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This manual is a guide for students and should be considered as supplement to the MSW and BSW student handbooks. It summarizes the curriculum requirements, the educational objectives, competency standards, policies, and procedures of the Division’s graduate and undergraduate field practicum program. This is not a contract and does not supersede university and trustee regulations. The Division of Social Work Field Committee may change this handbook at any time. No manual can cover all of the questions or situations that may arise. Students and Field Instructors are strongly encouraged to contact the Field Director or with questions.

This manual is available on line at: http://www.uwyo.edu/socialwork
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SECTION I – Introduction

The University of Wyoming’s Division of Social Work (DOSW) is committed to excellence in all aspects of the educational process. According to the 2008 Council on Social Work Education (CSWE), field education is the signature pedagogy of social work education.

“Signature pedagogy represents the central form of instruction and learning in which a profession socializes its students to perform the role of practitioner. Professionals have pedagogical norms with which they connect and integrate theory and practice. In social work, the signature pedagogy is field education. The intent of field education is to connect the theoretical components of curriculum—classroom and field—are of equal importance within the curriculum, and each contributes to the development of the requisite competencies (CSWE, 2008).”

The field education program is the culmination and integration of the student’s academic preparation for entry into social work practice. During the practicum and associated coursework, the student has a guided, supervised opportunity to put into practice the theories, knowledge, values, and skills learned in the classroom. The current goals and objectives of the overall field education program are:

1. **Students will demonstrate the achievement of program competencies in field.**
   - All students will demonstrate, at minimum, provisional mastery (competency) in each of the nine (9) Core Competencies on the final Competency Evaluation summary, as evaluated by the Field Instructors’ rating of the students’ performance in field.

2. **Field practicum forms and evaluations will effectively measure students’ mastery of 9 core competencies and the associated practice behaviors**
   - Conduct Field Instructor feedback sessions (trainings, during site visits) to improve Field Seminar forms and evaluations.
   - Coordinate w/MSW and BSW Program Directors to ensure field forms are in line with overall program evaluation standards

3. **Goal: Students will connect the theoretical and conceptual contributions of the classroom with the practical world of the field practice setting.**
   - Students’ successful completion (grade of C or higher) of Field Seminar course sequence concurrently with field placement.

4. **Field program will provide quality field placement sites and Field Instructors and/or Onsite Supervisors.**
   - Recruitment/development of new field placement sites and Field Instructors and/or Onsite Supervisors; maintain and support existing field placement sites and Field Instructors and/or Onsite Supervisors.
     - Field Instructor and agency application and approval process.
     - Annual Field Instructor training.
Field Instructor and agency evaluations (by students).
Field Instructor and agency evaluations (by liaisons).

Regular and supportive contact between field placement sites, Field Instructors, and the DOSW. Faculty liaison contact schedule:
- Phone and email contact of Field Instructor and agency regularly throughout the semester.
- Minimum of one site visit once per semester (weather permitting, can substitute with Skype/phone conference) with student and Field Instructor and/or Onsite Supervisor.
- Faculty liaison evaluation by students.
- Completion of faculty liaison checklist.
- Feedback provided to faculty liaison annually by Field Directors.

SECTION II - Roles and Responsibilities
The coordination of several different professionals is needed to successfully and efficiently administer the student practicum experiences. Every person, including the student, has a role in successful field practicum. The roles and responsibilities are explicated here:

Student
The student is an adult learner with a commitment to and investment in preparation for a career in the profession of social work. The expectations for the knowledge, values, and skills students must acquire in field practicum are specified, in detail, in the ten competencies and the associated practice behaviors.

Students are expected to:
1. Under the supervision and guidance of the Field Instructor (and Onsite Supervisor, if applicable), demonstrate the Competencies and associated practice behaviors as outlined for the MSW or BSW program requirements.
2. In conjunction with the Field Instructor (and Onsite Supervisor, if applicable), develop a Field Practicum Contact which will outline the opportunities and activities that allow the student to meet the educational objectives and demonstrate the competencies’ related to practicum.
3. Prepare for weekly supervision meetings with the Field Instructor (and Onsite Supervisor if applicable) by developing and submitting an agenda.
4. Participate actively in assigned practicum duties and agency staff meetings.
5. Complete all assignments, reports, and other required work on time.
6. Practice social work in a disciplined manner and at the highest level of competence possible in view of skill and knowledge limitations.
7. Conduct him/herself in a professional manner consistent with the NASW Code of Ethics and in the best interest of clients.
8. Follow agency policies and procedures, including dress codes.
9. Engage actively in the evaluation process by completing self-evaluations, seeking ongoing feedback from the Field Instructor, and participating in the quarterly, mid-placement and final evaluations.
10. Bring to the Field Instructor any problems or dissatisfaction with the field experience and engage constructively in finding solutions.
11. Meet at least once per semester with the faculty liaison to review progress.
12. Inform the faculty liaison of any problems that may arise.
13. Provide documentation of their learning within the field practicum.
14. Attend and participate in Field Seminar courses.

**Field Instructor**

Field Instructors are agency representatives to the University who possess a BSW or MSW degree from a CSWE accredited program. They provide supervision, advisement, and instruction to students to promote the development of social work skills, abilities and incorporation of social work values and ethics. On occasion a social worker will volunteer to be an off-site Field Instructor. This occurs when the agency does not have an individual with a BSW or MSW who is able to provide field instruction on site.

High quality supervision is an essential ingredient to help the student in their professional growth and development. The supervisory relationship is often the most significant relationship for the student in the field. The supervisor is usually one of the first professional relationships the student establishes. In addition, the supervisor is often a first mentor. This supervisory relationship provides support for students in the process of integrating the educational curriculum with the “hands on” field experience gained in the host agency. Good supervision must be scheduled regularly and adequate time must be given to this process (a minimum of 1 hour per week is required). Supervision provides both learning opportunities and reflective examination of challenges and growth while balancing the focus on task and process.

