I. Course Description
401 Field Practice and Integrative Seminar I
An approved generalist field seminar and social work community agency placement. Seminar and placement require a minimum of 16 hours/week. The first course (SW400) of the two-semester field sequence. The second course (SW401) of the two-semester field sequence.
Attributes and Designations: For undergraduates, this course counts as a “field experience” and counts as Liberal Arts and Sciences credit in L&S. This course also counts toward the 50% graduate coursework requirement for graduate students.
Requisites: SW 400 and Senior Standing and declared Bachelor of Social Work program or declared in Master of Social Work program.
How Credit Hour is Met: The credit standard for this course is met by an expectation of a total of 256 hours of student engagement with the courses learning activities (45 hours per credit), which include regularly scheduled instructor and student seminar meeting times (Mondays for 2.0 hours over 14 weeks), reading, writing, field placement and other student work as described in the syllabus.

II. Course Overview
This is a county (public) human/social service agency unit with practice including both direct and indirect services with clients, participants and communities. Students are involved in child, youth and family welfare; child protective services; juvenile justice; foster care; institutional reintegration and community social work. Field placement activities include individual and family counsel and support, child and family assessment, case management, juvenile court services, foster care services, institutional reintegration, group work, neighborhood and community services and overall program assessment and planning. Students in this unit may have field placement settings in voluntary community agencies that work collaboratively with the county human services department, including restorative justice, community youth and early...
childhood services. Students gain a solid understanding of the place of a county human service agency in the community human services/child and family welfare system. Placements provide opportunities to learn, develop and demonstrate competencies through practice behaviors in all or most of the required 9 social work competency areas.

Field placements available through this unit are primarily located in Dane and surrounding counties. Depending on resource needs, this unit may include Title IV-E students. Field placement locations for this county human services field unit may include: Division of Children, Youth and Families, Dane County Human Services (DCDHS), in the following specializations: Child Protection Access, Initial assessment, Ongoing Services, Foster Care, Independent Living, Juvenile Justice – Court Diversion and Delinquency, Institutional Reintegration, Neighborhood Intervention Program, and Joining Forces for Families (community social work).

This field unit, which meets for two semesters, is an approved generalist practice unit for undergraduate (BSW) and first-year master level students and advanced generalist specialization year students. BSW and first year MSW students spend 16 hours per week in field placement, including the integrative seminar, for a total of 256 hours per semester. Advanced generalist year students spend 20 hours per week, including the integrative seminar, for a total of 320 hours per semester. For field placement purposes, the semester is considered 16 weeks. The 16 weeks includes exam week; if students prefer not to be in placement this week, or to reduce placement hours this week, may choose to work with their agency supervisor to spend more hours in earlier weeks. Please note the number of seminars is 13 at 2.0-2.5 hours for each seminar for a total of 32 hours.

Students are not permitted to end their field placement early, which is the reason a limit is set as to how many hours students may spend in field each week. The key to ensuring students have the most beneficial field experience is the combination of attending the field seminar while being placed in the field, which necessitates that students not finish their placement early. In addition, a commitment is made between the student, the agency supervisor, and the field faculty member to continue the student’s educational experience until May 2018. Field settings require a commitment of two consecutive semesters of placement, due to the nature of client/consumer needs and services provided, as well as the time needed for student's professional development. All settings provide opportunity to learn generalist social work roles.

III. Learning Outcomes: Competency Descriptions and Dimensions (Field and Seminar)
Field education is comprised of two interrelated components: 1) The field placement, and 2) the Integrative Seminar. Together, these elements are the means by which students become competent practitioners at the generalist (400-401) or advanced generalist (800-801) level.

The Integrative Seminar provides students with regular opportunities for integration of course content and field experiences. The integrative seminar connects the theoretical and conceptual content of the classroom with generalist (400-401) or advanced generalist (800-801) practice in field settings. In seminar, as we consult with one another and reflect on practice dilemmas, we examine practice problems in the context of social work values and how we professionally think and feel (cognitive and affective processes) incorporating each of the identified social work competencies listed in Appendix A of the syllabus.
In seminar, a generalist perspective is used to analyze and reflect on entry (400-401) and advanced social work (800-801) practice situations students encounter in their placement. The generalist practitioner combines multidisciplinary knowledge bases, problem analysis skills, and multiple practice methods to apply creative solutions to the problems and situational needs of people in their various life roles, or social and economic realities. Central to the generalist perspective are concepts of multi-level person-environment assessment and intervention, multiple targets, and multiple methods. The field practice and integrative seminar blends agency-based practice with practice theory, human behavior, social work policy/services, and social work research. The advanced generalist perspective builds on generalist practice adapting and extending the knowledge, values and skills to address more complex direct practice situations and to be reflexive social work leaders capable of addressing unique, ambiguous, unstable and complex situations.

In placement, students demonstrate mastery of a set of behaviors tied to entry and/or advanced practice social work competencies that are related to the mission and goals of social work. The behaviors associated with the competencies addressed in this field course may be found in “Student Learning Plan” and the “Evaluation Instrument” found in Appendix B.

IV. Course Content
Time: 9:00 -11:00 a.m., with one break

Week 1: Monday, January 29
Welcome back (Warm up exercise)
Review Spring Semester 2018 syllabus; Field placement updates, including discussion of professional practice and key issues of transition during break

Check-In: Field Issues/Situations for Consultation/Collaborative Problem Solving. (2-3 minutes for each student). Update on your internship roles and responsibilities, Spring semester planned changes in your agency/field practice responsibilities. Identification of key practice issues for further discussion in future seminars.

Learning Plan Brainstorming for Spring Semester

***Friday, January 26: Social Workers Confronting Racial Injustice Conference***
(hours in conference sessions count toward field course semester hours requirement)

Week 2: Monday, February 5
Topic: Social Work Ethics and Boundaries

- Practice Questions: What is your role in the ethical decision-making? What questions do you have about utilizing the models? What have you observed in your agency related to boundaries and the NASW Code of Ethics? What are your observations regarding how conflicts related to ethical issues and values are handled at your agency? Have you or your agency supervisor encountered any ethical dilemmas? How are these resolved at
your agency? Were any of the decision-making models or approaches used? What is your reaction to the required components of Moral Courage?

- Ethical Responsibility in Practice Settings
- Strategies for Ethical Practice
- Changes in 2017 Revision of NASW Code of Ethics
- Applying the Nine Step Ethical Decision-Making Model to Practice

In-class activity related to NASW Code of Ethics
Values and Ethical dilemmas – Field Practice Situations and Responses
Student field placement situations and case examples provided by instructor. Small group and full seminar discussions.

Required Readings:

NASW Code of Ethics (revised 2017)

Week 3: Monday, February 12

Topic: Local Law Enforcement (Police) Work in Current Times and in the Current Political and Social Environment

This presentation is designed to provide all students with background about the role of police and their challenges. What has been the role of the police and how has this role changed to fit the changing needs of today’s society? What do they experience in carrying out their responsibilities with the community, victims, and offending individuals. What are the effects of crime on a changing society and how does the community response impact the community as a whole. What effect has neighborhood policing techniques had on crime in minority communities, i.e. gender, race, sexual orientation, ethnicity, and culture. How do minority groups view the justice system, police, courts, prosecution, social agencies? How, when and where do the police interact with social workers. What is the perspective, professional knowledge, and experiences that social workers bring to the justice system. What are the lessons for social workers?

Presenter: Lore Vang, Community Outreach Education Resource (CORE) and Sergeant Scott Kleinfeldt, Madison Metropolitan Police Department

Check-In: Field Issues/Situations for Consultation/Collaborative Problem Solving

✓ Revised Learning Plan Draft Due
Week 4 (Seminar 1): Monday, February 19
Check-In: Field Issues/Situations for Consultation/Collaborative Problem Solving


Practice Questions: What knowledge, thoughts, beliefs and opinions do you have about homeless people and the issue of homelessness? How has the media portrayed homeless people and homelessness? How is homelessness affecting the clients served by your internship agency, especially your placement unit/program? What resources are available in Dane County for homeless individuals and families? What are best practices in working with homelessness and homeless people?

Guest presenter(s): Casey Becker, Homeless/Housing Services Manager, Dane County Department of Human Services.

Required Readings:

Week 4 (Seminar 2): Wednesday, February 2 (9:00-10:30), SSW - Room 300
Meeting jointly with another SSW Field Unit

Topic: ICWA/WICWA and Social Work with the Native American/American Nation, Judicial and Human Service Systems and its People

Presenter: Tania Cornelius, CSW, MSW, Tribal Affairs Specialist, DHSS, Department of Children and Families

Practice Question: What constitutes culturally competent/cultural humility social work practice with Native American - American Indian populations? What is your understanding and experience with the Indian Child Welfare Act (ICWA) and the Wisconsin Indian Child Welfare Act (WICWA)? What information and resources, related to ICWA and WICWA, do you feel you need to be more culturally competent when working with clients and within systems?

Required Video:
Missing Threads: The Story of the Wisconsin Indian Child Welfare Act
Available at: https://www.youtube.com/watch?v=ZCLUbS4FxWo

Recommended Reading:
Everything You Ever Wanted to Know About Indians but Were Afraid to Ask by Anton Treuer
Week 5 (Seminar 1): Monday, February 26
Field Issues/Situations for Consultation/Collaborative Problem Solving

Check-In: Field Issues/Situations for Consultation/Collaborative Problem Solving

Topic: Self-Care: Focusing on Preventing Burnout, Compassion Fatigue, and Vicarious Traumatization

Self-Care:  https://socialwork.buffalo.edu/resources/self-care-starter-kit.html

Required Reading:

✓ Signed Learning Plan Due

Week 5 (Seminar 2): Friday, March 2

Topic: Trauma Informed Care with Children, Youth, and Families

Presenters: Jennifer Wilgocki, National TIC Trainer, private practice

Practice Questions of the Week: How does childhood trauma effect children and families? What are the basic tenets of, and best practices in trauma informed care? How are your internship clients impacted by trauma, and in what ways can you and your agency improve services to be more trauma-informed?

