



Bachelor of Social Work

PRACTICUM

Northeastern State University | School of Social Work

Contents

PRACTICUM CONTACTS	5
BSW Field Director	5
Chair of the School of Social Work	5
NSU SCHOOL OF SOCIAL WORK PRATICUM MANUAL	6
Goal for Practicum.....	6
Mission Statement	6
Manual Purpose	7
Program Objectives	7
1. Demonstrate Ethical and Professional Behavior	7
2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice.....	7
3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice	7
4. Engage in Practice-Informed Research and Research-Informed Practice	8
5. Engage in Policy Practice.....	8
6. Engage with Individuals, Families, Groups, Organizations, and Communities	8
7. Assess Individuals, Families, Groups, Organizations, and Communities	8
8. Intervene with Individuals, Families, Groups, Organizations, and Communities.....	8
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	8
ROLES AND RESPONSIBILITIES	9
Field Director.....	9
Field Instructor	9
Task Supervisor	9
Field Liaison.....	9
Key Responsibilities	9
Student.....	10
The Agency.....	10
ADMISSION & CRITERIA FOR FIELD PLACEMENT	11
Admission to the Social Work Major.....	11
Criteria to Begin Practicum	12
Orientation and Placing Students.....	12
Failure to Secure a Practicum Agency.....	13
ADMINISTRATION OF FIELD EDUCATION	13
Criteria for Selection of Field Agencies	13
Criteria for Selection of Field Instructors.....	13
Requirement for Practicum Placement Lacking MSW or BSW Field Instructor	14

Process for Orienting and Engaging Field Instructors.....	14
Evaluating Field Instructor and Field Setting Effectiveness.....	15
FIELD EDUCATION POLICIES AND PROCEDURES	15
Practicum Attendance	15
Start and End Dates	15
Social Work Conferences and Practicum Seminars	15
University Calendar.....	16
Prior Work or Life Experiences	16
Required Practicum Hours.....	16
Criteria.....	16
Practicum Absences.....	16
Absences due to illness	17
Excessive or unexcused absences	17
Inclement Weather	17
Tracking Practicum Hours	17
Insurance for Practicum.....	17
Block Practicum for BSW Students.....	17
Summer Practicum for BSW Students.....	18
EVALUATION OF FIELD PRACTICE.....	18
Monitoring and Supporting Student Learning.....	18
Course Credit.....	20
Final Grade.....	20
Grade Appeal	21
PRACTICUM PLACEMENT IN EMPLOYING (WORK-SITE) AGENCY	21
Criteria for approval of Field Practicum Placement at Student’s Place of Employment.....	22
Proposal Instructions	23
Continuation or Change When Employment Circumstances Change	23
PROCEDURES FOR ADDRESSING FIELD PROBLEMS.....	24
Field Instructor and Student Steps for Resolving Practicum Issues	24
Change of Practicum Site	26
Termination of a Field Practicum	26
Due to Illness or Emergency	26
Due to Poor Performance or Misconduct	26
Petition for Re-Enrollment	26
Procedures for Termination of Enrollment from Program.....	27
Criteria for terminating.....	28

Student Right to Appeal Enrollment Termination.....	29
Practicum Extension Due to Poor Performance	29
Student Fitness for Practice Policy	29
Procedure	30
Grievance Procedure.....	31
FIELD SAFETY POLICY	31
Program Prevention Efforts	32
Breach of Safety Procedure	32
Sexual Harassment	32
Drug and Alcohol Policy	33
APPENDICIES	34
NSU Student Contract	35
BSW DAILY STUDENT LOG	36
NSU Request for Practicum Placement in an Agency of Employment.....	38
Field Practicum Agency Description.....	42
Memorandum of Understanding.....	45
MEMORANDUM OF AGREEMENT FOR STUDENT.....	47
Student Confidentiality Statement	47
<i>BSW PRACTICUM HOUR LOG</i>	48
NSU WEEKLY FIELD INSTRUCTOR/STUDENT CONFERENCE	49
FIELD PRACTICUM ASSESSMENT	50
STUDENT LEARNING EDUCATIONAL CONTRACT	52

PRACTICUM CONTACTS

BSW Field Director

Carolyn Cox, Ph.D, LCSW

Associate Professor

Email: green@nsuok.edu

Office Phone: 918-444-3531

Chair of the School of Social Work

Eun Jun Bang, Ph.D., MSW, MS

Professor

Email: bang@nsuok.edu

Office Phone: 918-449-6564



**NORTHEASTERN
STATE UNIVERSITY**

SCHOOL OF SOCIAL WORK



ACCREDITED BY THE
COUNCIL ON SOCIAL WORK EDUCATION

NSU SCHOOL OF SOCIAL WORK PRACTICUM MANUAL

The School of Social Work at NSU encompasses field education as the key-learning component of social work education. The BSW field program offers a distinctive focus on Social Work practice with tribal, rural and urban communities, while offering opportunities to specialize in child welfare. The BSW curriculum and practicum are intentionally designed to align with CSWE competency by integrating a strength-based, person-in-environment, and culturally responsive framework. This approach supports students in developing critical thinking skills, ethical decision-making, and professional judgment when working with historically underserved populations. Practicum experiences serve as the critical component of professional development, allowing students with supervised opportunities to apply theory and practice demonstrate competence across the CSWE domains, and cultivate self-awareness, professionalism, and effective practice behaviors. Graduates of NSU's BSW program enter the field as emerging social work professionals who are prepared to advance, social justice, engage in advocacy, and employ strengths-based, culturally attuned practice with the individuals, families, groups, organizations, and communities they serve across Oklahoma.

Goal for Practicum

The field practicum provides students with the opportunity to integrate and apply the knowledge, values, skills, and ethics outlined in the CSWE (2022) Educational Policy and Academic Standards (EPAS) nine core competencies. These competencies and related practice behaviors are embedded throughout the BSW curriculum. Students complete a required number of practicum hours at a human service agency engaged in generalist-level social work practice that fosters both personal and professional growth. Under the supervision of a Field Instructor, students are guided through meaningful learning experiences that connect theory to practice.

Together, the practicum and the integrative seminar enable students to apply classroom learning in real-world settings. Practicum assignments promote professional self-awareness and encourage the use of critical thinking to assess, implement, and evaluate agency policy within ethical guidelines. Students will also have opportunities to engage with diverse populations, including Native American communities, and to experience both urban and rural practice settings.

Mission Statement

The Northeastern State University School of Social Work'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.

Manual Purpose

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.

Program Objectives

Utilizing the CSWE 2022 Educational Policy and Academic Standards (EPAS) as the curriculum and practicum objectives. Upon graduation, BSW graduates will:

1. Demonstrate Ethical and Professional Behavior

- Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context;
- Demonstrate professional behavior; appearance; and oral, written, and electronic communication;
- Use technology ethically and appropriately to facilitate practice outcomes; and •
- Use supervision and consultation to guide professional judgment and behavior.

