant), and field faculty in field evaluation visits (initial, mid-year, and final visits).
13. Participate with student and field faculty in in-person field evaluation visits (minimum of three contacts per year; the initial field visit must be in person – the mid-term visit may be virtual/by phone, if needed for adjunct faculty)
14. Attend new field instructors' orientation offered by Augsburg University
15. Keep field faculty informed of any concerns, issues or problems in relation to the student's field experience
16. In the event that field supervisors need to conduct **remote supervision**, please keep in mind the need to use HIPAA compliant software to maintain client confidentiality during supervision. Currently, Skype, Google Hangouts, and FaceTime are not considered to be HIPAA compliant. Unless an organization has purchased an add-on to ensure compliance with HIPAA, Zoom is not HIPAA compliant. HIPAA approved platforms include the following:
 - [Zoom for Healthcare](#)
 - [RingCentral for Healthcare](#)
 - [GoTo for Healthcare](#)
 - [VSee](#)
 - [doxy.me](#)
 - [SimplePractice Telehealth](#)
 - [Thera-LINK](#)

Task Supervisor (At the Agency)

1. Can provide two hours of supervision per month
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 coursework 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 (Augsburg Field Seminar Professor) Responsibilities

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 and 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

Augsburg MSW Field Director Responsibilities

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
7. Plans field orientation programing
8. Plan and provide educational opportunities (CEU workshops) to field instructors

Field Coordinator Responsibilities

1. Coordinate details for field orientations, field events, and CEU workshops
2. Co-hosts and coordinates Field Fair
3. Maintains IPT (Intern Placement Database) & troubleshoots IPT login issues.
4. Maintains student learning agenda recordkeeping & troubleshoots technology issues.
5. Maintains records for subsequent year agency MERC grants.
6. Provide support to MSW field director and Field Program as needed

THE FIELD PLACEMENT SELECTION & MATCHING PROCESS

The process for selecting a field placement for any academic year is completed in the previous spring semester. This process is completed in collaboration with the Twin Cities MSW Consortium (i.e.: University of Minnesota, University of St. Thomas, St. Catherine University, Saint Mary's University, and Augsburg University). In this consortium, all of the area MSW programs work together using the same field placement timeline. It is imperative that all students respect this timeline, as not doing so reflects poorly on Augsburg as an institution.

Field Orientations

Students are required to attend a field orientation session with the MSW Field Director prior to beginning the field placement search process. The field orientation contains valuable information that assists students in avoiding costly and time-consuming problems. It is important for students to attend a field orientation and complete all necessary paperwork promptly during the spring months prior to the academic year in which they will be doing their field internship. Not adhering to the guidelines or timelines may significantly restrict your field placement opportunities. Any information or news sent to students during the summer prior to a student's field placement will be communicated to students via augsborg.edu emails.

The dates of the Metro and Non-Metro Field Orientations are shared via augsborg.edu email, and/or in the admission confirmation letters sent to new MSW students. The dates of these orientations are also posted on the IPT website and MSW Resource Board in Moodle.

Twin Cities MSW Practicum Agency Information Fair

The Twin Cities MSW Field Consortium hosts a Practicum Agency Information Fair each year in early April. The information fair provides students with the opportunity to learn about various agencies who will be accepting MSW interns in the coming year. All metro-area students are invited (but not required) to attend the Online Field Fair. Information about the Practicum Agency Information Fair is shared with students at the Field Orientations and via email from the Field Coordinator.

Field Placement Procedures

1. After attending a Field Orientation, students must request their IPT (Intern Placement Tracking) login access via email from the Field Coordinator, Lydia Madden
2. Once receiving their IPT login, students may search this list for agencies with whom they are interested in interviewing for a possible placement.
 - a. 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 director. *This step must be taken prior to the student contacting the desired field agency or field instructor.*
3. Students should select agencies to interview that will support their personal and professional goals. Second-year students must select a field placement within their specialization. Students should relate to the field agencies in a conscientious manner as they are not only representing themselves, but Augsburg University.
4. Non-metro students may begin their field search in March and should directly reach out to agencies they have located in IPT.
5. Interviewing for metro-area students takes place between early April and early May each year. Students will receive an email in March with the specific date in April on which metro field interviewing can begin and what day it must end. **These dates are decided on and agreed upon by all members of the Twin Cities MSW Consortium and students in all consortium-member schools must adhere to this timeline.** Once the interviewing time period has begun, students are responsible for arranging interviews with agencies of interest.
 - a. A contact person for each agency is listed in IPT. It is important to follow the directions as listed in IPT on how to contact the agency. All agencies list their preferred method of contact and many agencies do not want phone calls and/or do not want students to directly contact potential field instructors. Most agencies prefer an emailed cover letter and resume. 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.
6. Once all interview(s) have been completed:
 - a. Agencies must complete the **AGENCY CHOICE RANKING OF STUDENTS FORM** (a Google form, distributed via email).
 - b. Students must complete the **STUDENT CHOICE OF PLACEMENT FORM** (distributed via email after placement orientation).
 - c. Shortly after the forms' due date, the field directors in the Twin Cities consortium meet to match the students' agency choices to the agencies' student choices based on rank order, respectively. Students are placed based on their choice rankings and the agency choice rankings.
 - d. Students are only placed in a field setting that they have interviewed at and which is offering a placement consistent with their current status in the MSW program (i.e. generalist year students may only be placed at agencies that offer MSW generalist placements. Generalist students may not be placed in a clinical or macro specialization placement).

- e. Students are placed based on their choice rankings and the agency choice rankings.
7. For non-metro students, both the agency & student must confirm in an email to the field director that they desire to work together in order for a field placement to be confirmed.
8. Once the matches have been made:
 - a. Students **with a match** will be alerted to their field placement assignment via their augsburg.edu e-mail;
 - b. Students **without a match** will be alerted via their augsburg.edu email and notified of additional agencies that they can interview with in Round 2.
9. Once the field instructor, student and MSW field director have agreed to a field placement, all students are required to complete the Field Assignment Form (Google Form sent via the student's augsburg.edu email; see Appendix A for the type of information that will be asked for on the form). 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 director and field instructor as soon as possible.
 - a) Field placements must be secured **by July 31st**, prior to the beginning of the semester in which the student is enrolled in field seminar.
 - b) Securing a field placement cannot be ensured by the field director 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.
 - c) Once a field placement has been accepted, this is an agreement/contract for the entire academic year. **Students cannot change their field placement mid-year.**
10. Students who are not placed during the initial matching round can participate in the Round 2 field placement process, which begins in late May. For Round 2, staff from each of the consortium schools contacts agencies who still have open internship spots, to inquire if they would be interested in interviewing students during Round 2. Once a list of interested agencies has been created, this list is shared with students in all consortium member schools who have not secured a field placement yet. Students then contact available agencies independently. If an agency and student choose to work together, they must both confirm this agreement via an email to the MSW field director.
11. All field placements must be confirmed **no later than July 31st**. Students who do not find a field placement by July 31st must withdraw from their field courses for that academic year and re-enroll in field the next academic year. This will result in a delay in their program completion.

It is recommended that students interview at enough agencies to optimize the possibility of a match. The MSW field director 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 program 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 **strongly 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 *prior* to the start of a field placement.

