

AUGSBURG COLLEGE

Bachelor of Social Work Program

FIELD WORK MANUAL 2014-2015

**2211 RIVERSIDE AVENUE, CB 51
MINNEAPOLIS, MN 55454
Main office (612) 330-1189
FAX (612) 330-1493**

Table of Contents

BSW Program Mission -----	3
BSW Program Goals -----	3
Preface -----	4
Note from the field coordinator... -----	5
Field Placement Basics -----	6
Generalist Social Work Practice -----	7
Augsburg’s Generalist Social Work Practice Definition -----	7
BSW Field Placement Overview -----	7
Field Placement Timeline -----	8
Selection of a Field Agency -----	8
Criteria for Field Agency -----	8
Criteria for Field Instructor Appointment -----	9
Field Seminar (SWK 307, 317, 407, & 417) -----	9
Building Competencies in Your Field Placement and Seminar -----	10
Roles and Responsibilities -----	10
Safety -----	12
Securing a Field Placement: Guide for Students -----	13
Juniors -----	13
Seniors -----	14
Evaluations -----	14
Student Learning Agenda and Assessment Form -----	14
Student Evaluation of Field Placement -----	15
Additional Policies and Procedures for Augsburg’s Field Program -----	15
Non-Sanctioned Field Sites -----	15
Non-Academic Experience as College Credit -----	15
Fulfilling SWK 307 AND SWK 100 Hours at the Same Agency -----	15
Grading Policy -----	15
Placement Difficulties -----	16
Early Termination of Placement -----	16
Non-Discrimination Policy -----	16
Sexual Harassment Policy -----	16
Student Grievance -----	17
Field Calendar Adjustments and Holiday/Vacation Time Requirements -----	18
Transportation and Automobile Insurance -----	18
Professional Liability and Malpractice Insurance -----	19
Criminal Background Checks -----	19
Addendum: Field Instructor Policy -----	20
Appendices	
A. Guidelines for the Student Learning Agenda and Assessment -----	22
B. BSW JUNIOR: Student Learning Agenda and Assessment -----	23
C. BSW SENIOR: Student Learning Agenda and Assessment -----	34
D. Employer as Field Placement Agency -----	47
E. Student Evaluation of Field Practicum Experience -----	48
F. Field Assignment Form -----	50
G. NASW Code of Ethics -----	51
H. Student Field Safety Checklist -----	52
I. Student Monthly Timesheet -----	53

BSW Program Mission

To develop competent social work professionals for generalist practice that promotes social justice and empowerment towards the well-being of people in a diverse and global society.

BSW Program Goals

1. Students will demonstrate generalist social work practice competencies that encourage the personal, social, political and economic empowerment of service-users with systems of all sizes.
2. Students will demonstrate generalist social work practice competencies which stem from and integrate a liberal arts foundation within the mission and goals of the college.
3. Given the location of Augsburg College in an urban setting, students will promote social and economic justice as applied to local, national, and international contexts.
4. Students will demonstrate systematic application of professional ethics and commitment to social work values, honoring diversity in all of its forms.
5. Students will develop as social work professionals and life-long learners who are able to think critically about the world within a global framework.
6. Students will demonstrate the ability to think critically, write effectively, communicate effectively, and use quantitative and qualitative research skills as required by the college and social work practice settings.

Preface

The Baccalaureate of Social Work (BSW) program is a nationally accredited program by the Council on Social Work Education. The program prepares students for generalist social work practice. The BSW major builds on the liberal arts foundation at Augsburg College and supports the college mission. The Augsburg College Mission is stated as : Augsburg college educates students to be **informed citizens, thoughtful stewards, critical thinkers, and responsible leaders**. The Augsburg experience is supported by an **engaged community** that is committed to **intentional diversity** in its life and work. An Augsburg education is **defined by excellence** in the liberal arts and professional studies, guided by the **faith and values** of the Lutheran Church, and shaped by its **urban and global settings**. The Department of Social Work actively supports the college mission in its partnerships with community field practicum agencies.

Your social work practicum takes learning in the classroom and applies it concretely to the lives of people. Through your field experience, you as students will be able to apply academic learning to the daily experience of clients, families, communities and agencies. As part of a nationally accredited professional education, you will achieve the following competencies:

- | | |
|----------------|--|
| Competency #1 | Intern identifies as a professional social worker and conducts himself/herself accordingly. |
| Competency #2 | Intern applies social work ethical principles to guide his or her professional practice. |
| Competency #3 | Intern applies critical thinking to inform and communicate professional judgments. |
| Competency #4 | Intern engages diversity and difference in practice. |
| Competency #5 | Intern advances human rights and social and economic justice. |
| Competency #6 | Intern engages in research-informed practice and practice-informed research. |
| Competency #7 | Intern applies knowledge of human behavior and the social environment. |
| Competency #8 | Intern engages in policy practice to advance social and economic well-being and to deliver effective social work services. |
| Competency #9 | Intern responds to contexts that shape practice. |
| Competency #10 | Intern engages, assesses, intervenes and evaluates with individuals, families, groups, organizations, and communities. |

We recognize the internship and the field course sequence as an essential learning laboratory for our students who are emerging social work professionals. We look forward to working together as you progress through your social work major.

