

BSW FIELD PLACEMENT MANUAL

EMU School of Social Work

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**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK**

**BSW FIELD PLACEMENT
MANUAL**

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ACKNOWLEDGEMENTS

I would like to thank the field agencies who are serving as placement sites for our students. It is because of the support and cooperation of the affiliated field agencies and the field instructors that we are able to provide professional social work education at both the baccalaureate and master's levels. The School of Social Work has a BSW Field & Program Coordinator, Ms. Catherine Powers, who works most directly with our BSW student placements. The MSW Field & Program Coordinator is Ms. Claudette Braxton. Both coordinators are instrumental in helping us to develop and maintain quality field experiences for students in the EMU School of Social Work.

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Macro & Clinical License
Director of Field Program
School of Social Work
2007—2008

MISSION

The Eastern Michigan University Social Work Program is committed to the empowerment of impoverished, oppressed, vulnerable, and underserved populations; the creation of social welfare policy based on a strengths perspective; advancement of community problem solving; and leadership in organizations and communities.

Graduates of the program will be committed and able practitioners who can work to alleviate social problems and enhance the competence of individuals, group, and communities for engaging their environments to improve social functioning and provide opportunities. The Social Work Program prepares students for culturally competent and gender sensitive practice.

At the undergraduate level, the Social Work Program prepares students for entry level generalists practice in agency settings. Upon completion of their baccalaureate degree, they will have the knowledge, skills, and integration of professional and personal values to enable them to provide direct social work services to varying size client systems, ranging from individuals and families to organizations and communities. The undergraduate program also prepares students to enter graduate social work education.

At the graduate level, the Social Work Program prepares students for advanced practice serving one of three populations: services for families and children, services for persons with serious mental illness and/or chemical dependency, or services for the aging. The graduate program gives priority to applicants who, through their past experience, have demonstrated a commitment to the stated mission of the school, who have current employment in social service agencies, and who need a part time program in evenings/weekends.

ACCREDITATION

Eastern Michigan University is a non-profit public institution accredited by the North Central Association of Colleges and Universities. The Social Work School is in the College of Health and Human Services and is a member of the Michigan Association of Baccalaureate Social Work Educators.

The BSW Program has been fully accredited the Council of Social Work Education since 1974. It was one of the first undergraduate programs in the state and is now one of the largest. The MSW Program became fully accredited by the Council of Social Work Education, effective February 1992. The EMU student body reflects the cultural diversity of Southeastern Michigan and the school is geared to meet the needs of both the traditional and non-traditional students such as those who are working and older students returning to school.

Social Work is defined as that profession which promotes human functioning through enrichment of the interaction between individuals and environments in order to maximize social functioning.

**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK
BSW SENIOR FIELD PLACEMENT
POLICIES AND PROCEDURES**

DESCRIPTION OF THE PROGRAM

The required Senior Field Experience involves two semesters of field placement in a social agency chosen by the School of Social Work Field Office. This placement occurs during the student's last two semesters in the social work program, either Fall and Winter terms or Winter and Spring/Summer terms. This course is open only to qualified social work majors. *This is a generalist field placement. Students do not specialize at this level.* Students learn to do assessment, intervention, and evaluation. Students complete 200 hours of field work in each of two consecutive semesters for a total of 400 hours in a single social agency. Field courses must be taken in the two semesters that a student enrolls in required Social Work courses. Students will be in the field 16 hours per week, Tuesdays and Thursdays, for the semesters in Field Placement. They will be enrolled in a concurrent field seminar that meets weekly. The seminar instructor serves as the liaison to the agency, visiting the student on site once per semester.

A. ELIGIBILITY FOR FIELD PLACEMENT

1. A 2.3 overall grade point average at the time of entering and during field placement is required. Students on academic probation are not eligible for a field placement.
2. Students must have completed all required Social Work through the 300 level with at least a grade of 'C' before beginning field placement. (They must have met all prerequisites for these courses including PSY - 360 and EDPS - 325.) Students must be in their last two semesters of their program of study.
3. Students must have received a 'C' in all required social work classes, including SWRK 488, to be eligible to continue in the second semester of Field and Practice. Students who receive less than a C in either semester of field placement (488 or 489) must have special department permission to repeat the course.
4. Students cannot apply, begin, or continue field placement with "Incompletes" on their transcripts in courses that will be used in their Plans of Study as fulfilling graduation requirements. Failure to remove all incompletes results in the student having to delay their field placement until the next time that SWRK 488 or 489 are offered.
5. The field placement application must be accompanied by a current resume. If placement is in work setting, the student must attach to the field application the necessary request for work site field placement form and agency agreements as indicated below. No late or incomplete applications will be accepted. It is the responsibility of the student to monitor his/her scheduled time to enter Field Placement and to successfully fulfill field placement requirements for graduation.

6. Students enrolling for the first semester of field placement (SWRK - 488) must take SWRK - 408 prior or concurrently. Students enrolling for the second term of field placement (SWRK - 489) must take SWRK 409 prior to or concurrently. SWRK 488 and 489 each involve 16 hours in a field agency plus a two hour seminar taught by the faculty member who will serve as a liaison to the placement agency. All 400 level Social Work courses must be taken prior to or concurrently with SWRK 488 and 489.

B. FIELD ASSIGNMENT

The BSW Field Placement Coordinator or the Field Placement Director is responsible for assigning students to agencies for their field work experience. **Students may not find their own placements.** (The only exception involves students who request a work site placement and follow the procedures below.) Only Agencies which have been designated as appropriate field placement sites may be used for field placement. Agencies must meet the requirements established by the School of Social Work to be used as a field site. Field placement settings may be within a 60 mile radius of EMU and students may not refuse placement on the basis of geographic location. All BSW field placements are generalist field placements, since students do not specialize at this level. Therefore placements will be made in agencies that provide a generalist experience. Field placement sites are in public or non-profit (501(c)3) agencies.