2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice

- Advocate for human rights at the individual, family, group, organizational, and community system levels; and
- Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

- Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and
- Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

4. Engage in Practice-Informed Research and Research-Informed Practice

- Apply research findings to inform and improve practice, policy, and programs; and
- Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

5. Engage in Policy Practice

- Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and
- Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

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

- Apply knowledge of human behavior and person-in-environment, as well as inter professional conceptual frameworks, to engage with clients and constituencies; and
- Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

7. Assess Individuals, Families, Groups, Organizations, and Communities

- Apply theories of human behavior and person-in-environment, as well as other culturally responsive and inter professional conceptual frameworks, when assessing clients and constituencies; and
- Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

8. Intervene with Individuals, Families, Groups, Organizations, and Communities

- Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; and
- Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

- Select and use culturally responsive methods for evaluation of outcomes; and
- Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

RROLES AND RESPONSIBILITIES

Field Director: This role administers the field practicum and ensures compliance with CSWE standards. The Field Director develops field education policies and procedures, recruits practicum agencies, and field instructors. They maintain current records on agencies, instructors and student eligibility, and ensures all parties receive the updated manual, course syllabi, and related materials. The Field Director provides yearly orientations for field instructors and students, and coordinates opportunities for participants to evaluate the practicum. The Field Director assists the School Chair in developing practicum policies and in operationalizing those policies to ensure their effective implementation.

Field Instructor: The Field Instructor (FI) serves as the student's primary learning resource in the practicum setting. The FI collaborates with the student to develop and implement the field education contract and evaluation, provides weekly supervision, and oversees all aspects of the student's educational experience. The FI maintains timely communication with field faculty regarding any concerns or instances of unsatisfactory student performance. The Field Instructor may serve as the agency's representative or in an off-site capacity.

Task Supervisor: An on-site task supervisor may be assigned to support the students day-to-day learning activities. The program prefers that the individual have at least two years of experience in the role the student is learning at the generalist level. The task supervisor does not replace a required qualified field instructor. The site designated task supervisor supports student learning by providing feedback, co-affirming hours, etc., with the offsite field instructor. The task supervisor will not supersede the field instructor's assessment of the student's competency in Social Work practice. The task supervisor will complete a field profile sheet for the field director before the practicum begins.

Field Liaison: The faculty liaison represents the Social Work Department to the field agency and monitors the student's progress in practicum. Working collaboratively with the agency Field Instructor and the student, the liaison supports achievement of field education objectives.

Key Responsibilities:

- Establish early contact with the Field Instructor and student to clarify their role and availability as an educational resource.
- Assist in developing and implementing the Field Education Contract and evaluations.
- Academic consultant to the field instructor and/or task supervisor. The liaison assists in structuring appropriate and meaningful learning experiences for students.
- Conduct at least one on-site agency visit and one additional contact (email or phone) per semester; block practicum students require two visits per semester.
 - Offer consultation to Field Instructors on instructional methods.
- Plan and facilitate integrative seminar sessions.
- Monitor and evaluate student progress and address issues as they arise.
- Lead problem-solving and conflict resolution for placement concerns.
- Assign final practicum and seminar grades in collaboration with the Field Instructor.
- Respond promptly to Field Instructor requests for guidance or information.

- Recommend agency and Field Instructor continuation in the practicum program.
- Document student performance issues and report significant concerns to the Field Director.

Student: The student is primarily responsible for their own learning and professional development in the practicum setting. Student key responsibilities:

- Understand and follow the practicum policies and procedures outlined in this manual.
- Learn about the field agency—its structure, functions, policies, and resources.
- Collaborate in developing and completing the Field Education Contract and Evaluation.
- Demonstrate competencies and practice behaviors identified in the Field Education Contract.
- Engage in regular supervision, practicing self-assessment and openness to feedback.
- Participate in agency training and meetings as appropriate.
- Maintain communication with the Field Instructor, Faculty Liaison, and/or Field Director regarding any practicum issues.
- Attend integrative seminars, complete all practicum assignments, and conduct oneself professionally.
- Inform the Faculty Liaison of any challenges that may hinder meeting practicum objectives.
- Actively engage in mid-term and final evaluation processes.
- Follow agency policies on dress code, attendance, and conduct.
- Complete all required evaluation forms, including evaluations of the practicum, Field Instructor, and Faculty Liaison.
- Uphold professional conduct consistent with the NASW Code of Ethics, the NSU Social Work Program Student Contract, and the best interests of clients.

The Agency: The agency’s primary responsibility is to provide a learning environment that supports achievement of field education objectives. The agency is expected to:

- Demonstrate a commitment to social work practice and education.
- Accept students without discrimination based on age, race, gender, sexual orientation, ethnicity, or religion.
- Assign a qualified Field Instructor and/or task supervisor for the duration of the placement.
- Ensure the Field Instructor/task supervisor has adequate time and resources to fulfill instructional responsibilities.
- Provide the student with necessary resources (workspace, clerical support, access to records, and travel reimbursement when possible).
- Offer learning experiences that meet field education objectives.
- Maintain an educational focus, treating the student as a learner and developing professional, and avoid assigning inappropriate tasks.
- Communicate promptly with the field faculty regarding agency services, learning opportunities, and any policy or program changes affecting the practicum.

ADMISSION & CRITERIA FOR FIELD PLACEMENT

The field practicum is an essential and distinctive component of the NSU social work curriculum, required of all majors. It complements classroom learning by providing structured, supervised experiences in practice settings where students can apply and evaluate social work knowledge, values, ethics, and skills, particularly in work with tribal, urban and rural communities.

Admission to the Social Work Major

Students must complete an application to be considered a full major of the Social Work program the fall semester before enrolling in the SOWK 4013 Practice I course. *This document also serves as the practicum application.* Students will qualify to be a full Social Work major when the following requirements are completed:

- All general education requirements
- All Social Work pre-requisite courses. These include:
 - o BIOL 1114 General Biological Science
 - o SOC 1113 Introduction to Sociology
 - o PSYC 1113 Introduction to Psychology
 - o SOWK 2013 Introduction to Social Work
 - o MATH 1513 College Algebra
 - o SOC 3323 Social Statistics
- SOWK 3873 Human Behavior in a Social Environment
- SOWK 3013 Interviewing Skills
- SWOK 4613 Human Diversity
- SOWK 4751 APA Workshop
- Maintain a minimum grade of “C” or higher in all social work courses. Courses with a D or F grade must be retaken. Students who receive a grade of D or F after one course repeat will be dismissed from the major.
- Maintain a 2.5 Graduate/Retention GPA throughout the time in the program.
- University requirements for English Proficiency are met
- Obtain a background check through CastleBranch National. (No more than 3 months old). Refer to page 14 for additional information.

The formal application for admission to the Social Work Program consists of:

1. The completed application forms
2. A signed copy of the student contract
3. The essay
4. Updated professional resume
5. One professional and one faculty recommendation letter.

The student then submits their completed application to the Social Work office on either the Tahlequah or Broken Arrow campus. Students are notified through the NSU email regarding their admission to the Social Work Program. In some cases, students may be notified by regular mail.

