



DOMINICAN UNIVERSITY
School of Social Work

School of Social Work Field Education Manual

Revision Date: 7/30/2019

TABLE OF CONTENTS

Purpose and role definition	4
Advancement to Field Practicum	5
The Field Placement Process	5
Employment-based Field Work and Extension Program	6-7
Orientation to Field Work	7
Field Practicum Hours & Attendance	7-8
Scheduling	21
Professional Educator License Endorsed in School Social Work	8-12
International Field Placement	12-21
Criteria for Selection of Field Agencies and Agency Field Instructors	22-24
Roles and Responsibilities of Parties Involved	24
Role of the Director of Field Education	24
Role of the Field Faculty	25
Field Faculty Site Visits	26
Role of the Agency Field Instructor	26
Role of the Student	26-27
University and Agency Responsibilities	28-30
Change of Agency Field Instructor or Field Agency	31
Problem Solving in the Field Work Placement	31-33
Guide to Personal Safety	34
Transportation	35
Individual Agency Requirements	35
Professional Liability Insurance	35
Health Insurance	35
Confidentiality	35-36

Field Practicum I-IV	36
Evaluation and Grades	36-37
Form Descriptions	37-39

Introduction

Field Education in the School of Social Work at Dominican University is an essential and integral part of the learning experience in Social Work. In fact, the Council on Social Work Education considers field education ‘the signature pedagogy’ of Social Work Education. It is the process by which students begin to integrate academic knowledge, social work values, and the skills needed for foundation and concentration in globally focused, family-centered social work practice or military social work practice. It is where students demonstrate their growing competencies as social workers. The learning objectives of the Foundation and Concentration year Practicum reflect the overall goals and objectives of Dominican University’s MSW Program. Through placements in multiple social service agencies with experienced Agency Field Instructors, students will develop and demonstrate their emerging competencies as Social Workers.

Mission:

The field education department will provide students the opportunities to learn and to practice the skills needed as social workers.

The purpose of this manual is to clarify the process of attaining placements as well as to articulate the roles, responsibilities, and procedures of all parties involved in student’s field placements.

Definitions:

- ✓ Agency Field Instructor is the title designated to professionals at the field site instructing our students.
- ✓ Field Faculty is the title designated to University faculty who teach the Field Practicum Course and are the liaisons between Dominican University, the students, and the Agency Field Instructors.
- ✓ Foundation year field placement refers to the first of two field placements required for graduation with a Master’s in Social Work.
- ✓ Concentration year/Advanced Standing field placement refers to the second of two field placements required for graduation with a Master’s in Social Work.
- ✓ Mid-Term Evaluation: The evaluation that occurs in the field placement at the end of the first semester. This evaluation measures the progress the student has made toward achieving competency in the practice behaviors.
- ✓ Final Evaluation: The evaluation that occurs in the field placement at the end of the second semester. This evaluation measures the student’s level of achievement of the skills necessary to engage effectively in the practice behaviors.

Availability:

Students needing to secure a field placement must go to the field practicum self-services portal on MyDU:

Sign in to MyDU/ Schools/ School of Social Work/Field Practicum Self-Services (bottom left-hand tab)

Students, Field Faculty, and Agency Field Instructors seeking information and documents once students are in field placement and associated field seminar, go to:

www.dom.edu/ Quick Links / MyDU / Schools / Graduate School of Social Work/ Field Practicum (left-hand tab)

This site can also be reached directly via: [Dominican Field Practicum Information](#)

The Field Placement Process

Advancement to Field Practicum:

A student must have a **GPA of 3.0** or better prior to entering his or her Field Practicum. **Students must achieve at least a ‘B’ in their Final Field Practicum Evaluation and their Practice class (510, 550, 610, 650) in order to advance to the next Field Practicum experience.** No student may advance to the next Field Practicum semester/experience with an incomplete or a failure in his or her Field Practicum (unless the student is approved for the extension program). If the student receives a “B-” or less in the **final** field evaluation, the student is automatically referred to the Student Concerns Committee for deliberation and may be subject to repeating their Field Practicum or dismissal from SSW. A student cannot be dismissed without a hearing from the Student Concerns Committee. Please refer to the Student Concerns Committee section in the Student Handbook.

Application for Field Education Process:

We strongly advise beginning this process immediately upon acceptance. It is mandatory that you contact and meet with the field office first. You will find that starting this process as soon as possible will provide you with the most appropriate field placement options, as sites are limited.

