



DEPARTMENT OF SOCIAL WORK

Motto: *Educating social workers to provide compassionate
and competent care in the community.*

FIELD MANUAL

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INTRODUCTION TO FIELD INSTRUCTION

Field instruction is an integral component of social work education. The opportunity for social work students to observe and learn from experienced social workers in social service agencies is recognized as the signature pedagogy, the central form of learning and instruction, of social work education. The Department of Social Work at Delta State University facilitates this experience to prepare graduates for entry-level positions as generalist social workers. Student advancement begins in early social work courses through the completion of volunteer hour observation and carries into the supervised field placement during the final semester of the degree program. The Department of Social Work connects the theoretical and conceptual frameworks of traditional coursework with the practice setting through the senior field placement. In the field placement, students will become acclimated to the roles of a practitioner and begin to socialize and engage with professionals. One of the primary objectives of field instruction is to provide students with the opportunity to actively engage in real-life professional tasks which complement and reinforce classroom learning. Field instruction provides opportunities for students to integrate and refine their knowledge, values, and skills which help them understand social problems and intervene in a manner that is consistent with the ethical obligations of the profession. Self-reflection and evaluation are critical components of the successful completion of field instruction.

MISSION

Consistent with the mission of the university and built on a strong liberal arts foundation, the Bachelor of Social Work program at Delta State University seeks to prepare students with the research-informed knowledge, values, and skills needed for generalist social work practice with diverse systems of all sizes. The program offers undergraduate and continuing professional education opportunities that emphasize service to rural communities, the right of self-determination, social and economic justice, ethics, and respect for difference and diversity. Using the person-in-environment perspective, the program seeks to educate and produce social work professionals who seek to prevent conditions that limit human rights (such as poverty) and enhance the well-being and quality of life for all people, especially the vulnerable and oppressed, locally and globally through scientific inquiry and service provision using the core values of the social work profession as a guide.

GOALS

With the liberal arts and a person and environmental construct as its foundation, BSW graduates are prepared to continue their formal education in social work or engage in entry-level social work practice. As such, the program's goals are:

The DSU BSW Program will:

1. Prepare practitioners who engage in ethical and competent generalist social work practice with diverse systems of all sizes by providing a dynamic research-informed, competency-based curriculum focused on the demonstration of professional knowledge, values, and skills.
2. Encourage the development of a strong professional identity and a commitment to the values and ethics of the social work profession in future practitioners by providing a learning environment that models and applies social work frameworks.

3. Prepare social work practitioners who understand, value, and respect difference and diversity by emphasizing culturally sensitive humility, empathy, self-determination, kindness, and service that advances human rights and enhances the well-being of all people and seeks to prevent conditions that limit these (such as poverty).
4. Promote the importance of understanding the consequences of social, economic, and environmental injustice and preventing and alleviating injustice and oppression, especially with vulnerable populations, through advocacy and the provision of evidence-based trauma-informed education and care.
5. Prepare practitioners who understand and appreciate the role and value of ethical scientific inquiry and methodological experimentation by engaging faculty and students in research and scholarship activities.
6. Engage students in the assessment, intervention, and evaluation processes of competency-based social work education with diverse systems of all sizes using innovative simulation and service-learning experiences that promote competent care and well-being at all levels.
7. Promote healthy and mentally healthy human growth and development through the integration and use of the person in environment perspective, simulative education and self-care models.
8. Maintain adequate field resources with agency partners and organizations serving individuals, families, groups, and communities in which real-world competency development can occur.
9. Promote the importance of lifelong learning by providing continuing education programs that enhance professional knowledge, values, and skills.
10. Provide resources and leadership by partnering with individuals, families, groups, community agencies and organizations at all levels.

PROGRAM COMPETENCIES/PROGRAM LEARNING OBJECTIVES (from CSWE EPAS, 2015)

Upon completion of the DSU BSW Program, students should have mastered the generalist social work knowledge values, and skills taught in the BSW curriculum and be able to demonstrate the following program learning objectives and CSWE 2015 competencies:

1. Demonstrate Ethical and Professional Behavior.
2. Engage Diversity and Difference in Practice.
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage in Practice-informed Research and Research-informed Practice.
5. Engage in Policy Practice.
6. Engage with Individuals, Families, Groups, Organizations, and Communities.
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.

GENERALIST PRACTICE

The program uses the following definition of **generalist practice**: *“Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being,*

generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice.” (EP 2.0, 2015 EPAS)

MOTTO

“Educating social workers to provide compassionate and competent care in the community.”

STATEMENT ON SOCIAL JUSTICE

Social, economic, and environmental justice is important to the DSU BSW Program and is part of the NASW *Code of Ethics* which we adhere to and the CSWE *Educational Policy and Accreditation Standards* competencies which we demonstrate. We teach it throughout our curriculum, include it in our assignments, volunteer activities, and simulations, and model it through kindness, respect, advocacy, and various activities. All our teaching, research, and service activities seek to promote and advocate for justice for all, especially the poor, vulnerable and oppressed at all levels of social work practice. Whenever injustice occurs, we try to listen and learn and then respond appropriately.

VOLUNTEERING AND FIELD EDUCATION POLICY DURING NATIONAL OR LOCAL CRISES

In the event of a national, state, or local crisis including natural disasters, epidemics, civil unrest, or other similar crises requiring face-to-face volunteering and field placements to be moved to virtual/online formats for safety and/or health concerns, the DSU BSW program recommends that volunteering and field placement students and supervisors develop an action plan for the placement using alternative learning and client engagement activities that can be completed remotely or off-site using technology (phone, email, teleconferencing, etc.). Whenever the government declares a State of Emergency due to a crisis, this policy will automatically and immediately go into effect. Each volunteering and field placement student in social work courses will need an action plan developed with their supervisor that describes how the students will complete their required volunteering hours safely and remotely and how the supervisor will continue to monitor and evaluate them. If the students are working with clients or customers, the plan should state how the students will engage remotely with clients/customers while protecting their confidentiality and the health and safety of the student, the clients, and agency staff. For field students, the plan should address how and how often students will be remotely supervised, how they can remotely engage with client systems confidentially, and how they will achieve all nine CSWE competencies using remote learning activities. The plan must follow agency policies, university policies, educational policies and standards, professional ethical standards, and local, state, and federal laws (such as HIPPA). All action plans must be approved by the agency supervisor or field instructor and a DSU faculty representative (Director of Field Education, Field Liaison, Department Chair, or Course Instructor). It should be noted that the Council on Social Work Education (CSWE) 2015 Educational and Accreditation Standards (EPAS) 2.2.4 allows “in-person” contact to be accomplished through digital technologies. It also states that simulated practice situations may supplement, but not replace required field hours (AS 2.2.4 2015 CSWE EPAS Interpretation Guide). It is the responsibility of social work programs in conjunction with host institutions to make decisions and accommodations about risk management, safety, health, and the educational experience

of students in field placements (AS 2.2.7). CSWE requires a minimum of 400 hours to meet BSW field placement criteria. Most components of volunteering and field education can be facilitated using technology such as zoom including supervision and client engagement so as long as confidentiality is protected. Suggested remote learning activities can be provided by the BSW Director of Field Education. Students and agency supervisors or field instructors should read the Disclaimer and Waiver located in the DSU *BSW Student Handbook*.

VOLUNTEER EXPERIENCES

Volunteering allows students to practice the content and skills they have learned in the classroom within a safe learning-focused environment with community partners who agree to supervise the student in a volunteer experience. Social work majors accomplish many of the Program Learning Objectives (PLOs) and Student Learning Objectives (SLOs) listed in course syllabi through volunteerism and service-learning experiences. Volunteering has many benefits as students engage in unpaid work to observe, reflect upon, and respond to needs within the community. Students are encouraged to find various types of volunteer placements throughout the curriculum so they can gain well-rounded experiences that demonstrate their commitment to working with diverse systems of all sizes. In courses which require a volunteer experience, the student will select a human service agency that meets the needs and requirements of the course, secures their own supervisor, and volunteers for the designated number of hours as described in the course syllabus. The Agency Volunteer Agreements (included within this document) constitute a contract between the student, the agency, and the DSU Bachelor of Social Work program. Therefore, students are expected to honor their commitments, be dependable and honest, abide by the *NASW Code of Ethics* (2017), the policies of the DSU *BSW Student Handbook*, the policies of the DSU Student Handbook, and complete the experience accordingly. Each student will be evaluated by the agency staff member or supervisor who has worked directly with the student using the Final Evaluation forms provided in the given course syllabus and within this document. Students and their agency supervisors must fully complete and sign the required paperwork for the student to earn course credit as indicated in the course syllabus. All Agency Volunteer Agreements and Final Evaluation are subject to verification by the course instructor. Assigning final grades and approving course credit will be the responsibility of the DSU faculty member as the instructor of record for the course. Students must volunteer for the number of hours specified below in the following courses:

SWO 101 Volunteer in the Community I (offered in the Fall and Summer II semesters): Students volunteer for *40 hours* in any public or private agency or business with a supervisor who can monitor and verify the student's volunteer experience and hours.