Note from the field coordinator...

Your social work internship sequence is at the center of the BSW curriculum. Your two field practicum experiences will substantially mark your unique style as a professional social worker. You will have the opportunity to work with thoughtful and experienced professional social workers dedicated to developing your professional competence and success.

This manual is designed to be an important source of information as you progress through your field practicum sequence. It is designed to answer many of your questions, prepare you for what's next, and support your learning. Included in this manual are policies and procedures, field agency guidelines, and relevant forms for you and your field instructor or field supervisor.

If you have questions, please call me at 612.330.1704 or email to ericksoc@augsborg.edu. I try to maintain an "open door" policy and am frequently in the office.

I welcome your comments on how to make this manual better, clearer, and more accessible for future BSW students. Thanks.

Christina L. Erickson, PhD, LISW
Associate Professor and Coordinator of BSW Field

Field Placement Basics

How many hours will my internship take?

- You will go to your internship 8-10 hours a week for 120 hours each semester of your junior and senior year.

<i>Fall Junior Year – 120</i>	<i>Spring Junior Year - 120</i>
<i>Fall Senior Year – 120</i>	<i>Spring Senior Year - 120</i>

How will I find an internship?

- After you are accepted into the major you will be matched by the field coordinator with an internship in the spring of your sophomore year. In your senior year you will be given a list of possible agencies and you will find your own placement off the list within a specific time period. If you are unable to find a senior internship on your own we will help you secure a placement.

Who will provide orientation and supervision at my Internship?

- You will be provided with a field supervisor that has a social work degree and experience in social work who will meet with you regularly. You may also work with a task supervisor who may not be a social worker.

How is the field class related to the internship?

- You will take the integrative field seminar in conjunction with your internship experience. The course will focus on skills and support. Your course instructor is your field faculty member who is the liaison between the agency and the college.

<i>Fall Junior Year -SWK306</i>	<i>Spring Junior Year - SWK307</i>
<i>Fall Senior Year - SWK407</i>	<i>Spring Senior Year - SWK417</i>

How am I graded on the class and the internship?

- You will be graded on both the course and the internship experience. You cannot pass the class unless you pass both components (see course syllabus for grading).

Will I have the same internship for junior and senior year?

- Each year you will have a different internship. Your internship will be guided by a Student Learning Agenda and Assessment form that you will establish at the start of your internship.

Generalist Social Work Practice

The BSW major is a professional course of study nested in the liberal arts and designed to support your development of social work professional values, knowledge and skills. When you graduate with a BSW degree from Augsburg College, you will be prepared for entry-level generalist social work practice. It is very important that as you progress in the program you develop a full understanding of and ability to follow the generalist social work practice model.

Augsburg's Generalist Social Work Practice Definition

Augsburg College social work faculty, students, and graduates dedicate ourselves to helping those who are most in need, who are most vulnerable, and whose social and economic welfare is most threatened. To that end, our faculty has defined generalist social work practice as a model of helping based on the eco-systems perspective using problem-solving strategies and practice skills requiring a strengths perspective and cultural competency to serve individuals, families, groups, organizations or communities. This model emphasizes respect for client self-determination and the use of client strengths with empowerment as an expected client system outcome. This practice model provides a framework for assessment, intervention, and change at multiple levels from personal to global. The dual goals of Augsburg's generalist practice model are to address private troubles and to address the public issues that underlie them, especially poverty, oppression, and injustice. To meet these dual goals, Augsburg students become skilled in micro practice as well as macro practice.

In the classroom and in the field, we apply the generalist practice model to the wide range of difficulties people face with awareness of both assets and vulnerabilities. The generalist model of social work practice assists practitioners in establishing collaborative relationships with people who use our services and other constituents. Students learn a sequential and collaborative process for identifying strengths and stresses, mutually setting goals, negotiating tasks, searching for an array of possible solutions and resources, implementing a plan of action, watching for barriers or by-passes, evaluating how helpful the work has actually been, and adjusting the plan or agreement to better reach client goals. Issues related to the setting of practice, whether public or private, large agency or small, are commonly explored within the generalist practice model because it does not presume a particular setting or specialty. Finally, a generalist practitioner will use investigation and research skills to inform and improve practice. Augsburg's generalist practice model is both individual and contextual, both local and global, both personal and social. Our practice model assumes that clients experience strengths and barriers, failures and successes. In the end clients can marshal their strengths while taking formative action towards their goals.