The Field Instructor, in collaboration with the student, has primary responsibility for developing the instructional curriculum for each assigned student based on the field practicum syllabus and learning opportunities available at the agency and in the community. The Field Instructor assesses the individualized learning needs of the student. The responsibilities of a Field Instructor include the following:

1. Assume overall responsibility for the student’s educational experience in the agency and assess student’s overall competency as identified on the Competency Evaluation(s).
2. Orient students to the agency, its policies and procedures, staff and field instruction staff.
3. Develop the Field Practicum Contract in close collaboration with the student and Onsite Supervisor (as applicable) and with consultation from the faculty liaison as needed.
4. Develop and provide an array of student learning opportunities which are appropriate for preparation within generalist or advanced generalist social work practice.
5. Provided regular supervision for a minimum of one face to face hour per week with the student.
6. Assist the student with incorporating social work values and ethics into all aspects of practice
7. Assist the student with socialization to the profession, the development of a professional identity, and acquisition of professional knowledge and skills
8. Assist the student in identifying the relationship between difficulties in practicum learning and personal traits and experiences

9. Provide adequate time within the normal duty periods for providing instruction for social work students

10. Attend yearly field related training seminars and a pre-placement orientation conducted by the UW Division of Social Work

11. Provide the student with ongoing feedback about her/his performance in the field practicum; assist in conducting quarter, mid-placement and final evaluations of the student’s progress in collaboration with the Onsite Supervisor (as applicable)

12. Support the student’s initiative, when needed, in gaining access to other learning experiences and resources in the agency and professional community; and

13. Consult with the faculty liaison for mutual planning, review, and evaluation of the field practicum experience; especially when concerns or problematic issues are identified.

Onsite Supervisor

The Division of Social Work and CSWE require a practicum student receive field instruction from a BSW or MSW who has graduated from a CSWE accredited program. Some organizations do not have a BSW or MSW onsite. In this circumstance a person in a related profession, who is employed by the agency and approved by the field committee, may act as an Onsite Supervisor. The Onsite Supervisor collaborates with the off-site Field Instructor to provide a cohesive learning experience to the practicum student. Onsite Supervisors are expected to:

1. Orient the student to the agency, its policies and procedures, and staff.
2. Collaborate with the Field Instructor and student in assessing the student’s level of readiness for task assignments.
3. Collaborate with the student and Field Instructor in identifying learning activities and tasks appropriate to the student’s learning goals and ability.
4. Provide adequate time as determined by the students’ needs for supervision and task oversight.
5. Attend field related orientations, workshops and seminars conducted by the Division of Social Work.
6. Collaborate with the Field Instructor and student to complete quarter review, mid-placement review and the final evaluation.
7. Support the student’s initiative, when needed, in gaining access to other learning experiences and resources within the agency.
8. Consult with the Field Instructor and/or faculty liaison for mutual planning, review, and evaluation of the field practicum experience; especially when concerns or problematic issues are identified.

Faculty Liaison

The faculty liaison is a faculty member who serves as communicator between the agency and the Division of Social Work. The liaison acts as a facilitator for the Field Instructor, student and, when necessary, as a mediator or a problem-solver.

The liaison’s responsibilities are to:

1. Maintain ongoing contacts with the Field Instructor through at least two contacts per semester, one of which is in person.
2. Assist the Field Instructor in designing learning experiences for the student, based on the educational objectives of the curriculum.
3. Conduct an in-person mid-semester evaluation of the student’s progress within the agency.
4. If necessary, work with the Field Instructor to develop remediation plans for the student to address areas of weakness.
5. Report to the Field Director on the progress of the student in field practicum and any problems encountered.
6. Evaluate the suitability of the field practicum and the Field Instructor to meet program goals and student needs and inform the Field Director of this assessment.
7. Evaluate the performance of the student and recommend students' grades for field practicum.

Field Director
The Field Director carries both administrative and academic responsibilities for the field practicum curriculum in the bachelor’s program. Within the framework of curriculum policy, developed by the Division of Social Work, the Field Director oversees the contribution of field practice to the objectives of the MSW and BSW curriculum and carries responsibility for the effective and efficient coordination of field practicum activities. Since responsibilities depend largely on the performance of faculty, agency Field Instructors, and students, the Director's major function is one of expediting the field practice curriculum. The Field Director’s responsibilities are to:

1. Identify, assess, and recommend Field Instructors and agency field practicum sites.
2. Develop and maintain field practicum placements.
3. Match students and field practicum placements.
4. Coordinate faculty liaison activities.
5. Develop and implement field practicum curriculum.
6. Confer with the liaison regarding a student's performance.
7. Support the Field Instructor through instruction and orientation.
8. Coordinate field related orientations, workshops and training seminars.
9. Participate in the preparation and maintenance of field practicum materials such as the practice manual, syllabi, field agency agreements, and evaluation forms.
10. Evaluate the suitability of the field practicum and the Field Instructor to meet program goals and student needs.
11. Evaluate the performance of the faculty liaison, student, Field Instructor and, Onsite Supervisors.
12. Assign final student grades for field practicum.
Field Practicum Committee
The Field Practicum Committee will:

1. Discuss and suggest field practicum parameters that best fit with student academic needs, the University, College, Division and CSWE requirements, and field agency expectations.
2. Review each student’s request for field practicum prior to placement and advise the Field Director and Faculty Liaisons on areas affecting the student's successful completion of the requirements of practicum.
3. Review any written requests from students for out of state placement, placement in an organization where a student is employed, placement at a for profit organization, change of field practicum sites, terminations from field practicum sites, and written appeals to field decisions.
4. Advise the Field Director in decisions concerning the field practicum program.
5. Assist with orientation and training with Field Instructors and orientation for both Field Instructors and students.

SECTION III - MSW Field Education Information:
The MSW program is designed to provide students with two distinct field-practicum learning experiences. Successful completion of the MSW field program requires a total of 900 hours of field experience in social service settings and satisfactory competition of Field Seminar seminar coursework. For students admitted to the full (2 year) MSW program, the 900 hours are completed over the course of two distinct field experiences, one for 400 hours in the first year and another for 500 hours in the second year. For Advanced Standing MSW students (those with a BSW), an advanced year placement of 500 hours is completed, with their BSW field placement of 400 or more hours and their final field evaluation from that placement serving as a component in their admission to the MSW program and in the placement process.

