

**BSW**  
**FIELD PLACEMENT MANUAL**

Eastern Michigan University School of Social Work

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**Contents**

Introduction .....	3
School of Social Work Mission Statement .....	4
Accreditation .....	4
Description of the Field Program: .....	4
Policies and Procedures.....	5
Eligibility for Field Placement.....	5
Field Assignment .....	5
Other Important Policy Information .....	9
EMU Policy on Harassment .....	12
NASW Code of Ethics.....	12
Online Field Evaluation .....	12
Responsibilities of the Field Instructor.....	13
Responsibilities of the Faculty Liaison.....	14
Responsibilities of Students in Placement.....	15
Guidelines for Contracts .....	15
Purpose .....	16
Preliminary Educational Contract.....	16
Ongoing Educational Contract .....	17
Contract Review and Revision .....	17
Preliminary Educational Contract.....	18
Student Evaluation of BSW Field Placement Site.....	20
BSW Field Placement Faculty Liaison Report Form .....	22
Field Placement Process Flowcharts.....	24

## **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 Field Placement Manual is intended to be a comprehensive guide to the purposes, structure, and policies of the BSW Field Program. It is designed for use by students, field instructors, and field faculty liaisons in Social Work 488L and 489L. Any questions that one may have about policies, procedures, or guidelines pertaining to field should 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 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 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 a BSW and/or MSW degree and two years post-degree social work employment experience) who is designated by their agency and the EMU Field Program to provide field supervision to BSW students.

*Please see pages 13, 14, and 15 to read more about specific responsibilities for the field instructor, faculty liaison, 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.

## **Description of the Field Program:**

The required Senior Field Experience involves two semesters of field placement in an agency that provides social work services and meets the School's site requirements as determined 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 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 engage in learning opportunities to practice skills in assessment, intervention, and evaluation. Students must complete 200 hours of field work in each of two consecutive semesters for a total of 400 hours; additional hour requirements must have prior approval by the faculty liaison or Field Director. Placements are completed in a single social work agency. Field courses must be taken in the last two semesters that a student enrolls in required Social Work courses, just prior to graduation. Students will be in the field 16 hours per week, based on a schedule negotiated between the student and the agency, for the semesters

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

### **BSW Senior Field Placement Policies and Procedures**

#### **Eligibility for Field Placement**

1. A 2.3 overall grade point average at the time of entering and during field placement is required.
2. Students must have completed all required Social Work classes through the 300 level with a minimum grade of 'C' before beginning field placement. (They must have met all prerequisites for these courses).
3. Any student with a C- or below in any 400 level social work classes needs special permission from the field office to begin or to continue with field placement.
4. Students are required to earn a grade of C or above in 488L to enroll in 489L. Students who earn a C- or below in 488L or 489L must repeat the course.
5. The field placement application must be accompanied by a current resume. If a student wishes to do their placement at their place of work, the student must submit an application for a request to do a work site placement to the field placement application form.
6. SWRK 488L and 489L each involve 16 hours in a field agency plus a two-hour a week seminar taught by the faculty member who will serve as a liaison to the placement agency. The student registers for the same seminar section for both SWRK 488L and SWRK 489L.
7. All practice social work courses (408, 409, 450 & 451) must be taken prior to or concurrently with SWRK 488L and 489L.

#### **Field Assignment**

**The BSW Field Placement Coordinator or the Field Director is responsible for assigning students to agencies for their field placement 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 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 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. 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.

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.

**Considering placement changes after the beginning of the semester:** Students must be in the same agency for the two field placement semesters, barring circumstances that may necessitate a move, as determined by the Field Director. Students should not leave a field site without the liaison initiating a Review of the Field Placement. Students who are terminated or removed from a field site should not expect to take accumulated hours from one site to another. Any exceptions to this policy are at the discretion of the Field Director. Please see the Field Placement Process Flow Charts on page 24.

**Directions for students entering field placement:**

1. Attend an information session
2. Log into IPT and create a new password
3. Fill out the field application in its entirety and submit it in IPT, including a resume, by the deadline communicated by the Field Office
4. Set up a time to meet with the Field Placement Coordinator to discuss interests in the field
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 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 contacting or communicating with an agency
8. Attend an interview at the agency
9. Register for the field seminar course
10. Begin field placement after attending first field seminar class
11. Keep track of your hours and follow field seminar class syllabus

**Time commitment expectations:**

- Students must take the two semesters of field placement in consecutive semesters. Placement is offered in two sequences: Fall and Winter terms or Winter and Summer terms. Students are required to complete 200 hours of field placement each semester for a total of 400 hours of field placement (See page 7 regarding COVID-19 policy); additional hour requirements must have prior approval by the faculty liaison or Field Director. Students are to be in their agency for 16 hours a week. Students may negotiate their field schedule with the field instructor.
- 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. 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.
- 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 have had repeated absences from field may be terminated in their field

placements and given a grade of 'F' by their faculty liaison.

