Field Education Orientation

August 12, 2016

Jennie Marsh, LMSW
Director of Field Education
Cathy Accurso, LSCSW
Associate Director of Field Education
Kelly Jones, LMSW
Associate Director of Field Education

Agenda

• Student phases
• Roles
• Student Responsibilities
• Important policies/dates
• Meeting with Liaison
Student Phases in Practicum

Stage 1: Anticipation
Stage 2: Disillusionment & Confronting Reality
Stage 3: Competence & Mastery
Stage 4: Closure & Termination

(Cochran, S.F. & Hanley, M.M., 1999)

Roles
Roles: Field Instructor

- Overall responsibility for the student’s experience in the agency
- Student orientation to the agency
- Collaborate in development and implementation of the Learning Contract
- Weekly scheduled 1-1.5 hours of supervision
- Provide feedback to the student, including mid-semester evaluation and final evaluation

Roles: Field Instructor

- Coordinate student learning experiences
- Confer with the Field Liaison regarding planning, review and evaluation of the student’s field experience
- Inform the Field Liaison immediately of problems in the field placement
  - If necessary, collaborate on a written plan for student success
Roles: Preceptor

- Agency-identified staff member - formal role working with the student
- No specific qualifications
- Allow the student to observe, question, discuss, or participate in the Preceptor’s work
- Provides feedback on the student’s performance, both to the student and the Field Instructor
- Does not provide required supervision

Roles: Field Liaison

- Serve as the link between the School, the Agency, and the Student
- Initiate early contact with the Field Instructor and student
- Provide consultation and feedback on the Learning Contract
- Provide written feedback on all assignments completed by the student
Required Hours

• BSW/MSW Foundation
  16 hours per week for 15 weeks each semester
  480 total hours

• MSW Clinical/MSW Social Work Administration & Advocacy (SWAAP)
  24 hours per week for 15 weeks each semester
  720 total hours
  Modified plan option

• All levels- 8 hour day if possible

Required Hours

• BSW/MSW Foundation
  50% of time must be spent on direct practice.
    - May include client work, advocacy, case staffings, etc.
    - “Client” is defined by the agency

• MSW Clinical
  50% of time must be spent working directly with clients.
Student Expectations

- Learning Contract
  - Each level (BSW, MSW Foundation, MSW Clinical, MSW Advocacy & Administration) has specific Competencies & Practice Behaviors
  - Activities to address each Competency

Learning Contract

- Should include SMART activities (Specific, Measurable, Achievable, Relevant, and Time-bound)
- Student has the responsibility for the Learning Contract, but with extensive input from the Field Instructor
Learning Contract

• Council on Social Work Education Accreditation requires measurement of established Core Competencies & correlating Practice Behaviors.

• These competencies and practice behaviors for each level form the core of the Learning Contract.

• Should correlate activities with each competency, not necessarily each practice behavior.
### Competency 1: Identify as a professional social worker and conduct oneself accordingly.

<table>
<thead>
<tr>
<th>KUSSW Foundation Level Practice Behaviors</th>
<th>Activities Related to this Competency</th>
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</thead>
<tbody>
<tr>
<td>• Be prepared with a list of concerns/cases to discuss in supervision meetings.</td>
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<tr>
<td>• Dress in accordance with other social workers in the agency.</td>
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<tr>
<td>• Phone, text, or e-mail appropriate staff and clients when I will be late or need to miss practicum.</td>
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<tr>
<td>• Become familiar with agency and community resources related to aging and disabilities.</td>
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<tr>
<td>• Visit at least 6 long term care agencies/communities, which are not limited to, but should include hospice, geriatric behavioral health unit, nursing facility, assisted living residence, adult day center, and HUD senior independent housing. These visits may occur in conjunction with client work.</td>
<td></td>
</tr>
<tr>
<td>• Enter client notes into agency database within 48 hours of seeing a client. Periodically have an MSW staff member review and provide feedback on my documentation.</td>
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<tr>
<td>• Attend Dementia Symposium offered jointly by the KU Alzheimer’s Center and the Alzheimer’s Association Heart of America Chapter.</td>
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**Mid-year comments:**

**Final comments:**

### Competency 2: Apply knowledge of human behavior and the social environment.

<table>
<thead>
<tr>
<th>KUSSW Advanced Level Clinical Practice Behaviors</th>
<th>Activities Related to this Competency</th>
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</thead>
<tbody>
<tr>
<td>• Synthesize and differentially apply theories of human behavior and the social environment to guide clinical practice.</td>
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<tr>
<td>• Use bio-psycho-social-spiritual theories and multi-axial diagnostic classification systems in formulation of comprehensive assessments.</td>
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<tr>
<td>• Consult with medical professionals, as needed, to confirm diagnosis and/or to monitor medication in the treatment process.</td>
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**Mid-year comments:**

**Final comments:**
Student Expectations

• Professional Writing Samples- one per semester
• Examples
• All identifying client information should be changed/redacted
• Reflective writing samples- no longer required

Student Expectations

• Time logs and supervision logs
• Due by the end of each semester
• Can be requested at any time by the Liaison or Field Instructor
Student Expectations

• Check your KU email!

