

MSW Foundation and Advanced Field Placement Manual

Eastern Michigan University School of Social Work

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Introduction

The field experience is an invaluable component of social work education that supports students' professional growth. The Eastern Michigan University School of Social Work Field Program depends on agency field instructors' professional input and support, faculty's dedication to quality instruction, and students' commitment to curiosity and learning. Eastern Michigan University School of Social Work's partnerships with the affiliated field agencies are designed to create professional social work learning experiences for our students.

This manual is intended to be a comprehensive guide to the purposes, structure, and policies of the MSW Field Placement Program. It is designed for use by students, field supervisors, and faculty field liaisons in Social Work 595 and 596 (foundation) and in Social Work 695/696 (advanced). Any questions that one may have about policies, procedures, or guidelines pertaining to field should be able to be found in this manual. This manual also includes descriptions of the specific roles and responsibilities of each key person within the field experience.

There are key terms that the School of Social Work uses to identify specific roles. Please familiarize yourself with these terms to know who is the appropriate person to answer specific questions or concerns:

The Field Office consists of the Field Director, the Field Placement Coordinator, and other individuals that help processes move along.

The Field Director oversees all major issues pertaining to field. This person can be a point of contact before field placement has begun with questions regarding larger policy and procedure issues.

The Field Placement Coordinator is the contact person between agencies and the school during the pre-placement period and places students at agencies. The field coordinator is another person that one can go to with questions pertaining to policies and procedures within the field experience. Students should meet with this person if they would like to go into field placement.

The Faculty Liaison is the EMU Social Work faculty who teaches the accompanying field seminar and who visits the student and agency field instructor once each semester. Once the semester begins, the faculty liaison becomes the point of contact. The faculty liaison works with the agency and student regarding their learning experiences and academic requirements. Feedback or questions about students' performance, attendance, and involvement in the agency should be addressed to the liaison. In the event that a field instructor cannot reach the Faculty Liaison, the Field Director or Field Coordinator can be contacted and will forward the message. The field office will be brought into issues as determined by the faculty liaison.

The Field Instructor is a professional social worker (with an MSW degree and two years post-master degree experience) who is designated by their agency and the EMU Field Program to provide field supervision to MSW students.

Please see pages 14-17 to read more about specific responsibilities for the faculty liaison, the field supervisor, and the student.

School of Social Work Mission Statement

The Mission of the EMU School of Social Work is to prepare graduates to help poor, oppressed, and vulnerable and underserved people to build competence and confidence as they improve their lives. The program grounds students in culturally competent and gender sensitive practice. It is founded on a commitment to social and economic justice.

Our graduates work with individuals, groups and communities to alleviate social problems. They strive to enhance community problem solving, helping clients to engage their environments in ways that improve social functioning and provide opportunities.

The school prepares its graduates to work in advance social welfare policy that builds upon a community's strengths and develops leadership in community and organizations.

Accreditation

Eastern Michigan University is a non-profit public institution accredited by the North Central Association of Colleges and Universities. The School of Social Work 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 since 1974 by the Council of Social Work Education (CSWE). 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 CSWE, effective February 1992.

The School of Social Work organizes its curriculum to meet all CSWE Educational Policy and Accreditation standards. The CSWE's Educational Policy and Accreditation Standards (EPAS) guide the development and operation of all MSW/BSW programs. It details how the curriculum is constructed in order to provide students with a coherent and integrated professional education. This document can be obtained from the CSWE website.

MSW Program Overview

A major goal of the MSW program is to provide graduate education in social work to human service providers who, for economic or other reasons, cannot leave their current employment to attend graduate school full-time. The School of Social Work class schedule is geared to meet the needs of both traditional students and non-traditional students including those who are working and students returning to school after long absences. Opportunities for part-time, evening, and weekend courses, as well as negotiated work site placements are the cornerstone of this commitment. **Students who cannot do work site placements will need to be available for field placements during more traditional agency hours.** This may mean arranging to take personal leave, vacation, or working flex time in employment in order to be available 16-20 hours a week for a field placement assignment in a community agency. **Students cannot expect to do non-work site placements in the evening or on weekends.**

Field Placement Program Overview

The Field Placement Program is an integral part of the curriculum in the Master of Social Work Program at Eastern Michigan University. To fulfill the spirit of our school's mission, field placements are made in non-profit and public agencies that are committed to working with client populations who are adversely impacted by social forces operating in our society. There are some for-profit agencies that are utilized for placement, but they must align with the School's mission and the majority of the consumers served must be receiving Medicaid; the Field Director will review these agencies on a case-by-case basis. Agency settings within the community provide students with practice experiences working with individuals, groups, families, and communities. These direct and indirect service experiences provide students with the opportunity to operationalize social work values and apply the knowledge and skills learned within the foundation and advanced years of the program. Specifically, settings, which serve poor, oppressed, vulnerable, and underserved populations are sought. Additionally, agencies and organizations, which use an ecological-systems empowerment perspective in their work, support the philosophical orientation of the MSW Program. Professional leadership may be developed through the use of empowering techniques in direct services, program development, program evaluation, and/or administration.