SWO 102 Volunteering in the Community II (offered only in the Spring semester): Students volunteer for *40 hours* in any public or private agency or business with a supervisor who can monitor and verify the student's volunteer experience and hours.

SWO 201 Introduction to Social Work (offered only in the Fall semester): Students volunteer in any public or private *human service* agency for *10 hours*. Observation is the primary focus of this experience. However, some students may be able to provide some direct services to clients, depending on the student's life experiences, abilities, and the opportunities in the particular agency where the student is volunteering. Direct services are not a requirement of this experience. In SWO 201, the student volunteer is expected to become aware of the helping process involved in the agency and to write a report regarding that agency and the student's observations of the social workers or other helping professionals so that they understand what social workers do and how they help clients. Students must write a report and/or give an oral presentation about their experience in

the agency and the student's observations of the helping process and the activities of the social workers or professional helpers.

SWO 301 Child Welfare and Advocacy (offered in the Fall and Summer I semesters): Students volunteer to work *with children* in a private or public human service agency for *12 hours* and are to observe the biopsychosocial development of children and learn about social services provided for them. Again, students' activities will vary depending on their readiness to provide direct services and the opportunities within the agency for the student to provide services. Students should also be aware of the need for child advocacy if child maltreatment is observed and seek supervision in the child advocacy and abuse reporting process.

SWO 309: Aging in the Community (offered in the Fall and Spring semesters): Students volunteer to work *with older adults* in a public or private agency that serves older adults for *12 hours*. The primary focus of the volunteer work is on observing the life stage development of older adults. This may also possibly include providing simple direct services to clients.

SWO 320 Social Work Methods I (offered in the Spring semester of the student's junior year): Students participate in a twenty-one-hour (*21 hours*) volunteer experience in a social service agency. The student is responsible for finding their own placement with assistance as needed from the course instructor. The student observes and provides direct services according to assignments in the syllabus with the goal of assessing client strengths and engaging with diverse systems of all sizes. The student will spend three hours per week in the agency for seven weeks. At the end of this volunteer experience, the student will be evaluated by the agency staff member who worked with the student. Students are to focus on the seven steps of the generalist intervention model: engagement, assessment, planning, intervention, evaluation, termination, and follow-up with individuals.

SWO 421 Social Work Methods II (offered during the Fall semester of the senior year): Students will have a second twenty-one-hour (*21 hours*) volunteer experience. The student is responsible for finding their own placement with assistance as needed from the course instructor. Assignments from the course instructor will relate to generalist intervention models specifically with diverse individuals, families, and groups. The student will again spend three hours per week in the agency for seven weeks. At the end of this volunteer experience, the student will be evaluated by the agency staff member who has worked with the student. This evaluation is used to gauge the student's professional and skill-based capacity to perform in the senior field practicum.

FIELD PLACEMENT EXPERIENCES

The overall objective of the field placement is to provide educational opportunities for the student to put into practice the theories of generalist social work that they have learned and to experience what working in a social service agency is really like. Emphasis is placed on helping the student prepare to transfer, as a future social worker, the common body of the profession's knowledge, values, and skills among settings, populations groups, and problem areas. Post-field practicum employment is not guaranteed. Students will not carry full workloads, nor will they be paid, but cases will be assigned to them on an increasingly difficult level for their responsibility in providing services based on the Student Learning Contract developed between the agency, the DSU BSW Program, and the student. Unlike earlier volunteer experiences in which the student finds their own placement, the BSW Program Director of Field Education locates agency placements, matches students, and makes assignments based on the academic needs of each student. Students will be supervised in the agencies by Field Instructors, who minimally hold the BSW degree, have at least two years of post-degree practice experience, and who have completed the required Field Instructor Training from the

DSU BSW Program. A Field Liaison, a faculty member of the DSU BSW Program, will maintain close, regular contact with students and agency Field Instructors through site visits to the agencies and by using various forms of communication.

SWO 475 Field Instruction (offered only in the Spring semester and taken concurrently with SWO 481): During the spring semester of the senior year in SWO 475, social work majors spend at least *thirty-two hours per week* in field instruction in a social welfare agency for a semester *total of 440-hours**. SWO 475 Field Instruction is the signature pedagogy requiring a supervised field experience in a social work setting. Students are to be in their assigned SWO 475 field placement Tuesday through Friday, each week for fourteen academic weeks (Spring Break is not counted in the fourteen weeks). Students abide by agency hours, eight hours each day, for a total of four hundred and forty hours (440*) for the semester. This course satisfies the University's capstone experience requirement.

**Note: Hour requirements may be lowered depending upon crises situations (i.e., global pandemics, natural disasters, or other unique situations). See the full description above. All students must complete a minimum of 400-hours even in the event of such circumstance per CSWE requirements for degree completion. The DSU BSW Curriculum Committee will convene an emergency meeting and hold a vote to determine the need for such modifications, and students and field agencies will be notified in writing of any changes.*

SWO 481 Integrative Seminar (offered only in the Spring semester and taken concurrently with SWO 475): SWO 481 Integrative Seminar is a weekly seminar for the discussion of social work field experiences, educational assessment of practice skills, and licensure preparation. Students will be in SWO 481 Integrated Seminar class on Monday afternoons and will use the course to integrate classroom concepts with field experiences. This course also satisfies the University's capstone experience requirement.

FIELD INSTRUCTION ADMISSIONS CRITERIA

To be considered for admission to the Field Practicum, students must complete the following:

- 1) All liberal arts and foundation courses as described in the DSU *BSW Student Handbook* (including SWO 416 Human Behavior and the Social Environment II, SWO 421 Social Work Methods II, SWO 422 Social Work Methods III, and SWO 430 Social Welfare Policy Analysis) and all general education and professional pre-requisites are to be successfully completed prior to beginning the Field Practicum.
- 2) Students are required to have at least a 2.25 GPA to be admitted to the Field Practicum.
- 3) Students must have exhibited at all times ethical social work conduct and practice following the *NASW Code of Ethics*.
- 4) Students are required to submit a satisfactory Criminal Background Check as part of the field application process. Students should also keep in mind that some agencies require more in-depth background checks for all who apply to be part of their agency, and a student's criminal record may be discovered in that process. Some agencies cannot allow individuals with criminal records to be part of their staff. Others may assess the nature of the crime and decide on the appropriateness of allowing the student to work in their agency.

5) Students are to complete the Transportation Acknowledgement Form which states they are responsible for their own reliable transportation to and from their field agency. This must include the possession of a valid driver's license and proof of automobile insurance. Students cannot be dropped off or picked up from the field agency due to serious concerns for the confidentiality and safety of client populations. Students without reliable transportation will be required to complete a plan of action in consultation with the Director of BSW Field Education.

6) Students are to purchase and maintain professional liability insurance. Vendors will be discussed in the annual Student Field Orientation. Students may not be admitted to the Field Practicum without proof of active coverage.

7) Students are to engage in professional organizations by joining their preferred group as a student member. Vendors and opportunities will be discussed in the annual Student Field Orientation.

8) Students must complete and submit each section of the Field Application within this document by the given deadline.

APPLICATION PROCESS FOR FIELD INSTRUCTION

The application process for the Field Practicum is as follows:

1) Students must meet all criteria for admission as outlined above and as confirmed by the Director of Field Education.

2) Students must attend the annual Student Field Orientation which is held in the summer semester prior to the Field Practicum.

3) Applications for Field Instruction will only be accepted and processed during the Fall semester immediately prior to the Spring Field Practicum.

4) Students must successfully complete all parts of the Field Admission packet including the Field Application, Criminal Background Check, Transportation Acknowledge, and provide proof of student liability insurance, professional organization student membership, a valid driver's license, and proof of automobile insurance. (All forms are within this document.)

5) Students are encouraged to maintain contact and communication with the Director of BSW Field Education and/or their assigned academic advisor throughout the application, admissions, and placement processes. This allows for open discussion and examination of student needs and readiness for field instruction. Discussions may include the student's academic performance, previous volunteer experiences, supervisor's evaluations, work ethic, and professional social work knowledge and values. This meeting usually takes place during the week of pre-registration and academic advisement.

6) A student's official acceptance to the Field Practicum cannot be solidified until the end of the Fall semester. A written notification will be given to students indicating acceptance or non-acceptance after a full review of student applications and final grades.