• Practicum planning materials coming!

• New system

Policies
Leave Policy

• # of hours equivalent to weekly requirement in family/sick leave
  BSW/MSW Foundation- 16 hrs/semester
  MSW Clinical/MSW SWAAP- 24 hrs/semester

• Students can complete hours on KU breaks, but not required.

• No practicum hours for holidays, inclement weather, etc.

Critical Incidents

• Injury to the student and/or client under the immediate care/supervision of the student
• Threat of violence to a student by a client or agency staff
• Abusive behavior by the student towards a client or agency staff
• Law violation by the student
• Any event that could have a profound impact on the student
Critical Incidents- Student

• In the event of a critical incident, the student should:
  • Obtain medical attention, if needed
  • Immediately notify his/her field instructor of the incident
  • Establish with the field instructor if further action (law enforcement involvement, etc) is needed
  • Contact the Field Liaison and/or the Director of Field Education within 24 hours of the incident and report:
    • What happened
    • Who was involved
    • Where/when it happened

Critical Incidents- Field Instructor

• The Field Instructor should:
  • Contact with Field Liaison and/or the Director of Field Education within 24 hours of the incident to report what happened, including how the agency is handling the incident.

• More information in the Handbook
Sexual Harassment

“Behavior, including physical contact, advances, and comments in person, through an intermediary, and/or via phone, text message, email, social media, or other electronic medium, that is unwelcome; based on sex or gender stereotypes; and is so severe, pervasive and objectively offensive that it has the purpose or effect of substantially interfering with a person’s academic performance, employment or equal opportunity to participate in or benefit from University programs or activities or by creating an intimidating, hostile or offensive working or educational environment.”

Sexual Harassment

• If you experience any form of sexual harassment, please talk to your field instructor, your field liaison, Field Education staff, and/or KU Institutional Opportunity and Access Office at IOA@ku.edu.
Students requesting accommodations

• Must work with Academic Achievement and Access Center (AAAC) to confirm accommodations
• Agency is informed by the Field Office and the student
• AAAC & the student write a letter describing the accommodations for the field instructor and the Field Education Office.

Forms & Information

KU School of Social Welfare Field Education page
• Handbook
• Contract information
• Learning Contract/Evaluation and supplemental materials
• Time Log
• Supervision Log
## Important Dates

### Fall 2016 August – December

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August 22</td>
<td>Classes begin</td>
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<tr>
<td>Aug. 22 – Aug. 26</td>
<td>Practicum begins for all students</td>
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<tr>
<td>September 5</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>October 3</td>
<td>Learning Contract due to Liaison</td>
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<td>Oct. 8– Oct. 11</td>
<td>Fall Break</td>
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<td>November 7</td>
<td>Professional Writing Sample due to Liaison</td>
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<tr>
<td>Nov. 23 – Nov. 27</td>
<td>Thanksgiving Recess</td>
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<tr>
<td>December 8</td>
<td>Last day of classes &amp; Last day of practicum for fall semester</td>
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<tr>
<td>December 8</td>
<td>Mid-year evaluation/Time Sheets/Supervision Log due to Liaison</td>
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### Spring 2017 January – May

<table>
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<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tr>
<td>January 3 – January 6</td>
<td>Practicum begins for all students</td>
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<tr>
<td>January 17</td>
<td>First day of classes</td>
</tr>
<tr>
<td>January 23</td>
<td>Learning Contract Revision due to Liaison</td>
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<tr>
<td>March 6</td>
<td>Professional Writing Sample due to Liaison</td>
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<tr>
<td>March 20–24</td>
<td>Spring Break</td>
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<tr>
<td>April 17</td>
<td>End of the year evaluation/Time Sheets/Supervision Log due to Liaison</td>
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<tr>
<td>April 21</td>
<td>Practicum Ends for spring semester</td>
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<tr>
<td>May 4</td>
<td>Last Day of Classes</td>
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<tr>
<td>May 12</td>
<td>BSW Recognition Ceremony &amp; MSW Hooding Ceremony</td>
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