

Handbook of Field Instruction



**Masters of Social Work Program
School of Human Sciences
Southern Illinois University Carbondale**

Handbook of Field Instruction: Graduate Program

SIUC - Social Work



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PREFACE

This manual is intended to serve as a comprehensive guide to the current Social Work graduate field practicum program at Southern Illinois University Carbondale. Practicum students, field instructors, seminar teachers, faculty field liaisons and field committee members are all potential users of this manual. This manual is intended to be a working document which is under periodic review by the office of graduate field instruction. It is regularly revised to reflect program developments in the school and/or field as well as Council on Social Work Education (CSWE) requirements.

THE MASTER'S LEVEL SOCIAL WORK PRACTITIONER: A WORKING DEFINITION

The master's level social work practitioner is a strengths based, value laden and problem orientated professional change agent who is equipped with broad in-depth knowledge and skills to assess problems, target appropriate intervention levels and utilize a full range of in-depth practice interventions, especially in specific concentration areas. Furthermore, the worker respects and understands social, cultural and human diversity issues as well as demonstrates a special commitment to underserved populations by promoting social justice and equal access to economic opportunities for vulnerable people groups. In addition, the master's level practitioner can analyze, intervene and evaluate in ways that are highly differentiated, discriminating and self-critical. They are highly reflective individuals who are able to synthesize and apply in-depth thinking, knowledge and skill values to practice situations, as well as function with a high degree of autonomy in the workplace. Additionally, such a practitioner is able to evaluate, refine and advance his or her practice skills in order to contribute to the larger social work profession.

MISSION STATEMENT

The organizing principle of the MSW program is service to individuals, families, groups and communities by enhancing their well-being and promoting economic and social justice and human rights.

The mission of the Masters of Social Work program is the educational preparation of graduate students for advanced social work practice in a concentration area (Children Youth and Families, Health/Mental Health, and School Social Work). Student learning is based on competent, ethically-responsible, professional practice with disadvantaged and diverse groups within state, national, international, and global contexts, with a special focus on rural areas. Special emphasis is placed on building scholarship and leadership capacities to serve as change agents within one's area of practice and the larger social work profession.

MASTER OF SOCIAL WORK PROGRAM GOALS AND OBJECTIVES

The focus of the Graduate Program is the preparation of human service professionals with advanced skills in practice, practice evaluation, policy and critical thinking, with an emphasis on specialized training in Children, Youth and Families (with an optional endorsement in School Social Work) and in Health/Mental Health.

Program Goals for the MSW Degree Program

1. To prepare social workers with advanced knowledge and skills to work with individuals, groups, families, organizations, and communities in rural Illinois, the state, nation, international and global contexts.
2. To prepare advanced level social workers to evaluate the processes and effectiveness of their practice.
3. To prepare social workers with advanced levels of knowledge and understanding of human rights, the forms and mechanisms of oppression and discrimination.
4. To prepare social workers with skills and an advanced knowledge to practice without discrimination with respect to client's age, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
5. To prepare social workers who are able to collaborate across disciplines with advanced knowledge, values and ethics of the profession.
6. To prepare social workers to engage in ethical, responsible, and self-critical social work practice, with a clear understanding of the history of the social work profession and its contemporary structures and issues.
7. To prepare social workers with values, ethics and skills in critical thinking and advocacy, in order to analyze, formulate, and influence social welfare policies.
8. To prepare social workers with advanced skills in practice, policy, practice evaluation, and critical thinking within an area of specialization (Children, Youth and Families, Health/Mental Health or Children, Youth and Families with an endorsement in School Social Work).
9. To prepare social workers for leadership positions in social welfare service deliver settings within a specific area of practice (Children, Youth and Families, Health/Mental Health, Children, Youth and Families with an endorsement in School Social Work, or Gerontology).
10. To prepare social workers to engage in scholarship and professional development that help advance social work knowledge and practice.

MSW FIELD PRACTICUM RATIONALE

The Masters of Social Work practicum program is based upon CSWE standards. It directly supports the education mission of the MSW program with is to prepare graduate students for advanced level professional social work practice in their chosen specialization. Additionally, the graduate practicum program is based on the assumption that mastery of advanced level competencies for social work practice must include both structured and supervised experiential learning opportunities. In practicum settings students can both apply their knowledge as well as us and develop skills to test, practice and evaluate specific approaches to practice. Students learn to appropriately apply the values and ethics of the Social Work profession to complex situations, especially as they relate to underserved populations.

Field practicum course objectives reflect the belief that graduate students are adult learners who must be actively and openly engaged in the teaching/learning process. It is expected that through the structured experiential learning process of field practicum placement, students will continue to develop and apply the advanced level critical thinking skills that are taught throughout the Social Work curriculum.

COUNCIL ON SOCIAL WORK EDUCATION CURRICULUM POLICY STATEMENT FOR MASTERS DEGREE FIELD PRACTICUM

SIUC Social Work is fully accredited by the Council on Social Work Education. The Graduate Field Program is based on CSWE accreditation standards and curriculum policy statements developed for graduate field programs.

CSWE CURRICULUM POLICY FOR FIELD PRACTICUM

2015 Educational Policy 2.2—Signature Pedagogy: Field Education

Signature pedagogies are elements of instruction and of socialization that teach future practitioners the fundamental dimensions of professional work in their discipline—to think, to perform, and to act ethically and with integrity. Field education is the signature pedagogy for social work. The intent of field education is to integrate the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the Social Work Competencies. Field education may integrate forms of technology as a component of the program.

