

Northeastern State University
Social Work Department
BSW and MSW
Field Practicum Manual
2018- 2019



Tahlequah
(918) 444-3511
Fax (918) 458-2346

Broken Arrow
(918) 449-6528
Fax (918) 449-6571

BSW Program is fully accredited by the Council on Social Work Education

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INTRODUCTION

Practicum is the learning by doing part of social work education, the heart of social work education. There are three partners in making the field practicum a success. The first is the Student who brings eagerness and excitement to practicum, the culmination of her/his social work education. The second partner is the agency Field Instructor who guides the Student in the process of day-to-day learning. The Faculty Field Liaison is the third partner who has the dual role of serving as a link between the agency Field Instructor and the University and that of assisting the Student to convert the knowledge, skills, and values gained in the classroom into practical experience.

The BSW field practicum program at Northeastern State University consists of a sequence of two courses: Social Work Practicum I and Seminar and Social Work Practicum II and Seminar. These courses represent the culmination of the baccalaureate Student's social work education.

The MSW field practicum entails two tracks. The traditional MSW practicum consists of two sequence courses during the first foundation year: Social Work Practicum and Seminar I and Social Work Practicum and Seminar II. The concentration second year of the traditional track dovetails into the Advanced Standing program. This practicum contains two sequence courses: Advanced Practicum and Seminar I and Advanced Practicum and Seminar II.

We, the faculty of NSU's Social Work Department, would like to express our sincere thanks and appreciation to all of our agency Field Instructors. The time and attention you give to our Students and your willingness to share your skills and expertise are vital to social work education and to our program. Again, thank you for your continuing professional commitment to the social work profession. We welcome your participation in the on-going development of our program and the profession of social work.

To our Students, best wishes for a successful field practicum experience. We, the faculty, look forward to this partnership and hope that our mutual goals will be achieved.

PURPOSE OF MANUAL

The purpose of this manual is to provide a guide to the philosophy, organization, expectations, procedures and policies of the Social Work BSW and MSW practicum programs of Northeastern State University. It is designed to serve the needs of Students, agency Field Instructors, and social work faculty as a common reference point. The manual is reviewed and updated annually based on suggestions and experiences of the Students, faculty, agencies, advisory board and external professional sources. The manual is supplemented by Field Instructor training sessions, workshops, and the distribution of year-specific materials such as

the University calendar and syllabi.

MISSION STATEMENT

The Northeastern State University Social Work Program's primary mission is to prepare academically competent and effective professionals; particular diverse first-generation college Students who desire to enter generalist social work practice. Along with our academic program's accessibility, our curriculum is designed to integrate and apply the knowledge, skills, and values of the Council on Social Work Education (CSWE) competencies and behavioral indicators with the National Association of Social Workers (NASW) Code of Ethics. These key foundations prepare our graduates to practice social work in a wide range of social work agencies and allied settings with diverse client systems and people. Our academic program has a unique focus in its integration of addressing social work practice with Native American populations, and the option to specialize in child welfare leadership.

GOAL FOR PRACTICUM

The field practicum affords the Student the opportunity to integrate and apply the knowledge, values, skills and ethics detailed in the CSWE 2015 Educational Policy and Academic Standards (EPAS) nine core competencies. These competencies and related practice behaviors that are integrated throughout the BSW and MSW curriculum. The Student completes a required set of practicum hours (see page 12 for additional information) at a human service agency, while being supervised by the Agency Field Instructor who guides the Student's learning experiences and provides either beginning or advanced level generalist social work practice experiences that will enable personal and professional growth. The practicum, along with the integrative seminar, allows for the application of classroom learning in the field setting. The Student will complete assignments that will encourage professional use of self and the use of critical thinking skills to assess, implement and evaluate agency policy within ethical guidelines. Students will be provided the opportunity to experience diversity, including **Native American** populations.

SOCIAL WORK OBJECTIVES

Utilizing the CSWE 2015 Educational Policy and Academic Standards (EPAS) as program and practicum objectives, BSW and MSW graduates of the Northeastern State University Social Work Program will be able to:

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

2. **Engage Diversity and Difference in Practice**
 - a) Apply and communicate understanding of the importance of diversity and difference in shaping life experience.
 - b) Present themselves as learners and engage clients and constituencies as experts of their own experiences.
 - c) Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

3. **Advance Human Rights and Social, Economic, and Environmental Justice**
 - a) Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.
 - b) Engage in practices that advance social, economic, and environmental justice.

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

5. **Engage in Policy Practice**
 - a) Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services.
 - b) Assess how social welfare and economic policies impact the delivery of and access to social services.
 - c) Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

6. **Engage with Individuals, Families, Groups, Organizations, and Communities**

- a) Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.
 - b) Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.
7. **Assess Individuals, Families, Groups, Organizations, and Communities**
- a) Collect and organize data, and apply critical thinking to interpret information from clients and constituencies.
 - b) Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.
 - c) Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies.
 - d) Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.
8. **Intervene with Individuals, Families, Groups, Organizations, and Communities**
- a) Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies.
 - b) Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.
 - c) Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes.
 - d) Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies.
 - e) Facilitate effective transitions and endings that advance mutually agreed-on goals.
9. **Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**
- a) Select and use appropriate methods for evaluation of outcomes.
 - b) Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.
 - c) Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

SOCIAL WORK VALUES

The Social Work Department of Northeastern State University subscribes to the social work values as outlined in the Council on Social Work Education's (CSWE) Educational Policy and Accreditation Standards (EPAS) effective 2015 (www.cswe.org). These values are a part of the document that sets forth the official curriculum policy for the accreditation of programs by CSWE.

SOCIAL WORK CODE OF ETHICS

The NSU Social Work Department subscribes to the ethical guidelines for social work practice as set forth by the National Association of Social Workers (NASW). The NASW Code of Ethics is intended to serve as a guide to the everyday professional conduct of social workers. The Code is relevant to all social workers and social work Students, regardless of their professional functions, the settings in which they work, or the populations they serve. Students and Field Instructors are referred to https://www.socialworkers.org/LinkClick.aspx?fileticket=ms_ArtLqzel%3D&portalid=0 for the current Social Work Code of Ethics as adopted by NASW 1996, revised 2018.

CONFIDENTIALITY

Students entering the BSW or MSW practicum must sign a Memorandum of Agreement, which includes a statement of confidentiality. By signing, the Student agrees to uphold the ethical guidelines of the social work profession as set forth in the NASW Code of Ethics, to respect the privacy of clients, and hold in confidence information obtained in the course of providing services. However, Students must also recognize that there are times that information obtained from or about a client should be shared with others (i.e., Field Instructor or other employees of the agency with a need to know, child maltreatment, threats of violence, threats of suicide, criminal acts, etc.). When in doubt about sharing client information the Student should seek guidance from their Field Instructor and/or faculty liaison.

Personal identifying information of a client should never be used in class assignments or discussions. General information regarding a client's situation may be used for academic purposes but must be de-identified of all personal information and used only with the permission of the agency and client, if possible. All faculty and Students in integrative seminar are bound by the same principle of confidentiality as the Student assigned to the case and sharing the information in the academic setting. Students are never required to discuss their own personal issues in integrative seminar or at the practicum agency. Additionally, Students should never disclose or discuss personal information or issues with an agency client.

ACCREDITATION STANDARDS

The Social Work Program of Northeastern State University subscribes and adheres to the Educational Policy Accreditation Standards (EPAS) of the Council of Social Work Education

(CSWE). CSWE is the national accrediting body for social work education programs. The standards enunciated by CSWE constitute the major guidelines for undergraduate and graduate field education. The Northeastern State University BSW is fully accredited by CSWE. The MSW is in pre-candidacy. The Council on Social Work Education's 2015 EPAS may be found at <https://www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS.aspx>

FIELD EDUCATION POLICIES AND PROCEDURES

THE FIELD PRACTICUM IN THE CURRICULUM

The field practicum component is a distinctive, integral part of the curriculum and is required of all social work majors. It is complementary to classroom education in that it provides the Student with directed learning experiences within agency service settings that allow opportunities to apply and test content dealing with social work values, ethics, human diversity and populations at risk.

The shared task of field practicum and the rest of the curriculum is in assisting Students to find the connections between the classroom and the field and the connections between theory and practice. The objective of field practicum is to produce a professionally reflective, self-evaluating, knowledgeable, and developing social worker.

ADMISSION AND PLACEMENT PROCEDURES TO BSW PRACTICUM

- A. 88 semester hours
- B. 2.5 GPA overall
- C. 2.5 GPA in All Social Work Courses
- D. Proof of Field Practicum Liability Insurance
- E. Submission of Practicum Application Materials and Approval of Faculty
- F. Refer to University Catalog for Practicum Courses Prerequisites

Students who have met curriculum eligibility requirements for Practicum I attend a meeting with the faculty liaison and/or the Field Director the semester prior to entering the field. The initial contact is a group meeting where information concerning the field placement process is explained, expectations are outlined and a general time frame is set. Students have an opportunity to clarify any questions about field practicum.

Placement is based on the individual Student's interest, learning goals, needs, agency availability and resources. The Student schedules interview appointments with two-three appropriate agencies. Placement is finalized upon mutual agreement between the Student, the Agency and the Field Director.

At the general meeting, the Students will cover information found in the practicum manual. The application material is to be completed within three (3) weeks. The application material will cover: 1) a brief autobiographical statement; 2) a current resume that should outline the Student's employment and volunteer experience and highlight courses pertinent to

possible practicum site (i.e., workshops, child development courses, etc.); 3) Student's statement of expectations of field practicum and educational and professional goals.

Upon receipt of the application, the Field Director schedules an interview with the Student to review the application and for further exploration of the Student's interests and expectations for practicum.

Based on the interview, the Field Director assists the Student in selecting two-three appropriate agencies to visit and interview (See page 29 for definition of Agency). Following the Student's Agency visit and interview, the Field Director, the agency Field Instructor and/or Agency administrator will discuss the visit/interview to finalize Student placement for the next semester. A confirmation letter, via university email, will be sent to both the Agency and the Student when placement is finalized.

Students new to field practicum will attend an orientation meeting scheduled by the Field Director prior to beginning placement to review reporting responsibilities to the Program and the Agency, answer questions, share expectations for practicum, and discuss a general timetable for the semester.

ADMISSION AND PLACEMENT PROCEDURES TO MSW PRACTICUM

Students admitted into the MSW programs at Northeastern State University School of Social Work are eligible for field placement. Below is an outline of the placement procedure:

- At the time of admission, Students will complete a "MSW Student Practicum Placement Form" used to guide the placement process.
- The summer before the first semester of courses, MSW Students will attend an orientation meeting with the Field Director and/or Faculty Field Liaison. The field placement form will be collected that this time and reviewed by staff. Meeting times will be announced through school email.
- Students will meet with a Faculty Field Liaison or the Field Director to review the form and for further exploration of the Student's interests and expectations for practicum. Based on the interview, the Faculty Field Liaison will assist the Student in selecting at least two appropriate agencies to visit and interview.
- The Student will make contact with the Agency to set up an interview, in which he or she will provide a resume.
- Following the Student's Agency visit and interview, the Faculty Field Liaison and/or the Field Director, the Agency Field Instructor and/or Agency administrator will discuss the visit/interview to finalize Student placement.
- If a Student goes on three interviews and either chooses to decline or is declined an internship, the Field Director and/or Faculty Field Liaison reserves the right to consult the program chair about the Student moving forward in the field selection process. It will be the responsibility of the Field Director, Faculty Field Liaison, and the program chair to determine if the Student is an appropriate fit for the program at the current time.