Criteria to Begin Practicum

- Complete 88 semester hours prior to beginning practicum
- Maintain a minimum grade of “C” or higher in all social work courses. Courses with a D or F grade must be retaken. Students who receive a grade of D or F after one course repeat will be dismissed from the major.
- 2.5 GPA overall
- 2.5 GPA in All Social Work Courses
- Proof of Field Practicum Liability Insurance
- Submission of Practicum Application Materials and Approval of Faculty
- Refer to University Catalog for Practicum Course Prerequisites
- Students must meet all requirements outlined in the Fitness-to-Practice Policy of this handbook.

Orientation and Placing Students

Once students meet the BSW practicum admission requirements, the FD hosts a practicum placement meeting for students enrolled in the Practice I (SOWK 4013). The initial group meeting offers an overview of the field placement process, an agency list, clarifies expectations, and establishes a general timeframe, while providing students the opportunity to ask questions and gain clarification about the field practicum experience.

The BSW Field Director schedules a 1:1 interview with the student to explore agency options and 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. BSW students can select from approximately 200 approved field agencies throughout Oklahoma and the bordering counties of Arkansas. The agency is updated continuously through the school year as new agencies open and others close.

Students are responsible for contacting and interviewing 2-3 agencies during the spring semester. After interviews, students submit a Practicum Selection Form to the FD that indicates their top two agency preferences. The director contacts the agency administrator to finalize student placement for the fall semester. A confirmation letter, via university email, will be sent to both the Agency and the Student when placement is finalized.

In the fall semester, the field director hosts a second orientation with all practicum students enrolled in Practicum I and Seminar (SOWK 4984) before the beginning of classes. This in-person meeting focuses on agency expectations, the program's responsibilities, practicum dates, supervision of the student, creating the education contract, and evaluation of the students' learning. Students are instructed on how to develop tasks for the contract, the safety protocols, and the attendance policies.

To finalize the practicum placement process, students will collect an updated Memorandum of Understanding (if no active AA is in place). They will ensure the Agency Profile Sheet and Field Instructor Profile Sheet are up to date.

If a student cannot attend the fall orientation meeting, they have to meet with the FD for a personal orientation meeting before beginning the practicum.

Failure to Secure a Practicum Agency

If a student completes three interviews and either declines all offers or is not selected by the agencies, the Field Director and Faculty Field Liaison will consult with the BSW Program Chair to determine whether the student is an appropriate fit to continue with practicum placement at this time.

ADMINISTRATION OF FIELD EDUCATION

Criteria for Selection of Field Agencies

The Field Director has the primary responsibility for assuring that field agencies utilized by the NSU School of Social Work field program have met and can maintain the necessary standards conducive to achieving field educational objectives. The agency is expected to carry out the following responsibilities:

1. Adherence to standards of professional social work practice, the NASW Code of Ethics;
2. Adherence to nondiscrimination and affirmative action policies regarding minorities and women;
3. Provide a safe learning experience in direct services and to support beginning-level generalist social work;
4. Availability of regularly scheduled supervision with a qualified field instructor and/ or task supervisor;
5. Availability of adequate physical facilities for the student;
6. The agency's commitment to the educational function of social work practicum and acceptance of education as the primary goal of the practicum;
7. The agency's availability to provide experiences for the student, which increases awareness of cultural diversity in the population they serve.
8. The ability to practice generalist skills while applying social work ethics and values.

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 (FD). Once an agency is approved, the FD contacts agency representatives to begin the student placement process. Through the articulation agreement, the agency is informed of agency responsibilities, as well as those of the Field Instructor (FI) and the student.

Criteria for Selection of Field Instructors

Field Instructors are agency professionals responsible for the on-site 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. BSW field instructors will hold a CSWE-accredited baccalaureate (BSW) or master's (MSW) degree in social work and 2 years of postgraduate experience. The Field Director ensures field instructor eligibility by systematically collecting Field Instructor Profile Forms and current resumes for all field instructors. In alignment

with CSWE standards, the Field Director collaborates consistently with faculty field liaisons and students to evaluate field instructor effectiveness and support quality field education.

If a CSWE-qualified field instructor is not available on-site, an off-site field instructor is assigned as an alternative. When planned changes occur, such as an agency Field Instructor's leave or departure, the BSW Field Education program ensures continuity of qualified supervision by assigning an off-site Field Instructor. At NSU, faculty may serve in this role.

The agency site will designate an on-site task supervisor to support day-to-day learning activities, and the program prefers that the individual have at least 2 years of experience in the role the student is learning at the generalist level. The task supervisor does not replace the required qualified field instructor. The site-designated task supervisor supports student learning by providing feedback, co-affirming hours, etc., with the off-site Field Instructor, but will not supersede the Field Instructor's assessment of the student's competency in social work practice.

The task supervisor will complete a **Field Profile Sheet** for the field director.

Requirement for Practicum Placement Lacking MSW or BSW Field Instructor

If a CSWE-qualified field instructor is not available on-site, an off-site field instructor is assigned as an alternative. When planned changes occur, such as an agency Field Instructor's leave or departure, the BSW Field Education program ensures continuity of qualified supervision by assigning an off-site Field Instructor. At NSU, faculty may serve in this role.

Process for Orienting and Engaging Field Instructors

A BSW practicum orientation is provided at the beginning of the school year, in August, for all field instructors and task supervisors in that particular academic year. Personnel hosting an NSU student for the first time must attend the orientation meeting. The meeting is open to agency representatives who are not hosting students and who request to attend. The training is conducted by the FD. Field Instructors receive the current NSU Field Practicum Manual, which includes all program policies, procedures, forms, goals, objectives, educational outcomes, expected competencies, and the calendar for the semester. The training focuses on agency expectations, the program's responsibilities, student supervision, the education contract, and the evaluation of student learning.

Meetings are offered virtually and may be recorded. If the FI is unable to attend, the recorded meeting will be shared. If a new field instructor cannot attend the meeting, the field director will meet with them, either virtually or in person, to ensure vital policies are covered and to prepare the FI for the practicum. Another method of continuous engagement with the BSW field instructors is access to a Google Folder that contains field material: manual, meeting PowerPoint presentations, recorded meetings, a practicum calendar, a repository of education tasks, and the education contract/evaluation.

Faculty in the BSW field program continuously engage with FI's and agency representatives throughout the practicum year. One of the primary responsibilities of the faculty field liaison is to serve as an academic consultant to the field instructor and/or task supervisor. In this role, the liaison assists in structuring appropriate and meaningful learning experiences for students.

Students in their first semester of field education can expect a faculty visit early in the semester, while students in their second semester typically receive a visit around mid-semester. Exceptions to

this schedule may occur when a student and/or field instructor or agency is experiencing difficulties in the placement. In such cases, the faculty field liaison works more closely with all parties involved, often serving as a consultant and/or mediator to assist in resolving concerns or, when necessary, facilitating termination of the placement or relocation to a more appropriate setting.