Required Readings:

Adverse Childhood Experiences (ACE) Study Available at:  https://www.cdc.gov/violenceprevention/acestudy/index.html
Adverse Childhood Experiences (ACE) Study (Handout)
Connections between childhood adversity and psychiatric disorders seen at cellular levels.
Women & Infants Hospital (Handout)

Recommended Reading:
Adverse Childhood Experiences in Wisconsin, Wisconsin’s Trust Fund
Week 6: Monday, March 5
Field Issues/Situations for Consultation/Collaborative Problem Solving

Topic: Children’s Mental Health and Alternate Care Services in Dane County

Presenter: Marykay Wills, Children’s Mental Health and Alternate Care Manager, Dane County Department of Human Services

Practice Question of the Week: What mental health and alternate care services are available for children, youth and families in Dane County? What are key challenges in establishing, maintaining and evaluating effective resources and funding for them? What are best practices in children’s mental health and alternate care?

Required Readings:

Dane County Human Services Website: Children, Youth and Families; Mental Health
https://www.danecountyhumanservices.org

Week 7: Monday, March 12
**Student lead seminar

Topic: Field Issues/Situations for Consultation/Collaborative Problem Solving
3-4 student problem/challenging scenarios from their field placement settings will be presented with opportunity for class consultation/discussion. Particular attention will be paid to ethical/boundary dilemma matters, cultural competence/humility, and collaborative social work practice. Full class discussions of each of these scenarios will be lead and facilitated by students.

***Mid-semester check-in with student and agency supervisor

Week 8: Monday, March 19
No Class (due to participation in seminars on 2/21 and March 2)

Week 9: Monday, March 26
No Class-Spring Break

Week 10: Monday, April 2
Topic: Culturally Humility and Social Work Practice (**Student Lead Activity)

Practice Question: How are the topics of oppression and empowerment linked to your clients and your field placement? How are these concepts discussed and addressed by your field agency? What are your observations regarding strengths and opportunities for growth related to cultural humility in your field placement? How does this inform possibilities for your change agent project?
Required Readings:


Recommended Reading:

Week 11: Monday, April 9
Check-In: Field Issues/Situations for Consultation/Collaborative Problem Solving


Presenters: Panel of 3-4 experts in the area of immigration, economic and social justice. Fabiola Hamdan, Immigration Affairs Specialist, Dane County Department of Human Services (case management perspective; key player in local political scene); Shiva Bidar, City of Madison Alderperson, District 5 (political perspective with regard to sanctuary cities; and chain migration as she is an American citizen whose family from Iran was not allowed to visit the U.S. recently because of Trump's immigration ban; key player in local political scene); Aissa Olivares, Staff Attorney, Community Integration Law Center (immigration issues from a legal standpoint); DACA recipient (current fears and challenges from a consumer perspective).

Practice Question of the Week: Does a client’s documentation status impact the type of services they could receive at your agency (directly or indirectly)? Critically think about how current immigration policy impacts social work practice? Are there implications for social work practice regarding refugee policies and practices? Are there any ethical implications? Are there advocacy responsibilities in these areas?

Required Reading:

Recommended Readings:

Week 12: Monday, April 16
Change Agent Presentations (3-5 minutes) – all students

Practice Question: What lessons did you learn from the development and implementation of your Change Agent Project? How did this experience impact your learning and professional development?

 ✓ Change Agent Reports Due by April 29

Check in: Field Issues/Situations for Consultation/Collaborative Problem Solving

Week 13: Monday, April 23
Self-Assessment – Student reports and discussions

 ✓ Change Agent Report Due
 ✓ Change Agent Presentations

Competency Assessment for Program Evaluation (CAPE) – 1 hour

Week 14: Monday, April 30
Check-In: Field Issues/Situations for Consultation/Collaborative Problem Solving
Pulling It All Together: Course Review and Wrap Up
Course Evaluations
End of Year Celebration!

The schedule represents the agenda of activities the field faculty intends to follow during the term. However, the faculty reserves the right to modify or change this schedule at any time based on the perceptions of the objectives to be realized, topics of current interest, and specific needs of students in the light of these factors.

V. Text and Reading Materials
Readings will be assigned, in advance, for specific class topics. For those identified as required readings, students are expected to come prepared for class having thoughtfully read the assigned articles or other materials. Students are also expected to complete, critically think about, and integrate with practice experiences readings and exercise materials handed out in seminar and relevant practice materials available in their agency placement. Students are encouraged to consider questions that the weekly readings might stimulate in relation to one’s field experience course content. Students are expected to complete and understand all currently assigned readings in social work and related courses and to review past readings to enhance understanding and integration of theory, methods and practice. Additional relevant readings may be provided by the field faculty member and guest presenters throughout the semester. The readings and exercises are available on CANVAS. Students are also expected to read relevant practice material available in their agency placement.
It is anticipated that students will be exposed to new substantive areas in the field that they will need to learn more about in order to gain sufficient understanding to address the needs in that area. In many cases, this will be necessary in order to make progress toward accomplishing the related competencies or behaviors in the learning plan. Students are expected to select and read a minimum of three practice articles over the course of the semester relevant to substantive areas of interest in the field setting (e.g., the populations served, social, psychological, spiritual or health issues, evidence informed interventions to address needs, or related policies). Students should indicate on their learning plan topics that will be pursued over the semester and note progress in their final semester evaluation.

VI. Evaluation: Assignments, Grading and Methods

Assignments and Expectations: In order to achieve the competencies, timely completion of assignments is expected. Students needing assistance with written assignments are expected to use available resources (e.g., the Writing Lab, 6171 Helen C. White Hall). Carefully review the syllabus, assignments, expectations and evaluation criteria for this semester. Immediately ask the field faculty member and/or agency supervisor, as applicable, about any information, assignments, expectations, or instructions you do not understand. In compliance with University Graduate School rules that graduate students be assessed separately from undergraduate students, there are criteria (outlined in the grading rubrics) specific to graduate students in the expectations and assignments for this course.

Learning Plan

The learning plan, sometimes referred to as a “learning contract,” is a critical document that provides a framework for learning goals and practice skills that the student will work towards throughout the semester in their field placement. A learning plan is written each semester and outlines learning opportunities, activities, and responsibilities of the student and agency supervisor. The learning plan will be used to guide your fieldwork and evaluate your progress at the end of each semester. This learning plan is meant to be an organizational aid to help initiate, plan, and update/revise your field experience. It is not intended to be a substitute for regular supervisory contact and educational consultation with faculty and professional staff. Students needing assistance in completing it should contact the field faculty member.

In the learning plan, students, in collaboration with agency supervisors and field faculty, identify the methods by which course competencies and behaviors will be met and measured. The learning plan needs to be specific, individualized and can be changed over time. Please use the format for the learning plan that is provided on the Canvas site. The learning plan provides the required behaviors for each competency in column one. The student will need to formulate methods for observing and demonstrating achievement of each behavior in column two. The methods should be specific and observable, and should include what your supervisor will do to support and observe your progress toward the behavior. Column three in the learning plan will be completed by the supervisor at the end of each semester to evaluate the student’s mastery of each behavior. In section VI. Supervisor/Student Plan Schedule you should describe your plan for the weekly one hour of supervision. In section VII. Self-Care Plan please provide a description of how you will engage in self-care practices throughout the semester.

The field faculty provides students with a framework for social work practice and assistance in self-assessment in order to formulate a learning plan. In the learning plan, students, in
collaboration with agency supervisors and field faculty, must identify the methods by which the behaviors outlined in the syllabus will be observed. For example; relative to competency 2.1.8, “employ diverse strategies to negotiate, mediate and advocate with and on behalf of diverse clients and constituencies in a focus area,” the student and agency supervisor could agree to the following: student will propose a plan for advocating to be approved by the supervisor and provide an outcome report relative to their advocacy work for the supervisor’s review and feedback. This indicates how the student will achieve this behavior (an advocacy plan and outcome report) and how it will be observed (e.g., supervisor’s approval, review and feedback regarding the plan and outcome report). The “methods to observe and demonstrate achievement” must be connected to the nine competencies.

*Establish at least one specific method of achievement to be observed and met at the agency that is aimed at furthering your development of skills in each of the nine competency areas.

Each method to observe and demonstrate achievement should be clearly written and followed by:
   a) A description of experiences and methods you will use to reach the identified behavior
   b) A description of what your agency supervisor will do in support of the identified behavior
   c) A statement that describes how you, your agency supervisory, and I will know that each behavior has been met.

Students will submit an unsigned electronic draft of the learning plan to their field instructor via the Canvas site. The instructor will provide written feedback on the learning plan, potentially with recommendations for revisions. After making the recommended revisions, students will review the final draft with their agency supervisor and both will sign the learning plan. A hard copy of the final learning plan, with signatures, will be submitted to the field instructor in class as stated above. You should also provide your supervisor with a copy of the final plan. This is an ungraded assignment but a requirement to complete the course.

Learning plan drafts are due by the dates indicated in the course schedule. Final learning plans must be approved by field supervisors and field faculty and signed by students, agency supervisors and field faculty.