Accreditation Standard 2.2—Field Education

2.2.1 The program explains how its field education program connects the theoretical and conceptual contributions of the classroom and field settings.

B2.2.2 The program explains how its field education program provides generalist practice opportunities for students to demonstrate social work competencies with individuals, families, groups, organizations, and communities and illustrates how this is accomplished in field settings.

M2.2.2 The program explains how its field education program provides generalist practice opportunities for students to demonstrate social work competencies with individuals, families, groups, organizations, and communities and illustrates how this is accomplished in field settings.

M2.2.3 The program explains how its field education program provides specialized practice opportunities for students to demonstrate social work competencies within an area of specialized practice and illustrates how this is accomplished in field settings.

2.2.4 The program explains how students across all program options in its field education program demonstrate social work competencies through in-person contact with clients and constituencies.

2.2.5 The program describes how its field education program provides a minimum of 400 hours of field education for baccalaureate programs and a minimum of 900 hours for master's programs.

2.2.6 The program provides its criteria for admission into field education and explains how its field education program admits only those students who have met the program's specified criteria.

2.2.7 The program describes how its field education program specifies policies, criteria, and procedures for selecting field settings; placing and monitoring students; supporting student safety; and evaluating student learning and field setting effectiveness congruent with the social work competencies.

2.2.8 The program describes how its field education program maintains contact with field settings across all program options. The program explains how on-site contact or other methods are used to monitor student learning and field setting effectiveness.

B2.2.9 The program describes how its field education program specifies the credentials and practice experience of its field instructors necessary to design field learning opportunities for students to demonstrate program social work competencies. Field instructors for baccalaureate students hold a baccalaureate or master's degree in social work from a CSWE-accredited program and have 2 years post-social work degree practice experience in social work. For cases in which a field instructor does not hold a CSWE-accredited social work degree or does not have the required experience, the program assumes responsibility for reinforcing a social work perspective and describes how this is accomplished.

M2.2.9 The program describes how its field education program specifies the credentials and practice experience of its field instructors necessary to design field learning opportunities for students to demonstrate program social work competencies. Field instructors for master's students hold a master's degree in social work from a CSWE-accredited program and have 2 years post-master's social work practice experience. For cases in which a field instructor does not hold a CSWE-accredited social work

degree or does not have the required experience, the program assumes responsibility for reinforcing a social work perspective and describes how this is accomplished.

2.2.10 The program describes how its field education program provides orientation, field instruction training, and continuing dialog with field education settings and field instructors.

2.2.11 The program describes how its field education program develops policies regarding field placements in an organization in which the student is also employed. 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.

GRADUATE FIELD PRACTICUM OVERVIEW

Field instruction plays a crucial role in the educational preparation of advanced level social work practitioners. Field instruction is the integrating component of the total graduate educational process. Through field work, students translate their theoretical and intellectual understanding of social work into practice. They apply class room learning, knowledge of social policy, practice skills, research and evaluation techniques to real life practice settings.

Through field's experiential learning opportunities, students are able to deepen their commitment to the ideals, values and ethics of the profession as they apply them in all three (micro, mezzo, macro) practice levels. Practicum students have the opportunity to increase their experience with cultural diversity, human rights issues, and the special needs of the poor and oppressed and to understand the special strengths and challenges of advanced social work practice in rural settings.

Hours

The graduate field program follows a concurrent field practicum model. Foundation year (1st year) students spend 1 ½ to 2 days weekly (360 hours total) in practicum placement during both the fall and spring semesters. Advanced year (2nd year) and Advanced Standing) students spend approximately 3 days weekly (607 hours total) in practicum placement during both the fall and spring semesters. In addition, all field students are required to attend a weekly two hour integrative seminar.

Experience

The foundation year practicum is designed to provide foundation level social work practice experience to first year MSW students. In contrast, the advanced level second year practicum is designed to focus on specialized learning opportunities in the student's chosen area of specialization.

Learning Plan

In coordination with their field instructors, all practicum students must develop an individualized field practicum learning plan, based upon all pertinent field course objectives, that defines the focus of student learning, during the first three weeks of practicum placement each semester. The plan is reviewed, critiqued, and approved by the student's field seminar teacher. The field learning plan must include approaches to meet all field practicum objectives by using the resources of the school, experiences provided by the practicum site, as well as the wider community and the student's particular area(s) of interest. The student, the agency and the seminar class instructor use the learning plan as an ongoing focus of teaching and evaluation for the student.

Evaluations

Through both formal and informal methods, students, field instructors, and faculty are involved in the ongoing evaluation of the graduate field program. Students provide feedback regarding their field practicum site and their experiences in the field. Additionally, formal evaluations of the student by the student's field instructor are done twice each semester. Based on formal evaluations of student's performance, the student is awarded a grade of satisfactory (S) or unsatisfactory (U). Field seminar students are awarded letter grades.

Graduate Field Coordinator

The MSW Field Practicum Coordinator holds a full time faculty appointment in Social Work and has the responsibility for identifying, planning, developing and coordinating graduate student practicum placements. The Coordinator and any other faculty member who has at least two years post MSW practice experience may teach seminar classes and/or function as a field liaison between the student practicum site and the school.