Foundation Year Field Sequence: The foundation level field sequence is typically taken the student’s first year of study and consists of 400 hours of field practicum taken concurrently during Fall/Spring semesters with the Field Seminar seminar coursework:

Fall Semester:
SOWK 5450 – Field Practicum I (3 cr.): 150 supervised field hours
SOWK 5120 – Generalist Social Work Field Seminar I (1 cr.)
(Field Seminar)

Spring Semester:
SOWK 5460 – Field Practicum II (5 cr.): 250 supervised field hours
SOWK 5121 - Generalist Social Work Field Seminar II (1 cr.)
(Field Seminar)

Foundation year students are typically in their field placement site from October 1st to April 30th, for approximately 16 – 18 hours per week. Foundation MSW students can submit an exception request to complete the foundation placement as a block placement in the summer session after the successful completion of their foundation curriculum and prior to the start of the advanced year curriculum. This is typically a full time, 12-week placement for 36 hours per week.
**Advanced Year Field Sequence:** The Advanced year/level field sequence is by Advanced Standing students (after completion of a BSW field practicum) and by two-year students after completion of the Foundation year curriculum. Advanced year students are typically in their field placement site from the first week of September to the end of Spring Semester (typically the first week of May) for approximately 16 – 18 hours per week. The Advanced level field sequence is consists of 500 hours of field practicum taken concurrently during Fall/Spring semesters with the Advanced Competency Assessment seminar coursework:

**Fall Semester:**
- SOWK 5850 – Advanced Field Practicum (5 cr.): 250 supervised field hours
- SOWK 5855 – Advanced Generalist Social Work Field Seminar I (1 cr.) (Field Seminar)

**Spring Semester:**
- SOWK 5850 – Advanced Field Practicum (5 cr.): 250 supervised field hours
- SOWK 5856 – Advanced Generalist Social Work Field Seminar II (1 cr.) (Field Seminar)

**Eligibility to Enter Field:** In order to begin the field placement process, student must complete and submit the *Request for Practicum Placement* application and must have either completed or be concurrently enrolled in all prerequisite courses.

- Prerequisites for the Foundation Practicum (SOWK 5450/5460) include:
  - Current admission to the MSW Program
  - 3.0 GPA - Graduate
  - Completed or concurrently enrolled in foundation year coursework

- Prerequisites for the Advanced Generalist Practicum (SOWK 5850) include:
  - Admission to the MSW Program
  - 3.0 GPA - Graduate
  - Successful completion of all Foundation coursework
  - Advanced Standing status (includes completion of a BSW field practicum)

**Overview of MSW Field Practicum courses:**

**Methods of Instruction:** Within the field placement, the student will use critical thinking skills while learning to apply theories, knowledge, values, ethics, and skills to multiple level system interventions. The field learning is unique, in that it occurs within an agency rather than a classroom. The student must be able to take initiative for her/ her own learning, work within the structure of the agency as well as with the guidance of the supervisor. Many different instructional methods are used including, observation, co-facilitation, accessing professional literature, working with multiple professionals, and self-instruction. Instruction occurs for the student through:

1. Supervision with the Field Instructor
2. Day to day contact with the Field Instructor/Onsite Supervisor.
3. Participation in the Field Seminar (Field Seminar) course.
4. Meetings with Field Instructor, Onsite Supervisor (if applicable) and faculty liaison.
5. Networking with other agency employees, students, and agencies outside the student’s field practicum.
6. Attending and participating in agency and community meetings as appropriate.
7. Development and revision of the Learning Contract and Field Progress reports/evaluation with the Field Instructor.

During the time of the field practicum, the student is expected to have a guided learning experience. Students are expected to abide by the rules/policies of their placement agency; adhere to the required practicum/work hours; dress appropriately and according to agency policy; and maintain records as required by the field agency. Field Instructors may vary in their experience and approach to the responsibilities of being a Field Instructor. However, the student learning objectives listed in this syllabus reflect distinct areas to be addressed throughout the course of the practicum.

**Required Practicum Hours:** Students are required to complete the minimum number of hours in practicum. The student’s schedule is arranged in consultation with the practicum Field Instructor. Specific arrangements for any given field practicum may depend on the student’s academic needs, the agency’s capacity, and the division’s requirements.

Students are expected to adhere to the schedule agreed upon with their Field Instructor. This means continuing in your placement until the end of the semester and attending the entire time period on the agreed upon practicum days. A student is expected to call the field agency in advance if s/he is sick. All other absences from the field placement must be cleared by the Field Instructor at least 24 hours in advance. You may be dropped from the course for excessive absences. Attendance expectations at the field placement are the same as if the student were in a job. A student may travel for an agency, and it is agency policy that stipulates whether or not those hours count towards practicum hours. Agencies have different policies regarding travel. You are expected to follow the guidelines of your practicum agency.

**Learning Contract(s):** The field practicum learning contract is the “blueprint” of the student’s educational experience. The student and the Field Instructor work together to brainstorm and design assignments within the field practicum agency that will support the student’s development of professional competencies at the micro, mezzo, and macro levels. At the beginning of each semester, students will need to complete or update the Practicum Contract within the first three weeks of the semester. It is the student’s responsibility to submit this contract to the Field Director.

**Weekly Supervision:** One of the most critical methods of learning comes from the direct interactions of the student with the Field Instructor. Instruction occurs for the student through individual, regularly scheduled weekly supervisory conferences of at least one hour with the Field Instructor, as well as consistent guidance in daily activities. While supervision provided by Field Instructors may differ, the intent of supervision is that this
hour belongs to the student. Within these time periods, students may share their emerging insights about social work and their view of helping others. Supervision is intended to be a mentoring relationship and experience for students. It is sometimes the case that a student is in almost constant contact with a Field Instructor. This is particularly true for the first hours in the practicum. In these cases the hour a week direct supervision may seem superfluous. However, it is policy that as part of an agency’s agreement with the Social Work Division, the Field Instructor will provide one hour a week direct supervision. This hour belongs to the student. The student should develop an agenda to guide supervision. The Field Instructor may choose to add to the student’s agenda.

Mid Placement Progress Report (end if Fall Semester) and Final Field Evaluation: Students are evaluated on progress in Field Practicum in the following areas: each advanced practice behavior by their Field Instructor, Faculty Liaison and On-site supervisor (if applicable). Students will to complete and sign progress report or evaluation by the end of the each semester in order for the student to receive a grade for each semester’s work. It is the student’s responsibility to ensure the competency evaluation form is signed by all parties submitted on time to the Field Director.

