# Field Education Committee Meeting Minutes

**Date:** October 28, 2020 from 10-11 a.m.

**Purpose:** Department committee to link curriculum/class instruction to field instruction.

**Members:** Jenny Becker (field director), Dr. Steven Onken (faculty)/in consultation, Leandrea Dierson (MSW Student Rep)/in person; BA student rep unable to attend

**Agenda and Minutes Shared With:** Dr. Cindy Juby (Department Head, MSW Program Director), BA and MSW Presidents of SSWA, Posted online at www.uni.edu/csbs/socialwork/field-instruction

## Items:

1. **Create a Field Prep Course** (brought up at SW Department meeting April 2020 in response 1 student not understanding she had to be cleared for field to register)
   a. **Current practice**
      - Notification of required field orientation sessions each Fall and Spring. Students indicates intent of field semester when they attend. They are notified of process for getting cleared for field.
      - Email reminders of how to get cleared for field prior to doing internship with due dates.
   b. **IA Field Directors feedback**
      - **Clarke University:** Our BSW students have a 1 hour field prep course. We focus on the field placement process, placement options, resume and cover letter writing, interview skills, student expectation while in field, we go over the field manual (policies, etc) and assignments for field.
      - **From Ashley Rasmussen:** For the field orientation session, Jenny would be the listed instructor and their deadline for credit would be by the end of semester. It looks like a pass/fail course which maybe this is different than credit/no credit? Either way the registrar has done this type of course and should be able to help us. One of the UNI business degrees have this course: https://catalog.uni.edu/planofstudy/collegeofbusinessadministration/businessadministration/ (2 courses regarding business professionals, 0 credit, pass/no credit)
   c. **FEEDBACK:** It would be helpful and less confusing to have field orientation treated as a course (no credit) as it would show up on a student’s advisement report. Once the student attends the orientation, it would show as satisfied on their report. Dr. Onken in agreement.

   **ACTION:** Jenny Becker will put together a field prep course syllabus to share with committee in Spring 2021 for curriculum cycle process to start in Fall 2021

2. **Number of attempts a social work student can attempt to complete their field experience**
   a. **Department data** (attachment)
   b. **IA Field Directors feedback**
      - **Clarke University** - Students can only attempt field practicum twice. This is true for all our courses. If they fail the course twice, then they are advised to a new major.
      - **Loras College** - 2 times.

   **FEEDBACK:** Since numbers of those repeating field are so low, continue with current practice of dealing with each situation individually and do not put limits on how many times a student can attempt field.

   **ACTION:** None

3. **On call field activities parameters**
   a. **Current practice** – no limit, encouraged to have “work” (paperwork, projects) or “learning activities” (book reads, webinars) between calls
   b. **IA Field Directors Feedback**
      - **St. Ambrose** - student can only count the hours they complete work.
      - **Uni of Iowa** – student can only count hours where they are engaged in learning activities.

   **FEEDBACK:** Have hours engaged in on call internship experiences only count when the student is actively engaged in the on call work and follow up, and when the student is engaged in relevant learning activities per their learning plan.

   **ACTION:** Will start this practice immediately and include on field program field manuals in Summer 2021.

4. **Field Evaluation Program Data 2019-2020 and Trend data** (attachment shared)
FEEBACK: Due to student feedback on lack of or quality of supervisory sessions, address how to advocate for supervision in field orientation session and require in seminar content. i.e. Provide scripts for students to use to advocate for supervisory sessions

ACTION: Will incorporate in field orientation sessions and field seminars immediately.

5. Agency Instructor Degree Data

Goal: 50% or more supervisors have SW degrees
Efforts to promote SW degree’d supervisors:
- Spring 2014
  - Clearly articulate CSWE AI degree requirements on contracts, AI orientation information and field manuals
- Summer 2015
  - Waived TIC Conference fee for AIs
- Fall 2016
  - Have agency’s identify SW degree’d staff on profile at time of approval
  - Maintain an alumni list of employment to reference when sites are approved/students are assigned non-SW degree’d supervisor
- Spring 2018
  - Licensed SWers can get up to 6 CEUs/2 years for supervising SW field student

SW Advisory Committee feedback/recommendations – none provided

FEEDBACK: Eliminating non SW degree’d supervisors will eliminate great field sites and mentorship. Not as critical for BA interns to have SW degree’d supervision. MSW interns are doing specialized work so appears more critical for them. Create a separate required module for non SW degree’d supervisors to view with a taped panel discussion around best practices.

ACTION: Will look into creating a separate training module.

Possible Agenda Items for Spring 2021
- Field prep course syllabus
- View new training module