MSW FIELD PRACTICUM OVERALL PROGRAM OBJECTIVES

Graduate students in the MSW Field Practicum will:

1. Integrate knowledge taught in the wider curriculum with its practical application.
2. Strengthen their commitment to the values and ethics of the social work profession, especially as they relate to diverse, vulnerable and oppressed populations.
3. Use professional supervision appropriately.
4. Develop advanced level practice and research skills
5. Learn to collaborate and work effectively and as a professional within an organizational structure.
6. Use well developed critical thinking skills for reflective, self-critical social work practice.
7. Understand the challenges and the strengths of social service delivery systems, in state, national, international, and global contexts.
8. Learn to practice self-care.

FIELD PRACTICUM ADVISORY COMMITTEES

Field Advisory Committee

Ties between the practice community and the graduate field practicum program are maintained through field instruction meetings, field liaison meetings and community practitioner's membership on the Field Advisory Committee. . The purpose of the Field Advisory Committee is to provide advice and direction to the field program from the perspective of working practitioners. Community practitioners are also members of other Social Work committees, including the Curriculum Committee

The Field Advisory Committee membership consists of representatives from the sites utilized for field instruction. These representatives are selected by the Graduate and Undergraduate Field Coordinators who serve as Co-Chairs and meet once per year. Participants provide input about field instruction from the agency perspective. The Director of the School of Human Sciences and Graduate and Undergraduate Program Directors attend as ex-officio members. The purpose of the advisory committee is to:

- Facilitate communicate between field agencies and the MSW field practicum.
- Provide advice and consultation to the field program.
- Provide substantive input regarding any other relevant areas of school, program, community and agency interaction that impacts the quality of the field program.

SELECTION OF MSW FIELD PRACTICUM PROGRAM FIELD AGENCIES

Field instruction takes place in selected and approved agencies which represent a wide range of social services throughout the region. These agencies are approved on the basis of the quality of their professional practice and their commitment to partnering with the MSW program to provide quality graduate student education. Agencies must provide educational experiences for the students which are reflective of the mission of the MSW program and meet the objectives of the field practicum course. They must also be able to both provide appropriate student supervision and material resources which are necessary for student support within the agency.

Field agencies are selected on the basis of the following criteria:

1. Acceptance of the professional education of graduate level social work students as part of the philosophy and practice of the agency.
2. Congruence between the agency's policies, procedures, philosophy and objectives with the mission of the school and the objectives of the field practicum program.

3. Ability of the agency to provide a setting in which students can practice professionally competent social work.
4. Availability of qualified field instructors.
5. Provision of a learning climate conducive to student learning.
6. The agency's willingness to provide the school with information concerning its program, services and developments in the community which affect field and/or class curricula.
7. The willingness of the agency administration to provide adequate time for the field instructor to fulfill his/her responsibilities to the student and the school.
8. The completion of a Memorandum of Understanding (affiliation agreement) between the agency and SIUC School of Social Work.
9. The availability of adequate physical space and support services for the student.
10. The agency's agreement to treat all information, including student evaluations, as confidential.
11. The agency's willingness to allow the student to use case records, with appropriate confidentiality, for classroom discussion and assignments.
12. The agency's willingness to allow student participation in staff meetings, staff training and any other educational opportunities that may occur within the agency.

SELECTION OF MSW FIELD PRACTICUM FIELD INSTRUCTORS

Field instructors for graduate level practicum students model professional social work and they teach and evaluate students. Field instructors must have:

- a graduate degree in social work,
- two years of post-master's degree experience in the field of social work, and
- at least one year of experience at the current work site.

In certain situations, where valuable learning experiences exist in a setting which does not have an onsite MSW field instructor, an offsite MSW field instructor or another person acting in a social work capacity on site may be considered as a field instructor. In these situations, the Social Work Field Coordinator will take an active role in providing consultation to the field instructor.

In addition to the above listed professional requirements, the following criteria are considered when selecting field instructors for graduate level practicum students. The prospective field instructor's ability to:

1. Practice sound advanced level social work.
2. Demonstrate personal and professional commitment to the values and ethics of the social work profession.
3. Explicate the concepts, principles, theories, knowledge and skills which underlie his/her practice.
4. Show a strong commitment to teaching and preparing aspirants to the profession.

RESPONSIBILITIES OF THE MSW FACULTY FIELD PRACTICUM LIAISON

The role of the faculty field liaison is to facilitate a good working relationship between the school and the graduate student in practicum placement. The specific responsibilities of the faculty field liaison are:

1. To maintain communication with the field instructors and students.
2. To clarify educational and program expectations to the student and/or the agency.
3. To assist the student and the agency in the integration of academic study with practice.
4. To review and evaluate the student's field learning plan.
5. To provide the student and the field instructor with criteria for positive student performance in field placement
6. To consult with field instructors regarding their evaluation of the practicum student's performance.
7. To consult with the coordinator of the MSW instruction about student problems and/or anticipated/potential difficulties arising either from the student or the agency.
8. To visit the placement site at least once each semester and/or when requested to do so by the agency, the student or the coordinator of field instruction.
9. To provide written documentation of all site visits or other pertinent interactions with the field student and/or agency for inclusion in the student's folder (see Appendix I).

