

Field Work Manual
2008-2009

**Masters of
Social Work
Program**

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PREFACE

To facilitate the success of the field experience for students, field agencies and field instructors, this manual guides MSW field activities at Augsburg College. Students, faculty field liaisons and field agency instructors are invited to review this manual. It should answer most questions pertaining to field placements and will guide the MSW Field Coordinator and the MSW Program Director in making decisions. Included in this manual are policies and procedures related to the Field Placement, as well as relevant forms that have been approved by the Department of Social Work Faculty. If there are questions not answered within this manual, please contact the MSW Field Coordinator of Augsburg College, Dr. Laura Boisen, at (612) 330-1439 or boisen@augsborg.edu

FIELD WORK EDUCATION AND FIELD PLACEMENT

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

- ethical, competent, professional practice
- problem solving within a systems framework and strengths perspective
- use of advanced practice theories in family practice or program development, policy and administration settings
- evaluation of the effectiveness of practice activities
- an understanding of, and respect for, diverse peoples and cultures
- responsibility and service to the broader community in the interest of social justice
- a commitment to oppose oppression.

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

FIELD PLACEMENT SETTINGS

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

- family and children
- child welfare
- mental health
- crisis intervention
- senior resources
- family social policy
- health and human services
- corrections and probation
- public and independent schools
- youth services
- hospitals
- developmental disabilities
- American Indian family services
- chronic and persistent mental illness
- chemical dependency
- court services
- immigrant, migrant, refugee services
- victims of torture
- faith-based social services
- neighborhood services

COUNCIL ON SOCIAL WORK EDUCATION STANDARDS

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

1. The MSW program's Field Coordinator will facilitate the placement of a student in a field agency. The field placement must have a clearly designed educational experience for the student.
2. The MSW Field Coordinator and the field agency shall engage jointly in selecting field instructors.

3. The faculty field liaison and field instructor will jointly assess the student's ability and progress, but the faculty field liaison will assume responsibility for final decisions on educational matters including final grading.
4. The field placement must provide a qualified social work field instructor who has adequate time for student supervision and adheres to Augsburg's curriculum requirements.
5. The field agency agrees to provide appropriate space, supplies and facilities for the student.
6. The field agency and field instructor must clearly differentiate between expectations for employees and learning assignments for students.
7. The MSW program is responsible for assigning field faculty to teach the field seminars, visit the field agencies, and coordinating and monitoring the field learning assignments.
8. If the student is employed at the same agency as the field placement, the Augsburg MSW Field Coordinator must be notified and approve the placement. See the policy on page 15 related to field placements at employment sites.

FIELD PROGRAM DESCRIPTION

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

Field Instruction Requirements

Field placements occur concurrently with field seminar instruction. In this way, theory and practice learned in the classroom will be applied and reinforced in the field. The student, faculty field liaison and field instructor have the responsibility of negotiating a schedule that will allow the student to complete the required minimum number of hours (420 minimum hours first year and 500 minimum hours concentration year students). The hours must span the length of the field seminars or two trimesters. However, a student may extend field hours past the two trimesters with permission from their field instructor, faculty field liaison and the MSW Field Coordinator. Field placements, however, **cannot** begin prior to the beginning of the trimester in which the student has registered for field seminar. Students can attend orientation or workshop days prior to the beginning of the trimester but cannot begin their social work practice.

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

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

FOUNDATION YEAR (GENERALIST) PLACEMENT

The foundation year placement (minimum of 420 hours) is a generalist placement. Such a placement allows the student to utilize the problem solving approach to systematically intervene with individuals, families, or groups drawing upon a range of theories while maintaining a focus on both private issues and social justice concerns. The accompanying integrative field seminar is a full credit course per trimester meeting each class weekend. Students will build practice skills essential to competent generalist practice by taking a skills lab in concert with Field Seminar I. 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.

Objectives for Field Work I and II:

At the end of the course students will be able to:

1. Demonstrate an understanding of human behavior in the social environment theoretical frameworks;
2. Demonstrate an ability to apply the problem-solving process with clients at micro, meso and macro levels of practice;
3. Demonstrate a working knowledge of the field agency and its programs;
4. Exhibit sensitivity to client's race culture/ethnicity, socio-economic class, gender, sexual orientation, and abilities;
5. Demonstrate an ability to apply basic helping skills in working with diverse individuals, families, groups and communities;
6. Demonstrate an awareness of self in regard to personal values and biases as they relate to professional functioning;
7. Demonstrates appropriate use of self in all phases of practice;
8. Demonstrate an ability to communicate professionally both verbally and in writing;
9. Identify and effectively respond to ethical issues in social work practice;
10. Demonstrate an ability to effectively use supervision;
11. Demonstrate an understanding of how to use research in effective practice and policy analysis, and;
12. Demonstrate a beginning capacity to use research skills in evaluating their own practice.