**Integrative Seminar**

There is a required weekly seminar with the field faculty member and fellow students. The seminar is used for integrating theory and practice. The format for the seminar includes consultation about practice problems and issues, faculty instruction and student presentations, guest speakers and learning activities. Students are responsible for reading all assigned material so that they are fully prepared to participate in discussion and class activities.

Seminar topics and required readings are noted in Section IV. There will be time set aside for you to talk about your field experience and issues that you are encountering, both to obtain consultation around challenges you are experiencing and to enhance each other’s learning. We will also be discussing aspects of the readings assigned for that week. Coming prepared to share, discuss and learn, is extremely important! Students are expected to conduct themselves in a professional manner, similar to what would be observed in the student’s field placement.
Each student is expected to share field and other related experiences in order to enhance the integration and application of social work concepts with practice through active consultation, problem solving and support. Given the diversity of students and their life experiences and the various agency placement settings, populations-at-risk, and the human rights issues, active participation is critical to learning about various perspectives and social work in public and private child welfare agencies. There will be time set aside for you to talk about your field experience and issues that you are encountering, both to seek consultation around challenges you are experiencing and to enhance each other’s learning.

The seminar is designed to support the integration of academic course content in the generalist curriculum and practice experience in the field pertinent to social work practice with children, youth, and families. Theory and concepts learned in other courses and seminar are integrated with practice opportunities in field, fostering the implementation of evidenced-informed practice. Faculty and students share responsibility for: identifying practice problems and issues arising in field work; providing a supportive environment for group input, offering active consultation and problem solving and integrating theory and methods course content into the direct and/or indirect practice framework. Emphasis is upon problem-solving and multi-method, evidenced-informed interventions with consultation, support, and teamwork involving students, agency staff, faculty, and other professional relationships. The integrative seminar provides an arena for faculty lectures, student presentations, guest lectures, group discussions, case presentations, peer consultation and support, and readings.

Participation and Professionalism
Quality participation includes the ability to look at oneself and critically analyze strengths and areas for growth. Participation and professionalism in all field unit seminars is required. Quality participation also includes providing support and feedback to peers as appropriate, as well as seeking feedback and consultation from peers. Those whose participation clearly demonstrates having completed readings and other assignments, the ability to integrate social work concepts with field and other experiences, AND the ability to fully engage in problem solving and other exercises (presenting social work issues or other perspectives for discussion as well as responding to other students who present issues) will earn high marks in this area. Participation can be challenging for some students.

Professionalism includes being prepared and present in every class. It includes arriving on time. The policy for this course is to deduct points each time you are late to class unless the reason for your tardiness is deemed acceptable by the field faculty member. In other words, if you arrive to class after we have started, you can assume you will be deducted one or more points unless your tardiness is approved by me. You are expected to demonstrate an ability to listen to and ask questions of your peers in a respectful, thoughtful manner consistent with the values of social work. It also involves the ability to discuss challenges in one’s field placement in a respectful manner. This includes not only the manner in which we discuss clients, but also the manner in which you might discuss challenges with your agency supervisor or other staff. Discussing challenges in field placement in a way that is akin to “gossiping” will not be tolerated. I recommend adopting the practice of discussing issues related to clients and colleagues as if they were in the room. Students should demonstrate curiosity, an ability to examine assumptions, values and practice challenges, and the ability to contribute to a shared space in which it is safe
to do so. Please see the field faculty member early in the semester if you need any assistance in this or any other areas.

**Practice Question of the Week**
This is one of several efforts to integrate theory and practice and to challenge students to think critically, analyze, question, and problem solve issues in social work practice. Each student is expected to critically think about the agency and practice (e.g., using observations, interviews, readings) in order to answer the ‘practice question of the week’ and come prepared for discussion in seminar. Students are, of course, encouraged to propose questions of their own for discussion, including those which extend beyond the local agency level to community, national, global policies and programs and implications for practice. Students are also encouraged to bring the practice questions to supervision with their agency supervisors for further processing and reflection.

**Facilitation of Check-in**
In the service of practicing your group leadership skills, each student will have the opportunity to co-facilitate the check-in portion of seminar. Students will work together and determine how they would like to structure the check-in. You are free to be creative. Students might choose to have a structured check-in with a particular topic identified to discuss, or they might choose to have a less-structured check-in. You might even choose to begin with an icebreaker or activity. It is entirely up to you. This is your group! A sign-up sheet will be circulated early in the semester. This is an ungraded assignment, although preparation and facilitation skills will be taken into considering when assessing professionalism and preparation for the field portion of your grade.

**Individual Meetings and Out-of-Class Contact**
Students are encouraged to meet with me at any time during the semester. I am happy to meet before and after class but would prefer advance notice, if possible. We can also arrange a time to meet or talk by phone on non-class days. I am most accessible by email, which I check daily. I will respond to emails within 24 hours during the business week (Monday thru Friday). However, questions or requests related to assignments need to be emailed 24 hours prior to the start of class on the day the assignment is due.

**Supervision, Consultation, and Evaluation**
Students have three sources of supervisory guidance, consultation and evaluation: the agency supervisor, the field faculty member, and the seminar group. The required weekly field seminar is used for integrating theory and practice. The format for the seminar includes consultation about practice problems and issues, faculty instruction and student presentations, guest speakers and learning activities. Each student will complete a field learning plan reflective both of the competencies and their particular learning needs. Students are responsible for defining and achieving the competencies and behaviors suggesting, organizing, and documenting activities; and fully participating in the field instruction process. Students are required to receive weekly supervision from their agency supervisor. Consultation is available each week during the seminar meetings and students can seek additional consultation from their agency supervisor or field faculty member, as needed.
Meetings Together with your Agency Supervisor

Open and frequent communication among all parties over the course of the semester will help keep all of us on track. At the end of the semester, you and I will meet with your agency supervisor at the agency for evaluation of your work at the field placement. There are evaluation forms for this end-of-semester meeting that your supervisor and you will each fill out, and then share with each other, before our end-of-semester meeting.

Use of supervision includes being prepared for discussions or meetings with your supervisor as well as other professionals in the agency. Preparation would include critically thinking about and being ready to discuss and process the following:

- issues, situations, challenges, opportunities, and/or successes experienced in practice;
- what you have done or would do (e.g., options, interventions) in addressing issues or concerns and any specific questions you have regarding the matter;
- the learning plan (e.g., reviewing progress on a couple methods of achievement and its respective competency each time);
- seminar discussions and assignments, including the practice questions of the week; and
- other topics for discussion identified by the field faculty member, agency supervisor, or student

You will also be meeting with your supervisor for a mid-term evaluation and with your supervisor and field faculty for the end-of-the-semester evaluation. See the section on evaluation and grading for more information. For more information on supervision, consultation and evaluation and educational roles, including those of students, please see below and the Field Education Handbook, section I.

The Agency Supervisor has the following responsibilities:
1. Participate in student selection/placement process.
2. Work with student and faculty in development of learning plans and supervisory arrangements.
3. Orient student to agency, work unit, and practice area.
4. Provide ongoing practice supervision.
5. Possible teamwork with student.
6. Provide good professional role model.
7. Consult with student on professional growth and development.
8. Provide student with ongoing constructive criticism and final evaluation.

The Field Faculty has the following responsibilities:
1. Responsible for student selection and community placement.
2. Develop and approve learning plan and supervisory arrangements with student and practicum supervisor.
3. Teach field unit seminar to provide relevant theoretical, policy, and problem content.
4. Share in ongoing practice supervision/consultation and help student integrate seminar content with placement experience.
5. Provide good professional role model.
6. Maintain regular contact (at least monthly) with practicum supervisor to monitor student performance, ensure learning opportunities, deal with performance problems, etc.
7. Consult with student on professional growth and development
8. Help student integrate constructive criticism and responsible for evaluation and grading.

For more detail, see “Summary of Educational Roles in Working with Field Students” in the Field Education Handbook.

Evaluation and Grading

Grading. Evaluation is on-going between the student, agency supervisor(s) and the field faculty member. The field faculty member receives feedback on your performance from you and your agency supervisor(s) and determines the grade earned. Your education is a shared responsibility, so always feel free to seek and give feedback, ask questions, make appointments, and do what you need to do to keep yourself actively learning, excited, and happy in your field setting.

Forty percent (40%) of the final grade will be based on the thoughtfulness and preparedness of your participation in seminar and the quality of your written assignments, which are all a part of professional behavior. Written assignments must be turned in by the specified due dates unless specific arrangements have been made with me in advance. Students are expected to attend all seminars, with reasonable accommodations being made as specified in University policy or for other situations such as illness, emergencies and, especially for those commuting from outside of Madison when travel is discouraged due to inclement weather. Students are responsible for informing me of absences from class in advance if possible, and for following up with me as soon as possible regarding that day’s seminar content. Frequent absences from field unit meetings and/or failure to follow up may result in a grade reduction for this course. Completion of required readings and active participation in seminars, including arriving on time and demonstrating an ability to listen to and ask questions of your peers, will also figure importantly into this portion of your overall grade.

More specifically:
Regarding professionalism, field faculty will be looking for evidence of thoughtful reading of assigned materials, curiosity, ability to examine assumptions, values and practice challenges, and the ability to contribute to a shared space in which it is safe to do so.

For the written assignments this semester, field faculty will be looking for thoroughness in all of the elements noted earlier in this syllabus.