- A confirmation letter will be sent to both the Agency and the Student when placement is finalized.
- Students will remain in the same practicum both semesters during the Traditional Pathway first (foundation) year. Before April 1 of the second semester, Students will complete a second “MSW Student Practicum Placement Form” to submit to the Field Director, requesting a new practicum agency or a different role in the same agency for the second (concentration) year.
- Advanced Standing Students will complete a practicum in a new agency. Students may petition to remain in the same agency as their BSW, but in a different department. Final practicum placement is made by the Field Director and/or Faculty Field Liaison.
- The Student is monitored in his/her placement by the assigned Faculty Field Liaison. The liaison contacts and visits the Student at their practicum site twice each semester. In addition, the Faculty Field Liaison is the instructor for the field seminar.
- Prior to the MSW placement, all previous bachelor coursework is to be successfully finished. Students who accumulate any incomplete social work grades after admission to the field practicum program may not be allowed to begin/continue their upcoming placements. Students enrolled in the Traditional program who receive credit for their SOWK 5204 & 5404 first year (foundation) field practicum will matriculate to the final two semesters of field practicum (concentration).

FAILURE TO SECURE PRACTICUM PLACEMENT

If a Student goes on three interviews and either chooses to decline or is declined an internship, the Field Director and/or Faculty Field Liaison reserves the right to consult the Program Chair about the Student moving forward in the field selection process. It will be the responsibility of the Field Director, Faculty Field Liaison, and the Program Chair to determine if the Student is an appropriate fit for the program at the current time.

PRACTICUM ATTENDANCE FOR BSW AND MSW

1. Start and End Dates: ALL Students may start the first week of the fall and spring 16-week course classes. Practicum hours extend to the end of each semester. They may not be completed earlier than December 1 (fall semester) or earlier than May 1 (spring semester). Deviations require approval by the Field Director and Faculty Field Liaison.
2. Minimal Clock Hours: Students may not accumulate practicum hours before the official beginning of the semester or carry over hours from first practicum to the second, without permission from the faculty liaison and/or Field Director. Time spent by Students in required, school-sponsored meetings (i.e. seminar) does not count toward the minimum hours to be completed in the agency setting. Prior work experiences or other life experiences do not count toward the required hours. Program requirements:

- The BSW Students are required to complete a minimum of 225 clock hours in their practicum Agency for each of two practicum courses (SOWK 4984 & 4994), for a total of 450 clock hours.
- The Traditional MSW foundation (first-year) Students are required to complete a minimum of 225 clock hours in their practicum Agency for each of two practicum courses (SOWK 5204 & 5404), for a total of 450 clock hours.
- The Traditional MSW concentration (second-year) Students are required to complete a minimum of 250 clock hours in their practicum Agency for each of two practicum courses (SOWK 5604 & 5804), for a total of 500 clock hours.
- The Advanced Standing Students are required to complete a minimum of 250 clock hours in their practicum Agency for each of two practicum courses (SOWK 5604 & 5804), for a total of 500 clock hours. In the future, a one-semester block practicum will be an option for Students to complete this practicum.

2. Practicum Schedule: The Student's practicum work schedule is to be set at the beginning of the semester and should be placed on page one of the Student's Educational Contract. The Student's schedule of their practicum hours should be during client hours and during time the Field Instructor is normally scheduled to be at the agency. Practicum Students remain in the same agency/organization for fall and spring semesters of an academic year.

It is recommended that Students attend practicum two full, eight hour days a week during each of the two semesters. Other schedules are permitted, with concurrence of the Student and Field Instructor, as long as the Student is scheduled for a minimum of four hours on any given day. Therefore, practicum Students cannot be scheduled for more than four one-half days a week in the agency.

3. Practicum Absences: Regular attendance is expected. Attendance and punctuality are a reflection of the Student's level of professionalism and are included in the Student's performance evaluations.

Absences due to illness or emergencies are to be made up in a manner prescribed by the agency Field Instructor. Such makeup work should be completed within the general framework of the Field Educational Contract.

Excessive or unexcused absences are grounds for terminating the placement, or for assigning a failing grade.

4. Social Work Conferences and Meetings: Attendance at social work conferences and meetings falling on field time may be counted as field time at the discretion of the agency Field Instructor's judgment of the program's learning opportunities for the

Student. As a professional learning experience, the agency Field Instructor may expect documentation and discussion of that experience.

5. University Calendar: The practicum schedule follows the University calendar. The Students are allowed University holidays falling on field days, e.g., Thanksgiving break, Fall break and Spring break. Students are responsible for preparing the agency Field Instructor and clients for these absences. The minimum number of practicum on-site clock hours must be satisfied during the semester (holidays do not count towards the required on-site hours).
6. Inclement Weather: Practicum Students should become aware of and follow their agency's inclement weather policies and procedures. If on-campus classes at the university are cancelled and the agency is open the Student would be expected to attend practicum. If the agency is closed and the university is open for classes the Student would not attend practicum that day and no hours would be accrued toward the required minimum number of hours. Students should always use good judgment when evaluating their own situation relative to inclement weather and natural disasters.

COURSE CREDIT

- The BSW Students are required to complete a minimum of 225 clock hours in their practicum Agency for each of two practicum courses (SOWK 4984 & 4994), for a total of 450 clock hours. Upon successful completion, the Student earns eight (8) credit hours. Credit is not given for life experiences, including prior work experience.
- The Traditional MSW foundation (first-year) Students are required to complete a minimum of 225 clock hours in their practicum Agency for each of two practicum courses (SOWK 5204 & 5404), for a total of 450 clock hours. Upon successful completion, the Student earns eight (8) credit hours. Credit is not given for life experiences, including prior work experience.
- The Traditional MSW concentration (second-year) Students are required to complete a minimum of 250 clock hours in their practicum Agency for each of two practicum courses (SOWK 5604 & 5804), for a total of 500 clock hours. Upon successful completion, the Student earns eight (8) credit hours. Credit is not given for life experiences, including prior work experience.
- The Advanced Standing MSW Students are required to complete a minimum of 250 clock hours in their practicum Agency for each of two practicum courses (SOWK 5604 & 5804), for a total of 500 clock hours. Upon successful completion, the Student earns eight (8) credit hours. Credit is not given for life experiences, including prior work experience.

INSURANCE

All Students enrolled in field practicum are required to carry a minimum of \$1,000,000.00 of professional liability insurance during the entire period of the practicum. Such insurance is available at favorable rates to Student members of NASW (www.socialworkers.org). However, Students may select any insurer of their choosing.

The Student is responsible for providing the Field Director evidence of liability insurance at the prescribed level prior to beginning practicum. **No Student will be permitted to begin practicum without proof of liability insurance coverage.**

GRADING POLICY

The final grade for practicum and seminar is determined by the Faculty Field Liaison. The grade will be based on the Student's performance in practicum, as evaluated and recommended by the Agency Field Instructor, and the Student's performance in relation to course requirements for integrative seminar. Specific requirements for each course are to be found in the current course syllabi. Grades for BSW and MSW practicum courses will be entered by the Faculty Field Liaison with the following grades possible:

(P) PASS - Students receiving a Pass (P) grade must meet or exceed the minimum requirements found in the course syllabus. The Pass grade indicates hours earned but does not contribute to the GPA.

(F) FAIL - Students who do not meet the minimum requirements for the course found in the syllabus will receive a Fail grade. The fail grade is an F and is calculated into the GPA.

(I) INCOMPLETE - A grade of Incomplete may be given when a Student has made satisfactory progress and is near completion of the required practicum hours but is unable to complete the hours during the semester because of extended illness or other factors beyond the Student's control. The faculty liaison must be given a written plan developed by the Student and Field Instructor for the timely completion of the hours/requirements.

NOTE: Due to the importance of field education and the criticality of practicum and seminar a failing grade (F) are taken very seriously by the Social Work Department. Students who receive a fail (F) grade and wish to continue in the program, must re-enroll in the practicum and seminar in which the grade was received. Prior to re-enrollment the Student must meet with his/her faculty liaison and the Field Director concerning the issues/problems which resulted in the grade. Based upon the outcome of that conference and a written plan, continuation in the program and re-enrollment in practicum will be approved or disapproved by the Social Work Faculty.

GRADE APPEALS

Grades for the field practicum are recommended by the assigned agency Field Instructor to the Faculty Field Liaison. **The Faculty Field Liaison assigns a grade for the complete field practicum/seminar course.**

The grade assigned by the Faculty Field Liaison is made as the formal grade report to the registrar. In the event that the Student does not agree with the final grade assignment, the Student should contact the Faculty Field Liaison. The Student will then be put in contact with the Social Work Program Chairperson. If consultation with the Social Work Chair does not produce a satisfactory outcome, the University Grade Appeals Process is called into effect. This policy reads: "A Student may petition a grade change by using the Grade Appeals Process if satisfactory resolution cannot be achieved after consultation with the instructor and/or the Division Chairperson/Dean. The Grade Appeals Process must be formally initiated with a written appeal to the Division Chairperson/Dean within four months following awarding of the original grade." (Link: <https://academics.nsuok.edu/graduatecollege/CurrentStudents/Policies/GradeAppeals.aspx>)

STUDENT EVALUATIONS

The BSW Agency Field Instructors will conduct a mid-term assessment and a final evaluation at the end of the semester of the Student's performance in the field practicum using the Education Contract/Evaluation Form. The MSW Field Instructors will complete a final evaluation at the end of the semester of the Student's performance.

Mid-Term Evaluation(BSW only): The Mid-Term Evaluation, found in the Education Contract/Evaluation, is considered as a progress report and is to be reviewed with the Student in order to identify learning deficiencies early enough to allow the Student to formulate a plan for improvement. The assessment form can thereby provide a means of identifying areas of professional development made during the semester as well as increasing the Student's awareness in need of areas for development. Any deficiency which is indicative of a serious problem must be reported in writing to the Field Director through the faculty liaison (refer to page 18, Field Problem Resolution Plan). When such a report is received, the faculty liaison meets with the agency Field Instructor and the Student.

Final Evaluation (BSW & MSW): The Final Evaluation is completed by the agency Field Instructor and Student at the end of the semester and is the basis for the recommended final grade in practicum. The Student's final grade for the course cannot be entered until the faculty liaison receives the completed final evaluation.