CONCENTRATION YEAR PLACEMENT

Students in their concentration year must satisfactorily complete one field placement (minimum of 500 hours) and Field Work Seminars III and IV during their MSW course of study. Field Work III and IV provide opportunities for advanced, professional experience in a setting that supports the student's chosen concentration. The second year focuses specifically on implementing theory-based strategies for change in both the Family Practice and Program Development and Policy and Administration concentrations. The accompanying integrative field seminar is a half credit course. Students are assigned to the field seminar sections by the field faculty. Students in both concentrations are required to complete a series of written assignments that encourages the linkage of theory and practice. In addition, students are required to complete a practice evaluation in their area of concentration. These projects use case material from their field placements and are completed in the integrative field seminar. Assignments in other courses contribute to the final summative project.

Objectives for Field Work III and IV (Program Development, Policy, and Administration)

At the end of the course students will be able to:

1. Demonstrate ability to develop strategies within an agency that enhance client empowerment;
2. Demonstrate the ability to use a variety of appropriate theories and skills related to program development, policy and administration;
3. Demonstrate an understanding of social work values and ethics within an agency;
4. Demonstrate an understanding of an organization as a community, including a working knowledge of the agency, its programs and the community;
5. Demonstrate an understanding of agency barriers, e.g., structural hierarchy, institutional racism, gender biases;
6. Demonstrate an understanding of theoretical constructs with strategies for intervention and change within an agency;
7. In program development, demonstrate the ability to utilize a variety of assessment processes effectively and appropriately;
8. Incorporate research processes and findings in macro social work practice;
9. Demonstrate the appropriate use of the professional use of self;
10. Demonstrate ability to generate creativity within colleagues using traditional and non-traditional approaches;
11. Demonstrate an understanding of the process of developing and changing public policy;
12. Demonstrate cultural competency skills in macro practice social work;
13. Demonstrate advanced skills in program evaluation;
14. Demonstrate knowledge and ability to use supervision effectively in macro practice social work; and,
15. Demonstrate an understanding and application of conflict resolution theories, strategies, and methods in macro practice social work.

Objectives for Field Work III and IV (Family Practice)

At the end of the course students will be able to:

1. Demonstrate knowledge and understanding of a variety of advanced practice theories and models;
2. Apply HBSE theories to an understanding of diverse individuals and families in their social context;
3. Apply one or more advanced practice theories and models;
4. Apply knowledge and understanding of the dynamics of oppression and discrimination to social work practice with diverse individuals, families, and groups;
5. Accurately utilize a variety of assessment processes to effectively discern and implement appropriate social work practice responses at micro, meso, and macro levels;
6. Apply a variety of intervention processes effectively with individuals, families, and groups;
7. Exhibit sensitivity to client's race culture/ethnicity, socio-economic class, gender, sexual orientation, and abilities;
8. Demonstrate an awareness of self in regard to personal values and biases as they relate to professional functioning;
9. Demonstrates appropriate use of self in all phases of practice;
10. Utilize supervision effectively and appropriately;
11. Develop and maintain effective working relationships with colleagues and other professionals;
12. Demonstrate a working knowledge of the student's placement agency, its programs and community;

13. Incorporate research processes and findings in social work family practice in assessment, intervention and evaluation of their own practice;
14. Identify and effectively respond to ethical issues in social work practice.

SUMMATIVE EVALUATION PROJECT

Project Description

All students will apply knowledge and skills from the foundation and concentration curriculum in completing a project designed to study the efficacy of social work designed interventions. Students will be required to conduct an advanced evaluation project during the first two trimesters of their final year.

Projects will be completed in the winter trimester and submitted by the end of the trimester to the Field Seminar instructor. The project must be successfully completed in order to receive a P or passing grade for Integrative Field Seminar IV.

Students interested in completing a thesis will enlist an identified faculty, enroll in a Thesis Seminar Elective in the second year spring trimester, and complete the thesis by the end of the final trimester. The thesis is distinct from a project in that the thesis must include an extensive literature review, implications and discussion and reports on more than a single case.

Objectives for the Summative Project

Students will be able to:

1. Evaluate practice, program, policy, community action, organization, delivery system, or historical events.
2. Empirically measure change processes.
3. Evaluate research findings and apply findings to practice, policy, community action, organization, delivery system, or historical events.
4. Effectively communicate empirically based knowledge.
5. Foster integration of empirically based practice knowledge at the micro, meso and macro levels.
6. Promote development of professional competence so that students have the knowledge and skills to determine the impact of their interventions.

Summative Project Outline

1. Introduction
2. Literature review
3. Background to the client case
4. Description of theory and model being used, including rationale
5. Evaluation method
 - a. Evaluation question
 - b. Design
 - c. Measurement instruments and strategy
 - d. Data analysis
5. Results
6. Discussion and summary

Additional Information:

1. The faculty instructor for Field III and IV serves as project advisor to follow students through evaluation.
2. The final project is to be submitted to the project advisor.
3. The project is due at the end of the winter trimester, with a possible extension to the end of the spring trimester. No grade for Field IV is given until the Summative Project is successfully completed.