C. FIELD PLACEMENT PROCEDURES

1. Students must take the two semesters of field placement in consecutive semesters. i.e., Fall and Winter or Winter/Spring/Summer terms. Students must be in the same agency for two semesters, barring circumstances that may necessitate a move, as determined by the Field Director.

a) Students are to be in their agency for 16 hours a week, typically on Tuesday and Thursday. With the permission of the faculty liaison and the field supervisor, students may negotiate other blocks of hours (of at least four hours at a time) when professional social work practice is occurring. All students need to have six day hours when they can attend staff meetings, training, and interact with agency staff.

b) If a student misses 16 consecutive hours for valid reasons and the supervisor has been notified, arrangements must be made prior to the end of the semester to make up the time during hours agreed to by the supervisor. Failure to be in placement without proper notification to the supervisor may be grounds for dismissal from field placement or a failing grade depending on the circumstance. Students who need to absent from field for more than 16 hours in the term, may be required to withdraw from a field course and reapply for field placement at a later date. Students who have had repeated absences may be terminated in their field placements and given a grade of 'E' by their faculty liaison.

3. Students are expected to abide by the NASW Code of Ethics, both in the field, in classes, and at other times. Students who engage in unethical conduct, who behave in an unacceptable manner according to the NASW Code of Ethics, agency policy, or field placement policy; who falsify records or who misrepresent themselves or their work are subject to dismissal from the Social Work program and will receive an 'E' in Field Placement.
4. Students who do not complete their field placement requirements and need to repeat the placement are also required to retake the field seminar and meet all seminar requirements during the time they are in placement.
5. A student must pass both the field and seminar components of SWRK 488 and SWRK 489 with a grade of 'C' or higher in order to pass each course. A student, who receives a grade lower than a C in SWRK 488 or in other required social work courses cannot proceed to SWRK 489.
6. Academic credit for life experience and previous work experience cannot be used to meet field placement requirements.
7. Students may request to do a field placement in an agency in which they are employed. However, very specific criteria must met and the activities involved in the field placement cannot be those for which the student is employed (or a part of the student's job description.) Students requesting to use their place of employment as a field site must complete a "Request for Work Site Placement" form and enclose it to the Field Placement Application. In order to be considered by the Field Office, work site placements must meet the specific following requirements: be a 501(c)3 or public agency with an affiliation with the School of Social Work; provide a field supervisor with an MSW and two years of experience who is not the student's employment supervisor and is a regularly employed member of the agency; provide experiences that are segregated and different from work responsibilities; provide blocks of hours that are separate from work assignment.

It is expected that learning in the field placement will not be compromised by the student's employed status. To this end, it is important that students negotiate some "flex-time" with their employers so that they can accomplish the goal of becoming an integrated member of an organization/agency team. Students need at least six daytime hours for staff meetings, supervision, consultation, training, and possibly some service supervision. Any student who requests this type of placement needs to fill out an addition field application and be prepared to discuss the proposal with the field placement office.

8. Students who request an "Incomplete" or "I", must inform the Faculty Liaison who will convene a meeting of the student and the Field Placement Director to develop a plan to complete the Field Placement requirements. Incomplete grades

- may only be awarded when the student has hours to complete in the current agency as the field hours can be completed within two weeks of the start of the next semester and all other conditions warranting an “incomplete” are met. (See EMU criteria for the awarding of “Incompletes.”
9. For other conditions which might necessitate review of students staying in Field Placement, see the "Policy for Student Dismissal from the Social Work Program".
 10. At the beginning of each semester in field placement students develop first a preliminary contract and then an ongoing educational contract with their Field Supervisor. This contract states the student's individual learning goals and describes the assignments for which the student will be responsible in order to meet these goals. Weekly supervision by the Field Supervisor, as well as end-of semester evaluations provide feedback to the student and Field Supervisor regarding accomplishment of learning goals. Using information provided by the student, the agency Field Supervisor, the field placement evaluation, and the visit to the agency, the seminar Faculty Liaison assigns a final grade to each student in placement. Attendance, participation, integration of material from the seminar, to practice in field placement, AND A PASSING GRADE IN BOTH THE FIELD SEMINAR AND FIELD PLACEMENT are required in order to receive a passing grade for the course.
 11. The School will not make copies of field evaluations for any purpose. Students who wish to keep copies of their evaluations should copy them before they are turned into the Social Work School for grading purposes.
 12. Academic credit for life experience and previous work experience shall not be given in lieu of field placement.

D. INFORMATION

1. General Liability: Students are covered by general liability insurance while performing activities in field placement. Students are not covered for any criminal activity.
2. The University does not carry any health insurance for students while in the field. All students are advised to have health insurance coverage. Students should consult with the EMU Student Government for information on their group policy if no other insurance is available. All inoculations should be current. Students may be asked to provide health information and evidence of a criminal background check to some agencies, prior to acceptance in a field placement.

It is expected that learning in the field placement will not be compromised by the student's employed status. To this end, it is important that students negotiate some “flex-time” with their employers so that they can accomplish the goal of

becoming an integrated member of an organization/agency team. Students need at least six daytime hours for staff meetings, supervision, consultation, training, and possibly some service supervision.