Grading Scheme: Because of the unique nature of the field practicum experience, conventional letter grades are not appropriate. Therefore, students in this practicum course will be evaluated using a “Satisfactory” (S) and “Unsatisfactory” (U) grading system.

Students will be evaluated based on the following and must complete ALL of the following tasks and provide all associated documentation to receive a passing grade in field:

1. Completion of a minimum required clock hours - documented on Time Logs
2. Passing of HIPPA or CHESS exam with 100% (Fall semester only)
3. Development of the Field Learning Contract(s)
4. Participation in weekly supervision - documented on weekly supervision agendas
5. Participation in faculty liaison meeting(s)

A satisfactory “S” grade signifies the achievement of an initial level of competence in the MSW Advanced Program core competencies and the associated practice behaviors that apply social work knowledge, values, and skills in a practice setting and entitles the student to the appropriate credit hours designated for the course.

An unsatisfactory “U” grade signifies the student has not achieved beginning competence in the MSW Program core competencies and the associated practice behaviors and/or for the following reasons: failure to complete the required minimum clock hours in the field
practicum, violation of agency policy, and/or any violation of one or more of the elements of the NASW Code of Ethics.

Any student who earns a grade of unsatisfactory (U) in a foundation level field practicum (SOWK 5450 or 5460) or in advanced generalist field practicum (SOWK 5850) will require review by the DOSW to determine whether the student will be allowed to continue in the program. The student may be dismissed or require a remediation plan. The grade of unsatisfactory may be appealed. (See MSW Student Handbook for the Student Academic and Professional Performance review policy and procedures.)

If the student is offered an opportunity to retake the field practicum, a remediation plan will is required of the student; students will have only one opportunity to retake the field practicum course. The Field Director will work with the student to determine the parameters of the remediation plan and will be based upon the recommendations of the Field Instructor, the faculty liaison, and the Field Committee. The student will be required to register for the number of credit hours for which they have received the “U.”

Overview of Competency and Advance Assessment courses (Field Seminar): As a part of the Field education sequence, students must be concurrently enrolled in the appropriate Competency or Advanced Field Seminar course. These courses are designed as the field seminar course in which student will be further evaluated in their abilities to demonstrate competency in the ten Core Competencies and associated practice behaviors required by CSWE and the Division of Social Work. The Field Seminar courses are traditional grading (A-F), any student who does not receive a passing grade in any Field Seminar course will not be allowed to continue in their field placement.

SECTION IV - BSW Field Education Information:

During a supervised field experience and Field Seminar coursework students are expected to have opportunities to further integrate all educational facets for a beginning level of generalist social work practice. Students are expected to develop competence in and have opportunities to integrate the social work knowledge base, values and principles, skills, theoretical perspectives, personal characteristics and critical thinking for culturally competent, value driven generalist social work practice with systems of various sizes.

The competencies associated with field education are consistent with the BSW Program Mission and Goals and are as follows:

1. Demonstrate ethical and professional behavior
2. Engage diversity and difference in practice.
3. Advance human rights and social, economic, and environmental justice
4. Engage in practice-informed research and research-informed practice
5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities.
9. Evaluate practice with individuals, families, groups, organizations, and communities.

All Admitted Major students are required to complete the field education sequence. Typically the sequence is completed in the student’s final year of the BSW program. Students are typically in their field placement site from September 1st to April 30th, for approximately 16 – 18 hours per week. The BSW level field sequence is consists of 450 hours of field practicum taken concurrently during Fall/Spring semesters with the Field Seminar seminar coursework:

Fall Semester:
SOWK 4990 – Social Work Practicum (5 cr.): 225 supervised field hours
SOWK 4991 – Social Work Field Seminar I (2 cr.)
(Field Seminar)

Spring Semester:
SOWK 4990 – Social Work Practicum (5 cr.): 225 supervised field hours
SOWK 4992 – Social Work Field Seminar II (2 cr.)
(Field Seminar)

In SOWK 4990, students are expected to complete 450 hours of practice in a social services agency in the supervision of a BSW or MSW level practitioner. Students complete this requirement over two semesters, fall and spring; 5 credit hours each semester for a total of 10 credit hours. All coursework for the BSW degree must be completed prior to or in the same semester(s) SOWK 4990 is completed. Students must maintain a passing grade in SOWK 4991/4992 in order to continue in SOWK 4990.

Eligibility to Enter Field: In order to begin the field placement process, student must complete and submit the Request for Practicum Placement application and must have either completed or be concurrently enrolled in all prerequisite courses.

- Prerequisites for SOWK 4990 Social Work::
  - Current admission to the BSW Program (Admitted major status)
  - SOWK 3640: Generalist Social Work Practice II: Groups
  - SOWK 3650: Generalist Social Work Practice III: Communities & Organizations
  - Completed Practicum Placement application (submitted to Field Director)

Note - Students who have obligations to the legal system (probation, parole, court stipulations and/or concerns) may not enter field practicum until obligations to the court have been fulfilled.
Overview of BSW Field Practicum courses:

Methods of Instruction: Within the field placement, the student will use critical thinking skills while learning to apply theories, knowledge, values, ethics, and skills to multiple level system interventions. The field learning is unique, in that it occurs within an agency rather than a classroom. The student must be able to take initiative for her/ her own learning, work within the structure of the agency as well as with the guidance of the supervisor. Many different instructional methods are used including, observation, co-facilitation, accessing professional literature, working with multiple professionals, and self-instruction. Instruction occurs for the student through:

1. Supervision with the Field Instructor
2. Day to day contact with the Field Instructor/Onsite Supervisor.
3. Participation in the Field Seminar (Field Seminar) course.
4. Meetings with Field Instructor, Onsite Supervisor (if applicable) and faculty liaison.
5. Networking with other agency employees, students, and agencies outside the student’s field practicum.
6. Attending and participating in agency and community meetings as appropriate.
7. Development and revision of the Learning Contract(s), the Mid-Placement Progress report and Final Field Evaluation with the Field Instructor.

