

AY 2017-2018 UAA BSW FIELD EDUCATION ORIENTATION

FOR FIELD INSTRUCTORS/OUTSIDE FIELD INSTRUCTORS, AGENCY SUPERVISORS, AGENCY REPRESENTATIVES, AND STUDENTS

WELCOME & AGENDA Thanks so much for being here today!

<u>9:00-10:40-ish</u>

- * Hello and welcome!
- * Introductions
 - * UAA School of Social Work
 - * Field instructors, agency supervisors, and students
- * Orientation to the BSW Program
- * Orientation to the BSW Field Education and related requirements/expectations, assignments, problem-solving, suggestions for those supervising students, and termination processes

10:40-11:00-ish

* Break

11:00-12:00-ish

- * A few updates, reminders, and a review of the F17 calendar
- Intro to Tom McRoberts and Dr. David Moxley
- * Lunch & time to connect with your student(s)

Today's Materials

Each yellow file folder contains a:

- * 1) Two-sided: 2017-2018 Calendar with the website and a list of the forms that are available/posted: http://www.uaa.alaska.edu/socialwork/field_education/bsw.cfm
 - Orange handout
- * 2) Two-sided: Field Instructor Checklist (may also be used by Agency Supervisors) and instructions for the updated Agency Orientation Summary Report
 - Yellow handout
- * 4) Learning Contract template for AY 17-18 with some general examples of activities
 - White handout
- * 3) Developmental Stages in Field handout
 - Green handout
- * 5) Title IX Reference Guide for Off-Campus Programs
 - Blue handout

Note: The 2017-2018 UAA BSW Field Education Orientation PowerPoint slides will be uploaded to the website by Monday 8/28. Syllabi and the Field Education section of the Student Handbook will be posted soon—I will email everyone when these items are available!

UAA BSW Program



WHAT IS SOCIAL WORK?

Social Work is a profession committed to assisting individuals, families, groups, organizations, communities, and society as a whole in the improvement of the quality of life through the improvement of social problems, equitable distribution of social resources, and client empowerment.

UAA BSW PROGRAM MISSION

The mission of the UAA BSW program is to prepare generalist social workers who enhance human well-being and promote social and economic justice for people of all backgrounds, particularly those in Alaska. Alaska's unique and rich multicultural populations, geographic remoteness, and frontier status allow the real potential for skilled social work professionals to make a profound impact on social and economic injustice in our state.

Source: https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-social-work/bsw/index.cshtml

UAA BSW PROGRAM GOALS

Based upon the mission, our goals are to prepare generalist social work practitioners who are:

- * Competent in multiple entry-level practice roles across client systems, particularly within the state of Alaska.
- Committed to the enhancement of human well-being.
- Committed to the promotion of social and economic justice for people of all backgrounds, particularly those in Alaska.
- * Guided by the values and ethical standards of the social work profession.
- * Prepared to enhance the quality of service delivery systems.
- * Knowledgeable, skillful, and sensitive with people from diverse backgrounds.

Source: https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-social-work/bsw/index.cshtml

UAA BSW Program & Courses

- Accredited by the Council on Social Work Education (CSWE) since 1978
- * 52 credits of Social Work courses
- * Students must receive a "C" or better in all Social Work courses
- * As of the F17 semester, students have taken:
 - * Intro to Social Welfare (106)
 - * Intro to Social Work (206)
 - * Cultural Diversity and Community Service (243)
 - * Social Work Practice I (330)
 - * Human Behavior in the Social Environment (342)
 - * Social Work Research (424)
 - Social Work with Families and Groups (430)
 - * Social Work Case Management (481)
 - * Writing for Social Work Practice (482)
 - * ... and may have taken Social Welfare: Policy (406) as well as various SWK electives
 - * Required for F17 semester—Trauma and Crisis Intervention (SWK 429) and Practicum Seminar (495A)
 - * Required for S18 semester—Social Work with Communities and Organizations (331), Social Welfare: Policy (406), and Practicum Seminar (495B)
 - * Honors research project