D. INFORMATION

1. Transportation: The University does not carry insurance for students using their own cars for placement, e.g., to and from placement or use during placement. Students are required to have appropriate automobile insurance.
2. General Liability: Students are covered by general liability insurance while performing activities in field placement. Students are not covered for any criminal activity.
3. Home Visits: In many social agencies home visits are a part of the social worker's role. In some agencies, agency cars and/or mileage reimbursement are available. In others it is not. Students may be required to use their cars for home visits and agency visits during the course of field placement. Please check with your insurance company to be sure you have appropriate coverage. Just as in a typical course there are costs for books and materials, field placement students may incur costs related to driving to and from placement and to field agency visits. Some agencies reimburse these costs and some do not.
4. Transporting Clients: In some agencies, transporting clients is a part of the social worker's role. In some agencies cars and/or mileage reimbursement are available. Please check with the agency to be sure that they have appropriate insurance coverage. It is advised that without such coverage, clients not be transported in student's cars.
5. The University does not carry any health insurance for students while in the field. All students are advised to have health insurance coverage. Students should consult with the EMU Student Government for information on their group policy if no other insurance is available. All inoculations should be current. Students may be asked to provide health information and evidence of a criminal background check to some agencies, prior to acceptance in a field placement.
6. In some social agency settings there is a risk from contagious disease or from violent behavior. Students should discuss these risks and protections with the supervisor in the agency.
7. Eastern Michigan University and the agencies where students are placed enter into a formal contractual agreement.

EXCEPTIONS TO THESE FIELD PLACEMENT POLICIES CAN ONLY BE MADE BY THE DIRECTOR OF FIELD PLACEMENT.

**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK**

FIELD PLACEMENT DIRECTOR RESPONSIBILITIES

- Assesses potential field placement agencies to ensure that their philosophy and service adhere to the mission of the Social Work Program.
- Aims to match the professional interests and goals of the student with those of the agency.
- Insures the agency the right to screen students referred for placement, and to accept or reject students according to the demands of the agency program and the needs of its clients.
- Assesses background and experience of Field Supervisors to ensure their professional practice adheres to the mission of the Social Work Program, and approves their participation of its clients.
- Works with Field Coordinator to assure that the Field Supervisor receives referral information for the student.
- Provides an orientation program for new Field Supervisors regarding supervision and social work curriculum as well as Field Placement policies and procedures.
- Provides opportunities for Field Supervisors to evaluate the Field practicum and to participate in curriculum development.
- Is available for telephone consultations as needed from Field supervisor, Faculty Liaisons and students.
- May assign Faculty Liaisons to agencies.
- Mediates between students and agencies at Faculty Liaison's request.
- Withdraws the student from the field placement at any time during the field practicum, if there is any indication that satisfactory learning is not taking place. This withdrawal is made at the Faculty Liaison and /or Agency's request if following discussion among the Field Placement Director and/or Coordinator, Field Supervisor, Faculty Liaison, and student problems have not been resolved to the satisfaction of all parties concerned.

- Convenes field liaison meetings, within the School of Social Work.
- Ensures that Council on Social Work Education (CSWE) policies and procedures are being implemented.
- Determines any exceptions to field practicum policies.
- Works with Field Coordinator, agencies are contacted to determine the number of students who can effectively be placed in the agency for a good educational experience.

**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK**

REQUIREMENTS FOR AGENCY PARTICIPATION

Agencies applying to be field sites must demonstrate an ability and willingness to host students and meet their educational needs. To this end agencies must meet the following criteria:

- Be willing to provide an affiliation agreement signed by both the Agency Director and Eastern Michigan University's authorized official.
- Be a non-profit (501(c)3) or public agency that provides services to vulnerable, oppressed, and underserved populations.
- Be willing to assign activities to students which will meet the educational objectives of the field placement course and the BSW Program.
- Be willing to provide educationally directed field supervision through the designation of a staff person or persons to provide regular and ongoing supervision.
- Be willing to provide release time for the designated field supervisor to attend orientations for new field supervisors and field supervisors' meetings.
- Be willing to allow the field supervisor to devote time to meetings with field faculty liaisons.
- Be willing to designate a supervisor to provide educational supervision who is different from the student's regular employment supervisor if agency is work site field placement.
- Be willing to provide learning experiences that are clearly differentiated from regular work assignments if agency is work site field placement.
- Be willing to provide an educational agreement signed by the Agency Director, the current work supervisor and the field instructor if agency is work site field placement.

**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK**

CRITERIA FOR SELECTION OF FIELD SUPERVISORS

Field supervisors are considered to be adjunct faculty in the School of Social Work. As such, they are expected to be committed to the education of social work students. To carry out the role of field supervisor they must have agency support. They must have at least a BSW from an accredited social work program and at least two years of professional practice experience. The following qualities also serve as a guide for selection of field supervisors:

- Those who model professional norms and values.
- Those who practice from a non-deficit perspective.
- Those who have as their practice orientation an ecological systems perspective with a commitment to promoting ecological competence.
- Those who have adequate time and commitment to the supervision process.

Those who are willing to work with the social work program on behalf of students in placement.

The Field Placement Director is responsible for interviewing prospective agencies and field instructors and makes the final decision about field placement sites.

FIELD SUPERVISOR – RESPONSIBILITIES

1. To familiarize themselves with EMU's field program by attending orientation meeting or by appointment with the Field Placement Director and/or Coordinator.
2. To prepare and educate their agency concerning incoming student's role and the responsibilities of the agency as an educational site.
3. To inform the Field Placement Director and/ or Coordinator as soon as possible if the student fails to appear for a screening interview or once accepted, fails to begin placement.
4. To orient the student to the agency, its staff, structure, organization, resources, and so on.
5. To engage the student in the formulation of a mutually agreeable educational contract specifying mutual expectations, as well as specific knowledge, goals and tasks related to the field placement experience.
6. To develop and monitor a sufficient number of appropriate assignments for the students. It is Eastern Michigan University School of Social Work's expectation that the student will have as full a generalist experience as possible, obtaining experience in working with individuals, families, groups and larger systems. Engagement with client systems should occur early in the seminar.
7. To instruct the students how to develop and maintain records of client and community contact deemed appropriate by the agency. These records, as well as access recordings assigned by the Social Work Program, may be reviewed in Faculty Liaison visits.
8. To provide adequate "teaching" supervision for students, helping them to integrate theory and practice. A minimum of one hour per week in a structured session face-to-face is expected in addition to the informal supervisory contact that occurs in agencies. Supervision may occur individually or in groups. It is recommended that the student prepare an agenda for this meeting.
9. To be alert to strains or problems in the agency-student relationship or on student performance. When such issues are not quickly resolved at the agency level, it is the field supervisor's responsibility to initiate contact with the Faculty Liaison.
10. It is expected that student will receive ongoing feedback on their performance. The Field Supervisor is asked to complete the written evaluation of student's overall

performance at the end of each semester, taking into consideration the goals established in the education contract as well as the student's day-to-day performance.

