

**Northeastern State University**  
**Social Work Department**  
**BSW and MSW**  
**Field Practicum Manual**  
**FA2021 - SP2022**



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**MSW Program is in candidacy status by the Council of Social Work Education**  
**BSW Program is fully accredited by the Council on Social Work Education**

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## INTRODUCTION

Northeastern State University's Social Work Department encompasses field education as the key-learning component of social work education. The practicum experiences and opportunities are essential in developing competent, effective, and empowered social work professionals prepared to enter the field upon graduation. They promote social justice, advocacy, and strengths-based practice to clients and communities in which they engage. This notion has not only a strong connection to our program but our institutional beginnings as well. The knowledge, values, and skills from the foundational education are brought to fruition for students during the practicum experience.

The purpose of field practicum and seminar is to provide a student-oriented space that supports the students' academic development through real experiences. This is accomplished through practice experiences in an agency under the supervision of a seasoned social worker. The seminar offers students the opportunity to engage and reflect on their practice experiences, evaluating effectiveness through the knowledge, skills, and values taught in the classroom. Students explore the profession through local, state, national, and global issues related to social and economic injustices that affect their clients and agencies. Full-time faculty members serve as the field liaison during seminars, providing an additional layer of supportive learning that enhances the student's cognitive process, making connections to classroom learning and application to the practicum setting. Students will develop critical thinking skills that are vital when working with clients facing multiple challenges in life.

The Northeastern State University Social Work Department offers both a Bachelor of Social Work (BSW) and a Masters of Social Work (MSW) degree to students on the main campus in Tahlequah and the satellite campus in Broken Arrow. Our institution is unique in its ability to serve both rural and urban populations in itself; however, the opportunity to serve Indigenous people given the main campus's geographical location provides students an additional layer of options in serving diverse populations. The Broken Arrow campus is also uniquely situated in a geographically unique area related to African American populations. The Tulsa Race Riots' residual effects continue to have a profound presence in the area and provide opportunities for social workers to promote a sense of community and elevation for historically disadvantaged populations. The standards set by the Council of Social Work Education (CSWE) constitute the significant guidelines for the NSU programs undergraduate and graduate field education. CSWE fully accredits the Northeastern State University Bachelor of Social Work program. The Master of Social Work is currently in candidacy for accreditation.

The social work department relies on agencies and field instructors to supervise our students' practicum experience. The social work community is one of transformational versus transactional leadership. The agency and field instructors invest time, knowledge, skills, and expertise and strive to ensure the students in our program are provided with a well-rounded experience as they begin their journey into the profession of social work. This commitment is another way in which the domain of social work demonstrates commitment and dedication to the ongoing development of our program(s) and the profession of social work. The foundational work we, as an institution, strive to achieve relies heavily on the quality of the practicum experience of our students.

To our students, best wishes for a successful field practicum experience. To our colleagues in the field, we are so very grateful. The NSU faculty look forward to this partnership with our student and agency representatives.

## **PURPOSE OF MANUAL**

This manual is designed to guide the field education at the Social Work BSW and MSW practicum programs of Northeastern State University. The manual entails the policy and procedures for field education and contains all practicum documents sans the learning contract. 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 Department'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.

## **SOCIAL WORK GOALS**

The NSU Field Education Program goals are also the expectations and vision for the program. The goals are as follows:

- 1) Grow graduate social work leaders trained in the social concerns as they relate to behavior and health issues across the lifespan;
- 2) Increase the capacity of social work leadership to advocate for Native American and the multi-ethnic populations of the region;
- 3) Increase the capacity of social work leadership to address the needs of the rural

communities; and

4) Strengthen the professional social work infrastructure of Northeastern Oklahoma.

### **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 11 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](http://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 <http://www.socialworkers.org/pubs/code/code.asp> for the current Social Work Code of Ethics as adopted by NASW 1996, revised 2008.