RESPONSIBILITIES OF THE MSW PROGRAM AGENCY FIELD INSTRUCTOR

Approved field instructors for graduate level practicum students are considered by the field program to be educators and supervisors of students as well as role models of the professional social work

practitioner. The specific responsibilities of the MSW field program agency field instructors are as follows:

1. To orient students to agency operations, culture, policies, procedures and expectations.
2. To collaborate with students to develop an individualized plan of student learning based on MSW field practicum course objectives at least once each semester Appendix C).
3. To meet on a regular basis with students, at least one hour weekly, for individual and/or group professional supervision.
4. To participate in formal evaluation of the practicum students twice each semester.
5. To notify the faculty field liaison of any problems or anticipated problems arising from student performance and/or agency and community changes which may impact the student's practicum experience.
6. To provide student supervision from a strengths perspective.
7. To consult with the faculty field liaison about student progress and performance.
8. To attend all field related meetings sponsored by the school.
9. To model the role of professional social worker to the student.
10. Certify the number of practicum hours the student has completed by signing a monthly MSW practicum timecard (see Appendix D).

RESPONSIBILITIES OF THE MSW STUDENT

The MSW student has a major role in the field learning process and is expected to participate in all MSW field practicum activities. The MSW field practicum student's specific responsibilities are as follows:

1. To attend all pre-placement meetings.
2. Arrange and implement, with permission from the Field Coordinator, placement interviews with field practicum agencies.
3. Complete all paperwork, related to selecting, entering, maintaining and evaluating the field instruction practicum in a timely manner.
4. To develop and implement an individualized field learning plan which meets all practicum objectives in cooperation and coordination with his/her agency field instructor (see Appendix C).
5. To meet the ethical standards of the profession.

6. To participate actively in an ongoing evaluation of his/her performance, including the constructive and appropriate use of supervision.
7. To adhere to agency personnel policies, regulation and procedures.
8. To assume a professional role as a representative of the agency when in contact with clients, colleagues and the community.
9. To be proactive in finding learning opportunities in their field practicum placement.
10. To utilize procedures established by the school to resolve learning difficulties in their field placement.
11. To adhere to all field practicum policies, meet all course objective requirements and submit all placement papers by assigned due dates.

MSW FIELD PROGRAM EVALUATIONS

Evaluation of Students

The field learning plan which is developed in the first three weeks of each semester, defines the focus, goals and objectives of the student's learning. The plan is then to be signed by the student, the field instructor, then reviewed and signed by the faculty field liaison. It is designed to meet the educational needs of the student for the whole semester, but during that time may be renegotiated and modified to meet the changing needs of the student and/or agency. The extent to which the goals and objectives are met is an ongoing form of evaluation of the learning process for the student, field instructor and faculty field liaison.

In addition to weekly supervision conferences, the field instructor must conduct two formal evaluations of student progress each semester: (a.) MSW Mid-Semester Progress Evaluation and (b.) MSW Field Practicum Evaluation. Evaluations are reviewed by the faculty field liaison and then entered into the student's file. Students may receive copies of all evaluations.

Evaluation by the Student

Students are expected to formally evaluate their field placement experience at the end of each semester. This information is used by the MSW Field Practicum Coordinator and by the faculty liaison to both address problems and support strengths over all components of the graduate field program. Additionally, as a requirement of spring semester field seminars, students must write a paper which critically analyzes their yearlong practicum experience.

PROFESSIONAL FOUNDATION YEAR ONE PRACTICUM

SOCW 541 A&B and 542 A&B provide first year MSW students with an opportunity for foundation level experiential learning in selected human service agencies and integrative Field Practicum Seminars. The academic year long field experience (360 hours), focuses on the development of students' professional identity consistent with social work's values and ethics as well as its special concern for human rights issues, diversity and equal access to social and economic justice opportunities for oppressed populations. In addition, it promotes student acquisition of knowledge about agency structure and functioning within the context of the community and the larger social service systems. It emphasizes the application of theory and generalist practice skills as students assume various roles to engage, assess, intervene and evaluate over all levels of social work practice.

The field practicum experience in the foundation year is offered through:

SOCW 541A:	Foundation Seminar I	2 credit hours	Fall Semester
SOCW 541B:	Foundation Practicum I	2 credit hours	Fall Semester
SOCW 542A:	Foundation Seminar II	2 credit hours	Spring Semester
SOCW 542B:	Foundation Practicum II	2 credit hours	Spring Semester

Catalog Course Descriptions

SOCW 541A – 2 Foundation Seminar I

Seminar which is taken concurrently with foundation Practicum I. The seminar emphasizes the relationship between the practicum experience, social work practice, policy, human behavior and the social environment (HBSE) and research curricula. Restricted to admission to the program.

SOCW 541B – 2 Foundation Practicum I

Field practicum which is taken concurrently with Foundation Seminar I and is structured and supervised on site field practice in a selected agency. Practicum is equivalent to 12 hours per week for 15 weeks (a total of 360 hours) over two semesters. Grade S/U. Restricted to admission to the program and concurrent registration in SOCW 541A.

SOCW 542A – 2 Foundation Seminar II

Seminar which is taken concurrently with Foundation Practicum II and serves as a continuation of SOCW 541A. The seminar emphasizes the relationship between the practicum experience, social work practice, policy, human behavior and the social environment (HBSE) and research curricula. Prerequisite: SOCW 541 A&B. Restricted to Master of Social Work students only.

SOCW 542B – 2 Foundation Practicum II

Field practicum which is taken concurrently with Foundation Seminar II and serves as a continuation of SOCW 541B, which is a structured and supervised on site field practice in a selected agency with concurrent seminar. This is the second on site field practice with concurrent seminar. Continuation of SOCW 541B. Graded S/U. SOCW 541 A&B and concurrent registration in SOCW 542A. Restricted to Master of Social Work Students only.