Evaluating Field Instructor and Field Setting Effectiveness

Effectiveness is continuously evaluated by Faculty Field Liaisons and the BSW Field Education Director. Faculty Field Liaisons will collect via scheduled meetings with students and in field seminars regarding student feedback on their field experience, specifically via field instruction and the site itself. Faculty Field Liaisons evaluate field instructors' ability to provide competency-based learning at the time of their site visit. Faculty Field Liaisons review the students' weekly supervision and reflections to evaluate the actions in supervision and within the agency.

Additionally, at the end of the practicum experience, students will complete a practicum experience survey that addresses specific criteria reflecting their practicum and supervision experiences after the education contract has been finally submitted. This information is provided to the BSW Field Education Director, who then uses the information to determine agency effectiveness using the following criteria listed above.

If an agency is unable to meet the listed requirements, future students will not be allowed to attend practicum at that location.

FIELD EDUCATION POLICIES AND PROCEDURES

Practicum Attendance: 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 Education Contract. The student's practicum schedule should be during client/agency hours and during time the field instructor or task supervisor is normally scheduled to be in the agency.

Practicum hours accumulated outside of agency operation are not counted unless approved by the BOTH the field instructor and the Faculty Liaison. BSW students remain in the same agency/organization for fall and spring semesters of an academic year.

All students are required to attend an in-person, on-site internship. The NSU School of Social Work does not blanketly allow 100% remote internship for either in-person program students or online program students. On rare occasions, students may submit a request to the BSW Field Director for an online practicum opportunity.

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.

Social Work Conferences and Practicum Seminars: 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.

Time spent in practicum seminar can count toward total field hours up to 10-hour cap, but student must complete at least 240 hours in the placement setting.

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).

Prior Work or Life Experiences: Do not count toward the required practicum hours.

Required Practicum Hours

BSW Students are required to complete a part-time practicum during the last two semesters of their senior year (SOWK 4984 & 4994). They complete a minimum of 225 clock hours at the same agency each semester, for a total of 450 clock hours before graduation.

Criteria

- Students may not accumulate practicum hours before the official beginning of the semester or carry over hours from the first practicum to the second, without permission from the field director.
- Students may not stop attending practicum work at the agency more than two weeks prior to the official end of the semester, including finals week, regardless of the number of hours accrued.
- Virtual hours must be approved by the field liaison and field instructor in advance.
- Time spent in the practicum seminar can count toward total field hours up to a 10-hour cap, but students must complete at least 240 hours in the placement setting.
- Simulated practice tasks in a real practice setting (i.e., field placement).
- Simulated practice situations outside of a real practice setting and field seminar cannot be counted toward the minimum number of field hours.
- A minimum of four hours per day must be scheduled for practicum.
- A minimum of four days per week. Students cannot be schedule for more than four on-half days a week in the agency.

The Field Director recommends attending practicum two full, eight-hour days a week during each semester.

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.

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.

Tracking Practicum Hours

To track accrued hours, the student maintains a log sheet listing the days and hours spent in the practicum. The field instructor approves the entries weekly, and the faculty liaison approves the hours monthly. Another tracking mechanism for practicum hours is the student journals, which the faculty liaison monitors.

Insurance for Practicum

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. Student Liability/Malpractice Insurance can be purchased at student rates.

The student is responsible for providing the field director evidence of liability insurance at the prescribed level prior to beginning practicum. For students completing an employment-based practicum, student liability insurance is required even if the agency covers the student.

No student will be permitted to begin practicum without proof of liability insurance coverage.

Block Practicum for BSW Students

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

Students who co-register will be expected to spend at least four (4) days a week in the practicum agency and attend both seminars and complete related assignments. The student must take the

initiative by making a written request for approval to co-register. Requests should include the reasons for request and practicum plans.

Summer Practicum for BSW 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 their 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.

EVALUATION OF FIELD PRACTICE

Monitoring and Supporting Student Learning

Monitoring and supporting student learning is a collaborative, ongoing process involving the Agency Field Instructors, task supervisors (when applicable), Faculty Field Liaisons, and the BSW Field Director.

Through structured tools such as the Field Education Contract, reflective assignments, supervision, and formal evaluations, students are assessed on their ability to demonstrate ethical and professional behavior, integrate theory and practice, engage in reflective learning, and meet the academic and professional requirements. Evaluation processes are intended to support learning and growth while also ensuring accountability, consistency, and alignment with the standards of the social work profession.

The following methods are utilized to maintain contact between the agency, the university, and the student. They are also utilized to monitor student progress and support learning in the practicum:

- 1. Education Contract:** The Education Contract provides structure and guidance for the field practicum experience. It serves as both a planning and supervisory tool that supports ongoing learning, informal consultation, and formal evaluation throughout the placement. Within the first two weeks of each semester, the student and Agency Field Instructor collaboratively develop the Education Contract based on the nine competencies outlined in the 2022 CSWE Educational Policy

and Accreditation Standards (EPAS). This process ensures students have opportunities to demonstrate competency through agency-specific learning experiences across all system levels.

Students identify measurable learning tasks aligned with each competency and corresponding practice behaviors, conceptualizing these activities in relation to their educational goals and field responsibilities. Following review and approval by the Faculty Field Liaison, the student implements the agreed-upon tasks throughout the semester.

The Education Contract is intended to be a dynamic, evolving document that may be modified as learning needs, agency opportunities, and professional development goals emerge during the practicum experience. A new Education Contract is completed for each semester of field placement. Consistent with competency-based social work education, this outcome-oriented process supports students in demonstrating the integration and application of the nine CSWE competencies in professional practice.

2. Evaluation: The Agency Field Instructor, in collaboration with the Faculty Field Liaison, completes both a midterm and final evaluation each semester the student is enrolled in practicum. Evaluations are grounded in the competency-based framework outlined in the 2022 CSWE Educational Policy and Accreditation Standards (EPAS). The Agency Field Instructor utilizes the Education Contract, which integrates the nine EPAS competencies, associated practice behaviors, and measurable learning tasks specific to the agency setting. The evaluation process includes both qualitative narrative assessment and quantitative ratings to measure student progress in demonstrating competency across all required areas of generalist social work practice.

Ongoing assessment of student performance occurs through regularly scheduled supervision conferences between the student and Agency Field Instructor, supporting professional development, integration of classroom learning with practice, and continuous feedback.

Midterm Evaluation:

The midterm evaluation, included within the Education Contract/Evaluation document, serves as a formative assessment of student progress toward competency development. It is reviewed collaboratively with the student to identify strengths, areas for growth, and any learning needs early enough to allow for corrective planning and skill development. This process promotes student self-awareness, professional growth, and intentional learning. Any concerns indicating significant performance issues must be documented in writing and submitted to the Field Director through the Faculty Field Liaison (see Field Problem Resolution Plan). When such concerns arise, the Faculty Field Liaison meets with the Agency Field Instructor and the student to develop a plan for remediation and support.

Final Evaluation:

The final evaluation, completed collaboratively by the Agency Field Instructor and the student at the conclusion of the semester, provides a summative assessment of the student's demonstration of the CSWE competencies in practice. This evaluation informs the recommended practicum grade. The student's final course grade cannot be assigned until the Faculty Field Liaison receives the completed final evaluation documentation. 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).