If the Student disagrees with the final evaluation completed by the agency-based Field Instructor, the Faculty Field Liaison should be consulted to mediate (see Grade Appeals).

CO-REGISTRATION (BLOCK) PRACTICUM FOR BSW STUDENTS

In very unusual situations and when the nature of an agency's services permits a more intensive schedule, it is possible for a Student to co-register in Practicum I and Seminar (SOWK 4984) concurrent with Practicum II and Seminar (SOWK 4994). This requires the prior approval of the Field Director, the social work faculty, and the agency. This arrangement requires that the Research and Practice II courses be completed before a block practicum can be approved (i.e. the Student is required to repeat Practicum I and Seminar due to an "F" or "U" grade).

Students who co-register will be expected to spend at least four (4) days a week in the practicum agency and attend both seminars and complete related assignments. The Student must take the initiative by making a written request for approval to co-register. Requests should include the reasons for request and practicum plans.

SUMMER PRACTICUM FOR BSW & MSW STUDENTS

Due to limitations of the social work program resources, Students will be allowed to enroll for the BSW and Advanced Standing Practicum II courses (SOWK 4994 and 5804) in the summer only if they will complete graduation requirements the end of the summer term. A request for summer practicum II must be made in writing to the Field Director by April 1, preceding the summer term. The letter should include the reasons why the Student needs a summer practicum. Students enrolled in summer practicum spend four (4) days (32 hours) a week in the practicum agency and meet weekly with the Faculty Field Liaison for integrative seminar for a total of 16 hours of seminar. This is the same course time, course content, and supervision Students receive during the fall and spring semesters.

Students enrolled in summer practicum may, with the consent of the agency and the Field Director, complete some practicum hours during the interim before and after the summer term when the university is not formally in session. Such arrangements are intended to assist in maintaining continuity of service to clients and the agency. Approval is contingent upon the availability of administrative support from the social work department during breaks in the University schedule.

All plans for practicum work that is to be completed outside the university calendar is to be detailed in the Field Education Contract/Evaluation, and reviewed by the Field Director.

PRACTICUM PLACEMENT IN EMPLOYING (WORK-SITE) AGENCY

Field Practicum Placement in an agency where a Student is employed may be proposed by BSW or MSW Students. Evaluation and approval of the proposal, to use the agency where the Student is employed for a field practicum placement, is the responsibility of the NSU Social Work Faculty. The agency official with the authority to grant permission for release time for the field placement should be contacted before submitting proposals to the Field Director for approval. The NSU Social Work Faculty must approve the final proposal.

Criteria for approval of Field Practicum Placement at Student's Place of Employment

- Practicum experience may not include or in any way duplicate the roles, tasks, or responsibilities for which the Student is employed by the agency. Any roles, tasks, or responsibilities performed by the Student for practicum purposes must be separate and additional to any roles, tasks, or responsibilities for which the Student is employed by the agency, including clientele and caseload.

- The Agency must agree to release the Student during his/her practicum hours to go outside the agency, if necessary, to obtain practice opportunities for these new knowledge and skills, with prior agreement by the University and the Agency
 - The Agency must agree to identify new and challenging activities for the Student, outside of their normal duties, that encompass broad and transferable skills/knowledge relevant to the learning contract and the core competencies.
- Practicum hours must be completed outside the scope of employment hours.
- Any roles, tasks, or responsibilities performed by the Student for practicum purposes must be under the guise of a separate supervisor/Field Instructor from that which oversees the roles, tasks, or responsibilities for which the Student is employed by the agency. The Field Instructor must meet the NSU Practicum Guidelines listed on page 31.
- University liability insurance and professional insurance will cover the Student only during field placement hours.
- If the field placement agency intends to offer Students a stipend, such funding should not be given for work that would otherwise be paid. Stipends do not function as payment for work performed.
- Students should be aware that consequences could arise from a change in employment status or management at their agency. If a Student's employment is terminated by an agency, it could jeopardize the ability to complete field requirements. In the case of termination, the university would need to investigate the reason for termination before the Student could be reassigned to a new field placement. Reassignment and continuation of field placement is not guaranteed.
- The approval and acceptance of the Agency Field Instructor rests with the Field Director. The Agency must agree to comply with all practicum policies delineated in the NSU Social Work Program practicum field manual.

Proposal Instructions:

The "Request for Practicum Placement in an Agency of Employment" (p. 48) must be submitted prior to the beginning of the semester for which the field practicum placement is being proposed. Final written approval by the NSU Social Work Faculty to the Faculty Field Liaison, the Student, and the Agency Field Instructor is required before the Student may begin their field practicum placement.

1. Prior to constructing draft, the Student must discuss the proposal and all requirements with the Director of Field Education, agency administrator and proposed Agency Field Instructor. The focus of the review is to ensure there will be opportunities for the Student to meet the competencies and practice behaviors specific to the curriculum the Student is enrolled.
2. The proposal must provide opportunities to pursue and achieve the development and mastery of competencies for the BSW/MSW Curriculum in which the Student is enrolled, so that its implementation will facilitate the Student's development as a professional social worker.
3. Student and proposed agency will complete and submit electronically one (1) original of the "Request for Practicum Placement in an Agency of Employment", with signatures, to the Field Director for review.

4. The Field Director will disburse the proposal to all Social Work Faculty for approval/disapproval.
5. Once faculty decision is made, the Field Director will notify the Student in writing of the decision. The approved and fully executed Agency of Employment Proposals will be distributed to the Student's file, the Student, and one copy to the Agency Field Instructor.

FIELD PROBLEM RESOLUTION PROCEDURES

Field problems rarely occur as single events, but are manifested over a period of time sufficient to provide evidence that attention is warranted. Most problems, if identified and acted upon early, can be resolved in a professional manner between the parties involved. Field problems include, but are not limited to:

- Failure to meet standards established in the NSU Social Work Program Student Contract, which includes professional conduct and personal integrity, such as behavior not consistent with the *NASW Code of Ethics*.
- Unsatisfactory practice performance, such as consistent failure to demonstrate effective interpersonal skills or the emotional stability necessary for forming professional helping relationships. Any violation of practicum agency policy that compromises the integrity of the working/learning environment.
- Disagreements and/or personality conflicts in the field setting; inappropriate or disruptive behavior toward clients, colleagues, staff or field faculty.
- Agency problems having a negative impact on the field experience, such as agency personnel going on strike, or agency staff reduction.

Note: Field Instructors, Faculty Liaisons and Students are responsible for documenting any problematic behaviors by a Student or problems in the agency setting, and keeping the Field Director and/or Faculty Liaison informed of significant concerns.

Following are the sequential steps of the field problems resolution process:

1. As soon as the problem is identified, the Student will bring it to the attention of the Field Instructor (FI), or the FI will bring it to the attention of the Student. Together the FI and the Student will attempt to solve the problem.
2. If the Student and FI are not able to resolve the problem to their mutual satisfaction, both parties will contact the Liaison for consultation and a three-way meeting if needed. Following consultation with Student and FI, the Liaison should be in direct communication with both the Student and FI within 7 working days and notify the Field Director of the problem. In the event an Agency terminates the practicum, please refer to step 6

3. If the problem is still not resolved, the FI, Liaison and/or Student will delineate in writing a Field Resolution Plan. The Plan will require:

- A clear definition of the problem
- The tasks to be performed to resolve the problem
- The behavioral indicators of resolution
- A specified time line for task completion
- A plan for outcome evaluation
- FI, Liaison, and Student Signatures

Each of the above parties will keep a copy of this plan for their reference. The Liaison will provide a copy of the written problem resolution plan to the Field Director and Student's Academic Advisor.

4. The Student, FI and Liaison will evaluate problem resolution outcomes and provide a written outcome evaluation to the Student, Field Instructor, Liaison, Field Director and Academic Advisor.

5. If the problem cannot be resolved satisfactorily for all parties, the Liaison will immediately notify the Field Director and Academic Advisor in writing. The Field Director will respond to the Liaison within 5 working days.

6. The Field Director will determine, in consultation with the Social Work Faculty as needed, whether or not other means, such as field reassignment, are available for problem resolution and put this in writing to the Student, FI, Liaison and Academic Advisor.

7. If the problem cannot be resolved by the above means, the Field Director will notify the Program Chair in writing.

8. When the problem involves dispute over the field grade assigned by the Liaison, normal University procedures will be followed as outlined in Grade Appeals (page 11).

9. When the problem involves a question of the Faculty Liaison's performance, the Field Director will immediately refer the matter to the Program Chair.

10. When the field problem involves the Student's unsatisfactory performance, unethical behavior, or any other situation where the Student's continuation in the practicum course is in question, the Field Director will refer the matter to the Social Work Faculty.

11. Upon review of the field problem, a recommendation will be made by the Faculty. The Field Director will send a written recommendation to the Program Chair. All parties involved will be given written notification of the Faculty's recommendation.

12. If the Student disagrees with the Faculty's recommendation, the Student may submit a written appeal of the recommendation to the School Program Chair within 5 workdays. The Program Chair will make a decision within 7 workdays following receipt of the Student's appeal.
13. If the Student disagrees with the Program Chair's decision, the Student may submit a written appeal to the College of Liberal Arts Dean within 5 workdays. The Dean will review the recommendation by the Faculty and Program Chair and make a decision within 7 workdays following receipt of the appeal. The decision by the Dean is final. Additional appeals are prohibited.
14. A time extension may be requested by all parties involved. The extension must not exceed 7 workdays unless illness or other extraordinary circumstances occur.

CHANGE OF PRACTICUM SITE

Students are expected to remain in the same practicum site for both BSW and MSW Practicum I and Practicum II of the specific program year (See page 13). If needed, refer to Field Problem Resolution on page 18. A change in practicum site will be considered by the faculty when the following have occurred:

1. The Student makes a written request to the Field Director to change practicum sites;
 - a) the Student outlines specific reasons for making a change in practicum sites;
 - b) the Field Director presents the request to the social work faculty for consideration;
 - c) the Student is notified by letter of the faculty's decision, or
2. At the Field Instructor/Agency's request.

TERMINATION OF A FIELD PRACTICUM

Due to Illness or Emergency: If Students are unable to complete the requirements of the field practicum due to illness or other emergency, they are allowed to withdraw from the course under University policies. Students withdrawing from practicum for any reason are to inform the Field Instructor, Field Director and the faculty liaison. The practicum course must be completed in its entirety. No credit is given for partial completion of practicum activities.

Due to Poor Performance or Misconduct: In the event that the Field Problems Resolution Process has determined a Student's performance so poor that it is judged to endanger the safety and welfare of clients, or if it threatens the integrity of the agency programs, the placement may be terminated prior to the end of the academic term.

Termination of a placement for reason of Student deficiency requires the concurrence of the FI and the Social Work Faculty.

Students withdrawn from the placement due to poor performance will be graded in accordance with University policy on withdrawal and assigned a grade of "W" or "F" depending on the timing of the decision.

