

# Field Education Orientation

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# Agenda

- Going into practicum
- Student Expectations/Sonia
- Important policies/dates

# Preparing for Practicum

# Agency requirements/Schedule

- Set schedule with Field instructor
- School requirements should be completed
  - Professional Liability Insurance
  - Criminal Background check
- Agency requirements should be completed
  - Medical/vaccinations
  - Other requirements
  - Orientation at agency
- Please check/read your KU email!

# Student Phases in Practicum

Stage 1: Anticipation

Stage 2: Disillusionment & Confronting Reality

Stage 3: Competence & Mastery

Stage 4: Closure & Termination

How might your identities (visible or invisible) impact this experience?

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

# Student Expectations

# Assignments

- 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.

# Assignments

- 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
- Sample activities/Sonia
  - Strategies for collecting tasks



# Assignments

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

# Professionalism

- Maintain a regular schedule
- Dress code
- Contact for absences
- Plan if your field instructor/preceptor is out
- Discuss concerns with your field instructor
- Boundaries
  - Social media
- Cell phone usage
- Respond to emails/do so professionally

# Important Policies/Dates

# Leave Policy

- # of hours equivalent to weekly requirement in family/sick leave
  - BSW/MSW Foundation- 16 hrs/semester
  - MSW Clinical/MSW Macro- 24 hrs/semester
- Must call in/make plan for client care or other responsibilities
- Students can complete hours on KU breaks, but not required.
- No practicum hours for holidays, inclement weather, etc.

# Leave Policy

- Documenting time in Sonia
  - Practicum or supervision time
  - Direct contact
  - Leave
  - Enter throughout the semester
- Medical/crisis- longer than 2 weeks

# 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!
- Can only do this after the end of first semester, up until the end of practicum
- Must complete an Employment Based Practicum application
- Must be separate and distinct from practicum
- Your employment supervisor can't also be your field instructor

# 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.

# 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.

# 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

# Limits of Confidentiality

*“The agency is the academic setting for BSW, MSW Foundation, MSW Clinical or MSW Macro Practicum. Agency staff work in collaboration with University officials to guide and support the student’s development during their field experience and therefore are deemed to have a legitimate educational interest in the student’s performance. As such, information disclosed to agency personnel, such as field instructors, may be shared with University personnel if it relates to or could affect the student’s practicum performance, including conduct at the field site. University staff may likewise will share such information with agency staff.”*

# Sexual Harassment/Discrimination

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities.

The University of Kansas prohibits sexual harassment and is committed to preventing, correcting, and disciplining incidents of unlawful harassment, including sexual harassment and sexual assault.

# Sexual Harassment/Discrimination

“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](mailto:IOA@ku.edu).
- KU Field Education staff, including Liaisons, are required to contact Institutional Opportunity and Access Office if sexual harassment or discrimination is reported.

# 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.

# Forms & Information

[KU School of Social Welfare Field Education page](#)

- Handbook
- Contact information
- Sonia tip sheets
- Learning Contract samples
- Important dates (handout)