Preparation for Practice
Part A – Introduction to Field Education

Academic Year
2017/2018
Welcome to Field Education

Our School of Social Work mission is to prepare social work practitioners who are committed to social justice and to serving and empowering individuals, families and communities. Our School contributes to the development and dissemination of social work knowledge and skills, and affirms professional values and ethics. We emphasize understanding and respect for the unique social, political, and cultural diversity of the Southwest. Our School of Social Work faculty and staff are committed to establishing the competencies necessary for high quality social work practice.
Field Education is offered concurrently with academic study. Students are assigned to a social service agency and complete an internship placement under the guidance and supervision of an experienced professional social worker called a Field Instructor. This vital interaction is designed to reinforce your academic study with real life experience. It permits testing theory in practice settings and provides you with field experience that is vital for academic and professional development. Affiliated social service agencies in several Arizona communities are utilized for field instruction. These agencies provide our students with a wide range of social service settings for Field Education.
ASU School of Social Work is accredited by the Council of Social Work Education, CSWE. CSWE sets the standards for field education programs.
WHY FIELD EDUCATION?

Field education provides the student the opportunity to integrate theory and practice, and it provides the student an opportunity to develop his or her professional identity and skills.
LEVELS OF FIELD EDUCATION

MSW Standard Program

First Year:
Foundation Practice

Second Year:
Concentration Practice
  • Advanced Direct Practice
  • PAC

MSW Advanced Standing: Admission to Concentration Practice Year
Field Hours

Standard MSW students are mandated to participate in a field placement for at least 960 hours. This is acquired over two field placements at two separate agencies.

• 480 Hours MSW Foundation Year
• 480 Hours MSW Concentration Year
Field Hours

Advanced Standing MSW students are required to participate in a field placement for at least 480 hours in the MSW Concentration practice area.
Field Hours

BSW students are required to participate in a placement for at least 480 hours. This is accomplished in the final year of the BSW studies over two semesters at the same agency, 240 hours per semester.
Who tracks the time?
Students are responsible for tracking their field hours under the supervision of their field instructor. On the school’s web page there is an attendance log that may be used by students to track their hours. The field agency may also have a time sheet for students.
What about holidays:

You are given credit for holidays that are observed by both ASU and your field agency (academic calendar is available on ASU web page). However, you are required to make up the time for any non-ASU holidays that are observed by your field agency that may fall on your field days.
What if I miss some hours?

Any hours missed must be made up. You are expected to follow the field agency’s protocol for reporting your absence.
Winter Break

- Field hours are only credited during the semester the student is enrolled in their field course. Students normally do not attend field in the winter break (neither the summer break if applicable). You are encouraged to discuss any questions about the winter or summer break with your field liaison.
What if I can’t complete all the field hours?

A student who is unable to complete their field hours during the semester due to illness or excused absences would be allowed to request an “incomplete grade” for the semester and to continue with the placement until the hours are made up. The request for an incomplete grade requires approval by the field instructor and field liaison. The form is to be submitted to the field coordinator for final approval and posting.
The Request for Incomplete Grade Form

• The form is found in the Forms Sections of the Field Web Page.
Field Agencies & The Placement Matching Process
Criteria for Selection of Field Agencies

• Agencies are selected on their ability to give a student the opportunity to gain professional social work experience through directed instruction and supervision in activities and settings reflective of the Field Guidelines for each level of the School’s educational program. The following criteria are used to assess the agency’s capability to provide appropriate field placements.

• Commitment to active participation as a partner in professional education for social work. This is a primary criterion and involves an acceptance of the NASW Code of Ethics, the basic objectives of the Mission of the School’s educational program and a readiness to invest time and effort in the educational process. Cooperative planning is required by both the School and agency to facilitate the arrangements needed to enhance the student’s learning.

• Ability to provide the instructional social work staff.

• Note that the field instructor needs to have a BSW or MSW to instruct BSW students. For MSW students the field instructor is required to have a MSW.

Policy SWK 703

Please refer to the School’s Field Manual for a complete text of the Field policies.
The MSW Foundation (First) Placement Matching Process

• The MSW Foundation year is designed to provide a generalist perspective on social work practice.

• MSW Foundation year students are required to be placed in agencies that serve underserved/under represented population of the southwest.
The BSW Placement Matching Process

The BSW field experience is designed to provide a generalist social work experience.

The BSW matching process occurs in the spring semester prior to the student’s start of the BSW professional program in the following fall semester.
The Placement Matching Process

• Students are not assigned to a field placement site. The selection of a field placement is a collaborative effort on the part of the student and the field faculty.

• The first step in the matching process is to interview with the field coordinator to discuss your education and career goals and to select which agencies you have an interest in arranging an interview for a placement.

• Students are able to research community agencies by logging into the school “Intern Placement Tracking” (IPT) web site.
The Placement Matching Process

• Based on your interests and experience the field coordinator will give you referrals to two agencies. You will be given a referral and an IPT field confirmation form to take with you to the agency interview.

• Interviewing for an internship is very similar to a job interview, that is, you are expected to assume responsibility for setting up your interviews and communicating with the perspective field instructor.
The Placement Matching Process

What is IPT?
The Internship Placement Tracking is a web based data tracking system that organizes essential fieldwork information:

- Agency Information
- Field Instructor Information
- Field Student Information
- Field Documents such as the learning contract and evaluation forms.