BSW Field Placement Overview

Central to your social work education is the field placement. Active involvement in your two years of the field placement will foster integrated learning of the generalist social work practice curriculum. **Assignment to a field placement is contingent on your current and ongoing academic status.** It is possible that you might have to withdraw from an assigned placement due to academic reasons such as a low GPA.

Each field placement experience includes supervised work in a social work agency that is accompanied by a course called Field Seminar. The course requires you to reflect on and integrate your current field placement experience with theory learned in your coursework.

In preparation for a professional career in social work, you are required to learn specific competencies related to knowledge, skills, values, and ethics of the profession. Taking advantage of your practicum will offer you the opportunity to apply generalist knowledge to specific individuals, families, groups or communities. You will be expected to develop practice skills in engagement, assessment, planning, intervention, and evaluation. You will learn social change strategies, program evaluation, and skills to influence and analyze social policy. Finally, you will learn how diversity and inequality impact you, your clients, the agency, and the larger community and society, and you will develop the cultural competence skills needed to work with diverse people and cultures.

Field Placement Timeline

Students apply to be accepted into the social work program in the spring of their sophomore year. After acceptance into the major students will attend a field orientation. Students participate in the process by attending Field Orientation and filling out choice forms, which field coordinator uses to match students to agencies. After receiving agency match, students must provide a resume and cover letter to the agency as well as participate in an interview. Specific processes are delineated each year by the field coordinator and announced to students via email. The majority of students will have a secured field placement by the conclusion of spring semester.

Selection of a Field Agency

It is the sole responsibility of the field coordinator to recruit and screen the field agency and agency supervisor for the field practicum. The following are criteria used as guidelines in selecting agencies and practicum supervisors. If you are interested in having an agency evaluated and agency personnel recruited please contact the field coordinator.

Criteria for Field Agency

A prospective field agency will:

- Have a sound community reputation and a responsible administration, an active commitment to social justice and social change, and provide services related to the needs of its service community;
- Be able to provide social work professional staff as field instructors with sufficient time and resources necessary to provide the required student instruction and supervision.
- Be able to provide evidence of willingness and capacity to provide for a student intern placement in terms of physical resources, receptivity of staff to student learning and growth, and qualified field instructor staff.
- Be able to provide students with a breadth and depth of experience necessary to apply the theories of social work practice, enhancing students' opportunity to develop in the social work professional role;
- Demonstrate the ability to provide students with exposure to and awareness of diversity (e.g., cultural, racial, gender, sexual orientation, disability, class, religion, and national origin) among its clients and client issues, and among its staff; demonstrate a commitment to non-discrimination;

- Be able to provide appropriate student workspace and reimbursement for expenses based on a policy that is consistent with the agency's policy for paid employees;
- Be free of sanctions imposed by the NASW and other professional organizations and governmental agencies;
- Be willing to work with the student intern on classroom assignments using the agency as laboratory.

Criteria for Field Instructor Appointment

Qualified field instructors hold a baccalaureate or master's degree in social work from a CSWE-accredited program. For cases in which a field instructor does not hold a CSWE-accredited social work degree, field faculty will assume responsibility for reinforcing the social work perspective. Qualified field instructors who have a social work license but not a degree in social work are also qualified. Qualified field instructors may have a degree in social work but may not have a social work license due to an exempt status from the board of social work. In addition to educational requirements, field instructors must also have a minimum of two years of experience.

Field Instructor Responsibilities:

- Instruct and supervise students in regular meetings. Supervision is provided weekly by the field instructor or the task supervisor. If the regular weekly one hour meetings are held by the task supervisor then at a minimum the field instructor needs to be present at the three learning assessment meetings and meet with the student individually or in groups once a month, as well as check in with the task supervisor regarding the progress of the student.
- Evaluate the student's abilities and progress through the use of the Student Learning Assessment;
- Mentor students as they work to integrate social work theories with their practice;
- Participate in field evaluation visits with the student and the field faculty;
- Attend orientation for field instructors provided by the Augsburg social work department;
- Inform the field faculty and the BSW Field Coordinator of any concerns related to the student's field experience;
- Maintain a working knowledge of Augsburg's policies and procedures relating to the field practicum. All relevant policies are found in this field manual.