Foundation Year Placement Process

Once a student is admitted into the program, the MSW Field Program Coordinator reviews the student's application, which includes information about their preference for specialization and long term and short term professional development goals. First year MSW student pre-placement activities are completed in practicum seminars during the first two weeks of the fall semester. Practicum assignments are based on the educational objectives of foundation year practicum, the student's needs and professional goals. Practicum placements must be approved by the MSW Field Practicum Coordinator. The practicum becomes valid once the student, the agency, the field instructor and the MSW practicum coordinator have all signed the field learning site placement agreement.

Professional Foundation Year Practicum Objectives

1st Year MSW students in their foundation year practicum will be expected to:

1. Show professional behavior in meeting work related expectations appropriate to the agency setting.
2. Use supervision appropriately.
3. Demonstrate, in the context of the agency, foundation level knowledge and skills over all levels of social work practice.
4. Apply social work values and ethics in agency related practice.
5. Apply critical thinking skills within the context of professional social work practice.
6. Relate positively to diverse and oppressed populations, especially around issues of social and economic justice.
7. Use the strengths perspective and the process of empowerment in the problem solving process.
8. Understand and address issues of social service delivery in rural settings.
9. Evaluate his/her practice at a beginning level of competence.
10. Assume professional social work roles at a foundation level of competence.

Course Requirements

Foundation year students complete concurrent placements. Students are in a single field practicum placement during the entire academic year. The year one foundation practicum course requires successful completion of 360 clock hours in the field, or 180 hours each semester. Weekly student supervision conferences with field instructors are also required. In addition, field instruction for 1st year MSW students is supported by an integrative field seminar which meets 2 hours each week. Regular

seminar attendance is required to receive a passing grade. Please review the attendance policy found in the course outline.

Foundation year practicum grades are based on the student's successful completion/submission of the following:

1. The required number of clock hours (360 total, 180 per semester) for foundation level practicum placement.
2. An individualized field learning plan with defines the focus, goals and objectives of student learning during the semester.
3. Regular attendance and participation in field seminar.
4. Required seminar assignments.
5. All evaluations and other required practicum paperwork.

Major Course Divisions

The major course divisions of the foundation year practicum are the following:

1. Pre-placement activities.
2. Contract completion.
3. Introduction to agency culture and norms.
4. Orientation to practicum agency's mission.
5. Orientation to practicum agency's target clients, organizational structure and funding sources.
6. Development of a learning plan which incorporates all foundation field objectives.
7. Application of the field learning plan.
8. Orientation to professional social worker roles within the agency.
9. Ongoing positive use of supervision and evaluation of the experience.
10. Exposure to a variety of professional social worker roles within the agency.

ADVANCED LEVEL YEAR TWO PRACTICUM

The advanced level year two practicum provides second year and advanced standing MSW students an opportunity for specialized experiential learning in social work practice through placement in selected human service agencies or schools. This year long placement (607 hours) reflects cooperative planning with students for an educational experience which will best prepare them to meet their specialized career goals. The purpose of second year advanced level practicum is to provide a context in which specialized competencies taught to students through the concentration curriculum, are integrated into an educationally directed, summative and advanced level practice experience. The student is expected to use high level critical thinking skills as they assess, deliver and evaluate social services over all levels of practice. They must also use their theoretical and intellectual understanding of advanced level social work practice, social policy, research and values and ethics of the profession to guide their practice interventions. In addition, they must understand the patterns of social service delivery in rural areas, plus learn to both implement and evaluate positive change to meet the needs of rural populations, especially those of diverse and oppressed people groups.

This advanced practice practicum experience provides students with an opportunity to focus their training into specialized areas of professional interest. In addition, it supports the educational objectives of the chosen area of emphasis or certification: Health/Mental Health; Children, Youth and Families; or Endorsement in School Social Work. Agencies of schools in which concentration area field education occurs must have a primary and focused effort to serve clientele who are part of that group. Field instructors must have practice expertise in the specific concentration practice area.

The advanced level year two practicum experience is offered in the curriculum through the following courses:

SOCW 543A – 3	Advanced Practicum Seminar I	Fall Semester
SOCW 543B – 3	Advanced Practicum I	Fall Semester
SOCW 544A – 3	Advanced Practicum Seminar II	Spring Semester
SOCW 544B – 3	Advanced Practicum II	Spring Semester

Catalog Course Descriptions

SOCW 543A – 3 Advanced Practicum Seminar I

Concentration specific practicum seminar with concurrent field practicum, SOCW 543B. Practicum seminar focuses on the application of advanced generalist theory, knowledge, and skills covered in the curriculum within the specific concentration area (Children, Youth and Families; School Social Work; Health/Mental Health). Prerequisites: completion of foundation (SOCW 500, 501, 504, 510, 511, 521, 541 A&B and 542 A&B) or transition courses (SOCW 502, 512, and 522). Restricted to Master of Social work students only.

SOCW 543B – 3 Advanced Practicum I

On site concentration specific field practice in an approved agency with appropriate supervision equivalent to 20 hours per week for 15 weeks (a total of 607 hours is required to be completed in two semesters) with a concurrent seminar. The practicum focuses on the application of advanced

concentration theory, knowledge and skills covered in the curriculum. Graded S/U. Prerequisite: completion of foundation (SOCW 500, 501, 504, 510, 511, 521, 541 A&B and 542 A&B) or transition courses (SOCW 502, 512, and 522). Restricted to Master of Social work students only.