Agencies used as field placement sites are an extension of the Eastern Michigan University School of Social Work. As such, they must be suitable learning environments with a commitment to collaborative process of educating students in the field of social work. In addition, legal affiliations are developed with the agencies in which students are placed.

MSW students entering the program without a BSW have two different placement sequences (Social Work 595/596 and Social Work 695/696). During the foundation year placement (Social Work 595/596), students are assigned to an agency that provides them with practice opportunities consistent with the generalist knowledge and skills, areas learned during this phase of the program. During the advanced year of the program (Social Work 695/696), students who have completed the foundation requirements will be assigned to agencies that provide them with experiences in advanced social work practice in their chosen concentration. Students entering the program with a BSW and who have been accepted into the Advanced Standing Program will only be required to complete the advanced year placement (SWRK695/696).

Students will be enrolled in a concurrent field seminar that meets weekly or bi-weekly and will remain in the same seminar section throughout the duration of their field placement experience. The seminar instructor serves as the Faculty Liaison to the agency, visiting the student on site once per semester. The seminar instructor determines the student's grade in field.

The MSW program is designed as a part time program to accommodate the needs of employed students. **It is expected, however, that learning in the field placement will not be compromised by students' employed status.** To this end, it is important that students negotiate "flex time" with their employers so that they can accomplish the goal of becoming an integrated member of an organization/agency team. This often requires daytime hours for staff meetings, supervision, consultation, training, and possibly some service supervision. Students must be available for placement during the times that professional social work practice is occurring in agencies and may have to find a way to have day time hours for placement. Placements that are completed entirely outside regular daytime work hours are extremely rare for MSW students because they usually limit the types of experiences available to the student.

In addition, in many settings, it is difficult to understand the context of the work without access to the daytime activities and routines of the organization/agency. It is expected that students will be available for a block of at least six hours of daytime hours per week in every field placement. **If students cannot work out the needed hours, they may need to delay their placement.**

Part Time Student Field Placement Scheduling Pattern

Foundation: Year 1

Year 1	FALL	WINTER	SUMMER
	Classes only	Classes only	Classes only

Foundation: Year 2 (Total Hours: 400)

Year 2	FALL	WINTER	SUMMER
	Classes only	Class & Field (200 hr.@16/wk)	Field (200 hr.@16/wk)

Advanced: Year 3 (Year 1 for BSWs)

Year 3	FALL	WINTER	SUMMER
	Classes only	Classes only	Classes only

Advanced: Year 4 (Total Hours: 500) (Year 2 for BSWs)

Year 4	FALL	WINTER	SUMMER
	Class & Field (250 hr.@16-20/wk)	Class & Field (250 hr.@16-20/wk)	Classes or N/A

Full Time Student Field Placement Scheduling Pattern

Foundation Year (Total field placement hours: 400)

FALL	WINTER	SUMMER
Classes or N/A	Classes & Field (200 hours @16/wk)	Classes & Field (200 hours @16/wk)

Advanced Year (Total field placement hours: 500)*

FALL	WINTER	SUMMER
Classes & Field 250 hours @ *16-20 /week	Classes & Field 250 hours @ *16-20 /week	Classes or N/A

***Full time advanced standing students are only in class for one year and take placement and other courses at the same time.**

Field Placement Policies and Procedures

The professional practicum is a major component of graduate education in the MSW program. Social service agencies and the School of Social Work have joined in designing and providing opportunities for students to learn and practice new skills in supervised field placement settings. In the field setting, students have the opportunity to make appropriate connections between practice, their values, and their knowledge base. The field placement experience is intended to assist students in integrating knowledge and skills from all areas of the curriculum. Students may not substitute work experience for field placement requirements.

Field Hours

CSWE requires that all students graduating with an MSW complete a minimum of 900 hours in field placements. Students who have not graduated with a BSW complete two field placement sequences.

During the foundation placement, students complete 400 hours in an agency setting that can provide opportunities for learning generalist social work practice skills. These placements are completed in a Winter, Summer semester sequence (January – August) in one assigned agency. **In Winter semester, students complete 200 hours; in Summer, students complete 200 hours;** additional hour requirements must have prior approval by the faculty liaison or Field Director. **Students are in placement approximately 16 hours a week.**

In the advanced curriculum students complete 500 hours of field work in an agency that provides experiences in the student's area of concentration. This sequence is completed in the Fall and Winter semesters. In the Fall and Winter, students complete **250 hours each semester;** additional hour requirements must have prior approval by the faculty liaison or Field Director. Students are in placement approximately **16-20 hours a week.** Hours must be completed with no less than 12 hours per week and no more than 20 hours a week. All students complete the advanced year of field placement.

Field placement hours are expected to be completed over the course of the entire semester. Specific arrangements regarding field hours are to be discussed with the Field Office at the time students apply for field. The specific hours and days will then be confirmed through negotiation between the Field Instructor and Student in the field placement contract. **Students may not enter field placement before the semester begins and they may not finish field placement more than one week prior to the end of a semester,** regardless of the number of hours they have completed. Students may not continue to attend field placement between semesters, unless they are enrolled in the second semester of field placement and only with the permission of their Faculty Liaison and their Field Instructor. Students may not carry over more than 20 hours from the first semester of placement to the second semester and these hours must be approved by the field instructor and faculty liaison.