If you have not completed the required hours for field practicum by the end of the semester, you will receive a grade of Incomplete for the semester (assuming that you are otherwise passing the course and have obtained advance approval from field faculty of your plan to complete the hours).
Sixty percent (60%) of the grade is based on actual fieldwork taking into account the degree to which the competencies are met through observable behaviors, including the student’s performance in the classroom and in the field. The student’s demonstration of professionalism, both in seminar and in the field, and as outlined in this syllabus, will be included in the student’s final grade. Students are expected to achieve the competencies of the field course through the observable behaviors; complete the required hours per semester, cooperate fully with agency staff and the field faculty member; seek clarification of feedback when needed; apply feedback across practice; and strive for their best performance in all field assignments. This is especially important because field practice differs from most other university courses in that the placement entails not only educational outcomes for the student, but also professional responsibilities to clients, agencies, and the community. As such, when students engage clients and assume service obligations, there are ongoing professional and ethical matters to be considered as well as the learning needs of the student. Also, considerable time and effort is spent on the part of the agency supervisors and faculty to plan and deliver a good learning opportunity. Evaluation and grading, therefore, reflect the overall quality of the performance, not merely completion of the activities. The field evaluation instrument with the competencies and respective behaviors; the student’s performance in seminar, the student’s learning plan; and the progress summary will serve as guides in the evaluation process.

The following components will be assessed based on the student’s performance:

End of semester evaluation instrument:

- Utilization of supervision (listens to and accepts critical feedback; ability for self-reflection and open discussion of challenges; appropriately seeks consultation with asking questions, sharing concerns and ideas; preparedness for supervision meetings)

- Participation in field placement activities (taking initiative to seek learning opportunities; shows motivation; appropriate interactions with other staff; ability to work within an interdisciplinary team)

- Cultural and ethical components of field practice (displays cultural competence with staff and clients; awareness of biases and ability to discuss these in supervision; consideration of culture and the social environment in case conceptualization; ability to identify ethical dilemmas and discuss these in supervision; adheres to NASW Code of Ethics)

- Clinical documentation (ability to work with the technology; content of notes; clinical language; thoroughness, timeliness)

- Professionalism (reliability; thoroughness; organization; adhering to boundaries; time management; ability to work responsibly and independently; completes tasks as assigned; participation and preparedness; attire; uses professional judgment)

- Attendance and timeliness (in seminar and in field)

Practice Skills:
- Engagement skills (relates well to clients and staff, ability to build rapport; ability to convey warmth, empathy and genuineness; ability to demonstrate active listening)

- Assessment and skills (ability to gather relevant information; ability to articulate a comprehensive formulation; conceptualization skills)

- Planning and goal setting (ability to develop a clear plan with specific goals and observable, measurable objectives)

- Intervention (ability to implement interventions in line with goals and objectives; ability to understand and incorporate best practice interventions)

- Evaluation (ability to evaluate interventions and progress toward goals; ability for self-reflection on performance)

Final responsibility for grading the student’s performance in the placement rests with the field faculty member. However, considerable weight in grading will be given to the student’s agency supervisor’s assessment of the progress the student has made in fulfilling the stated competencies and the quality of the student’s work in the field placement. Field faculty will periodically review your progress both with you and with the agency supervisor and joint meetings will be held with you if indicated or desired by you or your agency supervisor. A mid-semester meeting can be scheduled if the student, agency supervisor, or field faculty member request a meeting.

In December and in April or May, the student, agency supervisor and field faculty member will meet together to discuss your progress in accomplishing your learning objectives for the semester and to evaluate the overall quality of your field performance. This discussion will be informed in part by a self-evaluation form you will be asked to complete prior to our meeting, and a parallel version of the form that your agency supervisor will complete. While your self-evaluation will be given considerable weight in arriving at your final grade for fieldwork, greatest weight will be given to your agency supervisor’s overall assessment of your work. Be sure that you and your agency supervisor each have a copy of each other’s evaluation form and have shared this information with each other prior to the final evaluation meeting.

The grade equivalency for these percentages is as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100</td>
<td>A</td>
</tr>
<tr>
<td>88-93</td>
<td>AB</td>
</tr>
<tr>
<td>82-87</td>
<td>B</td>
</tr>
<tr>
<td>76-81</td>
<td>BC</td>
</tr>
<tr>
<td>70-75</td>
<td>C</td>
</tr>
<tr>
<td>64-69</td>
<td>D</td>
</tr>
</tbody>
</table>

(see “Field Education Handbook” regarding this grade)

The following are grading standards for the course:

A grade of “A” will include:

*Outstanding; frequently surpasses expectations in all areas (competencies and practice behaviors) on the “Student Field Evaluation Instrument” and in seminar.*
*Superior/excellent ability to utilize supervision, receive feedback from supervisor and/or instructor with minimal defensiveness, respond positively to suggestions and implement them.

*Excellent integration with the placement, ability to relate to staff, supervisor, other clinicians and students, including the ability to participate as a member of a team regarding service for clients with particularly complex service needs.

*Consistent attendance, thoughtful preparation and collaborative participation in the field seminar, with consistent evidence of having read assigned material (e.g., ability to interject major concepts from readings into discussion without prompting).

*With participation, clearly demonstrates ability to provide other perspectives, solutions, options to discussion (e.g., problem solving) AND integrate social work concepts with field and other experiences.

*Excellent, thorough and timely completion of all written and/or oral assignments for the field seminar.

*Enthusiasm and responsiveness to learning opportunities, awareness of learning opportunities and takes initiative to develop learning opportunities and take appropriate risks to further your learning.

*Consistent and excellent responsiveness to cultural and ethical components of your practice as evidenced by supervisor feedback and seminar participation.

A grade of “AB” represents very good to superior/excellent performance in all areas. It may mean that a student has met the “A” criteria in all but one or two of the above areas.

A grade of “B” represents good performance. A student earning a "B" will exhibit good performance in most areas. A student may be meeting only minimum standards in an area but is working actively to make improvements.

A grade of “BC” indicates that the student has met the minimum criteria needed to pass the course.

The “C” grade represents below minimum performance standards/expectations in several areas, or major deficits in two areas and may not be meeting client obligations adequately. As cited in the Field Education Handbook (p. 38): “A grade of “C” in the first, second or third semester of the field course will not allow a student to continue in the professional degree program. A grade of “C” in the final semester will not permit a student to graduate. Both situations may be remediated if the field faculty (upon consultation with the Director of Field Education) agree to permit additional field study and practice, and the student succeeds in raising the grade upon satisfactory completion of additional work. Permission to continue in the entire social work professional degree program (field and other courses) following the receipt of a grade of “C” may be granted by the Field Course Committee upon the student’s written request and committee
A grade of “D” or “F” may be assigned in this class and would represent extremely serious performance issues. Conditions under which these grades might be assigned include, but are not limited to, serious ethical misconduct, commission of a crime while engaged in a field activity, or using alcohol or drugs (except as prescribed by a medical provider) while engaged in a field activity.

D= failing, below expectations in many areas and may not continue in field and program
F= failing grade, below expectations in all areas and may not continue

Note about grading: Your goal for this and other courses should be to make the most of your learning experience, and not to simply “get an A.” Your expectations about the grades you receive on assignments should be wholly based on (1) the extent to which you respond to assignment objectives, (2) the quality of your writing (to include grammar and spelling, organization, and clarity), (3) your ability to demonstrate critical thinking, and (4) your level of effort and engagement with the course and assigned material. If there is something about an assignment that is unclear to you, it is your responsibility to bring this to my attention. Grade expectations should NOT be based on what you have received in other courses—this is never a legitimate argument for appealing a grade. If you have an issue with a grade that you receive in this course, please document the reasons for your appeal in writing with specific attention to the four points raised above and I will give your appeal my careful attention.

Successful completion of the course requires completion of all assignments. Your final course grade will be based on your work at your field placement and your field seminar in the following proportions:

**Spring Semester**

Weekly Seminar (40% of Final Grade):

- Professionalism & Participation (MSW) 20 points
- Professionalism & Participation (BSW) 10 points
- Journal Submission (BSW only) 5 points
- Written Assignment (BSW only) 5 points
- Change Agent Project (Both BSW and MSW) 15 points
- Self-Assessment (Both BSW and MSW) 5 points

Total Maximum Points: 40 points

End-of-semester evaluations (60% of final grade)

Total Maximum Points: 60 points

Written Assignments

**Journal Assignment (BSW and MSW students; ungraded assignment)**

Journals will be due to the faculty instructor by email or through CANVAS during the first week of each month (except the December 2017 journal that may be submitted along with the January 2018 journal due in February; final journal due the first week of May 2018).
MSW and BSW students are required to keep a journal regarding their time (required hours) and experiences in their field placement. Students are expected to journal about a number of issues:

- Your observations and feelings about your placement
- Things you are learning about the agency, interventions/practice, child/family welfare, other
- Human Rights and Social Justice issues raised and responded to (or not) in your placement
- Over-representation of minority families in human services (observations, thoughts, opinions)
- Economic disparity issues and how they affect families you are serving
- Cultural competence: opportunities, what you are learning, mistakes made or witnessed
- Your own personal biases and how they are affecting your practice
- Issues facing GLBTQ people and how they are addressed in your agency placement
- Evaluation of your practice (i.e. strengths, growth areas, changes you intend to make)
- Reflection on availability and your use of supervision (i.e. supervision source(s), how you use supervision to alter your practice, what kind of learner are you)
- Ethical issues you encounter in your agency or in the community and how you and other professionals are addressing them (or not).
- Application of research/studies/evidence-based practices (sources, opportunities, questions)
- Other issues that you have questions or concerns about in field or about your practice.