Students must follow the process outlined in the Field Practicum Self-Services Portal (see pages four to five for access instructions). The process outlined includes:

1. Clearance by Academic Advisor
2. Resume Revision
3. Online Field Placement Application
4. Field Placement Organizational Search
5. Meeting/Communication with Director/Assistant Director of Field Education
6. Contacting appropriate agencies for interviews
7. Interviewing and accepting placement
8. Signing and uploading formal contract

If placement is not secured by the second week of the Fall semester, you will be asked to postpone your placement until the following year.

Employment-Based Field Placement:

Employment-based field placement(s) can often help a student effectively meet the field placement requirements for a Master's of Social Work (MSW), especially when the student is an experienced social service worker and/or a Bachelor's of Social Work (BSW). The school will consider placing students in agencies where they are employed provided certain safeguards can be established to insure the educational quality of the experience. The Council on Social Work Education standard 2.1.8 requires that *'to ensure the role of student as learner, student assignments and field education supervision are not the same as those of the student's employment'*.

Therefore:

1. The agency and Agency Field Instructor must meet the basic requirements for all field placements outlined in this Manual's 'CRITERIA FOR SELECTION' section;
2. The student must have successfully passed their probationary period at their place of employment. Written requests/rationale to waive this requirement (signed by both student and supervisor) will be considered;
3. The student must be assigned to field placement duties different than those performed as a regular employee;
4. The employment work hours and internship hours must be clearly differentiated. Both can be completed within the student's regular employment hours;
5. The student must be assigned to a different supervisor who will serve as the Agency Field Instructor;
6. The learning agreement must offer the student opportunities for new learning and growth;
7. Field placement hours can be within a student's regular workweek or as negotiated with the employer. Arrangements for any wages received by the student for the hours of field placement are strictly between the student and the employer.

Students wanting to set up an employment-based Placement must complete the form entitled "Request for Employment-Based Placement" (found under 'Additional Resources' in MyDU self-services portal). Forms must be completed in consultation with the supervisor and other staff at the place of employment. In the "Proposed Field Placement Information" section of the application, the student should explicitly address how this field placement will meet the conditions listed above. ***Request for an employment-based practicum requires the approval of the Director of Field Education; an approval is not guaranteed.***

Employment at Field Site Offered During Placement:

In the event that employment is offered to a student from their field placement agency, then this placement becomes an employment-based field placement. The requirements for the employment field placement noted above must be met. The student will need to notify their Field Faculty as well as the Director/Assistant Director of Field Education of the employment opportunity, before the student accepts the offer.

Field Extension for Employed Students, Internationally Bound Students and Others who demonstrate a need is available:

Alternative start dates or end dates for Field Placement/Internship are available for foundation and concentration year students to accommodate students' life circumstances as well as going abroad. Foundation year students begin their field placement with their cohort at the end of August, and continue for 8 additional weeks during the following summer at fifteen hours per week (accumulating 120 hours). In this way, students may reduce their weekly internship hours from 16 to 12 during the academic year. Concentration year students begin 8 weeks prior to their cohort at fifteen hours per week (accumulating 120 hours), and may reduce their internship hours to 16 hours/week during the academic year.

During the summer months, students are required to attend at least three field meetings with assigned summer Field Faculty, and to regularly complete journals relating to student learning in field. The summer Field Faculty will provide documentation of student progress to academic year Field Faculty, who will consider the student's progress in providing the final grade. There is an administrative fee for participating in the summer extension.

A 'Field Extension' application must be turned in to the Field Education Department for consideration, no later than one week prior to the semester in which the extension period begins. The field extension application must include a proposed schedule for placement completion agreed upon by the student and prospective agency instructor. Extension applications will be reviewed by the Director of Field Education and acceptance is not guaranteed.

Orientation to Field Work:

A field education orientation will be held for students at the beginning of the fall semester. Student orientation will assist students in understanding the fieldwork process, describe the relationship of fieldwork education to the social work curriculum, and provide practical guidelines and support in beginning the field internship.

Field Practicum Hours and Attendance:

The Foundation Practicum (1st year of internship)

Academic Year:

Students complete a minimum of 480 hours over the course of 30 weeks during the academic year, or 240 hours for each 15-week semester. This is a product of 16 hours per 30 weeks, which equals the 480 hours per academic year. This number of hours is completed during Field Practicum Courses I (SWK 511) and II (SWK 551). In addition, students are required to take concurrent practice courses with their field practicum (SWK 510 and SWK 550).