SELECTION OF FIELD INSTRUCTION SETTINGS AND FIELD INSTRUCTORS

Field Setting Criteria

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

Field Instructor Criteria

Field 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. The field instructor must demonstrate a positive identification and commitment to the values of the social work profession and an appreciation for a graduate social work education. The field instructor must evidence competence in their practice skills sufficient to support their role as field instructor. The field agency must make an adjustment in the work assignments of the field instructor to allow for sufficient time for the tasks of a field instructor.

In rare instances, the requirement of an MSW degree from an accredited program may be waived for the field instructor - particularly when the agency is serving a diverse new population, developing a

new area of social work practice, or located in a rural area. In such cases, field instructors with advanced degrees in related fields may be approved by the MSW Field Coordinator. The student may not commit to the placement until the MSW Field Coordinator has spoken to the prospective field instructor and reviewed his/her resume and approved the supervision arrangement.

ROLES AND RESPONSIBILITIES

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

Student

1. Adhere to the requirements of the Handbook and class syllabi;
2. Attend student field orientation, consult with faculty including MSW Field Coordinator, in process of decision-making regarding selection of a potential field setting, interview with potential field instructors regarding the placement, and submit appropriate paperwork;
3. Develop a learning agenda in consultation with the field instructor and field seminar;
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 2 in the two trimester sequence will result in a No Pass grade);
7. Seek feedback on professional actions and judgments from field instructor, co-workers, and peers;
8. Evaluate the agency and the field seminar at the end of the placement.

Field Instructor (at the agency)

1. Provide student(s) a minimum of one hour individual regular conference time weekly;
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(s) which includes its major functions;
4. Clarify professional liability and insurance coverage for student(s);
5. Define specific student(s) roles and responsibilities within the agency;
6. Assist student(s) 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(s) to carry out duties of the position, and supervise completion of assignments according to agency and professional standards;
8. Facilitate the development of the student's ability to link theory to practice;
9. Provide student(s) duties and responsibilities of increasing difficulty, challenge and autonomy as appropriate and as student(s) grows in skills, knowledge and practice ability;
10. Facilitate students' evaluation of their practice;

11. Evaluate student's abilities and progress, recommend a grade, and verify completion of student hours in the field;
12. Participate with student and Field Faculty Liaison in field evaluation visits;
13. Attend new field instructors' orientation;
14. Keep faculty field liaison informed of any concerns, issues or problems in relation to the student's field experience.

Faculty Field Liaison (field seminar professor)

1. Confer with field instructor and student at the field agency at least three times per two trimesters, to establish learning agenda and conduct mid-term and final student evaluations;
2. Review objectives for the field learning agenda 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. Supervise completion of the summative project assignment;
5. Be available to field students and field instructors for consultation;
6. Assign and grade field seminar assignments;
7. Assign field grades.

Field Coordinator

1. Develop placement sites;
2. Inform students of placement requirements and assist them in obtaining a placement;
3. Maintain oversight of student placements;
4. Respond to student, field instructor and faculty field liaisons' requests;
5. Maintain updated field materials.

Field Education Coordinator

1. Plan field orientations and CEU workshops for field instructors;
2. Plan and implement the field research program;
3. Plan the field appreciation luncheon;
4. Recruit members for and convene the Field Advisory Committee annually;
5. Provide support to MSW and BSW Coordinators as needed.

THE SELECTION OF A FIELD PLACEMENT

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

Overview of Field Placement Selection

Students are required to attend the student field orientation prior to selecting a field placement. This session contains valuable information that assists students avoid costly and time-consuming problems. Students will receive written notification of the meeting in the MSW Newsnotes distributed each class weekend.

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

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

Field Placement Procedures

1. Attend the student field orientation session. If the student cannot attend, it is the student's responsibility to alert the MSW Field Coordinator and schedule another time to meet.
2. Attend the spring field fair jointly sponsored by the University of Minnesota and Augsburg College if seeking a metropolitan area placement. Students will receive notification of the date, time and place at the field orientation.
3. Consult approved list of MSW field placements for Augsburg students. If the agencies on the list do not meet the student's needs and/or the student has another possible placement idea, contact the MSW Field Coordinator. This step must be taken prior to the student contacting the desired field agency or field instructor.
4. Students should select agencies to interview that will support their personal and professional goals. Second year students must select a field placement within their concentration. Students should relate to the field agencies in a conscientious manner as they are not only representing themselves, but Augsburg College.
5. Arrange an interview with the field placement supervisor. Note that field placement interviews for fall are held in conjunction with the University of Minnesota and St. Catherine's in the prior Spring. **There are restrictions on what dates contact can begin and end with field agencies.** Students will receive information from the MSW Field Coordinator alerting them to the interview date span. Field agencies are aware of these guidelines and not adhering to them may adversely affect the student's chances of acceptance since field agencies have asked for these date restrictions to limit their inconvenience.
6. Students should arrange an appointment with the agencies of interest. Remember, sending a cover letter and resume may be as effective as a telephone call. An interview with the potential field instructor might include: 1) student and field instructor expectations; 2) specific student assignments and tasks in the field placement; 3) time commitment and possible schedule; 4) amount and type of supervision by the field instructor; and, 5) how well the placement can support the student's professional growth and development.
7. Once all interview(s) have been completed, the form entitled **AGENCY CHOICE FOR MSW STUDENT PLACEMENTS** (distributed at field orientation) must be completed by the student and returned to the Augsburg MSW Field Coordinator. Shortly after the form's due date, the field directors at Augsburg, the University of Minnesota and St. Catherine's meet to match the students' agency choice to the agency's choice.