Petition for Re-Enrollment: Students withdrawn due to poor performance may be allowed to re-enroll in a future semester after a formal review of Student performance by the Social Work Faculty, with the participation of the agency Field Instructor. A letter of petition for re-enrollment by the Student will be due 30 days prior to the specific semester.

In matters of poor performance, the faculty may recommend to the Student a course of study or remediation which, upon completion, will permit the Student to petition for re-enrollment. If re-enrollment is denied, the Student will be counseled out of the Social Work Program.

The Counseling-out process (refer to Student handbook) may be invoked without reference to the Student's prior academic performance. It is based wholly upon the Student's demonstration of the knowledge, values, skills and ethics deemed fundamental to ethical generalist social work practice.

For matters of misconduct, including ethical violations, any future re-enrollment in the Social Work Program would be contingent upon the Student providing evidence to the Social Work Program faculty of substantial change or rehabilitation pertinent to the circumstances which prompted the counseling out decision. The NSU Social Work Program reserves the right to request outside documentation, including but not limited to diagnostic examinations, police reports, etc.

PRACTICUM EXTENSION DUE TO UNSATISFACTORY PERFORMANCE

No extensions will be considered.

MENTAL HEALTH CASES REQUIRING ADMINISTRATIVE ACTION

Whenever a question arises concerning the physical, emotional or mental fitness of a person to enroll or remain enrolled at Northeastern, the University may require that person, as a condition for admission or retention, to submit whatever diagnostic examinations the University may specify. These examinations must be paid for by the individual examined or by any agency other than Northeastern State University. The University may, at its discretion, temporarily suspend the Student pending the outcome of the specified examination. Refusal by the Student to submit to the examination or an unfavorable report from the examiner may be cause for denial for admission or retention. In all cases covered by this policy, the University reserves the right to exercise the final judgment with respect to the admission or retention of the person whose fitness has been questioned.

An outline of steps to be taken by administrative staff at the University when confronted by a situation involving Students with serious emotional problems is on file in the Office of Student Affairs.

GRIEVANCE PROCEDURES

This institution, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendment Act of 1972, section 504 of the Rehabilitation Act of 1973, and other Federal Laws and Regulations, does not discriminate on the basis of race, color, or national origin, sex, age, religion, handicap or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to admissions, employment, financial and educational services. In addition, the University will not tolerate any behavior, verbal or physical conduct by any administrator, supervisor, faculty or staff member which constitutes sexual harassment of a Student.

A committee, consisting of faculty members and Students, has been created to consider any complaints by Students concerning these regulations. An outline of the grievance procedure is on file in the Personnel Office of the University at the Office of Student Affairs. (NSU Student Handbook)

FIELD SAFETY POLICY

Most Students entering practicum experience some level of anxiety regarding their skills, abilities and roles. This concern is normal and expected. Students may also have concerns for their personal safety as social work can be a dangerous profession when hostile and violent clients direct their feelings towards a worker or Student. Due to the complex nature of client's problems and the occasional need for Students to work evenings and/or visit clients' homes a certain amount of anxiety is to be expected and is considered healthy.

While research indicates that Students are rarely a victim of violence while performing practicum duties, it has happened. Violent acts may be in the form of verbal abuse (threats and intimidation), physical assaults, sexual harassment and sexual assault. **Students are therefore advised to exercise caution in the conduct of their roles as practicum Students.** If a Student feels uncomfortable with an assignment, his/her concerns should be discussed with the Field Instructor. If not provided by the Student's placement agency, the Student should request information and training regarding personal safety techniques. Issues regarding risk and personal safety will be discussed during the orientation session for Practicum I Students prior to entry into internship. Integrative seminar is also an appropriate forum for the discussion of concerns and methods for reducing risk. While risk cannot be totally eliminated, it can be reduced by awareness, knowledge and safety techniques.

The field education program is concerned about risk to practicum Students and wishes to ensure safety of all Students while in placement or engaged in internship related activities. To this end the Department engages in the following prevention efforts:

1. Acknowledges that risks to personal safety exist in delivery of social work services.
2. Encourages Students to discuss their concerns about the hazards of field education.
3. Supports Students when assigned duties or otherwise placed in positions that they feel places them at risk or makes them vulnerable to harm.
4. Provides training and information to Students regarding risk and personal safety issues during orientation.
5. Works with agencies to recognize potential risk to Students and requires that field placements provide ongoing supervision and instruction to Students.
6. Provides faculty liaison support and seminar sessions as a forum for discussion of concerns, provision of information, and mutual support.
7. Provides a structure for the reporting of breaches of safety involving practicum Students in the field.

The following procedures should be followed when a breach of safety has occurred:

1. The Field Instructor and assigned faculty liaison and/or the Field Director should be advised by the Student at any point in time of all concerns regarding personal safety.
2. Any and all incidents of violence or harm experienced by a Student while in field education, regardless of the source or perpetrator, should be reported immediately to the appropriate authorities, including but not limited to, Field Instructor or agency administrator and faculty liaison or Field Director.
2. If medical attention is needed or the involvement of law enforcement is required, the Field Instructor or agency administrator will immediately arrange for the needed services and contact the Social Work Department as soon as possible.
4. The Student will complete any incident reports required by the agency, according to their policies and procedures, and any required by the university.

SEXUAL HARASSMENT

It is the policy of Northeastern State University and the field education component of the Social Work Department that sexual harassment of Students in any form will not be tolerated nor condoned in field placement or practicum related activities.

Sexual harassment includes, but is not limited to rape (including: date or acquaintance rape), sexual assault or sexual harassment. In instances where University policy prohibiting sexual misconduct has been violated, the University will pursue disciplinary action. Students may elect to pursue the concern through the state criminal justice system as well as the

University's Student conduct system. If the University has reason to believe that sexual misconduct has occurred, the University's sanctions may include warnings, probation, restrictions, suspension or expulsion. Sexual assault is defined as having sexual contact or sexual intercourse with another person without the consent of that person.

Consent is defined as positive cooperation due to an exercise of free will. Persons consenting must act freely, voluntarily and have knowledge of the act or transaction involved. Consent will not be implied from silence, passivity nor from a state of intoxication or unconsciousness. Lack of consent is implied if the victim is incapable of giving consent because of mental, developmental, or physical ability, or lack of legal age in giving consent. Lack of consent is implied if the threat of violence is used or due to an imbalance of power held by the perpetrator over the victim.

Any Student who believes she/he is being or has been sexually harassed while in the conduct of practicum related activities by a client or by any person outside the practicum agency should immediately notify the Field Instructor or agency administrator and the faculty liaison or Field Director.

Any Student who believes she/he is being or has been sexually harassed by a Field Instructor or any other staff member or agency employee should notify the faculty liaison and/or the Field Director immediately. The Social Work Department will initiate appropriate action to protect the Student and assist the Student to deal with any negative repercussions. For further information regarding their rights and responsibilities Students are referred to the Sexual Assault Policy and Sexual Harassment and Assault Grievance Procedures in the Northeastern State University Catalog.

DRUG AND ALCOHOL POLICY

Practicum Students are to be familiar with the Drug and Alcohol Abuse Prevention Policy of Northeastern State University and the health risks associated with the use of drugs and the abuse of alcohol, found in the NSU Catalog. Further, it is the responsibility of the practicum Student to familiarize themselves with the policies of their practicum agency related to the possession or use (or being under the influence) of drugs and/or alcohol while at the agency or functioning in any role related to the practicum agency.

The use of alcohol and other drugs represents a serious threat to health, safety, and to the quality of life. It has also many ethical and practice ramifications for the practicum Student and may influence the quality of services to the client and the integrity of the social work profession.

Therefore, the possession or use of alcohol or illicit drugs during practicum or being under the influence of any substance while on duty as a practicum Student is strictly forbidden. A Field Instructor suspecting a violation of this policy should send or take the Student home immediately and notify the Social Work Department Field Director or the Student's faculty liaison at once. Field Instructors may also choose to report the incident to law enforcement and/or agency administration. Social work faculty will follow university policies and procedures

when responding to a report by a Field Instructor of agency representative. Possible sanctions against a practicum Student who violates this policy will include those outlined in the NSU Catalog. Other appropriate corrective actions and referrals may be made by the Social Work Department.

AFFIRMATIVE ACTION/EEO POLICY STATEMENT

The Administration of Northeastern State University strongly supports the fundamental belief and commitment to the principles of equality and opportunity for all people.

This institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act of 1990 and other Federal Laws and Regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

To stimulate efforts toward increasing involvement of persons whose minority status might have denied them previous opportunity in this academic community, the university has developed and revised periodically an Affirmative Action Plan. Northeastern's Affirmative Action Plan governs efforts related to selection, placement, training, and promotion of all employees with respect to personnel actions, such as compensation, reassignments, in-service training, tuition, or other professional growth subsidies and termination. The continual thrust of the university's plan is to employ and retain individuals who are members of minority groups that may be or become under-utilized in the total employment force. However, the primary criterion for employment shall be the ability of the employees to perform the work. Every member of management is responsible for insuring his/her department's compliance with the university's commitments and policies. Overall monitoring responsibility for Northeastern's Affirmative Action Program and 504 Compliance has been assigned to the Affirmative Action Officer.

Employees should contact the Compliance Office immediately if they feel that any of these policies have been violated.

AMERICAN DISABILITIES ACT - NSU POLICY

Northeastern State University is committed to providing access to the university for all individuals with disabilities. Student Affairs works to ensure a climate of understanding, access and awareness, rights and interests of Students with disabilities. All efforts are directed toward the full integration of each Student into all aspects of university life. Under university policy,

federal and state laws, Qualified Students with disabilities are entitled to reasonable accommodation that will allow them access to programs, jobs, services and activities unless the accommodation would pose an undue hardship on the institution.

It is the Students' responsibility to request assistance under the Americans with Disabilities Act (1990) through the office of Student Affairs prior to enrollment or at the start of a new semester. Students must meet the federal requirements under the Americans with Disabilities Act (1990) to have a qualified disability that are as follows: "A cognitive, physical, or emotional impairment that substantially limits one or more major life activities such as working or learning."

Students must also be able to provide valid documentation from an appropriate professional or agency that (1) states the disability(ies) and methods used to arrive at diagnosis, (2) describes the diagnostic criteria and/or instruments used, (3) and in the case of a learning disability ADD, or ADHD, is reasonably current and describes the current functional limitations. Finally, any Student requesting accommodation must submit a written request to the Office of Student Affairs. This procedure can be found in its entirety in that office.

Faculty are expected to make reasonable accommodations for Students with qualified disabilities and shall notify Students of this policy through their course syllabi with the following statement: "If any member of the class feels that he/she has a disability and needs special accommodations, please advise the instructor of such disability at the first class attended."

It is the responsibility of each Student with a disability to notify the University of such disability and to make a request for an accommodation prior to enrollment. Requests should be filed through the Office of Student Affairs. If a Student informs the faculty member at the beginning of the semester of a disability and a mutually acceptable arrangement can be made at that point no further action is required. If desirable, the faculty member can refer the Student to the Office of Student Affairs, which will verify the need for an accommodation and will communicate its recommendations to the course instructor.