## **CONFIDENTIALITY**

Students entering the BSW and MSW field education program must sign a Memorandum of Understanding, which includes a confidentiality statement. By signing, the student agrees to uphold the ethical guidelines of the social work profession as outlined in the NASW Code of Ethics, respect the privacy of clients, and hold in confidence information obtained in 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 candidacy for accreditation. 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 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

Admission to the BSW Practicum is based on the following requirements. Students must:

- A. Complete 88 semester hours prior to beginning practicum.
- B. Earned a cumulative SPA of 2.50 on a 4.00 scale
- C. Submit all Practicum Application Materials and Approval of Faculty
- D. Complete of all general education requirement as wells as the following courses:

Intro to Sociology	Biology w Lab
Intro to Psychology	Statistics
Intro to Social Work/ *Principles of Human Services	College Algebra or Math Structures
Interviewing Skills	HBSE I/ * Lifespan Development
Human Diversity	
	*Tulsa Community College Course

Also, applicants must be enrolled or have completed the following courses at the time of the practicum application submission:

4873 HBSE II	4013 Practice I	4863 Social Policy	4643 Case Management
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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. 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**

### *Traditional foundation-year field program requirements:*

- Students admitted into the program are automatically accepted into practicum as they begin field the first semester of courses.
  - MSW Traditional Pathway applicants must have earned an undergraduate degree from a regionally accredited or internationally listed college or university with a minimum cumulative undergraduate GPA of 3.00 on a 4.00 scale.
  - Students conditionally accepted into the program must achieve a cumulative GPA of 3.25 to enroll in Practicum II and Seminar (SOWK 5604).
  - A criminal record check from CastleBranch or from every state where applicant previously resided.
- At the time of admission, students will complete a “MSW Student Practicum Placement Form” (NSU Practicum Manual, p. 41) used to guide field personnel in the placement process.
- Students will submit a current resume.
- The summer before the first semester of courses, the Traditional foundation-year student will attend an orientation meeting with the Field Director and/or Faculty Field Liaison. The field placement form will be collected at this time followed by a discussion of possible agencies to contact and the placement procedure.
- Per the student’s request, he/she can meet individually with a Faculty Field Liaison to review the form and to further explore the student's interests and expectations for practicum. The Faculty Field Liaison will assist the student in selecting at least two appropriate agencies to visit and interview.
- After the placement form is collected, the student will contact the selected agency to arrange an interview. The student will take a resume to each interview.
- Once the student selects a practicum, she/she will contact the Field Director, providing the Agency and Field Instructor information.
- The Faculty Field Liaison and/or the Field Director will contact the Agency Field Instructor and/or Agency administrator to discuss the visit/interview and confirm the student’s practicum placement.

- Upon placement confirmation, the Field Director will send an approval letter to the Agency and the student.
- Students enrolled in the Traditional Pathway who receive credit for the first year practicum (SOWK 5204 & 5404) and maintain the required GPA will matriculate to the final two semesters of field practicum (SOWK 5604 & 5804).
- To prepare for the concentration-year practicum, students will complete an additional placement form and meet with the director to specify a specialization and identify specific agencies for the student to interview.
- The Field Director or Faculty Field Liaison will assign foundation students to field agencies based on their interest, experience, and geographic location.

*Advanced Standing and Concentration Field Program Requirements:*

Concentration and advanced standing students complete the following CRITERIA before enrolling in Advanced Practicum I Seminar (SOWK 5604).

- Applicants must have earned a cumulative GPA of 3.00\* on a 4.00 scale.
- The following courses must be completed before start practicum
- The following courses must be completed before starting Advanced Practicum I & Seminar (SOWK 5604):
  - SOWK 5273 – Psychopathology
  - SOWK 5323 - Practice-Oriented Research
  - SOWK 5513 - Advanced Social Work Practice & Ethics
  - SOWK 5713 - Advanced Social Work Practice with Groups
- Students with conditional admission must have earned a cumulative GPA of 3.25 to be admitted into the MSW field education program.
- A criminal record check from CastleBranch or from every state where applicant previously resided.