3. Student Weekly Reflections: BSW students will complete weekly reflections where they connect their daily practicum activities to their classroom learning and CSWE 2022 EPAS in the BSW

practicum experiences. The liaison monitors student learning and growth through the logs and will provide feedback when necessary. Students use this process to self-assess their practicum experiences and professional development in alignment with the 2022 CSWE EPAS competencies.

4. Supervision with Agency Field Instructor:

A weekly conference between the agency (or off-site) Field Instructor and student is a critical component of the generalist field education at NSU. Supervision may occur in person or through secure virtual formats, and group supervision is acceptable when it supports competency development. These supervisory conferences provide structured opportunities to assess student progress in demonstrating the 2022 CSWE Educational Policy and Accreditation Standards (EPAS) competencies, integrate classroom knowledge with practice, and address issues relevant to professional social work practice within the agency setting. To promote continuity in supervision and intentional competency development, the student completes a supervision conference form in collaboration with the Agency Field Instructor. This document supports reflection on weekly learning activities, identifies competencies demonstrated in practice, and facilitates ongoing competency-based evaluation (see appendices).

5. Agency Visits:

The Faculty Field Liaison conducts at least one virtual or in-person contact with the agency each semester to support the educational integrity of the field placement. These contacts provide an opportunity to evaluate the agency's capacity to offer a safe, supportive, and competency-based generalist learning environment consistent with the 2022 CSWE Educational Policy and Accreditation Standards (EPAS).

This process also facilitates collaboration between the School of Social Work and Agency Field Instructors by providing consultation, guidance, and support related to student learning, supervision, competency development, and the integration of classroom knowledge with professional social work practice.

6. Field Seminars: In the weekly seminar setting, active discussions with other students and the faculty liaison will offer another layer of learning that enhances the student's cognitive process in making connections to classroom learning and applying it to the practice setting. The field seminar will allow the liaison to monitor student cognitive and affective development in practice while objectively evaluating their professional development.

Course Credit: BSW Students are required to complete a part-time practicum during the last two semesters of their senior year (SOWK 4984 & 4994). They complete a minimum of 225 clock hours at the same agency each semester, for a total of 450 clock hours before graduation.

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: Given the significance of field education and the integral role of the practicum and seminar in social work training, the school regards a failing grade (F) in these courses as a matter of serious concern. 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 Appeal

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 Coordinator. If consultation with the Social Work Chair does not produce a satisfactory outcome, the University Grade Appeals Process is called into effect. See the following [link](#).

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 unanimously approve the final proposal.

BSW and MSW students can request a practicum appointment at their place of employment pending that the agency allows for this and they are equipped to adhere to the policies and procedures established within the NSU Social Work Program 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.

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

- Student field assignments and employment tasks may be the same and counted toward required field hours if the tasks have clear links to the social work competencies, including any competencies added by the program, and their related behaviors (CSWE, 2022).
 - The Agency and FI agree to add new learning opportunities that have not previously been encompassed by the employment responsibilities. This includes identifying 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 that directly correlate with the student's level of education thus far within the Social Work Program.
 - The Agency must agree to release the student during their 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 field instructor and employment supervisor of a student may be the same person. In such cases, supervision time for field education learning must be separate from supervision time for employment (CSWE, 2022).
- Regardless of placement, students will purchase Student Liability Insurance. Student Liability insurance will only cover the student 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.
- 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 from employment evaluation.

Proposal Instructions:

The “Request for Practicum Placement in an Agency of Employment” form 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 the draft, the student must discuss the proposal and all requirements with the Director of Field Education for their program, 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) typed original of the "Request for Practicum Placement in an Agency of Employment", with signatures, to the Field Director for review. *Students must submit the proposal by the due date assigned by their respective Field Director in order to prevent delays in beginning their practicum on time.*
4. The Field Director will disburse the proposal to all Social Work Faculty for review and 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.

Continuation or Change When Employment Circumstances Change

The program assists students with continuing or changing their field education when employment circumstances change during a co-occurring employment-based practicum placement.

When a student becomes unemployed for reasons unrelated to professional misconduct, the BSW Field Office reviews the circumstances and collaborates with the student to determine appropriate options for continuing or modifying the field education experience. Options may include revising learning assignments, modifying supervision arrangements, or placing in an alternative, approved field education setting, when feasible. Continuation of field education in the same setting is not guaranteed.

When employment is terminated for professional misconduct, ethical violations, or behavior inconsistent with social work values and professional standards, the program conducts a formal review to determine the student’s eligibility to continue in field education. Decisions regarding

continuation, reassignment, or removal from field education are made in accordance with program policies and university procedures and prioritize student learning, client safety, and the integrity of the profession. Placement in an alternative field education setting is not guaranteed in such circumstances.

PROCEDURES FOR ADDRESSING FIELD PROBLEMS

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.

Field Instructor and Student Steps for Resolving Practicum Issues

- 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 Coordinator 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 Coordinator.
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 the BSW and MSW programs of the specific academic program year. 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 reenroll 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 reenrollment is denied, the student will be counseled out of the Social Work Program.

The termination 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 termination decision. The NSU Social Work Program reserves the right to request outside documentation, including but not limited to diagnostic examinations, police reports, etc.

Procedures for Termination of Enrollment from Program:

Behavior that is illegal, does not adhere to the NASW Code of Ethics, or reflects other forms of inappropriate professional behavior will be grounds for termination from the program. This could include, but is not limited to, sexual or racial harassment or harassment concerning sexual orientation, threatening behavior, plagiarism, theft, and sexual misconduct with clients. This is inclusive of all behavior related to the status of students in the BSW and MSW Program and interactions with clients, agency staff, faculty, and students.

If a student is in violation of NSU's code of conduct, the Social Work Program's Student Contract (see below), or their practicum agency's code of professional conduct, the Social Work Faculty may determine that it is inappropriate for the student to continue in the program. These instances include, but are not limited to, serious ethical violations or continued unsatisfactory progress that prohibits the student from meeting the school's standards for successful graduation.

A student's enrollment may be terminated from the program on recommendation by a faculty member, field instructor, or a representative from a participating practicum agency. The recommendation is made to the Social Work Program Chair. The recommendation must be in writing with the following information:

- Clearly identify the student.
- Identify the specific behavior(s) that were problematic.
- Specify why this behavior was inappropriate.
- Specify sources of information that support the complaint.
- Be filed within three weeks of the date the complainant became aware of the problem behavior.
- Clearly identify the complainant's identity.

An appointed program faculty member will collect the information necessary to evaluate the complaint, including contacting the complainant, the student, and other relevant sources of information. The program chair will notify the NSU Student Affairs of the complaint. Once information is collected, all program faculty will meet to weigh the information and decide on the validity of the complaint. Finally, they will make recommendations to the chair of Social

Work about appropriate action based on the findings. The review will be concluded within fifteen (15) working days from filing the complaint, excluding summer.