ORGANIZATIONAL STRUCTURE AND GENERAL RESPONSIBILITIES

Collaboration among the Students, social work program, faculty and placement agencies must take place for competent completion of practicum course requirements. This section describes a system of mutual accountability for the field practicum. The roles and responsibilities of each participant are defined in order to accomplish the overall objectives of the field practicum process.

SOCIAL WORK DEPARTMENT

The Social Work Department has the primary responsibility for the organization, implementation, and evaluation of the Field Practicum as stated by the Council on Social Work Education's 2015 Educational Policy and Accreditation Standards. The social work practicum has historically provided the Student with the opportunity to:

1. Demonstrate ethical and professional behavior in a supervised practice experience.
2. Engage diversity and difference in practice in the application of knowledge, values and ethics, and practice skills.
3. Advance human rights and social, economic, and environmental justice to enhance the well-being of people and to work toward the elimination of environmental conditions that affect people adversely.
4. Engage in policy practice.
5. Engage in practice-informed research and research-informed practice use of professional supervision to enhance learning.
6. Engage, assess, intervene, and evaluate practice with individuals, families, groups, organizations, and communities.

SOCIAL WORK DEPARTMENT CHAIR

The Chair of the Social Work Program can be expected to:

1. Coordinate the educational activities of the Social Work Department including Field Practicum;
2. Maintain liaison with the Social Work Advisory Board as it affects the procedures and direction of the Field Practicum; and
3. Maintain administrative linkage with the College of Liberal Arts and the University in securing the commitments and resources needed for effective field education in social work.

FIELD DIRECTOR

The Field Director is the direct administrator of the Field Practicum and responsible for the compliance with CSWE. The Field Director can be expected to:

1. Develop policies and procedures for the field practicum and make recommendations to the social work faculty for approval;
2. Recruit field practicum agencies and Field Instructors;
3. Assign a faculty member to serve as liaison between the Social Work Department and each field agency;

4. Maintain a file of current information about agencies, Field Instructors, Students in the field practicum, and Student eligibility for field practicum;
5. Assure that Students, agencies and Field Instructors have current copies of the field practicum manual, course syllabi, and other relevant materials;
6. Provide training for Field Instructors each semester as well as specialized training for non-social work instructors;
7. Provide opportunities to participants for evaluation of the field practicum;
8. Plan and coordinate a fall semester Practicum education seminar for the Field Instructors;
9. Assist the Social Work Chairperson with Student orientation in respect to practicum requirements; and
10. Establish and maintain a continuing avenue for exchange of information with practicum participants.

FACULTY LIAISON

The faculty liaison represents the Social Work Department to the agency. The liaison's basic responsibility is to monitor the Student's progress in practicum by assisting the agency Field Instructor and Student in meeting field educational objectives. The faculty liaison is expected to:

1. Initiate early contact with agency Field Instructor and Student in order to clearly communicate availability and role as an educational resource;
2. Consult with agency Field Instructor and Student in developing and implementing the Field Educational Contract/Evaluations;
3. Conduct liaison visits to practicum setting twice each semester. One visit may be a phone contact and one must be on-site (two visits per semester for Students in block practicum). The purpose is to:
 - a. communicate the goals, objectives and policies of the practicum program to field agencies;
 - b. provide feedback to the Field Director;
 - c. assess the ongoing educational needs of the Student through practicum seminars;

- d. become aware of the educational opportunities within the practicum setting;
 - e. provide consultation to the agency Field Instructors regarding field instruction techniques and the educational background of the Student;
4. Schedule, coordinate and implement the content of integrative seminars;
 5. Confer with agency Field Instructors as needed to monitor and evaluate Student progress in the field;
 6. Assume primary responsibility for problem-solving and conflict resolution as needs arise in placements;
 7. Assign final grade for field practicum/integrative seminar requirements in collaboration with the agency Field Instructor;
 8. Respond to requests from agency Field Instructors for information and assistance;
 9. Make recommendations to Field Director regarding continuing participation of agencies and agency Field Instructors in the practicum.
 10. Document any problematic behaviors by a Student, and keep the Field Director informed of significant concerns.
 11. Assist the MSW Student in selecting at least two appropriate agencies to visit and interview.
 12. Contact the MSW practicum agency to finalize Student placement.

THE AGENCY

The agency's basic responsibility is to provide conditions in the agency that are conducive to the achievement of field educational objectives. The agency is expected to carry out the following responsibilities:

1. Demonstrate a commitment to social work practice and social work education;
2. Accept Students without regard to age, race, gender, sexual orientation, ethnicity or religion;
3. Provide a qualified agency Field Instructor to serve for the duration of Student placement;
4. Provide sufficient time and resources to the agency Field Instructor so the field instruction responsibilities with the Student and the Social Work Department can be carried out;

5. Provide the Student with resources necessary to achieve learning assignments such as adequate work space, clerical support, access to relevant agency records and documents, and travel reimbursement (if possible) on authorized activity;
6. Provide the relevant learning experiences necessary for the achievement of field educational objectives;
7. Adopt an educational stance toward the Student, viewing the Student as a learner and a developing professional, rather than an apprentice and not assign inappropriate tasks; and
8. Provide important and timely information to the Social Work Department such as a written description of agency services and learning opportunities for Students and updates on policy and departmental changes affecting field practicum.

CRITERIA FOR SELECTION OF FIELD PRACTICUM AGENCIES

The Field Director will have primary responsibility for assuring that field agencies utilized by the NSU Social Work Department have met and can maintain the necessary standards.

Recommendations for adding or deleting field agencies may come from Students, agency staff, Advisory Board members, or Social Work faculty. A recommendation for additional agencies begins with the completion of the Field Practicum Agency Description Form which is submitted to the Field Director.

The selection of the field placement agencies will include an assessment of the following:

1. Adherence to standards and competencies of professional social work practice;
2. Adherence to nondiscrimination and affirmative action policies regarding minorities and women;
3. The agency's capacity to provide learning experiences in direct services and to support the beginning level of generalist social work;
4. Availability of regularly scheduled supervision with a qualified Field Instructor;
5. Availability of adequate physical facilities for the Student;
6. The agency's commitment to the educational function of social work practicum and acceptance of education as the primary goal of practicum;
7. The agency's ability to provide experiences for the Student which increases his/her

awareness of cultural diversity.

THE AGENCY FIELD INSTRUCTOR

The agency Field Instructor is the agency's representative to the social work department. The Field Director, in conjunction with the agency, selects the agency Field Instructor. The agency Field Instructor assumes the responsibility of serving as the Student's primary field learning resource.

A preceptor may be assigned in rare situations where the Field Instructor is not in the practicum agency full time (Example: works out of a regional office and Student is placed in a county office and is supervised by a local person, in the Field Instructor's absence.) Preceptors must meet the same standards and training requirements that are expected of Field Instructors.

The Field Instructor and preceptor (if any) are expected to:

1. Orient the Student to the agency, its policies and procedures, and staff;
2. Develop and implement the Field Educational Contract/Evaluation in close collaboration with the Student for ongoing use;
3. Assume overall responsibility for the Student's educational experience in the agency and coordinate any experience delegated to other staff members;
4. Schedule weekly supervisory conferences with the Student to assess progress and address issues relevant to social work education within the agency;
5. Provide the Student with ongoing feedback about his/her performance and if unsatisfactory performance occurs, the agency Field Instructor is to inform the Faculty Field Liaison as soon as possible and document (refer to page 18 for the Field Problem Resolution Procedure);
6. Support the Student's initiative, when needed, in gaining access to other learning experiences and resources in the agency and professional community;
7. Assure that the Student meets minimum time requirements (See p. 12 for specific hours) in the agency;
8. Maintain an ongoing evaluation of the Student's progress and complete written Mid-term Assessment and a Final Evaluation of the Student;
9. Confer with faculty liaison for mutual planning, review, and evaluation of the field experience;
10. Participate in the ongoing evaluation of the Social Work program;
11. Remain in written and verbal contact with the Social Work Department regarding

Student progress or problems, attend meetings and conferences related to practicum implementation as appropriate, including field education/training meetings, and agency fairs;

12. Provide information to the school to assist in the future use of the placement, including the Field Instructor's interest in continuing services as a Field Instructor.
13. To be responsible for documenting any problematic behaviors by a Student, and keeping the Field Director and Liaison informed of significant concerns.

CRITERIA FOR SELECTION OF FIELD INSTRUCTORS

Field Instructors are the agency professionals who have on-site responsibility for the design and supervision of Student activities in the practicum. The selection of agency-based Field Instructors is of crucial importance to the success of the practicum program. The following criteria have been developed for appointment as a BSW or MSW NSU Social Work Field Instructor:

- 1 Education:
 - BSW: preference is given to prospective Field Instructors who hold a CSWE accredited baccalaureate (BSW) or a masters of social work degree (MSW). In some cases, agency Field Instructors without social work degrees may be appointed if they possess applicable social work knowledge, values, skills, and ethics and when there are no academically trained social workers available in comparable settings. In such cases, preference is given to Field Instructors with graduate education in a related human services discipline. In these instances, the social work faculty will provide additional involvement to reinforce a social work perspective.
 - MSW: The Agency Field Instructor is the Agency's representative to the social work department. The Agency Field Instructor assumes the responsibility of serving as the Student's primary field learning resource. Agency Field Instructor must have an MSW from a CSWE-accredited program. Agency Field Instructor must have a minimum of two years post-master's social work experience. Accommodations are made to provide the Student with an off-site MSW Agency Field Instructor in the event that a Student is placed in an Agency without an MSW. The Agency Field Instructor assumes the responsibility of serving as the Student's primary field learning resource. A preceptor may be assigned in rare situations where the Agency Field Instructor is not in the practicum Agency full time (Example: works out of a regional office and Student is placed in a county office and is supervised by a local person, in the Agency Field Instructor 's absence). A preceptor must hold a graduate degree in a human service field.
2. Experience: Generally, agency Field Instructors will be required to have two years of post MSW or BSW experience or two years of supervised practice in human services as a condition of appointment. The prospective agency Field Instructor must give evidence of continued professional growth and development via professional reading, workshops, classes and related programs of on-going professional development (including

DHS/DMH workshops, NASW, etc.) by providing an updated resume.

3. **Personal Qualities:** The prospective agency Field Instructors must have a demonstrated capacity for professional supervision, an understanding of the educational mission of the Social Work Department, and an expressed interest and willingness to accept the Field Instructor's role and responsibilities. Agency Field Instructors should have the capacity for analytical thought, the ability to develop creative and individualized learning experiences for Students, and a solid understanding of the agency and community in which they practice.
4. **Appointment Procedures:** Formal appointment to Field Instructors as Adjunct Instructors in Social Work is made each semester by the Dean of the College of Social and Behavioral Sciences. The names of Field Instructors supervising Students are then forwarded each semester to the Dean for a letter of appointment. Students and faculty liaisons submit written evaluation on the placement agency and Field Instructor at the end of the Students' placement (see evaluation forms in the Forms section of this manual).