8. Once the matches have been made:
 - a) students with a match will be alerted to their field placement assignment via e-mail;

OR

 - b) students without a match will receive written notification from the MSW Field Coordinator who will also alert students to agencies that still want students.
9. Once the field instructor, student and MSW Field Coordinator have agreed to a field placement, all students are required to complete the form entitled **FIELD PRACTICUM ASSIGNMENT** sheet (see Appendix A). The completion of this sheet will formalize the student's intent to accept a field placement at the particular field agency. If problems arise and the student cannot adhere to this agreement, the student must contact the Augsburg MSW Field Coordinator and Field Instructor as soon as possible.
10. Field placements must be secured **prior** to the beginning of the trimester in which the student is enrolled in Field Seminar I & II or III & IV.
11. Securing a field placement cannot be insured by the Field Coordinator or the Augsburg's MSW program. If a placement cannot be secured by a student, it may/will affect their continuation in the MSW program.

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

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

No Offer of Field Placement

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

EMPLOYER AS FIELD PLACEMENT SITE

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

Agency responsibilities:

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

Student responsibilities:

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

Augsburg College responsibilities:

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

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

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

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

EVALUATION COMPONENTS

Evaluation of Student Performance

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

The evaluation of the student is based on the objectives within the learning agenda (see Appendix B), the student field evaluation instrument (see Appendices C, D, E & F for Foundation, Family Practice, Family Practice Dual Degree, and Program Development, Policy & Administration, respectively), and completion of assignments in the field seminar. The Field Evaluation Form provides feedback from the field instructor, in consultation with the student, regarding how well the student has done by the end of the term and to what degree objectives have been attained.

Students' Field Evaluation Forms submitted as part of the required field instruction are placed in the student's permanent record and become the property of the social work department of Augsburg College. Student records are open only to the student and to the faculty members for educational purposes. No material may be taken or used from the student's file unless there is written permission from the student.

Student Evaluation of Field Placement

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

Student Evaluation of Field Seminar

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

GRADING POLICY

Although field instructors are consulted, grading is the responsibility of the faculty field liaison. The field evaluation forms are advisory for that purpose. The final grade is provided by the faculty field liaison after the review of the signed Field Evaluation Form. The final grade is based upon the field instructor's recommendation and successful completion of the assignments in the field seminar course. The final grade for SWK 611 and SWK 652 includes successful completion of the Summative Project. The field instructor's signature signifies that the student has adequately completed the required number of hours.

The student receives a grade at the end of each trimester. Grades are:

- P Pass; achieves at or above the 3.0 level (not computed in grade point average).
- X Given by the instructor to indicate that the study is extended. A final grade will be issued at the end of the term in which the work is completed and evaluated (but not longer than one year).
- N No credit; does not meet minimum passing standard; student referred to MSW Director for Level III review
- I Incomplete grade given in case where student is unable to complete course requirements for reasons beyond the student's control. To receive an incomplete, a student must complete a petition and return it to instructor prior to the end of the course.

PLACEMENT DIFFICULTIES

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

EARLY TERMINATION OF PLACEMENT

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

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

STUDENT GRIEVANCE PROCEDURE

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

See the Augsburg Student Guide for information on the College's appeal process at <http://www.augsburg.edu/studentguide>

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 faculty field liaison, MSW. Some examples of disputes that might be salient to field are: 1) awarding a grade inconsistent with a student's performance; 2) faculty frequently late or missing class without mutually agreeable rescheduling; 3) failure to provide a syllabus or course objectives; 4) failing to schedule or keep field appointments.

NON-DISCRIMINATION POLICY

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

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

SEXUAL HARASSMENT POLICY

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

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

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

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

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

DUAL RELATIONSHIPS POLICY

Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries (Standard 3.02(d), NASW Code of Ethics).

To best achieve students' learning goals, avoid conflicts of interest and comply with the NASW Code of Ethics, field instructors should not enter into dual relationships with field students that could compromise the student's development or an objective assessment of the student's work. As stated in the NASW Code, it is the responsibility of the field instructor to establish and maintain appropriate boundaries.