- Per our agency agreements, students may not end their placements more than one week prior to the last official week of field placement. This policy is to be upheld even if field hours have been met.
- Students cannot begin placement prior to the start of the first semester of field placement. They 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 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 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.**

#### **Council on Social Work Education's (CSWE) Response to COVID-19:**

CSWE is permitting students, with program discretion, to complete field placement with a reduction in field hours with the following requirements:

- a. BSW students must complete a minimum of 85% of the required 400 hours = 340 hours;
- b. BSW students must meet all of the required competencies and the associated practice behaviors (see BSW Field Evaluation); and
- c. The field placement experience must be commenced prior to May 31, 2021

**Any reduction in hours must be discussed with seminar instructors and supervisors to determine if the hour reduction will impact the student's mastery of the competencies and practice behaviors. Students are strongly encouraged to complete the typically required amount of field placement hours.**

**Ethical considerations:** 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 'F' in Field Placement.

**Grade policy in field:** A student must pass both the field and seminar components of SWRK 488L and SWRK 489L 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 488L or in other required social work courses cannot proceed to SWRK 489L.

**Repeating placement or seminar:** 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.

**Life/work experience credit:** Academic credit for life experience and previous work

experience may not be given in lieu of field placement requirements.

**Worksite placements\*\*:** Students may request to do a field placement in an agency in which they are employed. However, very specific criteria must be 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 for an agency to be considered by the Field Office as a work site placement, the agency must meet the specific following requirements:*

- be a [501(c)(3)] or public agency with an affiliation with the School of Social Work; there are some for-profit agencies that are utilized for placement, but they must align with the School's mission and the consumers served must be receiving Medicaid; these agencies will be reviewed on a case by case basis by the Field Director.
- provide a field instructor with an MSW and two years of experience or a BSW with two years of work experience who is not the student's employment supervisor and is a regularly employed member of the agency;
- provide experiences that are separate and different from work responsibilities;
- identify blocks of time that are at least four hours long that are separate from work assignment.

The application is reviewed by the Field Office to determine whether the placement can be made.

**\*\*CSWE COVID-19 Response to Worksite Placements:**

In addition to the typical worksite option, which requires that a student be engaged in tasks/roles separate from their work tasks/roles without duplication of hours; students now have the option of using their paid work time as field placement hours where they engage in their paid work tasks/roles that are then counted as field tasks/roles:

- a. The work activities must address the competencies and associated practice Behaviors;
- b. The student must receive 1hr of supervision from an approved field instructor; this field instructor must be someone other than their work supervisor. As in all field placements, the field instructor for BSW students must have a BSW or MSW degree and at least 2 years post-work experience and for MSW students the field instructor must have an MSW degree and at least two years post-MSW experience;
- c. The student's worksite must have a current affiliation with EMU in order to be approved;
- d. As in the case of typical worksite placements, the student must have submitted a worksite application to be approved by the Field Office.

**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 *BSW Student Handbook* available on the School of Social Work website.

**Student learning contracts:** At the beginning of each semester in field placement students first develop a preliminary contract with their field instructor that specifies the basic expectations of placement. Students then 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 15 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 - <https://www.socialworkers.org/>).

**Home Visits:** In many social service agencies, home visits are a part of the social worker's role. At 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 cars for home visits and agency 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 field liaison can become involved in negotiating other assignments with the 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. Transporting clients in your car is done so at your risk.

