ORIENTATION TO YOUR FIELD PLACEMENT
SOWK 588 Foundation MSW Field Placement
Introductions & Agenda Overview

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Agenda:

- Important Items Along the Way
- Entering your field placement
- Field roles & responsibilities
- Student Agency Orientation
- Setting up your learning plan
- Logistics – Where to find helpful information & field forms
*Important Items Along the Way*

- **Field Program Structure**
  - How do all the Field Program moving parts (agenda) work together?
  - Why is it important to know this and that?
  - *Entering your Field Placement*

- **Field Roles and Responsibilities**
  - Who is who and what do they do?

- **Where to Find Helpful Information**
  - What is that link I need to go to, again?
    - [http://www.ssw.chhs.colostate.edu/field/index.aspx](http://www.ssw.chhs.colostate.edu/field/index.aspx)
Field Education Resources

- Go to: Field Toolbox;
- Orientation Materials;
- SOWK 588 Handouts
Entering Your Field Placement

Field is a significant component of the Social Work Professional Education, this is our signature PEDAGOGY

- What do you hope to gain from your Field Placement?
- What questions or concerns do you have that you want to make sure we address?
- Developmental Stages of an Internship

http://www.ssw.chhs.colostate.edu/field/index.aspx
Entering Your Field Placement

Developmental Stages of an Internship:

- Anticipation
- Exploration
- Competence
- Culmination

Field Roles & Responsibilities
**MSW Field Instructor (Agency Partner) is responsible for:**

- Guiding the learning and practice experience in field;

- In collaboration with the **student**, **on-site Supervisor** and **Field Liaison** – developing a learning plan for the field placement experience;

- Regular meeting (weekly / biweekly for part-time) with the **student** for field instruction / professional supervision;

- Completing student Progress Report and Final Evaluation in collaboration with the **student** and **on-site Supervisor**.
On-site Supervisor (Agency Partner) is responsible for:

(On-site Supervisor is required if: MSW Field Instructor is off-site or if on-site MSW Field Instructor is not responsible for day-to-day supervision of student.)

- Providing oversight and supervision of the student for day-to-day tasks in the agency/field placement;

- In collaboration with the student, MSW Field Instructor and Field Liaison - developing a learning plan for the field placement experience;

- Completing student Progress Reports and Final Evaluation in collaboration with the student and MSW Field Instructor.
Field Coordinators & Directors (Field Office) are responsible for:

- The overall direction and operation of the Field Education Program;
- Establishing field education policy and procedures;
- Mediating serious problems and concerns;
- Coordinating field placements with students;
- Giving final approval for Incomplete Grade requests from students (life happens – extenuating circumstances!);
- Assigning final grades.
Field Program Administrative Staff (Field Office) are responsible for:

- Receiving your completed Field Application;
- Receiving completed Field Forms from your Field Liaison;
- Administration of the Field Program database and documentation;
- If you receive a message from Keli Murray you should pay attention and respond quickly!
Field Liaison (CSU Faculty) is responsible for:

- Meeting with the student, MSW Field Instructor and on-site Supervisor within the first month of the field placement;
- Consulting with the student, MSW Field Instructor and on-site Supervisor in developing the learning plan and student evaluations;
- Reviewing and submitting all field forms to the Field Education Program Administrative Team;
- Monitoring the field placement and is the first line of contact should any concerns or difficulties arise.
Field Liaison Visits – What to Expect

- Scheduled within the first few weeks of placement
- Includes the MSW Field Instructor, on-site Supervisor, and student.

- Purpose:
  - Gain an overall understanding of the agency and student’s activities
  - Understand student’s learning goals
- Consult on the learning plan
- Schedule the next visit
Student is responsible for:

- Learning;
- Tracking field hours;
- Professional conduct at all times;
- Collaborating with MSW Field Instructor and Supervisor on learning plan, objectives, and content of supervision sessions;
- **Initiating** and **submitting** field forms to their Field Liaison by due dates;
- Maintaining communication with Field Liaison;
- Adherence to NASW Code of Ethics;
- Maintaining CONFIDENTIALITY;
- Assessing.
While Assessing.. 😊

Observe:

- Organizational culture
- Communication norms
- Dress code
- Chain of command – formal / informal
- Important people to know
- What else?
During first days/week in placement you may experience two types of agency orientation:

- **Formal** – something all new employees, interns and volunteers attend

- **Informal** – may be tailored to you; you may even want to create your own checklist / packet
Student Agency Orientation

Create your own Orientation Checklist / Packet to include:

- Scheduling an agency tour
- Securing an organizational chart
- HR Procedures, policies and protocols
- Important individuals to meet and shadow
- Phone set up and important numbers
- Safety information
- Computers, copying, and access codes
- Regularly scheduled meetings
- Conference room sign-up procedures
- MSW Field Instructor Supervision – scheduling, format, expectations, sharing learning style, discussing time off
Next step – Identify what will you be doing?

Brain-dump...

