



# **GRADUATE SOCIAL WORK PROGRAM FIELD INSTRUCTION MANUAL FOUNDATION PROGRAM**

**Jenny Becker, Director of Field Instruction**  
1227 West 27th Street  
Field Office - Sabin Hall 241  
Cedar Falls, IA 50614  
Ph: 319.273.7881  
Fax: 319.273.6976  
jennifer.becker@uni.edu  
Website: [www.uni.edu/csbs/socialwork](http://www.uni.edu/csbs/socialwork)

*This Field Manual is provided with appreciation for Agency Field Instructors who have mentored our social work students. The University of Northern Iowa faculty and staff recognizes their invaluable contribution to the department, our students, and the profession.*

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FIELD TEMPLATES/FORMS - All located on social work website at  
[www.uni.edu/csbs/socialwork/field-instruction](http://www.uni.edu/csbs/socialwork/field-instruction)

## **INTRODUCTION**

Considered an invaluable component of the student's professional education and development, the field experience program is governed by the mission, overall aims, foundation curriculum, and advanced curriculum concentrations of the MSW program. A primary aim of the program is to educate and prepare professional social workers to assume advanced competent practice and leadership roles in a dynamic, complex, and multicultural society. Skill development progresses from generalist to more advanced techniques. Opportunities are afforded students to apply theoretical knowledge and skills learned in the classroom to actual practice situations. Selecting from an array of field placement sites, students construct individualized learning plans to meet their educational goals. Students benefit from faculty guidance and support during the process, as well as that given by experienced practitioners within the community.

The MSW Foundation Field Instruction Manual is the guide that agency instructors, faculty liaisons, and foundation graduate students use throughout the placement experience. It contains the official policies, procedures, and guidelines currently in place for the field placement experience. The aim of the manual is to guide and assist all those involved in the field placement experience to understand the structure of this educational component of professional training. Therefore, be sure to read it carefully and seek clarification, when needed, from the director of field instruction.

Under the supervision of experienced practitioners, students demonstrate their ability to meet the specific competencies of the field placement experience as well as the expectations of agency, school and profession. Graduate social work education is considered a professional educational program and as such, field education is the capstone experience for students in the social work program at UNI.

## **GRADUATE SOCIAL WORK DEPARTMENT MISSION STATEMENT**

The mission of the University of Northern Iowa Masters of Social Work Program is to provide students with a trauma-informed foundation that prepares them to identify, evaluate, and address the personal, social, and systemic conditions that perpetuate individual, family, organizational and community-based trauma using evidence-informed interventions. Our curriculum is based on the perspective that effective change within this paradigm requires upholding the dignity and worth of the individual, advocating for human rights and social and economic justice, challenging oppression, promoting human relationships, practicing multi-cultural responsiveness, and identifying factors that mitigate the effects of trauma and enhance strengths, competencies, and resilience. Students obtain an in-depth understanding of these values and practices through in-person and online coursework and instruction that promotes critical thinking, self-reflection, and ethical decision making, along with intensive experiential learning through local, state, national, and international field placements. (Spring 2020)

## **NASW CODE OF ETHICS/ETHICAL VALUES & PRINCIPLES**

Code Preamble: The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs

and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire. NASW Code of Ethics in full form can be found online at [www.uni.edu/csbs/socialwork/field-instruction](http://www.uni.edu/csbs/socialwork/field-instruction).

**VALUE:** Service

**Ethical Principle:** Social workers' primary goal is to help people in need and to address social problems

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

**VALUE:** Social Justice

**Ethical Principle:** Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people.

Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

**VALUE:** Dignity and Worth of the Person

**Ethical Principle:** Social workers respect the inherent dignity and worth of the person.

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**VALUE:** Importance of Human Relationships

**Ethical Principle:** Social Workers recognize the central importance of human relationships.

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**VALUE:** Integrity

**Ethical Principle:** Social workers behave in a trustworthy manner.

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**VALUE:** Competence

**Ethical Principle:** Social workers practice within their areas of competence and develop and enhance their professional expertise.

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

## **MSW PROGRAM GOALS & OBJECTIVES**

### **Program Goals (Spring 2020)**

1. Provide a foundation curriculum rooted within a generalist perspective that addresses knowledge and skills necessary for effective and ethical practice with individuals, families, groups, organizations, and communities;
2. Provide a concentration curriculum built on the professional foundation that prepares students to practice autonomously as advanced level professionals in either trauma-informed or administrative practice within a wide range of client systems and practice settings;
3. Infuse social work values and ethics throughout students' educational experience to serve as guides for practice in field placements and future professional social work practice;
4. Promote student understanding of diversity through curriculum that identifies the experiences and needs of vulnerable and oppressed groups while emphasizing resilience and strengths;
5. Increase students' understanding of the types and processes of discrimination and oppression and enhance their ability to promote social and economic justice through advocacy and social reform;
6. Prepare students to critically assess and apply empirically-based knowledge, evaluate their own practice effectiveness, and participate in the evaluation of programs and policies.