REQUIREMENTS FOR PRACTICUM PLACEMENTS LACKING M.S.W. OR B.S.W. SUPERVISION

1. At the beginning of each fall semester an orientation meeting will be held for all Students entering practicum. Agenda items include a review of basic social work concepts and methods, important dates for the semester, what to expect at the practicum agency, course expectations, personal safety, etc. Additionally, part of the orientation session will also be devoted to Students placed in agencies where there is no MSW or BSW supervision. Students will receive information specific to being supervised by an individual who does not hold a social work degree and values and ethics as they relate to professional social work supervision.
2. Agency Field Instructors in those agencies supervising Students without a social work degree are expected to attend a meeting prior to the beginning of each semester to learn more about the social work program and how to work with beginning level generalist social work BSW Students and advanced generalist MSW Students. In addition all practicum instructors who do not hold social work degrees will be asked to attend a Field Instructors meeting each year to receive training for working with and supervising of BSW and MSW Students. Each Agency will be visited once during a semester by the Faculty Field Liaison. In this way, Field Instructors receive ongoing training and support, especially those who do not hold social work degrees.

THE STUDENT

The Student's basic responsibility is for his/her own learning in the field agency and for the ongoing development of his/her social work practice. The Student's responsibilities are to:

1. Become familiar with and complete in a timely fashion the practicum process (the

- policies and procedures as stated in this practicum manual);
2. Become familiar with the field agency, its structure, functions, policies, procedures and resources;
 3. Responsibly participate in the development of the Field Educational /Evaluation (see Forms section);
 4. Fulfill competencies and practice behaviors delineated in the Field Educational Contract/Evaluation;
 5. Participate in a supervisory relationship with the agency Field Instructor in which self-assessment and openness to evaluation are an integral ongoing process;
 6. Participate in all relevant and appropriate training activities offered by the agency (attend meetings as requested);
 7. Maintain communication with agency Field Instructor, Faculty Field Liaison and/or Field Director regarding issues which may arise in the practicum;
 8. Participate in the integrative seminars and scheduled meetings which support the practicum experience, to be prepared to discuss practice issues with the agency's Field Instructor and at integrative seminars, to complete all practicum assignments and to conduct her/himself in a professional manner;
 9. Notify the Faculty Field Liaison of any difficulties encountered which may interfere with meeting practicum objectives;
 10. Actively participate in the formal mid-term assessment process and in the evaluation process at the end of the semester;
 11. Comply with agency policies regarding dress code, attendance, conduct, etc;
 12. Complete all required evaluation forms, including evaluations of the overall practicum experiences, the agency Field Instructor and the Faculty Liaison activities;
 13. Conduct her/himself in a professional manner consistent with the NASW Code of Ethics, the NSU Social Work Program Student Contract and in the best interests of the clients.

BSW Forms

NORTHEASTERN STATE UNIVERSITY
BACHELOR OF SOCIAL WORK (BSW) DEGREE
Checklist of
Practicum Admission Requirements
For BSW Students

During the final two consecutive semesters Students will enroll in Practicum I and Seminar and Practicum II and Seminar. Each semester Students will be in their field placement a minimum of 225 hours. Field education is a significant component of the Social Work curriculum and must be taken by all Social Work majors.

The following checklists are methods to be used by all Students entering Practicum I to monitor the time frames and steps in the practicum application process. The checklist is updated continually and is to be brought to all conferences with the Field Director. This is important, as failure to follow the proper procedures within the required time frames, MAY RESULT IN INABILITY TO ENROLL IN PRACTICUM AND TO GRADUATE AS PLANNED. When completed, this form will be filed in the Student's portfolio. If you are not able to check all of the following requirements and prerequisites, you are not able to move on with the practicum application process.

- REQUIREMENTS: _____ Minimum of 88 semester hours
 _____ Admission into the BSW major
 _____ 2.5 Graduate/Retention GPA
 _____ 2.5 GPA in Social Work courses.
- PREREQUISITE: _____ Practice I-SOWK 3953

Utilize the following checklists:

I. Securing Admission to Practicum	Date Completed
1. DOWNLOAD A FIELD PRACTICUM MANUAL from the Program website	
2. ATTEND THE INFORMATIONAL MEETING CONDUCTED BY THE FIELD DIRECTOR- This meeting is usually scheduled during Practice I class (for BSW Students) early in the semester prior to beginning practicum. Application procedures, expectations and time frames will be discussed	
3. SCHEDULE INTERVIEW WITH FIELD DIRECTOR by deadline of _____.	
4. APPLY FOR ADMISSION INTO FIELD PRACTICUM. Submit a typed Application Form & Resume to Field Director (P. 34)	

II. Procedures After Being Admitted	Date Completed
1. SCHEDULE AND CONDUCT THREE AGENCY VISITS. Give the agency representative a copy of your resume, including three references. Have agency instructor sign the NSU Practicum Selection Form (p. 35).	
2. SELECT TWO AGENCIES in which you would like to do your placement and complete the NSU Practicum Selection Form.	

3. COMMUNICATE THE RESULTS OF THE INTERVIEWS and your placement preference-send the NSU Practicum Selection Form to the Field Director by _____.	
4. SEND "THANK YOU" LETTERS to the agencies with which you interviewed.	
5. RECEIVE FORMAL NOTICE OF YOUR PLACEMENT from the Field Director via NSU e-mail. **After receiving the notice of placement contact the Field Instructor to thank him/her and to discuss the date you will report and any required pre-placement activities you need to complete.	
6. APPLY FOR NASW STUDENT MEMBERSHIP (Application may be found at www.socialworkers.org)	
7. PURCHASE LIABILITY INSURANCE FROM NASW. Minimum of \$1,000,000.00. DO THIS BY _____.	
8. PROVIDE PROOF OF LIABILITY INSURANCE TO THE FIELD DIRECTOR by the start of the semester. Students who have not provided proof of Insurance by the due date, <u>WILL NOT BE ALLOWED TO BEGIN FIELD PRACTICUM, NO EXCEPTIONS!</u>	

III. REQUIRED PRE-PLACEMENT ASSIGNMENTS AND ACTIVITIES	Date Completed
1.	
2. ATTEND MANDATORY PRACTICUM ORIENTATION ON _____.	
3. ATTEND THE MEETING OF STUDENTS WHO DO NOT HAVE AN MSW or BSW Field Instructor, the last unit of the orientation session.	

IV. REQUIRED ACTIVITIES DURING THE FIRST WEEK OF PRACTICUM.	Date Completed
1. COMPLETE THE MEMORANDUM OF AGREEMENT (MOA) AND CONFIDENTIALITY STATEMENT, secure necessary signatures and turn in the original copy to the field liaison by week two. The MOA will be returned to the Student by the next week.	
2. In collaboration with your Field Instructor COMPLETE THE EDUCATIONAL CONTRACT and distribute copies according to the instructions on the form by _____.	

The preceding tasks are to be completed during the first week of practicum and turned in to your faculty liaison by the second week Practicum Seminar.

FAILURE TO COMPLETE THESE ACTIVITIES IN A TIMELY MANNER COULD EFFECT YOUR FINAL GRADE IN PRACTICUM I.

You are ready to focus more specifically on the learning objectives, activities, and outcomes found in the course syllabus and your individualized Educational Contract. Refer regularly to these documents to assure maximum benefit from practicum. Utilize the supervision available from your Field Instructor and the consultation of your faculty liaison. BEST WISHES FOR A SUCCESSFUL PRACTICUM EXPERIENCE.

Contact the Social Work Field Director at office SH 322 or telephone (918) 444-3531 with additional questions.

NORTHEASTERN STATE UNIVERSITY
BSW PRACTICUM APPLICATION

Student Name: _____

Address: _____

Email: _____ Phone: _____

NSU N#: _____ Advisor: _____

Information needed for application to Practicum involves the following material. *It must be typed and professional in appearance.* Length is discretionary but must be complete, as well as comprehensive.

Write an autobiographical statement:

What do you expect of your practicum placement?

Discuss both your short and long range educational and professional goals:

Attach a current resume

NORTHEASTERN STATE UNIVERSITY
BSW PRACTICUM SELECTION FORM

Student Name: _____

Phone: _____ Student Email: _____

PROCEDURES

The following procedures are required of all Students preparing to enter the Social Work Practicum at Northeastern State University.

1. You are to contact prospective agencies in which you are interested for an appointment for an interview regarding a potential practicum, see checklist on page 36 for instructions. ***Take this sheet to each interview for signatures!***

2. Complete the preference section below and return to the Field Director on: _____ . The secretaries on both campuses will collect the form, or it can be faxed to (918) 458-2346.

AGENCY INTERVIEWS

1. AGENCY _____ PHONE: _____

INTERVIEWER NAME: _____

DEGREE: _____ CREDENTIALS: _____ EMAIL: _____

2. AGENCY _____ PHONE: _____

INTERVIEWER NAME: _____

DEGREE: _____ CREDENTIALS: _____ EMAIL: _____

3. AGENCY _____ PHONE: _____

INTERVIEWER NAME: _____

DEGREE: _____ CREDENTIALS: _____ EMAIL: _____

STUDENT AGENCY PREFERENCES

FIRST CHOICE: _____

SECOND CHOICE: _____

NOTE: Many agencies require pre-placement activities to be completed (i.e. background checks, orientation, personnel forms, drug test, etc.). Students should inquire about the agencies expectations at the time of interview.

BSW DAILY STUDENT LOG

NAME: _____ DATE: _____

AGENCY/ADDRESS: _____

PRACTICUM HOURS ON THIS DATE: _____

FIELD INSTRUCTOR

Check activities in which you participated during the day/time in practicum:

- | | |
|--------------------------------|--------------------------------------|
| _____ Observations | _____ Visit with clients |
| _____ Reading general material | _____ Other visits |
| _____ Reading cases | _____ Office contacts w/clients |
| _____ Conference w/supervisor | _____ Other office contacts |
| _____ Other conferences | _____ Letters |
| _____ Telephone calls | _____ Recording |
| _____ Transported | _____ Other activities (please list) |

SUMMARIZE ACTIVITIES that aided in the development of your skills and knowledge as a developing social work practitioner. Discuss: 1) FEELINGS or personal reactions to situations you encountered during the day; 2) VALUES, both personal and professional, that were taken into consideration during the day; and 3) INTEGRATE THEORY AND PRACTICE by relating the day's experiences to what you have been learning in class. Use the back of the page if necessary.

