

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
- Agency requirements should be completed
 - Medical/vaccinations
 - Insurance
 - Background checks
 - 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!
- Must be separate and distinct from practicum
- Your employment supervisor can't also be your field instructor
- Can only do this after the end of first semester

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.
- 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.

Forms & Information

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

- Handbook
- Contract information
- Learning Contract/Evaluation and supplemental materials

Important Dates

Fall 2018 August – December

August 20	Classes begin
Aug. 20-24	Practicum begins for all students
September 3	Labor Day Holiday
October 1	Learning Contract due to Liaison
Oct. 13- Oct. 16	Fall Break
November 5	Professional Writing Sample due to Liaison
Nov. 21 – Nov. 25	Thanksgiving Recess
December 6	Last day of classes & Last day of practicum for fall semester
December 6	Mid-year evaluation/Time log due to Liaison

Important Dates

Spring 2019 January – May

January 7 – January 11	Practicum begins for all students
January 21	Martin Luther King Holiday
January 22	First day of classes
January 28	Learning Contract Revision due to Liaison
March 4	Professional Writing Sample due to Liaison
March 11-17	Spring Break
April 26	Practicum Ends for spring semester
April 26	End of the year evaluation/Time log due to Liaison
May 9	Last Day of Classes
May 17	BSW Recognition Ceremony & MSW Hooding Ceremony