### **MSW Program Objectives (CSWE Core Competencies)**

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Competency 4: Engage In Practice-informed Research and Research-informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

## **FIELD PLACEMENT DESCRIPTION AND OBJECTIVES**

Field instruction is an integral and essential component of Social Work education. It provides a learning experience in a setting where the student has the opportunity to integrate curriculum content, to question the relationship of theory and practice, to develop skills in interpersonal relationships and intervention techniques, to participate in the role of social worker, and to evaluate oneself in that role. There have been many changes in the profession as the trend in social work is toward greater diversity in roles, settings, methods, and clientele. These changes together with the requirements for being a generalist social worker in both urban and rural areas require that field instruction provide learning experiences which will prepare students for a profession that is developing and emerging toward the future. The student is provided with a variety of experiences which foster the development of skills through which s/he can begin to be a self-directed learner who can work with confidence, exercise independent judgment, and respond to a diversity of roles and responsibilities.

### **GOALS OF FIELD INSTRUCTION**

1. To offer learning experiences which provide the opportunity for students to use and test the knowledge and skills derived from the curriculum in learning the professional competencies of generalist social workers, through active participation in the delivery of human services.
2. To provide settings where students can develop the interpersonal and communication skills essential for professional Social Work.
3. To help students test themselves and their commitment to social work values and attitudes, and to evaluate their own preparation for the profession.
4. To prepare students to identify the policies, practices, services, and procedures that interfere with effective delivery of human services and to develop strategies for change.
5. To prepare students to develop the skills and attitudes of a self-directed learner.

### **\*CREDIT AND COURSE SEQUENCING**

The MSW program at UNI offers a 60 credit hour, two-year curriculum for students without an undergraduate social work degree from a CSWE accredited bachelors' program, and a 34 credit hour minimum specialized practice curriculum for students with a bachelor's degree from a CSWE accredited bachelors' program. This manual will address the foundation level MSW student field requirements. An extended programming sequence for each may be developed. The first year of the two year program contains 26 credit hours of foundational social work masters courses, as outlined below. The courses offered in the second year of the two year program and the specialized practice program are identical. Once the foundation year is completed, students enter the Trauma Informed Practice Specialization. The MSW program at UNI is a non-thesis program.

MSW Foundation students are required to register for 8 credit hours of field instruction, 4 credits for the field experience and 4 credits for field seminar. Field students will complete 400 hours at a field site during the Spring semester of their Foundation year, which is approximately 25 hours per week. Students begin their field placement during the first week of classes of the Spring semester and can continue through finals week. Students who want exceptions, such as beginning placement prior to the start of the semester, ending a placement early, or extending

placement beyond the end of those semesters, can do so only with the full knowledge and consent of the faculty liaison and agency instructor. Students may complete and count up to five (5) hours of agency orientation activities prior to the start of their field experience. Any more time required over five (5) hours need to be cleared with the field director and agency instructor.

FALL

SW6212 Human Behavior and the Social Environment Trauma Informed  
SW6216 Social Work Practice with Organizations and Communities  
SW6214 Social Work Practice I  
Elective

SPRING

Elective  
SW6215 Social Work Practice II  
SW6261 Social Intervention: Policies & Services  
**\*\*SW6220 Foundation Practicum**  
**SW6221 Foundation Practicum Seminar**

\*Based on 2020-2021 Academic Year

\*\* The field program does not grant social work course credit or field hours for life experience or previous social work related experience. The field hours can only be completed through the field instruction course. (*Accreditation Standard 3.1.5*)

*Please refer to MSW Specialized Practice Field Manual for Specialization Curriculum*

**POLICIES/CRITERIA/PROCEDURES FOR PLACEMENT**

Prior to starting the field experience, MSW Foundation students must be cleared by the Field Director (*Accreditation Standard 2.2.6*). This includes the following requirements:

1. Admitted into the graduate program.
2. Attend a field orientation session.
3. Meet with the field office for an individualized field session.
4. Resume reviewed by the graduate college.
5. Be in good academic standing (3.0 grade point average or better, no more than 6 credits with a C, no course incompletes).
6. Completed SW 6212 Human Behavior and the Social Environment Micro, SW 6214 Social Work Practice I, SW 6216 Social Work Practice with Organizations and Communities, SW 6278 Social Intervention: Policies and Services.
7. Secured an approved site with a signed contract.
8. The field program does not grant social work course credit or field hours for life experience or previous social work related experience. The field hours can only be completed through the field instruction course. (*Accreditation Standard 3.1.5*)

Once students attend a field orientation session, they are provided access to the department's Intern Placement Tracking (IPT) system. This online system allows the student to access field profiles of approved sites. The profiles contain information on the site's mission, population served, programs where the student may be placed, point of contact for interested students, point of contact for field

supervision, supervision requirements, what type of intern the agency can support, typical field placement working days and hours, transportation requirements, and brief examples of internship experiences for the type of social work student(s) the site is approved to support. The student reaches out to the agency contact for field placement as outlined in the profile. The student schedules and attends the agency interview. Once an internship offer is accepted by the student, a contract is signed.