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

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

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

Placements will be avoided if the:

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

OPERATING POLICIES FOR AUGSBURG FIELD PROGRAM

Holiday and Vacation Time Requirements

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

Transportation and Automobile Insurance

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

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

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

Student Stipends

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

Professional Liability and Malpractice Insurance

Augsburg College has professional liability insurance for MSW students while performing their duties in a field placement. However, students must purchase additional liability and malpractice insurance. This relatively inexpensive insurance assures the student of a personal attorney looking out for

her/his interest should a lawsuit arise. One possible vendor is via the National Association of Social Workers (1-800-638-8799 or <http://www.nasw.org/>). For students to be covered by Augsburg, they must be registered for a field work seminar and in regular contact with their Faculty Field Liaison. Once the student has received a final grade for field, the student is no longer covered by the Augsburg College professional liability insurance.

Criminal Background Checks

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

Field Agency Agreement

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

The Health Insurance Portability and Accountability Act of 1996 (HIPAA)

HIPAA is the acronym for the Health Insurance Portability and Accountability Act of 1996. The Centers for Medicare & Medicaid Services (CMS) is responsible for implementing various unrelated provisions of HIPAA, therefore HIPAA may mean different things to different people. Here's a directory of CMS's business activities with regard to HIPAA.

Title I of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects health insurance coverage for workers and their families when they change or lose their jobs. Visit this site to find out about pre-existing conditions and portability of health insurance coverage.

The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA, Title II) require the Department of Health and Human Services to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers. It also addresses the security and privacy of health data. Adopting these standards will improve the efficiency and effectiveness of the nation's health care system by encouraging the widespread use of electronic data interchange in health care.

For more details visit: <http://www.cms.hhs.gov/hipaa/>

NASW Code of Ethics

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

The Code delineates standards in six areas: 1) social workers' ethical responsibilities to clients; 2) social workers' ethical responsibilities to colleagues; 3) social workers' ethical responsibilities in practice settings; 4) social workers' ethical responsibilities as professionals; 5) social workers' ethical

responsibilities to the social work profession, and; 6) social workers' ethical responsibilities to the broader society. Augsburg social work students, faculty, and field instructors are expected to familiarize themselves with the Code of Ethics and must adhere to its standards (see bibliography for Code of Ethics references).

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

Appendices

Augsburg College - MSW Program

FIELD PRACTICUM ASSIGNMENT

Fall 2008 Practicum

Student Name _____ Date: _____

Address _____

Phone (Work) _____ ext. _____ (Home) _____

E-mail _____

To be enrolled in: Field Work I Field Work III
Concentration: Family Practice Program Development, Policy & Administration

My Field Assignment for this year will be:

Agency _____

Address _____

City _____ State _____ Zip _____

Phone _____ ext. _____ (Fax) _____ (E-mail) _____

Are you an employee of this agency? Yes No

Name of Designated Field Supervisor (MSW required):

Field Instructor _____ Phone _____ ext. _____

Placement Start Date: _____ (as agreed to, by you and the field instructor)

Brief description of assignments and tasks (as agreed to with field instructor):

Return to: **Laura Boisen**, Augsburg College, 2211 Riverside Ave-CB 51, Minneapolis, MN 55454 Fax: 612-330-1493
ASAP!

Date Form Received: _____

Date Assignment Confirmed: _____

LEARNING AGENDA

SWK 502 & 503

FIELD WORK I AND II - MSW

I. Basic Information

- A. Student name
- B. Field placement agency name and address
- C. Field Instructor name, title and telephone number

II. Schedule

- A. Days and hours will spend in the field agency
- B. Beginning date of placement
- C. Estimated ending date of placement

IIIA. Objectives for Field Practicum (each objective must be addressed by all students)

Objective 1: To have a working knowledge of the nature of social work as a profession.

- Example Tasks
- a. Attend twice, with Supervisor, State Task Force on Teen Pregnancy.
 - b. Attend National Association of Social Workers Board meeting once, and one Minnesota Social Services Association conference session
 - c. Read four articles from professional journals and discuss with field work instructor
 - d. Follow one social policy bill at the legislature; share information with staff at staff meeting
 - e. Discuss with other agency personnel the professional organizations and conferences that are important to them

Objective 2. To have a working knowledge of the agency, its programs and its social context.

- Example Tasks
- a. Attend and participate in student intern orientation sessions, and read all necessary agency information
 - b. Discuss the program areas with appropriate agency staff
 - c. Develop a flow chart of client movement in and out of the agency
 - d. Attend appropriate staff regular advisory committee and agency board meetings at least once

Objective 3. To utilize human behavior and social environment theories, inter-personal communications and relationship skills in a competent manner.