Field Seminar (SWK 307, 317, 407, & 417)

In both years, you will register for a field seminar course with your peers and a social work faculty member (who is also your field faculty) in a field seminar. There are two goals for the seminar. The first is to provide a skills lab which will connect to your methods courses and the second is to promote reflection on your curriculum learning and field experience. Each semester the skills lab will be an extension of your methods course. For example, when you are taking methods with individuals you will then practice interviewing and assessment skills in the skills lab. When you are taking methods with groups and families you will practice group and family skills in the lab. The second goal is to promote reflection by using a support and problem solving group seminar format. Reflection will be promoted through the use of tools as journaling, and interpersonal reflection and learning through mutual support, discussion and case

presentation. These methods combine to create an integrative process through which you apply coursework knowledge to field placement.

Building Competencies in Your Field Placement and Seminar

Competencies are the core of your field placement learning. They are global statements used to describe clusters of practice behaviors that are both specific and measurable. Ten competencies have been determined by the Council of Social Work Education as being the core of social work practice. If a student is able to demonstrate competency in each area, they are ready to practice as a social worker. Every social work student uses the same field competencies as described in the Student Learning Agenda and Assessment form (Appendices B and C).

BSW Field Competencies:

1. Intern identifies as a professional social worker and conducts himself/herself accordingly.
2. Intern applies social work ethical principles to guide his or her professional practice.
3. Intern applies critical thinking to inform and communicate professional judgments.
4. Intern engages diversity and difference in practice.
5. Intern advances human rights and social and economic justice.
6. Intern engages in research-informed practice and practice-informed research.
7. Intern applies knowledge of human behavior and the social environment.
8. Intern engages in policy practice to advance social and economic well-being and to deliver effective social work services.
9. Intern responds to contexts that shape practice.
10. Intern engages, assesses, intervenes and evaluates with individuals, families, groups, organizations, and communities.

Roles and Responsibilities

The field faculty (who teaches the field seminar class) is responsible for collaborating with the field instructor to make sure the agency provides the opportunity to apply students' coursework learning, skills, and abilities to actual social work practice. The field faculty member and field instructor will both help the student develop their Student Learning Agenda and Assessment form, which will guide their learning at the agency. The field faculty member will support the field instructor who has the responsibility to provide a well-guided field experience, and to supervise and support the development of skills and abilities as necessary. The field faculty member will assure collaboration between the student, the field instructor, the field agency, and the college. The Student Learning Agenda and Assessment is direct evidence of this collaboration. The responsibilities of each party are outlined below.

Student Responsibilities

- Know and follow the expectations, policies, and procedures of this field manual, the field placement agency, and the course syllabi.
- Attend BSW orientations for juniors and seniors and follow field placement procedures outlined at the orientation
- Develop a Student Learning Agenda and Assessment in consultation with the field instructor, field faculty, and task supervisor if applicable.
- Follow through on all agency and seminar assignments.

- Complete Student Learning Agenda and Assessment practice behaviors while under the direct supervision of the field instructor, and task supervisor if applicable.
- Attend the field seminars weekly and complete assignments in a timely manner.
- Seek professional support appropriately from the field instructor and task supervisor if applicable.
- Fill out the Student Evaluation of Field Placement form (Appendix E).
- Complete a minimum of 120 approved hours each term (240 hours total per year) at your field placement.
- Know and follow social work department safety policies by filling out the Student Field Safety Checklist (Appendix H) and reviewing the Safety Powerpoint (posted to Moodle and Field Website).

Agency Field Instructor Responsibilities

- Provide the student with regular supervision time of 1 hour per week or arrange for a task supervisor to provide the weekly supervision. If a task supervisor is providing the weekly supervision, the field instructor at a minimum must attend all three evaluation meetings and provide one hour of individual or group supervision a month. At these meetings the field supervisor must focus on the social work perspective.
- Provide the student with an orientation to the agency.
- Collaborate with the student to define roles in the agency.
- Assign increasingly difficult and challenging, developmentally appropriate duties through the placement.
- Model skills and provide knowledge needed to carry out social work practice.
- Supervise the student's integration of theory and knowledge.
- Develop the Student Learning Agenda and Assessment form in conjunction with the student
- Evaluate the student's competencies using the Student Learning Agenda and Assessment form.
- Maintain open communication with the field faculty and field coordinator.
- If applicable, collaborate with task supervisor as specified in this manual.
- Know and follow social work department safety policy (Appendix H).

Augsburg Field Faculty Responsibilities

- Conduct field practicum seminars with students, using the course syllabi as the outline and guideline for learning within the seminar format.
- Maintain contact with the field instructor and monitor progress toward the successful completion of the Student Learning Agenda and Assessment form.
- Provide support as conflicts arise within the field placement that cannot be worked through using the supervision available at the field agency.
- Meet three times during the student's field experience with the field instructor, and task supervisor if applicable, and student. First and last meeting will be in person, middle meeting can be over the phone or skype.
- Know and follow social work department safety policy.