The students should participate in the evaluation process and should sign the evaluation. Evaluations should be sent by mail to your assigned faculty liaison:

School of Social Work
College of Health and Human Services
317 Marshall Building
Eastern Michigan University
Ypsilanti, MI 48197

FACULTY LIAISON – RESPONSIBILITIES

1. To assist the Field Placement Director and Coordinator in orienting students and Field Supervisor to placement responsibilities.
2. To notify the Field Placement Director of any issue that may jeopardize the field placement and take the following steps: meet with student, help student problem-solve, if not resolved, visit agency meet with Field Instructor and student to further problem-solve and establish appropriate plan to monitor the situation. If problems cannot be resolved, to complete a Field Placement Review Request Form and given to the Field Director. Field Director discusses situation with field liaison, and/or Field Coordinator, and/or agency personnel. Field liaison, Field Director, and Field Coordinator, when needed, *may* meet with student to discuss situation. Field Director, taking into consideration, the faculty liaison and field coordinator input, will decide if changes are needed in current placement; if student needs new placement; or if student cannot be replaced at the time.
3. To facilitate and monitor the agency-school relationship by facilitating communication, addressing needs and problems as they arise, and mediating differences or conflicts among any of the parties involved. While Faculty Liaisons should be available to agency Field Supervisors throughout the semester upon request from the agency, a minimum of one Faculty Liaison agency visit each semester is expected.
4. To be available as a resource for students who may wish help in interpreting their responsibilities or in addressing field issues or problems. Typically that will take place in the field seminar which is generally taught by the Faculty Liaison.
5. To review the initial educational contract and, through process logs, and course assignments, to monitor student assignments and student progress.
6. To describe and discuss the basic curriculum structure with Field Supervisors, providing materials, when it would be helpful.
7. To seek feedback from Field Supervisors regarding the class and field components of the program. Such feedback should be made available to the Field Placement committee for future planning.
8. To participate in the School of Social Work field liaison meetings.
9. To review the student's progress with the Field Supervisor. To review the Field Supervisor's evaluation and to evaluate the student's performance in the field seminar in order to grade the Field Placement course.
10. To make on-site visits to field units by arranging these visits with the agency-based faculty supervisor.

STUDENT PLACEMENT – RESPONSIBILITIES

1. To complete the applications for field placement at the time indicated, providing information about talents, interests, and preferences for type of field placement.
2. To participate in required pre-placement group meetings with Field Placement Coordinator and/or Director and in-agency screening interviews.
3. To complete a consecutive two-semester, 16 hour per week field placement in a single agency.
4. To regularly attend the weekly two hour field placement seminar on the Eastern Michigan University campus in order to facilitate the positive integration of the field and class experience.
5. To participate in designing, at the beginning of each of the two semester, and educational contract which includes mutual expectation for learning and performance as well as specification of goals, tasks, and assignments to be carried out.
6. To conform to the agency's expectations for professional behavior in such areas as administrative protocol, confidentiality, record-keeping, and accountability. Special attention should be paid to the issue of client confidentiality. Proceedings, recordings, or other agency-based assignments required for class which contain material about client should be carefully disguised and where required, reviewed by Field Supervisor.
7. To notify their Field Supervisors promptly when lateness or absence is unavoidable. Any client commitments that cannot be kept should be communicated to both the Field Supervisor and to client involved.
8. To make up any missed hours in accordance with the policy statement requirement.
9. To prepare an agenda for supervisory conferences, and to come to such conferences prepared with questions as well as to discuss any aspect of their work. Written material should be kept current, and if possible, given to Field Supervisors ahead of time of review.
10. To bring questions or concerns and problems to the attention of the Field Supervisor. If any issues cannot be resolved at that time level, it is the student's responsibility to call the issue to the attention of the Faculty Liaison as early in semester as possible.
11. To participate in an ongoing evaluation process as a developing professional social worker. The student and Field Supervisor should review the educational contract and revise it when necessary. The student should be prepared in the end-of-semester evaluation process.. Students are strongly encouraged to add their own self-statement to these evaluations.

EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK
FIELD PLACEMENT APPLICATION
COVER SHEET
BSW PROGRAM

Students eligible for BSW Senior Field Placement must meet the Following criteria:

1. Have completed all Social Work courses through the 300 levels (and all their prerequisites).
2. Received a grade of 'C' or better in all social work courses, both before and during the field placement.
3. Have no incompletes in any courses used toward graduation.
4. Be ready to graduate at the end of the second semester of field placement.
5. Maintain an overall GPA of at least 2.3.

Please fill out ALL SECTIONS of the application, attach your resume, and return to the field office, Marshall room 317. Place the application in the specified envelope and sign your name. For fall placements (September) please turn this application in by . If you have any questions contact Catherine Powers, BSW Coordinator at 734-487-6807 or cpowers@emich.edu or e-mail Laura F. Davis, Field Director, at laura.davis@emich.edu .