Students with special or unforeseen circumstances that may require individual arrangements to fulfill responsibilities, as indicated in the Field Placement Policies and Field Seminar Course Outline, must inform their field instructor and faculty liaison in advance or as soon as the unforeseen circumstance becomes known. However, **students cannot be out of field placement for more than two weeks and still remain in the sequence.** Students who will be out of field for more than two consecutive weeks will be required to meet with the Faculty Liaison and the Field Director regarding a new Plan of Study.

If students miss field hours for any reason, they must make special arrangements to make up the work and the time during hours agreed to by the Field Instructor and the Faculty Liaison. Students must satisfactorily fulfill all their field placement responsibilities and field seminar requirements in order to receive a passing grade of "B" or higher. **Failure to attend field placement class and/or to be out of placement at any time without proper notification to the Field Instructor and Faculty Liaison may be grounds for dismissal from field placement or for receiving a failing grade.**

Students who need to complete the field hour requirements after the conclusion of the semester will need to have received a grade of In Progress (IP) or a grade of Incomplete. An Incomplete grade requires that the student has met all University and Field requirements for receiving an Incomplete and has contracted with their Faculty Liaison and their Field Instructor for the Faculty Liaison's and Field Instructor's continued availability during that period. On the rare occasions when a grade of incomplete is awarded, the student must work directly with their Faculty Liaison to resolve the reason for the incomplete. **All incompletes should be resolved as soon as possible and in accordance with University policy.** Students who have had repeated absences in field seminar and/or field placement, without a valid reason or informing the field instructor and/or faculty liaison, may be terminated from placement immediately. Students are to follow the scheduling patterns for full or part-time students, which appear on their plans of study.

Field hours do not include field Seminar time, nor travel time getting to and from the agency. Students may not substitute work experience for field placement requirements regardless of what experiences they may have, per CSWE educational policy.

Field Assignment

The Field Director or Field Placement Coordinator are responsible for assigning students to agencies for their field work experience. Students may not find their own placements.

Only agencies that 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 and must be approved by the Field Director to be used as a field site. Students are placed in public or non-profit 501(c)3 agencies. There are some for-profit agencies that are utilized for placement, but they must align with the School's mission and the majority of the consumers served must be receiving Medicaid; the Field Director will review these agencies on a case-by-case basis.

Students may request work site field placements if the agency meets all placement requirements. When students have limited hours in which to do field placement, this is often the best solution. (See Work Site Placement Policies for criteria).

While the field office makes efforts to match student's interests and geographical preferences when making placements, the volume of students needing placements means that not every student can have every request granted. **It is expected that students will enter the field agency with which they have been matched and meet their educational requirements in that agency setting.** Students who initially object to the agency, to which they are referred, will be given no more than one additional referral from the field office. Additionally, students who interview at more than two agencies and cannot obtain placement will not be referred again until a meeting with the field office is held. Field placement settings may be within a 60-mile radius of EMU and students may not refuse placement on the basis of geographic location.

If both the faculty liaison and the student request that the student be placed in another agency after the start of the placement, the Field Director will review the situation using the information from the Field Placement Review Form. In cases that warrant a change, no more than one additional placement referral will be made. This will be done only when there are no allegations of ethical and professional breaches during the first placement and the reason for the failure of the placement is not because of student behaviors. **Students should not expect to take field hours accumulated in one agency to another agency.** Exceptions to this policy must be made in writing by the Field Director and only after request by the Faculty Liaison based on circumstances beyond the student's control. In short, the field experience at both the foundation (SWRK 595/596) and the advanced levels (SWRK 695/696) are considered to be integrated learning opportunities and cannot be divided among agencies without an exception to policy based on extenuating circumstances being made by the Field Director. Please see the Field Placement Process Flow Charts on page 30.

Students may complete their foundation and advanced field placements in the same agency if appropriate learning experiences are available for both levels of practice. In this situation, students must still apply for each sequence using the regular procedure outlined in this manual.

While it is possible to be reassigned to a previous field placement site, the decision is made at the Field Director's discretion.

If a field instructor leaves the agency during placement, another field instructor with the requisite qualifications may be assigned from within the agency.

Field Requirements

- **Students must apply and be approved for field placement before enrolling in field courses.**
- The application deadlines are communicated by the Field Office to all MSW students.
- A student's field placement is contingent on meeting all requirements (see "foundation" or "advanced" "placement requirements" below) to enter field prior to the application and prior to the start of the semester in which field placement is scheduled.
- Students who do not meet the requirements may not enter field placement.
- Late or incomplete applications can result in a student having to delay field placement for an entire year. Students who have not completed foundation field placement cannot progress to the Advanced MSW concentration classes.

Process for students to enter field placement:

1. Field Office staff will attend one of your classes to share criteria to enter field, answer questions and discuss how to access the field application.
2. Log into IPT and create a new password.
3. Fully fill out the field application and submit it within IPT, including an uploaded resume and unofficial transcript.
4. Set up a time to meet with the Field Placement Coordinator or Field Director to discuss interests in the field once application is complete.
5. Fill out a "Request and Agreement for Work Site Placement" form if there is an interest to be placed at your place of work. A student may talk to the Field Placement Coordinator about this option, and get the form from the field office. *See "Placement in Work

Settings" below.