UAA BSW Program: Generalist Approach

- * The expected outcome the BSW senior year is a graduate capable of Generalist social work practice.
- * Generalist approach provides students with knowledge, skills, and values applicable across many settings.
- * Advantages:
 - * Students can assume numerous roles
 - * Alaskan needs are best met by training social workers for any role rather than for just one specialty

Generalist Social Work Roles & Performance Standards

- * UAA BSW Program is moving away from being roles-focused, but it is still a component:
 - BSW students must demonstrate ability in most or all components of the published performance standards of two
 (2) generalist roles—one per semester
- * Social Work Roles and Performance Standards Form #28 on the website:

Council on Social Work (CSWE) 2015 Educational Policy and Accreditation Standards

The CSWE 2015 Educational Policy and Accreditation Standards (EPAS) require that social work students achieve CSWE competencies through the demonstration of Practice Behaviors (PBs). The competencies are:

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice

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

Competency 4: Engage In Practice-informed Research and Research-informed Practice

Competency 5: Engage in Policy Practice

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

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

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

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

* The CSWE 2015 EPAS are posted as Form 29 on the website for your reference: https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-social-work/field-education/bsw.cshtml

Intro to the UAA BSW Field Education Program



What Guides Field Policy and Requirements at UAA?

- Requirements of field education are guided by:
 - * The Council on Social Work Education (CSWE) Field Education Standards
 - * Empirical knowledge
 - * UAA policies
 - * UAA School of Social Work's mission, goals, and objectives
 - * UAA BSW Student Handbook and Field Manual
 - * Feedback from agencies, field instructors, students, and faculty

Purpose of Social Work Field Education and the Practicum

- * Application of knowledge, skills, and values learned in the classroom to real life practice
- * Hands-on learning experiences
- Opportunity to develop a professional identity
- Integration of theory and practice
- * Demonstrate CSWE Competencies and Practice Behaviors
- * Gatekeeping role

UAA BSW Educational Team

- * UAA BSW Student
- Placement Agency Personnel
 - * Field Instructor and/or Agency Supervisor
 - * Agency Representative
- * Outside Field Instructor (if applicable)
- * UAA School of Social Work
 - * Practicum Seminar instructor
 - * BSW Field Education Coordinator
 - * Program Assistants

UAA Field Education Faculty & Staff

- * BSW & MSW Field Education Coordinators
 - * Alexa Filanowicz (BSW)
 - * Stephanie Vaughn (MSW)
- * BSW Practicum Seminar Instructors/Faculty Liaisons
 - * Alexa Filanowicz
 - * Tom McRoberts
- * UAA School of Social Work Program Assistants
 - * Sharie Field
 - * Bethany Zabala

Field Education Coordinators

- * Administer BSW/MSW Field Education programs.
 - * Alexa Filanowicz BSW Field Education Coordinator
 - * Stephanie Vaughn, MSW On-Campus and Distance Field Education Coordinator
- * Field Education Coordinators are required to:
 - * Arrange student placements
 - Recruit and train field agencies
 - * Write and interpret policies and procedures
 - * Actively engage in and facilitate the problem-solving process
 - * Be the arbiter of disputes per field policies

Practicum Seminar Instructor/Faculty Liaison

- Social work program's link to the agency and field instructor
 - * 2017-2018: Alexa Filanowicz and Tom McRoberts
- Practicum Seminar Instructors are required to:
 - * Participate in site visits (minimum 1 per semester)
 - * The UAA BSW program does two in the fall and one in the spring
 - * Oversee evaluation and grading (with your input)
 - Facilitate weekly seminars on campus
 - Be the first line for problem-solving with and/or outside of agency
 - * Provide guidance and support to students, agencies, and field instructors

Field Education Support

The UAA School of Social Work provides support to the BSW Field Education Program in order to:

- * Maintain student lists and information
- * Maintain agency lists and contact information
- * Maintain official documents such as Affiliation Agreements and Field Instructor applications
- * Sharie Field and Bethany Zabala both provide assistance and support to the BSW Field Education Program

Field Instructor (FI)

