



First Things First

Important information for students:

Students enrolled in Field Education are required to use their Rebelmail account for communication purposes. Please link your personal email to this account.

All document submissions must be labeled/named with your Last Name first, First Name second, i.e., Public, John Fall 2021 Learning Contract

All required documents are on the [UNLV School of Social Work webpage](#)
DO NOT use other forms.

The Field Education Department consists of:

Marde Closson, Director of Field Education. (702)895-5848 marde.closson@unlv.edu

Delayna Tonogan, Assistant Director of Field (702)895-3313 delayna.tonogan@unlv.edu

Zarinah Washington, Field Education Liaison (702)895-5124 zarinah.washington@unlv.edu

The Field Education Department :

Terms Used:

Directors of Field:	Includes Director and Associate Director of Field Education
Agency Field Instructor:	Used interchangeably with AFI
Field Liaison:	Used interchangeably with Liaison
Electronically Submit:	Submitted via email or other designated venues

BSW PROGRAM RATIONALE, MISSION AND

Advance Human Rights and Social, Economic, and Environmental Justice
Engage in Practice-informed Research and Research-informed Practice
Engage in Policy Practice
Engage with Individuals, Families, Groups, Organizations, and Communities
Assess Individuals, Families, Groups, Organizations and Communities
Intervene with Individuals, Families, Groups, Organizations, and
Communities
Evaluate Practice with Individuals, Families, Groups, Organizations, and
Communities

FIELD PROGRAM RATIONALE

The field pr7 TJET EMC-i2.49 603.22 6aumT1MC-ieWk1t.2222 6au()] TJET.9 588.94 Tm[()] TJEnl

Please note that the field practicum is designed to give students the opportunity to develop their core competency skills thus students are required to complete one practicum with an onsite AFI.

FIELD PRACTICUM OBJECTIVES

7. Assess Individuals, Families, Groups, Organizations, and Communities

8. Intervene with Individuals, Families, Groups, Organizations, and Communities

9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

V. RELATIONSHIP OF FIELD PRACTICUM TO THE TOTAL PROGRAM

Students will have completed the following social work courses prior to acceptance for field practicum placement: Introduction to Social Work (SW 101), Social Work Practice I (SW 410), Social Welfare Policy and Services (SW 401), Human Behavior in the Social Environment 1 (SW 315), Human Behavior in the Social Environment II (SW 425), Intro to Professional Practice (SW 411) and if not concurrently, Social Work Research 1 (SW 416). In addition to the social work prerequisites, students will have completed liberal arts courses in related disciplines including Composition I

the field. In addition, as students begin the second practicum course, Field Practicum II (SW 429), they are assisted

Please note: Only agencies that have contracted as approved Field Practicum sites, i.e., have Educational Affiliation Agreements (EAA) with the University, may be considered for Practicums. If you encounter any problems with setting up an account or logging onto Handshake, please contact Career Services at 702-895-3495.

Step 3- Searching for Placements:

In the search field, type in the phrase Social Work Practicum. This will bring up all of the Practicum placement opportunities that are available. Once you locate an agency you are interested in, click the "apply" button. Your resume will be sent directly to the contact person the agency has chosen to receive the paperwork. You can check to see which positions you applied to by clicking on the "Job Postings and On-Campus Recruiting OCR Interviews" tab. From this tab you can click on the "Applications tab" which will bring up a window with all positions you have applied to. Please mark all the areas for matching qualifications.

Please note that the approved agencies will show as: Social Work Practicum- Name of Agency. Example: Social Work Practicum- Nevada Partnership for Homeless Youth.

Step 4 – The Agency Interview:

When agencies and students interview, either party - the student or the agency - may choose to accept or reject the other. Students are advised to interview at multiple agency sites to facilitate an informed choice. Agencies are not obligated to accept any given student solely on the act that he or she has been referred by the University. Similarly, after interviewing, students may not accept agencies to which they have been referred. If there are no matches (based on Practicum position availability, incompatibility of goals, or some other reasonable criteria), the student is advised to immediately contact their Field Education Department designated contact person.

Step 5 –Practicum Site Selection:

Once a student has been offered and has accepted a practicum at a particular site, s h e or he is to notify the Field Education Department by submitting the **Practicum Selection Form**

Step 6- Agency Requirements:

Please note that some agencies may require background checks, drug testing, physicals, and other medical screenings. Students are responsible for these expenses.