The Concentration and the Advanced Standing Practicum (2nd year Internship)

Academic Year:

Students complete a minimum of 600 hours over the course of 30 weeks during their academic year, or 300 hours for each fifteen-week semester. This is a product of 20 hours per 30 weeks (total of two semesters), which equals the minimum of 600 hours for the academic year. This number of hours is completed during Field Practicum Courses III (SWK 611) and IV (SWK 651). In addition, students are required to take concurrent practice courses with their field practicum (SWK 610 and SWK 650).

Professional Educator License Endorsed in School Social Work (Formerly Type 73 Certificate)

To obtain a Professional Educator License Endorsed in School Social Work (formerly Type 73 Certificate):

Course Requirements:

Students are required to complete a total of 60 credit hours, which include the four field practicum classes assigned to the internships and the three school social work courses noted below:

- ✓ SPED 522 Characteristics of Exceptional Children;
- ✓ SWK 664 Social Work Practice in the Public School; and
- ✓ SWK 610 Advanced Social Work Practice with Families – School Social Work Focus

Students must acquire a B- or better in all courses except field and practice, which require a B or better grade.

Based on requirements from the State of Illinois, students who have a C- or lower in any course cannot obtain their Professional Educator License Endorsed in School Social Work. Students may retake any course with a grade below B- but at the expense of the student.

Internship Requirements:

1) Current MSW Student

- ✓ Have completed the 1st year supervised field internship with a minimum of **480 contact hours**. (Supervisor must have a master's degree or higher)

- 2nd year supervised internship with a minimum of **600 contact hours** in a P–12 schools setting for the academic year (two semesters), as well as through June. Supervisor must possess a master’s degree or higher and have a **Professional Educator License Endorsed in School Social Work. (formerly Type 73 Certificate)**
- 2) **Extern student**--If you already have a MSW degree earned from an accredited institution, you must perform a minimum of **600 contact hours** in a P-12 school setting for the academic year (two semesters) as well as through June. Your Supervisor must possess a master’s degree or higher and have a **Professional Educator License Endorsed in School Social Work (formerly Type 73 Certificate)**. Externs also must take the three specific course requirements:
- SPED 522 Characteristics of Exceptional Children;
 - SWK 664 Social Work Practice in the Public Schools; and
 - SWK610 Advanced Social Work Practice with Families (School Social Work focus)

Eligibility to begin interviewing for a school-based field internship:

- Be in good academic standing (i.e. minimum GPA 3.0 overall and grade of B or better in all foundation year practice and field classes).
- Create an ELIS - Educator Licensure Information System Account with the link below.
<http://www.isbe.state.il.us/ELIS/default.htm>
- ***Take and pass all sections of the Test of Academic Proficiency (TAP) in the fall of the year PRIOR to your placement*** and provide results from ELIS account noted above (see link above).
- **ACT and SAT tests will be allowed in lieu of the TAP based on the following requirements:** The student must have received a composite ACT Plus Writing score of at least 22 and a minimum 19 in combined English/Writing; or a composite (mathematics and critical reading) SAT score of 1030 and a minimum 450 in writing. The writing portion must have been taken for each test. Students must follow process as noted below under Testing Related Information and Resources.
- **You can state your interest in School Social Work during your initial field readiness interview but will not be considered candidates for the Professional Educator License Endorsed in School Social Work program until all testing is complete with passing scores.**
- Undergo and successfully complete a field readiness interview by the Director/Assistant Director of Field.
- If applying through CPS, speak with Director/Assistant Director of Field about centralized application process.

Acceptance for Internship:

- Dependent on successful passing of criminal background check through the prospective school internship site.
 - Completion of the 73-44 Notification of School Personnel Intern Eligibility Status: https://www.isbe.net/Documents/73-44_ssp_intern_status.pdf
 - Student must complete and submit to field office for verification of eligibility and signature by School of Education Licensure Officer. Completed form will be mailed back to students. Students will provide form to their placement.
- Upon Completion of School Internship:**
- Student must receive a positive field placement evaluation and disposition assessment from their Agency Field Instructor with a grade of B or better in their field seminar.

Internship in Progress:

- **SWK 664 must be taken in the fall semester** of the student's school social work internship
- **SWK610 must be taken in the fall semester** of the student's school social work internship
- *Students must take and pass the School Social Worker (184) test in the fall of their internship* and provide results from ELIS. Students will not be allowed to proceed into the spring semester internship without passing the 184 School Social Work test (see link below for opening an account on ELIS).