- BSW- or MSW-level social worker
- Directly oversees the practicum and guides student's learning
- Assists in the development of the student's Learning Contract
- * Provides 1:1 supervision at least 1 hour/week
- * Participates in site visits and completes student evaluations
- * Helps student integrate theory with practice
- Assists student to meet educational requirements
- * Helps student understand and models professional values and ethics
- * Initiates problem solving when issues arise

Outside Field Instructor (OFI)

- The OFI generally has similar role and duties as the Field Instructor, but is not onsite with the student at the agency and does not directly oversee the placement
- * Assists the student with determining where tasks and activities identified by the student and agency supervisor can be incorporated into the Learning Contract
- Seeks and incorporates feedback from the agency supervisor into semester evaluations of the student's progress
- * The OFI provides weekly 1:1 supervision for one hour, attends site visits, initiates problem solving if/as needed, assists with integration of theory and practice, models professional behavior and ethics, provides support to the student throughout the practicum

Agency Supervisor & Agency Representative

Agency Supervisor:

- May also be the on-site social work Field Instructor
- * Provides day-to-day supervision of the student
- * Provides orientation/training to the student
- * Participates in site visits 1-2 times per semester (as scheduled)
- * When not a social worker, collaborates with the Outside Field Instructor in assuring positive learning experience and provides feedback for the purpose of student evaluation

Agency Representative:

* Person officially representing the agency in regard to student practicums (eg., Affiliation Agreement)

UAA BSW Students

- Responsible for her/his own learning, including developing and writing the Learning Contract
- * Must adhere to:
 - * Practicum agency/program policies and procedures
 - * NASW Code of Ethics
 - * UAA policies
 - * UAA School of Social Work policies
- * Maintain mature, professional attitude and behavior
- * Initiate problem-solving early!

BSW Field Education Hours (cont.)

- Field hours should be hands-on practice experience
- * Weekly schedule should be fairly consistent across semester
- * Training + agency orientation time limited to 20 hours per semester
- * Student sick time, vacation time, and/or holiday hours must be made up
- * Students must call in per agency protocols if unable to attend practicum
- Hours are documented weekly on the Timesheets
 - Timesheets must be reviewed and signed/initialed by the Agency Supervisor and/or Field Instructor

BSW Field Education Hours

- * 448 hours completed consecutively over the fall and spring semesters
 - * 224 hours each semester = approximately 16 hours per week
- Practicum hours start and end with academic semester—not transferrable from fall to spring.
- * Schedule should be the same as or similar to field instructor or agency supervisor
- * Practicum hours should be completed in 4-8 hour blocks (two full days of 8 hours; one full day of 8 hours and 2 half-days of 4 hours)

Orientation Suggestions for AS/FI

- Prepare the setting
 - * Student workspace?
 - * Are other employees aware that the student is coming?
- * Agency organization structure, mission, service principles, and priorities
- Funding sources for the program/agency
- Policies and procedures applicable to student
- Confidentiality, HIPAA, other laws/regulations
- Documentation standards and forms used by the program/agency
- * Risk management, safety issues, agency protocol for emergencies
- Please see the yellow handout: Field Instructor Checklist for Student Agency Orientation (Form #11) and the Agency Orientation Summary Report (Form#13) for additional information

Learning Contracts

- * Learning Contract format is Form #14 on the UAA BSW Field Education website
- * Purposes of the Learning Contract are to:
 - 1) Provide a guide for practicum activities
 - 2) Establish measurable educational activities for evaluation
 - 3) Demonstrate Student Learning Outcomes (SLOs) for the course
- * Learning Contracts are written in consultation with the field instructor and/or agency supervisor, as well as the practicum seminar instructor
 - AS/FI will provide guidance around activities that the student could/will engage in at the placement
 - * It Is the <u>student's responsibility</u> to figure out where to include these activities in the Learning Contract!

Learning Contracts (cont.)