Student name _____

Student ID _____

Email address _____

Street address _____

City _____ State _____ Zip _____

Home telephone _____

Work telephone _____

Cell phone _____

EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK

FIELD PLACEMENT PROGRAM

BSW SENIOR FIELD PLACEMENT APPLICATION

Student # _____ Date of Application _____

Placement: Fall 200___/Winter 200___ Placement: Winter/Spring/Summer 200___

The information you provide in this application will be used to assist the Field Placement Director and/or Coordinator in finding you a placement that best meets your needs. Please read this application thoroughly before filling it out neatly and fully. Students must follow their advising plans to determine when they are ready for field placement. They must be ready to graduate at the end of field placement.

In order to enter or stay in the field, the student must have a C or better in all required Social Work classes; have completed all the 300 level Social Work courses; and have no Incompletes in classes that are used toward graduation. Students must also have an overall GPA of at least a 2.3 before they begin their internship.

Field placement settings may be within a 60 mile radius of EMU and students may not refuse a field placement solely on the basis of geographic location. It is the role of the Field Placement Coordinator and/or Field Director to refer students to field agencies for interviews. **Students may NOT find their own placements.** (The only exception to this policy involves students who request that their place of employment be considered as a field placement. Specific criteria must be met for this to occur. Please contact the Field Office if you want more information.)

NAME: _____ Telephone: _____

Cell Phone: _____

Address (on campus) _____
Street City State Zip Code

Address
(Spring/Summer) _____
Street City State Zip Code

Spring/Summer telephone number (if different from above) (____) _____

Do you have a car in working order (that is, one that could drive 60 miles if necessary)?

The BSW field placement is a generalist field placement. This means that students will obtain skills in working with individuals, groups, organizations, and communities by developing skills in assessment, intervention, and evaluation. Students may work at any

level of the service system. Some placements focus more on micro-systems and some on macro-systems, but generalist skills are developed in all placements.

Agency settings include those who primarily organize around the following areas: (e.g. foster care, services to families, residential settings, independent living), Physically Disabling Conditions, Mental Illness, Correctional Work, Substance Abuse, Women's Programs, Older People, Community Development and Planning, Large Systems Advocacy (e.g. advocacy organization, legislative office). Although students are placed in a specific social work agency, the type of setting in which a student is placed is less important than the opportunity to develop basic social work skills.

While we may not be able to accommodate specific interests, we would like to know if you have some ideas about the types of settings or populations with which you might like to develop your *generalist skills*. Include any information that would help us to develop an appropriate match for you. (*Remember that this placement is not focused on developing advanced skills with specific populations.*)

We may place you anywhere within a 60 mile radius of EMU. For our consideration, do you have preferences regarding the geographic location of your placement?

Please describe paid social work related jobs you have held:

Describe social work volunteer work:

Additional Comments: Briefly describe your career interests and any other information you feel would help the Field Placement Coordinator and/or Director to match you with a field placement that may meet your needs. Include what you would like to learn in your placement.

List any personal interests and/or experiences which would help the Field Placement Coordinator and/or Director try to best meet your learning needs:

Place yourself on the following scale:

0	10
Would like structure and close supervision initially	Can work quite independently

Are you currently on academic probation? _____
What is your current grade point average? _____

Do you have any Incompletes? **YES** or **NO** (circle one)

If the answer is YES, please list the course(s) and the Instructor(s):

Some agencies require a criminal background check. Do you have a history of arrest or conviction? If so, please explain. This will help us to find you an appropriate placement.

Some agencies require that you provide a record of immunizations and other health information. You are responsible for obtaining these items and providing them to the placement agency, if needed.

Please **ATTACH YOUR RESUME** to the completed field application before turning it in. This will help the field office make your placement in a timely manner.

All students are expected to practice by the National Association of Social Worker's Code of Ethics. Violation of the Code of Ethics may lead to dismissal from the field. Field policies are detailed in the BSW Field Manual.

I agree to abide by the National Association of Social Worker's Code of Ethics, the policies of Eastern Michigan University School of Social Work, and those of the agency in which I am placed.

Student Signature

Date

Request and Agency Agreement for Work Site Field Placement
Eastern Michigan University
Department of Social Work

Student: Please complete the following information and submit this form to your agency director to review and sign.

Student Name: _____ Student Number _____

Agency Name _____

Address _____

City _____ State _____ Zip _____ County _____

Telephone: (____) _____

Field Instructor _____

Work Supervisor _____

Current Job Description _____

Description of Proposed Field Placement _____

Specify how placement activities will differ from job responsibilities _____

The following hours are required in field in order to successfully complete the field placement portion of the BSW Program: 16 hours per week (488 -200 hrs.; 489 – 200 hrs.)

These hours will be one of the following:

Paid by the agency _____

Over and above paid hours _____

A combination of paid and unpaid time _____

Specify the details of how the student plans to complete your field placement (give the days of week, hours of day; these time need to be in blocks of at least four hours each and equal 16 regularly scheduled hr/wk). Remember, you cannot be doing tasks that are a part or similar to your job. This information is required.

The field placement instructor must be different from the student's work supervisor. In addition, the field placement supervisor must have a BSW or MSW degree from an accredited school of social work and two years of work experience. Please complete the following information regarding supervision planned for field placement available to you at your agency.