Acceptance for Professional Educator License Endorsed in School Social Work (Formerly Type 73 Certificate) applications:

- Students contact the field office for review of completion of all internship-related requirements. Upon approval, the field office sends an authorization letter to the DU Certification Officer, who assists the student through the endorsement process.
- In order to receive approval from SSW field office, students must submit the following documents on the Canvas page for Professional Educator License Endorsed in School Social Work students:
 - Field Evaluation for 611 and 651;
 - Case study evaluation;
 - Planning for instruction or an appropriate environment assignment: Here you must turn in two sample items that show your ability to plan interventions in your placement. 1) A sample IEP goals with a one-page summary of justification for your goal and interventions. 2) A sample of a group intervention. This would be one page showing a group agenda and a one-page reflection on how your group session went;
 - *Snapshot assignment: You are to write a 2-3 page reflection about an activity you did during your internship that you believe had an impact on the learning environment. This is open to anything you want to present as a "snapshot" to the state about how you have impacted the learning environment. It could be a way that you helped to modify the classroom, a prevention activity you conducted, etc.;*
 - SWK 664 Comprehensive Final Exam;
 - Example of a behavior intervention plan;

- From your ELIS account copies of documents stating that you have passed the TAP and 184 Test.

Testing-Related Information and Resources

To register for both the TAP Test and the School Social Worker Content area 184 test:

Log onto the Illinois Certification Testing System webpage at <http://www.icts.nesinc.com/index.asp> and follow the registration instructions.

Process for ACT or SAT test in lieu of TAP:

Student sends official ACT (code 1126) – SAT (code 1667) to the Field Education Department at SSW. The documents are then forwarded to DU Certification/Licensure Officer. Student awaits notification from the Office of Field and the student can then mail official score report to Springfield:

Illinois State Board of Education
Division of Educator Certification
100 N. First Street S-306
Springfield, IL. 62777

Where student makes request:

ACT website: <http://media.actstudent.org/documents/asrform.pdf>
SAT website: <http://sat.collegeboard.org/scores/send-sat-scores>

IMPORTANT REMINDERS:

- ✓ Before student can begin this process they must have completed the admission application for SSW.
- ✓ **Students will not be considered candidates for the Professional Educator License Endorsed in School Social Work program until all testing is complete with passing scores.**
- ✓ The State will **NOT** accept SAT or ACT score report prior to the DU certification/licensure officer sending form 73-60.

DU School of Education offers tools and study sessions to assist with the TAP test:

https://jicsweb1.dom.edu/ICS/Schools/School_of_Education/Basic_Skills_Test_Preparation.jnz

School Social Work Hours: Student completing their Professional Educator License Endorsed in School Social Work must not only complete the 600 hour minimum requirement, but must commit to completing their assigned school's academic year (generally June).

International Field Placement

Introduction

This International Field Placement outline is for students, field instructors, field directors, Field Faculty, and the international field committee. The purpose of this International Field Placement Section is to provide policy and procedures for students and the international field placement team who are participating in the international field placement experience. This section clarifies what is expected from all parties so that the students' international field experience will yield the highest possible benefit, not only to them, but also to the agencies in which they work and the people they serve. It also articulates the roles, responsibilities, policies and procedures for the student and the international field placement team.

Requirements for MSW Students to Participate in the International Field Placement Program

The international field placement program at Dominican University is available to MSW students, during the concentration year spring semester. In order to participate in the international field placement program, the following is required:

- All students must complete 45 credits before participating in this program (advance standing students must complete 15 credits).
- All students must complete 300 hours of field instruction before going abroad.
- All students must have a GPA of a 3.0 average or higher.
- All students must have adequate financial resources to complete the placement.
- All students must take the Seminar in International Social Work SWK 665 class, an elective that is available in the fall semester prior to their international placement.
- All students must be prepared to complete a ten-week field placement in another country as well as complete the remainder of class requirements.
- All students must have a laptop computer in order to complete class assignments while abroad as well as accessibility to Skype.
- All students must be flexible, available, and committed to the field placement planning process.
- All students must participate in orientation meetings usually held every other Monday beginning in the second Monday in September, to the end of the fall semester prior to the international placement.
- All students must complete an application for the international field placement program and have a preliminary interview with the Director/Assistant Director of Field Education and the international committee.