- * A new contract is written each semester
- * The Learning Contract should incorporate all course outcomes from the semester's syllabus
 - * The UAA BSW Program has adopted the CSWE competencies as the Student Learning Outcomes (SLOs) for the practicum course; each competency/SLO has several PBs
 - * The Learning Contracts that students develop in the Fall and Spring semesters are centered around the SLOs and PBs
 - * Over the course of <u>both</u> semesters, students demonstrate each of the nine (9) SLOs by developing tasks/activities associated with the 33 practice behaviors
- * The final version of the Learning Contract MUST be agreed-upon and signed off by student, field instructor, agency supervisor, and practicum seminar instructor
- * Draft due on 9/20
- * Final, signed Learning Contract due on 10/11

Learning Contract: AY 17-18

- Please see the provided template with examples (white handout)
- * The example isn't meant to be copy and pasted—the draft and final versions of students' Learning Contracts will need to be much more specific and focused on specific activities and opportunities at their placements.
- * We will be spending time discussing the Learning Contract in practicum seminar during weeks 2-3, but please begin discussing what sorts of activities and opportunities students will have during the year.
- * Let's look at a the instructions (p. 1) and 1-2 of the SLOs and related PBs

Integration Reflection Narratives (IRNs)

- IRN template is Form #16 on the website
- Demonstrate integration of classroom knowledge, skills, and values with practicum experiences throughout the IRN's four sections:
 - * Overview of Activities
 - Elements: Knowledge, Skills and Roles, Values, Ethics, Macro/Policy, Self-Care
 - * Future Plans
 - References (APA format for all cited materials)
- Note which SLOs/PBs students have engaged in/demonstrated for the timeframe covered in the IRN
 - * IRNs assist students in developing reflective and analytical skills
- * These may provide opportunity for discussion for Field Instructor to use in weekly supervision
 - * Students should submit these to Field Instructors and/or Agency Supervisors for their review → this is not required, but it is recommended especially if using as an indicator for the LC
- Five (5) IRNs will be due throughout the course of the F17 semester, with a 6th being optional

Mid-Semester Report

- * Format/template is Form #21 on the website
- * Objectives are to:
 - * have students assess their progress toward Learning Contract
 - * identify and discuss challenges and accomplishments
 - * verify cumulative hours and develop a plan, if needed
- Must be signed by FI/OFI and AS/AR and submitted to faculty liaison for review

End-of-Semester Grading

- * Practicum is an A-F graded class.
 - * Students must earn a "C" or better, though a "C" will prompt a student review with the department
- Assigning the final grade is the responsibility of the practicum seminar instructor with input from the agency, field instructor, and student
- * Grade is based on:
 - * Rigor and attainment of Learning Contract
 - * Overall performance in field placement
 - * Completion and quality of written seminar assignments
 - * Learning Portfolio
 - * Final grade is 50% practicum seminar and 50% performance at the practicum
 - * Please see F17 syllabus for more details about assignments and grading

Evaluations/Assessments: Fall 2017

Student:

- * Mid-Semester Report
- * Student End-of-First Semester Self-Assessment
- * IDEA Evaluation of seminar instructor

Field Instructor

- Review & sign the Mid-Semester Report
- Field Instructor Assessment of Student
 - * If applicable, consult with Agency Supervisor for feedback to include/incorporate

Agency Supervisor

- * Review & sign the Mid-Semester Report, if applicable
- If there is an OFI, provide feedback to be incorporated into the Field Instructor Assessment of student

All of the above forms are found online at:

https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-social-work/field-education/bsw.cshtml

Evaluations/Assessments: Spring 2018

Student:

- * Mid-Semester Report
- End-of-Placement Competency Assessment Paper (CAP)
- * Student Evaluation of the BSW Field Education Program
- * IDEA Evaluation of seminar instructor

Agency Supervisor:

- * Review & sign the Mid-Semester Report, if applicable
- * Agency Evaluation of the BSW Field Education Program (FI/AS)

Field Instructor:

- * Review & sign the Mid-Semester Report,
- * Field Instructor Assessment of Student
 - * If applicable, consult with Agency Supervisor for feedback to include/incorporate
- Field Instructor Field Assessment Tool (FIFAT)
 - * This is a measure for PROGRAM assessment and doesn't affect the student's grade or program standing requires the FI to rate the student on <u>each</u> of the Practice Behaviors (PBs)
 - * Will be sent as a Qualtrics online survey on behalf of Prof. Kathi Trawver

All of the above forms are found in the manual and online at:

https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-social-work/field-education/bsw.cshtml

Common Student Anxieties

According to Kanno & Koeske (2010), students entering field may experience apprehension, stress, anxiety, unclear expectations, negative emotions, low confidence in their skill level to work with certain clients, role confusion or conflict that may interfere with effective learning.