During the time of the field practicum, the student is expected to have a guided learning experience. Students are expected to abide by the rules/policies of their placement agency; adhere to the required practicum/work hours; dress appropriately and according to agency policy; and maintain records as required by the field agency. Field Instructors may vary in their experience and approach to the responsibilities of being a Field Instructor. However, the student learning objectives listed in this syllabus reflect distinct areas to be addressed throughout the course of the practicum.

Required Practicum Hours: Students are required to complete the minimum number of hours in practicum. The student’s schedule is arranged in consultation with the practicum Field Instructor. Specific arrangements for any given field practicum may depend on the student’s academic needs, the agency’s capacity, and the division’s requirements.

Students are expected to adhere to the schedule agreed upon with their Field Instructor. This means continuing in your placement until the end of the semester and attending the entire time period on the agreed upon practicum days. A student is expected to call the field agency in advance if s/he is sick. All other absences from the field placement must be cleared by the Field Instructor at least 24 hours in advance. You may be dropped from the course for excessive absences. Attendance expectations at the field placement are the same as if the student were in a job. A student may travel for an agency, and it is agency policy that stipulates whether or not those hours count towards practicum hours. Agencies have different policies regarding travel. You are expected to follow the guidelines of your practicum agency.
Learning Contract(s): The field practicum contract is the “blueprint” of the student’s educational experience. The student and the Field Instructor work together to brainstorm and design assignments within the field practicum agency that will support the student’s development of professional competencies at the micro, mezzo, and macro levels. At the beginning of each semester, students will need to complete or update the Practicum Contract within the first three weeks of the semester. It is the student’s responsibility to submit this contract to the Field Director.

Weekly Supervision: One of the most critical methods of learning comes from the direct interactions of the student with the Field Instructor. Instruction occurs for the student through individual, regularly scheduled weekly supervisory conferences of at least one hour with the Field Instructor, as well as consistent guidance in daily activities. While supervision provided by Field Instructors may differ, the intent of supervision is that this hour belongs to the student. Within these time periods, students may share their emerging insights about social work and their view of helping others. Supervision is intended to be a mentoring relationship and experience for students.

It is sometimes the case that a student is in almost constant contact with a Field Instructor. This is particularly true for the first hours in the practicum. In these cases the hour a week direct supervision may seem superfluous. However, it is policy that as part of an agency’s agreement with the Social Work Division, the Field Instructor will provide one hour a week direct supervision. This hour belongs to the student. The student should develop an agenda to guide supervision. The Field Instructor may choose to add to the student’s agenda.

Mid Placement Progress Report (end if Fall Semester) and Final Field Evaluation: Students are evaluated on progress in Field Practicum in the following areas: each advanced practice behavior by their Field Instructor, Faculty Liaison and On-site supervisor (if applicable). Students will complete and sign progress report or evaluation by the end of the each semester in order for the student to receive a grade for each semester’s work. It is the student’s responsibility to ensure the competency evaluation form is signed by all parties submitted on time to the Field Director.

Grading Scheme: Because of the unique nature of the field practicum experience, conventional letter grades are not appropriate. Therefore, students in this practicum course will be evaluated using a “Satisfactory” (S) and “Unsatisfactory” (U) grading system.

Students will be evaluated based on the following and must complete ALL of the following tasks and provide all associated documentation to receive a passing grade in field:

1. Completion of a minimum required clock hours - documented on Time Logs
2. Passing of HIPPA or CHESS exam with 100% (Fall semester only)
3. Development of the Field Learning Contract (s)
4. Participation in weekly supervision - documented on weekly supervision agendas
5. Participation in faculty liaison meeting(s)
6. Satisfactory completion of Mid-placement Progress Report and the Final Field Evaluation(s)

A satisfactory "S" grade signifies the achievement of an initial level of competence in the BSW Program core competencies and the associated practice behaviors that apply social work knowledge, values, and skills in a practice setting and entitles the student to the appropriate credit hours designated for the course.

An unsatisfactory “U” grade signifies the student has not achieved beginning competence in the BSW Program core competencies and the associated practice behaviors and/or for the following reasons: failure to complete the required minimum clock hours in the field practicum, violation of agency policy, and/or any violation of one or more of the elements of the NASW Code of Ethics. If a student receives a “U” in Field Practicum they will be referred to the DOSW for review. The grade of unsatisfactory may be appealed. (See BSW Student Handbook for the Student Academic and Professional Performance review policy and procedures.)

**Overview Field Seminar (Field Seminar) courses:** As a part of the Field education sequence, students must be concurrently enrolled in the appropriate Field Seminar course. These courses are designed as the field seminar course in which student will be further evaluated in their abilities to demonstrate competency in the nine Core Competencies and associated practice behaviors required by CSWE and the Division of Social Work. The Field Seminar courses are traditional grading (A-F); any student who does not receive a passing grade in any Field Seminar course will not be allowed to continue in their field placement.

**SECTION V - Practicum Site Expectation and Approval:**

Before any student is assigned to a field practicum the Field Director in consultation with the field committee approves the agency, the Field Instructor and the Onsite Supervisor as applicable. Approval is based upon information provided on the Agency Interest Form and the Field Instructor Information Form and Onsite Supervisor Information Form.

An agency’s approval is based upon its characterization and implementation of generalist practice principles in its purpose and functioning as represented in its printed materials. During the agency approval process non-profit agencies are given preference. A student may request an exception for completion of a practicum at a for profit facility via the field committee. In approving the agency as a field practicum site and the agency’s staff as Field Instructors and or Onsite Supervisors, the Division of Social Work adheres to the guidelines of the Council on Social Work Education.

In order to be considered a field practicum site for the University of Wyoming, Division of Social Work field practicum program, an agency must adhere to the following:
1. **Agency/University Agreement:** An agreement between the University of Wyoming’s Division of Social Work and the field practicum agency must be signed by the agency head, Director of the Division of Social Work, Dean of the College of Health Sciences, and a representative of the University’s Contract office.

2. The overall learning experience provided for the student includes a commitment to service compatible with the values, ethics, and practices of the social work profession.

3. Students will be provided with the opportunity to gain practice experience with individuals, families, groups, organizations, institutions, and communities.

4. The agency identifies clear and specific educational opportunities, which reflect the student’s learning objectives and Division guidelines.