### **FIELD SEMINAR AND ASSIGNMENTS**

During the field experience, the student is required to participate in on campus field seminars led by their faculty liaison. The primary objective of the seminar is to reinforce the learning which occurs in the field agency, process how it is linked to classroom instruction, and to provide further socialization to professional competency and confidence. Seminars will be held by arrangement with the faculty liaison for no less than a total of 12 contact hours. Seminar topics are at the discretion of the faculty liaison based on the student needs within the seminar grouping, with the exception of safety issues, use of supervision and the agency presentation.

Time spent traveling to and from seminars and participating in seminars **DO NOT** count towards field experience hours. Seminar is a graded component of the field experience. Components graded are at the discretion of the faculty liaison and include attendance at and active participation in scheduled seminars.

Students will have various **assignments** to complete during their field experience. The assignments established by the Department's Field Education Committee include, but are not limited to:

1. **Learning Plan:** Students with direction and guidance from agency field instructors are to complete a learning plan or a list of expected learning experiences, which include duties, responsibilities, and specific competencies within the first three weeks of their field experience. The student, agency instructor and faculty liaison will sign off on the learning plan. (See below)
2. **Summary of Learning:** Students will submit to their agency instructor and faculty liaison summaries of learning to assist the student in linking theory and field. The student will connect their field experiences to the 31 practice behaviors.
3. **Agency Presentation:** Students will develop a logic model of the program they are primarily working in the practicum and describe the program's "theory of change" using the logic model.
4. **Log of Field Hours:** Due at the end of the field experience and requires signatures of student, agency instructor and faculty liaison.  
(Accreditation Standard 2.2.1)

### **REQUIRED LEARNING EXPERIENCES**

A major aspect of evaluation is accomplished through a critique of practice performance in relation to the student's learning plan. Students construct a learning plan in conjunction with the agency instructor. After the initial construction of the learning plan, the faculty liaison reviews it. It is used as a focus throughout the field experience for agency visits as well as for any issues that may require clarification or problem solving related to student performance or the tasks and assignments given to students. Learning plans spell out what students hope to learn from the field



experience, the competencies to be developed, the responsibilities students assume, the tasks students intend to complete, and the time frame in which this all takes place. The learning plan is individualized to address the goals and objectives of the student within a specific practice setting, reflecting the goals and objectives identified by the University's program for field placement.

### **Guidelines for Development of the Learning Plan**

1. Responsibility for constructing the learning plan is shared equally by the student and the agency instructor. Faculty liaisons provide consultation in the development of the learning plan. The learning plan directly links the nine (9) core competencies and practice behaviors with their field experience activities.
2. Students should develop a learning plan within the first three (3) weeks at the agency and turn in a copy to the faculty liaison for approval.
3. The learning plan may be modified during field experience but only with the approval of the agency instructor and the faculty liaison.
4. Field activities are developed that reflect the required learning for foundation practice as well as the time frame for placement.
5. Measurement criteria can include written material appropriate to the agency setting that is reviewed by the student, agency instructor, and faculty liaison. Direct observation of the student's work is expected. Feedback and evaluative information from other agency staff, or community professionals, involved with the student's efforts should be incorporated into the evaluation criteria.
6. The learning plan provides important content for supervision meetings that the student has with the agency instructor. Activities the student engages in relate to desired goal attainment. It further creates a basis for the student evaluation process.

*(Accreditation Standard 2.2.1)*

### **PROFESSIONAL ACTIVITIES THAT COUNT TOWARDS FIELD HOURS**

**Travel Time:** Students often travel to meetings, clients' homes, and other agencies in the course of their field experience. Students may count the time used for this travel during their "agency day." However, students may not count the time they travel to and from the agency from their place of residence that starts and concludes their "agency day."

Time spent traveling to and from (if seminar is the only reason the student is coming to campus), and participating in seminars count towards field experience hours up to 40 hours. If the seminar is scheduled during the work day, the student may count the time spent traveling to and from the seminar. If the seminar is at the onset of the work day or at the end of the work day, the student cannot count that travel time to the seminar from home or from the seminar to home, unless placed out of the area for their field experience.

**Professional Development Opportunities:** Students often have the opportunity to attend professional development training during their time in field placements. Students may count the time spent at these trainings, provided that the agency instructor has approved the training if the training is of a professional nature related to social work and likely to enhance student development as a professional. Students may not count any time involved in overnight stays or other time associated with training other than the actual training hours and travel time of two

hours or more, to and from the training.

**Other:**

<b>What can be counted as hours</b>	<b>What cannot be counted as hours</b>
Travel to meetings, other agencies, client homes	Travel to and from the agency from place of residence
Lunch breaks that involve direct client contact or when traveling for internship related activities over the lunch break	Travel to and/or from seminar if it is at the beginning or end of work day
Professional development sessions, if approved by your agency instructor	Travel to professional development sessions if over 2 hours away, including overnights prior to or after the professional development session
Travel to professional development sessions if under 2 hours away	Lunch breaks
Webinars and/or book reads, if approved by your agency instructor/supervisor. Limits to how many hours can apply are recommended.	Federal, state and/or agency holidays in which students did not complete field experience activities towards their field hours.
	On call hours when not engaged in on call activities or other relevant learning activities assigned by site supervisor.