**Procedure:** The semester before practicum, the Advanced Standing students will complete the “MSW Student Practicum Placement Form” (NSU Practicum Manual, p. 41) used to guide field personnel in the placement process. The Field Director or Faculty Field Liaison will assign students to field agencies based on their specialization, experience, and geographic location.

- Students will submit a current resume.
- The semester before the practicum begins, the concentration-year/advanced standing practicum student will attend an orientation meeting with the Field Director and/or Faculty Field Liaison. The field placement form will be collected at this time followed by a discussion of possible agencies to contact and the placement procedure.
- Per the student’s request, he/she can meet individually with a Faculty Field Liaison to review the form and to explore the student's interests and expectations for practicum. The Faculty Field Liaison will assist the student in selecting at least two appropriate agencies to visit and interview.
- After the placement form is collected, the student will contact the selected agency to arrange an interview. The student will take a resume to each interview.
- Once the student selects a practicum, she/she will contact the Field Director, providing the Agency and Field Instructor information.

- The Faculty Field Liaison and/or the Field Director will contact the Agency Field Instructor and/or Agency administrator to discuss the visit/interview and confirm the student's practicum placement.
- Upon placement confirmation, the Field Director will send an approval letter to the Agency and the student.
- Students will remain in the same agency both semesters during the practicum.

### **FAILURE TO SECURE PRACTICUM BSW OR MSW PLACEMENT**

If the student attends multiple agency interviews and either choose to decline or is declined an internship, the Field Director and/or Faculty Field Liaison reserve 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 make that decision.

### **PRACTICUM ATTENDANCE FOR BSW AND MSW**

1. Start and End Dates: ALL Students may start the first week of the fall and spring 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). Extensions require approval by the Field Director, Faculty Field Liaison and Field Instructor.
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 MSW foundation year students (first-year) 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 MSW concentration students (second-year) 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.

3. 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 practicum schedule should be during client/agency hours and during time the field instructor is normally scheduled to be at the agency. Practicum hours accumulated outside of agency operation are not counted unless approved by both the Field Instructor and the Faculty Liaison. BSW 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.

4. 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.

5. 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 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 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 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](http://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 the field practicum/seminar course grade.**

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:

### **STUDENT EVALUATION OF BSW and MSW FOUNDATION YEAR**

The agency field instructor 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.

Mid-Term Evaluation: The Mid-Term Evaluation, found in the Education Contract/Evaluation, is considered 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 13, Field Problem Resolution Plan). When such a report is received, the faculty liaison meets with the agency field instructor and the student.

Final Evaluation: 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).

### **STUDENT EVALUATION FOR MSW ADVANCED STANDING AND CONCENTRATION YEAR**

The Agency Field Instructor will conduct a mid-term and final evaluation of the student's performance in the field practicum using the Education Contract/Evaluation.

### **BLOCK/CO-REGISTRATION 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.

### **BLOCK AND PART-TIME PRACTICUM OPTIONS FOR MSW STUDENTS**

The Traditional MSW concentration (second-year) and Advanced Standing students complete 500 clock hours in a block practicum during the spring semester. Before the start of practicum, students choose a practicum track option using the MSW Selection form (see NSU Practicum manual, p.52). The three tracks offer the student options in the time spent weekly at the agency in an effort to support the student with additional obligations (i.e., childcare, work, etc.). The options are:

#### Full-time Practicum

- 16 week track=32 hours per week in the agency
  - Block practicum is set within two eight-week semesters = 250 hours per block practicum.
- 18 week track=28 hours per week in the agency
  - Block practicum is set within two eight-week semesters = 250 hours per block practicum.
  - 18-week track entails an early one-week start and one additional week at the end of the semester.

#### Part-time Practicum

- 25 week track=20 hours per week in the agency (2 semesters)
  - The extension process: This option entails the student completing practicum during the spring and summer semester and will delay degree completion. The student must submit the MSW Selection Form before practicum starts for faculty approval.

### **SUMMER PRACTICUM FOR BSW 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.
- 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 of the NSU Social Work Practicum Manual.
- 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.