This is your chance to really explore your thoughts and feelings about yourself, your developing practice and your placement. I will offer you feedback and suggestions as I read these. You will not be graded on your journals and what they say, but are expected to submit them monthly. We want you to feel free to express yourself openly in your journal. Students are encouraged to use their journal as an important learning tool. At the end of each semester, students are encouraged to provide feedback (journal) on the field seminar, including the seminar’s strengths and areas for improvement relative to the student’s learning of social work. Students will be expected to include content in their journals about their use of supervision in placement, organizational challenges, how policy effects practice, how research can be used in their placements, and how they are demonstrating their professional identity as a social worker.

What we have learned over the years is that students who journal tend to: (1) demonstrate clearer understanding and integration of social work concepts and principles with practice, (2) report an easier time preparing for and actively participating in their performance evaluation (able to identify what they have learned, need to learn, and learning opportunities), and (3) are more active participants in seminar discussions (able to present and/or discuss practice issues).

**Journal Assignment – additional graded requirement for BSW Students Only**

BSW Students will submit weekly to Canvas Dropbox or in an email to the class instructor a one to two-page summary and reaction of a peer reviewed article. The article is to relate to topics in
the area of child, youth and family welfare, juvenile justice, community social work practice and/or research and should be related to content covered during the semester.

A) Requirements for this assignment include:

1. Article: The article is to be a peer reviewed article from a journal of social work or related applied discipline.
2. Concise Summary: purpose of the article and a concise description of what the article was about.
3. Personal Reaction: (a) How the article enhanced your learning, and (b) How it helped further your development related to the course competency and practice behavior.
4. Analysis: Overall assessment of strengths and weaknesses of the article

B) Grading Criteria:

1. Concise Summary (1 point)
2. Personal Reaction (2 points)
3. Analysis (2 points)

Writing Assignment (Required for BSW students only; due week of April 9-15, 2018). All BSW level students will identify an individual, family, group, neighborhood or community that you have worked with in your field placement this year. In 4-6, double-spaced pages, you will describe how your learning (classroom, field practice, seminar) has influenced how you have worked with this individual, family or community. You are expected to identify specific competency areas and effective/best practice behaviors that you have utilized. You are to provide specific examples such as research, course work, and other social work or related literature, describing how you were able to use your academic and practice learning experiences in this social work practicum experience. You are to include references as appropriate; making reference at least 2 academic/professional citations.

Grading Criteria (10 points):

1. Concise, well-organized, professionally written.
   2 points
2. Clearly identified how classroom, field practice and/or seminar class learning influenced their social work practice.
   3 points
3. Addressed specific social work competencies and best practices learned and practiced.
   3 points
4. Provided required academic/professional references.
   2 points

Change Agent Project – Presentation(s) and Report
This assignment significantly expands upon an exercise you completed in the fall semester in which you identified a change agent project proposal and possible first action steps. For this
semester, you are expected to continue planning, implementing and evaluating your proposal. Review the course calendar for due dates regarding this assignment.

The **purpose** of the assignment is to:

- Acknowledge and share the NUMEROUS ADVOCACY AND EMPOWERMENT OPPORTUNITIES, how social work field students are change agents, and how they “make a difference” in the welfare of people and society.
- Learn more about human rights, social, economic, cultural and other issues experienced by women, children, persons of color, aging, persons with disabilities, and/or the LGBTQ population or any at-risk population.
- Develop or enhance knowledge, skills and values regarding a mezzo or macro change effort utilizing the planned change process (review SW442 & SW840).
- Complete and evaluate, to degree possible, a change effort that is effective, efficient and sustainable.
- Develop or enhance knowledge, skills, and values regarding working in teams (whether with other seminar students or others in the community).

The opportunities in field to move from careful assessment to planned intervention at the mezzo and macro level supports a skill area of critical importance in all social work. Focusing each semester on mezzo and macro considerations helps to attune the student, agency supervisor and field faculty member to student learning at this level. It also assists the student and agency supervisor in supporting positive agency and system approaches to services delivery. It can assist the field faculty member and/or subsequent students to continue on your work. Finally, when results are shared with the seminar, it can assist the field unit as a whole to learn.

- **Students will self-select or be assigned to present their change agent project at the April 20, 2018 Spring Poster session (more details to follow).** Students not presenting a change agent poster will be required to submit a 6-8 pages change agent project paper covering all of the content listed in the Poster Presentation description below. All students will also report on their change agent project in field seminar on April 16, 2018 (3-5 minutes synopsis presentation).

- All students (BSW and MSW) are required to prepare a very brief (3-5 minute) verbal synopsis of the “take away points” from their project, and also be prepared to answer questions. This synopsis will be presented in seminar on April 16 (week 12).

  *If students work in change agent project groups, each student must share in the synopsis presentation (April 16) and, if not participating in the Poster Presentation on April 20, to turn in their own paper and identify what their individual responsibilities were throughout the project*

**POSTER PRESENTATION** *(Visual and Verbal Report of your action, outcomes, recommendations, and learning):*

**Due April 20, 2018***
Students will create a professional poster for an Agency Supervisor Workshop poster presentation on April 20, 2018. Posters should include a title, and be large enough to accommodate the required sections below. To create a visually appealing and effective poster, students should allow ample space for text and for space in between text boxes/topics. Students can find professional poster examples and tips at the following:

http://nau.edu/Undergraduate-Research/Poster-Presentation-Tips/

http://ugs.utexas.edu/our/poster/review

https://harrisresearch.tcu.edu/student-research/research-symposium/poster-samples/

Include the following on your poster and/or in your brief verbal presentation:

- A brief description of the needs/asset assessment with an attendant statement of a practice issue or problem at the mezzo and/or macro levels such as organizations (including your field placement agency), the community (local, state, national and/or international), and policies. For example, in terms of organizations there may be user friendly issues regarding the environment, mission, policies, procedures, staffing, materials, services/programs, communication, training, and/or evaluation.

- What actions you took within the agency to address the selected issue and why these choices. It is understood that agency-level intervention will require considerable inclusion or, and collaboration with, a variety of agency staff and possibly others. You should include these choices of personnel and why, and your actions toward your goal.

- What outcomes or results have occurred thus far? What do you make of these results? Specify if there are additional outcomes expected in the near future and why.

- How you evaluated or would evaluate the change effort (if time does not allow completion).

- What recommendations do you have for the agency (on this issue) or for other students pursuing this issue?

- What have you learned from working on this project? What you would do differently in the future?

- Use generalist social work concepts and principles in the presentation as well as appropriately citing all references/resources, e.g., agency supervisor, other staff, faculty, and/or other materials including readings from this course and other classes.

- A brief review of relevant literature/research in which you indicate if and how it helped inform your practice (minimum of three sources).

**Self-Assessment Assignment**

The purpose of this assignment is to encourage students to engage in honest self-assessment including their personal and professional growth throughout their seminar and field placement experience. The assignment pays particular attention to the student’s own level of cultural competence and awareness, and promotes continued growth in this area. This exercise, used in conjunction with the learning plan, is an opportunity for students to reflect on their 1st and second semester field work. Students will prepare notes/an outline addressing the specific questions (see the “Self-Assessment Grading Criteria,”) and will submit it online by April 30,
2017. This self-assessment report should be written clearly and professionally; but does not need not be completed in accord with typical professionally academic paper writing format.

Self-Assessment Grading Criteria:
All students (BSW and MSW) will prepare an outline or narrative paper for this assignment which will be submitted in CANVAS or by email to class instructor by April 30, 2018. Included in this paper are to be the following:

1. What are at least two ways (three ways if you are a graduate student) you have grown as a professional over the first semester?
2. What are at least two areas (three areas if you are a graduate student) for continued professional growth for the remainder of the year and beyond?
3. What have you discovered about yourself, about working within your agency and working with your agency’s clientele that has surprised you?
4. What are you learning (or confirming) about where your passion lies in the social work profession or elsewhere?
5. Do you feel you have utilized supervision appropriately during your field placement? What could you improve upon in doing so? What could your supervisor improve upon?
6. What are some specific materials/topics/information from your other courses or this course that you have drawn upon in your field placement?
7. What has been the most challenging part of your field placement thus far? The most rewarding?
8. Consider your work with persons of color, clients with disabilities, people who are lesbian, gay, bi-sexual, or transgendered, and/or other oppressed or at-risk groups. How would you describe your journey thus far in growing as a social worker who practices in a culturally aware, sensitive and competent manner? Graduate students should identify at least two specific strategies for improving how they can practice in a culturally aware, sensitive and competent manner.

Grading (total 10 points):
- Student turned in an outline or notes that showed thoughtful preparation for this assignment. 3 Points
- Student addressed each question in their paper, with particular attention to question #8. 3 Points
- Student displays a high level of self-awareness, an appropriate level of self-disclosure, and appears to be able to honestly assess their growth and progress. 4 Points

Record of Field Hours
Students are required to use the form provided in class to record weekly how many hours you were present at your field placement. Keep in mind that missed hours must be made up. Time spent traveling to your placement does NOT count towards field hours; however, time spent traveling from a field placement to in-home sessions or community meetings or to sites of other placement activities in the course of your fieldwork does apply. Your attendance at field seminars, orientation sessions, and the end-of-semester field meeting counts towards your field practice hours. Students are encouraged to consult with their agency supervisor at the beginning
of the semester to inquire how frequently they want to review the hourly log.

**This is an all or nothing assignment.** If hours are not completed and arrangements for continuing the placement over the semester break have not been made in advance with the field faculty member and the agency supervisor, or the record is not submitted on time; passing students will be given a grade of “Incomplete” for the semester until the Record of Field Hours is submitted with signatures, and students are unable to begin a new semester with an “Incomplete.”

**VII. Course Policies**
Your final course grade will be based on your work both in your work at your field placement and your field seminar.