**TRANSPORTATION AND SAFETY ISSUES**

Use of your personal vehicle may be expected during your field experience. Please refer to the agency profile for agency specific requirements around use of your personal vehicle for completing the field experience requirements of the agency, which may include but is not limited to traveling to meetings, traveling to professional development sessions, traveling to client homes, and transporting clients. It is recommended that the student inquire about personal vehicle use at the time of the interview to determine if the site is a good match for their educational needs and personal resources. The university is self-insured for liability purposes; however, that coverage does not provide liability or vehicle coverage for student internships.

In some client situations, there may be a risk of violent or unpredictable behavior. Students will be provided a thorough orientation to the policies and practices relevant to personnel issues, personal safety issues, guidelines for home visits, transportation requests, and specialized training needed to carry out the tasks of the field experience. (*Accreditation Standard 2.2.7*)

**EVALUATION OF FIELD LEARNING**

Two evaluation conferences are held with the student, agency instructor, and the faculty liaison. The standard by which a student is to be compared, by the end of the placement, is that of a new beginning-level social worker. During the midterm and final field evaluation, the agency instructor is asked to rate the student on their social work skills (see below). Evaluations are completed through an online Intern Placement Tracking system (IPT) in which training of and

access to is provided to all parties by the field director. The results of the evaluations are shared with the student and faculty liaison. If the student disagrees with the assessment, they will state that disagreement in writing. A meeting between the student, agency instructor, and faculty liaison will be held to discuss any disagreements. At the end of the field experience, students complete a field program evaluation. The field program evaluation is the student's feedback regarding preplacement activities as well as field experiences, and may lead to field experience changes and improvements. (*Accreditation Standard 2.2.7*)

**Competency 1–Demonstrate Ethical and Professional Behavior**

- a. Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- b. Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- c. Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- d. Use technology ethically and appropriately to facilitate practice outcomes; and
- e. Use supervision and consultation to guide professional judgment and behavior.

**Competency 2 –Engage Diversity and Difference in Practice**

- a. Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- b. Present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- c. Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

**Competency 3 –Advance Human Rights and Social, Economic, and Environmental Justice**

- a. Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- b. Engage in practices that advance social, economic, and environmental justice.

**Competency 4 –Engage In Practice-informed Research and Research-informed Practice**

- a. Use practice experience and theory to inform scientific inquiry and research;
- b. Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- c. Use and translate research evidence to inform and improve practice, policy, and service delivery.

**Competency 5 –Engage in Policy Practice**

- a. Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;

- b. Assess how social welfare and economic policies impact the delivery of and access to social services;
- c. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

**Competency 6 –Engage with Individuals, Families, Groups, Organizations, and Communities**

- a. Apply knowledge of human behavior and the social environment, person-in environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- b. Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

**Competency 7 –Assess Individuals, Families, Groups, Organizations, and Communities**

Practice Behaviors

- a. Collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- b. Apply knowledge of human behavior and the social environment, person-in environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- c. Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- d. Elect appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

**Competency 8 –Intervene with Individuals, Families, Groups, Organizations, and Communities**

- a. Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- b. Apply knowledge of human behavior and the social environment, person-in environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- c. Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- d. Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- e. Facilitate effective transitions and endings that advance mutually agreed-on goals.

**Competency 9 –Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

- a. Select and use appropriate methods for evaluation of outcomes;
- b. Apply knowledge of human behavior and the social environment, person-in environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;

- c. Critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- d. Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

### **GRADING**

Credit/No Credit: Field instruction is taken on a credit or no credit basis. The faculty liaison is responsible for awarding the credit or no credit. No letter grade is given. Assessment of student's agency performance will be based on online evaluations completed by the agency instructor twice during the field experience.

Graded: In addition to completing field satisfactorily, students will be graded on their completion required assignments (i.e. Summaries of Learning, Agency Presentation, Seminars).

### **CRITERIA FOR SELECTING A FIELD SITE**

Social Work knowledge, skills, attitudes and values are exclusive to Social Work. Some elements of this constellation are shared by related professionals and may provide an appropriate setting for a social work field placement experience. The general criteria for the selection of a field experience placement setting is that it provides an opportunity for the student to acquire the knowledge, skills, attitudes and values important for a beginning generalist social work practitioner. The field director approves agency settings as field placement sites using, but limited to, the specific criteria below:

1. Provides case and program responsibility for students in placement;
2. Directly serves clients (individuals, families, groups and communities) and allows the student to learn about the needs and problems of people through social interaction with clients, peers, and other professionals;
3. Have the potential for developing a field experience with diversity of methodology and interventive strategies that reflect the generalist approach in Social Work education and core competencies;
4. Provides the student with an opportunity to complement Social Work curriculum content and reinforce classroom learning;
5. Are interested in and accept the objectives of the Department of Social Work and will work cooperatively with it;
6. Demonstrate interest in students and their professional development; and
7. Expose students to social services and health systems, their relationship to other systems, and to the needs for change in systems or development of new systems.
8. Has been in operation for at least one (1) calendar year.