### **Paid Practicum for MSW Students**

MSW students can request a paid practicum. To ensure the role of student as learner, student assignments and field education supervision are not the same as those of the student's employment. The NSU Social Work Field Education program is designed to be solely educational and provide training to prepare the professional graduate level social workers. The intent of the field placement is to provide an educational foundation within an agency setting.

- Students requesting a paid practicum cannot be employed at the agency more than three months.
- For students completing field education in a paid practicum, it is imperative to differentiate and maintain division of obligations/duties as an employee and learning tasks/activities expected for a graduate-level student.
- The agency will identify how agency personnel will distinguish the student's educational learning tasks evaluation and employment evaluation.
- 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 of the NSU Social Work Practicum Manual.
- Students should be aware that consequences could arise from a change in employment status or management at their agency. Termination of a student's employment by an agency 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 NSU Practicum Manual) 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 make a decision, 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). 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. The request will outline the specific reason(s) for requesting a change in practicum.
2. At the Field Instructor/Agency's request.

The Field Director or Liaison will present the request to the social work faculty for consideration. The student will be notified by letter of the faculty's decision through the school email.

#### **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 or 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 student, faculty field liaison, and agency field instructor must take place for the competent completion of the student's 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 Program 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 an onsite Agency visit a minimum of one time during the practicum year and make at least one direct contact via email or telephone every 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 it 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.

#### **SUPERVISION BY FACULTY**

Faculty assume the responsibility to reinforce the social work perspective in field through supervision as follows:

- 1) In cases the MSW field instructor leaves the agency before practicum completion, NSU faculty may serve as a field instructor for the student and provide **weekly or bi-monthly supervision conferences**.
- 2) Field seminar faculty may add additional supervision time to the end of the seminar class for students who do not have the credentialed field instructor.

- 3) Faculty provide feedback on student weekly logs.
- 4) Credentialed community practitioners, credentialed local alumni, and retired faculty may serve as a supervisor.
- 5) At NSU, full time faculty serve as field liaisons, who provide the student and FI a strong social work perspective.

### **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 Agency's basic responsibility is to provide conditions that are conducive to the achievement of field educational objectives. The expectation is that the Agency will carry out the following responsibilities:

1. Adherence to the standards of professional social work practice;
2. Adherence to nondiscrimination and affirmative action policies regarding minorities and women;
3. Provide learning experiences in direct services and to support generalist and advanced level social work practice;
4. Provide a qualified Field Instructor for the student's weekly one-hour conference;
5. Availability of adequate physical facilities for the student;
6. Commitment to the educational function of social work practicum and acceptance of education as the primary goal of practicum; and
7. Provide diverse experiences for the student, which increases his/her knowledge of cultural diversity, and the ability to practice generalist and advanced skills while applying social work ethics and values.

### **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 task supervisor may be assigned in 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.) Task Supervisors must meet the same standards and training requirements that are expected of field instructors.

The field instructor and task supervisor (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. 11 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 task supervisor 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 task supervisor 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 practicum policies, developing the education contract, 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 are no MSW or BSW supervision. Students will receive information specific to being supervised by an individual who does not hold a social work degree. Students will also receive information specific to values and ethics as they relate to professional social work supervision.

2. All Agency field instructors are requested to attend an orientation meeting before the practicum semester begins. Agenda items include a review of practicum policies, education contract development, supervision, and important dates for the semester.
3. After the completion of the orientation meeting, non-social work degreed field instructors attend a second meeting the same day that orients the instructor to the social work program, values, ethics, supervision, and the 2015 EPAS Competencies. The Faculty Field Liaison will visit each Agency at least once during the two semesters and make multiple contacts via email or phone. 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:

<b>I. Securing Admission to Practicum</b>	<b>Date Completed</b>
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)	

<b>II. Procedures After Being Admitted</b>	<b>Date Completed</b>
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 <a href="http://www.socialworkers.org">www.socialworkers.org</a> )	
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>	

<b>III. REQUIRED PRE-PLACEMENT ASSIGNMENTS AND ACTIVITIES</b>	<b>Date Completed</b>
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.	

