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SCHOOL OF SOCIAL WORK



BSW Field 102: it's a
process, y'all
Spring 2019



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Field Education

Why Field??

Your Field Education Experience



You are embarking on the most challenging and most rewarding part of your social work education. Through this experience, you begin your transition from student to professional social worker.

Enjoy this time of growth!



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- Professional identity
- Ethical Practice
- Critical thinking
- Diversity in practice
- Human rights and justice
- Research-based practice
- Human behavior
- Policy practice
- Practice contexts
- Engage, assess, intervene, evaluate

CSWE EPAS Core Competencies

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- Professional identity: to learn what this means
- Ethical Practice: to face the ethical issues in practice
- Critical thinking: forces us to face biases
- Diversity in practice: is a must for competent practice
- Human rights and justice: advocating for those needing a voice, some one taking up for them
- Research-based practice: methods are based on research
- Human behavior: understanding behavior enhances practice
- Policy practice: familiarizing ourselves with admin policies
- Practice contexts: this is the setting, the populations, issues
- Engage, assess, intervene, evaluate: practice technique, methods

Preps: that's the key!

- **Preparing for Field**
- We recommend that you start planning for field when you apply to the program.
- Field presents a hurdle that other courses do not. Although you create a degree plan for all of your courses, your field placement demands a different time commitment.
- *Remember: this is a practicum.* You will be in a professional setting developing the essential skills of social workers. Depending on the type of placement you need (undergraduate, graduate, for example), you must be prepared to spend somewhere between 16 and 40 hours per week in your assigned agency or working with your Field Instructor.
- Once you decide to enter the social work program, please begin to strategize how you will add the necessary field hours to your already-busy life. Typically, agencies do not offer internship hours exclusively in the evenings or on weekends. A few agencies offer flexible times, but most require availability during the work week. All of them require that you be present during the work week for your formal supervision.
- We understand that accommodating your field experience requires commitment and sometimes sacrifice. However, field is the “signature pedagogy” of social work education (Council on Social Work Education) because it transforms you into a professional.
- It is essential to your education.
- It is the springboard for your career.
- It is the pathway to your life's work.
- *“Education is the most powerful weapon which you can use to change the world.”—Nelson Mandela*

It's all about time...

- Hey, ya gottha time?
- http://www.uta.edu/ssw/_documents/filed/Plan-Now.pdf





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Making Room for Field

Activity

How will you fit field into your schedule?

From a fellow social worker: Brene Brown





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You Must Take Care of Yourself

- Keep a workable, realistic schedule.
- Understand that field is a limited period of time. "This too shall pass."
- Insist that my family/friends provide the support they promised.
- Keep my health (emotional, mental, physical) my priority.
- Stay up-to-date concerning my field obligations so that I can maintain a feeling of control.
- Use the field experience as the capstone of my career.**
- Understand that I am building my professional reputation and resume.**
- Keep my expectations of all that I can manage realistic.
- Reach out to my field liaison before a small problem becomes a big problem



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Field Education

How to Start



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Field Office Contacts

- **Andron Williams**
Administrative Assistant
- **General inquiries**
sswfield@uta.edu
817-272-3533



We look forward to hearing from you!



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Field Office Contacts

Dawnetta Smith, Ed.D., MSW

Assistant Dean of Field Education

Email: dawnetta.smith@uta.edu



Natalie Mangham, LMSW

BSW & Foundation MSW Field Advisor

Email: Natalie.Mangham@uta.edu





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Office for Students with Disabilities

- University Hall, Room 102
- Phone: 817-272-3364



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Accommodations

- Understand Your Disability
- Communicate Your Needs
- Be Proactive



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Background Checks & Drug Tests

- Every Agency Requires Both
- Contact the Field Office if you have concerns



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Your Mavs Email

- Please check your mavs account often.
- The Office of Field Education communicates with you ***exclusively*** through this account.
- You will receive notifications of deadlines, your acceptance or rejection from agencies, and any changes in dates or procedure.



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Applying for Field: Sonia

- Please fill out all sections of the application.
- Once the application is complete, **submit it.**
- The field office will review and approve your application



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Applying for Field: Liability Ins.

- Your application **will not be approved** until the Field Office receives the “certificate of insurance” proving that you have purchased “Professional Liability Insurance.”
- This insurance provides coverage for you for one year in case you are named as responsible for harm to a client.
 - **Policy Limits of \$1/\$3 million are required.**
- The cost is typically around \$30-\$50.