Internship Activities/Tasks/Competencies Worksheet
http://www.ssw.chhs.colostate.edu/field/index.aspx

Using this helpful tool - think BIG and make a list of:

- What kinds of experiences do you hope to have in your placement;
- All the kinds of tasks and responsibilities you anticipate in your field placement;
- What this might look like if this worksheet mirrored a job description;
- Other things you might want to learn about your clients, your agency/organization, the community, and yourself;
- Think about the opportunities from a student lens versus a volunteer lens;
What is the **Learning Plan Document**?

http://www.ssw.chhs.colostate.edu/field/index.aspx

- Blueprint of your internship learning experiences (activities/tasks)
- Based on **CSWE Core Competencies**
- **Learning experiences** are developed to practice the **10 Core Competencies**
- Developed collaboratively – **MSW Field Instructor, student, Supervisor**
Learning Plan Tips

- Collaborate with your MSW Field Instructor, Supervisor and your Field Liaison to generate a list of activities and tasks you will be completing during your placement;

- Using your completed Internship Activities/Tasks/Competencies Worksheet – review the activities (learning experiences) that you have created and begin to think about which Core Competency they fit best with. Next, on your Field Placement Learning Plan Worksheet list them under the appropriate Core Competency. http://www.ssw.chhs.colostate.edu/field/index.aspx

- Your learning experiences should be specific, observable, and able to demonstrate the practice behaviors connected with the identified Core Competency;

- Your learning experiences may address more than one core competency or practice behavior;

- Under each Core Competency articulating two to five learning experiences is usually enough;

- Break down larger activities (such as carry a caseload of # clients) into its smaller component parts – engaging, assessing, developing goals, planning, action steps, evaluation, etc.;

- This is ‘working document’ – not cast in concrete – Can modify this throughout the placement. Be sure to keep your Field Liaison informed of significant changes.
Core Competency 1:
“Identify as a professional social worker and conduct oneself accordingly.”

Practice behavior examples:
- Advocate for client access to the services of social work
- Practice personal reflection and self-correction to assure continual professional development
- Attend to professional roles and boundaries

The full list of practice behaviors is provided in our field education manuals online:
http://www.ssw.chhs.colostate.edu/field/index.aspx
What are the CSWE’s 10 Core Competencies?

- The Council on Social Work Education (CSWE) sets the Educational Policy and Accreditation Standards (EPAS) for the School of Social Work.

- The CSWE identified 10 Core Competencies comprised of measurable practice behaviors that address social work knowledge, values and skills.

- The 10 Core Competencies are woven throughout the BSW and MSW student curriculum, and in field education, they are used to structure learning experiences and assess student progress.
1. Identify as a **professional** social worker and conduct oneself accordingly;
2. Apply social work **ethical principles** to guide professional practice;
3. Apply **critical thinking** to inform and communicate professional judgments;
4. Engage **diversity and difference** in practice;
5. Advance **human rights and social and economic justice**;
6. Engage in **research**-informed practice and practice-informed research;
7. Apply knowledge of **human behavior and the social environment**;
8. Engage in **policy practice** to advance social and economic well-being and to deliver effective social work services;
9. Respond to **contexts that shape practice**;
10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations and communities.
Logistics - Routing Process for Field Forms

**STUDENT:** Initiates, complete fields, electronically signs, and clicks FINISH on appropriate DocuSign Field Form

**FIELD INSTRUCTOR, ON-SITE SUPERVISOR, and FIELD LIAISON:** reviews, signs, clicks FINISH

**KELI MURRAY:** enters data / forms

**FIELD COORDINATOR:** enters end of semester grades by deadline
Logistics - Progress Reports & Final Evaluation

- **Student** downloads and routes
- Are tied to the **Learning Plan**
- Schedule either “evaluation” meeting with **Field Instructor & On-site Supervisor**
- Due to **Field Liaison** by specified due date
- *Incomplete grades* must be requested – Your **Field Coordinator** will send the *Incomplete Grade Request* form to you
Logistics - What if there are difficulties?

Vast majority of time – field placement is a wonderful challenging experience

Sometimes challenges arise:
- Miscommunication
- Mismatched Expectations
- Poor performance
- Lack of regularly scheduled field instruction or supervision
- Conflict

What to do:
- Discuss with Field Instructor / Supervisor
- Contact your Field Liaison (alert early on if concerns present)
- If serious concerns, Field Coordinator / Director will be involved
Logistics - Where to Find Things

Field Education Page of SSW Website:
http://www.ssw.chhs.colostate.edu/field/index.aspx

School of Social Work Website:
http://www.ssw.chhs.colostate.edu/index.aspx
Logistics - Field Education Program Information

Important field information is always available online:
http://www.ssw.chhs.colostate.edu/field/index.aspx

Field Hours & Credits:
SW 588 for MSW foundation requires 270 hours, 6 credits
SW 688 for MSW concentration requires 675 hours, 15 credits
Each registered credit = 45 field clock hours:
(Example: 3 credits = 135 required semester field clock hours)

Field Forms:
Fillable forms with an electronic signature:
• DocuSign Acceptance Contract
• DocuSign Learning Plan
• DocuSign Progress Report
• DocuSign Final Evaluation
Professional Liability Protection:
Each Social Work Student is covered for professional liability insurance by CSU. This will typically fulfill the requirement to carry liability insurance while in your field placement. Any student, who wishes to purchase additional liability insurance, may do so. There are a number of vendors listed on the NASW website.

Worker’s Compensation Insurance:
Students are covered by CSU for Worker’s Compensation, except students who are placed in CSU on-campus non-remunerated internships, or students who are in internships that are paid or have stipends. See the field manual, Section V, for details.
Logistics - Registration

- Sarah Rudisill - sarah.rudisill@colostate.edu
- Always confirm that you are registered for the correct number of credits
Recap - *Important Items Along the Way*

- **Field Program Structure**
  - How do all the Field Program moving parts work together?
  - Why is it important to know this and that?

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