*(Accreditation Standard 2.2.7)*

### **PROCESS FOR APPROVING A FIELD SITE**

Potential field sites are brought to the attention of the field director. The field director and agency personnel authorized to approve field experiences for social work interns complete an agency profile, which highlights the site's mission, population served, programs where the student may be placed, point of contact for interested students, point of contact for field supervision, supervision requirements, what type of intern the agency can support, typical field

placement working days and hours, transportation requirements, and brief examples of internship experiences for the type of social work student(s) the site is approved to support. Once the site is approved and the site has been in operation for at least one (1) calendar year, it is placed on the listing of approved sites shared with social work intern students.

### **CRITERIA FOR SELECTING AN AGENCY INSTRUCTOR**

Agency instructors, employed by community agencies, are selected by the agency on the basis of their practice competence and their positive approach to a social work education. Agency instructors for MSW Foundation field students are to hold a graduate degree in social work from a CSWE-accredited program, plus have at least two years of post-degree experience in the field. For those agency instructors with graduate degrees in a like field, the faculty liaison will have an enhanced role with that agency instructor to ensure the planning, supervision and evaluation of the student has a social work focus.

The agency instructor meets with the student weekly and participates in the mid-term and final evaluations. The agency instructors are the linchpins around which the whole program revolves. Although they do not have University appointments, the contributions they (and their agencies) make to Social Work education is incalculable. Further criteria for selection of appropriate agency instructors include:

1. Interest in the professional Social Work education of students;
2. Ability to instruct and supervise students;
3. Perception of learning as a process of developing confidence and independent judgment in the student, and allowing increasing responsibility and authority to the student in accordance with their demonstrated competence; and
4. Exhibit attitudes and values important in the delivery of services and the Social Work profession.

### **DISTANCE FIELD PLACEMENTS**

Field placements outside the State of Iowa will be considered but need to meet certain conditions and requirements. The field director and student will work collaboratively to identify an appropriate agency. However, final decision about the appropriateness of any distance field placements rests with the field director. Distance field placements will go through the same agency approval process as any local agency. This includes any sites that are outside the boundaries of the United States.

Per 3.14 International Study Programs policy, any UNI student involved in a university-related activity abroad, must register with the UNI Study Abroad office. Please refer to the UNI Study Abroad Center's website at [www.uni.edu/studyabroad](http://www.uni.edu/studyabroad) for information regarding application fees, program fees, health insurance requirements and individual safety issues.

For any student that has secured a distance field placement site, they are required to complete a Distance Field Placement Request form and sign a Distance Placement Acknowledgment form that states their awareness that the student is responsible for all expenses that are associated with securing living arrangements, transportation to and from the location, ongoing living expenses, and any costs incurred on their behalf relating to the field placement, such as liability insurance,

malpractice insurance, background checks and/or specialized training or other required training. In addition, should the distance field placement be disrupted, the student acknowledges the disruption may impact the timely manner in which the student can complete the required field placement experience hours, may result in additional cost/expense to the student, may delay the intended graduation date and/or may result in nonrefundable tuition paid.

### **EMPLOYMENT BASED PLACEMENTS**

Students are able to complete field experiences at agencies in which they are currently employed. The agency has to be an approved site for an undergraduate field experience, the current job responsibilities have to be different than the field experience responsibilities, and the employment supervisor must be different than the field experience supervisor. Students who are interested in exploring whether their agency of employment can be used for their field experience need to reach out to the field director. (*Accreditation Standard 2.2.11*)

### **DOCUMENTATION/PROOF OF COVERAGE**

Field sites may conduct a background check on students prior to offering an internship position or request that one is conducted and submitted to their agency. Certain field sites, like hospitals and health care centers, may require proof of professional liability insurance, health insurance, health checks and/or certain immunizations, and/or specialized trainings (e.g., occupational exposure to blood borne pathogens, basic cardiac life support skills). If a student is required to transport clients, whether in their own vehicle or agency vehicle, proof of care insurance may be requested. Unless the field site is going to provide for these requirements, it is the responsibility of the student, including covering the cost, to satisfy them.

It is recommended that students inquire about background checks, health care checks, professional liability coverage and/or specialized training that is required of the student for placement. Resources regarding how to obtain those required documents on campus at a reduced rate or in the community can be found online at [www.uni.edu/csbs/socialwork/field-instruction](http://www.uni.edu/csbs/socialwork/field-instruction) or through consultation with the field director.

### **SOCIAL WORK PRACTICA FINANCIAL SUPPORT POLICY**

Field Instruction is an educational experience and not a work experience, however the Social Work Department at UNI realizes that students often face significant financial hardships while pursuing their university education. Therefore, the department does allow financial support for students in practicum placements. Wherever possible, agencies are encouraged to provide students with parking, mileage reimbursement, and other reimbursement for costs incurred while discharging agency responsibilities related to the field experience. It is important to underscore that in a financially supported field experience, as in all field experiences, final authority for tasks and assignments given to the student, rests with the faculty liaison.