**Code of Ethics, Student Rights and Responsibilities & Plagiarism**
BSW and incoming MSW students read and signed electronic forms of the NASW Code of Ethics, the School of Social Work Plagiarism Policy and the Student Rights and Responsibilities. In doing so, they agreed that while in the BSW or MSW Program they would honor the NASW Code of Ethics and Student’s Rights and Responsibilities, as well as adhere to the Plagiarism Policy and that should they not do so, sanctions would be imposed. BSW and MSW students are expected to adhere to these policies in the classroom, in the field and in the preparation of course assignments.

**Reading Assignments:**
Students are expected to have read all assigned material prior to the class date under which the readings are listed above. Reading and critically evaluating what you have read is necessary so that you can learn, actively participate in class discussions, and successfully complete written assignments.

**Confidentiality:**
Confidentiality is of utmost importance. In both written assignments and oral discussions and presentations, the rules of confidentiality, as expressed in the NASW Code of Ethics, are to be strictly observed. It is imperative to protect client identity at all times. The same rules apply to dialogue concerning co-workers or professionals and staff at the field placement site and/or agency of employment. Do not share information that would violate the confidentiality of clients or embarrass coworkers.

**Written Assignment Policy:**
All written assignments are to be either typed or computer-generated using Microsoft Word. Please format these assignments using one-inch margins, double-spacing, and a Times New Roman 12-point font. Always include a cover sheet (not counted as one of the required pages) with the title of the paper, your name, the date turned into the field faculty member, course number, and course title (do not put this information on the first page of your paper). You must use correct APA format for citations; consult the UW writing center’s guide for APA formatting (http://writing.wisc.edu/Handbook/DocAPA.html). When required to use references, you must use peer-reviewed journals. Websites may only be used with prior approval from the field faculty member. Failure to comply with these expectations will result in a loss of points. All assignments should be checked thoroughly for correct spelling and grammar.
Late Assignment Policy:
The assignments listed above are due at the beginning of the class period on the date specified. Students who believe they have a legitimate reason for turning in a late assignment should contact the field faculty member prior to the due date. Unapproved late assignments will be marked down three points for each day they are late.

Accommodation Due to a Disability:
If you require accommodations to obtain equal access to this class or to any assignments that I may give, please contact me as soon as possible. I want all students to have an excellent learning experience. Students who are requesting an accommodation due to a disability are expected to inform the field faculty member and provide verification (e.g., from the McBurney Disability Resource Center) at the beginning of the semester or as soon as the need for an accommodation is determined.

Academic Misconduct:
Please note the following definition of academic honesty. “Academic honesty requires that the course work (drafts, reports, examinations, papers) a student presents to an instructor honestly and accurately reflects the student’s own academic efforts. UWS14.03 cites that (among other things) Academic Misconduct Subject to Disciplinary Action includes an “act in which a student seeks to claim credit for the work or efforts of another without authorization or citation”.
Examples include, but are not limited to: “cutting and pasting text from the web without quotation marks or proper citation; paraphrasing from the web without crediting the source, using another person’s ideas, words or research and presenting it as one’s own by not properly crediting the originator, etc.

Incomplete Policy:
According to University policy, an Incomplete may only be given when students, who have otherwise made good progress in the course, are prohibited from completing the course as a result of an emergency or crisis event in their lives. A grade of Incomplete or “I” will not be given unless the student meets the university policy criteria, and also contacts the field faculty member prior to the end of the semester to explain the situation and make arrangements for making up the required work.

Attendance & Class Participation Policy:
Class attendance is required of all students. Attendance is defined as arriving on time, staying through the entire class, and leaving only for scheduled breaks. In order for you and your classmates to benefit from this course, attendance and active participation are expected. Attendance will be taken at the beginning and end of each class and I will note your level of participation. If you are unable to attend class, please email me prior to class so that you can receive an excused absence; you may receive one per semester. Three points will be deducted from your grade for each unexcused absence incurred.

Technology in Class:
A minimal level of external distractions is essential to a productive learning environment. Cellphones, iPods, iPads, and any other electronic devices are not to be used in seminar. Students are required to turn cell phones off or on vibrate before entering the classroom. Taking calls during class time interrupts teaching and learning. Please review the school’s policy on professional conduct which can be found in the Student Rights and Responsibilities Handbook pp. 10-12 Professional Conduct in All the Social Work Degree Programs.

Student Behavior Policy:
In order to learn, we must be open to the views of people different from ourselves. Each and every voice in the classroom is important and brings with it a wealth of experiences, values and beliefs. In this time that we share together over the semester, please honor the uniqueness of your fellow classmates, and appreciate the opportunity we have to learn from each other. Please respect you fellow students’ opinions and refrain from personal attacks or demeaning comments of any kind. Finally, remember to keep confidential all issues of a personal or professional nature discussed in class. The following is a list of expectations of student’s display of personal integrity and professionalism, and successful adherence to these expectations will be measured and incorporated into both the field seminar grade and the field placement grade.

- Use of cell phones is limited to scheduled breaks, both in the classroom and in the field.
- Laptops are not to be utilized during field seminar.
- Respect is displayed for viewpoints with which you may disagree.
- Respect is displayed for each student and colleague’s right to be heard.
- A capacity to respect and appreciate diversity is displayed.
- Appropriate materials are brought to class and field placement.
- Student has read materials and prepared for class.
- Student displays qualities of an active learner, including taking notes when appropriate.
- Student actively and constructively participates in classroom and field site discussion.
- Careful, respectful language is utilized in all verbal and written communication with classmates, field faculty member, and agency supervisor.
- Student solicits and incorporates feedback when there are questions about performance
- Both in the classroom and the field, student proactively seeks clarification (prior to assignment due dates) if guidance or assistance is needed.

Students are expected to maintain a level of professional behavior in and out of the classroom. Disrespectful and unprofessional behavior in the classroom and field will not be tolerated and will be reflected in the final course grade. Disrespectful behavior will be determined at the discretion of the field faculty member. Some examples of this behavior are, but not limited to, talking while others are speaking, sleeping in class and not being respectful to peers, field faculty or to guest speakers. Field seminar is an extension of the field placement. Your grade in field seminar is based on successful completion of the competencies and behaviors, both in seminar and in the field. It is important to review the section, Professional Conduct in All the Social Work Degree Programs, which can be found in the Student Rights and Responsibilities Handbook. If you have any concerns with this policy, or a concern that needs to be brought to the class’s attention, please speak with this field faculty member. It is the student’s responsibility to contact the field faculty member for any clarification on disrespectful and unprofessional behavior.
Code of Ethics, Professional Conduct & Plagiarism

Incoming BSW and MSW students read and signed electronic forms of the NASW Code of Ethics, the School of Social Work Plagiarism Policy and the School’s Principles of Professional Conduct. In doing so, they agreed that while in the BSW or MSW Program they would honor the Code of Ethics and Principles of Professional Conduct, as well as adhere to the Plagiarism Policy and that should they not do so, sanctions would be imposed. BSW and MSW students are expected to adhere to these policies in the classroom and in the preparation of course assignments.

Plagiarism is a form of academic misconduct, which is not tolerated by the University or the School of Social Work. Plagiarism seeks to claim credit for the work or effort of another without citation or authorization.

The School of Social Work defines plagiarism as:
1. The appropriation of passages or complete works of another person and submitting them as one’s own work – in either written materials or speeches.
2. The presentation of ideas of others as one’s own without giving credit.

There are two major forms of plagiarism:
1. Using direct quotes from others’ written or spoken work and presenting them as one’s own words without using proper quotation marks or offsetting and/or with failure to identify the source of the ideas.
2. Paraphrasing the ideas or research findings of another person(s), with failure to identify the source of the ideas.

Note that slight changes to the author’s original text, even with a citation, is plagiarism. Please see http://writing.wisc.edu/Handbook/QPA_paraphrase.html

Process:
- If an instructor suspects a student has plagiarized, the instructor will contact the student to discuss their concern.
- If the instructor determines that the student has plagiarized, the instructor will decide on a sanction in accordance with the misconduct rules in UWS 14.

Sanction:
- Based on the seriousness of the sanction, the instructor may inform the Dean of Student’s Office. The only sanctions that can be imposed without notifying the Dean of Students Office are: 1) oral reprimand; 2) written reprimand presented only to the student; and 3) an assignment to repeat the work on its merits.
- More serious sanctions may include a zero on the assignment or exam, a lower grade in the course or failure in the course. The School of Social Work will inform the Dean of Student’s Office when imposing any of these sanctions. This action is taken so the Dean of Student’s Office can decide whether to seek additional sanctions.
- Repeated acts of academic misconduct may result in more serious actions such as removal from the course in progress, disciplinary probation or suspension, or expulsion (http://www.students.wisc.edu/doso/acadintegrity.html).
- Note: Students can appeal any sanctions.