MSW FORMS

Northeastern State University
MSW Social Work Program Practicum Placement Form

Please complete by typing or writing responses directly onto the next three pages.
 Please provide all information requested including your most recent resume and email back green@nsuok.edu

Date Completed: _____ Semester/Year: _____
 Program: Traditional Foundation Year Concentration Year Advanced Standing

Personal Information

Name: _____ NSU Banner ID: _____

Date of Birth: ____/____/____ NSU Email Address: _____

Permanent Telephone: _____

Transportation

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

Will you have access to drive a car during practicum? Yes No

Do you have insurance? Yes No

Practicum geographic area of interest: _____

Work Schedule & Availability for Field

Practicum Work Schedule: Are you going to work during practicum: yes no

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Please fill out the grid to the right to indicate your availability for field placement	Work Schedule:						
	Availability for Field:						

Placement Considerations:

If you have special circumstance which preclude you from working with a population or agency, please specify the population(s) and/or clinical issue(s) and explain below.

Please list any specific agencies of interest. It is important to note that by providing these agencies of interest, it is not a guarantee of placement. All agencies must go through the NSU qualification and approval process and may not be available as a practicum site.

- 1.
- 2.
- 3.

Are you currently affiliated with the military? Yes No Current status: _____

**NORTHEASTERN STATE UNIVERSITY
DEPARTMENT OF SOCIAL WORK
STUDENT CONTRACT (page 2 of 3)**

As a social work Student in Northeastern State University's Social Work Program, I will uphold and abide by the NASW Code of Ethics.

I understand that I may be counseled out of the program:

Poor Academic Performance. If I do not meet grade requirements, or if I fail to demonstrate that grade deficiencies can be corrected within a reasonable time, or if I participate in academic misconduct. Furthermore, I understand that plagiarism falls into this category and it is unethical, unprofessional and a violation of the university's academic misconduct policy. Plagiarism includes but is not limited to copying others' work and claiming it as your own, failing to use citations properly, cheating on tests and homework assignments, and copying or purchasing papers from the internet or other sources.

Chronic Absenteeism. If I have a pattern of unexcused absences that makes effective learning and discharge of responsibilities impossible.

Unprofessional Behavior. If my behavior is in violation of the NASW Code of Ethics. Examples would be, but are not limited, misrepresenting my qualifications; exploiting professional relationships; or if I fail to treat my peers, agency staff, or faculty with respect, courtesy, fairness, and good faith.

Assaultive or Threatening Behavior. If I participate in assaultive or threatening behavior that is directed at clients, colleagues, or instructors.

Behavior Damaging to Clients. If I demonstrate habitual hostility, disparaging remarks, violations of client confidentiality, ridicule of clients, violation of client civil or legal rights, or related behaviors which do not change in response to warnings or efforts at remediation.

Persistent Ineffectiveness in Work with Clients. If I do not demonstrate minimal levels of effective performance and give no evidence of progress in working with clients, including violation of practicum agency policy; whether due to emotional immaturity, personal prejudice, resistance to learning, inability to complete assigned tasks, or a persistent incapacity of mastering the necessary skills for interpersonal helping.

Student Signature

Date

NSU – MSW PROGRAM

FIELD PRACTICUM PLANNING & PLACEMENT CONTRACT (PAGE 3 OF 3)

This contract is to acknowledge that I have read the field practicum placement process outlined below and that successful completion of the field practicum requirements is necessary to earn the MSW degree.

I agree to:

1. Attend the Northeastern State University MSW Practicum Orientation Meeting. The purpose of the meeting is to review the placement process, discuss questions I may have regarding the practicum policies and the practicum planning and placement process, the Student contract and acknowledge my understanding of, and agreement with, the process and policies and contract by signing both pages of this form. The Field Director and/or Faculty Field Liaison will arrange a meeting with me.
2. Note that most practicum sites require Students to be available during typical business hours, Monday-Friday, 8 a.m. – 5 p.m. A very limited number of field placement sites may be able to accommodate internship hours in the evenings and on weekends and cannot be guaranteed.
3. Provide the Social Work Field Education Office with an electronic copy of my resume and complete the Student Practicum Placement Form *prior* to my meeting.
4. Adhere to the time frame agreed upon in meeting with my assigned Social Work Field Education staff and keep her/him informed as to the progress of my placement interviews.
5. Make contact with agencies discussed with Field Director and/or Faculty Field Liaison. Notify the Social Work Field Education staff when contacted for an interview, and after the interview, if an offer is extended or not.
6. Check my NSU email and voicemail daily and inform the Field Director and/or Faculty Field Liaison of any change in my contact information.
7. Students who would like to utilize the “Request for Practicum Placement in an Agency of Employment Internship at Employment” option must have this approved by the Social Work Faculty and have the associated paperwork completed and submitted prior to the semester.
8. Contact the NSU Social Work Office, Field Director, Field Liaison if additional assistance would be helpful or if I have any questions regarding this process.

I understand that:

As part of the placement process, Students will select 1-2 sites where they would like to contact for consideration of an interview. If a Student goes on three interviews and either chooses to decline or is declined an internship, the Field Director and/or field liaison reserves the right to consult the program chair about the Student moving forward in the field selection process. It will be the responsibility of the Field Director, field liaison, and the program chair to determine if the Student is an appropriate fit for the program at the current time

The Social Work Field Education Office staff member has reviewed my responsibilities with me and has answered my questions to my satisfaction.

I understand that failure to carry out the obligations outlined above will result in a delay in the practicum planning and placement process and, consequently, in a reduced pool of available practicum sites for me.

Student Signature

Date

Print Student Name

Northeastern State University MSW Student Daily Log

Name & Agency: _____

Date: _____

Hours logged: _____

Identify activity(s) from education contract that you worked on this week. Consider the following questions in relation to achieving the practice behaviors under the specific competency.

- a) What did you feel successful in?
- b) What was challenging for you?
- c) What were your cognitions (thoughts) and feelings about the views and perspectives of others?
- d) How did you respond to any feedback that may have been provided you?
- e) Can you identify areas of professional development and personal growth related to the day's events?
- f) Identify the primary competencies (in the education contract) you practiced today?
- g) Integration of Theory and Practice: Look back at what you have written today. Consider how your experiences relate to what you have been learning in the Social Work program.

BSW & MSW Forms

Request for Practicum Placement in an Agency of Employment

(The next 3 pages, please print or type)

Name: _____ Banner #: _____

Location: _____ Program (BSW/MSW): _____

Faculty Field Liaison: _____

Proposed Agency Field Instructor:

Name: _____ License #: _____ State: _____

Position: _____ Date of Hire: _____

Email: _____ Phone #: _____

Degree Level (i.e., BSW, MSW): _____ Degree Date: _____

University: _____

Agency:

Administrative Supervisor: _____

Agency: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____

Description and Mission of Agency: _____

Student Employee Status: Full-Time Part-Time Volunteer (Circle One)

Days in work week during practicum: _____ # Hours per day: _____

Job Title: _____ Length of Time Employed: _____

Job Description (duties, function, client population served, etc.): _____

Student's Current Supervisor: _____

Phone: _____ Email: _____

Proposed Field Placement Experience (proposed job duties, title & function; setting/location, client population served, etc.): _____

Indicate if stipends apply for the practicum placement: _____

Proposed Field Instruction Learning Objectives; Assignment/Range of Tasks to Meet Learning Objectives by the Proposed Agency Field Instructor. It is important that Students take time to develop a "mini" learning contract using the learning objectives and specific competencies outlined in the field education contract. A separate sheet of paper can be inserted if the spaces provided below are inadequate.

1. List and describe potential social work practice involvement and/or projects that could be implemented at the agency that are *substantially different* from the tasks/assignments done under "employee status", or job function. _____

2. Develop a list of proposed field instruction learning activities. (Use objectives in the field instruction curriculum objectives for guidance). _____

3. Specify the days and times which will be set aside for the Field Practicum each week. _____

4. Describe how your current workload will be reduced to ensure that the required time for your Field Practicum is available each week and provide specific information on what your new work schedule will be (days/times) after you begin the proposed practicum. _____

***Note: A minimum of one (1) hour of actual field practicum instruction/supervision time per week by a social worker is required per Student in a field placement.**

Signatures

By signing this Request for Practicum Placement in an Agency of Employment, you affirm that you have reviewed this request and the Guidelines for Field Practicum Placement at Agency Workplace, and hereby approve the same. Any misleading or falsified information on this form or during the Agency Workplace Practicum arrangement may lead to student and/or agency dismissal.

Agency Administrative Supervisor Printed Name

Date: _____

Agency Administrative Supervisor Signature.

Proposed Agency Field Instructor Printed Name

Date: _____

Proposed Agency Field Instructor Signature

Student: I am authorizing my employer/placement agency to release to the Northeastern State University Social Work Program information regarding my performance, if said performance results in termination, disciplinary action or employment suspension. The NSU Social Work Program may consider this information in rendering a decision about my continued participation in the field practicum course. I do hereby agree to hold such employers/agencies, references, persons, etc., harmless from liability for releasing said information.

Student Printed Name

Date: _____

Student Signature

NORTHEASTERN STATE UNIVERSITY
SOCIAL WORK PROGRAM
FIELD PRACTICUM AGENCY DESCRIPTION

AGENCY NAME: _____

CITY: _____ COUNTY: _____

MAILING ADDRESS: _____

STREET ADDRESS: _____

AGENCY WEBSITE: _____

TELEPHONE: () _____

AGENCY DIRECTOR: _____

FIELD INSTRUCTOR: _____

HIGHEST ACADEMIC DEGREE: _____ LICENSURE: _____ YEAR: _____

YEARS EXPERIENCE: _____ YEARS THIS POSITION: _____

OTHER CREDENTIALS: _____

FIELD INSTRUCTOR: _____

HIGHEST ACADEMIC DEGREE: _____ LICENSURE: _____ YEAR: _____

YEARS EXPERIENCE: _____ YEARS THIS POSITION: _____

OTHER CREDENTIALS: _____

SERVICES PROVIDED AND CLIENT DESCRIPTION:

HANDICAPPED ACCESSIBLE: YES NO

STUDENT REQUIREMENTS:

ON CALL: YES NO

STUDENT REQUIRED TO PROVIDE TRANSPORTATION: YES NO

MILEAGE PAID BY AGENCY YES NO

REQUIRED DOCUMENTATION (i.e., OSBI, drug test, etc.)

NIGHT AND WEEKEND PRACTICUMS OFFERED: YES NO

STUDENT CHARACTERISTICS DESIRED _____

Date Completed: _____

NORTHEASTERN STATE UNIVERSITY
SOCIAL WORK PROGRAM
FIELD INSTRUCTOR AND FIELD PRECEPTOR PROFILE

NAME: _____

AGENCY: _____

EMAIL: _____

ADDRESS: _____

PHONE: _____

JOB DESCRIPTION: _____

EDUCATION:

<u>SCHOOL</u>	<u>DEGREE</u>	<u>DATE</u>	<u>MAJOR</u>
---------------	---------------	-------------	--------------

Licensure (level and number): _____ Date: _____

Other: _____

PROFESSIONAL EXPERIENCE:

<u>PLACE</u>	<u>DATES</u>	<u>POSITION</u>
--------------	--------------	-----------------

Years of Field Instructor experience at present agency: _____

If at other agencies, please list: _____

Other supervisory experience, please list: _____

Date Completed: _____

Please attach a current resume with this form and return to the Field Director. Fax number for Tahlequah campus, (918) 458-2346.