Please check our website for a list of vendors:

<http://www.uta.edu/ssw/field/liability-insurance.php>



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Your Match

- Field Advisors review your application and match your needs with agency requests for students.
- Please know that while we are affiliated with over 700 agencies, not every agency requests students every semester.
- You will be matched with an agency that can provide you with a solid experience based on your concentration/specialization.



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If You Match to a Hospital...

Hospitals require some or all of the following *at your own cost*.

- 10-panel drug test
- Criminal background check
- Negative TB skin test
- List of current immunizations
- Proof of CPR class
- Copy of current driver's license

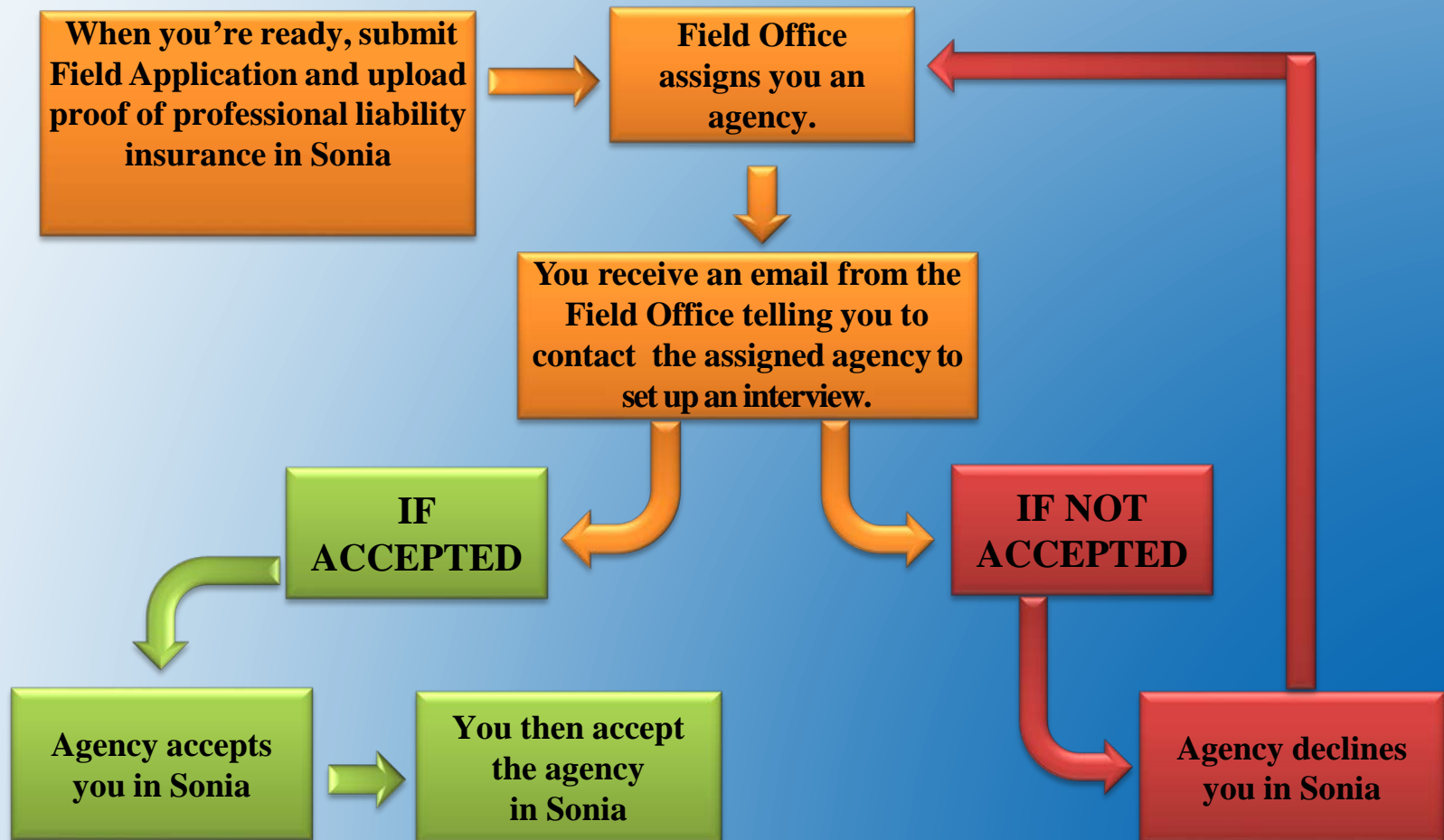
- Verification of personal health insurance
- Verification of current flu vaccine
- Social security number
- Date of birth

All must be complete before you can start your placement

These are not field office requirements. They are required by the hospital.