6. After hearing where one is referred, call or email the point of contact within the week.
7. Contact the Field Office if there is any trouble making contact with an agency.
8. Go in for an interview at the agency.
9. Register for the field seminar class.

Foundation placement requirements:

All first year foundation level requirements must be taken prior to entering foundation field. Students may not enter foundation field placement with any incomplete grades on their transcripts and must have a grade point average of 3.0 or better.

Advanced placement requirements:

All students entering advanced year placement must have at least a 3.0 overall grade point average and have no incompletes on their transcripts. To be eligible for advanced field placement, students must also have completed all foundation level courses. Part-time students must have taken SWRK 610 (Empowerment) and full-time students must take it concurrently with SWRK 695. Students must attain a grade of B or better in SWRK 610 and all required practice courses taken prior to or during field placement in order to enter or progress in the field courses.

Students must attend the field placement course and fulfill all of its requirements and complete required field placement hours in the field in order to receive a passing grade of at least a "B" for a placement course. To continue to the second semester of each field placement course, students must complete all their hours and earn at least a "B" grade in each of the first semester field courses. Under no circumstances may students begin to work on the hours of their second semester without having received a grade of at least a "B" in their first semester of field.

Placement in Work Settings

Students requesting to use their place of employment as a field site for either the foundation and/or the advanced field placement experiences must complete a "Request an Agreement for Work site Placement" form and return it to the Field Director or Field Placement Coordinator. This form requires that the student detail current job responsibilities and propose alternative duties that meet educational requirements for field placement. Students must take the initiative in preparing a work site proposal. The Field Office is available to consult with students and agency personnel regarding requirements. For students in their advanced year (SWRK 695/696), the field placement agencies and assignments must match the students' chosen concentration.

The student must obtain an agreement from their Work Supervisor, Field Instructor, and Agency Director (or designated administrator) in order to be considered for assignment to a work site placement. The employing agency and the student must determine how a placement will be accomplished. Options include: 1) the student is released to do placement hours in lieu of other job responsibilities; 2) a combination of work and outside hours are used; or 3) all hours are above and beyond normal work hours. Students and agency administrators have been very creative in these decisions. Students sometimes use leave, vacation, or flextime to accomplish the required field placement time. The Field Office does not negotiate the time considerations beyond ensuring that the required number of field hours are accomplished in

significant blocks of time and ensuring that if students are working full-time and conducting their field placements over and above work hours, they do their field placements at a rate of 16 (or 16-20 for advanced) hours per week in blocks of time of at least four hours each. Students are expected to have at least six hours of day time hours in the agency in order to obtain supervision, attend staff meetings, and participate in the daily routines of the organization in the student role.

Once the application is made, the Field Director or Field Placement Coordinator will contact appropriate agency personnel to determine if the proposal meets all field placement requirements. The written "Request and Agency Agreement for Work Site Placement" must designate a Field Instructor who is different from the student's regular employment supervisor. This Field Instructor must be an integrated member of the agency with assignments in the agency other than student supervision. This request must demonstrate that the learning experiences are clearly differentiated from regular work assignments. These written forms must also be attached to the Field Placement Application. In addition, an affiliation agreement must be signed by both the official agency representative and Eastern Michigan University before the student begins their field placement. The affiliation agreement is initiated by the EMU attorney's office at the Field Director's request.

Agencies where students are employed must meet all of the same criteria as other agencies in order to be designated a field placement site, including:

- Work site placements must be in public or non-profit 501(c)3 agencies. There are some for-profit agencies that are utilized for placement, but they must align with the School's mission and the majority of the consumers served must be receiving Medicaid; the Field Director will review these agencies on a case-by-case basis.
- Work site field assignments must be done in significant blocks of time of at least four hours each that are designated in their field contracts and are different than their working hours.
- Field placement assignments must be different from the normal work assignments.
- An appropriate MSW Field Instructor with at least two years of post-master's degree experience and who is not the student's normal work supervisor must be designated. This person must be a part of the agency in which the student is working and be available for a minimum of one hour of face-to-face supervision a week.
- At the advanced placement level (Social Work 695/696), the agency and the supervisor's fields of practice must match the student's concentration.

Availability during business hours: It is expected that learning in field placement will not be compromised by the student's employment 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 (Mon-Fri) for staff meetings, supervision, consultation, training, and agency practice. Any student who requests this type of placement needs to fill out the additional field application and be prepared to discuss the proposal with the field office.

Incomplete grades: On the rare occasions when a grade of incomplete is awarded, the student must work directly with their field instructor and faculty liaison to resolve the reason for the incomplete. All incompletes should be resolved as soon as possible and in accordance with university policy. For other conditions which might necessitate review of students staying in field placement, see the *MSW Student Handbook* available on the School of Social Work website.

Student learning contracts: Students work with their field instructor to create an ongoing educational contract. The ongoing learning 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 instructor, as well as end of semester evaluations provide feedback to the student and field instructor regarding accomplishment of learning goals. Using information provided by the student, the agency field instructor, 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 with practice in field placement, as well as a **passing grade in both the field placement seminar and field placement itself are required** in order to receive a passing grade for the course. More about student learning contracts can be found on page 18 of manual.