Minimum Criteria for An Employment-Based Field Placement

- The employment supervisor and the field instructor cannot be the same person (i.e. Separation of Supervisors).
- The student's employment role and internship role must be different, involving different tasks, activities, and responsibilities (i.e. Separation of Roles). For example, a student who is employed as a case manager with disabled adults cannot intern as a case manager with families; however, a student who is employed as a case manager with disabled adults can intern as an outpatient therapist in the same agency).
- Clients who interact with the student in their employment role cannot also interact with the student in their intern role (i.e. Separation of Clients).

Agency Responsibilities

1. Agency provides educationally-focused learning opportunities, roles and responsibilities that are different from the student's employment.
2. Student's assignments must differ from those associated with employment.
3. Student must have discreet field hours separate from employment to meet requirements of learning agenda.
4. Evaluation of student's field placement 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 field) must not be a peer, a close, personal friend and must be someone other than workplace supervisor (one who evaluates work performance).
7. Agency and field instructors 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 the following:
 - a) A current job description and a description of roles and responsibilities during the proposed field placement
 - 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 (to minimize the potential for a conflict of interest, *NASW Code of Ethics* 1.06f)

Augsburg University Responsibilities

1. To monitor and evaluate field experience to maintain focus on learning agenda and assessment.
2. Ongoing clarification regarding differences between work and field assignments.

If you wish to have your place of employment be the same as your field work placement, you must complete a detailed application (per the responsibilities above) which shows how each of the criteria will be met. This application must be discussed, reviewed, and approved by the MSW field director.

Applications will only be considered prior to the start of (not during) the academic year. The employer as field placement site application may be found in Appendix H.

EVALUATION COMPONENTS

Evaluation of Student Performance

In order to successfully pass and complete their field course, students must:

- Meet the minimum hour requirements for their program level (420 hours/generalist; 500 hours/specialization; 880 dual track).
- Received satisfactory scores from their field instructor on the practice behaviors and tasks described on their Learning Agenda & Assessment.
- Receive a recommendation of “Pass” from their field instructor.
- Receive a summative grade of B- or higher in their field seminar coursework (MSW Program Handbook).

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 during field visits. The evaluation of the student is based on the practice behaviors within the Student Learning Agenda and Assessment (see Appendices B, C, & D) and completion of assignments in the field seminar. Progress on each practice behavior listed in the Student Learning Agenda & Assessment is evaluated by the field instructor and (if applicable) the task instructor when the student has reached the mid-point of their internship (~210 hours for a generalist placement; ~250 hours for a specialization placement) and is reviewed by the student, field instructor, task supervisor (if applicable), and field faculty member. Criteria for evaluating progress on each practice behavior on the Student Learning Agenda and Assessment are the following:

- 1 = Not observed
- 2 = Unsatisfactory; may be unsuitable for profession; areas of significant concern
- 3 = Basic; needs more training; student progressing as expected
- 4 = Proficient; reading for practice
- 5 = Distinguished; clearly exceptional

Field seminar assignments are submitted to the field seminar faculty member on specific due dates throughout the fall and spring semesters. Field faculty grade these assignments using the criteria

established by the Augsburg University Department of Social Work and the grading scale established by Augsburg University.

Field faculty submit student grades for the fall semester once students have completed all of their seminar coursework, progress on their learning agenda has been updated, and they have completed at least 50% of their minimum required hours (~210 hours for a generalist placement; ~250 hours for a specialization placement). Field faculty submit student grades for the spring semester once students have completed all of their seminar coursework, final progress on their learning agenda has been updated, they have completed at least the minimum total required hours (~420 hours for a generalist placement; ~500 hours for a specialization placement), and they have attended their final day at their field placement.

Evaluation of Field Placement

Student Feedback

All students are sent a link to a field agency evaluation form (see Appendix F for an example of the information included in this Google Form) at the end of their placement. Completion of the evaluation is not required but is strongly encouraged. Students' direct evaluations of an agency are not shared with the agency but rather used to inform decision-making within the Augsburg field department. Students are invited to provide oral feedback to their field instructors during the final field visit. Students are invited to provide oral feedback regarding their field placements during their final field seminar class and throughout the academic year, as needed.

Field Faculty Feedback

Throughout the academic year, field faculty are encouraged to provide ongoing feedback to the MSW field director regarding any concerns regarding the agencies in which their students are placed. Prior to field matching in the spring, the MSW field director sends an email to all field seminar faculty, requesting any significant feedback on the agencies with which the field faculty worked with that year. Positive and negative feedback is solicited, but special attention is paid to any concerns about the effectiveness and appropriateness of specific agency placements.

Student Evaluation of Field Seminar

At the end of each semester course, evaluations of the field seminar are available to the students online. 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 midpoint 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 placement. The following represents the criteria for grading:

A	96-100
A-	92-95.99
B+	88-91.99
B	84-87.99
B-	80-83.99

Everything below 80 (B-) is considered a failing grade.

- N No credit; does not meet minimum passing standard; student referred to MSW program director for Level III review.
- W Grade given when course is dropped
- I Incomplete grade given in case where a student is unable to complete course requirements for reasons beyond the student's control. Must complete by the end of the following term.
- X Given by the instructor to indicate that the study (Field Placement or Independent 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 from the term in which the X was given).

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 and aim for a resolution that meets both of their needs. Both students and field instructors should document their concerns and communications and notify the field seminar faculty member of the concern, the process they engaged in, and the resolution. If the problem(s) are not resolved, the following steps should be followed:

Student Concern with Field Placement or Field Instructor

- If the student does not feel the situation has been resolved, the student should discuss the situation with their field faculty through personal consultation or over email.
- The field faculty can choose a range of problem-solving options, including: coaching the student for further resolution of the issue, privately contacting the field instructor via email or phone for further information, or scheduling a meeting with the field instructor and student.
- If a meeting is scheduled, a plan regarding how to resolve the issue should be devised, written out and approved by the field instructor, student, and field faculty and shared via email with the field director. **The field faculty should alert the MSW field director regarding any field concerns via email.**

Field Instructor Concern with Student

- If the field instructor does not feel the situation has been resolved, the field instructor should discuss the situation with their student's field faculty through a phone consultation or over email.
- The field faculty can choose a range of problem-solving options, including: coaching the field instructor for further resolution, contacting the student privately via email for further information, or scheduling a meeting with the field instructor and student.
- If a meeting is scheduled, a plan regarding how to resolve the issue should be devised, written out and approved by the field instructor, student, and field faculty and shared via email with the field director. **The field faculty should alert the MSW field director regarding any field concerns via email.**

If the issue continues and cannot be resolved, the MSW field director will begin independent assessment of the situation via private phone or email conversations with the field faculty, field instructor, and the student. The MSW field director can choose from a range of problem-solving options that are dependent on the situation.

A student **may not** independently 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).

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

(<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>).

Students may be dismissed from Augsburg's MSW program for violation of university 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.

EARLY TERMINATION OF PLACEMENT

Early termination of field placement is a rare occurrence and usually only results after the processes described under Placement Difficulties have been completed. Any request by a student to terminate a placement should describe the reason(s) for the request and the steps already taken to improve the field situation and should be shared with their field faculty and the MSW field director via email. The MSW field director will consult with the field faculty, and the field instructor and assess the situation.

If a placement is terminated for any reason, there is no guarantee that a new field placement can be secured for the remainder of the academic year. In these cases, students will need to withdraw from their field seminar and will have to wait until the next academic year to seek a new placement.