Augsburg Field Coordinator Responsibilities

- Recruit qualified agencies and field instructors, maintain a list of qualified agencies, and make the list available to social work students.

- Continually monitor the quality of placement experiences for students and to make decisions regarding the addition, continuation, or deletion of placement agencies.
- Determine when task supervisors may be appropriate as specified in this manual
- Monitor and maintain the BSW field manual and make it available to all BSW students.
- Conduct workshops and orientations for field instructors.
- Monitor and update field competencies for students in their field experience.
- Support field faculty in their work with students and agencies.
- Support and monitor the progress of BSW students through their 240 hours of practicum work each year.
- Establish and monitor safety policy and revise as needed, in collaboration with the BSW program director.

Agency Responsibilities

- Provide student with well trained and highly skilled field instructors, and task supervisors if applicable
- Provide student interns with appropriate physical space to facilitate learning and complete the required learning tasks.
- Provide resources as available that will facilitate the student's learning and participation within the agency (e.g., support for conferences or training workshops).
- Provide a safe working environment for student interns.

Augsburg Field Seminar Responsibilities

- Bring together students from a variety of field practicum sites with the goal of deepening each student's understanding of the breadth and variety of services within social work.
- Provide a skills lab for one class session a week that links to the methods course being taught that semester.
- Provide a supportive problem solving group format for one class session a week.
- Improve students' practice skills in a collegial group process.
- Help students integrate coursework with the applied practicum work utilizing experiential learning processes.
- Develop a complex understanding of diverse communities and special populations.
- Provide an opportunity to discuss and monitor safety within the placement.

Safety

Student safety during the field placement 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 BSW program director and field coordinator, field faculty, agency field instructors/task supervisors, and students. We outline the specific responsibilities for each party below.

- Field Coordinator
 - The Field coordinator or field faculty member conducts a field safety workshop for junior field students each fall term.

- The field faculty distributes a field safety checklist to students, field faculty, and field supervisors and which included in the field manual. This checklist includes safety requirements and recommendations.
- The BSW field coordinator monitors agency and student compliance with safety related policies in cooperation with the field faculty.
- Field Faculty
 - The field faculty supports and reviews student compliance with field agency safety policies through routine and emergency contacts with the field agency and student.
 - The field faculty considers field safety in developing field seminar assignments and discussions
 - The field faculty will discuss any field safety concern or issue with the student, field instructor, and BSW field coordinator.
- Agency Responsibilities
 - The field agency maintains a safe working environment for field interns and must follow minimum safety standards as defined by the field safety checklist.
 - The field agency develops a post incident safety procedure.
 - The field supervisor and other field agency staff present and discuss all agency safety policies with students during their orientation, including the post incident safety procedure. Safety discussions should be held regularly during the practicum.
 - The field supervisor works with individual students as needed to reduce risk.
- Student Responsibilities
 - *Students will agree, as a requirement of candidacy, to abide by the Field Safety Policy**
 - BSW social work students preparing to intern at an approved agency are required to attend the safety planning workshop in the fall term. Failure to attend may delay participation in the practicum by a full academic year.
 - Students are required to review and discuss Augsburg's safety checklist and post incident planning with their field supervisors and task supervisor as part of agency orientation.
 - Students are required to comply with safety policy while at their internship. Failure to comply with safety policy may result in suspension from field.
 - Students are required to bring up safety concerns directly with their field faculty and to participate in safety discussions during the field seminar.
 - Documentation of hours is required (Appendix I).

Securing a Field Placement: Guide for Students

Juniors

The beginning point in your assignment to a field agency is with a thorough reading of this manual, which will answer many common questions about field. Note that your assignment to a field seminar is contingent upon successful admission into the social work program. Please refer

to your BSW student manual for a step-by-step guide to the application for social work candidacy.

The junior field seminar is a unique approach to field that may involve both group and individual supervision at the field site in conjunction with the field seminar. The field coordinator will match you to an agency. You will then contact the agency to set up an interview. Concurrently you will e-mail the agency your resume and cover letter. After you complete your interview the agency representative will let you and the field coordinator know if they can offer you a placement. Once the offer has been made, you will complete an Assignment Form (Appendix F) in order to confirm your placement. If you are not compliant with procedures the field coordinator may place a hold on your ability to register for classes. You would then need to meet with your advisor or the field coordinator to adhere to field matching procedures in order to have your hold lifted. Your field seminar/placement is finalized when the Assignment Form is completed and turned in to the field coordinator.

Seniors

As with the junior field placement, the essential beginning point is with a thorough reading of this manual, which will answer many common questions about field.

