Field Education Orientation
Students
August 9, 2017

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<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9:00-9:45</td>
<td>Field overview</td>
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<tr>
<td>9:45-10:00</td>
<td>Break</td>
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<tr>
<td>10:00-11:30</td>
<td>Meet with liaisons</td>
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<tr>
<td>11:30-12</td>
<td>Sonia walk-through (New students only)</td>
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Student Phases in Practicum

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

KEEP CALM
I'M A SOCIAL WORKER
Roles
Field Instructor
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
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
Preceptor
**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
Field Liaison
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

- **MSW Clinical**
  
  24 hours per week for 15 weeks each semester
  720 total hours
  Modified plan option

- All levels- 8 hour a day if possible
Required Hours

• 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 (MSW Foundation, MSW Clinical) 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.
Learning Contract

In Sonia
Student Expectations

• Professional Writing Samples- one per semester
• Examples
• All identifying client information should be changed/redacted
Student Expectations

• Time logs and supervision logs

• Due by the end of each semester

• Field Instructor will have to approve in Sonia

• Can be viewed at any time by the Liaison or Field Instructor
Policies
Leave Policy

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

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

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

• 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
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.
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.
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
• Contact information
• Learning Contract sample activities
• Sonia information