In the rare event that a new field placement can be secured, the student may be required to complete the total number of hours (required in a given year), or a significant number of additional hours, at the new placement. **Students should not assume that they can credit the hours spent in the terminated field placement to the next.**

Student's placement will be terminated when attempts to resolve issues have failed and the following situations persist:

- Student issue:
 - The student is failing the field seminar course.
 - The student is withdrawing from the MSW program or needs to take a leave of absence
 - The student is failing the MSW program.
 - ***If a student is terminated for any of these reasons, they will not be placed at a new agency during the current academic year. They will be referred to the MSW Program Director and MSW Program Coordinator to discuss options for their continued progress in the program.***

- Agency issue:
 - The supervisor or others at the field agency are engaging in unethical behaviors
 - The student is placed in unsafe situations that puts the student and/or clients at risk
 - The field agency is not meeting supervision requirements
 - The field agency is not providing the student with learning opportunities required to meet the criteria for their generalist, specialized, or dual track field placement.

For issues related to the student's performance at the field placement, the decision to terminate must come from the field instructor & the agency. If a field agency has decided to terminate a student's placement the following steps must be followed:

- Contact the Field Seminar Faculty and the Field Director BEFORE terminating the student
- Create a document detailing the reasons for the termination and email this to the Field Director. The document should include:
 - Dates of and concrete description of the issues
 - Dates of communication with student and plans put in place to address issues
 - Specific reasons for why issues were not resolved and termination is required
 - Avoid emotional statements, personal critiques of the student
- Schedule a meeting - inform student of the purpose - student should not be blindsided. Termination should happen in a meeting with the student, field seminar faculty, Field Director, and field instructor and task supervisor (if applicable)
- The Field Director will then work with students about next steps after the field agency has communicated the termination decision
 - **If a student is terminated by an agency for ethical violations or significant performance issues, they will not be placed at a new agency during the current academic year. They will be referred to the MSW Program Director and MSW Program Coordinator and will go through the Level 3 process to determine their options for continued progress in the program.**

STUDENT GRIEVANCE PROCEDURE

1. In the case of significant concerns related to field supervision, the agency practices, 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 Director as appropriate.
2. The student may also wish to consult with their academic advisor for guidance and support.
3. The MSW Field Director should investigate the grievance by privately contacting the field instructor via email. If the grievance is substantiated, the MSW field director will seek either a change in the processes of the field agency, a change in field instructor, a change in field placement or another response to assure the needs of the student are being met. Documentation on the final decision of the grievance will include an email to the field instructor, the student, and the MSW Program Director written by the MSW Field Director. If a grievance is between a student and the field faculty or the MSW Field Director, the student should bring the grievance directly to the field faculty or the MSW Field Director. If satisfaction is not attained, or if the student is not comfortable bringing it directly to the field faculty or the MSW Field Director, 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 Professional Studies at Augsburg University.

See the [Augsburg Student Guide](#) 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 and the MSW Field Director. 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) failure to schedule or keep field appointments.

NON-DISCRIMINATION POLICY

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, Augsburg does not discriminate on the basis of sex, race, color, national or ethnic origin, religious belief, age, disability, gender, sexual orientation, gender identity or expression, marital status, familial status, pregnancy, citizenship, creed, genetic information, veteran status, status with regard to public assistance, membership in a local human rights commission, or any other legally protected status in its education programs and activities, employment policies and practices, or any other areas of the university, except in those instances where there is a bona fide occupational qualification or to comply with state or federal law. Augsburg University is committed to providing reasonable accommodations to its employees and students with disabilities (Approved by Board of Regents January 2021).

DISABILITY ACCOMMODATION POLICY

Students who have ADHD, a mental health disability, a learning disability, a physical/sensory impairment, a chronic health condition, are on the autism spectrum, or have another disability, can consult with the Augsburg CLASS Office to explore reasonable accommodations and support for your field placement experience. Below is the procedure for requesting MSW field placement accommodations:

1. The student contacts the CLASS Office and sets up an appointment.
2. A CLASS disability specialist will work with the student to determine reasonable accommodations.
3. The disability specialist will consult with the MSW field director as needed.
4. The disabilities specialist will email the accommodation letter to the MSW field director.
5. The MSW field director will email the accommodation letter to the field supervisor and the field faculty and copy the disability specialist and student.
6. The MSW field director, disability specialist, field faculty, and field supervisor, and student will work together to fine-tune reasonable accommodations at the internship site.
7. The field supervisor, field faculty, MSW field director, and/or the student should contact the disability specialist if concerns arise about the provision of accommodations at any time during the internship.

SEXUAL HARASSMENT POLICY

Augsburg University 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 University.

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 a 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.

Sexual Misconduct, Required Reporting, and Title IX

Augsburg University is committed to combating sexual misconduct. As a result, you should know that university faculty and staff members are required to report any instances of sexual misconduct, including harassment and sexual violence, that are directly reported to them or of which they are made aware, to the University's Title IX Coordinator so that the student may be provided appropriate resources, support options and reporting options.

There are two important exceptions to this requirement:

1. There are confidential resources in the Center for Wellness and Counseling (CWC) and Campus Ministry who do not have this reporting responsibility and can maintain confidentiality. More information can be found on page 15 of the Sexual Misconduct Policy: <http://inside.augsburg.edu/studentaffairs/harassment-and-sexual-harassment-reporting-form/>
2. An important exception to the reporting requirement exists for academic work. Disclosures about sexual misconduct that are shared as part of an academic project, classroom discussion, or course assignment, are not required to be disclosed to the university's Title IX office.

If you have questions or concerns you are encouraged to contact Katie Bishop, Augsburg University's Title IX coordinator, at 612-330-1117 or bishopc@augzburg.edu.

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, 2017*).

To best achieve students' learning goals, avoid conflicts of interest and comply with the *NASW Code of Ethics* 1.06 (f)(h), 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 (3.02 (d) and 3.06 (c) *NASW Code of Ethics*). As stated in the *NASW Code of Ethics*, it is the responsibility of the field instructor to establish and maintain appropriate boundaries. Dual relationships in the context of research or evaluation should also be avoided (5.02 (p) *NASW Code of Ethics*).

Any form of sexual or close, personal relationship between a field instructor and a student is forbidden (*NASW Code of Ethics* 1.09). **Additionally, field instructors cannot be a family member, personal friend, a former or current client, or helping professional to the student.**

The field faculty or MSW Field Director 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 Director 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 Director has the duty to assess whether a field instructor/student match is appropriate given the prior relationship.

Placements will be avoided in the following situations:

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 Director 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 director, field faculty, agency field instructors/task supervisors, and students. We outline the specific responsibilities for each party below.

MSW Program Director and MSW Field Director

1. The MSW Program Director and MSW Field Director develop a field safety checklist, which is distributed to students, field faculty, and field supervisors via the field manual and is included in the MSW Learning Agreement & Agenda. This checklist includes minimum safety requirements and recommendations.
2. The MSW Field Director monitors agency and student compliance with safety related policies in cooperation with the field faculty.
3. 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 will discuss any field safety concern or issue with the student, field instructor, and MSW Field Director.

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 instructor and other field agency staff present and discuss all agency safety policies with students during their orientation. Safety discussions should be held regularly during the practicum.
3. The field instructor works with individual students as needed to reduce risk.

Student Responsibilities

1. MSW students will review the Safety Checklist in their Learning Agenda with their field instructor. The Safety Checklist should be signed by the student and field instructor by the Learning Agenda due date.
2. Students are required to comply with safety policies while at their internship. Failure to comply with safety policies may result in suspension from field.
3. Students are required to bring up safety concerns directly with their field faculty and to participate in safety discussions during the field seminar.