5. Students will be provided with the opportunity to gain a breadth of practice experiences with persons from such diverse groups including but not limited to groups distinguished by race, ethnicity, class, culture, gender, sexual orientation, religion, mental and physical ability, age, and national origin.

6. The agency shall adhere to a policy of non-discrimination, based on race, ethnicity, class, culture, gender, sexual orientation, religion, mental and physical ability, age, and national origin.

7. The agency will demonstrate support for field practicum instruction by:
   a. Granting the Field Instructor the necessary time for teaching and supervising students
   b. Providing the student with the physical facilities and materials necessary for her/him to function as a professional. These include desk space, supplies, phone, private facilities for interviewing and for participating in supervision and instruction, reimbursement for agency-related travel, and provision of essential clerical services
   c. Allowing the student to assume supervised responsibility for the client systems with whom s/he is working
   d. Granting time for Field Instructors to attend conferences, seminars, or workshops on field teaching, sponsored by the Division of Social Work

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

**The Agency Approval Process:**

1. Upon initial contact with an agency expressing an interest in becoming a field site the field Director for the Division of Social Work will provide an agency interest form, the Field Instructor information form, the Onsite Supervisor information form, a Memorandum of Understanding and UW Reg. 1-5 including the sexual harassment policy.

2. Upon receipt of the Agency Interest Form, the Field Instructor Information Form and the Onsite Supervisor Form is forwarded via email to the field committee members for review.

3. Upon approval and upon completion of the Memorandum of Understanding the agency will be approved as an active practicum site and added to the Placement Tracking System.

4. Upon completion of the first student placement the agency is reviewed by the field committee based upon student and faculty evaluations to determine whether it will be extended, needs remediation, or discontinued as a placement site.

**Standards and Procedures for the Appointment of Field Instructors**
MSW program Field Instructors must have MSW degree from a social work program accredited by the Council of Social Work Education and are required to have one year post MSW experience. BSW program Field Instructors must have either a BSW or a MSW degree and are required to have one year of post MSW experience or two years of post BSW experience. Social Work experience should be in a paid position as a social worker and relevant to the area the Field Instructor is supervising. Social worker wanting to assume the responsibility of a Field Instructor will need to complete and submit the Division of Social Work Field Instructor information form along with a résumé and provide documentation of the degree completion to the field committee for review and approval. The Field Practicum Committee, in consultation with the Field Director, approves Field Instructors.

Standards and Procedures for the Appointment of Onsite Supervisors

Some agencies do not have an individual who has a BSW or an MSW available to provide supervision. In these situations an Onsite Supervisor must be determined. Persons serving as Onsite Supervisors must have extensive experience in a human services area of practice. Persons wishing to assume the responsibility of an Onsite Supervisor should complete and submit the Division of Social Work Onsite Supervisor Form and include a current resume and a copy of degree/certification. The Field Practicum Committee must approve Onsite Supervisors.

SECTION VI – Placement Procedures

All MSW and BSW students must submit a Field Request application to the Field Director to be placed in a field practicum. Field request applications for Fall semester field placements are due the in January of the same academic year, or upon admission to the MSW program.

In order to facilitate a productive learning experience for all field placement students, many variables must be considered in determining a student’s field practicum:

- The social work field faculty liaisons, field practicum faculty advisors, the Director of field practicum, field practicum instructors, and students take part in the advising, matching and placement process.

- The Division of Social Work is responsible for maintaining an array of field practicum sites and students are given the opportunity to state their preference to individualize learning objectives, geographic location and type of agency in which they would like to be placed.

- The Division of Social Work is ultimately responsible for determining where a student will be placed for his or her field practicum.

- The geography and size of the communities in Wyoming may require that you travel outside of your community (this is especially true for smaller communities, including Laramie) to receive the most fulfilling placement. Students need to plan for the time and expense that may occur for travel related to their field placement.

- The Division of Social Work does not guarantee to MSW students that their Field Instructor is licensed by the State of Wyoming.

- An important part of the placement process is the student interview with the prospective Field Instructor. The student is expected to discuss learning goals and appropriate
background issues that may facilitate or inhibit the successful completion of the practicum and expectations with the Field Instructor(s). A student is unable to secure a field placement after interviewing with a potential field site may be delayed in field and/or their academic program. Failure to secure a placement after three (3) interviews will result in the student being refereed to either the MSW or BSW program Directors.

Placement Process:
The student should meet with his or her/his academic advisor to discuss what the field practicum is, the placement procedure, and how to fill out the Request for Practicum Placement form. The student must have completed prerequisites or be taking the prerequisites concurrent with the practicum.

1. The student submits the completed Request for Field Practicum Placement form and a resume to the Field Director by the annual due date, typically in the Spring Semester before the student plans to enter field. The student’s advisor signs this form prior to its submission to the Field Director.

2. The student will receive an email from the Intern Placement Tracking system (IPT) with log-on information. The student will create their student account in IPT.

3. The Field Director meets with and interviews each student to assess student’s readiness for field, areas of strength and growth. During this meeting we will discuss student learning needs and goals and potential placements with the student.

4. The Field Director sends the student’s resume to the agreed upon agency.

5. The student makes an appointment and interviews at the designated agency.

6. If the student and Field Instructor and Onsite Supervisor (as applicable) agree to work together in a field practicum, they complete and sign the field placement confirmation form.

7. The Field Director confirms the placement in writing to the Field Instructor and Onsite Supervisor (as applicable) with a copy to the student.

The Field Director will consult with and review student’s eligibility for acceptance into field practicum with the Field Practicum Committee at various time throughout the placement process and as needed. The committee will make recommendations to the Field Director. Students may be invited to come before the committee.

Field applications and forms may be found on the DOSW webpage at http://www.uwyo.edu/socialwork/practicum-information/

Intern Placement Tracking (IPT) System
The Division of Social Work has uses a placement tracking system with potential practicum site information and allows for practicum related data to be collected for field program evaluation. The system is a database that is stored in a password protected server. Students will receive login
information after the field placement application has been submitted. The IPT system can be accessed at https://www.alceasoftware.com/web/login.php

**Exception Requests:**

**Summer Block or “non-standard” field placements:** Any field practicum, other than the traditional Fall/Spring placement, including summer block placement are only available by special request. A request should be submitted to the Field Director (email requests are acceptable) explaining the need for a non-standard placement and, if appropriate, include supporting documentation. Common requests include delays in field due to illness or pregnancy (for the student, partner or significant family member). All requests are considered and approved by the field committee.