Field Assignment & Placement Process





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GPA Requirement

You *must* have a Grade Point Average of

2.5 or better

when you apply for field courses

and

before being matched to a placement.



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Prerequisites for BSW

You are ready to apply for field placement if you have successfully completed:

- SOCW 2311 Intro to Social Work
- SOCW 2313 Practice I
- SOCW 3301 Theories of Human Behavior
- SOCW 3302 Life Span Development
- SOCW 3304 Practice II

Be sure that your advisor agrees that you are eligible for field.



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Prerequisites for BSW

You are ready to do the **second** semester of your field placement if you have successfully completed:

- SOCW 3303 Policy
- SOCW 3306 Practice III

Be sure that your advisor agrees that you are eligible for field.



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Field Education

The Nuts & Bolts



Split vs. Block Placement

- Split
 - 16 hours per week during Spring & Fall semesters
 - 22 hours per week during Summer semester
 - Complete hours over 2 consecutive semesters
- Block
 - 32 hours per week during Spring & Fall semesters
 - Not available in the summer semester
 - Complete hours in 1 semester



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BSW Field Hours & Courses

Split: *a minimum* of 480 hours in two **consecutive** semesters

1st Semester

- SOCW 4951: Applied Social Work Practice I (Field & Seminar)

2nd Semester

- SOCW 4952: Applied Social Work Practice II (Field & Seminar)



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BSW Field Hours & Courses

**internships require a commitment of completing hours for the entire time the course is in session during the semester.*

Block: *a minimum* of 480 hours in one semester

YOU MUST REGISTER FOR BOTH

- SOCW 4951: Applied Social Work Practice I (Field & Seminar)
- SOCW 4952: Applied Social Work Practice II (Field & Seminar)

Interviewing for Field

- Some pointers to consider as you prepare for a field interview:
- Be Professional
- Have Your Resume
- Practice Interviewing



UTA Field webpage

- [Field Education Home](#)
- [Undergraduate Students](#)
- [Graduate Students](#)
- [Online Students](#)
- [Agency](#)
- [Field Instructor](#)
- [Field Liaison](#)
- [How to Apply for Field](#)
- [Professional Liability Insurance](#)
- [Forms and Documents](#)
- [FAQs](#)
- [Field Calendar](#)
- [Contact Field Office](#)



<https://www.uta.edu/ssw/field/index.php>

Important documents

- **Learning Contracts**

- BSW (PDF version) (Word version)

- **Time Sheets**

- Field Placement Time Sheet (To use this file, you need MS-Excel 2010 or newer. After you enter your hours in the right format, it will auto-calculate your hours for you.)
- Field Placement Time Sheet (To use this file, you need MS-Word 2010 or newer. You can print and write, or you can type. You will need to calculate your hours.)

- **Supervision Log**

- Weekly Supervision Logs

- **The End of Term Paperwork**

- End of Term Paperwork Checklist



Important documents (cont.)

Field Placement

Interruption/Transfer/Withdraw

Forms and Student Performance Agreement

- [Student Request to Transfer to Another Placement](#)
- [Student Request to Withdraw from a Placement](#)
- [Interruption of Field Placement by Field Instructor](#)
- [Student Performance Agreement \(SPA\)](#)



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Roles/Responsibilities of Students

- Abide by NASW and state of Texas Codes of Ethics
- Accept supervision and feedback from the Field Instructor and agency staff
- Consult *first* with the Field Instructor if problems occur
- Consult with Field Liaison if problems are not resolved
- Submit completed learning contract, time sheets and supervision logs to the Field Liaison



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Role of the Field Instructor

- Develop and implement orientation for students
- Facilitate directed learning opportunities and skill building as related to the learning contract
- Evaluate students' progress and development
- Verify documentation of supervision, corrective action, hours, evaluation, etc.
- **Meet one hour each week for supervision**



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Role of the Field Liaison

- Instructor of record with UTA
- Advocate/mediator between the student, agency and UTA.
- To review and approve evaluations
- To assess and monitor the student's progress
- To review and sign documentation, i.e. learning contracts, timesheets, supervision logs, etc.
- To assign the course grade



Point of Contact Hierarchy

1. Field Instructor
2. Field Liaison
3. Field Advisor
4. Assistant Dean of Field Education



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Student Evaluations

- Online links will be provided to your field instructor for both mid-term and final evaluations.
- Students must help Field Instructors remember to complete and submit these documents on or before the deadline.
- Students will also receive an evaluation form to evaluate the agency and learning experience.



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Field Calendar

- All important dates are posted on the field calendar.
- Please check the field calendar at this site:
 - <http://www.uta.edu/ssw/field/field-calendar.php>



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Questions/Answers