SOCW 544A – 3 Advanced Practicum Seminar II

A continuation of the concentration specific practicum seminar with concurrent field practicum SOCW 544B. Continuation of SOCW 543A. Prerequisite: SOCW 543A & 543B and registration in SOCW 544B. Restricted to Master of Social Work students only.

SOCW 544B – 3 Advanced Practicum II

A continuation of the concentration specific practicum of 20 hours per week in the field for 15 weeks with a concurrent seminar, SOCW 544A. Graded S/U. Continuation of SOCW 543B. Prerequisite: SOCW 543 A&B and concurrent registration in SOCW 544A. Restricted to Master of Social Work students only.

Advanced Level Year Two Placement Process

During the spring and/or summer prior to the advanced level year of study, students must attend and participate in pre-placement activities. These activities include pre-placement meetings with both the MSW Field Practicum Coordinator and agency personnel in order to focus clearly on learning needs and career goals.

Based on this information, students collaborate with the MSW Field Coordinator in order to find a quality field practicum placement in the students chosen concentration area: Health/Mental Health; Children, Youth and Families; or Endorsement in School Social Work. The student then arranges interviews at targeted agencies and schools. The practicum placement becomes valid once the student, agency/school and field instructor agree to the practicum placement and all sign a Field Learning Agreement.

**MSW ADVANCED LEVEL SECOND YEAR PRACTICUM
OVERALL STUDENT LEARNING OBJECTIVES**

Upon successful completion of SOCW 543 and SOCW 544, the student will have met advanced level course objectives by demonstrating the following:

- A. Advanced level understanding of social work’s professional knowledge base including identification with its values and ethics.
- B. Understanding and awareness of self as a social work professional.
- C. Ability to analyze critically and apply from a strengths perspective social work theory, knowledge and practice skills.
- D. Ability to apply research methods and to evaluate practice over all levels.

- E. Ability to assume advanced practice professional social work roles.
- F. Ability to use professional supervision constructively.
- G. Movement toward value laden, self-critical, self-evaluative, autonomous social work practice based on complex critical thinking skills.
- H. Ability to work at an advanced level of expertise with culturally diverse and/or oppressed populations, especially around issues of economic and social justice.
- I. Skill in meeting the challenges and opportunities of delivering advanced level social work practice in rural areas.
- J. Completion of all specific practicum objectives for his/her concentration area of study.

HEALTH/MENTAL HEALTH CONCENTRATION OBJECTIVES FOR SECOND YEAR PRACTICUM PLACEMENTS

Upon successful completion of the second year practicum in the Health/Mental Health specialization, students will have shown advanced professional level competence in the Health/Mental Health field of practice by demonstrating the following:

1. Advanced knowledge of laws, policies and programs relevant to social work practice in health/mental health settings and their application in rural areas.
2. In depth knowledge and understanding of the impact a physical and/or mental handicap can have on the coping strategies of individuals, families and communities.
3. Advanced ability to apply concentration specific interventions to all practice levels, challenging formal and informal barriers to care and using both the formal and informal resources for care available in rural settings.
4. Appropriate use of concentration specific supervision for continuing professional development.
5. Advanced ability to function as a professional team member or leader on agency, interagency and/or interdisciplinary levels.
6. Advanced application of concentration specific interventions to assess, implement and evaluate health and mental health services over all practice levels.
7. Identification with the philosophy, values and ethics of advanced social work practice with populations who have health and/or mental health challenges.

8. In-depth understanding of the impact of discrimination against persons with mental and/or physical challenges, or conditions of class, age, gender, sexual orientation or ethnicity, especially around issues of economic or social justice.
9. Conscious use of self as a professional health/mental health advanced level social work practitioner who is able to use critical thinking skills in advanced and complex ways to implement, assess, and evaluate practice on all levels.
10. The ability to give back to the social work profession.

CHILDREN, YOUTH & FAMILIES CONCENTRATION OBJECTIVES FOR SECOND YEAR PRACTICUM PLACEMENTS

Upon successful completion of the second year practicum in the Children, Youth and Families specialization, students will have shown advanced professional level competence in the child welfare field of practice by demonstrating the following:

1. Advanced knowledge of the laws, policies and programs relevant to social work practice with children, youth and families, particularly in rural areas.
2. Appropriate use of concentration specific supervision for continuing professional development.
3. Conscious use of self as a professional Child, Youth and Families advanced social work practitioner who is able to use critical thinking skills in advanced and complex ways to assess, implement and evaluate over all levels of social work practice.
4. Identification with the philosophy, values and ethics of advanced level social work practice with Children, Youth and Families.
5. Advanced ability to conduct and use research for intervention planning over all levels of social work practice.
6. Advanced ability to apply appropriate, concentration specific models of practice to plan, intervene and evaluate services related to Children, Youth and Families.
7. Advanced ability to function professionally as an agency, interagency and/or interdisciplinary team member.
8. Advanced understanding of the impact of discrimination against children, youth and families based on conditions of class, gender, sexual orientation, ethnicity and age, especially around issues of social and economic justice.
9. Ability to use critical thinking skills in advanced and complex ways to assess, implement and evaluate practice on all levels.
10. The ability to give back to the social work profession.