Safety Policies Regarding the COVID-19 Pandemic

1. Students and agencies are required to comply with any executive orders issued by Governor Walz, as it relates to COVID-19 precautions, as well as follow recommended guidelines issued by the Center for Disease Control and the Minnesota Department of Health.
2. As the conditions of COVID-19 continue to evolve, the MSW field director will send out updated COVID-19 safety policies to all field agencies and students at the beginning of the Fall 2023 academic school year.
3. Augsburg University Department of Social Work COVID-19 safety policies are considered to be minimum requirements for all field placements. All MSW interns are required to follow any additional agency-specific COVID-19 safety policies and protocols.

4. Students who have concerns about their agency's COVID-19 safety policies and protocols, the implementation and adherence to such policies and protocols, or their own health and well-being are directed to raise their concerns with their field instructor, task supervisor (if applicable), and their field faculty member. Students are not required to disclose any private health information when expressing their concerns. If necessary, the MSW Field Director may be contacted to assist in addressing and resolving the concerns. Additionally, if any student interns are not complying with their agencies' COVID-19 safety policies and protocols, the Augsburg field faculty member and MSW Field Director should be notified.

Field Assignment Form

MSW Field Placement 2023-2024

Student Information:

Name: _____ Date: _____

Status Fall 2023: Generalist MCCP MCMP MCCP/LADC

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 | | |

**Augsburg MSW Field Program
Augsburg University**

NOTE: This is an example of a student learning agenda from a previous year

MSW GENERALIST: Student Learning Agenda and Assessment

Agency _____
Student _____

Field Instructor _____
Field Faculty _____
Name Licensure

Task Supervisor _____
Field Placement Duration _____
(if applicable)

Typical Weekly Schedule _____

This form is designed to evaluate student internship performance related to the nine competency areas identified by the Council on Social Work Education (CSWE). For each practice behavior in the nine competency areas, students must successfully complete an observable task or activity that demonstrates their mastery. There are three sections of each learning assessment graph that must be completed:

- **Agency Task/Activity:** This column will be created in the beginning of the field placement by the student in consultation with the field instructor to develop appropriate “agency tasks/activities” that will demonstrate the associated “learning behaviors.”
- **Evidence:** This column will be completed by the field instructor, in consultation with the student, and indicate who will evaluate the practice behavior. At the mid-term evaluation, some squares of the evidence column can be left empty (if a student has not yet demonstrated those practice behaviors), but the entire evidence column should be filled out at the final evaluation. Thus, the evidence column may be a work in progress that is partially completed at mid-term and finished at final evaluation. The field instructor will use the “Evidence Key” to fill out the column with letters.
- **Evaluation:** These two columns will be completed by the field instructor at the mid-term and final evaluations. The mid-term evaluation occurs when a student has completed approximately 210 hours and final evaluation will be filled out at the end of the placement when the student has completed a minimum of 420 hours. The field instructor will use the “Evaluation Key” to fill out the column with numbers. It is the student’s responsibility to notify the field instructor when they have reached the mid and final point of the placement.

Evidence Key

- A. Field instructor observation
- B. Task supervisor observation
- C. Field faculty observation
- D. Evidence or documentation from attendance (e.g. meeting agenda, workshop materials)
- E. Discussion of activity in field supervision meeting

Augsburg MSW Field Program
Augsburg University

NOTE: This is an example of a student learning agenda from a previous year

- F. Field course assignment
- G. Co-leader of group
- H. Review and analysis of relevant research on the internet
- I. Review of agency projects by the field instructor
- J. Observation by co-workers in the agency setting
- K. Relevant recordings

Evaluation Key

- 1. Not yet completed.
- 2. Unsatisfactory: May be significant areas of concern or skills have not yet emerged as would be expected.
- 3. Basic: At an emerging or inconsistent level of competence.
- 4. Proficient: Ready for practice and consistently demonstrates adequate and sufficient competence.
- 5. Distinguished: Practice demonstrates higher than expected level of competence.

Learning Summary

Student:

Write a brief, one paragraph summary of field placement roles and responsibilities, including primary client issues.

Field placement has included work with (check all that apply):				
	Infants	Children	Adolescents	Adults
Individuals				
Families				
Groups				
Communities				
Organizations				
Policies				
Field Instructor Signature:				Date:
Task Supervisor Signature:				Date:
Student Signature:				Date:
Field Faculty Signature:				Date:

Field Instructor Signature
Date

Date

Student Signature

Task Supervisor Signature
Faculty Signature

Date

Field
Date

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 ethical decision-making frameworks and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal affective reactions that influence their professional judgment and behavior. Social workers can understand the profession’s history, mission, roles and responsibilities and recognize the importance of life-long learning so they are committed to continually updating their skills. Finally, social workers understand emerging ethical practice areas such as technology.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Make ethical decisions by applying the standards of NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research and additional codes of ethics as appropriate in 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.				
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.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
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.				
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 basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers recognize the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need, 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.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.				
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.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Use practice experience 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 not only understand their role in policy development and implementation within their micro, mezzo, and macro levels but 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.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
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.				
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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, constituencies, and other professionals as appropriate.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.				
Use empathy, reflections, 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 interprofessional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final

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.				
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 understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and interorganizational collaboration.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
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.				
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 evaluation of outcomes and practice effectiveness.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
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.				
Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.				

MID-TERM

Comments:

I verify that the student has successfully completed 210 hours:

_____ Yes _____ No

I recommend the following grade:

_____ Pass _____ No Credit

Field Instructor Signature
Date

Task Supervisor Signature (if applicable)
Date

Student Signature
Date

Field Faculty Signature
Date

FINAL

Comments:

I verify that the student has successfully completed 420 hours:

_____ Yes _____ No

I recommend the following grade:

_____ Pass _____ No Credit

Field Instructor Signature
Date

Task Supervisor Signature (if applicable)
Date

Student Signature
Date

Field Faculty Signature
Date

NOTE: This is an example of a student learning agenda from previous a year

**Augsburg MSW Field Program
Augsburg University**

**MSW Multicultural Clinical Practice Specialization (MCCP)
Student Learning Agenda and Assessment**

Agency _____

Student

Field Instructor _____

Field Faculty

Name

Licensure

Task Supervisor _____

Field Placement Duration

(if applicable)

Typical Weekly Schedule

This form is designed to evaluate student internship performance related to the nine competency areas identified by the Council on Social Work Education (CSWE). For each practice behavior in the nine competency areas, students must successfully complete an observable task or activity that demonstrates their mastery. There are three sections of each learning assessment graph that must be completed:

- **Agency Task/Activity:** This column will be created in the beginning of the field placement by the student in consultation with the field instructor to develop appropriate "agency tasks/activities" that will demonstrate the associated "learning behaviors."
- **Evidence:** This column will be completed by the field instructor, in consultation with the student, and indicate who will evaluate the practice behavior. At the midterm evaluation, some squares of the evidence column can be left empty (if a student has not yet demonstrated those practice behaviors), but the entire evidence column should be filled out at the final evaluation. Thus, the evidence column may be a work in progress that is partially completed at midterm and finished at final evaluation. The field instructor will use the "Evidence Key" to complete the column with letters.

Evaluation: This evaluation column will be completed by the field instructor at the midterm and final evaluations. The midterm evaluation occurs when a student has completed approximately 250 hours and final evaluation will be completed at the end of the placement when the student has completed a minimum of 500 hours. The field instructor will use the "Evaluation Key" to fill out the column with numbers. It is the student's responsibility to notify the field instructor when they have reached the mid- and final point of the placement.