In some circumstances, students would have the opportunity to have their tuition, books, and/or other educational costs paid for through a grant, scholarship, stipend, agency professional development plan or other educationally focused financial support program offered by the university or practicum agency. These funding opportunities are considered acceptable to the Social Work Department in supporting students, and may be a critical factor in enabling students

to obtain a social work degree. Any financial support proposed by agencies, related to the field experience, will be considered but must meet all established guidelines set forth by field instruction at UNI. The main purpose of the guidelines is to ensure that educational requirements are met and that agency practices, related to financial support, do not have a negative impact on the educational process of the student. Financially supported field experiences are subject to the following stipulations:

1. Planning and prior approval are required. Requests for financially supported placements are made to the field director. All forms required from the student and agency must be delivered to, and reviewed by, the field director before a decision permitting the financial support can be made.
2. Student fieldwork must be educationally oriented, designed to meet the educational needs of the student and the educational objectives of the Social Work Department, as outlined for field instruction.
3. When an agency proposes a financially supported field experience for a student, the final placement decision rests with, and is controlled by the Social Work Department's field instruction.
4. The decision to offer financial support, and the amount offered, is entirely up to individual agencies. Some agencies might receive grants that allow them to offer students financial support. Some may have other financial means to offer students financial support; these funds should be paid directly to students as a stipend.
5. Agencies' ability to offer, or not offer, financial support, will not affect their standing with the Social Work Department as a field placement site. Agencies approved as placement sites need to continue to meet the criteria established for field instruction.
6. Students in financially supported field experience, and agencies providing the support, must conform to all policies, procedures, and expectations outlined for students in field instruction.
7. The student's learning plan is used throughout the practicum as an educational tool as well as for any issues that may require clarification or problem solving related to student performance or the tasks and assignments given to the students during field work.

### **RESPONSIBILITY OF UNI DIRECTOR OF FIELD INSTRUCTION**

**ROLE DEFINED:** The field director has oversight of the field program. The person in this role is responsible for the administration of the field program which includes planning the program, development of placement processes, advising students, maintaining the field manual and field forms, and placing students in appropriate agencies. The responsibilities of the field director include, but are not limited to:

- Approve field sites which meet the criteria for the placement of a UNI social work student.
- Approve field site supervisors who meet the criteria for the placement of a UNI social work student.
- Provide orientation activities for students, faculty liaisons and agency instructors to ensure all requirements of the field experience are understood, followed and supported. (*Accreditation Standard 2.2.10*)
- Collaborate with UNI's Graduate College to offer resume building consultation for



students.

- Meet with field students during the pre-placement process to consult on pre-placement requirements and field sites.
- Manage the prefield paperwork and maintain the student's field folder until the student is assigned to a faculty liaison.
- Maintain the Intern Placement Tracking system (IPT) so students have access to approved field site profiles, and all parties have access to field evaluations.
- Consult with field students, agency instructors and faculty liaison before, during and after the field experience to assist with creating learning plans, field questions, troubleshoot issues, provide resources, and if needed, secure an alternative placement. (*Accreditation Standard 2.2.10*)
- Administer field program evaluations at the end of the field experience for continuous improvement activities. (*Accreditation Standard 2.2.7*)
- Ensure field paperwork is filed in the student's cumulative folder.

### **RESPONSIBILITY OF AGENCY INSTRUCTOR**

**ROLE DEFINED:** The agency instructor is the individual at the agency who met criteria for supervising an undergraduate social work student and agrees to provide primary supervision throughout the field experience. The responsibilities of the agency instructor include, but are not limited to:

- View the Agency Instructor Orientation video found at [www.uni.edu/csbs/socialwork](http://www.uni.edu/csbs/socialwork).
- Provide a thorough orientation to the policies and practices relevant to the student, to include but not limited to personnel issues, personal safety issues, guidelines for home visits, transportation requests, and specialized training needed to carry out the tasks of the field experience.
- Develop, in consultation with the student, a learning plan that includes the required field learning experiences for undergraduate social work field students. Provide experiences which will give students exposure to all facets of the agency. As the student shows growth in learning and development of self-awareness, assignments should increase and reflect recognition of this growth.
- Provide weekly supervision meetings with the social work field student.
- Complete field assessments and meet with faculty liaison for scheduled meetings (two per placement).
- Allow student to attend field seminars.
- Review the following expectations with the social work field student:
  - How differences or conflicts are to be handled.
  - How variations in field placement time will be handled (for example, university breaks).
  - Method and person to contact if student is requesting time off for health or personal issues.
  - Guidelines the student should follow in relating to other staff, administration, board members, other agencies, and the community in general.
- Assist the student with coping appropriate with the emotional impact of the social work role.