Role of the Director of Field Education

The Director of Field Education is responsible, in collaboration with the international committee, for the planning, implementation, and coordination of the international field instruction program. Such responsibilities include maintaining an adequate complement of field agencies with varied service opportunities as well as orienting and providing ongoing educational resources for students and field agencies. The Director of Field Education negotiates all written and signed contracts with field agencies. The Director of Field Education also completes a final assessment of the field

agency and field experience to determine suitability for future field placements. The Director of Field Education serves as a member of the International Committee.

Role of the International Committee

The International Committee:

- ✓ Reviews all student applications for international field placements
- ✓ Interviews all students who have applied for an international field placement
- ✓ Conducts a debriefing interview with the student upon his/her return
- ✓ Oversees the planning, implementation, and coordination of the international field education program.

Role of the Field Faculty

The Field Faculty is responsible for monitoring the student's learning in the placement. The Field Faculty is the contact person for the student and the Field Instructor in case of problems or concerns about the placement. The Field Faculty is the teacher of record and responsible for setting up Canvas, support, and communication as well as posting class notes. The Field Faculty is also responsible for providing the final grade, which will include an assessment of the midterm evaluation, all written assignments, the final narrative, and evaluation provided by the instructor. The Field Faculty ensures that all course evaluations are completed by the international Field Instructor.

Role of the International Field Instructor

The role of the International Field Instructor is to support the student, challenge him/her, guide him/her, all while allowing the student to find his/her own way, share adapted practice wisdom, approach current practice critically, and teach. Along with introducing the student to field experience specifics, the International Field Instructor ensures that the student adheres to the agency policy of confidentiality and understands the issues of safety within the field setting and practices utilizing the International Federation of Social Workers (IFSW) Code of Ethics.

The International Field Instructor is also responsible for giving the student an overview of culture and custom. The International Field Instructor is responsible for providing weekly supervision meetings, overview and orientation to social service agencies, assistance with setting up financial resources; (i.e. bank accounts, wire transfers), assistance with immigration/visa issues (and registration if required). Also, the International Field Instructor will provide general orientation to the local environment, (businesses, restaurants, etc.) and awareness of local medical, pharmaceutical, and police departments. The International Field Instructor is responsible for providing access to files, the Internet, a desk, telephone and completing the final field evaluation. The International Field Instructor is responsible for maintaining contact with the Field Faculty regarding student's progress and completing the final evaluation regarding the student.

The Role of University Support for and General Responsibility of the International Student

The student is responsible for working with the School of Social Work and the international field agency to promote a successful international field experience. It is the responsibility of the student to adhere to agency and university policies and procedures, which in general include the following:

- Each student must make an appointment with the Director of Field Education in the spring, summer, or at the latest in the first three weeks of the fall semester, in order to discuss potential international field placements.
- Students are to complete a preliminary interview and receive approval from the Director of Field Education.
- Student is to complete a readiness interview with the International Committee by the first week of October, prior to the student's international field placement.
- Students are to complete a post placement interview with the International Committee within two weeks of returning from their international field placement.
- Participate in the international fall semester meetings as required
- Completing all forms, immunization requirements, and contracts that are required before going on the international field placement.
- Initiating and completing educational contracts with their professors on their course work responsibilities during their international placement. This is to be done before the fall semester, prior to their departure. Copies are to be given to the director of field education.
- Communicating with professors via e-mail, Canvas, weekly journals, Skype, and following the syllabus for each class.
- Creating a learning agreement, which is a contract between the International Field Instructor and the student, and submit it to Dominican SSW Field Faculty.
- Completing the prescribed field education hours, 300 hours, 30 hours a week for ten weeks.
- Keeping the International Field Instructor, Dominican SSW Field Faculty and Director of Field Education informed of progress in the field, including **immediate notification** of difficulties or changes that interfere with the educational/field placement experience.
- Notifying the International Field Instructor prior to absences, arranging for make-up work for missed hours.
- Immediately inform the International Field Instructor, Field Faculty and the Director of Field Education of any safety or harm related issues.
- Immediately notify the Director of Field Education, and International Field Instructor and Field Faculty of any unplanned domestic or international travel and receive clearance prior to departure.
- Informing Field Faculty of any side trips and providing information regarding flight, transportation times, where and with whom the student will be staying. Emergency numbers need to be given to Field Instructor and approval is necessary no later than the week before the event.
- Respecting client confidentiality.
- Adhering to NASW Code of Ethics and IFSW Code of Ethics.
- Presenting to the faculty and the student body of SSW a summary of their experiences in their international field placement within three weeks of their return.
- Final responsibility lies with the student to have all evaluations completed and sent to their Field Faculty for a final grade.