7) In the event a student is not admitted, they may seek out opportunities to continue to develop academic skills, professionalism, maturity, and/or personal awareness. Should the student meet the admissions criteria in the future, the Director of BSW Field Education will evaluate their progress and

make determinations regarding their readiness to re-apply.

8) Students who are admitted to the Field Practicum must set up and attend a pre-placement interview to ensure contact is made with the assigned field agency and field instructor. Students will use this opportunity to accept or deny the assigned placement. Field instructors may also accept or deny the student based on their agency criteria. Pre-placement interview forms should be completed and returned to the Director of BSW Field Education prior to the end of the Fall semester.

GRIEVANCE POLICY FOR FIELD INSTRUCTION

Any student who disagrees with the Director of BSW Field Education's decision regarding acceptance to the Field Practicum may file a grievance following the university's grievance policy within the given timeline.

CRITERIA FOR ASSIGNMENT OF STUDENTS

On the Field Application, each student will indicate three preferred agencies or areas of practice along with a specific geographic area. Efforts will be made to accommodate students' wishes as far as possible, but this is not always feasible or in the best interest of the student. There is no guarantee the student will be placed in their top three preferred agencies. Students are assigned to agencies depending upon their unique strengths and weaknesses, their geographic location or preference, agency availability, and their learning needs.

With the limited number of appropriate agencies in the local area and with several students possibly wanting the same type agencies, some students may not receive their choice of assignments. Of prime consideration, however, are the individual learning needs of each student. Assignments are made without regard to race or ethnicity of the student or the field instructor.

SELECTION OF FIELD INSTRUCTION AGENCIES

After the student has identified their preferences, the Director of BSW Field Education will seek an agency that will meet that student's individual educational and geographic needs. Social service agencies with full-time, in-house social workers and which offer students in-person client contact will be given first consideration. Other factors will be evaluated such as the agency administration's commitment to providing learning opportunities for students, the provision of physical amenities (i.e. office space, computer access, phones) for the student, past evaluations and experiences as a field instruction site, direct learning opportunities for students to engage and work with clients from diverse populations and systems of all sizes, the appropriateness of agency services to baccalaureate generalist education, and the potential for and acceptance towards the implementation of a capstone project. Only equal opportunity employers will be considered. Agencies must be willing to host the student for the minimum required amount of field hours.

FIELD SETTINGS ACROSS SYSTEMS

Field agency partnerships are facilitated and valued by the DSU Department of Social Work. Agency partnerships and field settings span a wide variety of practice settings across systems including but not limited to: Children and Youth Services, Adoption Services, Family Services, Geriatric/Older Adult Services, Medical Social Work, School Social Work, Corrections/Criminal Justice, Truancy/Attendance Services, Mental Health/Behavioral Health Services, Public Assistance Services, Community Action Services, Community Planning, Organization, or Macro-Level Services, Alcohol

and Drug Services, Special Abilities, Developmental, or Rehabilitative Services, Educational/Early Educational Services, Community Planning and Development, Treatment Groups, Intensive Outpatient Programs, Legal or Public Defense Services, Domestic Violence Programs, Homelessness Prevention Services, Home Health or Hospice Care, Public Policy Analysis or Advocacy, Health Education, and Nursing Homes.

EMPLOYMENT-BASED PLACEMENTS

While it is preferred that students are not placed in agencies where they are employed, the Director of BSW Field Education may approved such a placement after evaluating the circumstances of the situation. If a student is employed in the agency where the Field Practicum will take place, they must create a plan of action which entails the specific delineation of their time between employment and field education. Further, students must develop a plan for continuity of the field placement should their employment be terminated or otherwise compromised prior to the completion of field hours. Differentiation should be noted in writing between the roles and duties of their employment and the roles and duties as the field student within the Learning Contract. No reduction of requirements will be made for students engaged in an employment-based placement. Agencies involved in this type of field placement should meet the same criteria as other field agencies. Students involved in this type of field placement are required to meet the same criteria as other field students.

SELECTION OF FIELD INSTRUCTORS

Field instructors are selected based on their credentials which should include a conferred social work degree (BSW or MSW), two years of post-degree experience, and their ability and dedication to being a positive professional role model for their assigned field student. Field instructors with professional licensure will be given first consideration, but licensure is not a requirement. Field instructors are expected to be familiar with the DSU Department of Social Work and adhere to the NASW *Code of Ethics*. It is also preferred that the field instructor has been in their present position for at least one year prior to the semester in which they will be working with a field student. The agency in which the field instructor is employed must meet all out the criteria as outlined above. Selected field instructors must commit to ongoing contact and communication with the DSU Department of Social Work, engage with students and faculty, be willing to host a site visit, and attend all required Field Instruction Training sessions. If there are personnel or policy changes made in the agency that would directly impact the student, the agency is to notify the assigned Field Liaison immediately so a plan of action can be created and implemented for the continuity of the student's learning experience. Field instructors are required to complete the Field Instructor Profile, Field Instruction Agency Profile, University/Agency Agreement, and contribute to the development of the Student Learning Contract. Field instructors are also asked to engage the student in a pre-placement interview to determine the appropriateness of their assignment to the agency. Field instructors will use Social Work Educational Assessment Project (SWEAP) software to electronically submit student evaluations at the mid-term and final point of the semester which aim to assess competency and mastery of all nine competencies outlined in the CSWE Educational Policies and Accreditation Standards (2015).

ON-SITE SUPERVISION

Field instructors are expected to engage the student in a minimum of one hour of supervision per week. It is encouraged to plan a regular conference time with each student and help the student understand the benefits and purpose of supervisory feedback models. Students are required to participate in such meetings and will set aside time each week to do so. During these supervision meetings, field instructors may help students plan or organize their work, assist students in reflecting

upon completed tasks, offer constructive feedback to improve future performance, arrange for additional learning opportunities, gauge the student's connectedness to the role of the social worker, discuss authority issues, explore issues related to diversity, aid the student in processing their feelings towards first-time experiences or difficult client situations, help the student self-evaluate their own performance to gain insight and awareness, reinforce basic social work concepts and values, integrate knowledge, skills, and theory into generalist practice, bring awareness to sensitive topics within the profession, work on student communication and documentation skills, draw the student's attention to potential gaps in service, connect the student to various networking events, role model professionalism and ethical behavior, and assess the student's emotional and cognitive status.

OFF-SITE SUPERVISION

If a degreed social worker is not on the full-time or in-house staff, the DSU BSW Program will assume responsibility for reinforcing the social work perspectives for the student. This can be accomplished by the assignment of a DSU faculty member to serve as an off-site supervisor for the student who will meet with and provide feedback to the student during their field practicum. Additionally, supervision will be provided to the field task manager and educational information regarding social work theory, practice skills, and ethical behavior will be provided. If the task manager requires further support, site visits may occur on a more frequent basis to monitor the needs of the student and field agency.

FIELD INSTRUCTOR TRAINING

Both Delta State University and the Field Practicum agency share in promoting and implementing the educational objectives of the Department of Social Work. In fulfillment of this partnership, the DSU BSW Program will host and provide annual training for field instructors which focus on the objectives of the Field Practicum and offer up-to-date information about professional topics and subject matter most relevant to field education. Prior to the beginning of the Field Practicum, the Department of Social Work will invite all selected field instructors to attend the Field Instructor Training workshop. Typically, this event will be free-of-charge for field instructors and may also provide continuing education opportunities for the wider professional community. Topics such as general orientation to the DSU Field Practicum process, professional ethics, safety in the field practicum, creating beneficial learning contracts, student evaluation, issues of diversity, and others may be considered for presentation. Additional continuing education events are hosted throughout the year, and all field instructors and field agencies are invited to attend for further enrichment and maintenance of university-agency contact and dialogue.

SITE VISITS AND AGENCY CONTACT

Each field agency is required to host a site visit for the DSU faculty member assigned as the Field Liaison to engage, monitor, and evaluate student progress towards the identified learning objectives. Site visits may be conducted in-person or using electronic means depending upon the unique needs of the student, field instructor, and faculty. All students will be required to attend at least one site visit during the completion of the Field Practicum. If concerns arise or additional support is needed, a follow-up site visit may be necessary. Students requiring three or more site visits will be subject to disciplinary or academic action at the discretion of the Director of Field Education. Site visits and student performance will be measured using the Site Visit Rubric (included below.) Additional means of ongoing contact may include email, telephone calls, in-person discussions, and through communication on written weekly activity hour reports.

SAFETY IN THE FIELD PRACTICUM

The safety and well-being of students and client populations is the top priority of both the DSU BSW Program and agency field partners. Students and field instructors will be provided with training and educational materials on maintaining personal safety while in the professional workplace. Additional learning opportunities will be integrated into the SWO 481 Integrated Field Seminar course to allow students to demonstrate their understanding of safety practices while in the field placement. Students are encouraged to accompany the field instructor when traveling outside of the office setting for professional purposes and may not complete home visits alone or without supervision. Other ongoing considerations for safety may be reviewed in classes and in the annual Field Instructor Training.