Copies of student evaluations: The school will not make copies of field evaluations for any purpose. Students who wish to keep copies of their evaluations should print a copy of their evaluation from the IPT system immediately after the evaluation has been submitted in order to have a copy for their own records.

Other Important Policy Information

Liability: Eastern Michigan University provides general liability insurance for students while they are performing activities that are a part of their field work assignment. Students are not covered for any criminal activity. If the field agency does not have additional insurance that covers interns, students may consider purchasing additional liability coverage through the National Association of Social Workers (NASW).

Home Visits: In many social service 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, agency cars and/or reimbursement are not available. Students may be required to use their personal cars for agency work and home visits during the course of field placement. Students should check with their insurance company to be sure that they 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.

Transporting Clients: In some agencies, transporting clients is part of the social worker's role. However, the School of Social Work does not require that students use their personal vehicles for transporting clients. If students are asked to transport clients, but do not feel they can do this, they should tell the agency supervisor. If this is still an issue, the faculty liaison can become involved in negotiating other assignments with the field supervisor.

In any case, students are required to have appropriate automobile insurance coverage for their own transportation. If they are going to transport clients, they will need to check with their auto insurance companies regarding appropriate coverage. It is advised that without such coverage, clients should not be transported in students' cars.

Health Insurance: The University does not carry any health insurance for students while in field placement. However, all students are advised to have health insurance coverage. Students should consult with the EMU Student Government for information on the University's (Snow Health Center to learn more about the university's insurance, or go to healthcare.gov to find other options.) group policy if no other insurance is available. All vaccinations should be current. In some agencies, students are required to provide health information and proof of health insurance prior to acceptance in placement.

In some social agency settings, there are risks from contagious disease. Students should discuss these risks and protections with the Field Instructor. In some agencies, students will be asked to use universal health care precautions. All students who are involved with medical records or with issues regarding the health of their clients should consult with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), updated with Privacy Rules in 2000 and 2003 and with Security Rules in 2005 and 2006 and are required to follow these privacy rules.

Inclement and Severe Weather: In cases of inclement weather, students should use caution and allow for extra time to travel to their field placement sites. If weather conditions make it unsafe for the student to travel to field placement, the student should notify their field instructor and make arrangements to make up the missed hours. If the field placement agency and/or the University is closed due to severe weather on a day when the student is scheduled to be in placement, the student is not required to attend placement; however the hours for that day(s) will not count towards the student's required placement hours. In such cases, field instructors are encouraged to provide students with alternative assignments that allow for the flexibility to complete such assignments off site.

Safety: In some client situations, there may be a risk of violent or unpredictable behavior. Students should discuss issues involving safety with their supervisors and take appropriate precautions to avoid such situations. Students should develop a plan with their Field Instructor for dealing with unusual events should they arise.

Other Human Resource Issues: Students may be asked to submit a criminal background check and/or drug testing by agency human resource departments. Agencies have their own standards regarding issues that might prevent students from being accepted for a field placement. Agencies have the right to terminate any student who does not meet the human resources requirements of the agency.

Eastern Michigan University 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, 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.

The complete policy on sexual harassment is found at the following link: <https://www.emich.edu/policies/index.php?p=3.1.8> 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.

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 can be found at the following link. <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

Evaluation and Grading for 595, 596, 695, 696

Grades in the field placement courses are assigned by the faculty liaisons. Each liaison will provide the student with a syllabus detailing the specific assignments and requirements of the course. The following are the general criteria that are expected in every field class.

Students are responsible for:

- Developing a learning contract with the Field Instructor to set goals at the beginning of each semester
- Using the contract to track accomplishments of learning goals and to obtain feedback on assignments in the field
- Keeping a log of all field hours
- Participating in mid-semester and end-of-semester evaluations with field instructor
- Participating in weekly supervision with Field Instructor
- Following the NASW Code of Ethics at all times

Faculty liaisons use the following sources of information for grading:

- Student's evaluation of his or her work in the field
- Field Instructor's online and oral evaluation of field work
- Faculty Liaison's visit to the agency
- Student's written and oral participation in the field seminar class

The grades in field courses are based on a combination of the seminar and the field placement evaluations. **Students must pass the requirements in both the class and in the field portions of the course in order to obtain a passing grade in a field course.** Students should read their field syllabus closely to determine how these pieces fit together in their sections of the courses. The Faculty Liaison is the instructor of record in a field course and awards all grades. Students receive letter grades at the end of 595, 596, 695, and 696.

Faculty Liaisons will address any concerns regarding professional behavior in the field or in the seminar portions of this class. Students who violate the NASW Code of Ethics are subject to dismissal from the Social Work Program and will receive an "F" in Field Placement.

Online Field Instructor Evaluation

All evaluations are administered online through Intern Placement Tracking (IPT) program. Field Instructors will be given a log-in from the Field Office and will collaborate with their intern to complete the form. Please save often so that it does not get lost. When complete, save it, print a copy for the Field Instructor and the Student's records, and email the Student's Faculty Liaison to let them know it is complete.

Note: The Student should come prepared with behavioral examples of their performance to the meeting with the Field Instructor. The Student and Field Instructor are to complete the evaluation together.