The student will receive a letter from the program administration regarding the faculty members' decision.

In most cases, the decision to discontinue a student as a social work major is considered permanent. In certain circumstances, a student may be terminated with specific remedial steps to be taken before formal re-application to the program may be made.

According to University policy, a student on scholastic probation is given one semester to raise his/her GPA to a satisfactory level. If the GPA is not raised satisfactorily in one semester, the student is placed on enforced scholastic withdrawal. (See catalog Retention Standards, section V, Academic Information.)

Criteria for terminating a student's enrollment in the program include, but are not limited to the following:

1. **Poor Academic Performance.** If course grades or GPA requirements are not met, or if a student fails to demonstrate that grade deficiencies can be corrected within a reasonable time, or if a student participates in academic misconduct, a recommendation to terminate may be made.
2. **Chronic Absenteeism.** The Department of Social Work holds a consistent attendance policy across both programs at all locations. Students are permitted:
 - 2 absences before grade is affected;
 - 3rd absence there will be an overall letter-grade deduction;
 - 4th absence students are encouraged to withdraw or will receive a 2nd overall letter grade deduction; and
 - 5th absence students will be unable to pass the course.
3. **Unprofessional Behavior.** Consistent Behavior that violates either the National Association of Social Workers Code of Ethics and/or the NSU University Code of Student Conduct (found in the NSU Student Manual) is a legitimate basis for termination from the program. For additional information, review the following links:

[NASW Code of Ethics Link](#)

[NSU Student Manual](#)
4. **Persistent Ineffectiveness in the Practicum Setting.** When the student, whether due to emotional immaturity, personal prejudice, resistance to learning, inability to complete assigned tasks, or a persistent incapacity for mastering the necessary skills for interpersonal helping, is repeatedly unable to demonstrate minimal levels of effective performance and gives no evidence of progress in working with clients, including violation of practicum agency policy, constitutes a legitimate basis for termination.

Student Right to Appeal Enrollment Termination

An appeal request allows a student to bring forward concerns about the outcome of the termination process. An appeal may be requested for one or more of the following:

1. New Information becomes available which could significantly impact the final decision and was not available during the initial termination process (This new information must be included with the written appeal request).
2. Errors in procedure occurred which may have significantly impacted the outcome.

Department Level: The student may submit a written appeal (typed, not handwritten) of the recommendation to the department chair via NSU email and within five workdays. The department chair will decide within seven workdays following receipt of the student's appeal. The student will be contacted via NSU email of the decision.

College Level: If the student disagrees with the department Chair's decision, the student may submit a written appeal to the College of Liberal Arts Dean within five workdays. The dean will review the recommendation by the faculty and department chair and make a decision within seven workdays following receipt of the appeal. The decision by the college dean is final. Additional appeals are prohibited.

Practicum Extension Due to Poor Performance

No extensions will be considered.

Student Fitness for Practice Policy

Social work is a demanding profession that requires physical, mental, and emotional fortitude from its practitioners. Students will work with vulnerable populations and must demonstrate a high fitness level for practice at the student-learner level, exhibiting high academic and professional standards. The Northeastern State University School of Social Work (the "School") takes very seriously ensuring that every social work student can effectively engage as a learner – in the classroom and practicum. This means giving students feedback and clear direction when concerns are raised about performance or concern about a student's well-being. Faculty members and field instructors are responsible for providing feedback to address concerns clearly and promptly.

Some examples of behaviors that warrant a concern may include:

- Concerning behaviors, statements, or written work
- Substance misuse/abuse
- Excessive absences in the classroom or practicum
- Disruptive behaviors in the classroom or living community
- Threats of harm to self or others
- Possession or suspected possession of weapons
- Angry/hostile behaviors
- Concerning posts on social media – Facebook, Instagram, Snapchat, TikTok, etc.
- Odd or bizarre behaviors
- See Student Contract for additional concerns

Additional circumstances that may warrant concern include:

- Physical disabilities in performing academic and/or practicum duties

Student social workers are to adhere to the NASW Code of Ethics (the “Code”), which states that social workers should not allow their problems, psychosocial distress, legal issues, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of the people for whom they have a professional responsibility (NASW Code of Ethics, § 4.05a). The Code encourages social workers, including social work students, who believe that these difficulties are interfering with their professional judgment and performance to "seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others" (NASW Code of Ethics, § 4.05b).

According to the NASW Code of Ethics § 2.09, social workers are responsible for addressing unprofessional behavior and assisting the social work student “in taking remedial action.” By this standard, the NSU School of Social Work faculty are responsible for acting as gatekeepers to the profession. As such, the School and its constituents are responsible for reviewing the facts presented by all parties involved. They will implement the following procedure to respond to students actively exhibiting mental health, academic, or physical difficulties.

Procedure

A review process will be activated when a student does not meet academic requirements, exhibits behavior judged to be unprofessional or in violation of the NASW Code of Ethics, or threatens or attempts to self-harm, among other indicators. The University and the School reserve the right to investigate and address concerns related to the student's fitness for practice in social work. An improvement plan may be implemented to support the student's growth and success and to ensure the protection of self and future clients. There are two levels of review for the School to follow when reviewing a student's behavior and fitness for practice.

Level I

The class instructor will discuss issues related to poor academic performance and unprofessional behavior with the student. They will document the concerns and the outcome of addressing the problem with the student. The document will be placed in the student’s file and shared with the BSW or MSW program director.

Level II

This level is activated when a student discloses or expresses behavior that reveals personal difficulties in working effectively with others, impairment in the practicum or classroom, or impairment within the community. This includes but is not limited to, concerns discussed in Level I. The following procedure will be employed for a Level II review.

1. In writing, the faculty member(s) will document concerns to the appropriate program director and the department chair within the same semester the student exhibits performance issues. The concerns should be stated in specific behavioral terms to allow for better evaluation of improvement indicators.

2. The instructor will report the concern to NSU Student Affairs.
3. The program director will form a Student Improvement Committee (“Committee”) comprised of program faculty members to review the report. Committee members will include the instructor(s) and program director.
4. The program director will notify the student and the student’s advisor that the Committee is scheduled to meet. The student’s performance concern(s) will be reviewed during this meeting.
 - a. The student may provide the committee with a written response concerning the problematic behavior.
 - b. If the issue occurs in the practicum setting, the Field Problem Resolution will be implemented (see NSU Practicum Manual).
5. The Committee will meet within two weeks of receiving the initial document to address the problematic performance and develop a plan to address the deficit performance issues.
6. During this stage, an action plan may be developed. The plan will state specific behavioral tasks to allow for better evaluation of improvement indicators.
Action plans could include, but are not limited to, counseling, volunteer hours, delayed enrollment for practicum, or the student’s withdrawal from the program, either temporarily or permanently.
7. The program director will submit a plan of action to the department chair.
8. The program director will meet with the student to discuss the action plan. The student will then receive a copy of the Committee’s final decision, which they will sign.
9. The program director will file a copy of the student’s review in the student’s file.