RESPONSIBILITIES OF THE BSW PROGRAM

The Department of Social Work maintains overall responsibility for its instructional program and the education of the individual students who are enrolled. The Department has the basic responsibility for making decisions about the student and uses input from the agency to make determinations regarding the performance and continuity of the field placement. The DSU BSW Program does the following:

- 1) Shares non-confidential pertinent information about the student with the Field Instructor
- 2) Decides all matters related to course credit, final grades, probationary status, and eligibility for graduation
- 3) Makes decisions concerning student field placement status including the potential for terminating the placement and/or facilitating a change in field placement or agency assignment as needed
- 4) Evaluates student's personal and/or academic issues, behavioral concerns, personal or private conduct, or other factors which may interfere with the student's ability to fulfill professional or academic responsibilities
- 5) Monitors and evaluates student progress and keeping detailed records of field performance
- 6) Provides each student and field instructor with a designated point of contact (i.e., the Field Liaison)
- 7) Processes field applications and procures placement for each admitted student
- 8) Trains and maintains evaluation records for all field agencies and field instructors
- 9) Conducts other responsibilities related to field education and the implementation thereof

STUDENT EVALUATION

Students will strive to achieve their set learning objectives and shall be honest and ethical in all record keeping of hours as they are completed. Students should abide by the detailed guidelines and policies as outlined in the course syllabi including the NASW *Code of Ethics* and will be expected to adhere to all policies, procedures, and rules of the host field agency. Students will be evaluated using the following criteria:

- 1) Student task performance will be evaluated by the field instructor at the mid-term and final point of the semester using Social Work Educational Assessment Project (SWEAP) evaluations which evaluate students on all nine competencies as written in the CSWE Educational Policies and Accreditation Standards (2015). These evaluations are to be completed, reviewed, and submitted online. The Director of Field Education will provide these links to the field instructor by email.
- 2) Student's daily attendance, work habits and attitude will be monitored and evaluated in conjunction with the grading policies as outlined in the course syllabus.
- 3) Students will be expected to complete all assigned academic work and fulfill the minimum amount of field hours required for course completion.
- 4) Students will keep a detailed and accurate record of completed hours and submit a weekly activity and hours report.
- 5) At the end of the field placement, students will have the opportunity to provide a final Semester Summary of Activities to detail all the tasks completed during their field experience.
- 6) Students will also complete an Evaluation of the Field Placement to give the DSU BSW Program first-hand feedback and experiential outcomes for their assigned placement.
- 7) Students are encouraged to offer feedback throughout their experience in consultation with the Field Liaison and/or the Director of BSW Field Education.
- 8) Students are required to follow all agency policies and adhere to the *NASW Code of Ethics*.

TERMINATION OF THE FIELD PRACTICUM

Should the student become unable to perform the duties as required by the field agency, they must contact the assigned Field Liaison and/or the Director of BSW Field Education as soon as possible. Sometimes, students may need to be moved to a new placement due to no fault of their own (i.e., personnel changes, policy changes, major conflicts with field instructors or agency administration, or unique personal circumstances). This decision will be evaluated and determined by the Director of BSW Field Education, and the re-placement process will follow the same procedures and criteria used for initial placements. In the event a student is dismissed from their field placement at their own fault (i.e., ethical or behavioral issues, breach of confidentiality, poor work performance, attitude or communication problems, or other reason), it will be the discretion of the Director of BSW Field Education in conjunction with the DSU Social Work Ethics Committee whether or not to provide a subsequent field placement. Students who receive a grade of "Incomplete" in SWO 475 Field Practicum will automatically fail the co-requisite SWO 481 Integrative Seminar course. Any student who disagrees with decisions regarding termination of the Field Practicum may file a grievance following the university's grievance policy within the given timeline. Complete grading policies for both the SWO 475 and SWO 481 course are in the respective course syllabus.

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Delta State University

Department of Social Work

SWO 101 and SWO 102: Volunteering in the Community

PLACEMENT CONFIRMATION FORM

STUDENT'S NAME _____ DATE _____

NAME OF ORGANIZATION _____

ADDRESS OF ORGANIZATION _____

SUPERVISOR NAME _____

PHONE # AND E-MAIL OF SUPERVISOR _____

VOLUNTEER RESPONSIBILITIES: _____

DAYS AND HOURS AVAILABLE TO VOLUNTEER: _____

****Note: 40 hours of service are required for SWO 101 and SWO 102.**

SUPERVISOR'S SIGNATURE _____

Dear Supervisor:

Delta State University would like to thank you for taking the time to complete this form and supervise the student. If you have any questions or problems or if we can assist you, please feel free to call us at (662) 846-4407. Thank you for your partnership!

Best,

DSU Department of Social Work

FINAL EVALUATION OF STUDENT VOLUNTEER

Student's Name: _____ Supervisor's Name (Print): _____

Agency/Organization: _____

Semester: _____ Course: _____ Date: _____

Supervisor Signature: _____ Phone #: _____

Please rate the student on each of the following variables by circling a number for each.

VARIABLES	EXCELLENT	VERY GOOD	AVERAGE	BELOW AVERAGE	POOR	CANNOT RATE
Total hours volunteered	1	2	3	4	5	N/A
Attendance	1	2	3	4	5	N/A
Cooperation	1	2	3	4	5	N/A
Acceptance of responsibility	1	2	3	4	5	N/A
Concern for the needs of the community and clients	1	2	3	4	5	N/A
Completion of assignments	1	2	3	4	5	N/A
Dependability	1	2	3	4	5	N/A
Resourcefulness, creativity	1	2	3	4	5	N/A
Communication skills, listening, speaking, writing	1	2	3	4	5	N/A
Time utilization	1	2	3	4	5	N/A
Eagerness to learn	1	2	3	4	5	N/A
Ability to set and meet objectives	1	2	3	4	5	N/A
Adaptability	1	2	3	4	5	N/A
Overall evaluation of performance	1	2	3	4	5	N/A

Other Comments: _____

Thank you very much for supervising this student!

**Delta State University
Department of Social Work
SWO 201 Introduction to Social Work
Agency Volunteer Agreement**

Name of Student _____

I agree to supervise the above-named student for **10 hours** of social service volunteer work and professional observation in the agency or organization listed below, as partial fulfillment of the student's requirements for the Delta State University course SWO 201 Introduction to Social Work. I understand that the primary purpose of this volunteer assignment is for the student to observe social services processes by focusing on concepts taught in the course. Tasks may be assigned for the student to complete, or the student may simply observe activities as performed by social services staff. An additional final evaluation form should be completed at the end of the student's volunteer experience.

The assigned work is to be done between:

_____ and _____
(Date) (Date)

(Name and Title of Supervisor)

(Agency Name)

(Street or Post Office Address)

(Town, State, and Zip)

(Telephone and E-mail)

(Signature of Student's Supervisor) (Date)

Student's Agreement

I have been taught by the faculty of Delta State University Department of Social Work about the *National Association of Social Workers Code of Ethics*, and I agree to follow those standards, as well as any other rules of confidentiality required by the agency where I am volunteering.

(Signature of Student) (Date)

(Signature of Course Instructor) (Date)

Final Evaluation: Volunteer Experience – SWO 201

Student Name: _____

Supervisor Name: _____

Name and Address of Agency: _____

Date of Volunteer Experience: _____

Supervisors will use the following prompts to evaluate the student’s performance and professional demeanor during the volunteer experience. This evaluation is intended to provide clarity in assessing the student’s competency while in the agency setting. The feedback on this evaluation will be kept as part of the student’s academic record and will be reviewed by the course instructor. Should concerns arise, students and/or supervisors may be contacted for further discussion.

1) The student demonstrated professional ethics and values while in the agency setting.

0	1	2	3	4
Not at all		Somewhat		Totally

2) The student came prepared and willing to engage in the activities provided for them.

0	1	2	3	4
Not at all		Somewhat		Totally

3) The student interacted well with clients, coworkers, and community members.

0	1	2	3	4
Not at all		Somewhat		Totally

20) I am satisfied with this student’s performance while in the agency setting.