Proposed field instructor _____

Title _____

School and year MSW earned _____

Phone: (____) _____

Email Address: _____

The following people in the agency have agreed to a plan in which the student, _____, will use the agency, _____, as a field placement site:

Proposed field instructor	Date
Work supervisor	Date
Agency director	Date
Student	Date

EASTERN MICHIGAN UNIVERSITY
DEPARTMENT OF SOCIAL WORK
Field Instructor Resume Form

Name: _____ Date: _____

Degrees: MSW () Date Awarded _____ BSW () Date Awarded _____
Other Baccalaureate Degree () Major: _____
Other Graduate Degree () Major: _____

College/University
Attended: _____ Dates _____

College/University
Attended: _____ Dates _____

Certifications: LMSW () I.D. # _____
Other _____

Agency/Organization Name:

Address:

Telephone#: _____ Fax: _____ Email _____

Position Title:

Responsibilities:

Years Experience in current position: _____ As Field Supervisor:

SOCIAL WORK RELATED EXPERIENCE (attach sheet for additional space)

<u>Agency/Address</u>	<u>Position</u>	<u>Type of Experience</u>	<u>Dates</u>
-----------------------	-----------------	---------------------------	--------------

Other: Include additional information, which you consider pertinent to your performance as a field instructor (attach sheet for additional space)

Field Instructor's Signature: _____

**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK**

COURSE OBJECTIVES

Upon successful completion of SWRK 488 and SWRK 489, the student will demonstrate an ability to:

1. Exercise self-direction, initiative and responsibility for one's self, one's work and one's ongoing learning.
- 2.
3. Articulate several models of supervision and demonstrate his/her responsibility in the supervisory process.
4. Describe his/her role functions and responsibilities toward clients, agency, and co-workers.
5. Analyze and explain the purpose, structure and operations of the agency in which he/she is placed.
6. Acceptably perform the following social work functions:
 - engagement
 - data collection
 - interviewing and establishing appropriate relationships
 - assessment
 - contracting
 - intervention
 - evaluation
 - termination
 - case recording
 - process recording
 - effective utilization of supervision
7. Participate in the process of self-assessment and set goals for continued professional development.
8. Articulate the meaning of confidentiality and its implication for social work practice.
9. Identify with and be guided by the social work Code of Ethics in his/her professional behavior in the agency setting.

10. Verbally present, analyze and discuss case material in contextually appropriate ways, with peers, supervisor(s) and co-workers.
11. Establish relationships with agencies and services and link clients with agencies and services.
12. Articulate the impact of agency policy on practice and on agency clients.
13. Utilize peers individually and in groups for professional development.
14. Demonstrate the ability to successfully complete social work writing processes.
15. Demonstrate professional responsiveness to issues affecting people who have been made vulnerable by poverty, social oppression, and/or social indifference, especially women, people from other cultures and people of color.

**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK**

GUIDELINES FOR FIELD INSTRUCTION CONTRACT

Purpose

The field instruction contract between the student and his/her field supervisor is a written agreement regarding their respective roles and responsibilities. It also gives the student an opportunity to articulate learning goals which can be facilitated through the assignment of activities which are designed to help the student in accomplishing these goals. The contract is a tool for monitoring the ongoing field experience and for evaluating student performance. All students must work towards acquiring and demonstrating the generic social work practice skills described in the Course Objectives for Social Work 488 Field Experience I and Social Work 489 Field Experience II and the sequenced activity calendar, both of which are in the BSW Field Placement Manual.

Preliminary Educational Contract

All students and supervisors are expected to complete a Preliminary Contract by the second week of placement. This contract is to spell out the initial expectations of the student and supervisor. Expectations regarding work habits, time and day of supervision, policies student is expected to learn, agency and community resources with which the student should become familiar, training sessions the student is to attend, and whatever else is reasonably expected of a student in the first month of placement should be included.

At the end of the first month of placement, the supervisor is asked to submit the Faculty Liaison a brief form which indicates whether the student has met these expectations.

Ongoing Educational Contract

After the first four weeks of placement, the student and Field Supervisor enter into an ongoing contract which spells out the student's learning goals and the specific assignments that will be used to accomplish these goals. Students learning goals should be directly related to Field Placement course Objectives and the objective goals met should be stated by number only, after each goal. Similarly, each assignment should be designed to meet particular learning goal(s) and in the contract should state which goal(s) (by number) it will facilitate accomplishing.

The goals and assignments should be determined in supervisory sessions with input from both the Field Supervisor and students. It is the responsibility of the student to prepare the contract in written form. Both the student and the Field Supervisor must review and sign

a final copy of the contract. The Faculty Liaison will set the date that the student must complete and submit the contract for review.

Contract Review and Revision

At mid-semester and the end of the first semester the student and Field Supervisor should review the Ongoing Educational contract to assess the student's progress in accomplishing goals. At any point the contract may be revised to reflect new goals and assignments. At the beginning of the second semester again, the contract should be reviewed and revised as needed. Goals in which the student has demonstrated competence during the first semester may be removed as second semester goals. In many instances the student has demonstrated a beginning ability to perform particular objectives during the first semester and should use the second semester to develop competency in that area. Again, at mid-semester and the end of the semester the student and Field Supervisor should review the contract as part of the evaluation process.

**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK
BSW PROGRAM**

Preliminary Educational Contract

(To be completed by the end of the first week of placement)

This contract is to include expectations *for* the first *four* weeks of placement at which time an Ongoing Educational contract is to be negotiated.

Date: _____

Student: _____ Field Supervisor: _____

ID# _____ Faculty Liaison: _____

Agency: _____

Address: _____

Telephone No. _____

Weekly supervision time and day: _____

Basic work expectations for student (include: hours, days, times, rules for making up missed time and/or overtime; and any other basic expectations).

Training and meetings student is expected to attend-(specify time, place, days, etc.).

Policies and procedures student is expected to know (include personnel and agency).

How is student to become familiar with agency and community resources?

Other initial assignments:

Student Signature

Field Supervisor's Signature

Preliminary Educational Contract Review

At the end of four weeks of placement, the Field Supervisor is to complete this form and send it to their faculty liaison at the address below:

Faculty Liaison Name
School of Social Work
317 Marshall Building
Eastern Michigan University
Ypsilanti, MI 48197

Review Date _____

_____ Student has satisfactorily accomplished goals set forth in the preliminary contract and is ready to develop an ongoing contract.

_____ Student has not satisfactorily accomplished the goals set forth in the preliminary contract and a meeting with the liaison is necessary to discuss further goals.

