BSW Field Student Orientation

Department of Social Work and Sociology
2023-2024
Itinerary

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Introductions: Your Field Liaisons

• Dr. Marie Salimbeni
  ▪ Assistant Clinical Professor
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• Mr. Andrew Rivera, M.S.W., LMSW
  ▪ BSW Field Education Director/Clinical Instructor
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What is Field Education?

• In 2008, CSWE adopted a competency-based education framework that rests on the shared view of competence within the profession.
• Each competency describes the knowledge, values, skills, and cognitive and affective processes that comprise the competency at the generalist level, followed by a set of behaviors that integrate these components.
• Signature Pedagogy—CSWE (Council on Social Work Education) defines Signature Pedagogy as something that represents the central form of instruction and learning in which a profession socializes its students to perform the role of practitioner.
• Field provides each student the opportunity to gain competence in the field of social work by connecting and integrating theory into practice.
• Field is NOT synonymous with community service or volunteer work.
Why is Field Education Important?

• Regarded as the capstone of the social work educational experience
• Focus shifts from *acquiring* knowledge to *applying* knowledge
  ▪ Rationale for prerequisites
• Students are provided with opportunities and experience
• Students will successfully integrate theory into practice, thus learning to serve clients effectively
• Upon completion of the field placement experience the students should be able to begin social work practice within an agency setting.
• It is required for graduation from the program.
Field Education and Mutual Relationships

- Field is an essential aspect of any social work program.
- Without agency placements and field instructors there would be no program.
- Be the embodiment of professionalism!
Professionalism

• Time
• Appearance
• Preparation
• Communication
• Respect
Time

• Be on time.
• Keep a set schedule.
• Log your time accurately and promptly.
• Keep track of your progress and plan accordingly.
Appearance

- Students must adhere to the dress code outlined by the agency.
- Students should always maintain a professional appearance.
- If you’re not sure about the dress code, dress in business casual attire.
Preparation

• Plan your commute.
• Be familiar with the agency.
• Always have:
  ▪ Something to write with
  ▪ Something to write on (recommend using one notebook for Field 1 and 2)
  ▪ Your calendar
  ▪ Printed or bookmarked access to the NASW Code of Ethics, BHEC Code of Conduct and Scope of Practice
  ▪ Your Learning Plan (once written)
Communication

• Use the methods of communication preferred/required by your agency, field instructor, and field liaison
• Use professional language and maintain professional boundaries
• Emails:
  ▪ Are not text messages
  ▪ Should include a greeting and signature
  ▪ Should use professional language and proper spelling and grammar
  ▪ Emails to faculty should include your CID and course number
Respect

- Field Instructors and partner agencies receive no compensation for supervising field students.
- Field students are not employees, and they require time, guidance, and resources.
- Students serve at the pleasure of the host agencies and are to treat their field instructors and host agencies with respect.
- Cases of disrespectful and/or unprofessional behavior toward clients, field instructors, or other agency staff will not be tolerated and may result in the student’s dismissal from the placement.
Roles: Field Director

- Develops and maintains placement sites for the social work students to complete their field education component.
- Updates field education forms each year.
- Establishes standards for the BSW field education program, continuously looking at how to improve the field education experience.
- Serves as consultant to students, faculty (liaisons), and field instructors as needed.
- Monitors placements for quality of educational experience.
- Removal of student if requested by field instructor.

Field Director Contact Information:
- Andrew Rivera, M.S.W., LMSW
- Email: Andrew.Rivera@angelo.edu
- Office: 325-486-6968
Roles: Field Liaison (SWK 4371 Faculty)

- Serves as a resource for the student and field instructor.
- Serves as the first point of contact for issues, concerns, successes and accomplishments.
- Monitors student activities and growth and assigns final grades.
- Conducts two site visits per semester (virtually if needed).
- Conducts weekly field seminar.
- Oversees field seminar assignments.
- Provides supplemental supervision from a social work perspective to students with field instructors/task supervisors who are not social workers.
Roles: Field Faculty

In conjunction with the Field Director, the Liaison:

• Supports agency staff in their development as field instructors.
• Performs telephone or office visits for all non-social work field instructors needing extra support and information.
• Deals with difficult or atypical situations.
Roles: Field Instructor/Task Supervisor

- **Field Instructor for BSW Program**
  - LBSW or LMSW & 2 years experience (including 6 months at the field agency)
  - If not, must be a qualified professional able to supervise social work tasks
    - Student will attend supplemental supervision in this case

- **Task Supervisor**
  - Oversees day to day tasks and provides support with field instructor
  - Related degree/licensure/significant experience in the field
  - Communicates student progress with field instructor
Roles: Field Instructor/Task Supervisor

- Be familiar with the core competencies and practice behaviors.
- Be able to guide students in navigating the following:
  - [NASW Code of Ethics](#)
  - Texas Behavioral Health Executive Council
    - [Code of Conduct](#)
    - [Scope of Practice](#)
- Create an atmosphere/opportunity for learning.
- Assure quality of service for clients.
- Be familiar with the [BSW Field Education Handbook](#).
- Supervise students in their placement and provide one hour of weekly one-on-one supervision.
Roles and Responsibilities: BSW Field Student

Before the semester begins:

• Complete BSW Field Application
• Complete agency interviews
• Communicate with Field Director
• Complete agency requirements (e.g., background check, drug screen, etc.)
• Register for malpractice insurance and upload proof in InPlace
• Register for SWK 4371 (SWK 4372 in the Spring)
• Coordinate schedule with Field Instructor
  ▪ Plan to complete 16 hours/week
• View this BSW Field Education Student Orientation in its entirety and submit the BSW Field Student Education Orientation Acknowledgement Form
More Roles and Responsibilities: BSW Field Student

• Adhere to the following and have them bookmarked or printed:
  - NASW Code of Ethics
  - Code of Conduct and Scope of Practice (Texas- BHEC)
• Be aware of agency policy and procedures.
• Be aware of expectations of the field agency, field instructor, and university (field liaison).
More Roles and Responsibilities: BSW Field Student

• Take an active role in pursuing educational needs.
• Ask questions appropriately and take notes.
• Communicate with your field instructor and field liaison (and field director).
• Participate in supervisory sessions—1 hour per week.
  ▪ Participate in supplemental supervision if required (field instructor does not hold a social work degree from a CSWE-accredited program).
  ▪ May be split up over the week.
  ▪ May be conducted in a group.
What is Supervision?