**Use of Employment Settings for Practicum Placement:** The standard policy of the Division of Social Work is that students who come into the program after being employed as social service providers will complete a field practicum in an agency different from their place of prior employment. This is based on the educational rationale that students should be exposed to the broadest variety of learning experiences while in school. However, the use of settings where the student is already an employee, or is hired as an employee, as a field practicum site may be permitted as an exception if following criteria are met and the field committee has approved the exception.

1. The availability of release time for course and field practicum instruction is ensured.

2. There is clear differentiation between work-related assignments and educational objectives. Assignments that are developed for practicum learning must be educationally focused in areas of new learning for the student.

3. The student’s administrative supervisor cannot serve as the Field Instructor. Likewise, the newly assigned Field Instructor must not have previously supervised the student.

4. The learning experiences for the student must be drawn from a unit of the agency different from the area where the student functions as an employee.

5. The agency must agree that the Field Practicum Learning Plan will guide the field practicum experience.

6. The agency must meet the same criteria as other field practicum agencies.

7. Students may be required to complete 40-50 hours of total field hours in a different agency setting. Activities during these hours will be documented in the Field Placement contract with specific outcomes noted. Ideas for this activity should be included in the student’s proposal to the field committee.

8. The student must write a proposal to the Field Practicum Committee that clearly states how job duties are different from field practicum learning experiences. This letter should provide specific details. It is expected that the student will have thought this through well.
enough to be able to meet with the Field Practicum Committee and answer questions about the placement. The proposed field practicum agency must confirm their understanding by signing the letter.

Out of State Placements: The Division of Social Work places students in agencies across the state of Wyoming. The expectation is that students will complete their practicum hours within the state. Placements outside of Wyoming are viewed as an exception and require that a student requesting this exception identify circumstances that impede their pursuit of educational goals should they complete their practicum within the state. Students placed out of state will be charged a fee to cover the cost for travel to the field site by a faculty liaison. This fee is noted in the student fee book and is charged to the University of Wyoming student account and must be paid before the student’s official transcript is released.

Students requesting an out of state placement are expected to assist in identifying an agency and Field Instructor for the proposed community and must complete the following tasks:

1. Request an out of state placement by the field placement request due date.
2. Submit a proposal to the Field Committee that includes at a minimum the following information:
   a. A rationale for an out of state placement that identifies extenuating circumstances
   b. A letter of recommendation from the student’s advisor and an instructor that addresses the student’s ability as a self-directed, independent learner
   c. An acknowledgement that the student is aware that she/he is expected to pay additional costs for an out of state placement. That the fees are noted in the University Fee Book and are charged through the university. As a university fee, payment is required prior to receipt of official transcript acknowledging program completion.
   d. A resume from the proposed Field Instructor
   e. Educational goals that could be achieved via learning opportunities at the proposed placement

With input from the field committee and Field Director, ultimately the Field Committee assumes the responsibility for making the final approval or denial of the request to complete a practicum outside of Wyoming.

SECTION VII - Policies Relevant to Practicum Placement

A number of policies have been described in early sections of this field manual. As noted in the Preface, not every policy can be covered, and the policies herein do not supersede those of the Division of Social Work and/or the University of Wyoming.

Required Practicum Hours
All students are required to complete all assigned hours in field practicum. The number of required hours and credits in field differ for each BSW/MSW program level. Students should refer to their Field Course syllabi for specific requirements.
For all practicum experiences, the student’s schedule is arranged in consultation with the practicum field instructor. Specific arrangements for any given field practicum may depend on the student’s academic needs, the agency’s capacity, and the division’s requirements. Students are expected to adhere to the schedule agreed upon with their field instructor. This means continuing in your placement until the end of the semester and showing up on time and staying for the entire time period on the agreed upon days.

**Holidays:** The field practicum is an academic course and students are expected to observe the academic schedule. Student may put in up to 40 hours during winter break however no holidays or sick leave hours can count as practicum hours. Students will be expected to make up the hours missed due to illness or absence.

**Early Completion of Practicum Hours:** Often students complete more than the hours required per week in their practicum setting, or complete additional hours during school breaks. Students should be aware that they have made a commitment to the agency and to the course to extend their practicum throughout the semester in which they are enrolled. Therefore, students should not expect to complete their practicum prior to the final week of classes.

**Previous Work/Life experience:** Academic credit for life experience and previous work experience is not given, in whole or in part, in lieu of the required field practicum hours.

**Background Check and Students with Criminal Records**

Students will have completed a background check to become an Admitted Major to the BSW Program. If this background check identified any criminal offenses, agency selections may be limited for the student. Many organizations have mandates regarding who can work within their settings. This limitation depends upon the offense committed and the organization’s policies regarding criminal history. The request for placement form asks for information regarding criminal history. If a student has had an offense prior to or since completing the background check this information is considered when arranging a placement.

Students may be asked to report history verbally or via subsequent background checks at an agency site. In some instances the Director of the Division of Social Work may request a release of information in order to inform an agency of the status of past offenses. The agency’s policy determines the possibility of student placement.

Students with current criminal offences/issues will be required to complete all obligations to the court prior to being placed in the field. Obligations include probation, parole, payments and other requirements as set by the court. Documentation from probation, parole, district attorney or judge is required.

**Transporting Clients**

The policy of the University of Wyoming Risk Management Office is that **no student may transport clients, in their own or agency vehicles.** Students are permitted to drive agency vehicles when clients are **not** in the vehicle, as long as such activity is practicum related. The University of Wyoming provides Worker’s Compensation Insurance for students while they are
at their field practicum site. It does not provide other kinds of coverage or assume any liability. If a student drives a personal vehicle while at the field practicum, it is at the student’s own risk. Failure to adhere to this policy could result in the student’s termination and/or failure in Field Practicum.

**Alcohol and Drug Use**

Students are expected to abstain from any alcohol/drug use or impairment during any type of practicum related activity. This includes any activity related to the placement process or for any hours any hours at the agency or when the student is representing the agency (i.e. any hours being counted as practicum hours). Please be aware, some field agency conduct random drug screenings, failure to participate or failure to pass a field agency drug screening may result in your termination from your practicum site. Failure to adhere to this policy will result in disciplinary action.