- Students will be entered into the IPT system and provided login information. A Power Point tutorial will be provided to orient you to the IPT.
The Placement Matching Process

IPT Privacy Notice

IPT is a web-based system, however none of your information is available to the general public. The information you provide is password-protected and is only available to the ASU Social Work Field Education Team, and to your field instructor and field liaison once you are placed.
The Placement Matching Process

• After interviewing with the different agencies you would make your selection and communicate your match to the field faculty by completing the “IPT field confirmation form” and returning the form to the field office.

• If there are any questions or if the referrals do not work out the field faculty is available to assist you.

• Please note that students are only placed at agencies which have been pre-approved. If you have an interest in an agency that is not on the list of approved agencies please bring the agency to the attention of the field faculty. We are interested in identifying new placements for students and will gladly follow up on your recommendations.
Can I conduct my field placement at my place of employment?

• Yes, this would require a curriculum work variance. Please discuss with the field faculty.
What if I have experience working in human services for many years; can I receive field credit for my experience?

• In accordance with Council of Social Work Education policy, field credit cannot be given for any prior work experience.
Are there any evening or weekend placements available?

Evening and/or weekend placements are limited, as many agencies are either closed or do not have available supervision or suitable assignments during these hours. Typical placement days are Monday through Friday and take place during standard business hours.
Are there any pre-placement requirements?

• On interviewing with perspective agencies it is important to inquire about pre-placement requirements.

• Examples:

✓ Criminal Background Clearance
✓ Health Clearance
✓ Completing “New Staff Orientation”
Do field placement hours count toward Arizona social work licensure?

No. Hours that count toward licensure must be completed post receiving your social work degree and after completion of criteria set by the Arizona Board of Behavioral Health. Please refer to the AzBBHE web site: www.azbbhe.us
Is Field instruction a graded course?

Yes
Field Evaluation: GRADES

Y = Satisfactory
E = Failed

Field Policy SWK 311
Field Evaluation: GRADES

“E” Grade

Note: A student would be referred to the school’s standards committee for review and to determine whether or not they were to remain in the program.
Possible Grounds for Failing Field

- A demonstrated violation of the NASW Professional Code of Ethics
- Persistent underperformance and poor completion of field assigned learning activities.
- Demonstrated failure to apply social work principles and concepts to field practice.
- Student refusal to accept and follow through on directives from their field instructor.
Who are the players?

Student
Field Instructor
Field Liaison
Who are Field Instructors?

Field Instructors are professional social workers who are employed by the affiliated social service agencies where students complete their internship (field) placements. They complete required certification training prior to hosting student interns at their agencies. Field Instructors are committed to the professional development of new social workers, and devote their time and expertise to our students’ professional development.
Field Instructor

Responsible for providing the field student with opportunities for contacts with various client systems and to oversee a student’s performance with assigned tasks.

Field Policy SWK 705
Field Instructor’s Role

Teacher
Supervisor
Mentor
Role Model
What are the academic requirements to become a field instructor?
MSW Degree is required to supervise either MSW or BSW Student.

BSW Degree required to supervise BSW Student.

Field Policy SWK 704
What is expect of a field instructor:

- Capacity to transmit knowledge
- Offer a student opportunities to demonstrate and eventually master the core or advanced competencies based upon measurable practice behaviors.
- Identify appropriate learning opportunities within the agency that can be utilized to enhance a student’s knowledge and practice skills
- Conduct a student performance evaluation.
Task Supervisors

Please note that other staff at agency may be involved in assisting the field instructor in delivering field instruction.
Field Liaison

The School assigns social work faculty and community social workers to act as “field liaisons”. The primary function of the field liaison is to serve as a connector between the university and your field agency and to oversee the field education experience provided at the provider agency.

All field students are assigned a field liaison to work with them throughout their internship experiences.

The field liaison's responsibility is to ensure that a student within her/his assigned agencies is involved in quality educational activities that relate to the school’s curriculum standards.
Field Liaison’s Many Roles

Advisor
Monitor
Consultant
Mediator
Advocate
Teacher

Field Policy SWK 709:
Field Liaison Agency Visits

The field liaison will contact the field instructor to set up an appointment to meet with the student and field instructor. Typically field liaisons will visit the agency for the following purposes:

1. To review the learning contract and student performance evaluation.

2. On request by either the student or field instructor to address significant placement issues.
Field Student Responsibilities

- Adhere to NASW Code of Ethics
- Adhere to ASU Policies
- Participate in Supervision
- Complete Learning Contract
- Track field practice hours at agency

Field Policy SWK 710
ASU expects field students to adhere to the National Association of Social Workers Code Ethics.

Students receive a copy of the NASW Code of Ethics at orientation.

Link to NASW Web Site:
http://www.socialworkers.org/pubs/code/code.asp
ASU Covers all students who are properly placed and supervised under its self insurance program.

Students are responsible for acquiring and maintaining health and accident and automobile insurance. Student health insurance is available through the University. Professional liability insurance is available through NASW

Field Policy SWK 710-01
Students may consider purchasing their own professional liability insurance.

NASW

Student Professional Liability Insurance Program

http://www.naswaz.com/
Please Continue To Part B
Supervision and Field Students