0	1	2	3	4
Not at all		Somewhat		Totally

General Comments:

Supervisor Signature: _____ Date: _____

**Delta State University
Department of Social Work
SWO 301 Child Welfare and Advocacy
Agency Volunteer Agreement**

Name of Student _____

I agree to supervise the above-named student for **12 hours** of social service volunteer work and professional observation in the agency or organization listed below, as partial fulfillment of the student's requirements for the Delta State University course SWO 301 Child Welfare and Advocacy. I understand that the primary purpose of this volunteer assignment is for the student to observe social services processes provided to children, youth, and/or adolescent populations by focusing on concepts taught in the course. Tasks may be assigned for the student to complete, or the student may simply observe activities as performed by social services staff. An additional final evaluation form should be completed at the end of the student's volunteer experience.

The assigned work is to be done between:

_____ and _____
(Date) (Date)

(Name and Title of Supervisor)

(Agency Name)

(Street or Post Office Address)

(Town, State, and Zip)

(Telephone and E-mail)

(Signature of Student's Supervisor) (Date)

Student's Agreement

I have been taught by the faculty of Delta State University Department of Social Work about the *National Association of Social Workers Code of Ethics*, and I agree to follow those standards, as well as any other rules of confidentiality required by the agency where I am volunteering.

(Signature of Student) (Date)

(Signature of Course Instructor) (Date)

Final Evaluation: Volunteer Experience – SWO 301

Student Name: _____

Supervisor Name: _____

Name and Address of Agency: _____

Date of Volunteer Experience: _____

Supervisors will use the following prompts to evaluate the student’s performance and professional demeanor during the volunteer experience. This evaluation is intended to provide clarity in assessing the student’s competency while in the agency setting. The feedback on this evaluation will be kept as part of the student’s academic record and will be reviewed by the course instructor. Should concerns arise, students and/or supervisors may be contacted for further discussion.

1) The student demonstrated professional ethics and values while in the agency setting.

0	1	2	3	4
Not at all		Somewhat		Totally

2) The student came prepared and willing to engage in the activities provided for them.

0	1	2	3	4
Not at all		Somewhat		Totally

3) The student interacted well with clients, coworkers, and community members.

0	1	2	3	4
Not at all		Somewhat		Totally

20) I am satisfied with this student’s performance while in the agency setting.

0	1	2	3	4
Not at all		Somewhat		Totally

General Comments:

Supervisor Signature: _____ Date: _____

**Delta State University
Department of Social Work
SWO 309 Aging and the Community
Agency Volunteer Agreement**

Name of Student _____

I agree to supervise the above-named student for **12 hours** of social service volunteer work and professional observation in the agency or organization listed below, as partial fulfillment of the student's requirements for the Delta State University course SWO 309 Aging and the Community. I understand that the primary purpose of this volunteer assignment is for the student to observe social services processes provided to older adult populations by focusing on concepts taught in the course. Tasks may be assigned for the student to complete, or the student may simply observe activities as performed by social services staff. An additional final evaluation form should be completed at the end of the student's volunteer experience.

The assigned work is to be done between:

_____ and _____
(Date) (Date)

(Name and Title of Supervisor)

(Agency Name)

(Street or Post Office Address)

(Town, State, and Zip)

(Telephone and E-mail)

(Signature of Student's Supervisor) (Date)

Student's Agreement

I have been taught by the faculty of Delta State University Department of Social Work about the *National Association of Social Workers Code of Ethics*, and I agree to follow those standards, as well as any other rules of confidentiality required by the agency where I am volunteering.

(Signature of Student) (Date)

(Signature of Course Instructor) (Date)

Final Evaluation: Volunteer Experience – SWO 309

Student Name: _____

Supervisor Name: _____

Name and Address of Agency: _____

Date of Volunteer Experience: _____

Supervisors will use the following prompts to evaluate the student’s performance and professional demeanor during the volunteer experience. This evaluation is intended to provide clarity in assessing the student’s competency while in the agency setting. The feedback on this evaluation will be kept as part of the student’s academic record and will be reviewed by the course instructor. Should concerns arise, students and/or supervisors may be contacted for further discussion.

1) The student demonstrated professional ethics and values while in the agency setting.

0	1	2	3	4
Not at all		Somewhat		Totally

2) The student came prepared and willing to engage in the activities provided for them.

0	1	2	3	4
Not at all		Somewhat		Totally

3) The student interacted well with clients, coworkers, and community members.

0	1	2	3	4
Not at all		Somewhat		Totally

20) I am satisfied with this student’s performance while in the agency setting.

0	1	2	3	4
Not at all		Somewhat		Totally

General Comments:

Supervisor Signature: _____ Date: _____

**Delta State University
Department of Social Work
SWO 320 Social Work Methods I
Agency Volunteer Agreement**

Name of Student _____

I agree to supervise the above-named student for **21 hours** of social service volunteer work and professional observation in the agency or organization listed below, as partial fulfillment of the student's requirements for the Delta State University course SWO 320 Social Work Methods I. I understand that the primary purpose of this volunteer assignment is for the student to observe and engage in social services processes provided to individuals and/or client populations by focusing on generalist concepts taught in the course which include engagement, assessment, planning, intervention, evaluation, termination, and follow-up. Tasks may be assigned for the student to complete, or the student may simply observe activities as performed by social services staff. An additional final evaluation form should be completed at the end of the student's volunteer experience.

The assigned work is to be done between:

_____ and _____
(Date) (Date)

(Name and Title of Supervisor)

(Agency Name)

(Street or Post Office Address)

(Town, State, and Zip)

(Telephone and E-mail)

(Signature of Student's Supervisor) (Date)

Student's Agreement

I have been taught by the faculty of Delta State University Department of Social Work about the *National Association of Social Workers Code of Ethics*, and I agree to follow those standards, as well as any other rules of confidentiality required by the agency where I am volunteering.

(Signature of Student) (Date)

(Signature of Course Instructor) (Date)

Final Evaluation: Volunteer Experience – SWO 320

Student Name: _____

Supervisor Name: _____

Name and Address of Agency: _____

Date of Volunteer Experience: _____

Supervisors will use the following prompts to evaluate the student’s performance and professional demeanor during the volunteer experience. This evaluation is intended to provide clarity in assessing the student’s competency while in the agency setting. The feedback on this evaluation will be kept as part of the student’s academic record and will be reviewed by the course instructor. Should concerns arise, students and/or supervisors may be contacted for further discussion.

1) The student demonstrated professional ethics and values while in the agency setting.

0	1	2	3	4
Not at all		Somewhat		Totally

2) The student displayed cultural humility and respect for others.

0	1	2	3	4
Not at all		Somewhat		Totally

3) The student performed generalist social work skills and interacted well with clients and colleagues.

0	1	2	3	4
Not at all		Somewhat		Totally

20) I am satisfied with this student’s performance while in the agency setting.

0	1	2	3	4
Not at all		Somewhat		Totally

General Comments:

Supervisor Signature: _____ Date: _____

**Delta State University
Department of Social Work
SWO 421 Social Work Methods II
Agency Volunteer Agreement**

Name of Student _____

I agree to supervise the above-named student for **21 hours** of social service volunteer work and professional observation in the agency or organization listed below, as partial fulfillment of the student's requirements for the Delta State University course SWO 421 Social Work Methods II. I understand that the primary purpose of this volunteer assignment is for the student to observe and engage in social services processes provided to family and/or group populations by focusing on generalist concepts taught in the course which include engagement, assessment, planning, intervention, evaluation, termination, and follow-up. Tasks may be assigned for the student to complete, or the student may simply observe activities as performed by social services staff. An additional final evaluation form should be completed at the end of the student's volunteer experience.

The assigned work is to be done between:

_____ and _____
(Date) (Date)

(Name and Title of Supervisor)

(Agency Name)

(Street or Post Office Address)

(Town, State, and Zip)

(Telephone and E-mail)

(Signature of Student's Supervisor) (Date)

Student's Agreement

I have been taught by the faculty of Delta State University Department of Social Work about the *National Association of Social Workers Code of Ethics*, and I agree to follow those standards, as well as any other rules of confidentiality required by the agency where I am volunteering.

(Signature of Student) (Date)

(Signature of Course Instructor) (Date)

Final Evaluation: Volunteer Experience – SWO 421

Student Name: _____

Supervisor Name: _____

Name and Address of Agency: _____

Date of Volunteer Experience: _____

Supervisors will use the following prompts to evaluate the student’s performance and professional demeanor during the volunteer experience. This evaluation is intended to provide clarity in assessing the student’s competency while in the agency setting. The feedback on this evaluation will be kept as part of the student’s academic record and will be reviewed by the course instructor. Should concerns arise, students and/or supervisors may be contacted for further discussion.

1) The student demonstrated professional ethics and values while in the agency setting.

0	1	2	3	4
Not at all		Somewhat		Totally

2) The student displayed cultural humility and respect for others.

0	1	2	3	4
Not at all		Somewhat		Totally

3) The student performed generalist social work skills and interacted well with clients and colleagues.