Reference:

Kanno H. and Koeske, G. (2010). MSW Students' satisfaction with their field placements: The role of preparedness and supervision quality. *Journal of Social Work Education*, 46(1), pp. 23–37.

Suggestions for Effective Field Supervision

- Orientation to the agency/program
- Create a vision for the semester (and/or the academic year)
- * Share clear expectations
- * Regular, consistent supervision schedule day and time
- * Challenge your student's learning in a supportive way (not shaming)
- * Communicate with "team"
- * Refer to "Developmental Stages in Field"

Developmental Stages in Field

* Please see the GREEN handout

If Issues/Problems Arise...

- * It is requested that agencies and field instructors communciate and collaborate with the practicum seminar instructor and the UAA BSW Field Education Coordinator if/when problems or issues arise
 - * Even if something doesn't seem TOO concerning, it's better to check in early about it
- * There are both "informal" and "formal" processes to address issues
- * Written documentation by all parties is very important
 - * Keep track of any issues that arise and document!
- * Termination from a placement will prompt a departmental student review → students may be removed from the program

If Issues or Problems Arise...cont.

- * Informal Process
 - Early Intervention and Problem Solving
 - * Begins at student: field instructor and/or student: agency supervisor level
 - * Students, field instructors, and/or agency supervisors: consult with the faculty liaison (Alexa or Tom) if you would like to discuss/check-in/get support or feedback about a situation
 - * The informal process could address general concerns, disputes, or other types of unsatisfactory (or potentially unsatisfactory) situations
- * Formal Process
 - Student-Requested Termination
 - * Agency-Initiated
 - * No Fault
 - * For Cause (Involuntary)
- Involuntary Termination Criteria

Involuntary Termination*

*Please see the Field Manual for further information

- 1. Excessive absenteeism or tardiness;
- 2. repeated failure to provide reasonable notice of an absence from the field placement or failure to appear as scheduled for three or more consecutive days without approval of the field instructor and agency representative;
- 3. termination of a placement by the student without following prescribed procedure;
- 4. serious or repeated violations of the NASW Code of Ethics;
- 5. serious or repeated violations of the agency's policies and procedures;
- 6. sustained low level of performance unresponsive to corrective action;
- 7. reporting to the practicum site under the influence of drugs or alcohol;

Involuntary Termination cont.

- 8. evidence of a personal behavior problem of the student manifesting in performance in the practicum or is incompatible with the profession of Social Work such as abusing a child, elder, or dependent person under his care; domestic violence conviction; criminal acts; or current substance abuse or dependence;
- 9. maintaining, after it has been addressed, a hostile, negative attitude incompatible with the values of the profession of social work manifested in behavior toward clients, instructors, peers, agency staff, or university personnel;
- 10. failure to maintain generally accepted professional boundaries and behavior in respect to agency clients and staff;
- 11. any sexual relationship with an agency client;
- 12. failure to disclose critical background information in application forms, preplacement and placement interviews; and
- 13. failure to meet academic and behavioral standards specified in the university catalog and student handbooks.