In spring semester of your junior year you will attend a field orientation session. At this session you will be given a list of possible agencies where you can choose to interview. You will be given a time frame within which you may interview and select a placement on your own. If you do not secure a placement during the designated time period, the field coordinator will then work with you to find a placement before the end of spring semester of your junior year. If you are not compliant with procedures the field coordinator may place a hold on your ability to register for classes. You would then need to meet with your advisor or the field coordinator to adhere to field matching procedures in order to have your hold lifted. Your field seminar/placement is finalized when the Field Form is completed and turned in to the field coordinator.

Evaluations

The BSW program requires two forms for evaluation: Student Learning Agenda and Assessment form (Appendices B and C) and Student Evaluation of Field Placement form (Appendix E).

Student Learning Agenda and Assessment Form

This form provides a way to formally assess progress in each of the ten competencies. After completion of 120 hours, the student and the field instructor (and task supervisor if applicable) will independently assess student progress on the Student Learning Agenda and Assessment form. Then the student and field instructor (or task supervisor) will meet together to compare assessments, noting and discussing areas of agreement and difference. Following this meeting, the field faculty will visit the agency and meet with student and field instructor to formally review the student's learning. Both the student and field instructor should note what practice behaviors have been completed and what practice behaviors need to be started, practiced, or deepened.

Juniors complete seven of the ten competencies, while seniors complete all ten. Your grade for field seminar is determined by your mid-term evaluation on your learning assessment, and your field seminar course assignments. Grading guidelines are in the syllabus. You must pass the internship in order to pass the field seminar course.

Student Evaluation of Field Placement

The student's evaluation of the field placement is very important for the BSW field program. This evaluation helps the BSW field coordinator to determine if agencies continue to be suitable places for student learning (Appendix E).

Additional Policies and Procedures for Augsburg's Field Program

Non-Sanctioned Field Sites

The selection of a field site that is either not currently approved by the social work department for BSW assignments or is a place of employment (see Appendix D) should be viewed as exceptional cases. Please refer to the appropriate sections in this manual for guidelines and application information.

Non-Academic Experience as College Credit

No academic credit is given for life or job experience as a substitute for field practicum work and concurrent credit.

Fulfilling SWK 307 AND SWK 100 Hours at the Same Agency

Students who are taking SWK 307 concurrently with SWK 100 may use their SWK 307 site to meet the SWK 100 requirements. They will, however, have to be at the site an additional 40 hours—to separately cover the SWK 100 hours apart from the SWK 307 requirement of 240 hours. SWK 307 students will have to be aware that they will have to start at the site in keeping with the SWK 100 timetable. Students must complete different tasks and assignments for their service learning hours than they do for their internship and have a different field instructor than their service learning supervisor. Grades for SWK 307 and SWK 100 will be determined separately by the field instructor and service learning supervisor. Students who are paid employees at a Service-Learning site and who want to use that same site to meet the SWK 100 40 hour requirement must discuss their plan with the BSW Field Coordinator or the BSW Program Director.

Grading Policy

Field seminar grades are the responsibility of the field faculty. The evaluation of student learning and performance in the internship by the field instructor is advisory to the field faculty, who assigns the final course grade after reviewing both internship and seminar course work. The field faculty uses traditional grades in evaluating seminar course assignments. The field faculty will also verify that suitable progress is being made on completing the required field hours (240 each year). Field hours are recorded by students using the timesheet (Appendix I) and turned in monthly to field faculty. The field instructor's signature signifies that the student has adequately completed the required number of hours.

Placement Difficulties

If a problem develops in a field placement, the student and field instructor are encouraged to discuss their concerns with each other. If the student does not feel comfortable speaking to her/his field instructor, the concern should be raised with the field faculty or in the field seminar group as soon as possible. If after attempts to resolve the problem or clarify the misunderstanding, the problem is not resolved to the student's satisfaction, the field faculty will conduct a meeting with the field instructor and student. The field faculty will alert the BSW field coordinator to the concern and upcoming meeting. At the meeting, a plan regarding how to resolve the issue will be created and approved by the student, the field instructor, and field faculty. If after these new attempts to resolve the problem or clarify the misunderstanding, the problem or issue persists, the field faculty will inform the BSW field coordinator who will address this issue. A student may not discontinue a placement without following these steps unless the concern is sexual harassment or discrimination. In these situations, working directly with the field faculty and field coordinator is advised. The faculty will follow college policies on sexual harassment and discrimination.

Early Termination of Placement

If field placement difficulties cannot be resolved, students and/or field instructors will submit a written request for early termination of placement to the BSW field coordinator. This request will describe the reason(s) for the request and outline the steps taken to resolve the issues. All placement terminations must be requested in writing and requests sent to the field coordinator. Unless the student has violated the state rules of licensure or the code of ethics, the field coordinator will review the request and communicate one of two decisions to the field faculty, agency and student: 1) the student can seek a new placement; or 2) efforts to resolve the problem will be continued with the Field Faculty, field instructor and student. If the student has violated state rules of licensure or the code of ethics, the BSW field coordinator will forward this information to the BSW director for review.