Comments:

Field Supervisor's Signature

Student's Signature

**EASTERN MICHIGAN UNIVERSITY SCHOOL OF SOCIAL WORK
BSW PROGRAM**

ONGOING EDUCATIONAL CONTRACT: SWRK 488_____ 489_____

(To be completed at the end of the first four weeks of placement and after a review of the Preliminary Educational Contract)

This contract is to include learning goals and assignments for this field experience. It is to be reviewed at regular intervals and revised to reflect any changes in goals and/or assignments. It is also to be used as a tool for evaluating student performance at mid semester and at the end of each semester. At the beginning of the second semester revisions should reflect changes in student roles and responsibilities, if necessary. All basic work expectations articulated in the Preliminary Educational Contract are to be followed for the length of the field placement. Please attach a copy of this contract.

Check here if work-site placement:_____

1. Semester of placement:_____
2. Student Name:_____
3. Student I.D.:_____
4. Student email:_____

5. Field Placement Agency:_____

6. Field Instructor (supervisor):_____
7. Field Instructor phone:_____
8. Field Instructor email:_____
9. Field Instructor Degree:_____ Year Degree Completed:_____

10. Faculty Liaison (seminar instructor):_____
11. Faculty Liaison phone:_____
12. Faculty Liaison email:_____

13. Basic Work Expectations (hours of placement, policies, dress, etc...)

14. Time of Supervision and Guidelines (agenda prepared in advance etc.)

15. Student's Learning Goals, Objectives and Assignments:

List each learning goal, objective and assignment together. Complete each set until you have addressed your goals, objectives and assignments for the semester. After each set, put the correlated field experience outcome numbers in parentheses (example: Field Outcomes 1,2,3). Attach additional pages if necessary.

Learning goals are broad statements of what you want to learn.

Example: Learn how to perform intervention with the target population.

Objectives are measurable, specific, actions that pertain to your goals.

Example: Be able to independently complete at least two assessments at the individual, group, or community level.

Assignments are what your field instructor has assigned you as tasks in the agency that will help you achieve your learning goals.

Example: Student will observe client assessments for one month and then will independently complete at least two assessments under close supervision.

Learning goals cont...

Student's signature: _____ Date: _____

Field Instructor's signature: _____ Date: _____

Faculty Liaison signature: _____ Date: _____

Agency Visit Date: _____

Comments:

Assignments in the learning contract should be developed in order to enable the student to achieve these goals:

1. Exercising self-direction, initiative and responsibility for one's self, one's work, and one's ongoing learning.
2. Demonstrate responsibility in the supervisory process.
3. Analyze and explain the purpose, structure and operations of the agency.
4. Acceptably perform the following social work functions in the field setting:
 - engagement and relationship building
 - data collection
 - interviewing
 - contracting
 - resources referral
 - intervention
 - evaluation
 - termination
5. Identify with and be guided by the social work Code of Ethics in professional behavior.
6. Demonstrate the ability to successfully complete social work writing processes.

**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK
BSW PROGRAM**

STUDENT EVALUATION
(To be completed by Student and Supervisor)

Student Name

Student Address

Name of Field Instructor

Circle: BSW MSW

Name of Agency

Agency Address

Name of Agency Executive

INSTRUCTIONS

PLEASE CHECK ONE:

- _____ This is a First Semester evaluation of the student's beginning ability to perform in the field.
- _____ This is a Second Semester evaluation of the student's ability to demonstrate competence in the field.

The field instructor and student are asked to complete this evaluation of the student's overall performance for the semester taking into account the goals established in the Education Contract. The student will first indicate the "student rating" and provide a behavioral example for each of the questions. The supervisor will fill out the supervisory section and may elect to add comments/observations to those of the student. Ratings of student and supervisor need not match.

The evaluation form is designed to assess the development of generalist skills. The questions correspond to the course Objectives for the Field Practicum I and II courses, which appear at the beginning of the course syllabi. Particular objectives addressed in a given question are referenced in parenthesis. The field supervisor and student will enter an overall rating for the semester in No. 16 which appears at the end of this evaluation form.

All questions should be addressed by the field supervisor and student. The faculty liaison should be consulted if there is need for clarification regarding any question. If a question is not applicable to the type of assignment the student is carrying out, the reference N/A may be checked.

The faculty liaison has the ultimate responsibility for awarding an overall grade to the student based on performance in the accompanying field seminar, and the student's ability to integrate material from the seminar into practice in the field.

STUDENT EVALUATION

1. The student's work habits are: (1)
(Please note the frequency of hours missed, arrangements made to make up time, and appropriate use of time.)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
------	-------------------	--------------	-----------	-----------	-----

STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

2. The student's ability to handle assignments is: (1)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

3. The student's ability to use supervision by demonstrating preparation and active participation in own learning process and professional development. (2,5,6)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

4. The student's ability to receive and give feedback. (2,5,6)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

5. The student's ability to be professionally self-aware and self-critical. (1,2,3,12)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

6. The student's ability to integrate theory (e.g. systems, developmental, crisis intervention, empowerment, strengths perspective) into practice. (5,9)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

7. The student's ability to understand structure and policy issues as they relate to this organization. (4,11)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

8. The student's ability to identify and develop professional helping relationships with client systems (e.g. individual, family, group, organizational or community level). (5)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

9. Student's development of professional helping relationships and utilization of skills with client systems (e.g. individual, family, group, organizational or community level). 95)