0	1	2	3	4
Not at all		Somewhat		Totally

20) I am satisfied with this student’s performance while in the agency setting.

0	1	2	3	4
Not at all		Somewhat		Totally

General Comments:

Supervisor Signature: _____ Date: _____

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Delta State University
Department of Social Work
Application for SWO 475 Field Practicum

Name _____ Date _____

Permanent Address _____

Phone Number: _____ Email Address: _____

Current Campus Address: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact Phone Number: _____

Have you made arrangements to have your own reliable transportation for the successful completion of field for travel to and from the agency? _____ Yes _____ No*

***Note: Limited opportunities will be available to students who fail to meet this requirement. See the Director of Field immediately to create a plan of action.)**

Do you have a valid driver's license? _____ Yes _____ No

ACADEMIC RECORD:

Anticipated Graduation Date: Spring _____

Have you repeated any Social Work courses or other courses due to failing a class?

____ Yes _____ No

If so, list the courses repeated and semesters taken:

Overall GPA as of August 1st of the current year: _____

Will you be within 12 hours of graduation as of January 1 prior to entering the Field Practicum? Yes _____
No _____

If no, list additional courses needed other than SWO 475 and SWO 481:

Do you have a minor or second major? Yes _____ No _____

If yes, list the program: _____

SERVICE-LEARNING EXPERIENCE:

List all the volunteer experiences you have had or anticipate having while in the Department of Social Work. Please include the agency's name, location, and semester.

SWO 101: _____

SWO 102: _____

SWO 201: _____

SWO 301: _____

SWO 309: _____

SWO 320: _____

SWO 421: _____

Describe any paid employment history. Include location, position, and duties.

List and explain any leadership positions you have held while in college. Include position and duties.

What are your hobbies, and how do you spend your leisure time?

List the college courses you have found most enjoyable, rewarding, or beneficial to your social work studies.

Describe your career goals. Be specific about the field of practice, client population, and location you wish to serve. (Example: "I want to be a school social worker in the Bolivar County, Mississippi area.")

Are you afraid to work or drive in any geographic location? Yes _____ No _____

If yes, please explain: _____

Do you have any current or past criminal history or record that you have not revealed on the Criminal Background Check form which may prevent you from entering the Field Practicum? Yes _____ No _____

If yes, please explain: _____

Will you be returning to your hometown to complete the Field Practicum?

Yes _____ No _____

If yes, please indicate your hometown: _____

Do you currently reside on campus? Yes _____ No _____

AREAS OF INTEREST:

List your top three preferences for consideration of your field placement. Please include the location of the agency or provide a general field of practice. (Example: ABC Agency in Cleveland, MS OR Medical Social Work near Cleveland, MS)

1) _____

2) _____

3) _____

List three least preferred agencies or fields of practice for your field placement. Please include a professional rationale for your choices. (Example: Hospice – I have experienced a traumatic death in my family.)

1) _____

2) _____

3) _____

How far are you willing to drive to get the placement you prefer? _____ miles

RELIGIOUS PREFERENCE:

This program acknowledges that some partner field agencies are faith-based organizations which engage spirituality and integrate religious practices into service models. Do you have any objections to working with an agency with such components? Yes _____ No _____

ACKNOWLEDGEMENT AND CERTIFICATION:

If information listed above indicates a student has provided false or misleading statements, omitted required information, or is in anyway unable to meet the requirements for completion of the Field Practicum, admission may be denied or rescinded. Depending upon the severity of the infraction, the student may be dismissed from the Delta State University Department of Social Work program.

By signing this application, I agree to the above statements and certify that I have received a copy of the Delta State University Social Work Student Handbook. Further, I agree to abide by all standards as required by the NASW *Code of Ethics*, the DSU Field Manual, and the DSU Student Handbook.

Date: _____

Student Signature: _____

Student 900#: _____

Director of BSW Field Education Signature: _____

Delta State University Department of Social Work

Criminal Background Check

I understand that, as a condition for field practicum participation, I am required to obtain a comprehensive criminal background check and to submit the results to the DSU Department of Social Work. I also understand the field agency to which I am assigned may require additional or more extensive background checks prior to my start date. I understand that all expenses associated with said criminal background checks are the responsibility of the student.

I understand that I may not be permitted to participate in the field practicum until a successful completion of a criminal background check has been submitted with results confirmed as acceptable by the DSU Department of Social Work and/or the assigned field agency. I understand that an adverse finding may negatively impact field placement, progression in the social work program, and could inhibit my ability to become a licensed social worker.

If information listed above indicates a student has provided false or misleading statements, omitted required information, or is in anyway unable to meet the requirements for completion of the Field Practicum, admission may be denied or rescinded. Depending upon the severity of the infraction, the student may be dismissed from the Delta State University BSW Program.

By signing this form, I agree to the above statements and certify that I have received a criminal background check by a certified official. Please have the official to sign, seal, and date the form below. Attach any criminal record to this form upon submission.

Date: _____

Student Signature: _____

Director of BSW Field Education Signature: _____

Criminal Background Check

Name of the Person Completing the Background Check: _____

Agency Affiliation: _____

Date of Completion: _____

Signature or Seal: _____

Delta State University Department of Social Work

Transportation Acknowledgement Form

It is the policy of the Delta State University Department of Social Work that every student entering the Field Practicum MUST secure reliable transportation to and from the field agency and its associated sites. Admission to the Field Practicum may be denied or rescinded if transportation arrangements are not deemed acceptable the DSU Department of Social Work or by the field agency, if the student provides false or misleading information, or if the student is unable to complete the requirements of the program and/or the field practicum.

It is the student's responsibility to maintain a valid driver's license, active automobile insurance, and all other costs associated with transportation and vehicle maintenance during the Field Practicum. All students MUST attach a copy of their current driver's license and proof of vehicular insurance upon submission.

Do you currently have a valid and unexpired driver's license?

Yes ____ No ____ *(If no, please see the Director of BSW Field to complete a plan of action)*

Do you currently have adequate and reliable transportation to complete the requirements of the Field Practicum?

Yes ____ No ____ *(If no, please see the Director of BSW Field to complete a plan of action)*

Do you currently have a valid and unexpired driver's license?

Yes ____ No ____ *(If no, please see the Director of BSW Field to complete a plan of action)*

If information listed above indicates a student has provided false or misleading statements, omitted required information, or is in anyway unable to meet the requirements for completion of the Field Practicum, admission may be denied or rescinded. Depending upon the severity of the infraction, the student may be dismissed from the Delta State University BSW Program.

By signing this form, I agree to the above statements and certify that I understand the transportation requirements for the Field Practicum. Please attach a copy of your unexpired driver's license and proof of vehicular insurance upon submission.

Date: _____

Student Signature: _____

Director of BSW Field Education Signature: _____

**Delta State University
Department of Social Work
Field Instruction Pre-Placement Interview
Student Report**

On _____, I met with _____.
(Date) (Name of Potential Field Instructor)

This meeting was regarding my potential placement with _____
(Name of Agency)

for my senior-level Field Practicum to be completed January to April 20 _____.
(Year)

Check one of the following:

I found this agency to be appropriate _____ for me.

I found the agency to be inappropriate _____ for me.

Optional Remarks:

Date: _____

Student Signature: _____

Director of BSW Field Education Signature: _____

**Delta State University
Department of Social Work
Field Instruction Pre-Placement Interview
Agency Report**

After the pre-placement interview the prospective DSU BSW student, please fill in the blanks in the attached form and return by mail to DSU Department of Social Work, DSU Box 3172, Cleveland, MS 38733. You may also give the form to the student to return if you prefer. Thank you for considering this student for placement in your agency!

On _____, I met with _____.
(Date) (Name of Potential Field Student)

This meeting was regarding a potential placement with _____
(Name of Agency)

for a senior-level Field Practicum to be completed January to April 20 ____ (Year).

Check one of the following:

I found this student to be appropriate _____ for the agency.

I found the student to be inappropriate _____ for agency.

Optional Remarks:

Supervisor Name and Title: _____

Supervisor Phone Number and Email: _____

Agency Name and Address: _____

Supervisor Signature: _____

Director of Field Education Signature: _____

**Delta State University
Department of Social Work
Field Instructor Profile**

Name: _____ Title: _____

Phone: _____ Email: _____

Name of Agency: _____

Agency Address: _____

Educational Background (Please list all earned degrees, institutions, date of graduation, and major or minor of study.)

Please attach a copy of your social work degree and/or your highest completed degree.

Professional Experience (Please list your most recent professional employment history, agency information, title/role, and dates of employment.)

Are you involved with any professional organizations? Yes _____ No _____

If yes, please list: _____

Licensure Level (Select One) LSW: _____ LMSW: _____ LCSW: _____ Other: _____

Please attach a copy of your social work licensure if applicable.