### **RESPONSIBILITY OF UNI FACULTY LIAISON**

**ROLE DEFINED:** The faculty liaison is assigned to oversee the field experience, is responsible for the student, and maintains close contact with the student and agency instructor throughout the

placement. The responsibilities of the faculty liaison include, but are not limited to:

- Contacts the student and agency instructor to inform them of their role as faculty liaison and shares field course syllabus.
- Oversees completion of and assigns credit to all field assignments and requirements.
- Consults on and approves the student's learning plan.
- Monitor's student progress in placement and oversee adjustments in learning plans, assignments, expectations, etc....
- Facilitates field seminars throughout the field experience.
- Notifies field director regarding changes in supervision or field issues that require attention.
- Engages in at least 2 agency meetings (on site if local, remote if out of area) during the field experience.
- For cases in which an agency instructor does not hold a CSWE-accredited social work degree or does not have the required experience, the liaison engages in an additional agency meeting at the onset of the field placement to assist with the learning plan and provides additional supervisor sessions to the student (usually after field seminars) to reinforce a social work perspective. (*Accreditation Standard M2.2.9*)

#### **\*RESPONSIBILITY OF UNI FIELD STUDENT**

**ROLE DEFINED:** The field student has met criteria to participate in the field experience. The responsibilities of the student include, but are not limited to:

- Attend a field orientation session as arranged by the field director and complete all preplacement activities by the deadline.
- Use the IPT system to search for field experiences that match their educational and professional goals, and contact the agency to set up the interview. Conduct themselves as professionals during agency interviews and, once accepted at a field site, during the field placement.
- Report directly to the agency instructor assigned regarding field experiences, responsibilities, and agency policies.
- Continually review, internalize and adhere to the Social Work Code of Ethics, school policies and agency expectations.
- Complete all field requirements, including hours, supervisory sessions, learning plan, summaries of learning, seminar attendance, evaluations, and all duties assigned by agency instructor.

\*Failure to adhere to these responsibilities may result in the student not receiving credit for the field course.

#### **PROCEDURES FOR ADDRESSING FIELD PLACEMENT CHALLENGES**

Sometimes during a field placement, issues arise that need to be addressed. It is important to address issues early on and resolve issues in a professional manner. The steps below highlight the process in place for addressing issues.

***Process for the student if they have an issues with the field expectations or supervision:***

Step 1: Student consults with Agency Instructor

Step 2: Student consults with Faculty Liaison

Step 3: Faculty Liaison consults with Field Director

***Process for the student if they have an issue with their faculty liaison:***

Step 1: Student consults with Faculty Liaison

Step 2: Student consults with Social Work Department Head

***Process for the Agency Instructor if they have an issues with the field student:***

Step 1: Agency Instructor consults with Student

Step 2: Agency Instructor consults with Faculty Liaison

Step 3: Faculty Liaison consults with Field Director

Agency supervisors will address any conduct issues with students placed at their agency. If the conduct issues continue, the agency supervisors will notify the faculty liaison assigned to the student. If the conduct issues continue, the faculty liaison can determine if the field director needs to be brought in to assist with the issues through a support plan, or if the student needs to be placed at another site. If a support plan is put into place and the student's conduct continues to be problematic and not aligned with the Social Work program's mission, values and ethics, UNI Academic Ethics/Discipline Policy (<http://www.uni.edu/policies/301>), and/or UNI Student Code of Conduct Policy (<http://www.uni.edu/policies/302>), the student may be counseled out of the program. Students may reach out to UNI's Office of Compliance and Equity Management for guidance and support at any point during this process (117 Gilchrist Hall, (319) 273-2846).

## **UNIVERSITY RESOURCES & POLICIES (July 2019)**

### **UNI Rob Library**

Rod Library faculty and staff can help you be successful with research assignments, so take advantage of their services. Each department has a designated librarian to support your needs. Anne Marie Gruber is our liaison librarian for this course. You are encouraged to make appointments with her at <https://uni.libcal.com/appointments/AMG> and she can be reached at [anne.gruber@uni.edu](mailto:anne.gruber@uni.edu) or (319) 273-3711. She also holds weekly office hours in McCollum and Sabin Halls. Here is a link to the library's guide for [insert subject or course guide name]: [insert link]

Librarians can help you with:

Getting started by finding and narrowing a topic/research question

Searching for a book, article, or data to support your paper, poster, or other project

Tips and tricks for finding resources and using library databases and Google efficiently

Evaluating search results and sources for the most relevant and reliable sources

Citing sources and creating your bibliography

You can also stop by, chat, email, text, or call the library all hours the library is open. ([www.library.uni.edu/research/ask-us](http://www.library.uni.edu/research/ask-us)).

All students are encouraged to use The Learning Center @ Rod Library for assistance with writing, math, science, and college reading and learning strategies. Beginning week two, The Learning Center (TLC) operates on a walk-in basis and is open 10:00 am to 10:00 pm Monday through Thursday. For more information, go to <https://tlc.uni.edu/tutoring>, email

TheLearningCenter@uni.edu , call 319-273-6023, or visit the TLC desk located on the main floor of Rod Library. If you are unable to come in during normal tutoring hours, online tutoring is available through Smarthinking. You will need your CATID and passphrase to gain access. To access the Smarthinking platform go to <https://tlc.uni.edu/schedule>.

### **The Learning Center Services**

You are encouraged to utilize The Learning Center's free assistance with writing, math, science, college reading, and learning strategies. UNI's Learning Center, located in Rod Library 261, also provides advising services and is the University's testing center for many standardized tests, including the PLT, GRE, and Praxis Core. Visit the website at <https://tlc.uni.edu> or call (319) 273-6023 for more information or to set up an appointment. For students taking classes through the ICN or Continuing and Distance Education, we offer consultations on Skype or by phone or email. Email Deanne.Gute@uni.edu to schedule a consultation.