**Conflicts of Interest and Dual Relationships**

Students should not be placed in agencies where they, their family members, or significant others, are or have been a client within the last five years. It is the responsibility of the student to inform the Field Director if the student, any family member, or significant other is a former or current client of any agency being considered for possible field practicum. Furthermore, students should not be placed in agencies where their family members or significant others are employed and working in close physical proximity to the student, and/or in the supervisory chain of command for the student. If a student fails to reveal this conflict to the Field Director and is consequently placed in a field practicum at the agency, this will be considered grounds for possible termination of the field practicum, with the student receiving a grade of “U” for the course.

Dual relationships may arise during the course of a practicum placement. Agencies, agency staff, or Field Instructors may be acquainted with students from a variety of previous contacts. The Division of Social Work expects all faculty, Field Instructors, and students to adhere to the NASW Code of Ethics as it pertains to dual relationships.

**University of Wyoming Statement on Non-Discrimination**

A campus environment characterized by diversity, free inquiry, free expression, and balanced by interpersonal civility has always been, and continues to be, a top priority of the University of Wyoming. Civil discourse is an essential aspect of the search for and transmission of knowledge. Words and actions that promote and encourage self-worth, respect, and dignity are consistent with the University's mission. Specifically, racist and other discriminatory or harassing conduct based on gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age impair and disrupt legitimate University functions. Every effort, within the context and protection of First Amendment rights, will be expended to eliminate such conduct from the campus community. Teaching our students to live productively in a multicultural/multietnic society is a process that must take place within a constructive and harmonious multicultural/multiethnic environment here at the University of Wyoming.

It is the obligation of the faculty, staff, students, and the administration of the University of Wyoming to provide this environment.
**Sexual Harassment**

The University of Wyoming, Division of Social Work is committed to maintaining an environment in which the dignity and worth of all members of the institutional community are respected. Sexual harassment of employees, students and agency field personnel is prohibited. This policy is in keeping with Federal and State laws and the policy of the University and follows the UW Regulation 1-5 (Office of the General Counsel available at http://www.uwyo.edu/generalcounsel). All students, faculty and staff have a responsibility to assist in the enforcement of this policy, be aware of its contents, and to abide by its terms.

From time to time, the Employment Practices/Affirmative Action Office disseminates materials and conducts training sessions throughout the university concerning the specifics of this policy.

*Confidentiality:* All complaints of sexual harassment and other forms of unlawful harassment (race, color, religion, gender, national origin, age, disability, and sexual orientation) shall be considered confidential (particularly complaints of sexual harassment) and only those persons necessary for the investigation and resolution of the complaint will be given any information. The university will respect the confidentiality of the complainant and the individual against whom the complaint is filed to the extent possible consistent with the university’s legal obligations to protect the rights and security of its employees and students.

**Termination of Practicum:**

**Termination by Student**

Each student is expected to complete the field practicum course at the agency where she or he is initially placed. If a student is experiencing difficulties in field, the first course of action is to attempt to address and resolve issues directly with the Field Instructors, on-site supervisor (if applicable) and in consultation with the Faculty Liaison and/or Field Director. If the student's dissatisfaction is a result of circumstances at the field practicum site which are not resolvable and are not a result of inappropriate behaviors or lack of skills on the part of the student, a written request to change field practicum site can be submitted to the Field Director. Change requests are only granted in rare circumstances.

Examples of some circumstances that would be valid reasons for possible change of field practicum sites would include: Field Instructor unavailability due to increased work load or change of positions; Field Instructor's inability to provide appropriate supervision; lack of opportunities to complete the requirements of the field practicum as outlined in the practicum learning plan; serious interpersonal conflicts with field agency; and/or conflicts with the Field Instructor that has not been able to be successfully resolved despite sincere efforts of the student, Field Instructor, faculty liaison, and Field Director.

The Field Director, in consultation with the Field Practicum Committee, will consider whether the student should be:

1. Placed at an alternate site and complete the field practicum hours;
2. Placed at an alternate site and complete additional practicum hours; or
3. Remain at the current field practicum site.
The Field Director will inform the student in writing of the committee's decision no later than seven days after the Field Practicum Committee meets.

**Termination by Field Instructor**

A Field Instructor has the authority to terminate a student's placement at the agency if the Field Instructor is unable to continue as Field Instructor, or if the student's performance or behavior is unacceptable. The Field Instructor will communicate concerns to the student immediately upon observation or knowledge of the problem, discuss interventions to ameliorate the deficit during weekly supervision, and inform the faculty liaison immediately that the problem exists. The faculty liaison immediately informs the Field Director.

Examples of some behaviors that would be valid reasons for possible termination of the student’s field practicum include: chronic tardiness; absences from field practicum without notifying the Field Instructor; chronic tardiness in completion of agency paper work; missing appointments with clients or Field Instructor without appropriate notification; exploiting the agency by misuse of agency supplies or resources; dressing in an inappropriate, unprofessional manner; acting unprofessionally while at the agency, such as inappropriate displays of emotions or displays of immature behavior. Some examples of ethical violations include: engaging in intimate (sexual/romantic) relationships with a client or a client's family member; falsifying agency or university documentation; breaching client confidentiality; initiating a physical confrontation with a client, client's family member, Field Instructor, agency staff, or faculty member; exhibiting impaired functioning due to the use of alcohol or other substances during practicum hours; and/or acting in a discriminatory manner toward a client, co-worker, fellow student, Field Instructor, or faculty member.

In the event that the field practicum is terminated for behaviors or a lack of skills on the student's part, the Field will consider whether the student should:

1. Be placed at an alternate site and complete the field practicum hours;
2. Be placed at an alternate site and complete additional field practicum hours;
3. Withdraw from the field practicum course and re-apply for another semester;
4. Take additional social work classes prior to re-enrollment in the field practicum course; or
5. Be terminated from the field practicum course and receive a grade of “U” for the course.

The Field Director may also refer the student to be reviewed by the DOSW; please refer to the MSW/BSW Student Handbook for the Student Academic and Professional Performance review policy and procedures.