Responsibilities of the Field Instructor

- To familiarize themselves with EMU's field program by attending orientation meetings or by appointment with the Field Placement Coordinator or Field Director.

- To prepare and educate the agency concerning the incoming student's role and the responsibilities of the agency as an educational site.
- To inform the Faculty Liaison and Field Placement Coordinator or Field Director as soon as possible if the student fails to appear for a screening interview or, once accepted, fails to begin placement.
- To orient the student to the agency, its staff, structure, organization, and resources.
- 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.
- To develop and monitor sufficient numbers of appropriate assignments for each semester. It is EMU's expectation that the student will have a full generalist experience for the first year of MSW field placement and will have a specialized experience during the advanced MSW year of field placement. The student should obtain experience with individuals, families, groups, and larger systems within the agency. Engagement with client systems should occur early in the semester.
- To instruct the students on how to develop and maintain records of client and community contact deemed appropriate by the agency. These records, as well as process recordings assigned by the Social Work Program, should be reviewed by the Field Instructor.
- To provide adequate supervision and instruction for students to assist them in integrating theory and practice. A minimum of one hour per week in a structured session is expected in addition to the informal supervisory contact that occurs in agencies. Supervision may occur individually or in groups. Students who receive group supervision should also receive individual supervision at least twice per month. It is recommended that the student prepare an agenda for this meeting.
- To be alert to strains or problems in the agency-student relationship or in 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.
- It is expected that the student will receive ongoing constructive feedback on his or her performance. The Field Instructor is asked to complete the online evaluation of the student's overall performance at the end of each semester. The evaluation should be based on the goals established in the educational contract as well as the student's performance in the agency.

Responsibilities of the Faculty Liaison

- To be familiar with and to follow the field policies and procedures.
- To attend orientation sessions and to assist the Field Director in orienting students and Field Instructors to field placement responsibilities.
- To notify the Field Director of any issue that may jeopardize the field placement and to Request a Field Placement Review by the director when there are serious issues in the

student's field experience and efforts to problem-solve by making visits to the agency have been unsuccessful.

- 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.
- To be available to agency Field Instructors throughout the semester.
- To be available as a resource for students who may request assistance in understanding their responsibilities or in addressing field related issues.
- To review and approve the educational contract between agency and student.
- To review and monitor process recordings, logs, and other student assignments to track the student's progress within the agency.
- To seek feedback from Field Instructors regarding the field components of the social work program. Such feedback should be made available to the field placement office for future planning.
- To participate in the field orientation, liaison meetings, and other field activities, when offered by the School.
- To review the student's progress with the Field Instructor; to meet at least once per semester with the Field Instructor and the student to review the Field Instructor's student evaluation; make one visit per semester to the agency.
- To submit a grade as the instructor of record to Records and Registration on the schedule designated by the University.
- To report to the Field Director the appropriateness of certain agencies for particular student needs by completing the Field Placement Agency Evaluation Faculty Liaison form for evaluating agency participation.
- To evaluate and monitor work site placements according to field policies and procedures to ensure that students are performing appropriate assignments.

Responsibilities of a Student in Placement

- To complete the application for field placement at the time indicated, providing information about talents, interests, and preferences for type of field placement.
- To participate in required pre-placement group meeting(s) with the Field Director or Field Placement Coordinator and in agency screening interviews.
- To complete required field placement in accordance with the Social Work Program's policies and procedures.

- To regularly attend and actively participate in the weekly or bi-weekly field seminar class in order to facilitate the positive integration of the field and class experience.
- To participate in designing, at the beginning of each semester, an educational contract that includes mutual expectation for learning and performance, as well as specification of goals, tasks and assignments to be completed. This contract is developed in the field placement course and approved by both the Faculty Liaison and the Field Instructor.
- To conform to the NASW Code of Ethics and 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 clients should be carefully disguised and reviewed by Field Instructor.
- To notify the Field Instructor promptly when lateness or absence is unavoidable. Any client commitments that cannot be kept should be communicated to both the Field Instructor and to the client involved.
- To make up any missed hours in accordance with the policy statement requirements.
- To prepare an agenda for supervision session and to come to such conferences prepared with questions as well as to discuss aspects of the field work. Written material should be kept current and, if possible, be given to the Field Instructor for review in advance.
- To bring questions or concerns and problems to the attention of the Field Instructor. If any issues cannot be resolved at that time, it is the student's responsibility to call the issue to the attention of the faculty liaison as early in the semester as possible.
- To participate in an ongoing evaluation process as a developing professional social worker. The student and Field Instructor should review the educational contract and revise it when necessary. The student should be prepared to participate in the end-of-semester evaluation process with the Field Instructor and the Faculty Liaison. Students must complete a "student copy" of the field evaluation to be used by the Field Instructor in completing the final evaluation.
- To ensure that proper guidelines are followed when the place of employment becomes a field placement site.