Evidence Key

- A. Field instructor observation
- B. Task supervisor observation
Field faculty observation
- C. Evidence or documentation from attendance (e.g. meeting agenda, workshop materials)
- D. Discussion of activity in field supervision meeting
- E. Field course assignment

NOTE: This is an example of a student learning agenda from previous a year

**Augsburg MSW Field Program
Augsburg University**

- F. Co-leader of group
- G. Review and analysis of relevant research on the internet
- H. Review of agency projects by the field instructor
- J. Observation by co-workers in the agency setting
- L. Relevant recordings

Evaluation Key

- 0: Not yet completed
- 1: Unsatisfactory: May be significant areas of concern or skills have not yet emerged as would be expected.
- 2: Basic: At an emerging or inconsistent level of competence.
- 3: Proficient: Ready for practice and consistently demonstrates adequate and sufficient competence.
- 4: Distinguished: Practice demonstrates higher than expected level of competence.

Learning Summary

Student:

Write a brief, one paragraph summary of field placement roles and responsibilities, including primary client issues.

Field Instructor Signature
Date

Date

Student Signature

Task Supervisor Signature
Faculty Signature

Date

Field
Date

Competency 1. Demonstrate Ethical and Professional Behavior

Advanced practice clinical 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 their practice is relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Makes appropriate ethical decisions by applying the standards of NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making and/or ethical dilemma screens, ethical conduct of research and additional codes of ethics in their clinical social work practice.				
Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations. Reconcile personal values in a way that allows professional values to guide clinical practice.				
Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication.				
Use technology ethically and appropriately to facilitate practice outcomes.				
Use supervision and consultation to guide professional judgment and behavior.				

Competency 2. Engage Diversity and Difference in Practice

Advanced clinical 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.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
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.				
Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.				
Engage with, and ensure participation of, diverse and marginalized clients by accommodating multilingual and non-literate needs, gender and racial power dynamics, and access for disabilities.				

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

Advanced practitioners in clinical social work 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.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.				
Engage in practices that advances social, economic, and environmental justice.				
Integrates knowledge of the effects of oppression, discrimination, and historical trauma on client and client systems to guide treatment.				

Competency 4. Engage in Practice-informed Research and Research-informed Practice

Advanced clinical social workers understand quantitative and qualitative research methods and their respective roles in advancing the 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.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Use practice experience and the evidence- based practice process, to inform clinical practice.				
Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings related to the client population being served.				
Use research methodology to evaluate clinical practice effectiveness and/or outcomes.				

Competency 5. Engage in Policy Practice

Advanced practitioners in clinical social work 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.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Identify specific social policies at the local, state, and/or federal level that impact the well-being, service delivery, and access to services of clients at the internship.				
Apply critical thinking and integrate sound practice-based evidence in advocating for policies that advance social, economic and environmental well-being.				
Actively engage in the policy arena on behalf of client interests or in a collaborative manner, to formulate policies and/or programs that improve the effectiveness of services.				

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

Clinical 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. Clinical social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Clinical social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Clinical social workers value principles of relationship-building and interprofessional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Apply culturally-sensitive human behavior theory and practice theory to understand client situations.				
Apply culturally-sensitive practice models to effectively intervene with clients.				
Uses culturally-sensitive skills to effectively engage diverse clients and constituencies.				
Can identify professional uses of self's variables, strengths, and issues in working with diverse clients and constituencies.				

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

Advanced clinical social workers understand assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse groups, organizations, and communities. Advanced clinical 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 groups, organizations, and communities. Advanced multicultural clinical practice social workers understand methods of assessment with diverse 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. Advanced clinical practice social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Apply bio-psycho-social-spiritual theories and diagnostic classification systems to formulate culturally appropriate, comprehensive assessments.				
Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies.				
Select appropriate intervention strategies based on a multicultural-informed assessment, research knowledge, and values and preferences of clients and constituencies.				

Competency 8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

Advanced clinical practice 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 groups, organizations, and communities. These social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including groups, organizations, and communities. Advanced clinical practice social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with various constituencies. Advanced clinical practice social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve constituency goals. Advanced clinical practice social workers value the importance of inter- professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter- professional, and inter-organizational collaboration.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Demonstrate the ability to develop a culturally responsive therapeutic relationship.				
Critically choose and implement culturally appropriate interventions to achieve practice goals and enhance capacities of clients and constituencies.				
Apply knowledge of human behavior and the social environment (large theory), practice theory, and practice models in a coherent and culturally appropriate manner.				
Demonstrates an ability to effectively integrate and/or use diagnostic information in the therapeutic process.				
Demonstrates the ability to develop inter- professional collaborations to achieve best practice outcomes.				
Demonstrate and ability to negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies.				
Facilitate effective transitions and endings that advance mutually agreed-on goals.				

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

Advanced clinical practice 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 groups, organizations, and communities. Advanced clinical practice social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Advanced clinical practice social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Advanced clinical practice social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Identify culturally-sensitive ways to measure the effectiveness of clinical practice intervention strategies and interventions.				
Apply culturally-sensitive and appropriate methods to evaluate outcomes with some clientele.				
Aggregate and illustrate the level of client success in a manner that both practitioner and client understand the effectiveness of their work together.				
Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.				

MIDTERM

Comments:

I verify that the student has successfully completed 250 hours:

_____ Yes _____ No

I recommend the following grade:

_____ Pass _____ No Credit

Field Instructor Signature
Date

Task Supervisor Signature (if applicable)
Date

Student Signature
Date

Field Faculty Signature
Date

FINAL

Comments:

I verify that the student has successfully completed 500 hours:

_____ Yes _____ No

I recommend the following grade:

_____ Pass _____ No Credit

Field Instructor Signature
Date

Task Supervisor Signature (if applicable)
Date

Student Signature
Date

Field Faculty Signature
Date

**Augsburg MSW Field Program
Augsburg University**

Evidence Key

- A. Field instructor observation
- B. Task supervisor observation
- C. Field faculty observation
- D. Evidence or documentation from attendance (i.e., meeting agenda, workshop materials)
- E. Discussion of activity in field supervision meeting
- F. Field course assignment
- G. Co-leader of group
- H. Review and analysis of relevant research on the internet
- I. Review of agency projects by the field instructor
- J. Observation by co-workers in the agency setting
- K. Relevant recordings

Evaluation Key

- 0: Not yet completed
- 1: Unsatisfactory: May be significant areas of concern or skills have not yet emerged as would be expected.
- 2: Basic: At an emerging or inconsistent level of competence.
- 3: Proficient: Ready for practice and consistently demonstrates adequate and sufficient competence.
- 4: Distinguished: Practice demonstrates higher than expected level of competence

Competency 1. Demonstrate Ethical and Professional Behavior

Advanced practitioners in multicultural macro social work recognize the historical roots of social work in community and organizational practice, the importance of professional conduct, the professional use of self within communities and organizational settings, and adherence to ethical guidelines of professional behavior.

Advanced multicultural macro practice social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Advanced practitioners in multicultural macro social work are knowledgeable about ethical issues, legal parameters, and social justice and recognize that complex systems can generate conflicting priorities and ambiguities that require professional value-based judgments. Advanced multicultural macro practice 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. Advanced multicultural macro practice social workers also understand the role of other professions when engaged in inter-professional teams. They recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. They also understand emerging forms of technology and the ethical use of technology in social work practice.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
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 practice context.				
Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations. Reconcile personal values in a way that allows professional values to guide advanced macro practice.				
Demonstrate professional demeanor in behavior, appearance and oral, written and electronic communication.				
Use technology ethically and appropriately to facilitate practice and program outcomes.				
Use supervision and consultation to develop ethical advanced macro practice.				
Advance effective and efficient social service delivery and access to resources in organizations and communities.				