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

Non-Discrimination Policy

Augsburg College does not discriminate on the basis of race, creed, national or ethnic origin, age, marital status, gender, sexual orientation or disability. The Department of Social Work complies with this college policy and has developed its own policy on social, ethnic and cultural diversity. This commitment extends to the selection of field sites. Field agencies are expected to not tolerate any form of discrimination by any agency employee or representative.

The Augsburg Social Work Department is committed to appreciating variations in racial, ethnic and cultural backgrounds, as well as class, gender, age, physical and mental ability, religion and sexual orientation.

Sexual Harassment Policy

Augsburg College has adopted a Sexual Harassment Policy which is delineated in the Student Guide. The Student Guide outlines the policy, how to recognize a sexual harassment situation,

options for resolving and confronting 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.

The following is an excerpt from the Sexual Harassment policy as stated in the student guide and dated July 20, 1992:

In its effort to create a work environment for all employees and a study environment for all students that are fair and free of coercion, the College has adopted the following policy:

- 1) Unwelcome behavior or actions that emphasize the sexuality or sexual identity of a person in the Augsburg community in a manner which prevents or impairs that person's enjoyment of educational and employment benefits, climate or opportunities is prohibited
- 2) submission to such conduct is made either explicitly or implicitly as a term of condition of an individual's employment; or
- 3) submission to or rejection of such conduct by an individual is used as the basis for academic and/or employment decision affecting such individuals; or
- 4) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidation, hostile or offensive environment. (student manual)

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

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

- 5) subjects a student to unwanted sexual attention; or
- 6) attempts to coerce a student into a sexual relationship; or
- 7) indicates that sexual favors are a condition for participation in a practicum; or
- 8) indicates that sexual favors may enter into the performance evaluation; or
- 9) 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.

Student Grievance

If a student is considering filing a formal grievance related to field supervision or behavior of field colleagues, the student is advised to first follow the steps outlined in the policy for *Placement Difficulties* on page 18 of this manual. If the student is dissatisfied with the outcome of this process, with the help of the academic advisor, (s)he should ask that the BSW Coordinator convene a meeting among the BSW field coordinator, BSW program director, field

faculty, and academic advisor. The student may choose to include another faculty member to mediate this meeting or the academic advisor may do so. Following this meeting, the student grievance may be resolved and recorded in writing to the BSW program director and chair of the Department of Social Work. Should the grievance not be resolved, the student and academic advisor will report to the chair of the Department of Social Work and, if necessary, the Academic Dean and formal grievance procedures will apply.

The Augsburg Student Guide contains the Grievance Policy and Procedure and should be consulted if a student feels a dispute has not been settled to his or her satisfaction with faculty or staff. Access information about grievance process is at www.augsburg.edu/studentguide. The Student Guide defines a grievance “as dissatisfaction occurring when a student feels or thinks that any conduct or condition affecting her/him is unjust, inequitable, or creates unnecessary hardship.” Some examples of disputes that might be salient to field are: 1) awarding a grade inconsistent with a student’s performance; 2) faculty frequently late or missing class without mutually agreeable rescheduling; 3) failure to provide a syllabus or course objectives; 4) failing to schedule or keep field appointments.

In summary, the student is encouraged to meet with the faculty or staff member first to discuss the problem and attempt to resolve it. If a solution cannot be reached, or the student prefers not to confer with the faculty or staff member, the student is encouraged to discuss the problem with the department chair in an attempt to resolve the problem. If after discussion with the chair, the grievance is not resolved to the student's satisfaction, the student should contact the Academic Dean. If these formal procedures do not resolve the problem to the satisfaction of the student, a more formal conciliation procedure is available and outlined in material available from the Vice President of Student Affairs

Field Calendar Adjustments and Holiday/Vacation Time Requirements

It is expected that students will meet the field hour requirements within the allotted time frame and during Augsburg’s regular semester calendar. However, for a variety of reasons some students will either be required by the agency or choose to perform more field hours during vacations or outside of Augsburg’s official semester calendar. For example, students working in K – 12 school settings are frequently asked to remain in placement until the end of the school year even if later than Augsburg’s school year. Or, in residency based field agencies such as group homes or hospitals, field students are frequently asked to work during Augsburg’s vacations. Also, some students prefer to plan extra hours during semester breaks. The field faculty must be aware of this plan. If non-standard hours requests arise later in the placement, these should be noted by student, field instructor, and field faculty. The student is responsible for negotiating smaller amounts of time off with her/his field instructor.