Grievance Procedure

Students may issue written grievances addressing a number of concerns. Each grievance will be considered on a case-by-case basis by the person responsible for the resolution of the complaint. Complaints may be filed for issues such as, but not limited to, discrimination, accessibility issues, sexual assault/harassment, violations of free speech, and many other concerns.

Students who have complaints should utilize the Report Concern link, found on every page of the NSU website at the very bottom of the page in the footer. If you need guidance about this process, please reach out to the Dean of Students at 918-444-2120; studentaffairs@nsuok.edu.

FIELD SAFETY POLICY

Issues regarding risk and personal safety will be discussed during the orientation session for Practicum I students prior to entry into the internship. An 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.

To ensure the student is acquainted with the agency’s safety protocols, they will explore and discuss the policy in the Agency Analysis assignment due in Practicum I and Seminar (SOWK 4984).

If a student feels uncomfortable with a field assignment, their 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.

The field education program is concerned about the risk to practicum students and wishes to ensure the safety of all students while in placement or engaged in internship-related activities.

Program Prevention Efforts:

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

Breach of Safety Procedure:

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, faculty liaison, or Field Director. Field personnel will follow NSU Student Services protocol.
3. 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 NSU School of Social Work 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.
5. All field personnel involved in the breach will immediately develop a continuity plan in the case the student's placement is disrupted.

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 they are 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 they are 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. Additional information and reporting procedures are available in Student Affairs, Human Resources and online at https://offices.nsuok.edu/studentaffairs/compliance/default.aspx?_ga=2.59380589.1599414546.1771941952-1763614922.1754505641

Drug and Alcohol Policy

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 Program.

APPENDICIES

NSU Student Contract

As a social work student in Northeastern State University's Social Work Program, I will uphold and abide by the program and university policies, and the NASW Code of Ethics. I understand the justifications for terminating a student's enrollment in the program, which include, but are not limited to the following:

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.

BSW: The student will maintain a C grade or above in all social work courses.

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

2 absences before the grade is affected;

3 rd absence there will be an overall letter-grade deduction;

4 th absence the student is encouraged to withdraw or will receive a 2nd overall letter grade deduction;

5 th absence the student will be unable to pass the course.

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_

BSW DAILY STUDENT LOG

Instructions:

- You are required to submit a **journal for every day that you are at practicum or accruing hours**, even if you are at your practicum site more than two days. Each entry must thorough and thoughtful summary of your experiences - it should give the program a window into your practicum day as well as what and how you are learning.
 - Best practice is to complete your journal either same day, or within 24-48 hours of the date for accurate and timely documentation and reflection.
 - **All sections below must be completed in full, and students may select 3 prompts to respond to for that day.** Incomplete or partially completed journal entries will **not be approved** and may result in a **loss of hour accrual** for the period covered. Ongoing issues with documentation will necessitate a meeting to intervene with a student behavior plan.
 - **Do NOT include any client names, identifying details, or protected health information (PHI).** Journal entries must comply with HIPAA and all agency confidentiality policies. Failure to maintain confidentiality is a serious ethical and academic concern, Faculty Field Liaison will inform the MSW Field Director of this breach.
-

Name & Agency:

Date:

Hours logged on this Date:

Cumulative Hours to Date:

Reflection Prompts

Respond thoughtfully to each of the prompts below. Reflect across the days you are summarizing and consider how your experiences are shaping your professional identity. You are required to utilize 3 prompts per journal entry.

1. **Successes:**

What went well during this time period? Describe any tasks, interactions, or moments where you felt effective or made progress.

2. **Challenges:**

What aspects of your practicum experience were difficult? Were there specific incidents or patterns that felt challenging?

3. **Thoughts and Feelings:**

What thoughts and emotions came up for you in response to the people you interacted with and the situations you encountered?

4. **Feedback and Response:**

Did you receive any feedback from your supervisor or colleagues? How did you respond? What did you learn from it?

5. **Growth and Development:**

What areas of personal or professional growth can you identify from this period? How are you developing as a social worker?

6. **Competencies Practiced:**

Refer to your education contract. Identify which core competencies you practiced during this time and describe how you applied them.

7. **Integration of Theory and Practice:**

How do your practicum experiences connect to what you're learning in your MSW courses? Discuss any relevant theories, frameworks, or concepts that helped you understand or navigate your experiences.

NSU Request for Practicum Placement in an Agency of Employment

(Must be typed)

Student Name: _____ **Banner #:** _____

Program: BSW _____ MSW Foundation (1st 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: _____

Phone and Email: _____

Agency Description and Mission: _____

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

Days performing work: _____ # Hours per week: _____

Job Title: _____ Hire Date: _____

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

Current Supervisor (if required): _____

Phone and Email: _____

3. Describe how your current workload will be adjusted to ensure that the required time for your Field Practicum is available each week to complete practicum specific tasks.

4. 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?

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:
Agency Administrative Supervisor Signature.

_____ Date:
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.

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 of Student

Student Signature: _____

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: _____

FIELD INSTRUCTOR AND TASK SUPERVISOR PROFILE

NAME _____

AGENCY _____

EMAIL _____ PHONE CONTACT:

JOB TITLE AND DESCRIPTION:

Years Employed at this agency: _____

PROFESSIONAL EXPERIENCE:

PLACE DATES POSITION

EDUCATION:

SCHOOL DEGREE DATE MAJOR

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.

For BSW: Dr. Cox at green@nsuok.edu

**Northeastern State University Social Work Field Practicum
Memorandum of Understanding**

Between Northeastern State University Social Work Program

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.
3. 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.
4. 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.
5. No financial remuneration from either party to either party is involved in this agreement.
6. 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 an 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.

Agency Field Instructor: _____

Date: _____

Agency Administrator: _____

Date: _____

MEMORANDUM OF AGREEMENT FOR STUDENT

Student 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.

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.

Student Signature

Date

Field Instructor Signature

Student Signature

NSU WEEKLY FIELD INSTRUCTOR/STUDENT CONFERENCE

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/Task Supervisor Signature (circle one)

FIELD PRACTICUM ASSESSMENT

STUDENT: _____

AGENCY NAME: _____

FIELD INSTRUCTOR: _____

FACULTY FIELD LIAISON: _____

FIELD PRACTICUM ASSESSMENT FORM – STUDENT EVALUATION (Practicum II)

Instructions

This form should be completed by the student at the end of Practicum II, after the performance evaluation and final grade have been completed.

Submit this form to your Faculty Liaison, who will review it and forward it to the Field Director.

Students are encouraged to discuss their evaluation with their Field Instructor. If a student does not wish their evaluation to be shared with the agency or Field Instructor (upon request), please state the reason in the space provided at the end of this form.