- Example Tasks
- a. Deliver general casework services to four clients and families in seniors program, discussing process and outcome of work. Present one case in team meeting.
 - b. Co-lead two groups of clients with Field Instructor, and discuss process and outcome of work (teen parenting group and parent education group).
 - c. Present one theory per week and apply to a current agency case with assistance from the Field Instructor.

Objective 4. To develop understanding of the diversity of people by race, gender, sexual orientation, religion/spirituality, ableness and age.

- | | |
|---------|------------------------------------------------------------------------------------------------------------|
| Example | a. Learn the population served by the agency |
| Tasks | b. Learn whether and how needs differ |
| | c. Determine how the agency addresses differing needs and how clients are served accordingly by the agency |

Objective 5. To gain insight into issues of oppression and social justice that affect the clients of the agency and how the agency and staff addresses such issues.

- | | |
|---------|------------------------------------------------------------------------------------------------------------------------|
| Example | a. Discuss with Field Instructor and other agency staff |
| Tasks | b. Note what issues are addressed at Staff meetings related to social justice and oppression and what action is taken. |

Objective 6. To utilize problem-solving approach in practice and identify ways to evaluate direct practice skills.

- | | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------|
| Example | a. Use the process steps of the problem-solving method in all modes of |
| Tasks | social work practice assigned in the agency, and discuss the process with |
| | field instructor. |
| | b. Bring in Compton/Galaway or Hepworth, Rooney & Larson model to agency. Explain it to Field Instructor and apply to a current case. |

Objective 7. To demonstrate understanding and respect for professional behavior.

- | | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Example | a. Conduct self in accordance with NASW code of ethics. Bring in the |
| Tasks | code. Discuss specifics and relate to ethical issues of the agency. |
| | b. Account for time and effort, and conduct self in a manner prescribed by the sponsoring agency. |
| | c. Interview three other professionals in the agency and compare social work code of ethics with their codes. Discuss with them what it means to be a professional. |

Objective 8. To demonstrate increasing self-awareness and maturity in personal areas of professional functioning.

- | | |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Example | a. Develop initiative and independent work by assuming more |
| Tasks | responsibility for cases over time. |
| | b. Reflect on and discuss values, biases, and attitudes related to practice with Field Instructor. Bring in at least two issues per month. |
| | c. Express feelings and ideas related to practice with Field Instructor. |
| | d. Attend a conference or rally on an issue that challenges me. |

IIIB. Objectives for additional individual professional development by the student:

1. To develop self-confidence in the field (example objective).

- | | |
|---------|------------------------------------------------------|
| Example | a. Seek out new challenging projects as appropriate. |
|---------|------------------------------------------------------|

Tasks b. State my opinions clearly and be willing to discuss.
 c. Ask for positive feedback. State clearly what I think I do well. Seek feedback.

2. To improve my awareness of my values (example objective).

Example a. Analyze my biases in my journal and in supervision.
Tasks b. Take two activist stands on something I value (write one letter, attend one rally)

3. To have a sense of humor and keep my work in perspective.

Example a. Explore my playful side at work; discuss problems with my Field
Tasks Instructor and co-worker.
 b. Recognize my personal struggles and make suggestions for resolutions.

IIIC. Objectives in terms of special skills required by agency (optional):

1. To carry out all aspects of group work.

Example a. Recruit group members for teen parents group.
Tasks b. Take responsibility for the physical well-being of group members during field trips.
 c. Communicate with group members on an individual basis.
 d. Communicate with each family of group members at least once a month.
 e. Facilitate (or co-facilitate) group.
 f. Increase writing skills in preparation of group reports.
 g. Complete all necessary forms under the guidelines of the agency.
 h. Develop teaching modules for a repeating ten week sequence.

IV. Field Instruction and Guidance

1. Attend supervisory conferences weekly, on Friday, 9-10 A.M.
2. Share information about individuals and groups with supervisor/other social workers.
3. In cooperation with my supervisor, evaluate individual clients and myself.
4. Attend all-staff meetings and center advisory meetings.
5. Attend in-service training sessions presented by agency on a bi-monthly or monthly basis

Student _____

Date: _____

Field Instructor _____

Date: _____

Approved for the College:

Faculty Field Liaison _____

Date: _____

LEARNING AGENDA
SWK 610 and 611 - FIELD WORK III & IV
MSW - ADVANCED FIELD WORK - FAMILY PRACTICE

I. Basic Information

- A. Student name
- B. Agency name, address and phone
- C. Field Instructor name, title, education and telephone number

II. Schedule

- A. Field placement days and hours
- B. Beginning date of placement
- C. Estimated ending date

III. Objectives for Field Practicum *(To be developed by the individual student within each of the following areas)*

Objective 1: [Develop an objective related to social justice]

Use the following to guide the development of tasks to meet the objective:

What do you need to learn about the agency, its mission, its community, the population served, the history, political base, demographics, etc. that allows you to identify and analyze social justice issues?