Transportation and Automobile Insurance

Transportation to and from the field setting is the responsibility of the student. Many settings require that students have access to a vehicle. The student is responsible for furnishing the vehicle, 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 choose to 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 that 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.

Professional Liability and Malpractice Insurance

Augsburg College has professional liability insurance for BSW students while performing their duties in a field placement. For students to be covered by Augsburg, they must be registered for a field seminar course and in regular contact with their Field Faculty. Once the student has received a final grade for fieldwork, the student is no longer covered by the Augsburg College professional liability insurance. The Social Work department requires that the students purchase individual professional liability and malpractice insurance. One possible vendor is through the National Association of Social Workers (<https://www.socialworkers.org>). You must first be a paid member of NASW to qualify for this benefit. Student insurance rates through NASW are considerably less expensive than the regular rate even when considering the additional cost of student membership with NASW. You will be expected to provide evidence of professional liability insurance prior to starting your practicum.

Institutional Affiliation Agreement

Some practicum agencies will require an official institutional affiliation agreement to be signed by both the field placement agency and officials at the college. The social work department does have an affiliation agreement that is available upon request. The areas covered within the contract include: 1) duties of the college; 2) duties of the field agency; and, 3) duties of the student.

Criminal Background Checks

Many field agencies require a criminal background check prior to accepting or allowing students to begin a field placement. A few agencies ask the student to pay for the background check. Neither Augsburg College nor the Augsburg social work program conducts criminal background checks on students. Students should be aware that criminal background checks are completed on all who apply for social work licensure.

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. These external field instructors are recruited by the MSW or BSW Field Coordinators and/or field faculty.

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

- 1) The appropriate administrative staff at the field agency and the task supervisor must agree to the external field instructor.
- 2) The external field instructor must have the requisite knowledge, experience and licensure of agency-based field instructors. Thus, in the BSW program the external field instructor must have at least a current social work license (LSW, LGSW, LISW or LICSW) and have two-years post-BSW experience.
- 3) The external field instructor must meet with the field student at least one hour per two weeks. Half of the field instruction hours per month must be offered in an individual format – whether by the task an/or the external field instructors.
- 4) Finally, the external field instructor must be involved in the initial, mid-term and final meetings with the student, the task supervisor and the field faculty liaison.

External field instructors will have contact with the BSW Field Coordinator bimonthly and will be invited to all field events, e.g. field orientation, CEH events. The use of external field instructors may vary from year-to-year based on the availability of qualified social workers and the needs of students and field placements.

Appendices

Appendix A Guidelines for the Student Learning Agenda and Assessment

Appendix B BSW JUNIOR: Student Learning Agenda and Assessment

Appendix C BSW SENIOR: Student Learning Agenda and Assessment

Appendix D Employer as Field Placement Agency

Appendix E Student Evaluation of Field Practicum Experience

Appendix F Assignment Form

Appendix G NASW Code of Ethics

Appendix H Student Field Safety Checklist

Appendix I Student Monthly Timesheet

Guidelines for the Student Learning Agenda and Assessment

- After you and your field instructor have read and conferred about material in this manual, please develop a draft Student Learning Agenda and Assessment (Appendices B and C) in consultation with your field instructor and field faculty. Submit the draft to your field faculty for comments prior to agreeing to its final form.
- The learning assessment is organized into ten competency areas. "Competence is a standardized requirement for an individual to properly perform a specific job. It encompasses a combination of knowledge, skills, and behaviors utilized to improve performance. More generally, competence is the state quality of being adequately or well qualified, having the ability to perform a specific role." Tailor your learning assessment to your specific internship by determining what knowledge, skills, and behaviors you will need to gain in order to meet the minimum level of competency in each area. Seniors will complete all ten competencies while juniors will complete only seven.
- In each competency area you are encouraged to develop tasks related to your individual learning and skill needs. For example, you could consider such questions as:
 - What knowledge do I want to gain from interning at this agency?
 - What behavioral practice skills do I want to develop?
 - In what areas do I need to grow as a professional?
 - How can I most effectively use supervision?
 - What tasks or practice behaviors can I engage in at this agency in order to achieve competence?
- You and your Field Instructor should carefully consider whether there is any special orientation or training that is necessary before performing the practice behaviors required by the agency. Is a particular method, technique, or style practiced at your practicum agency? If so, figure out what an experienced worker is required to accomplish and work backwards to figure out what specific agency tasks you will include on your learning assessment that will demonstrate each practice behavior.
- Indicate clearly on the learning assessment the practice behaviors under each competency that have been selected for you.
- Evaluation will be ongoing, with a formal evaluation conducted at the end of each term. The final evaluation of the Learning Assessment form must be completed for a final course grade