Which types of field instruction can you provide for the DSU Department of Social Work?

_____ Senior Field Practicum: Involving a minimum of 400 hours of work during the spring semester (8 hours a day Tuesday through Friday at 32 hours per week)

_____ Volunteer Experiences: Targeted for lower-level courses involving 10 to 21 hours of volunteerism over the course of one semester

How many students can you comfortably instruct during a given semester? _____

Primary Field(s) of Practice:
(Select all that apply to your current agency)

- Children and Youth Services
- Adoption Services
- Family Services
- Geriatric/Older Adult Services
- Medical Social Work
- School Social Work
- Corrections/Criminal Justice
- Truancy/Attendance Services
- Mental Health/Behavioral Health Services
- Public Assistance Services
- Community Action Services
- Community Planning, Organization, or Macro-Level Services
- Alcohol and Drug Services
- Special Abilities, Developmental, or Rehabilitative Services
- Educational/Early Educational Services
- Community Planning and Development
- Treatment Groups
- Intensive Outpatient Programs
- Legal or Public Defense Services
- Domestic Violence Programs
- Homelessness Prevention Services
- Home Health or Hospice Care
- Public Policy Analysis or Advocacy
- Health Education
- Nursing Home Care
- Other (Please Identify)

Signature of Field Instructor: _____ Date: _____

**Delta State University
Department of Social Work
Field Instruction Agency Profile**

Agency Name: _____ Phone: _____

Address: _____ City/State: _____ Zip: _____

Director/Administrator: _____ Title _____

Is this agency an equal opportunity employer? Yes _____ No _____

Funding Source: Private _____ Public _____ For Profit _____ Other _____

Area(s) of Service: (Select all that apply)

- _____ Children and Youth Services
- _____ Adoption Services
- _____ Family Services
- _____ Geriatric/Older Adult Services
- _____ Medical Social Work
- _____ School Social Work
- _____ Corrections/Criminal Justice
- _____ Truancy/Attendance Services
- _____ Mental Health/Behavioral Health Services
- _____ Public Assistance Services
- _____ Community Action Services
- _____ Community Planning, Organization, or Macro-Level Services
- _____ Alcohol and Drug Services
- _____ Special Abilities, Developmental, or Rehabilitative Services
- _____ Educational/Early Educational Services
- _____ Community Planning and Development
- _____ Treatment Groups
- _____ Intensive Outpatient Programs
- _____ Legal or Public Defense Services
- _____ Domestic Violence Programs
- _____ Homelessness Prevention Services
- _____ Home Health or Hospice Care
- _____ Public Policy Analysis or Advocacy
- _____ Health Education
- _____ Nursing Home Care
- _____ Other (Please Identify)

Agency Work Hours: _____

Is transportation required of students in field placement? Yes _____ No _____

How many students can the agency accommodate per semester? _____

Will legal or criminal background checks of students be required? Yes _____ No _____

Please describe your agency dress code: _____

What physical amenities will be provided to students in the field placement? Check all that apply

Telephone _____ Desk/Office Space _____ Computer Access _____ Other _____

Will students need special testing or screenings?

(Example: TB Skin Test, Drug Screening, COVID-19 Testing/Vaccination)

Yes _____ No _____ If yes, please list: _____

Other Requirements?

Signature of Field Instructor: _____ Date: _____

**Delta State University
Department of Social Work
Agency and University Agreement**

This agreement is between (Name of Agency) _____
and the Delta State University Department of Social Work regarding the field instruction of a senior social work major. The program, student, and agency shall follow the policies outlined in the DSU Field Manual. This agreement will be in effect from January _____ (Date/Year) to May _____ (Date/Year).

_____ (Name of Agency) agrees to accept a student for field instruction and to provide them with supervision and professional experiences consistent with the objectives set forth and agreed upon in the Student Learning Contract as confirmed and approved by the DSU faculty liaison. Let it be known that either party may cancel this agreement, effectively ending the student's internship experience, before the end of the semester provided ample notice is provided. If there are personnel or policy changes made in the agency that would directly impact the student, the agency is to notify the assigned Field Liaison immediately so a plan of action can be created and implemented for the continuity of the student's learning experience.

It is understood that the assigned field instructor will assist DSU faculty in evaluating student performance, but the ultimate responsibility for determining and assigning grades and/or course credit lies with the DSU faculty liaison and/or Director of BSW Field Education.

THE FOLLOWING AGENCY PERSONNEL WILL INSTRUCT THE STUDENTS:

Primary Instructor (Name) _____ (Title) _____

The primary instructor is the person to whom the student will report and is the person who will evaluate the student. The primary instructor should be a degreed social worker with at least two years of post-degree experience when possible.

Support Instructor (Name) _____ (Title) _____

A support instructor is not required, but in some agencies, this person will be available to help the student in event of a temporary absence of the primary instructor.

Agency Name: _____

Agency Address: _____

Agency Representative (Print): _____

Primary Instructor (Signature/Date): _____

DSU Director of Field Education (Signature/Date): _____

**Delta State University
Department of Social Work
Student Learning Contract**

Student Name: _____ Date: _____

Student Address: _____

Student Email: _____ Student Phone: _____

Field Instructor Name: _____ Title: _____

Agency Name and Address: _____

Contact Email: _____ Contact Phone: _____

Office Hours of Field Instructor: _____

DSU Faculty Field Liaison: _____

Contact Email: _____ Contact Phone: _____

Office Hours of Field Liaison: _____

*Faculty information will be provided prior to the student's start date.

Dates of Placement: January _____(day) through May_____(day) of _____(year).

Learning Objectives of SWO 475 Field Practicum:

A) Upon completion of SWO 475 Field Practicum, all Delta State University BSW students should be able to do the following:

- 1) Practice within the values and ethics of the social work profession and with an understanding of and respect for the positive value of diversity
- 2) Identify and assess problems in the relationship between people and social institutions (including service gaps), plan for their solution, and evaluate their outcomes
- 3) Understand the forms and mechanisms of oppression and discrimination and the strategies of change that advance social and economic justice
- 4) Communicate effectively with others in a purposeful way, encouraging open and trusting relationships
- 5) Understand the current structures and issues of the social work profession
- 6) Assess the needs of populations-at-risk with emphasis on working with rural populations as both client and action systems
- 7) Demonstrate the following skills in working with systems of varying sizes: engaging, interviewing, defining issues, collecting data, recording, assessing, planning, contracting, intervening in alternative ways, evaluating, terminating, and following-up
- 8) Demonstrate the professional use of self

- 9) Use communication skills differentially with a variety of client populations, colleagues, and members of the community
- 10) Apply critical thinking skills within the context of professional social work practice
- 11) Analyze social policies and how they impact client systems, workers, and agencies
- 12) Understand agency structure, allocation of role performance, and the impact of organizational power and policies on client systems and, under supervision seek necessary organizational change
- 13) Evaluate research studies and apply findings to practice and evaluate their own practice interventions and those of relevant systems under supervision
- 14) Use supervision appropriate to generalist practice
- 15) Apply knowledge of biopsychosocial variables that affect individual development and behavior and use theoretical frameworks to understand the interactions among individuals and between individuals and social systems such as families, groups, organizations, and communities

B) Upon completion of SWO 475 Field Practicum, all Delta State University Social Work students place at _____ (Name of Agency) should be able to do the following:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

C) Students will be expected to perform the following tasks to reach set learning objectives:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

D) Orientation to the Field Practicum agency will be guided by the following action items:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

E) The formal evaluations of student performance, at the mid-term and final point of the semester, will be conducted by _____ (Name of Field Instructor) using the following criteria:

- 1)
- 2)
- 3)
- 4)
- 5)

F) The following factors will be considered by DSU faculty in determining the student's final grade for SWO 475 Field Practicum:

- 1) Student performance in the agency as evaluated by the Field Instructor at the mid-term and final point of the semester
- 2) Student participation and evaluation during the site visit conference
- 3) Successful completion of co-requisite assignments such as the Capstone Project
- 4) Satisfactory submission of all weekly questions
- 5) Satisfactory and honest submission of all weekly practicum hours reports
- 6) Participation in supervision with the assigned field instructor
- 7) Adherence to the *NASW Code of Ethics* and agency policies
Failure to complete any of the above will result in a grade of 'I' until completed.

It is understood by all parties signing this agreement that Delta State University as represented by the DSU BSW Field Liaison has the ultimate responsibility for determining the student's final grade.