A. Engagement skills:

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

B. Data Collection:

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

C. Interviewing and establishing appropriate relationships:

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

D. Assessment:

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

E. Contracting:

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

F. Intervention:

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

G. Evaluation:

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

H. Termination:

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

I. Case recording:

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

J. Process recording:

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

10. Student's ability to use professional writing skills (Please check all types of writing required). (13)

- | | |
|--|---|
| <input type="checkbox"/> agency forms | <input type="checkbox"/> change action plans, evaluations and closing summaries |
| <input type="checkbox"/> letters | <input type="checkbox"/> analysis papers |
| <input type="checkbox"/> social histories | <input type="checkbox"/> position papers and letters |
| <input type="checkbox"/> court reports | <input type="checkbox"/> referral summaries |
| <input type="checkbox"/> activity summaries | <input type="checkbox"/> news releases |
| <input type="checkbox"/> committee agendas | <input type="checkbox"/> public testimony |
| <input type="checkbox"/> client/worker contracts | <input type="checkbox"/> evaluation reports or summaries |
| <input type="checkbox"/> process recordings | <input type="checkbox"/> manuals or handbooks |
| <input type="checkbox"/> assessments | |

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

11. The student's ability to practice effectively with those who have been made vulnerable by poverty, social oppression, and/or indifference. (14)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

12. Student's ability to find and use resources which are specific to the client system. (5, 10)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

13. The student's ability to develop linkages between systems. (10)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

14. The student's ability to relate appropriately with professionals in allied fields. (9, 10, 13)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

15. The student's ability to define self as a member of the social work profession, as a person who identifies with its values and perspectives. (8)

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

16. Overall evaluation of student's performance for the semester.

SUPERVISOR'S RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S SELF-RATING

Poor	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
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STUDENT'S BEHAVIORAL EXAMPLE:

COMPLETE FOR FIRST SEMESTER EVALUATIONS ONLY:

Suggested learning goals for second semester to be continued from the first semester:

Suggested learning goals for second semester to be added in the second semester:

COMPLETE FOR SECOND SEMESTER EVALUATIONS ONLY:

Student's progress in the second term as compared to the first term's progress:

As an evaluation, not an offer, would you hire this student at your agency? Why or why not?

Field Supervisor's Signature: _____

Print Name: _____

Date: _____

Social Work Degree: _____

Student: My supervisor and I have reviewed this evaluation.

Student's Signature: _____

Print Name: _____

Date: _____

STUDENT COMMENTS
(OPTIONAL)

EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK
STUDENT EVALUATION OF BSW FIELD PLACEMENT SITE

Student Name _____ Semester _____

Year _____

Name of Agency _____

Purpose of Agency _____

Name of Supervisor _____

Tasks Performed at Agency _____

Was your supervisor readily available? Yes _____ No _____

Was your supervisor fair about tasks and assignments? Yes _____ No _____

Did you always get your scheduled supervision? Yes _____ No _____

If supervision had to be changed, was it always rescheduled so that you had supervision for that week? Yes _____ No _____

What did you like most about your supervision experience? _____

What didn't you like most about your supervision experience?

Would you recommend using this person again as a supervisor? Yes _____ No _____
Explain: _____

What did you like most about the agency? _____

What didn't you like about the agency? _____

Was your field experience at this agency a good one? Yes _____ No _____
Explain: _____

Would you recommend using this agency again as a field placement site? Yes ___ No ___
Explain: _____

Further Comments:

THANK YOU!

**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK**

BSW FIELD PLACEMENT FACULTY LIAISON REPORT FORM

DATE _____

**PLEASE COMPLETE AND RETURN TO FIELD PLACEMENT
DIRECTOR'S OFFICE AT THE END OF THE SEMESTER**

Name of Faculty Liaison _____

Date of Agency Visit(s) _____

Name of Agency _____

Name of Field Supervisor _____

Name of Student _____

2. Strengths/Limitations of Supervision:

3. Opportunities for student assignments at agency (variety, interest, importance to Social Work training meeting, etc.):

4. Issues/Problems relating to the Placement:

5. Issues/Problems relating to a particular student:

6. Agency support for placement (space, phone, mileage, recruitment, positive attitude of agency staff, etc.)

7. Would you suggest using this agency in the future? Explain.

8. Other feedback:

National Association of Social Workers **NASW CODE OF ETHICS**

The School of Social Work operates under the National Association of Social Workers (NASW) Code of Ethics. Students, faculty, and field instructors are required to follow the Code of Ethics in their work and their interactions with each other. Students and supervisors should read the Code of Ethics and use it as a basis for field supervision. The Code of Ethics follows and, also, can be found at the following link.

<http://www.socialworkers.org/pubs/code/default.asp>

CSWE Educational Policy

The School of Social Work is accredited by the Council on Social Work Education (CSWE) and organizes its curriculum to meet all CSWE Educational Policy and Accreditation standards. Field students and agency supervisors should familiarize themselves with these policies by following the following links.

1. Go to www.cswe.org.
2. Click the Accreditation link on the left.
3. Click on Educational Policy and Accreditation Standards.

Eastern Michigan University

Notice to all Employees and Students Eastern Michigan University's Policy on Harassment

For many years Eastern Michigan University has had a policy on equal employment opportunity and non-discrimination. Sexual harassment as in the case of harassment based on age, race, sex, color, religion, national origin, or disability has long been regarded as a violation of this policy.

All students and employees are expected to deal fairly and honestly with one another to ensure a work and educational environment that is free from intimidation and harassment.

Abuse of the dignity of anyone through ethnic, racist, or sexist slurs or through other derogatory or objectionable conduct is offensive behavior. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature.

As in the case of other unfair employment practices or inappropriate conduct situations, if you believe you have been subjected to any form of harassment or discrimination, you are encouraged to bring your concerns to the attention of your supervisor, faculty liaison, adviser, field director, school director or a member of the EMU administration.

The complete policy on sexual harassment is found at the following link. Should students or field instructors have any unanswered questions regarding situations involving harassment, they may contact the Director of the School of Social Work at 734-487-0393.

<http://www.emich.edu/hr/sexualharassmentpolicy.pdf>