**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 Snow Health Center for information on their 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 agency settings, there is a risk of 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:** As in any workplace setting, there are safety risks in field placement. There can be agency/environmental, client interaction, health, home visit or community outreach, travel, or other types of safety concerns that need to be addressed with students. All students must complete the Field Placement Safety Assignment with their field instructor. The assignment requires the student to discuss with their field instructor the field site's safety policies, plans and protocols and provides students with an opportunity to ask questions and identify preventative measures used to reduce risks. Students will share this information with their seminar instructors for their review. Students should continue to discuss issues involving safety with their supervisors throughout the placement experience and take appropriate precautions to reduce risks to safety. The NASW's *Guidelines for Social Work Safety in the Workplace* can be a useful resource for students and agencies in identifying safety guidelines:

<https://www.socialworkers.org/LinkClick.aspx?fileticket=6OEdoMjcNC0%3d&portalid=0%27>

**COVID-19 Safety Guidelines in Field:** Please see the following link to learn about the School of Social Work's COVID-19 safety guidelines <https://www.emich.edu/chhs/social-work/fieldwork/index.php>

**Social Media & Electronic Communication Policies:** The use of social media and other forms of electronic communication are common practice and have created new avenues for connection and accessing information. The NASW's *Code of Ethics* was revised in 2017 to address the use of social media and electronic communication in the professional social work context. In response to these ethical standards, the Field Program has identified the following policies and guidelines that should be adhered to by all EMU MSW and BSW students when enrolled in field placement:

- 1) Social media contact with agency participants: Students should not engage in social media contact with current or past agency participants during the field placement experience or after

the conclusion of the field placement experience. Standard 1.06 in the Code of Ethics states that “social workers should not engage in dual or multiple relationships;” use of personal social media contact with agency participants is a violation of this standard.

2) Use of online search sites: The NASW Code of Ethics provides the following guidelines regarding conducting an online search of agency participants: “Social workers should obtain client consent before conducting an electronic search on the client. Exceptions may arise when the search is for purposes of protecting the client or other people from serious, foreseeable, and imminent harm, or for other compelling professional reasons” (NASW, 2017). This means that students should not engage in online research using social media or other tools to learn about their agency participants. If any such search is required to ensure safety, students would first discuss this with their field instructor.

3) Electronic communication with agency participants: Students should ask their field placement site about the policies regarding electronic communications with agency participants in order to learn whether email or texting is an agency sanctioned form of communication. Additionally, if email or texting is an agency sanctioned form of communication, students should only use such communication for professional purposes. Email and texting should not be used for personal communication with agency participants. Students should be aware of the risks to confidentiality and privacy when using such forms of communications and should discuss with their field instructor how they can ensure that agency participants’ privacy and confidentiality are protected when using these forms of communication. Students should not use their personal phone numbers to communicate with clients and instead should use an agency phone or create a google phone number. Students who are engaging in telehealth services with clients should be trained by their agency in the use of appropriate software and should follow HIPAA policies and social work ethical standards in their use of such services.

4) Social media use and the agency: Students should be aware that because social media platforms are public, posting information about their field placement site, experience, or its participants is subject to public viewing. Any such posts can pose a threat to confidentiality and privacy. Students should be aware of the privacy settings on their social media sites and also need to be mindful that even with privacy restrictions, there is never a guarantee that agency participants (current and past) as well as agency administrators will not have access to the student’s social media sites. Students should learn about the agency’s social media use policies. Given the student’s unique role in the agency setting as a student intern, it is advisable that students not engage in personal social media contact with their social work field instructor or any agency employee/staff during the course of the internship in order to preserve appropriate boundaries. This standard may differ for students in macro settings where social media use is often part of the professional communication; in such instances, students are using this type of platform or communication in a professional context rather than a personal context.

In addition to the above guidelines, it is important that students learn about their field placement site’s social media and electronic communication policies and adhere to those guidelines. Additionally, students are responsible for the ethical standards as described in the NASW’s Code of Ethics; the changes to the Code that include content specific to electronic communication and social media use are highlighted in yellow:

(<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Highlighted-Revisions-to-the-Code-of-Ethics>). Additionally, the NASW, the Association for Social Work Boards, CSWE, and the Clinical Social Work Association developed the following *Technology in Social Work Practice* guidelines: [https://www.socialworkers.org/includes/newIncludes/homepage/PRA-BRO-33617.TechStandards\\_FINAL\\_POSTING.pdf](https://www.socialworkers.org/includes/newIncludes/homepage/PRA-BRO-33617.TechStandards_FINAL_POSTING.pdf)

**Other Human Resource Issues:** Students may be asked to submit to criminal background

checks and/or to drug testing by agency human resources departments. Agencies have their own standards regarding what issues might prevent students from being accepted for a field placement. They have the right to terminate any student who does not meet the human resources requirements of the agency. Eastern Michigan University and the agencies where students are placed enter into a formal contractual agreement that details these issues.