<b>IV. REQUIRED ACTIVITIES DURING THE FIRST WEEK OF PRACTICUM.</b>	<b>Date Completed</b>
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**  
**Application for the BSW Social Work Practicum**  
**Due March 1st**

Name \_\_\_\_\_ Student ID: N# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_

**Admission to the BSW practicum is based on the following:**

- Applicants must have earned a cumulative GPA of 2.50 on a 4.00 scale
- Applicants must complete all general education requirements as well as the following courses:

Intro to Sociology	Biology with Lab
Intro to Psychology	Statistics
Intro to Social Work/ (*Principles of Human Services)	College Algebra or Math Structures
Interviewing Skills	HBSE I/ (*Lifespan Development)
Human Diversity	
*Tulsa Community College Course	

Also, applicants must be enrolled or have completed the following courses at that time of practicum application submission. Students must have completed 88 hours prior to beginning Practicum.

<b>4873 HBSE II</b>	<b>4013 Practice I</b>	<b>4863 Social Policy</b>	<b>4643 Case Management</b>
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**PLEASE ATTACH TO THIS APPLICATION FORM:**

- (1) A signed copy of the Student Contract
- (2) An essay (APA format) containing the following components:

**EXPERIENCE:** What life experiences have influenced you in your decision to major in Social Work?

**GOALS:** What goals are you striving for in the Social Work field?

**SUITABILITY FOR SOCIAL WORK:** Why and how do you think that you are

suited to be a Social Worker?

*(Note: The essay will be reviewed for both content and writing style. The essay should be a minimum of 1000 words.)*

**PRACTICUM:** What are your goals for the BSW practicum placement? Do you have a specific population of interest?

- (3) Updated Professional Resume
- (4) One professional reference and one faculty reference
- (5) CastleBranch National background check (Valid within 30 days)  
[https://www.castlebranch.com/online\\_submission/package\\_code.php](https://www.castlebranch.com/online_submission/package_code.php)  
**The code you will need to use is: HV36** and the cost is \$46.

**\*\*Your background check cannot be older than 30days from the BSW practicum application deadline\*\***

**You can submit your recommendation form and letter by either:**

**1. Mail or in person:**

<b>Tahlequah Campus</b>	<b>Broken Arrow Campus</b>
221 Haskell Hall Annex 705 North Grand Avenue Tahlequah, OK 74464 Phone: (918) 444-3511 Fax: (918) 458-2346	BALA-258 3100 E. New Orleans St. Broken Arrow, OK 74014 Phone: 918-449-6528 Fax: 918-449-6571

**2. Email:** [socialwork@nsuok.edu](mailto:socialwork@nsuok.edu)

**NORTHEASTERN STATE UNIVERSITY  
DEPARTMENT OF SOCIAL WORK  
STUDENT CONTRACT**

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

---

Faculty Academic Advisor

**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  
Student Practicum Placement Form (3 pages)**

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: \_\_\_\_\_ Practicum Semester/Year: \_\_\_\_\_  
 Check one: MSW  Foundation 1st Year  Concentration 2<sup>nd</sup> Year **OR**  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 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: \_\_\_\_\_  
 Criminal History Background. If so, please list: \_\_\_\_\_

**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 with agencies.
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 Foundation & Concentration*

*Practicum Request Form*

The student will complete this form AFTER an interview with the agency has been completed and a placement confirmed with the agency representative. DUE DATE: \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone: \_\_\_\_\_ School Email: \_\_\_\_\_

Form Completion Date: \_\_\_\_\_

**STUDENT AGENCY REQUEST**

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Field Instructor: \_\_\_\_\_

FI Academic Credentials and License Number: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

# BSW & MSW Forms

**NSU Request for Practicum Placement in an Agency of Employment**

*(Must be typed)*

**Student Name:** \_\_\_\_\_ **Banner #:** \_\_\_\_\_

**Program:** BSW \_\_\_\_\_ MSW Foundation (1<sup>st</sup> year) \_\_\_\_\_ MSW Concentration/ADV Standing \_\_\_\_\_

**Agency:** \_\_\_\_\_ **Faculty Liaison:** \_\_\_\_\_

**Proposed or Current Agency Field Instructor:**

**Name:** \_\_\_\_\_ **License #:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date of Hire:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Degree & Level (i.e., BSW, MSW, other):** \_\_\_\_\_