Some agencies may require students to attend an orientation prior to the start of the practicum. These hours are outside of the practicum and are unable to count as practicum hours.

VII. FIELD PRACTICUM SETTINGS AND SELECTION CRITERIA

In order for the field practicum to be effective, it is imperative that the School of Social Work and participating agencies work together in planning and carrying out the educationally directed experience. At the same time, the school also recognizes the social responsibility of the agency toward its clients and the community and is aware of the necessity of the educational objectives to be complementary to those of the agency. The relationship between the University, the School, and the agency is outlined in the Educational Affiliation Agreement and is formalized by the signing of this document. While the School retains primary responsibility for the quality of the educational experience, it can only carry out that responsibility through cooperation and ongoing communication between the Agency Field Instructors and the School.

Field Education Department policy mandates that agencies provide the School with, among other documentation, a description of their program and practicum activities to assist in appropriately matching students with the agency. The following are examples of agency practice areas that are currently available to BSW students:

Social Service/Community Resource
Domestic Violence
Health/Medical/Hospice
Mental Health Inpatient or Outpatient
Legal/Forensic

Educational / School Social Work Child
Welfare
Elder Care/Geriatric Substance
Abuse Homelessness

The criteria established for the selection of field agencies are as follows.

An established social welfare program with a clear-cut sanction from the community.

Commitment to the goals of professional social work education.
objectives.

Commitment to and the ability to provide the resources (space, time, and other support) needed by agency staff and students involved in the activities of instructional field practice.

Availability of qualified staff to supervise BSW students. Demonstrated identification with the social work profession.

Thorough knowledge of the purposes, policies, and procedures of the agency.

Willingness to advance professional development as demonstrated by successful completion of the MANDATORY Agency Field Instructor (AFI) Training as well as participation in other continuing education opportunities.

VIII. SCHOOL OF SOCIAL WORK AND AGENCY RESPONSIBILITIES

The School of Social Work will provide at the request of the field agency, necessary and appropriate information about the student(s) assigned to the agency, including academic background, previous social work, and other work experience, career plans, and other relevant data if available.

Director of Field

The Director of Field will be responsible for

Providing the agency with the necessary consultation and support to carry out the educational program goals.

Providing specific learning objectives to be used in planning the educational program for students.

Providing guidelines for evaluation of student progress.

Obtaining regular feedback from the agency regarding the Field Program's strengths and limitations and recommending suitable modifications when appropriate.

Maintaining regular communication with Agency Directors and Agency Field Instructors.

Providing consultation regarding Field Practicum concerns.

Providing continuing educational services including field instruction training seminars.

The Assistant Director of Field will assist the Director of Field in all responsibilities listed above.

In addition, the Assistant Director of Field is responsible for:

Assisting in the development of Practicum Sites within the community.

Teaching Social Work Practicum seminars.

Providing supervision to students in the field.

Serving as one of the Field Liaisons

summaries, case notes, etc.) and review them with the student.

Encourage the student to participate fully in the life of the agency.

Provide feedback to the student on a regular weekly basis as to performance.

Communicate with the student, Directors of Field, and/or Field Liaison any unusual opportunities, conditions, or problems as soon as they are evident.

Participate with the student in the preparation of the Field Practicum Evaluations during the semester.

Participate in training seminars for all agency-based field instruction.

Preceptor

In recognition of the agency's contribution to the student's learning experience.

Foster a network of communication between Agency Field Instructors (AFIs) and the School of Social Work.

Disseminate the most current information reflecting generally accepted principles of field supervision (including legal issues, examination of the supervisory relationship, promoting the optimal field learning experience, identifying and addressing student-agency problems, etc.).

STUDENTS IN THE FIELD PRACTICUM

Assignment to Agency

Assignment to an agency is the responsibility of the student through the completion of the tasks located in Section VI of this manual. The Directors of Field Education are always available to assist the student in this responsibility. Students can not complete a practicum at an agency that they have received service from or a family member or friend is employed.

Field Practicum Challenges

The Field Education Department promotes the view that problems encountered in the field practicum can be opportunities. BTBT1.1 0 00-c1.

Special Note: Circumstances involving a student and any ^{acc} emergency situation require that a **Field Practicum Incident Report** be completed and routed to the appropriate parties listed on the form. Please contact Field Office for the form.