**Note: Exceptions to any of these policies can only be made by the Field Director.**

### **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 and cases 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>

### **Online Field Evaluation**

All evaluations are administered online through Intern Placement Tracking (IPT) program. Field instructors will be given a login 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 their agency concerning the incoming Student's role and the responsibilities of the agency as an educational site.
- To inform the faculty liaison and field coordinator or 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 their BSW 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/or instruction for students, assisting them in integrating theory and practice. A minimum of one hour per week in a structured supervision 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 instructor's responsibility to initiate contact with the faculty field liaison.
- It is expected that the student will receive ongoing feedback on their performance. The field instructor is asked to complete the field evaluation of 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 Field Director when there are serious issues in the student's field experience after making a liaison visit to the agency to problem- solve.
- 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. Faculty liaisons should be available to agency field instructors throughout the semester upon request from the field instructors.
- To make a minimum of one faculty liaison agency visit each semester during 488L and 489L for each student enrolled in the seminar courses.
- To be available as a resource for students who may request assistance in interpreting their responsibilities or in addressing field issues or problems.
- To review and approve the educational contract between the agency and the 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 office for future planning.
- To participate in 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 a semester with the field instructor and the student to review the field instructor's student evaluation.
- 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 guidelines to ensure that students are performing appropriate assignments that are different from their previous work experiences and are differentiating their placement hours from work.

### **Responsibilities of Students in Placement**

- To complete the applications 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 meetings with the field placement coordinator and/or director and in-agency screening interviews.
- To contact the agency to which a referral is made in a timely way, without exceeding five business days of receiving the referral.
- To attend and treat the interview professionally (like a job interview), dressing in standard business attire, taking an up to date résumé, and being prepared to ask and answer questions.
- To complete a consecutive, two-semester field placement at one single agency; completing 200 hours in the first semester (16 hours per week) and 200 hours in the second semester (16 hours per week).
- To regularly attend the weekly two-hour field placement seminar on Eastern Michigan University's campus in order to facilitate the positive integration of the field and class experience through the completion of both field placement assignments and seminar assignments.
- To participate in designing, at the beginning of each of the two semesters, an educational contract which includes mutual expectations for learning and performance as well as specification of goals, tasks, and assignments to be carried out.
- 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 clients should be carefully disguised and reviewed by field instructor.
- To notify their field instructors promptly when lateness or absence is unavoidable. Any client commitments that cannot be kept should be communicated to both the field instructor and to client involved.
- To make up any missed hours in accordance with the policy statement requirement.

- 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 instructors ahead of time of review.
- To bring questions or concerns and problems to the attention of the field instructor. If any issues cannot be resolved at that level, it is the student's responsibility to call the issue to the attention of the faculty liaison as early in the semester as possible and to engage in problem-solving.
- 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 for the end-of-semester evaluation process. Students are strongly encouraged to add their own self-statement to these evaluations.

\*This will require that the theory base of the program be specified, for examples, that students will receive preparation in life span development, ecological perspectives, strength perspective, empowerment, social learning theory and psychodynamic theory. These specifications may be somewhat different for MSW foundation and BSW students.

## **SCHOOL OF SOCIAL WORK**

### **Guidelines for Contracts**

#### **Purpose**

The field instruction contract between the student and their field instructor is a written agreement regarding their respective roles and responsibilities. It also gives the student an opportunity to articulate learning goals that are facilitated through the assignment of activities, designed to help the student accomplish 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 generalist social work practice skills described in the Course Objectives for Social Work 488L Field Experience I and Social Work 489L Field Experience II.

#### **Preliminary Educational Contract**

All students and supervisors are expected to complete a Preliminary Contract by the second week of placement. This contract spells out the initial expectations of the student and field instructor. 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 field instructor should communicate with the student and, if necessary, the faculty liaison if any of these expectations are not being met.



### **Ongoing Educational Contract**

After the first four weeks of placement, the student and field instructor 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 the CSWE competencies, which can be indicated by number (refer to SWRK 488L/489L syllabus), after each goal. Similarly, each assignment should be designed to meet particular learning goal(s) and relate to the appropriate CSWE practice behaviors (see syllabi).

The goals and assignments should be determined in supervisory sessions with input from both the field instructor and the student. It is the responsibility of the student to prepare the contract in written/typed form. Both the student and the field instructor 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 instructor 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, the contract should be reviewed and revised as needed. Goals in which the student has demonstrated competence during the first semester may be removed in the second semester's contract. In many instances, the student has demonstrated a beginning ability to perform particular skills 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 instructor 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 Instructor: \_\_\_\_\_

ID#: \_\_\_\_\_ Field Liaison: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Weekly supervision time and day: \_\_\_\_\_

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

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

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

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

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Other initial assignments:

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Student Signature

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Field Instructor's Signature

**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?

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What did you like LEAST about your supervision experience?