Competency 2. Engage Diversity and Difference in Practice

Advanced multicultural macro 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. Advanced multicultural macro practice 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. They 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 exclusion's, may oppress, marginalize, alienate, or create privilege and power.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the mezzo and macro levels.				
Present themselves as learners and engage clients and constituencies as experts of their own experiences.				
Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.				
Engage with and ensure participation of diverse and marginalized community and organizational constituents by identifying and accommodating multilingual and non-literate needs, gender power dynamics, and access for disabilities in assessing, planning, and implementing macro interventions.				
In conducting agency policy, student applies appropriate process to hear all perspectives with respect.				

Competency 3. Advance human rights and social, economic and environmental justice

Advanced practitioners in multicultural macro social work 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. Advanced multicultural macro practice 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. They 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.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Understand the potentially challenging effects of economic, social, and cultural factors in client systems.				
Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.				
Lead in practices that advance social, economic, and environmental justice.				
Advance specific strategies in local, national or international arenas to eliminate social, economic, and environmental injustice within communities, organizations, institutions or society.				

Competency 4. Engage in Research-informed Practice and Practice-informed Research

Advanced multicultural macro practice social workers understand quantitative and qualitative research methods and their respective roles in advancing the science of social work and in evaluating their practice. Advanced multicultural macro practice social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. They 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. They integrate members of communities and organizations in the process and locations of macro system intervention.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Engage in research process and practice to develop and complete summative project using project management skills.				
Advance research that is participatory and inclusive of the community and organizational constituencies with whom one practices (summative project).				
Use and translate research evidence to inform and improve practice. Communicate findings of summative project professionally.				
Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.				

Competency 5. Engage in Policy Practice

Advanced practitioners in multicultural macro social work 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. They 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. Advanced multicultural macro practice social workers understand their role in policy development and implementation within their practice settings at the mezzo and macro levels and they actively engage in policy practice to effect change within those settings. They 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.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
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 advance human rights and social, economic, and environmental justice.				
Actively engage in the policy arena on behalf of community and organizational interests, working in collaborative efforts to formulate policies that improve the effectiveness of social services and the wellbeing of people, especially the most vulnerable.				
Demonstrate advocacy skills in policy work that may involve risk-taking as a function of leadership.				

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

Advanced multicultural macro practice 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. Advanced multicultural macro practice social workers value the importance of human relationships, understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with constituencies, including groups, organizations, and communities. Advanced multicultural macro practice social workers understand strategies to engage diverse constituencies to advance practice and program effectiveness. Advanced multicultural macro practice social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. They value principles of relationship-building and inter- professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with constituencies.				
Use empathy, reflection and interpersonal skills to effectively engage diverse clients and constituencies.				
Develop a respectful, mutually agreed- on focus of work and desired outcomes in collaborative, advanced macro practice.				

Competency 7. Assess Groups, Organizations, and Communities

Advanced multicultural macro social workers understand assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse groups, organizations, and communities. Advanced multicultural macro 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 groups, organizations, and communities. Advanced multicultural macro practice social workers understand methods of assessment with diverse constituencies to advance practice effectiveness. They recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Advanced multicultural macro practice social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation in advanced macro social work practice. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from constituencies.				
In the field agency, assess and analyze stakeholders as social systems with understanding of person and environment.				
Recommend, evaluate and lead interventions that enhance the connectivity of persons to the communities and organizations that improve their lives.				
Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges with constituencies.				

Competency 8. Intervene with Groups, Organizations, and Communities

Advanced multicultural macro practice 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 groups, organizations, and communities. These social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including groups, organizations, and communities. Advanced multicultural macro practice social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with various constituencies. Advanced multicultural macro practice social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve constituency goals. Advanced multicultural macro practice social workers value the importance of inter- professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter- professional, and inter-organizational collaboration.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Lead efforts, with specific steps, to impact organizational goals.				
Use collaboration skills to implement interventions that enhance organizational and community capacities.				
Use client strengths in developing organizational change efforts.				
Use cultural sensitivity in macro practice interventions.				
Select appropriate intervention strategies with organizations or communities, using participatory methods as appropriate for advanced macro practice.				

Competency 9. Evaluate Practice with Groups, Organizations, and Communities

Advanced multicultural macro practice 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 groups, organizations, and communities. Advanced multicultural macro practice social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Advanced multicultural macro practice social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Advanced multicultural macro practice social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

Practice Behavior	Agency Task/Activity	Evidence	Evaluation	
			Midterm	Final
Critically analyze, monitor, and evaluate advanced macro practice intervention strategies and interventions.				
Disseminate both positive and ineffective outcomes of evidence- informed interventions to help understand when and why interventions hinder or improve human wellbeing.				
Use appropriate skills when working with team members, including respectful interaction and observation of appropriate boundaries.				
Use advanced oral and written communication skills upon project completion.				

MIDTERM

Comments:

I verify that the student has successfully completed 250 hours:

_____ Yes _____ No

I recommend the following grade:

_____ Pass _____ No Credit

Field Instructor Signature
Date

Task Supervisor Signature (if applicable)
Date

Student Signature
Date

Field Faculty Signature
Date

FINAL

Comments:

I verify that the student has successfully completed 500 hours:

_____ Yes _____ No

I recommend the following grade:

_____ Pass _____ No Credit

Field Instructor Signature
Date

Task Supervisor Signature (if applicable)
Date

Student Signature
Date

Field Faculty Signature
Date

LADC Attestation of Field Hours

**SWK 622 LADC FIELD
Augsburg University**

LADC Student Name:	LADC Field Instructor Phone Number:
LADC Student Phone Number:	LADC Task Supervisor:
LADC Agency:	Task Supervisor Email:
LADC Field Instructor Name:	Augsburg Field Faculty Liaison:
LADC Field Instructor Email:	Augsburg Field Faculty Liaison Email
LADC Field Placement Duration:	Typical Weekly Schedule:
Total field hours at the end of SWK 611:	Date SWK 611 hours completed:
Date SWK 622 field hours started:	Date SWK 622 field hours ended:
	*Total LADC hours completed:

This form is an attestation of the LADC field hours for SWK 622 MCCP Field Seminar 5: LADC. The Board of Behavioral Health (BBHT) requires that LADC candidates must complete a total of **880 hours**. The signatures on the next page are an attestation that the necessary field hours have been completed. *Note: Augsburg University's Department of Social Work dual-track MSW/LADC students are responsible to the Board of Behavioral Health (BBHT) in tracking that all required field hours and curricula have been completed. Documentation of the twelve LADC curricular areas covered in our dual-track program may be obtained by the MSW Field Director, Dr. Erin Sugrue. To obtain a copy, please email madden@augsborg.edu or sugrue@augsborg.edu.*

Core Function 1. Screening		
Agency Task/Activity		
	Final	Final Comments
Screens for AOD use, physical and mental health status		
Intervenes appropriately with a client who may be intoxicated		
Assess for suicide and/or violence potential		
Determines and confirms effects of AOD client's life		
Use supervision and consultation to develop ethical advanced macro practice.		
Assesses client readiness to address substance use and/or readiness for treatment using appropriate placement criteria		