**Degree Date:** \_\_\_\_\_ **University:** \_\_\_\_\_

**Agency or Work Supervisor:**

**Name/position:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Description and Mission of Agency:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student Current Employee Status at Agency (Circle One):** Full-Time    Part-Time    None

**Days performing work:** \_\_\_\_\_ **# Hours per day:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_

**Job Description (duties, function, client population served, etc.):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's Current Supervisor (if required):** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## Proposed Field Instruction Learning Objectives In an Agency of Employment

To ensure the role of student as learner, student assignments and field education supervision are not the same as those of the student's employment. A request for a *Practicum Placement in an Agency of Employment* requires students to develop a "mini" learning contract using the learning objectives and specific CSWE competencies detailed in NSU Practicum Manual (p. 5). For MSW students requesting a paid practicum, these learning activities will align with the program's specialization and will be different than normal job tasks.

NOTE: If the student is already placed in a practicum at the agency, then the information below will be a brief summary of the education contract. The purpose is to help faculty members differentiate the difference between job and practicum duties.

1. List and describe *social work practice involvement and/or projects* that will be implemented at the agency. For students that are employed at an agency but not paid for the practicum, these projects should be **substantially different** from the tasks/assignments required under employee status or job function. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
2. Develop a list of proposed *field instruction learning activities/tasks* (see CSWE Competencies for guidance): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
3. Specify the days and times which will be set aside for the Job and Field Practicum each week during the semester. Please note also what day(s) you will be attending class.

	List Work Times	List Practicum Times
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

4. Describe how your current workload will be reduced to ensure that the required time for your Field Practicum is available each week. \_\_\_\_\_

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5. **Paid Practicum Requests (MSW students only):** The NSU Social Work Field Education program is designed to be solely educational and provide training to prepare the professional graduate level social worker. The intent of the field placement is to provide an educational foundation within an agency setting. For students completing field education in a paid practicum, it is imperative to differentiate and maintain division of obligations/duties as a student and employee. How will the agency distinguish the student's educational learning tasks evaluation and employment evaluation?

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**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.

\_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency Administrative Supervisor Signature.

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\_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Proposed Agency Field Instructor Signature

\*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. This person is not the work supervisor.

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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.

\_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student

**NORTHEASTERN STATE UNIVERSITY**  
**SOCIAL WORK PROGRAM**  
***FIELD PRACTICUM AGENCY DESCRIPTION***

AGENCY NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

AGENCY WEBSITE: \_\_\_\_\_

TELEPHONE:   (     )   \_\_\_\_\_

AGENCY DIRECTOR: \_\_\_\_\_

EMAIL AND TELEPHONE: \_\_\_\_\_

FIELD INSTRUCTOR: \_\_\_\_\_

FI POSITION IN AGENCY: \_\_\_\_\_

EMAIL AND TELEPHONE: \_\_\_\_\_

HIGHEST ACADEMIC DEGREE: \_\_\_\_\_

UNIVERSITY: \_\_\_\_\_ LICENSURE (*if applicable*): \_\_\_\_\_ YEAR: \_\_\_\_\_

YEARS OF EXPERIENCE: \_\_\_\_\_ YEARS THIS POSITION: \_\_\_\_\_

OTHER CREDENTIALS: \_\_\_\_\_

SERVICES PROVIDED AND CLIENT DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DAYS STUDENT CAN ATTEND PRACTICUM:

\_\_\_\_\_  
Does the agency have any weekend, nights, or online practicum opportunities? If so  
please list: \_\_\_\_\_