SCHOOL SOCIAL WORK ENDORSEMENT OBJECTIVES FOR SECOND YEAR PRACTICUM PLACEMENTS

Upon successful completion of the second year concentration practicum in the School Social Work Endorsement specialization, students will have shown advanced professional level competence in the School Social Work field of practice by demonstrating the following:

1. Ability to employ, selectively, models of practice for interventions with student and parents across all practice levels.
2. The ability to apply knowledge and skills in assessing the educational needs of children of different racial, cultural and ethnic backgrounds and/or children with challenging physical or mental conditions.
3. Knowledge of the laws and regulations which shape school social work practice in Illinois and the nation.
4. An appreciation of the dynamics of the school as a system, in particular the rules and regulations under which it fulfils its societal mandate and the unique contributions of social work and other professions in that setting.
5. Identification with the philosophy, values and ethics of social work practice as applied in school settings.

Course Requirements

Second year and advanced standing MSW students complete concurrent field practicum placements in which students are in a single field practicum placement during the entire academic year. The year two advanced practicum course requires successful completion of 607 clock hours in the field, or 303.5 hours each semester. In consultation with the field instructor, a field learning plan that incorporates both the general and specific learning objectives for the student's chosen area of specialization must be developed by the student during the first three weeks of placement each semester. One hour weekly supervision conferences with field instructors are also required. Field instruction for the second year MSW practicum is supported by integrative field seminars, which meet two hours per week. Regular field seminar attendance is required. Please review the attendance policy found in the course outline.

Advanced level practicum grades are based on the student's successful completion/submission of the following:

1. The required number of clock hours (607 total – 303.5 per semester) for advanced level practicum placement.
2. An individualized field learning plan which defines the focus, goals and objectives of student learning during the semester.

3. Regular attendance and participation in field seminar.
4. Required seminar assignments.
5. All evaluations and other required practicum paperwork.

Major Course Divisions

1. Pre-placement activities.
2. Orientation to practicum agency.
3. Development of an individualized learning plan to include overall course objectives and concentration specific objectives.
4. Implementation of the individualized learning plan.
5. Supervision by field instructor.
6. Integrative practicum seminars
7. Evaluation of the practicum experience.

FIELD PRACTICUM FOR ENDORSEMENT IN SCHOOL SOCIAL WORK

Field education for the Professional Educator License PEL, in School Social Work requires second year MSW students to successfully complete a 9 month internship in a public school setting. Practicum supervision must be done by an MSW school social worker holding a Professional Educator License PEL in School Social Work, who also has at least 2 years postgraduate experience in the school system.

Since the primary purpose of the internship is to develop the intern's ability to integrate theory to practice, comprehension is the foundation for school social work internship experiences. In this context, comprehensiveness means the intern is exposed to the following:

1. A variety of intervention approaches including work with individuals, groups (small groups and classroom size groups) and consultations.
2. School social work practice with regular and special education student populations
3. School social work practice across all grade levels.
4. School social work practice with culturally and linguistically diverse populations represented in the host district.

SIUC School Social Work Requirements

In order to receive a Professional Educator License in School Social Work, applicants who do not hold an MSW degree must successfully complete all requirements for the MSW degree, in addition to the following:

1. School Social Work Courses
 - a. SOCW 533 -2 Social Work Practice in the Schools
 - b. SOCW 567 -2 Advanced School Social Work
2. Education Courses (suggested electives – may be waived):
 - a. EAHE 501 - 3 Vision and Planning for School Improvement **AND/OR**
 - b. EAHE 503 – 3 Building Collaborative Structures and Systems of Professional Practice
3. Education Courses (required prerequisite):
 - a. SPED 420 -3 Advanced Theories and Practices in Special Education (Graduate Level Course) **OR**
 - b. SPED 300 – 3 Intro to Special Education (Undergraduate Level Course)
4. Field placement internship in a school setting for two consecutive semesters (81 days – 607 hours) during the final year of the student’s graduate program.

SPECIFIC POLICIES RELATED TO MSW FIELD PRACTICUM PLACEMENT

Field Practicum Time Requirements

All students must fulfill the clock hour requirements for field education. The practicum agency calendar and schedule take precedence over the University calendar. Any necessary absences from field must be negotiated with the practicum agency. Some approved absences from field practicum may be allowed for attendance at professional conferences and/or meetings, with the approval of the practicum field instructor. Prompt and responsible attendance at field practicum is expected and mandatory. An absence in field without notification to the field instructor can place the student in jeopardy of failing practicum.

Exemption for Practicum

No exemption from the curriculum practicum requirement will be granted despite prior work experience in the field. Each MSW student must successfully complete all required clock hours of practicum in order to graduate from the program.

Stipend Supported Practicum

Some agencies offer stipends to MSW practicum students. The assignment of students to interview at these agencies is based on the same criteria as for other field placements. University liability insurance does **NOT** cover students in the field who are being paid a stipend. Verification of insurance status must then be submitted to the field office for student's being paid a stipend.

Practicum in Agency of Employment

Students may be placed in an agency in which they are a salaried employee, but only under the following conditions:

1. The agency must be an approved field learning center.
2. The placement must be a viable educational experience for the student.
3. The student must have an identifiable learning experience that is qualitatively different from previous or present work experiences.
4. The student must change supervisors.
5. Students wishing work-study placements must submit a plan to the coordinator of field instruction, showing how the practicum experience will meet the above stated criteria. The plan must then be approved by the MSW Field Practicum Coordinator.