**NORTHEASTERN STATE UNIVERSITY
SOCIAL WORK DEPARTMENT
BSW and MSW
MEMORANDUM OF AGREEMENT (2 pages)**

The Social Work Department at Northeastern State University and

_____ jointly agree to the following
(Agency Name)

conditions for the purpose of providing a Social Work field practicum course for

_____. This agreement will be in effect for the
(Student Name)

Student's enrollment in the Social Work field practicum course, or until terminated by
agreement of both parties.

TERMS AND CONDITIONS

Through their representatives, the parties agree to assume their respective responsibilities as detailed in the NSU Social Work Field Practicum Manual. Both parties agree to maintain policies and procedures detailed therein.

The primary purpose of this agreement is to provide for the education of the above named Student in preparation for beginning or advanced level social work practice.

AGENCY APPROVALS

Agency Administrator Signature

Date

Field Instructor Signature

Date

DEPARTMENT APPROVALS

Faculty Liaison Signature

Date

Field Director Signature

Date

MEMORANDUM OF AGREEMENT (cont'd)

STUDENT'S CONFIDENTIALITY STATEMENT

I have read the Confidentiality Section of the Field Practicum Manual and am familiar with the NASW Code of Ethics. I agree to uphold the ethical guidelines for social work practice as set forth in the NASW Code of Ethics and the NSU Practicum Student Contract. On behalf of the agency providing my field placement and professional practice, I will respect the privacy of clients and hold in confidence information obtained in the course of professional service.

INSURANCE DISCLOSURE

All agencies, colleges and universities of the State of Oklahoma are provided with liability coverage through the State of Oklahoma Risk Management Program which administers a self-insurance pool for all State entities under authority of 74 O.S. § 85.58 A. The State of Oklahoma enjoys sovereign immunity and waives its immunity only to the extent of the Governmental Tort Claims Act 51 O.S. § 151, et seq. or any other statute if such statute raises the limits of liability above those stated in the GTCA. The College does not provide professional liability insurance for Student(s). Student(s) must purchase and provide proof of professional liability insurance with limits of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. Student(s) understand that if they do not provide proof of insurance and/or maintain professional liability insurance, they may not be allowed to remain in the clinical experience.

Also, the University does not provide health care coverage for Students. Insurance coverage and payment for all health care services, including but not limited to emergency health care and/or first aid treatment, is the sole responsibility of the Student.

I agree to these conditions.

Student Signature

Date

NSU PRACTICUM HOURS

STUDENT: _____ PRACTICUM: _____ SEMESTER: _____

Circle one: BSW MSW (indicate program): _____

PURPOSE: This form is to be used by practicum Students to maintain a running total of hours in the practicum agency. The number of hours listed for each date should correspond with the number of hours listed on the Daily Practicum Logs. The Field Instructor should periodically review the hours and initial the form. The form should be available to the Faculty Liaison at seminar and during agency visits. The form is signed at the end of each semester and attached to the final evaluation. A new sheet will be used for Practicum II.

Date	# Hours in Practicum	Running Total	F.I. Int.	Date	# Hours in Practicum	Running Total	F.I. Int.

Field Instructor Signature
Student Signature

NSU WEEKLY FIELD INSTRUCTOR/STUDENT CONFERENCE

(Check List)

STUDENT: _____ DATE: _____

Instructions: This form is to be used by Field Instructors to provide structure to the weekly supervisory conferences with Students. Additional purposes of this form are to document the session with the Student and to provide continuity between sessions. The Field Instructor completes the form and retains the original for future use. The Student is given a copy for their use and appropriate follow-up.

1. Discussion of course work: _____

2. Reviewed Student's practicum hours form:
_____ Excess time to be taken
_____ Time to be made up by Student

3. Discussion or assigned clients and/or case files reviewed: _____

4. Competency discussed/completed: _____

{ } STUDENT PREPARED FOR CONFERENCE/USE OF SUPERVISION

{ } STUDENT ISSUES DISCUSSED

{ } OTHER: _____

5. Conference Notes:

Issues for next conference:

Field Instructor Signature

FIELD PRACTICUM ASSESSMENT

(Completed by Practicum II Student)

STUDENT: _____

AGENCY NAME: _____

FIELD INSTRUCTOR: _____

FACULTY FIELD LIAISON: _____

INSTRUCTIONS: This Field Practicum Assessment form is completed by the Student at the end of Practicum II, after their Performance Evaluation has been completed and grade assigned. The form is given to the faculty liaison who will review and give to the Field Director. Students are encouraged to share their evaluation of the practicum with the Field Instructor, however, this is optional. If a Student does not want their evaluation shared with the agency or Field Instructor (upon request) by the university please explain in the space provided.

Using the following scale, please rate each of the items below:

5= Excellent 4= Good 3= Fair 2= Poor 1= Unacceptable N/A= Not Applicable

SETTING

1. Exposure to professional social work practice: _____
2. Orientation to agency policy and procedures: _____
3. Opportunities to meet educational goals: _____
4. Agency commitment to social work education: _____
5. Agency willingness to involve Students in many aspects of agency functioning: _____
6. Provision of space needed for assigned tasks: _____
7. Suitability of physical environment to learning: _____

SUPERVISION

8. Availability of supervisor on scheduled basis: _____
9. Availability of supervisor "as needed": _____
10. Appropriateness of assigned tasks to Student level: _____
11. Assignments appropriate to educational goals: _____
12. Supervisor involvement in setting educational goals: _____
13. Supervisor ability to evaluate strengths and weaknesses: _____

14. Supervisor willingness to mediate between Student and agency as needed: _____

15. Supervisor ability to encourage self-directed practice: _____

16. Supervisor assistance in teaching self-evaluation: _____

17. Supervisor commitment to social work education: _____

18. Supervisor knowledge and practice skills: _____

19. Supervisor ability to assist in integrating theory and practice: _____

20. OVERALL EVALUATION OF PRACTICUM EXPERIENCE: _____

STRENGTHS OF THIS SETTING

WEAKNESS OF THIS SETTING

STUDENT SIGNATURE _____ DATE: _____

Do you wish to give permission for this assessment to be shared with the Field Instructor or agency if requested/needed?

____ Yes

____ No, please explain:

**STUDENT AND FIELD INSTRUCTOR EVALUATION OF
SOCIAL WORK DEPARTMENT FIELD LIAISON**

STUDENT: _____

FACULTY LIAISON: _____

AGENCY NAME: _____

AGENCY FI: _____

DATE: _____

Using the following scale, please rate each of the items below:

5= Excellent 4= Good 3= Fair 2= Poor 1= Unacceptable N/A= Not Applicable

Field Instructor completes the following:

1. The Faculty Field Liaison made regular visits to the agency (1 per semester/2 per BLOCK):

2. The Faculty Field Liaison was knowledgeable about the agency: _____

3. The Faculty Field Liaison was effective in working with the agency-based Field Instructor:

4. The Faculty Field Liaison was knowledgeable about current practice and issues relevant to this agency: _____

5. The Faculty Field Liaison was effective in assisting with goal setting, tasks, and problems:

6. Overall evaluation of Faculty Field Liaison in regard to work with the agency: _____

Student completes the following regarding **Integrative Seminar**:

7. Seminar sessions held regularly as scheduled: _____

8. The instructor clearly presented goals and processes of the seminar: _____

9. The seminar sessions were useful in relating course-work to the field setting: _____

10. The seminar sessions provided an opportunity to learn from the experiences of other Students in their placements: _____

11. Overall evaluation of the Integrative Seminar: _____
(RETURN TO FIELD DIRECTOR)

**FACULTY
FIELD
LIAISON
FORMS**

NORTHEASTERN STATE UNIVERSITY
Social Work Department
(Completed by LIAISON regarding *PRACTICUM PLACEMENT*)

Agency: _____

Field Instructor: _____

Semester: _____ Fall _____ Spring _____ Summer Year: _____

Number of Students in placement: _____

Indicate program and course number: _____

1. Number of site visits during the semester:

None: _____ One: _____ Two: _____ More than two: _____

2. Other contacts made with the Field Instructor or other agency personnel (including telephone)?

Who initiated the contacts? You: _____ Agency: _____ Students: _____

3. Did the agency provide the following?

Orientation to agency and expectations _____	YES	NO
In-service training _____	YES	NO
Other types of training _____	YES	NO
Staff meetings _____	YES	NO
Proper physical environment/resources _____	YES	NO
Adequate security _____	YES	NO
Relevant learning experience _____	YES	NO
Communication/teamwork with Department _____	YES	NO

Identify any specific strengths and/or problems:

4. Did the Field Instructor provide the following?

Participation in the development of the Student's Educational Contract _____	YES	NO
Weekly scheduled individual supervisory conference and others as needed _____	YES	NO
On-going feedback to Student _____	YES	NO
Positive social work role model _____	YES	NO
Sufficient caseload and variety of assignments _____	YES	NO

Identify any specific strengths and/or problems:

5. Did the Student(s) identify specific problems with the agency or Field Instructor?
Yes _____ No _____

If yes, please comment:

6. Would you recommend use of this agency and/or Field Instructor next semester?
Yes _____ No _____

If no, please explain:

7. Specific feedback for the agency and/or Field Instructor:

Liaison Signature: _____ Date: _____

**SOCIAL WORK PROGRAM
COLLEGE OF LIBERAL ARTS**
(918) 444-3511 or (918) 449-6528

Department Chair

Kathlyn Shahan, Ph. D. Associate Professor	SH 323	3508	shahan@nsuok.edu
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Director of Field Education

Carolyn Cox, LCSW Instructor	SH 322	3531	green@nsuok.edu
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Faculty/Field Liaisons

Samuel Asante, Ph. D. Assistant Professor	BALA 254	6537	asante@nsuok.edu
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Eun-Jun Bang, Ph.D. Associate Professor	BALA 252	6564	bang@nsuol.edu
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Chris Garland, LSW Instructor	SH 327	3501	garlancc@nsuok.edu
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Toni Hail, LCSW Instructor	SH 318	3533	hail@nsuok.edu
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Virginia Whitekiller, Ed.D. Associate Professor	SH 326	3517	longvs@nsuok.edu
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Kendra Zoellner, Ph.D. Associate Professor	BALA 250	6553	zoellner@nsuok.edu
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Secretary - Tahlequah

Susan Burdine	SH 321	3511	burdines@nsuok.edu
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Secretary - Broken Arrow

Marian Dotson	BALA 258	6528	dotson06@nsuok.edu
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College of Liberal Arts

Interim Dean Robyn Pursley	SH 141	3600	mageern@nsuok.edu
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Administrative Assistant

Phyllis Wilmon	SH 141	3619	wilmon@nsuok.edu
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