Will the student be on call? \_\_\_\_\_

IS STUDENT REQUIRED TO PROVIDE TRANSPORTATION: \_\_\_\_\_ YES \_\_\_\_\_ NO

Is mileage paid by the agency: \_\_\_\_\_ YES \_\_\_\_\_ NO

ACADEMIC PROGRAM PREFERENCE: MSW BSW BOTH

Date Completed: \_\_\_\_\_

**NORTHEASTERN STATE UNIVERSITY  
SOCIAL WORK PROGRAM  
FIELD INSTRUCTOR AND TASK SUPERVISOR PROFILE**

NAME \_\_\_\_\_

AGENCY \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE CONTACT: \_\_\_\_\_

JOB TITLE AND DESCRIPTION: \_\_\_\_\_

Years Employed at this agency: \_\_\_\_\_

**PROFESSIONAL EXPERIENCE:**

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

**EDUCATION:**

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

**Licensure and/or Credentials** *(if applicable):*

Type: \_\_\_\_\_ Date Expires: \_\_\_\_\_  
Type: \_\_\_\_\_ Date Expires: \_\_\_\_\_

**Field Instructor/ Supervisor Experience:**

Agency: \_\_\_\_\_ Length of Time: \_\_\_\_\_  
Agency: \_\_\_\_\_ Length of Time: \_\_\_\_\_

Date Application 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 Field Practicum  
Memorandum of Understanding 2020-2021**

Between

**Northeastern State University Social Work Program**

AND

Agency Name: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Field Instructor: \_\_\_\_\_

*General Policy*

1. The primary concern of this agreement is the education of the social work student.
2. The duration of the Education Contract:
  - a. BSW and MSW foundation practicum will be a total of 450 hours.
  - b. MSW concentration and advanced standing practicums will be a total of 500 hours.

Students will be available during regular work hours of the agency, no more than four days per week (not to conflict with scheduled seminar times), or at other times by arrangement between the student and field instructor, with the approval of the Social Work Program Office of Field Education. BSW Student hours should coincide with times when the Agency Field Instructor is present.

3. Students will observe the University breaks and holiday schedule as a general rule. During the fall semester these are Labor Day and the Fall Break (Thanksgiving week); during the spring semester this is the Martin Luther King holiday and Spring Break (one week); and during the summer term Memorial Day and the Fourth of July are observed. In addition, agency holidays will be observed as appropriate.
4. No financial remuneration from either party to either party is involved in this agreement.
5. This agreement remains in effect until either party elects to withdraw from or renegotiate the agreement.

### *Responsibilities of the Social Work Program*

1. The Social Work Program will be responsible for the academic administration of the field practicum experience, including identification, selection and assignment of students to field practicum sites.
2. The Social Work Program will provide information regarding its curriculum and program sufficient to enable the agency field practicum instructor to plan and conduct a field placement experience consistent with the expectation of the Social Work Program. Most of this information will be in the Field Practicum Manual provided to the student as well as the agency field instructor. Additional information will be provided by the Field Director as needed to facilitate the practicum experience of the student.
3. The Social Work Program will appoint a field practicum liaison from the NSU faculty. This liaison will work with the agency practicum instructor and the student throughout the practicum experience.

### *Responsibilities of the Agency and the Field Instructor*

1. The agency, through the field instructor, agrees to provide the student with experiences commensurate with the field instruction objectives as defined by the Social Work Program.
2. The field instructor will attend the yearly orientation practicum.
3. The agency ensures the appointed field instructor will meet the academic and experience qualifications established by the social work program.
4. The agency agrees to provide the student with needed supplies and equipment, and an appropriate work space to complete the field experience.
5. The field practicum instructor agrees to work with the student and the field practicum liaison to design a meaningful field experience, clarifying for the student the general nature of the field work expected.
6. The field practicum instructor agrees to provide competent supervision, including orientation to the agency, and provide a **minimum of one (1) hour** of instructional conferences each week for the educational training of the student.
7. The agency field instructor agrees to confer with the field practicum liaison regarding individual students' educational needs and progress, and agrees to attend scheduled conferences (virtual) in the agency with the field liaison.