For more information:
Academic misconduct rules procedures can be found in UWS 14: http://www.students.wisc.edu/doso/docs/UWS14.pdf

For guidelines on quoting and paraphrasing:
UW-Madison Writing Center http://writing.wisc.edu/Handbook/QuotingSources.html
## Appendix A: Competencies

<table>
<thead>
<tr>
<th>Generalist Practice Year Competency Addressed in Course</th>
<th>Course Content (V=Values; K=Knowledge; S=Skills; AP=Affective/Cognitive Processes)</th>
<th>Location in the syllabus</th>
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| 2.1.1 Demonstrate Ethical and Professional Behavior.  
Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession’s history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. | Each seminar week: Class consultation, check-in and problem-solving along with lecture, reading, assignments and group discussions related to dimensions of ethics working with children, youth, adults and families in various settings. (V,C & AP)  
Explore the intersectionality of multiple factors affecting those ethics with NASW Code of Ethics. (K, V, C, & AP)  
Evaluate ethical dilemmas related to problems and issues in the area of children, youth, and families. (K,S,V,C & AP)  
Weigh values, principles of ethical decision-making, and the NASW code of ethics and, as appropriate, International Federation of Social Workers Ethics in Social Work/Statement of Principles in order to address ethical dilemmas related to practice in the area of children, youth, and families. (K, S, V, C & AP)  
Apply knowledge of social services, policies and programs relevant to the area of children, youth, and families, to advocate with and/or on behalf of clients for access to services. (K, S, V, C & AP) | Weekly Seminar Participation p.11  
Learning Plan p.9-10  
Class Presentations – Course content pp3-8: weeks 2,7,12  
Writing Assignments (papers and journal) p.19-22  
Student Performance Evaluation pp. 35-47  
Course Content pp3-8: weeks 2,7,12  
Course Content pp3-8: weeks 2,3,7,10,12  
Field Seminar Consultation/Check in  
Course Content pp3-8: Week 2,7,10,12  
Course Content pp3-8: Week 2,4,8,11,12 |
<table>
<thead>
<tr>
<th>2.1.2 Engage Diversity and Difference in Practice</th>
<th>Develop a plan for continuing professional education and development. (K, S, &amp; V)</th>
<th>Each seminar week: Class consultation, check-in and problem-solving along with lecture, reading, assignments and group discussion related to dimensions of diversity issues in working with children and families and the intersectionality of multiple factors affecting diversity in relation to race, culture, gender, sexual identity, poverty and privilege. (V, C &amp; AP)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Collaborate with and articulate the mission of Social Work to others (e.g., interdisciplinary team members, volunteers, the broader community, the news media, and political leaders). (K, S, V, C &amp; AP)</td>
<td>Mid and End of semester evaluation and learning plan with supervisor and field faculty</td>
</tr>
<tr>
<td></td>
<td>Agency Analysis Report - (K,V,C &amp; AP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mid and End of semester evaluation and learning plan with supervisor and field faculty</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Content pp3-8: Weeks 2,4,6,7,8,10</th>
<th>Learning Plan pp.9-10 Course Content pp3-8: week 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Assignments – journal, written assignment, change agent project, self-assessment</td>
<td>Learning Plan pp.9-10 Course Content pp3-8: weeks 2,7,12 Change Agent Assignment pp.20-21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Completed in Fall semester 2017</th>
<th>Student Evaluation pp 13-14 and 35-47</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Evaluation Process and tool pp 13-14 and 35-47</th>
<th>Learning Plan pp.9-10 Course Content pp3-8: week 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Assignments – journal, written assignment, change agent project, self-assessment</td>
<td>Learning Plan pp.9-10 Course Content pp3-8: weeks 2,7,12 Change Agent Assignment pp.20-21</td>
</tr>
</tbody>
</table>

2.1.2 Engage Diversity and Difference in Practice
Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture’s structures and values, including social, economic, political, and...
cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

<table>
<thead>
<tr>
<th>2.1.3 Advance Human Rights and Social, Economic and Environmental Justice</th>
<th>Each seminar week: Class consultation, check-in and problem-solving along with lecture, reading, assignments and group discussion related to dimensions of human rights and the intersectionality of poverty, social justice, theory and policies. (V,C &amp; AP)</th>
<th>Course Content pp3-8: Weeks 2,4,6,7,8,10,11 Writing Assignments – journal, written assignment, change agent project, self-assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture’s structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.</td>
<td>Mid and End of semester evaluation and learning plan with supervisor and field faculty</td>
<td>Student Evaluation Process and tool pp 13-14 and 35-47</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.1.4 Engage in Practice-informed Research and Research Informed Practice</th>
<th>Each seminar week: Class consultation, check-in and problem-solving along with lecture, reading, assignments and group discussion related to dimensions of evidence based methods and practices in working with children, youth and families  Change Agent Report and Presentation (K,S,V, C &amp; AP) Mid and End of semester evaluation and learning plan with supervisor and field faculty</th>
<th>Course Content pp3-8: Weeks 2,4,6,7,8,10 Writing Assignments – journal p.19-20, written assignment p 20, change agent project pp20-21, self-assessment p.22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.</td>
<td>Change agent project pp20-21</td>
<td>Change agent project pp20-21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Evaluation Process and tool pp 13-14 and 35-47</td>
</tr>
</tbody>
</table>
### 2.1.5 Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

<table>
<thead>
<tr>
<th>Each seminar week: Class consultation, check-in and problem-solving along with lecture, reading, assignments and group discussion related to dimensions of local, state and national policies in public and private with emphasis on the role of the social worker. (V,C &amp; AP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid and End of semester evaluation and learning plan with supervisor and field faculty</td>
</tr>
<tr>
<td>Course Content pp3-8 Weeks 2,4,6,7,8,10</td>
</tr>
<tr>
<td>Writing Assignments: journal p.19-20, written assignment p 20, change agent project pp20-21, self-assessment p.22</td>
</tr>
<tr>
<td>Student Evaluation Process and tool pp 13-14 and 35-47</td>
</tr>
</tbody>
</table>

### 2.1.6 Engage with Individuals, Families, Groups, Organizations and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Groups, Organizations Social

| Each seminar week: Class consultation, check-in and problem-solving along with lecture, reading, assignments and group discussion related to family engagement and strategies to work with children, youth and families in various settings. (V, C & AP) |
| Mid and End of semester evaluation and learning plan with supervisor and field faculty |
| Weekly Seminar Participation p.11 Learning Plan p.9-10 Class Presentations |
| Course content: weeks 2,3,4,6,7,8,10,11,12 |
| Writing Assignments (papers and journal) p.19-22 |
| Student Performance Evaluation pp. 35-47 |
| Student Evaluation Process and tool pp 13-14 and 35-47 |
workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

### 2.1.7 Assess Individuals, Families, Groups, Organizations and Communities
Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

Each seminar week: Class consultation, check-in and problem-solving along with lecture, reading, assignments and group discussion covering assessment. (V, C & AP)

Mid and End of semester evaluation & learning plan with supervisor and field faculty

### 2.1.8 Intervene with Individuals, Families, Groups, Organizations, and Communities
Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social

Each seminar week: Class consultation, check-in and problem-solving along with lecture, reading, assignments and group discussion related covering interventions and

Weekly Seminar Participation p.11
Learning Plan p.9-10
Class Presentations
Course content: weeks 2,3,4,6,7,8,10,11,12
Writing Assignments (papers and journal) p.19-22
Student Performance Evaluation pp. 35-47

Weekly Seminar Participation p.11
Learning Plan p.9-10
Class Presentations
Course content: weeks 2,3,4,6,7,8,10,11,12
Student Performance Evaluation Process and tool pp 13-14 and 35-47
workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration.

<table>
<thead>
<tr>
<th>2.1.9 Evaluate Practice with Individuals, Families, Groups, Organizations and Communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes practice effectiveness.</td>
</tr>
<tr>
<td>Each seminar week: Class consultation, check-in and problem-solving along with lecture, reading, assignments and group discussion related using various evaluation tools in county human service and voluntary community agencies (V, C &amp; AP)</td>
</tr>
<tr>
<td>Mid and End of semester evaluation &amp; learning plan with supervisor and field faculty</td>
</tr>
</tbody>
</table>

| Writing Assignments (papers and journal) p.19-22 |
| Student Performance Evaluation pp. 35-47 |

| Weekly Seminar Participation p.11 |
| Learning Plan p.9-10 |
| Class Presentations |
| Course content pp3-8: weeks2,3,4,6,7,8,10,11,12 |
| Writing Assignments (papers and journal) p.19-22 |
| Student Performance Evaluation pp. 35-47 |

| Student Evaluation Process and tool pp 13-14 and 35-47 |

** NO Advanced Practice Year students in this seminar for the 2017-18 academic school year**
Appendix B: Student Learning Plan and Evaluation Instrument

UW-Madison School of Social Work: Student Learning Plan & Field Evaluation Instrument

Social Work Practice in ______________________________

Generalist Practice Year: SW 400/SW 401; School Year __________________

<table>
<thead>
<tr>
<th>STUDENT:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Placement Phone Number:</td>
<td></td>
</tr>
<tr>
<td>UW Email Address:</td>
<td></td>
</tr>
<tr>
<td>Field Hour Schedule:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AGENCY SUPERVISOR:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Agency Name/Address:</td>
<td></td>
</tr>
<tr>
<td>Office Location:</td>
<td></td>
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<tr>
<td>Email Address:</td>
<td></td>
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</tbody>
</table>

### Academic Courses (Fall):

<table>
<thead>
<tr>
<th>Full Course Name &amp; Number:</th>
<th>Instructor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Course Name &amp; Number:</td>
<td>Instructor:</td>
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<tr>
<td>Full Course Name &amp; Number:</td>
<td>Instructor:</td>
</tr>
<tr>
<td>Full Course Name &amp; Number:</td>
<td>Instructor:</td>
</tr>
</tbody>
</table>

### Academic Courses (Spring):

<table>
<thead>
<tr>
<th>Full Course Name &amp; Number:</th>
<th>Instructor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Course Name &amp; Number:</td>
<td>Instructor:</td>
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<tr>
<td>Full Course Name &amp; Number:</td>
<td>Instructor:</td>
</tr>
<tr>
<td>Full Course Name &amp; Number:</td>
<td>Instructor:</td>
</tr>
</tbody>
</table>
Instructions for Evaluating Students on the Nine Competencies: Evaluation Component (Column 3)

