Field Education Orientation

August 18, 2017

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Director of Field Education

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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
Required Hours

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

• MSW Clinical/MSW Social Work Macro
  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
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.
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

• Pull up in Sonia
Student Expectations

• Professional Writing Samples- one per semester
  • Uploaded to Sonia

• Time sheets, including supervision time
  • Recorded in Sonia
  • Enter throughout the semester
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.
Employment Policy

• If your practicum agency wants to hire you, even if it’s for a completely unrelated role, you must contact the Director of Field Education first!

• Must be separate and distinct from practicum

• Your employment supervisor can’t also be your field instructor
Safety Policy

• Field instructors should orient students to safety/risk management policies and procedures within the first two weeks of practicum placement.
  • Orientation should include:
  • Security of belongings
  • Safety issues with clients specific to client population and service setting
  • Safety within the agency building and in the office
  • Safety during home visits or other travel outside of the office
  • Health precautions and protocols
Safety Policy

• Field instructors should review all safety/risk management policies and procedures with the student(s) at least once per semester, or more often if needed.
• Discuss assessing and handling risk in the field should be incorporated into supervision meetings.
• Students should not be required to complete assignments that make them feel physically unsafe.
Safety Policy

• Students should not be required to start unaccompanied home visits without appropriate training and shadowing of an experienced worker. The student and field instructor should have a plan in place for home visits that assures the field instructor or preceptor is aware of the details of the visit, and the field instructor or preceptor should have the student’s cell phone number.

• Students should not be left to staff an office or see clients without other staff present in the building.
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
Conceal Carry

As required by a Kansas law that went into effect on July 1, 2017, concealed carry of handguns shall be permitted on University campuses with some limited exceptions. Unless your practicum is physically located on a KU campus that is covered by the PFPA, this provision of the law does not apply to your practicum site. Students who choose to carry a concealed handgun are responsible for knowing and following all related laws, restrictions, and policies related to their assigned practicum site.
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/Discrimination

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

• KU Field Education staff, including Liaisons, are required to contact IOA if sexual harassment or discrimination is reported.
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.

• Mobility and/or visual impairment may need accommodations in Sonia- please contact Field Education Director if so.
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 2017 August – December

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 21</td>
<td>Classes begin</td>
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<tr>
<td>Aug. 21 – Aug. 25</td>
<td>Practicum begins for all students</td>
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<td>September 4</td>
<td>Labor Day Holiday</td>
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<tr>
<td>October 2</td>
<td>Learning Contract due to Liaison</td>
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<td>Oct. 14- Oct. 17</td>
<td>Fall Break</td>
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<td>November 6</td>
<td>Professional Writing Sample due to Liaison</td>
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<td>Nov. 22 – Nov. 26</td>
<td>Thanksgiving Recess</td>
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<td>December 7</td>
<td>Last day of classes &amp; Last day of practicum for fall semester</td>
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<tr>
<td>December 7</td>
<td>Mid-year evaluation/Time log due to Liaison</td>
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## Important Dates

**Spring 2018 January – May**

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>January 2 – January 5</td>
<td>Practicum begins for all students</td>
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<tr>
<td>January 15</td>
<td>Martin Luther King Holiday</td>
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<td>January 16</td>
<td>First day of classes</td>
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<td>January 22</td>
<td>Learning Contract Revision due to Liaison</td>
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<td>March 5</td>
<td>Professional Writing Sample due to Liaison</td>
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<td>March 19-25</td>
<td>Spring Break</td>
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<td>April 17</td>
<td>End of the year evaluation/Time Log due to Liaison</td>
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<td>April 20</td>
<td>Practicum Ends for spring semester</td>
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<td>May 3</td>
<td>Last Day of Classes</td>
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<td>May 11</td>
<td>BSW Recognition Ceremony &amp; MSW Hooding Ceremony</td>
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