Core Function 2. Intake		
Agency Task/Activity		
	Final	Final Comments
Successfully engages in the administrative and initial assessment procedures for admission to the program.		
Core Function 3. Orientation		
Agency Task/Activity		
	Final	Final Comments

Establishes accurate treatment and recovery expectations with the client and involved significant others.		
Informs and explains program goals, procedures, conduct rules, etc		

Core Function 4. Assessment		
Agency Task/Activity		
	Final	Final Comments
Conducts comprehensive interviews .		
Uses empathic responses to build rapport and facilitate client self disclosure		
Collects information from collateral sources		
Identifies problems associated with client's abuse of chemicals in areas of physical, psychological, sexual and social functioning		
Identifies patterns of use in client's history		
Uses results to identify appropriate treatment options		
Demonstrates competency in Rule 25 assessment procedures		
Communicates recommendations to client and other appropriate service providers		
Provides clear, concise and legible documentation		

Core Function 5. Treatment Planning		
Agency Task/Activity		
	Final	Final Comments
Translates assessment info. into treatment goals and outcomes		
Establishes criteria to evaluate progress		
Modifies treatment plan based on review of client progress or changing circumstances.		
Synthesizes available data to establish treatment priorities		
Promotes client's readiness to accept treatment		
Presents information in non-judgmental manner		
Develops plan with client and uses stages of change, client goals to create client centered goals and treatment plan		

Core Function 6. Counseling		
Agency Task/Activity		
	Final	Final Comments
Begins interview smoothly		
Is relaxed and comfortable in the session		
Explains nature and objectives of interventions as appropriate		
Communicates interest in and acceptance of client		
Facilitates client expression of concerns and feelings		

Responds to both content and affect inherent in client's statements		
Uses silence effectively in the interview		
Uses self disclosure appropriately		
Recognizes and builds on clients strengths		
Recognizes and effectively resolves client resistance		
Uses client's cultural context and values to initiate and further the recovery process		
Facilitates realistic goals setting with client.		
Encourages appropriate action step planning with client		
Terminates the interview smoothly		

Core Function 7. Case Management		
Agency Task/Activity		
	Final	Comments
Recognizes, documents and communicates client change		
Assists in client maintaining motivation		
Observes, recognizes, assesses and documents client progress		

Core Function 8. Crisis Intervention		
Agency Task/Activity		

	Final	Comments
Assesses for immediate concerns regarding safety and potential harm to others		
Makes appropriate referrals as necessary		
Assists client to appropriately ventilate emotions and normalize feelings		
Understands and appropriately acts upon confidentiality issues that may be part of crisis response		
Facilitates client expression of concerns and feelings		
Responds to both content and affect inherent in client's statements		
Uses silence effectively in the interview		
Uses self disclosure appropriately		
Recognizes and builds on clients strengths		
Recognizes and effectively resolves client resistance		
Uses client's cultural context and values to initiate and further the recovery process		
Facilitates realistic goals setting with client.		
Encourages appropriate action step planning with client		
Terminates the interview smoothly		

Core Function 9. Client Education		
Agency Task/Activity		

	Final	Final Comments
Identifies and teaches signs and symptoms of AOD use disorders as appropriate		
Educates client and significant involved others about effects of substance use disorder on significant relationships		
Describes different treatment modalities and continuum of care.		

Core Function 10. Referral		
Agency Task/Activity	Final	Final Comments
Recognizes when consultation is appropriate.		
Matches client's needs and circumstances with appropriate professional services		
Documents written and verbal communication with other professionals		
Conducts timely follow-up on client referrals		
Obtains informed client consent and documentation needed for exchange of relevant information		
Motivates client to take responsibility for referral and follow up		

Core Function 11. Reports and Record Keeping		
Agency Task/Activity	Final	Final Comments

	Final	Final Comments
Composes timely, clear and concise records that comply with regulations		
Documents information in objective manner		
Prepares accurate and concise discharge summaries		

Core Function 12. Consultation		
Agency Task/Activity	Final	Final Comments
Coordinates client's treatment with professionals from other disciplines as appropriate		
Uses appropriate consent and release forms		

ATTESTATION OF LADC FIELD HOURS		
Comments:		
I verify that the student has successfully completed at least 880 hours: (select Yes or No)	No	
I recommend the following grade:	Pass	
	Type name below to signify your signature	Date:

LADC Field Instructor signature :			
LADC Task Supervisor (if applicable) signature:	Jeremy Willis	2/2/2023	
LADC Student signature:			
LADC Field Faculty signature:			

Student Evaluation of Field Experience
Masters of Social Work Program
2023-2024

Student Name _____

Student Email _____@augsborg.edu **Phone** _____

Agency Name _____

Agency Address _____

Field Instructor _____

Email _____ **Phone** _____

This evaluation form is to be completed by student at the conclusion of a field placement.

Given below are questions relevant to your field placement setting and your field supervisor. Please consider each question carefully and then rate your field placement setting and field instructor on every item by entering the number that corresponds to your assessment.

The ratings are as follows:

1 – Poor, Unacceptable	3 – Acceptable	5 – Outstanding
2 – Fair, Needs Improvement	4 – Very Good	

THE FIELD WORK AGENCY:

1. Made valuable special learning opportunities within the agency, e.g., staff conferences, workshops, consultations.	
2. Made available special learning opportunities external to the agency, e.g., workshops, seminars, conference sessions held in the community.	
3. Provided administrative and logical support for your field placement, e.g., desk, telephone, support services.	
4. Provided good learning opportunities with clients and programs.	
5. Provided appropriate orientation experiences that were beneficial to you as a student.	
6. Provided opportunities for learning that would likely not be available if you were an employee.	
7. Provided an atmosphere where you felt acknowledged and accepted as a student social worker (i.e., education needs considered, included in appropriate meetings, etc.).	
8. Provided knowledge and/or helped you develop in the following areas:	
• Knowledge and understanding of agency (history, philosophy, policies, procedures; organizational structure and programs which determine and affect the provision of services.).	
• Knowledge of community within which social services exist.	

<ul style="list-style-type: none"> Knowledge of the community resources (i.e., social services, health, economic, educational, legal and other services and assistance) and their relationship to agency services. 	
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

The ratings are as follows:

1 – Poor, Unacceptable	3 – Acceptable	5 – Outstanding
2 – Fair, Needs Improvement	4 – Very Good	

THE FIELD INSTRUCTOR:

1. Helped structure and organize my field experience.	
2. Provided appropriate assignments (number, type and range).	
3. Was available and accessible for supervision and consultation on a regular and consistent basis.	
4. Handled constructively conflicts or differences between the two of you.	
5. Provided an atmosphere where you felt able to offer criticism regarding assignments and learning experiences.	
6. Provided an atmosphere where you felt comfortable and safe to discuss your feelings, bias, concerns, etc	
7. Provided constructive criticism and evaluation.	
8. Provided support when needed	
9. Provided a good professional role model	
10. Was able to teach you or help you develop in the following areas:	
<ul style="list-style-type: none"> knowledge, attitude, and skills in the development and management of professional relationships – in relation to self, colleagues, and supervisor. 	
<ul style="list-style-type: none"> assessment, understanding, and sensitivity to client, group, system in her/his situation. 	
<ul style="list-style-type: none"> application of values to field practice. 	
<ul style="list-style-type: none"> application of theory and knowledge to field practice. 	
<ul style="list-style-type: none"> application of practice concepts and approaches to your field practice. 	
<ul style="list-style-type: none"> application of content on oppressed and disadvantaged client populations, e.g., ethnic and racial minorities, women, persons with disabilities, older persons, victims of violence, and others as appropriate. 	
<ul style="list-style-type: none"> development of sensitivity and commitment to the issues of diversity. 	
<ul style="list-style-type: none"> development of sensitivity and awareness of your values, attitudes, biases and prejudices. 	