**Eastern Michigan University School
of Social Work
MSW Program**

Field Placement Learning Contract:

SWRK 595 SWRK 596 SWRK 695 SWRK 696

Check here if work-site placement:

Semester of Placement: _____

Student Name: _____

I.D. #: _____

Student Email: _____

Field Placement Agency: _____

Field Placement Address: _____

Field Instructor (Supervisor): _____

Field Instructor Phone: _____

Field Instructor Email: _____

Field Instructor Degree: _____ Year Degree Completed: _____

Faculty Field Liaison (Seminar Instructor): _____

Faculty Field Liaison Phone: _____

Faculty Field Liaison Email: _____

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

Student's Signature: _____ Date: _____

Field Supervisor's Signature: _____ Date: _____

Faculty Liaison Signature: _____ Date: _____

Comments:

**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK**

Student Evaluation of Foundation Field Placement Site

Student Name: [Click here to enter text.](#) Semester: [Click here to enter text.](#)

Year: [Click here to enter text.](#)

Name of Agency: [Click here to enter text.](#)

Purpose of Agency: [Click here to enter text.](#)

Name of Supervisor: [Click here to enter text.](#)

Tasks Performed at Agency:
[Click here to enter text.](#)

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?
[Click here to enter text.](#)

What did you like least about your supervision experience?
[Click here to enter text.](#)

Would you recommend using this person again as a supervisor?

Yes No

Explain:

[Click here to enter text.](#)

What did you like most about the agency?

[Click here to enter text.](#)

What did you like least about the agency?

[Click here to enter text.](#)

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

Explain

[Click here to enter text.](#)

Would you recommend using this agency again as a field placement site?

Yes No

Explain:

[Click here to enter text.](#)

Further Comments:

[Click here to enter text.](#)

**THANK
YOU!**

Eastern Michigan University School of Social Work

Student Evaluation of Advanced 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 did you like least 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 did you like least 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

MSW Foundation/Advanced Field Placement
Faculty Liaison Report Form

Please complete and return to Marshall 321 at the end of the semester.

Date: _____

Name of Faculty Field Liaison: _____

Date of Agency Visit(s): _____

Name of Agency: _____

Name of Field Supervisor: _____

Name of Student: _____

1. Strengths/Limitations of Supervision: _____

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

3. Issues/Problems relating to the Placement: _____

4. Issues/Problems relating to a particular student:

5. Please describe agency support for placement. (Such as space, phone, mileage, recruitment, positive attitude of agency staff, etc.):

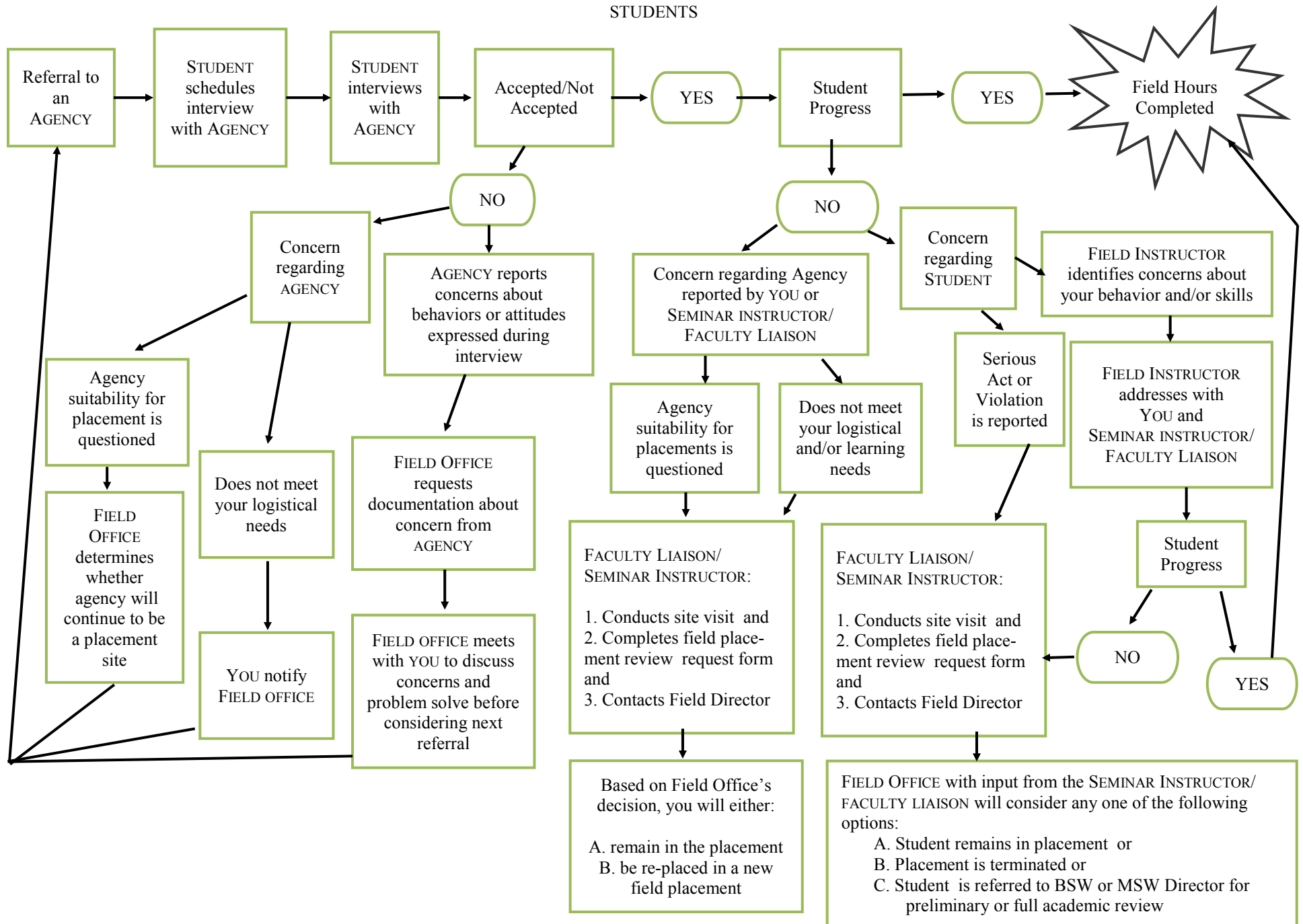
6. Would you suggest using this agency in the future? (Explain):