### **UNI Web Site Accessibility Guideline**

The University of Northern Iowa endorses the guidelines of the World Wide Web Consortium (W3C) as the standard for World Wide Web accessibility and compliance with the Americans with Disabilities Act. <http://www.uni.edu/resources/disability>

### **Student Accessibility Services**

Non-discrimination based on Disabilities

The University of Northern Iowa (UNI) complies with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability. To request accommodations, it is the policy of the University for students with disabilities to register with Student Accessibility Services (SAS). UNI faculty are not obligated to provide accommodations for students with disabilities without proper notification from SAS and the student. Students may initiate the accommodation process at any time. However, accommodations are not retroactive, and the registration process takes time. Therefore, SAS staff always recommends that students initiate the process as soon as possible rather than wait for academic and social-emotional responsibilities to become overly stressful and/or overwhelming. Student Accessibility Services works with students who have disabilities in an effort to coordinate support services and programs that enable equal access to an education and university life. The primary service our office is known for is the determination of eligibility for academic and residence hall accommodations.

Office: 007 ITTC (Innovative Teaching and Technology Center)

Phone: 319-273-2677 (voice)

For deaf or hard-of-hearing use Relay 711

Email: [accessibilityservices@uni.edu](mailto:accessibilityservices@uni.edu)

Fax: 319-273-7576

Website: <https://sas.uni.edu/>

Contact: Kelly Fiddelke, Student Accessibility Services Coordinator, [kelly.gibbs@uni.edu](mailto:kelly.gibbs@uni.edu)

### **Blackboard Accessibility Statement**

Blackboard® is fully committed to ensuring that our platform is usable and accessible. Blackboard measures and evaluates accessibility levels using two sets of standards: Section 508 of the Rehabilitation Act issued from the United States federal government and the Web Accessibility Initiative (WAI) issued by the World Wide Web Consortium (W3C). For more information, please see <http://access.blackboard.com/> and <https://uni.edu/elearning/newelearning-system-ada-compatible>

### **UNI Academic Ethics/Discipline Policy**

Students at the University of Northern Iowa are required to observe the commonly accepted standards of academic honesty and integrity. <http://www.uni.edu/policies/301>

### **UNI Student Code of Conduct Policy**

The university's student conduct code maintains the principles of respect, honesty, and responsibility to create a safe, healthy environment for members of the campus community while preserving an educational process that is consistent with the mission of the University. <http://www.uni.edu/policies/302>

### **Office of Compliance and Equity Management**

Non-discrimination in Employment or Education

Non-discrimination policy: UNI Policy makes clear: "The University of Northern Iowa adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. The University prohibits discrimination against any employee, applicant for employment, student or applicant for admission on the basis of any protected class. Protected classes include: age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other protected category under applicable federal, state, or local law, including protections for those opposing discrimination or participating in any complaint process on campus or with other human rights agencies." For additional information, contact the Office of Compliance and Equity Management, 117 Gilchrist Hall, 273-2846.

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. The UNI Discrimination, Harassment, and Sexual Misconduct Policy outlines prohibited conduct and reporting processes. All University employees who are aware of or witness discrimination, harassment, sexual misconduct, or retaliation are required to promptly report to the Title IX Officer or a Title IX Deputy Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

Title IX Officer Leah Gutknecht, Assistant to the President for Compliance and Equity Management, 117 Gilchrist, 319.273.2846, [leah.gutknecht@uni.edu](mailto:leah.gutknecht@uni.edu)

Title IX deputy coordinator: Christina Roybal, Sr. Associate Athletic Director Athletics Administration, North DOME 319.273.2556, [christina.roybal@uni.edu](mailto:christina.roybal@uni.edu)

Resources that provide free, confidential counseling are detailed at [safety.uni.edu](http://safety.uni.edu).

**UNI Student Health Clinic**

016 Student Health Center

(319) 273-2009

General Medical Care, Routine Health Exams, Injury Evaluations, Immunizations, Coordination of Care for Chronic Medical Issues, Resource Nurse, Psychiatric Services, Travel Consultations, Allergy Injections, Lab Testing, Sexual Transmitted Disease (STD) Testing, Eating Disorders Management, Women's Health Services, Pharmacy

**Counseling Center**

103 Student Health Center

(319) 273-2676

Mental health counseling, assessment, referral, groups, workshops, consultations.

**Student Wellness Service**

(319)273-2311

Student Wellness Services provides outcome-based health education programming, services and resources to meet the health and wellness needs of our unique student population based on the UNI National College Health Assessment. The office offers wellness coaching, wellness workshops, as well as health education and screenings.

*Direct questions to:*

*Jenny Becker, Director of Field Instruction*

*1227 West 27th Street*

*Field Office - Sabin Hall 241*

*Cedar Falls, IA 50614*

*Ph: 319.273.7881*

*jennifer.becker@uni.edu*