Student Signature _____ Date _____

Field Instructor Signature _____ Date _____

Field Liaison Signature _____ Date _____

**Delta State University
Department of Social Work
Field Instruction Weekly Activity and Hours Report**

Student _____

Agency _____

Week of _____

Supervised by _____

Hours: Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Field Instructor Signature: _____

Field Instructor & Student Weekly Supervision Date: _____

Is there a need for conference with University Liaison: Yes _____ No _____

Observational Activities

- _____ Field Trip
- _____ Audio Visual
- _____ Observational Interview

Meetings Attended

- _____ Staff Meeting/Webinar
- _____ Informational Meeting
- _____ Court Sessions

Skill Learning Activities

- _____ Intake Interview
- _____ Crisis Interview
- _____ Small Group Sessions
- _____ Large Group Sessions
- _____ Family Interview
- _____ Conference with Agency Staff
- _____ Conference with Resources
- _____ Telephone Calls
- _____ Work with Volunteers

Written Skills

- _____ Social Summary
- _____ Care Recordings
- _____ Group Reports
- _____ Agency Forms
- _____ Letters
- _____ Meeting Notes
- _____ Activity Report
- _____ Court Report
- _____ Program Development

Other:

Use the bottom or back of this form to make comments you would like to share with your Field Liaison regarding your field experience and/or any problems you may be having applying classroom concepts in the field.

Comments:

**Students who are found to submit false or misleading hours reports will be subject to disciplinary action which may include dismissal from the Field Practicum and/or the DSU BSW Program.*

Field Practicum Site Visit Rubric

Student Name: _____

Field Instructor Name: _____

Placement Agency: _____

Date of Visit: _____

Field liaisons are to address the following prompts and make notations based upon the feedback from both the field student and the field instructor. This formative rubric is intended to provide clarity in assessing the student’s performance while in the field practicum. The feedback on this evaluation will be kept confidential as part of the student’s academic record. A copy will be retained and reviewed by the Director of BSW Field Education. Should concerns arise, students and/or field instructors will be contacted for further discussion or to develop and implement an appropriate plan of action.

Student Response:

1) I have been oriented to the agency including a review of policy and procedure.

0	1	2	3	4
Not at all		Somewhat		Totally

2) I understand the agency’s goals, structure, mission, goals, and purpose.

0	1	2	3	4
Not at all		Somewhat		Totally

3) I understand my role and responsibilities, and they have been clearly explained to me.

0	1	2	3	4
Not at all		Somewhat		Totally

4) I understand what is expected of me in relation to work hours, times, and what to do in case of absence or emergency.

0	1	2	3	4
Not at all		Somewhat		Totally

5) I was given information on what to do in case of emergency including inclement weather.

0	1	2	3	4
Not at all		Somewhat		Totally

6) My questions and concerns were addressed during or after orientation.

0	1	2	3	4
Not at all		Somewhat		Totally

7) I have been given a tour of the agency and have been introduced to staff.

0	1	2	3	4
Not at all		Somewhat		Totally

8) The number of learning opportunities have been sufficient in meeting and supporting my educational needs.

0	1	2	3	4
Not at all		Somewhat		Totally

9) The types of learning activities have been supportive of my professional and academic development.

0	1	2	3	4
Not at all		Somewhat		Totally

10) I feel welcome at the agency and have been supported by the field instructor and staff.

0	1	2	3	4
Not at all		Somewhat		Totally

11) I am receiving valuable feedback during the minimum of one hour of weekly supervision.

0	1	2	3	4
Not at all		Somewhat		Totally

12) I understand the purpose and function of supervision and find it to be helpful.

0	1	2	3	4
Not at all		Somewhat		Totally

13) I am able to ask questions and receive support outside of the designated time for supervision.

0	1	2	3	4
Not at all		Somewhat		Totally

14) The field instructor provides opportunities for learning and demonstration of the activities agreed upon in the learning contract.

0	1	2	3	4
Not at all		Somewhat		Totally

15) The field instructor is aware of my strengths and weaknesses and provides opportunities for me to develop my knowledge and skills.

0	1	2	3	4
---	---	---	---	---

4) The student understands what is expected of them in relation to work hours, times, and what to do in case of absence or emergency.

0	1	2	3	4
Not at all		Somewhat		Totally

5) The student was given information on what to do in case of emergency including inclement weather.

0	1	2	3	4
Not at all		Somewhat		Totally

6) The student asked relevant questions during or after orientation.

0	1	2	3	4
Not at all		Somewhat		Totally

7) The student has been given a tour of the agency and have been introduced to staff.

0	1	2	3	4
Not at all		Somewhat		Totally

8) I am offering the student an adequate number of learning opportunities to meet and support their educational needs.

0	1	2	3	4
Not at all		Somewhat		Totally

9) The types of learning activities offered have been supportive of the student's professional and academic development.

0	1	2	3	4
Not at all		Somewhat		Totally

10) The student feels welcome at the agency and has been supported by the field instructor and staff.

0	1	2	3	4
Not at all		Somewhat		Totally

11) I am providing valuable feedback to the student during the minimum of one hour of weekly supervision.

0	1	2	3	4
Not at all		Somewhat		Totally

12) I understand the purpose and function of supervision and find it to be helpful.

0	1	2	3	4
Not at all		Somewhat		Totally

13) The student is able to ask questions and receive support outside of the designated time for supervision.

Student Signature: _____ Date: _____

Field Instructor Signature: _____ Date: _____

Field Liaison Signature: _____ Date: _____

Director of BSW Field Education: _____ Date: _____

**Delta State University
Department of Social Work
Student Evaluation of Field Placement
Year _____**

Student's Name: _____

Name of Field Agency: _____

Location of Field Agency (City/State): _____

Agency Field Instructor's Name: _____

AGENCY EVALUATION: (TIP: You will only evaluate the AGENCY in this section.)

1) The agency had the capacity and experiential opportunities to meet my learning objectives.

0	1	2	3	4
Not at all		Somewhat		Totally

2) The role of the social worker was well defined within the agency.

0	1	2	3	4
Not at all		Somewhat		Totally

3) The staff was accepting of me, and administration was supportive and cooperative.

0	1	2	3	4
Not at all		Somewhat		Totally

4) The agency demonstrated and valued ethical practice and fair treatment of all persons.

0	1	2	3	4
Not at all		Somewhat		Totally

5) I would recommend this agency to other students for future field placements.

0	1	2	3	4
Not at all		Somewhat		Totally

Describe your answer to #5: _____

FIELD INSTRUCTOR EVALUATION: (TIP: You will only evaluate the primary FIELD INSTRUCTOR in this section.)

1) The field instructor established a comfortable working relationship with me.

11) The field instructor demonstrated cultural humility and awareness.

0 1 2 3 4
Not at all Somewhat Totally

12) The field instructor was helpful in the research and Capstone process.

0 1 2 3 4
Not at all Somewhat Totally

13) How often did you see your field instructor during this semester?

Daily ____ Several times a week ____ Weekly ____ As needed ____ Seldom ____

SELF-EVALUATION: (TIP: You will only evaluate YOURSELF in this section.)

1) I am confident in my performance during the Field Practicum.

0 1 2 3 4
Not at all Somewhat Totally

2) I was dedicated and invested in the learning process.

0 1 2 3 4
Not at all Somewhat Totally

3) I felt prepared and sought out additional resources as needed.

0 1 2 3 4
Not at all Somewhat Totally

ADDITIONAL QUESTIONS:

1) How did your social work courses help to prepare you for this field placement? _____

2) Do you have any additional thoughts or feedback for this field placement? _____

I certify the accuracy of this evaluation. _____ (Student)

Date: _____

I have read this evaluation. _____ (Field Liaison)

Date: _____

Semester Summary of Field Instruction Activities

Name of Student _____ Year _____

Name of Agency _____ City/State _____

Name of Field Instructor _____

Check all the tasks you were able to perform during the Field Practicum:

Observational Activities

- _____ Field Trip
- _____ Audio Visual
- _____ Observational Interview

Meetings Attended

- _____ Staff Meeting/Webinar
- _____ Informational Meeting
- _____ Court Sessions

Skill Learning Activities

- _____ Intake Interview
- _____ Crisis Interview
- _____ Small Group Sessions
- _____ Large Group Sessions
- _____ Family Interview
- _____ Conference with Agency Staff
- _____ Conference with Resources
- _____ Telephone Calls
- _____ Work with Volunteers

Written Skills

- _____ Social Summary
- _____ Care Recordings
- _____ Group Reports
- _____ Agency Forms
- _____ Letters
- _____ Meeting Notes
- _____ Activity Report
- _____ Court Report
- _____ Program Development

Other:

1) Describe the most valuable learning experience you had during the semester and explain its value to you and your professional development.

2) Provide relevant comments regarding any issues you had in applying classroom concepts.

3) For the benefit of future field students, please offer a constructive critique of your agency field experience from this semester.

Student's Signature _____ Date _____

Field Liaison Signature _____ Date _____