Graduate Assistantships

Graduate assistantships may be used as practicum placements if the conditions for supervision and appropriate learning opportunities are available.

Student Practice Liability

All practicum students, except those with paid practicum placements, are covered by the university practice liability coverage. Many agencies have "umbrella" malpractice coverage, which usually includes student coverage as well. In addition, NASW has an inexpensive policy available to student members of the organization. Students are encouraged to take advantage of this policy, or any other malpractice insurance, even if they are insured by their agency. Students who have paid practicum placements must submit their proof of liability insurance to the field office.

Travel Expenses

The school does not assume responsibility for student travel expenses to or from their field practicum placements. Most agencies reimburse students for any mileage accumulated during practicum placement hours, but they do not reimburse students for the costs of traveling from home to the agency. Additionally, all practicum students using their cars must carry adequate car insurance.

Student Safety During Field Practicum

Student safety is a priority to SIUC and Social Work. In order to support student safety during their field practicum experience, the MSW Program follows the Southern Illinois University “Risk Management Considerations for Student Placement Programs”. A copy of this document is located in the Appendices. This includes the assessment of student readiness for field placement, the evaluation of field practicum sites, keeping up to date affiliation agreements with field practicum sites, and the establishment of the field learning plan. Students are oriented to the field placement process and expectations of professional conduct. Orientation also includes relevant SIUC policies and procedures outlined in the SIUC Student Code of Conduct, <https://srr.siu.edu/student-conduct-code/>, the SIUC Report of Injury/Incident/Hazard Form which can be found at, <https://eforms.siu.edu/siuforms/info/ceh0106.php> and other reporting/support options available for students, <https://safe.siu.edu/file-a-report/crime-reporting-form.php>

Student interns shall not attempt to physically restrain another person while in their internship, even if the agency provides training.

Requirements for Ethical Conduct

All MSW students in field practicum are required to meet the standards of behavior embodied in the NASW Code of Ethics. In addition, all students are required to follow the field seminar statement on confidentiality. Incidences of alleged student ethical misconduct arising from field practicum or seminar will be referred to the school’s Committee on Academic and Professional Standards for disposal.

Conflict Resolution in Field Practicum

Unless the problem is of a serious nature, students experiencing any difficulty in the practicum site may consult initially with the faculty field liaison for advice, but then attempt to cope with the situation personally. If the student and/or the faculty field liaison are not confident that the problem is resolved or if the problem is of a serious nature, the faculty field liaison should be a part of any ongoing discussions or actions in the agency or school. The faculty field liaison will advise the MSW coordinator of field practicum of any serious problems. Should the student be dissatisfied with the action taken by the field office he/she may request the involvement of the graduate program director.

Termination of Field Practicum

If a placement becomes unsatisfactory, whether the problem arises from circumstances in the agency or from inappropriate behavior or performance from the student, the student may be removed from the field placement. Such a decision will be reached only after joint consultation between the field instructor, the faculty field liaison and the student. The process may also involve other significant persons, such as the agency director, the MSW coordinator of field practicum, the MSW program director or the director of the school. A written statement regarding the circumstances of removal will be prepared by the field instructor, in consultation with the faculty field liaison and given to the MSW

coordinator of field practicum to be included in the student's record. Once the placement has terminated, it becomes the responsibility of SIUC Social Work to determine whether or not to place the student in another setting, either during the same semester or in the future.

Grades

Requirements for field seminars (541A, 542A, 543A, 544A) are specified in each course outline. The student's field seminar instructor is responsible for assigning letter grades for completion of these requirements.

The Graduate Field Coordinator will assign a grade of Satisfactory (S) or Unsatisfactory (U) for field practicum courses (541B, 542B, 543B, 544B) upon successful completion of the required hours and submission of all required field paperwork.

Students who wish to protest practicum grades use the same method of appeal as for other grades. This process is described in the academic grievance policy section of the Graduate catalog.

General Student Rights

Students in field practicum are subject to the University policies regarding student's rights as expressed in the Graduate catalog.

Review of Student Files

Students have the right to review their field file at any time and may do so by making a written request to the MSW coordinator of field practicum.

Sexual Harassment

If a student in field practicum feels he/she is being sexually harassed, he/she must report this to the field instructor and/or the faculty field liaison and/or the MSW Field Practicum Coordinator and/or the University Police Department.

Student Practicum Placements on National & International Levels

Under special circumstances and to take advantage of special learning opportunities, the school will consider practicum placements at national or international sites. In order to such placements to be considered, the student must petition the field office explaining the circumstances of the placement and the learning opportunities available. The MSW coordinator of field practicum will evaluate the request, consult with the MSW program director and/or the director of the School of Social Work and return a decision to the student. Coordination for such a practicum placement will be done by the MSW practicum coordinator.

FIELD FORMS (please check your course D2L):

- Field Learning Site Placement Agreement
- MSW Guidelines for Requesting Placement in your Agency of Employment
- Field Learning Plan
- Practicum Timecards
- Field Liaison Reports
- MSW Evaluation of Student Competencies
 - Foundation 1st Year (Mid-Term and Final)
 - 2nd Year & Advanced Standing – Children, Youth & Families
 - 2nd Year & Advanced Standing – Health/Mental Health
- Student Evaluation of Field Practicum Experience
- Risk Management Considerations for Student Placement Programs