The nine competencies specified in this evaluation form are those established by our national accrediting organization (the Council on Social Work Education). The student’s learning plan has identified the learning opportunities (e.g., methods, activities, and assignments) available for the student to achieve these competencies. Under each competency statement are several indicators, i.e., behaviors, which we ask you to rate, according to the following criteria, based upon their performance of the measurable methods of achievement (the observable learning opportunities). Students demonstrate mastery of a set of behaviors tied to practice competencies that are related to the mission and goals of social work in the field placement. Students gain experience and focus on skill development in their field placements related to the behaviors associated with the competencies.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>The student has excelled in this area.</td>
</tr>
<tr>
<td>4</td>
<td>The student is functioning somewhat above expectations for students in this area.</td>
</tr>
<tr>
<td>3</td>
<td>The student has met the expectations for students in this area.</td>
</tr>
<tr>
<td>2</td>
<td>The student is functioning somewhat below expectations for students in this area.</td>
</tr>
<tr>
<td>1</td>
<td>The student is functioning significantly below expectations for students in this area.</td>
</tr>
<tr>
<td>N/A</td>
<td>Not applicable, as the student has not had the opportunity to demonstrate competence in this area.*</td>
</tr>
</tbody>
</table>

Comments may be made under any competency statement, if desired. Please be sure to indicate those areas in which you think the student is particularly strong and those areas in which the student needs improvement. For the latter, please note specific strategies for making improvement or indicate that these will need to be identified during the three-way (agency supervisor, student and field faculty) evaluation meeting.

This evaluation is intended to give the student feedback about their performance. Students are expected to indicate if there are areas they do not understand and/or with which they do not agree. For the fall semester evaluation, the rating is based on what the student has accomplished to-date and how well they have accomplished it in terms of expectations, at that time, for achievement of the practice behavior. The spring end-of-semester rating indicates the “outcome” in terms of achieving the behavior. For the generalist level student, the desired outcome is that of entry-level generalist social work practitioner. The Field Faculty will determine the student’s grade based on their overall evaluation of the student’s performance in the field placement in conjunction with performance in the integrative seminar.

*Note: The N/A rating is only applicable for the fall semester final evaluation.
Demonstrate Ethical and Professional Behavior.
Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession’s history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social Workers:

<table>
<thead>
<tr>
<th>Generalist Practice Level Student Required Behaviors:</th>
<th>Methods to Observe and Demonstrate Achievement:</th>
<th>Enter rating using key above (5,4,3,2,1 or NA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.</td>
<td></td>
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</tr>
<tr>
<td>Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication.</td>
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<td></td>
</tr>
<tr>
<td>Use technology ethically and appropriately to facilitate practice outcomes.</td>
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<td></td>
</tr>
<tr>
<td>Use supervision and consultation to guide professional judgment and behavior.</td>
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<td></td>
</tr>
</tbody>
</table>

Agency Supervisor Comments: Semester

Agency Supervisor Comments: Semester
**Competency 2.1.2**

**Engage Diversity and Difference in Practice.**

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture’s structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social Workers:

<table>
<thead>
<tr>
<th>Generalist Practice Level Student Required Behaviors:</th>
<th>Methods to Observe and Demonstrate Achievement:</th>
<th>Enter rating using key above (5,4,3,2,1 or NA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fall Final</td>
</tr>
<tr>
<td>Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Present themselves as learners and engage clients and constituencies as experts of their own experiences.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.</td>
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</tr>
</tbody>
</table>

**Agency Supervisor Comments:** Semester

**Agency Supervisor Comments:** Semester
Competency 2.1.3
Advance Human Rights and Social, Economic, and Environmental Justice.
Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social Workers:

<table>
<thead>
<tr>
<th>Generalist Practice Level Student Required Behaviors:</th>
<th>Methods to Observe and Demonstrate Achievement:</th>
<th>Enter rating using key above (5,4,3,2,1 or NA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engage in practices that advance social, economic, and environmental justice.</td>
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</tr>
</tbody>
</table>

Agency Supervisor Comments: Semester

Agency Supervisor Comments: Semester
Competency 2.1.4
Engage In Practice-informed Research and Research-informed Practice.
Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social Workers:

<table>
<thead>
<tr>
<th>Generalist Practice Level Student Required Behaviors:</th>
<th>Methods to Observe and Demonstrate Achievement:</th>
<th>Enter rating using key above (5,4,3,2,1 or NA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fall Final</td>
</tr>
<tr>
<td>Use practice experience and theory to inform scientific inquiry and research.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use and translate research evidence to inform and improve practice, policy, and service delivery.</td>
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<td></td>
</tr>
</tbody>
</table>

Agency Supervisor Comments: Semester
Agency Supervisor Comments: Semester
**Competency 2.1.5**  
Engage in Policy Practice.
Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

Social Workers:

<table>
<thead>
<tr>
<th>Generalist Practice Level Student Required Behaviors:</th>
<th>Methods to Observe and Demonstrate Achievement:</th>
<th>Enter rating using key above (5,4,3,2,1 or NA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fall Final</td>
</tr>
<tr>
<td>Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services.</td>
<td></td>
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</tr>
<tr>
<td>Assess how social welfare and economic policies impact the delivery of and access to social services.</td>
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<td></td>
</tr>
<tr>
<td>Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.</td>
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</table>

**Agency Supervisor Comments:** Semester

**Agency Supervisor Comments:** Semester
Competency 2.1.6
Engage with Individuals, Families, Groups, Organizations, and Communities.
Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Competency 1: Demonstrate Ethical and Professional Behavior Competency 2: Engage Diversity and Difference in Practice Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice Competency 4: Engage In Practice-informed Research and Research-informed Practice Competency 5: Engage in Policy Practice Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities 2015 Educational Policy and Accreditation Standards 9 Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social Workers:

<table>
<thead>
<tr>
<th>Generalist Practice Level Student Required Behaviors:</th>
<th>Methods to Observe and Demonstrate Achievement:</th>
<th>Enter rating using key above (5,4,3,2,1 or NA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.</td>
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</tr>
</tbody>
</table>

Agency Supervisor Comments: Semester

Agency Supervisor Comments: Semester
**Competency 2.1.7**  
**Assess Individuals, Families, Groups, Organizations, and Communities.**

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social Workers:

<table>
<thead>
<tr>
<th>Generalist Practice Level Student Required Behaviors:</th>
<th>Methods to Observe and Demonstrate Achievement:</th>
<th>Enter rating using key above (5,4,3,2,1 or NA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fall Final</td>
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<tr>
<td>Collect and organize data, and apply critical thinking to interpret information from clients and constituencies.</td>
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<tr>
<td>Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.</td>
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<tr>
<td>Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies.</td>
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<tr>
<td>Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.</td>
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**Agency Supervisor Comments:** Semester

**Agency Supervisor Comments:** Semester
Competency 2.1.8
Intervene with Individuals, Families, Groups, Organizations, and Communities.
Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and inter-organizational collaboration. Social Workers:

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<tbody>
<tr>
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<td>Fall Final</td>
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<tr>
<td>Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies.</td>
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<tr>
<td>Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.</td>
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<td>Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes.</td>
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<tr>
<td>Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies.</td>
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<td>Facilitate effective transitions and endings that advance mutually agreed-on goals.</td>
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Agency Supervisor Comments: Semester

Agency Supervisor Comments: Semester
**Competency 2.1.9**  
**Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities.**  
Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social Workers:

<table>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Fall Final</td>
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<tr>
<td>Select and use appropriate methods for evaluation of outcomes.</td>
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<tr>
<td>Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.</td>
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<tr>
<td>Critically analyze, monitor, and evaluate intervention and program processes and outcomes.</td>
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<td>Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.</td>
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**Agency Supervisor Comments:** Semester

**Agency Supervisor Comments:** Semester
V. Field Hours and Supervision: A total of 256 hours of field education is required per semester. The total is accomplished by student participation in the integrated field seminar and field experience to be completed each semester at the placement setting. Students and supervisors should schedule at least one hour each week for review of student progress.

VI. Supervisor/Student Plan Schedule

VII. Self-Care Plan

VIII. Field Faculty Notes from Final Fall Evaluation

IX. Field Faculty Notes from Final Spring Evaluation
Learning Plan Approval (Fall):

Student: My agency supervisor & field faculty have discussed this evaluation with me and I have received a copy. My agreement or disagreement follows:

- I agree with the evaluation
- I do not agree with the evaluation

________________________________________
Student Signature                                          Date

_______________________________________
Agency Supervisor Signature                       Date

_______________________________________
Field Faculty Signature                                Date

Learning Plan Approval (Spring):

Final Fall Field Evaluation | Final Spring Field Evaluation
---|---
Student: *My agency supervisor & field faculty have discussed this evaluation with me and I have received a copy. My agreement or disagreement follows:*

- I agree with the evaluation
- I do not agree with the evaluation

________________________________________
(Student signature)                                          (Student signature)

(date)________________________________________
(Student signature)                                          (Student signature)

If the student disagrees with the evaluation they should state that disagreement in writing with relevant documentation or examples of work and submit a copy to both the agency supervisor and the field faculty by a specified due date. Documentation of disagreement will be attached to the end of this form.

________________________________________
Student Signature                                          Date

_______________________________________
Agency Supervisor Signature                       Date

_______________________________________
Field Faculty Signature                                Date

________________________________________
(Agency Supervisor signature)                                          (Agency Supervisor signature)

(date)________________________________________
(Agency Supervisor signature)                                          (Agency Supervisor signature)

________________________________________
(Field Faculty signature)                                          (Field Faculty signature)

(date)________________________________________
(Field Faculty signature)                                          (Field Faculty signature)