Personal and Professional Development

Students must aim to achieve a level of maturity and ethical behavior that are in accord with their professional responsibilities. Self-understanding, self- acceptance,

The seminar class is 25% of your practicum grade. Failure to meet the attendance and participation requirements results in a maximum grade of C in the class. These classes are designed to clarify student responsibilities and requirements for field, share practicum experiences and discuss concerns, and relate course concepts with field experiences. Written assignments, readings, case studies, classroom discussions, and interactive exercises will provide students with opportunities to demonstrate the development of analytical and practice skills. Students do not receive additional credit, nor do they register separately for the field seminar classes. Student attendance is mandatory for each class. Regular attendance and participation are mandatory and are viewed as professional behavior. Students may be dropped or receive a failing grade if they miss more than the allotted absences as outlined in their syllabus.

Students are expected to:

Attend all classes in their entirety

Participate in class discussions, exercises, activities, and assignments

If students miss **one** class they will be expected to follow up with seminar instructor regarding their absence/participation and its effect on their grade.

While the content of the field practicum seminars may address a range of personal and

Sharing information to promote professional growth is appropriate; however, students are expected to demonstrate an understanding of appropriate boundaries within an educational context. Additionally, by enrolling in field practicum courses including the seminar component, students are consenting to abide by the NASW Code of ethics. In a seminar, this is interpreted in part to mean that all students will protect the confidentiality of others. For example, if required to present case presentations, adequate attention must be given to securing the identity of clients. Also, relevant personal issues presented by other fellow students are not to be discussed or debated outside of the seminar class.

The discovery of dishonesty in the seminar or practicum (or inappropriate behavior in field practicum)

has the right to assign a failing grade for the entire practicum course.

XI. FIELD PRACTICUM REQUIREMENTS

Class Attendance and Participation

As described in section X of this manual, students are expected to attend and

participate in field seminar classes that are designed to assist the student in integrating field

Field Practicum Time Sheet

BSW students must complete a total of 240 hours per semester which is equivalent to 16 hours a week for 15 weeks.

Students are required to maintain an accurate record of field practicum hours and learning contract behaviors. Hours and activities such as supervision, reading, agency meetings, client interviews, training, and all other learning activities conducted during placement are to be recorded daily on the Field Practicum Time Sheet.

Students are to email their Field Practicum Time Sheets to their agency Field Instructor (AFI) and preceptor (if one is assigned) each week. Once the Agency Field Instructor (AFI) and preceptor have reviewed the Field Practicum Time Sheet, they will sign the document and send it back to the student. The student will upload the time sheet as a part of their journal entry in CANVAS. **Time sheets are due on Mondays by 5 pm.** Recorded activities should relate to Learning Contract practice behaviors. Regular review of the Field Practicum Time sheet record will assist the student, Agency Field Instructor (AFI), and

tasks. **Only .5 hours per week will** be allotted for reading and it must be completed on site. Students must list the title of the readings on the time sheet. The readings cannot come from classroom textbooks. They should be scholarly or peer-reviewed articles.

Please note: Although students are encouraged to practice self-care, those self care activities are not part of the practicum and can not be included in their practicum hour total.

Field Practicum Weekly Supervision

BSW students are responsible for being prepared for educational supervision with the Agency Field Instructor. BSW Students must prepare an agenda prior to meeting with the AFI for supervision and include it in their weekly journal for the Field Liaison to review. Regular supervision will assist the student and Agency Field Instructor (AFI) in monitoring

is a score of 0 or 4, the Agency Field Instructor will provide the rationale for the score. If a student earns three (3) unsatisfactory ratings in a specific behavior, the AFI will complete an action plan with the student to explain the steps that will be taken to assist the student in developing the required core competency skill. All undergraduate and graduate students enrolled in field practicum must participate in formal, face-to-face supervision for a minimum of one (1) hour on a weekly basis with the assigned Agency Field Instructor (AFI)

be completed to identify learning activities for the rest of the semester.

The Field Department has ultimate responsibility for the assignment of grades. **Students must receive a grade of C or higher in order to pass the course.** If the student disagrees with the evaluation, a narrative statement specifying the reasons

4. Engage in Practice-informed Research and Research-informed Practice
apply research findings to inform and improve practice, policy, and programs; and identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.
5. Engage in policy practice.
use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and.
apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.
6. Engage with Individuals, Families, Groups, Organizations, and Communities
apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies; and
use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.
- 7.

with the AFI, Liaison and the Field Office. If a student has not submitted a Practicum

Students in health care and other settings may be asked to keep their hair above shoulder length, clip their nails short, limit jewelry, or wear protective garments supplied by the agency.