Objective 2: [Develop an objective related to knowledge of the agency and community]

Use the following to guide the development of tasks to meet the objective:

What do you need to learn and understand in regards to the agency's structure, programs, mission, laws and regulations, etc.? In what way will you learn this information? How does the community and agency's missions intersect or conflict? What are the resources?

Objective 3: [Develop an objective related to assessment skills]

Use the following to guide the development of tasks to meet the objective:

Identify tasks related to honing your assessment skills. Must be able to demonstrate advanced practice skills in assessment. This should include development in writing assessments as well.

Objective 4: [Develop an objective related to direct practice interventions]

Use the following to guide the development of tasks to meet the objective:

Identify skills and tasks related to advanced family practice. Must be able to identify a theoretical framework and demonstrate corresponding practice methods that are considered standard practice with the population served. This should be specific, skill-based and include writing skills. What practice skills have you begun to master and what skills do you need to develop? This objective must include direct practice evaluation components. In what way are you actively measuring your skill as a practitioner? The theories and skills must demonstrate sensitivity to the issues of race, gender, age, sexual orientation, religion/spirituality, ableness.

Objective 5: [An objective related to personal and professional growth in the social work profession]

Use the following to guide the development of tasks to meet the objective:

Identify growth areas and those areas that are strengths related to self as a practitioner. This should encompass not only practice skills but the awareness of personal biases.

Objective 6: [Develop an objective related to colleagues]

Use the following to guide the development of tasks to meet the objective:

Developing working relationships with colleagues and other professionals in the field agency. What skills will you develop and what tasks will assist specific to teaming?

Objective 7: [Related to field instruction]

Use the following to guide the development of tasks to meet the objective:

How you will use supervision to develop and understand your role and skills as a social worker?

Student _____

Date: _____

Field Instructor _____

Date: _____

Faculty Field Liaison _____

Date: _____

LEARNING AGENDA
SWK 651 & 652 - FIELD WORK III & IV
PROGRAM DEVELOPMENT, POLICY AND ADMINISTRATION

I. Basic Information

- A. Student name
- B. Field placement agency, address and phone
- C. Field Instructor name, title, education, and telephone number

II. Schedule

- A. Placement days and hours
- B. Beginning date
- C. Estimated ending date of placement

III. Formal Program Objectives: *(To be developed by the individual student within each of the following areas)*

Objective 1: [Develop an objective related to social justice]

Use the following to guide the development of tasks to meet the objective:

What do you need to learn about the agency, its mission, its community, the population served, the history, political base, demographics, etc that allows you to identify and analyze the pertinent social justice issues?

Objective 2: [Develop an objective related to knowledge of the agency and community]

Use the following to guide the development of tasks to meet the objective:

What do you need to learn and understand in regards to the agency's structure, programs, mission, laws and regulations, etc? How does the community and agency's mission intersect or conflict? What are the resources?

Objective 3: [An objective related to using theory and social work skills in agency practice]

Use the following to guide the development of tasks to meet the objective:

Identify skills and tasks related to practice in program development, policy and administration. Must be able to identify a theoretical framework and corresponding practice methods that are considered standard practice. This objective must also include tasks related to writing skills appropriate to the placement. The theories and skills must demonstrate sensitivity to the issues of race, gender, sexual orientation, religion/spirituality, ableness.

Objective 4: [An objective related to personal and professional growth in the social work profession]

Use the following to guide the development of tasks to meet the objective:

Identify growth areas and those areas that are strengths related to self as a practitioner. This should encompass not only practice skills but the awareness of personal biases.

Objective 5: [Develop an objective related to colleagues]

Use the following to guide the development of tasks to meet the objective:

Developing working relationships with colleagues and other professionals in the field agency. What skills will you develop and what tasks will assist specific to teaming?

Objective 6: [Develop an objective related to field instruction]

Use the following to guide the development of tasks to meet the objective:

How you will use supervision to develop and understand your role and skills as a social worker?

Student _____

Date: _____

Field Instructor _____

Date: _____

Faculty Field Liaison _____

Date: _____

**AUGSBURG COLLEGE
DEPARTMENT OF SOCIALWORK
GRADUATE STUDENT EVALUATION OF FIELD PLACEMENT AND FIELD INSTRUCTOR**

Field Placement _____
Field Instructor(s) _____
Graduate Student _____
Field Work Time Period _____
Date Evaluation Completed _____

I INSTRUCTIONS

This evaluation form is to be completed by each graduate 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

2-Fair, Needs Improvement

3-Acceptable

4-Very Good

5-Outstanding

II. THE FIELD WORK AGENCY

The 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.). _____

The ratings are as follows:

1-Poor, Unacceptable

2-Fair, Needs Improvement

3-Acceptable

4-Very Good

5-Outstanding

8. provided knowledge and/or helped you develop in the following areas:

a. knowledge and understanding of agency (history, philosophy, policies, procedures; organizational structure and programs which determine and affect the provision of services.). _____

b. knowledge of community within which social services exist. _____

c. knowledge of the community resources (i.e., social services, health, economic, educational, legal and other services and assistance) and their relationship to agency services _____