Risk Management

- Student malpractice insurance is provided by UAA
- * Accident medical coverage provided at no cost for students
 - * Students will be provided the opportunity to sign up this afternoon
- * Transporting of clients in personal vehicles is prohibited and is prohibited in agency vehicles if the agency's insurance doesn't cover interns
 - * Students may accompany a staff or supervisor who is driving
 - * Students may not be alone with clients in a moving vehicle
- * Educate students about known risks, including blood-borne pathogens and tuberculosis
- If the agency/organization is HIPAA compliant, please provide training around this to avoid any potential violation and discuss often to ensure understanding

UAA BSW Field Education: Updates and Reminders



Title IX Reference Guide for Off-Campus Programs

- This is new and being implemented university-wide due to Title IX violations that have occurred throughout the UA system
- * Requires that agency settings provide safe environments for students that are "free of discrimination and harrassment" (p. 1)
- * Also ensures that reporting of any incidents takes place and provides resources and procedures for doing so
- * Please the BLUE handout for a copy of the "Guide" and review; call or email with questions.
- * This will also be posted on the BSW Field Education section of the website by Monday, 8/28:

https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-social-work/field-education/bsw.cshtml

Fall 2017 Semester Dates

These are all included on the calendar (orange handout)

- * 8/24 BSW Field Education Orientation
- * 8/28 Students may begin practicum
- * 8/30 First day of Practicum Seminar
- * 9/13 First Integration Reflection Narrative + Community Visits (4) due
- * 9/20 DRAFT Learning Contract due
- * 9/27 Agency Orientation Summary Report due (updated format)
- * 9/18-10/6 First site visits to take place
- * 10/4 Integration Reflection Narrative #2 due
- * 10/11 FINAL, Signed Learning Contracts due
- * 11/1 Mid-Semester Report due
- * 11/20-12/8 End of semester site visits
- * 12/4 Students should give self-assessment + LP to FI for review by this date
- * 12/8 Practicum hours completed for the F16 semester
- * 12/11 Learning Portfolios due by 5:00
- * 12/20 Grades are due + will be available 12/21 on UAOnline

Additional 2017-2018 Dates

- * Dec. 17 Jan. 16 Winter Break students not at practicum
 - * Students may complete up to 16 hours over break with approval from the seminar instructor, supervisor, and/or social work field instructor
- * Jan. 16 Spring 2018 Semester begins students will be back at practicum this week!
- * Mar. 12–16 Spring Break
- May 4 UAA School of Social Work Gala
- * May 6 UAA Commencement

Supporting Students: Remembering Your Own Experience

- * Take a moment to think about your own field placements/internships and field instructors/supervisors...
 - * If applicable, do you remember what it was like when you first started your practicum?
 - * How significant was this experience to your education and development as a professional?
 - * Is there anything you didn't receive (support, discussions, specific feedback) that you would want to offer to your student this year?
 - * Please keep all of this in mind as you begin supporting and guiding a student this year
 - Consult the "Developmental Stages in Field" handout and discuss what you are seeing with the student
 - Also, at ANY time, please contact me or Tom if you would like guidance, support, or feedback (or just want to say hi)

Something New...

- There are many wonderful articles and readings related to social work field education
- I am interested in starting a field education reading & discussion group that would meet once a month for about 1.5 hours
- * Scheduling is difficult, but I would like to for Fridays during the late afternoon/early evening--possibly 4:30-6:00
- * I will send an email, but feel free to email me if you are interested!

Online UAA Field Education Resources

- * UAA School of Social Work: http://www.uaa.alaska.edu/socialwork/
 (Google "UAA Social Work)
- * UAA School of Social Work BSW Field Education:
 (Google "UAA BSW Field")

https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-social-work/field-education/

 UAA BSW Field Education – Forms, Syllabi, PowerPoint, Manual: (Google "UAA BSW Field")

https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-social-work/field-education/bsw.cshtml

Field Contact Information

- * Alexa Filanowicz, BSW Field Education Coordinator and Practicum Seminar Instructor:
 - * afilanowicz@alaska.edu
 - * 907.786.6908
- * Tom McRoberts Practicum Seminar Instructor
 - * tpmcroberts@alaska.edu
 - * 907.786.6704
- * Sharie Field and Bethany Zabala, Program Assistants:
 - * sdfield@alaska.edu / bczabala@alaska.edu
 - * 907.786.6900

THANK YOU!

Thanks again to each of you for attending today's orientation and for supporting the UAA BSW Program!

We would not be able to do this without you and are very appreciative of the time and effort you have (and will be) contributing.

THANK YOU!