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Would you recommend using this person again as supervisor?    ☐ Yes    ☐ No

Please Explain:

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What did you like most about the agency? \_\_\_\_\_

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What didn't you like about the agency? \_\_\_\_\_

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

Explain:

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Would you recommend using this agency again as a field placementsite? ☐ Yes ☐ No

Explain:

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Further Comments: \_\_\_\_\_

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**THANK YOU!**

**EASTERN MICHIGAN UNIVERSITY  
SCHOOL OF SOCIAL WORK**

**BSW FIELD PLACEMENT FACULTY LIAISON REPORT FORM**

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

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

Name of Faculty Field Liaison: \_\_\_\_\_

Date of Agency Visit(s): \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Name of Field Instructor: \_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_

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

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

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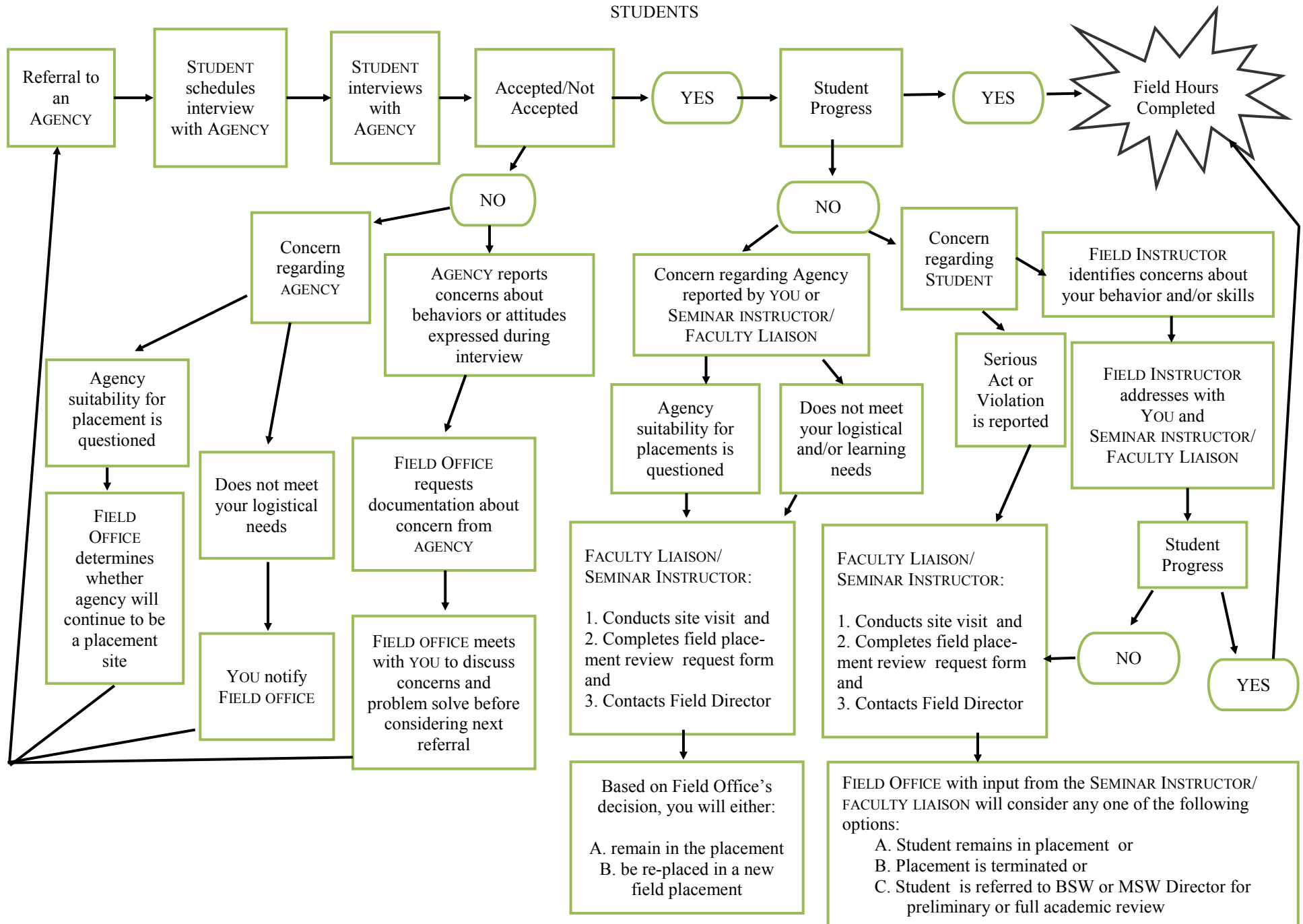
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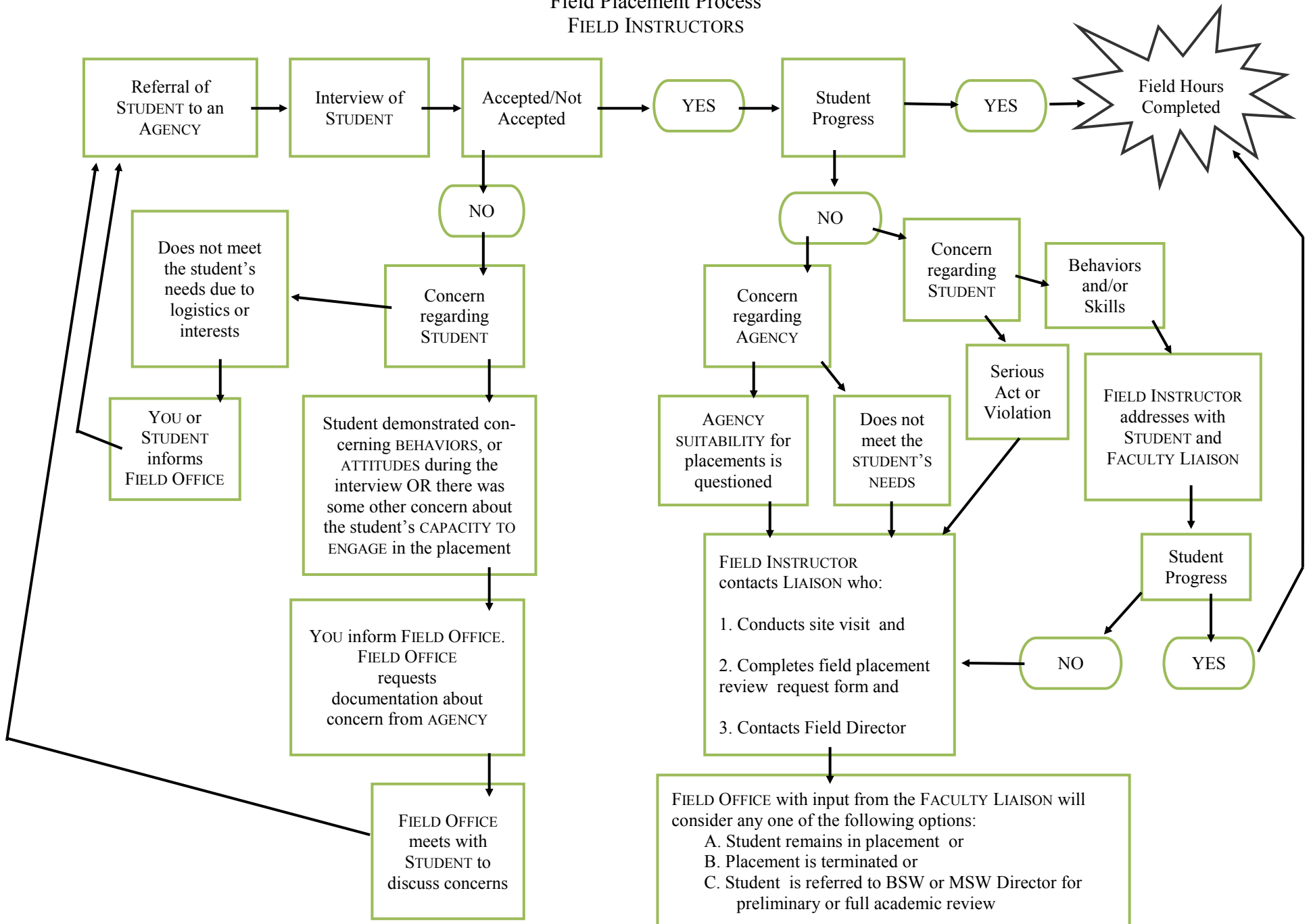
7. Other feedback:

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