8. The agency field instructor agrees to complete an evaluation of the student's practicum work, using the form required by the school, midway through the practicum and again at the end of the practicum. It is agreed that the final evaluation will be completed by the last day of the practicum, or the last day of the semester, whichever occurs first. Any other schedule for completing the student's evaluation will be worked out in advance with the field liaison.
  
9. The agency field instructor and the agency at large agree to contact the field practicum coordinator in the event of any problems in the placement, especially those that may interfere with the continuance of the placement and pledges to work with the student and Field Director toward a mutually satisfactory solution before taking any action to terminate the placement.
  
10. The agency and field instructor will provide a learning experience that supports the social work perspective and the NASW Code of Ethics.

For the NSU Social Work Program:

Agency Field Instructor:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Agency Administrator:

\_\_\_\_\_

Date: \_\_\_\_\_

**NORTHEASTERN STATE UNIVERSITY  
SOCIAL WORK DEPARTMENT  
MEMORANDUM OF AGREEMENT FOR STUDENT**

**Student 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 and Health Coverage Statement**

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.

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Student Signature

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Date



**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: \_\_\_\_\_

**AGENCY VISIT CHECKLIST**  
(Completed by the Faculty Liaison)

\_\_\_\_\_

Student Name	Agency
--------------	--------

\_\_\_\_\_

Semester	Field Instructor
----------	------------------

**INITIAL CONTACT WITH AGENCY:** Date: \_\_\_\_\_

Education Contract Concerns or Questions: \_\_\_\_\_

Student Conference Concerns or Questions: \_\_\_\_\_

Practicum Issues identified during contact: \_\_\_\_\_

Action taken to resolve issue: \_\_\_\_\_

Date for Faculty Liaison visit to agency: \_\_\_\_\_

\*\*\* Please leave contact information with FI

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**AGENCY VISIT:** Date/time of visit: \_\_\_\_\_

Was the student present for the visit?	Yes	No
--	-----	----

Student Portfolio up-to-date/complete?	Yes	No
--	-----	----

Educational Contract utilized and objectives substantially met?	Yes	No
---	-----	----

Field Instructor/Agency fulfilling responsibility?	Yes	No
--	-----	----

Student completed (or plans to complete) practicum hours?	Yes	No
---	-----	----

Final Student Evaluation completed?	Yes	No
-------------------------------------	-----	----

Liaison's evaluation and comments:

\_\_\_\_\_

Faculty Liaison

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

**Department Chair**

**Director of MSW Program**

Eun-Jun Bang, Ph.D. Professor	BALA 252 6564 HHA 222 918-444-3610 (Tahlequah)	bang@nsuok.edu
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**Director of BSW Field Education**

**Interim Director of BSW Program**

Kendra Zoellner, Ph.D. Associate Professor	BALA 250 6553	zoellner@nsuok.edu
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**Director of MSW Field Education**

Carolyn Cox, LCSW, Ph.D Assistant Professor	HHA 224 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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Chris Garland, LSW, Ph.D. Assistant Professor	HHA 226 3501	garlancc@nsuok.edu
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Toni Hail, LCSW, Ph.D. Assistant Professor	HHA 223 3533	hail@nsuok.edu
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Allison Mason, LCSW Clinical Assistant Professor	HHA 225 3611	mann@nsuok.edu
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Kathlyn Shahan, Ph.D. Associate Professor	HPE 000 3508	shahan@nsuok.edu
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Allen Shamow, Ph.D. Assistant Professor	HHA 223 3504	shamow@nsuok.edu
--	--------------	------------------

Virginia Whitekiller, Ed.D. Professor	HHA 220 3517	longvs@nsuok.edu
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**Secretary - Tahlequah**

Susan Burdine	HHA 221 3511	burdines@nsuok.edu
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**Secretary - Broken Arrow**

Amy Lillibridge	BALA258 6528	lillibri@nsuok.edu
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**College of Liberal Arts Dean**

Dr. Mike Chanslor	HHA 345 3627	chanslor@nsuok.edu
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**Administrative Assistant**

Phyllis Wilmon	HHA 343 3619	wilmon@nsuok.edu
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