Home Visits

Home visits are a regular part of most placements. Even if they are not, a home visit may be clinically indicated in certain situations. Agencies will be expected to take appropriate measures to ensure the safety of students. At a minimum, the same safeguards provided to staff must be provided to students.

However, in some cases, students may need additional support and security provisions. The Director of Field education should be consulted if safety is a concern. Under **NO** circumstances should students transport agency clients in their own personal vehicles. Students should have agency staff with them during home visits.

Background Checks and Fingerprinting

Some agencies (e.g., hospitals, federal agencies, Clark County, and State of Nevada agencies) may require students to obtain special background checks that could also include fingerprinting, and/or medical clearance. It is very important to inquire about these checks and conditions at the time of the interview at the agency. The student is responsible to obtain, provide, and in some cases pay for the information required by the agency. Please initiate the background check as soon as possible, some of the checks can take 2-8 weeks to complete. If a student is held up because of incomplete requirements, it may hurt the student's ability to accumulate the required number of practicum hours.

Special Note: Students are responsible for these expenses.

I. Transportation

It is the student's responsibility to secure transportation to and from the field setting. The University has no funds with which to reimburse students for the use of their private automobiles and for other expenses incurred in the conduct of agency business. Under **NO** circumstances should students transport agency clients in their own personal vehicles.

insurance and his/her personal liability in case of an accident. **Special Note:** Under **no** circumstances should students transport agency clients in their own personal vehicles. Students are able to use company issued vehicles if they complete the driving requirements set forth by the agency. The student is required to have agency staff with them when transporting clients in a company vehicle.

K. Holidays

Practicum schedules are designed to follow the academic calendar. However, some agencies may not observe all University holidays and breaks. Therefore, the scheduling of field practicum hours should be determined early in the academic year/semester in conjunction with the Agency Field Instructor (AFI). Students are required to complete practicum hours at the practicum site in order to count hours on an observed holiday.

L. Absences

The student should be allowed absence from field courses and practicum in cases of personal illness or when illness or death occurs in the immediate family. The student is required to notify the Agency Field Instructor (AFI) and the Faculty Field Liaison immediately. All practicum hours missed must be made up before a final semester grade will be given. Barring such emergencies, the student is expected to follow the practicum time guidelines as set up between the student and agency field instructor and the tardiness/absentee policies of the agency. Students are to give early attention to accounting for personal vacations or other planned activities that may interfere with competing practicum course requirements and to make the appropriate accommodations.

M. NASW Code of

3. Students may petition to continue their practicum placement for an additional semester (i.e., SW 419 into SW 429). Approval requires a heavy emphasis upon the student completing different activities and practice

professionally inappropriate when they occur between members of the teaching staff or other agency staff (specifically, in the field for this policy) and students. A professional power differential exists in these situations in terms of the influence and authority which, one can exercise over the other. Also, this type of relationship begins to professionally and ethically concern the NASW Code of Ethics

Harassment of any practicum student from the school shall not be tolerated by a field instructor, employee, or representative of the field practicum agency. To best ensure that students are placed in an agency environment free from sexual harassment, the following needs to occur:

Any field practicum setting approved for use as a field placement shall provide the student with a copy of its own _____ utilized within the agency setting. Agency policies and procedures shall be reviewed in complete detail with the student. Students should be clear on whom to inform and who are the designated persons to share the matter with. UNLV, and the Field Education Faculty, may also request a copy of this policy at any given time. If the agency has **no** such policy, the School of Social Work **strongly urges** that one be developed.

Each field practicum agency is responsible for orienting students to the harassment policies and procedures in that particular setting. This orientation should include, but not be limited to:

discussion of harassment within the agency setting, including professional and non-professional staff, field instructors, etc.

discussion of harassment issues with clients; and

harassment from fellow colleagues.

If a student believes that they has been the subject of harassment in the field practicum setting, the student will notify the following personnel concerning

School Director, Director of Field Education, field faculty, designated Personnel Services officer, etc., and follow procedures in accordance with the University policies. This will take you to the Harassment Policies

T. Paid Practicums

Practicum act Very
few agencies offer a which consists of limited funds given to students as
compensation for time spent in their practicum. However, stipends are offered solely at the
agency's discretion. Students who receive stipends are situated the same as students who do
not receive stipends and are not to be treated as employees by the agency.