7. Other feedback:

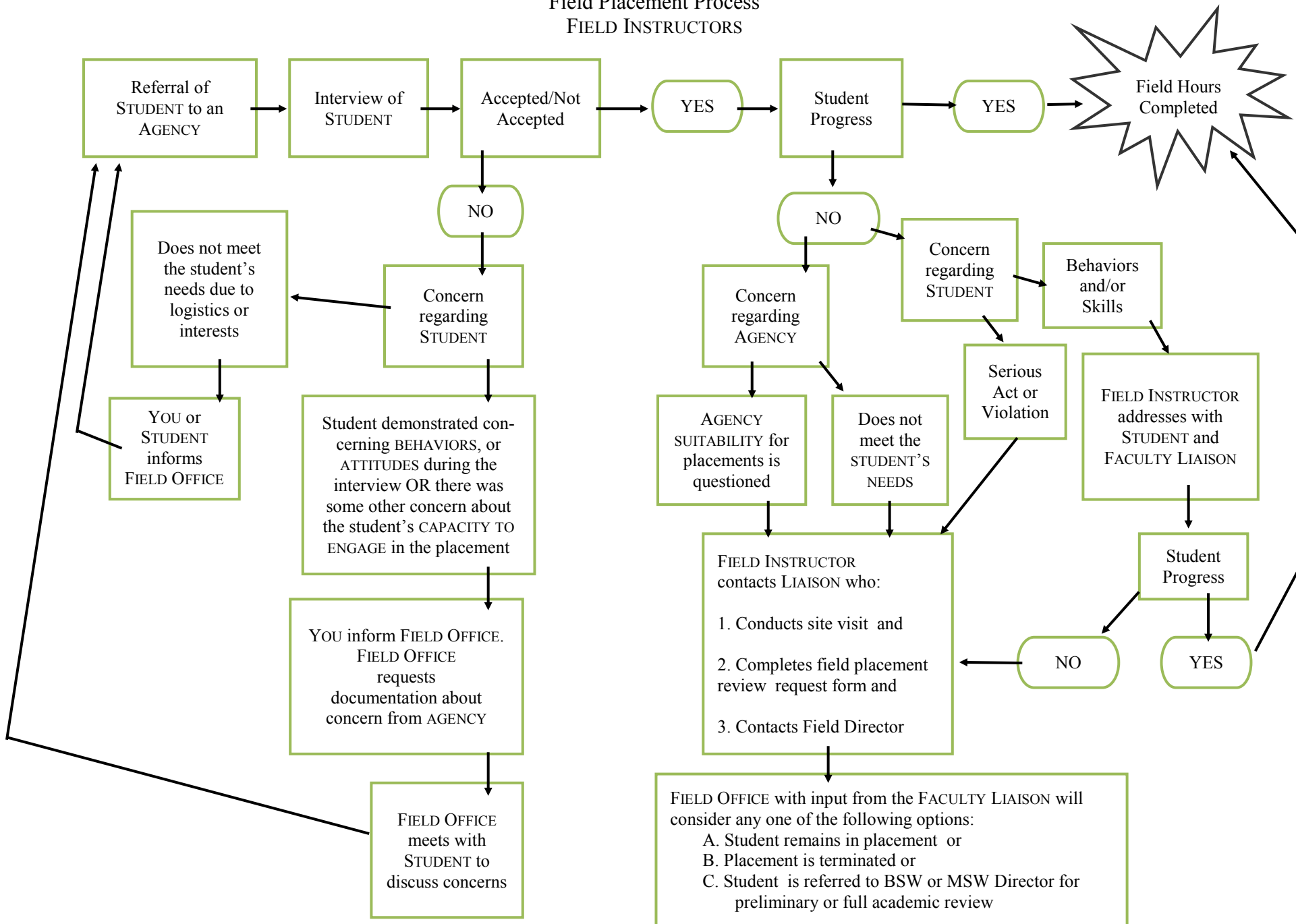
Signature

Date

Eastern Michigan University School of Social Work
Field Placement Process
STUDENTS



Eastern Michigan University School of Social Work
 Field Placement Process
 FIELD INSTRUCTORS



Eastern Michigan University School of Social Work
 Field Placement Process
 SEMINAR INSTRUCTORS