RATING SCALE

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

A. SETTING

- 1. Exposure to professional social work practice: _____
- 2. Orientation to agency policies and procedures: _____
- 3. Opportunities to meet educational goals: _____
- 4. Agency commitment to social work education: _____
- 5. Agency support for student involvement in agency operations: _____
- 6. Provision of adequate workspace and resources: _____
- 7. Suitability of agency environment for learning: _____

B. SUPERVISION

- 8. Availability of supervisor during scheduled times: _____
- 9. Availability of supervisor as needed: _____
- 10. Appropriateness of assigned tasks for student level: _____
- 11. Assignments aligned with educational goals: _____
- 12. Supervisor involvement in establishing educational objectives: _____
- 13. Supervisor ability to evaluate strengths and growth areas: _____
- 14. Supervisor willingness to mediate between student and agency: _____
- 15. Supervisor support for developing self-directed practice: _____
- 16. Supervisor assistance with self-evaluation skills: _____
- 17. Supervisor commitment to social work education: _____

18. Supervisor knowledge and practice skills: _____

19. Supervisor ability to help integrate theory and practice: _____

C. OVERALL PRACTICUM EXPERIENCE

20. Overall quality of the practicum experience: _____

D. STUDENT FEEDBACK

Strengths of this practicum setting:

Areas for improvement:

If you do not wish your evaluation to be shared with the agency or Field Instructor, please explain:

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 LEARNING EDUCATIONAL CONTRACT

Northeastern State University BSW Social Work Program Practicum Education Contract 2026
--

Student: _____ Phone: _____

Agency: _____ Practicum Date: _____ to _____

Practicum Days and Hours: _____

Field Instructor: _____ Phone: _____

FI Email: _____

Task Supervisor: _____ Phone: _____

Field Instructor/Student Conference Day and Time: _____

The purpose of the Learning Contract is to establish activities that will help BSW students develop and apply the CSWE 2022 Educational Policy and Accreditation Standards (EPAS) Competencies and Practice Behaviors in the interest of social work practice. The competencies and behaviors are used to evaluate the student's progress in practicum. Students should identify at least two learning tasks below each competency. Learning tasks need to address every practice behavior identified for each competency, both semesters of practicum. Learning tasks need to reflect the practice behaviors so that the practice behaviors can be rated by the field instructor at the midterm and final. Learning tasks should have an expected completion date and an actual completion date. At the mid-term and end of the semester, the field instructor will complete the evaluation by rating the student's performance in their completion of the identified tasks according to the following criteria:

4. Exemplary:	Consistently exhibits mastery of competency
3. Accomplished:	Consistently meets competency
2. Developing:	Dependably meets basic competency
1. Deficient:	Rarely meets competency

Comments may be made under any competency statement if desired. Please be sure to indicate those areas in which you think the student is particularly strong and those areas that need improvement. Half scores (2.5, 3.5, 4.5) are allowable ratings for practice behaviors.

Student:

-Ensure the field instructor receives the evaluations in sufficient time to complete.

Field Instructor:

-At the designated time, complete the evaluation of the student, utilizing the above rating scale.

-Review ratings and comments with your student and complete the appropriate signature page.

Faculty Liaison:

-Review all ratings and discuss with the student and/or field instructor areas of concern. Complete the appropriate evaluation page, providing comments, as needed. Forward a copy to the Field Director and return the original to the student.

Competency 1: Demonstrate Ethical and Professional Behavior

Mid-term Evaluation by Field instructor (1-4)	Final Evaluation by Field instructor (1-4)	Practice Behaviors	Activities related to this competency:
		Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context	
		Demonstrate professional behavior; appearance; and oral, written, and electronic communication	
		Use technology ethically and appropriately to facilitate practice outcomes.	
		Use supervision and consultation to guide professional judgement and behavior.	

FI Comments (student and/or FI):

Competency 2: **Advance Human Rights and Social, Racial, Economic, and Environmental Justice**

Mid-term Evaluation by Field instructor (1-4)	Final Evaluation by Field instructor (1-4)	Practice Behaviors	Activities related to this competency:
		Advocate for human rights at the individual, family, group, organizational, and community system levels;	
		Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.	

Comments (Student or FI):

Competency 3: Demonstrate Cultural Humility and Evidence-Informed Environmental Practices

Mid-term Evaluation by Field instructor (1-4)	Final Evaluation by Field instructor (1-4)	Practice Behaviors	Activities related to this competency:
		Demonstrate culturally responsive*, equity-centered, and non-discriminatory social work practice at the individual, family, group, organizational, community, research, and policy levels.; and	
		Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences	

Comments (Student or FI):

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

Mid-term Evaluation by Field instructor (1-4)	Final Evaluation by Field instructor (1-4)	Practice Behaviors	Activities related to this competency:
		Apply research findings to inform and improve practice, policy, and programs	
		Identify ethical, culturally informed*, equity focused strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.	

Comments (Student or FI):

Competency 5: Engage in Policy Practice

Mid-term Evaluation by Field instructor (1-4)	Final Evaluation by Field instructor (1-4)	Practice Behaviors	Activities related to this competency:
		Use social justice* and equity-centered lenses to assess how social welfare policies affect the delivery of and access to social services; and	
		Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.	

Comments (Student or FI):

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

Mid-term Evaluation by Field instructor (1-4)	Final Evaluation by Field instructor (1-4)	Practice Behaviors	Activities related to this competency:
		Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies;	
		Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies	

Comments (Student or FI):

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

Mid-term Evaluation by Field instructor (1-4)	Final Evaluation by Field instructor (1-4)	Practice Behaviors	Activities related to this competency:
		Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; and	
		Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan	

Comments (Student or FI):

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

Mid-term Evaluation by Field instructor (1-4)	Final Evaluation by Field instructor (1-4)	Practice Behaviors	Activities related to this competency:
		Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; and	
		Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.	

Comments (Student or FI):

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

Mid-term Evaluation by Field instructor (1-4)	Final Evaluation by Field instructor (1-4)	Practice Behaviors	Activities related to this competency:
		Select and use culturally responsive methods for evaluation of outcomes; and	
		Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.	

Comments (Student or FI):

BSW SOCIAL WORK MID-TERM EVALUATION

The FIELD INSTRUCTOR should complete the following section:

Identify the student's areas of strength and growth at the mid-term:

Identify the student's areas that require development for the remaining of the semester. List any concerns regarding the student at this time:

STUDENT comments:

Signature of Field Instructor: _____ Date: _____

Student's Signature: _____ Date: _____

Liaison Faculty Signature: _____ Date: _____

***Before liaison receives this Mid-term evaluation, FI and Student signatures are required.*

The FACULTY LIAISON should complete the following scale:

	1	2	3	4	5
Participation in Seminar					
Comments:					
Attendance to Seminar					
Comments:					
Assignment Quality					
Comments:					
Communication with Faculty Liaison					
Comments:					

Additional Comments:

BSW SOCIAL WORK FINAL EVALUATION

The FIELD INSTRUCTOR should complete the following section:

|Student comments on areas of strength and growth over the semester:

Student's professional growth and development goals for future:

The FIELD LIAISON should complete the following section:

Comments on areas of strength and growth:

Student's growth and development goals for future:

STUDENT comments:

Signature of Field Instructor: _____ Date: _____

Student's Signature: _____ Date: _____

Liaison Faculty Signature: _____ Date: _____

***Before liaison receives this Final evaluation, FI and Student signatures are required.*