SUMMARY RATINGS & OTHER ITEMS:

1. Overall, how would you assess the quality of this field placement setting?	
2. Overall, how would you assess the ability of your field work supervisor?	
3. What are the strengths of this graduate field placement?	
4. What are the limitations of this graduate field placement?	
5. If there were any particular problems or concerns <u>for you</u> in this field placement, please describe.	
6. What was the best aspect of this field placement for you?	
7. Would you recommend this field placement setting to other graduate students? (Please explain your answer.)	
8. Was Augsburg's Department of Social Work supportive in helping with any problems you had concerning your graduate field placement? (Please explain your answer.)	

Student Field Safety Checklist

- _____ Read agency safety policies and procedures
- _____ Discuss agency safety policies and procedures with field instructor
- _____ Discussion with field instructor should address the following safety considerations:
- a. Elements of *social work best practices* that apply to agency and their relationship to personal safety. A few examples of best practice that can influence safety include respectful communication with client, including a respectful greeting, honoring client’s personal space, honoring client’s household space when on a home visit, explaining purpose of meeting to alleviate client anxiety, listening to client story without interruption, demonstrating empathy throughout meeting, appropriate professional dress. There are many more elements of social work best practice that apply to personal safety. Interns are responsible for learning these as they improve their social work practice skills through course of field placement.
 - b. Building safety, including offices, waiting rooms, closets, hallways, interview rooms, bathrooms, etc.
 - c. Parking lot safety – walking to and from car, lighting, hours of access, bus stops, etc.
 - d. Security during agency closing and opening. Who closes the office at night? Are there differences between closing when it is dark and closing during daylight hours?
 - e. Non-violence policy.
 - f. Sexual harassment policy.
 - g. Gun and weapon policy.
 - h. Check-in and check-out procedures.
 - i. Safety on home visit procedures.
 - j. Transportation policy. *Augsburg recommends students not transport clients unless necessary. If necessary, Augsburg recommends students check with agency to see if agency covers student’s transportation insurance, or student must check with personal insurance company to see if they are covered.*
 - k. Property damage policy.
 - l. Emergency procedures (e.g. panic alarms, security cameras, or other building safety devices).
 - m. Restraint procedures. *Augsburg does not allow interns to routinely restrain clients.* If restraint is an expected part of the internship placement, full training in its use must be provided by the agency. The agency must have malpractice liability policies in place that cover restraint.
 - n. Universal precautions or CPR. If placement is in a medical setting and if agency employees receive training in universal precautions and/or CPR, interns must also receive this training.
 - o. Post-incident procedures. Interns are expected to report any unsafe incidents to agency staff and to know when, where, what, how, and to whom they should report.

Signatures

_____	_____
Student	Date
_____	_____
Field Instructor	Date
_____	_____
Task Supervisor (if applicable)	Date

MSW Field Glossary

Agency Contact

The person at an agency who is in contact with Augsburg staff to help set up the field practicum, but is not involved with the supervision of student. (Not all agencies have an agency contact.)

Field Faculty

Augsburg faculty member who teaches a field seminar course and maintains open communication with his/her students' field instructors.

Field Experience

Sometimes called the field placement or field practicum, this is the experience a student has at an agency while completing the required hours of social work practice (somewhat like an internship).

Field Instructor

A licensed social worker who provides a social work student with one hour of supervision per week for the duration of the practicum. A field instructor for an MSW student must be a social worker who meets state licensing laws, holds an MSW degree from an accredited program, and has at least two years of post-graduate experience. (If there is no staff on site who meets these requirements, exceptions for a "task supervisor" can occasionally be made.)

Field Manual

Manual that explains the policies, procedures, and forms that are significant to the field practicum experience. This manual is distributed to all field instructors/task supervisors (either electronically or in hard copy) and is to be kept on file at all field agencies for reference. It is available to students and field instructors through the field education website. Students can also access the manual through Moodle.

Field Seminar

The course that a social work student takes to complement the field experience during the time at his/her field agency.

Student Learning Agenda and Assessment

A form jointly completed by the student and field instructor in the beginning of the field practicum to establish roles and responsibilities of student. This form is later used as an evaluation instrument for mid and final term evaluations.

Student Evaluation of Field Experience

This form is an evaluation of a field practicum site and the field instructor/task supervisor. It is filled out by a student at the end of the year, once the field hours have been completed. The form is turned in to the student's faculty field liaison/field seminar instructor.

Task Supervisor

An on-site staff member who is responsible for partial supervision of a social work student for the duration of the practicum. In the case that there is no staff member on site who meets the licensure, degree, and experience requirements, a staff member with a related degree may be approved by the Augsburg field director to be a task supervisor. The agency still must have an identified field instructor with the required credentials, but this can be a person outside the agency who is responsible for partial supervision in concurrence with the task supervisor.

Augsburg University
MSW Field Placement Employment Contract Application

**Note: Before completing this application, please review the employer as field placement site criteria in the MSW Field Manual.*

Student name:

Student status (please check all that apply):

Generalist M CCP M C M P L A D C A d v a n c e d S t a n d i n g

If you answered no to this question, you are not eligible to apply to have your employer as a field placement site.

Current Employment Agency

Name of agency/employer:

Employer address/location:

Employment position:

Employer department/program:

Employment supervisor 1:

Title:

Work phone:

E-mail:

Employment supervisor 2:

Title:

Work phone:

E-mail:

Job overview and job roles:(you may also attach job description to this application, if available)

Population served:

Proposed Employment Site Internship

Internship position:

Internship program/department:

Internship address/location (*Note: If possible, a separate location and work space are preferred*):

Is this the same location as your current employment? (check one)

- Yes
- No

If yes, please indicate how you will separate your employment position from your proposed internship?

If no, please indicate the internship location/address:

Proposed task supervisor (if relevant):

Title:

Work phone:

E-mail:

Proposed field instructor (*Note: field supervisor must have a minimum LGSW license and a minimum of 2 years post-MSW experience*):

Title:

Work phone:

E-mail:

Proposed field instructor's social work license (check one):

- LGSW
- LCSW
- LICSW

Internship overview and internship roles: (please also attach an intern description to this application, if available)

Population served for internship: (*Note: The population served in your proposed placement should NOT be the same as the population served in your employment position. Thus, you must include a declaration (and reassurance) that the clients served in employment site are different than those served in the internship (o minimize the potential for a conflict of interest per the NASW Code of Ethics 1.06f)*)

Proposed Employer and Intern Schedule

(Note: Your employment and internship should not overlap. You should also have a minimum of a 30 minute break between the end of your employment hours and the start of your internship to allow you to transition roles.)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekly Hours
Internship	Time: Hours:	Time: Hours:	Time: Hours:	Time: Hours:	Time: Hours:	Time: Hours:	Time: Hours:	
Employment Position	Time: Hours:	Time: Hours:	Time: Hours:	Time: Hours:	Time: Hours:	Time: Hours:	Time: Hours:	

Signature Page

**Note: Please wait to obtain signatures until after the MSW field director has approved this application.*

Student Name

Date

Signature

Agency Executive Director:

Name and credentials

Date

Signature

Agency Field Instructor:

Name, Title, and Credentials

Date

Signature

Augsburg MSW Field Director:

Name, Title, and Credentials

Date

Signature