• Time to meet with your field instructor for an hour to discuss cases/clients/projects, ask questions, elicit feedback, review your learning plan, etc.

• Students should actively utilize supervision.
  ▪ Be prepared with questions or cases to discuss.

• Students supervised by professionals from other disciplines will meet with their field instructor/task supervisor and also attend supplemental supervision from a social work perspective with their Field Liaison.
Field Seminar

• Complete assignments as outlined in your 4371/4372 course syllabus.
• Attend weekly Field Seminar (4371/4372)
  ▪ Attendance policy: 4 or more absences will result in automatic failure of the course
  ▪ Students supervised with professionals from other disciplines (do not hold a social work degree) are required to attend supplemental supervision with their Field Liaison.
Field Seminar

• Develop a learning plan based on the social work competencies outlined by the CSWE and obtain feedback and approval from the field instructor and field liaison.
  - Template provided in Blackboard for SWK 4371/SWK 4372
  - Submitted in Blackboard.

• Submit a weekly timesheet and supervision log in InPlace.
  - Entries two or more weeks late will not be accepted.
  - One weekly Supervision log including the date, time, topic(s) of discussion, and plan for next week’s discussion is required for that week’s hours to count.
InPlace

- https://asu-us.inplacesoftware.com/inplace/
- Used for Timesheets and Final Evaluations
- Click [here](https://asu-us.inplacesoftware.com/inplace/) to view the InPlace Timesheet tutorial (also located in Blackboard).
- BSW students pay for one year ($67)
  - You will be prompted for payment when semester begins.
- Troubleshooting:
  - Try Incognito Mode, and if that resolves the issue, clear your browser cookies.
  - Send screenshots of issues (include the URL and any error messages) to Mr. Rivera.
- **Students will not have access to logbooks in InPlace until their malpractice insurance certificate is uploaded in InPlace and their BSW Field Student Orientation Acknowledgement Form is received via email.**
Hours

• Include when you arrive/clock in until you leave/clock out, excluding lunch breaks
  ▪ Include travel time between sites (with field instructor approval) but not your commute

• 470 total hours required
  ▪ 235 for Field Education I (Fall)
  ▪ 235 for Field Education II (Spring)

• Students are advised to complete approximately 16 hours each week in their agencies (16 hours over 15 weeks = 240 hours)
  ▪ Important to plan ahead for illness, weather-related closures, etc.
  ▪ Students who do not complete the required hours by the end of the semester automatically fail the course
    “Incomplete” grades are only issued under extreme circumstances.
Hours

• Placements are not to be completed “after hours” (nights, weekends, university holidays)
  ▪ The student’s schedule will be reflective of the Agency/Field Instructor’s schedule and the university academic calendar.
  ▪ Limited exceptions may apply. Requests must be submitted to the Field Director in writing (email preferred).

• Shifts should be at least four hours long.

• Students are expected to adjust their schedules around agency/field instructor schedules.
Required Forms:
Professional Liability Insurance

- Required for Field, recommended for your career.
- Social workers can face litigation, which can be costly regardless of the outcome.
- Professional liability insurance protects professionals from paying high legal costs.
- Students who do not provide proof of required malpractice insurance will not be able to begin their field experience.
  - Proof (certificate) of insurance should include policy dates and limits.
  - **Must be uploaded in InPlace.**

Providers:
- American Professional Agency Inc.
- NASW Assurance Services
- Health Care Services Organization (HPSO)
- CPH & Associates
- HISCOX
Required Forms: BSW Field Student Orientation Acknowledgement Form

- Download the form attached to the orientation video email.
- Email your signed form to Mr. Rivera at andrew.rivera@angelo.edu. You may sign manually or electronically.
- You’ll receive a confirmation email indicating you are cleared to begin once this signed form is received and malpractice insurance information is uploaded in InPlace.
First Week of Field

- May begin the first day of the semester (if cleared by the Field Director)
- Exchange contact information and establish preferred methods of contact
- Turn in copy of Liability Insurance to Field Instructor
- Review agency policies, procedures, and safety precautions
- Discuss schedule (set up time for supervision)

- Tour the facility (cafeteria, bathrooms, workstation)
- Orientation or trainings if provided
- Shadow instructor or task supervisor
- Take NOTES!
Problems with Starting Field

- Medical issues
- Family/personal issues
- Background/Screening issues
- Schedule conflict with Field and/or Field Seminar
- No placement secured, or secured placement fell through
- Contract still pending

*If you will be unable to begin in your agency the first week of classes for any reason, please discuss with the Field Director.*
Common Questions:

• What happens if I:
  ▪ do not get a field placement?
  ▪ failed a prerequisite class?
  ▪ get fired from my placement?
  ▪ have issues with my placement?
  ▪ do not receive adequate or appropriate supervision?
  ▪ am asked to go on home visits or be at the office alone?
  ▪ am asked to transport clients?
Questions?

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