III. THE FIELD WORK INSTRUCTOR

The field work 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:

a. knowledge, attitude, and skills in the development and management of professional relationships – in relation to self, colleagues, and supervisor. _____

b. assessment, understanding, and sensitivity to client, group, system in her/his situation. _____

c. application of values to field practice. _____

The ratings are as follows:

1-Poor, Unacceptable

2-Fair, Needs Improvement

3-Acceptable

4-Very Good

5-Outstanding

d. application of theory and knowledge to field practice. _____

e. application of practice concepts and approaches to your field practice. _____

f. 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. _____

g. development of sensitivity and commitment to the issues of diversity. _____

h. development of sensitivity and awareness of your values, attitudes, biases and prejudices. _____

IV. SUMMARY RATINGS AND OTHER ITEMS

1. Overall, how would you assess the quality of this field placement setting?

1-poor

2-Fair, Needs Improvement

3-Acceptable

4-Very Good

5-Outstanding

2. Overall, how would you assess the ability of your field work supervisor?

1-poor

2-Fair, Needs Improvement

3-Acceptable

4-Very Good

5-Outstanding

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 for you 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.)

CENTRAL FOCUS ON DIVERSITY

The Social Work Department agreed on the following “Statement on Racial, Ethnic, and Cultural Diversity” in February, 1993:

Our goal is to make this Department a place where cultural competence can grow and where racism and oppression will wither. We are committed to appreciating variations in racial, ethnic, and cultural backgrounds and in class, gender, age, physical and mental ability, religion, and sexual orientation. We see the differences among ourselves -- faculty, staff, and students -- as strengths and resources for us to tap. Welcoming diversity and understanding how we differ and what we share in common are first steps in our lifelong pursuit of ethnically sensitive and culturally competent social work education and practice. We are committed, also, to increasing the diversity of department resources by:

- Promoting affirmative action in hiring;
- Actively seeking training and renewal in ethnically sensitive practice for faculty, staff and field supervisors and students;
- Expanding and enriching our BSW and MSW curricula with readings, media and guest presentation which reflect the broad spectrum of human cultures;
- Advocating on behalf of oppressed groups in our communities;
- Serving on communities and task forces working to solve the problems of racism, hatred, and discrimination;
- Lobbying for legislation and policies intended to make our society more just; treating each other with respect and holding each other accountable to challenge racism; and
- Supporting each other in our efforts to become more ethnically sensitive and culturally competent.

Thus, we recognize that appreciation of differences as strengths and creative resources is a necessary, but not sufficient step in building a just community. Onto our willingness to learn about and to understand other cultures and other points of view, we consciously and vigorously add our determination to point out and to fight racism and other forms of oppression toward people. In our local region oppression has been especially evident in the disproportionate number of women and children who are poor, in the disproportionate number of children of color who are placed out of their homes, in the disproportionate number of older women of color who are without adequate housing or health care, in the disproportionate number of men of color in correctional facilities, in the recent rise in verbal harassment and violent attacks on women and gay and lesbian people, in the increase of anti-Semitic acts and cross-burnings, and in the still-limited number of staff and students of color serving in our social services agencies. To prepare faculty, staff and students to recognize oppression, discrimination, and both covert and overt racism on individual and institutional levels, we will include anti-racism content and skills in each course.

We are committed to address our own issues of racism through honest, direct dialogue with each other, through continuing scholarship, through reading, writing and participating in workshops, retreats, and cultural events and through listening to others -- students, practitioners, representatives from community and users of social work services whose ethnic or cultural backgrounds differ from our own. Further, we are concentrating on increasing awareness of assumed or presumed privilege based on membership in a group that historically has oppressed others in Minnesota.

The goal of these initiatives is to offer each faculty member, staff and student in our Program a supportive climate and substantial information upon which to build ethnically sensitive and culturally competent practice so that we each can grow as human beings and combat racism effectively together. Each student is required to develop skills in helping clients from diverse backgrounds. The Department has traditional ties to global studies and some faculty and students have experience and knowledge in international social work. This skill development will join efforts to achieve social justice world-wide.

(Retyped verbatim from MSW Handbook)

Appendix E

VERIFICATION OF FIELD PLACEMENT HOURS

Please list the number of hours performed in your field placement by month, get your field instructor's signature, and submit this to your field liaison with the student field evaluation.

Student Name: _____

Field Agency: _____

Field Instructor Name: _____

Time Span of Placement: _____

Hours Completed In:	August	_____
	September	_____
	October	_____
	November	_____
	December	_____
	January	_____
	February	_____
	March	_____
	April	_____
	May	_____
	June	_____
	July	_____

Student Signature: _____

Field Instructor Signature: _____

Task Supervisor Signature (if applicable): _____

Date: _____