- All students must complete an application for international placement.

The Field Placement Process

Application Process:

Dominican University's international application is required for each student who is interested in participating in an international field placement. Upon completion of the application, the International Committee will evaluate a student's appropriateness for international placement. The Director of Field Education will inform the student of his/her acceptance into international field placement process after the readiness interview. Acceptance is subject to change depending on academic and health status of the student.

Upon acceptance into the international field placement process, each student will attend the bi-weekly meetings with the International Committee to begin planning for the international placement.

Student Responsibility

1. Each student must make an appointment with the Director of Field Education upon acceptance into the international field placement process to discuss potential international field placements.

Director of Field Education Responsibilities

1. Evaluate each student's Dominican University international application and resume to determine potential international field placement.
2. Send appropriate student application material to selected international field sites and/or universities to determine if the potential international field placement meets the needs of the student and the international organizations.
3. Correspond with the International Field Instructor in order to determine a placement for the students.
4. Once placement is identified, correspond with the student and the International Field Instructor to identify duties that will be required at the international field placement.
5. Determine housing arrangements.
6. Begin contract negotiations.

International Committee

1. Conducts readiness interview with student to determine appropriateness for international field placement.
2. Oversees the international field placement program to ensure University to University and University to Agency connections in the international field site.

I. Immunizations and Physical Information:

All students must meet with a doctor or a nurse to get the appropriate immunizations prior to traveling to another country. Also, each student must get an updated physical before traveling to ensure that students are healthy enough to travel out of the country for ten weeks.

Student Responsibilities

1. Discuss with Director of Field Education and receive information about the appropriate immunizations regarding the country where internship will take place.
2. Get an updated physical from a primary doctor. The physical must be dated no more than one year before the travel date.
3. Give copies of immunization records and updated physical to the Director of Field Education.
4. Sign the medical clearance form and return to the Director of Field Education.

II. Visa and Passport Process:

In order to safely enter and exit the country, each student must have a passport before traveling. Also, some countries require a visa, therefore each student must check to see if the country to which he/she is visiting requires a visa. If so, all students are required to get their visas and passport prior to leaving for their international field placement site.

Student Responsibilities

1. Apply for and receive a valid passport four months in advance; students can get passport application at any post office or online.
2. Check online to see visa requirements. For guidelines and forms go to <http://www.travisa.com/travelvisa.htm>. If required, apply for and receive a visa.
3. Give copies of passport and visa (if required) to the Director of Field Education.

The field placement identification form is designed to provide preliminary information from receiving agencies that wish to participate in the Dominican University international field placement program. This document is an exploratory form meant to gather information about specific arrangements concerning student field placements.

Student, International Field Instructor and Director of Field Education Responsibilities

1. The Director of Field Education will send, via fax or e-mail, the field placement identification form to all International Field Instructors.
2. The International Field Instructors will fill out the field placement identification form and send it back to the Director of Field Education.

III. Insurance Information:

All students must have international insurance before going abroad. Currently Dominican University utilizes the services of the Cultural Insurance Service International, CISI. The school requires group insurance for all students going abroad and each student will have full coverage including emergency evacuation for \$36 a month. If students have their own insurance, that will be used as secondary insurance.

Student Responsibilities

1. Receive insurance packet from the Director of Field Education including an insurance claim form and insurance card.
2. Pay for CISI insurance in full (3 months) to Dominican University School of Social Work by the end of the fall semester.
3. Read insurance information. More information can be found at <https://www.culturalinsurance.com/students/>

Director of Field Education Responsibilities

1. Distribute the insurance packet.
2. Collect student payments in December.
3. Contact the CISI director at (886) 886-4691 and inform him/her how many students will be insured.
4. In excel format, e-mail each student's first name, last name, date of birth, starting date, ending date to shopkins@culturalinsurance.com. Also, if the student is a citizen of the country he/she is visiting, the CISI director must be informed.

IV. Library, Skype, E-mail Access, Canvas and Internet Tutorial:

When students are abroad, they will still be required to complete all assignments required by professors via the internet. In order to ensure that all students are fully prepared to complete all assignments on-line, students are required to attend a tutorial on accessing resources and databases from Dominican University Crown Library and internet skills. Attending this one hour lecture on library and internet skills is required in November.

Director of Field Education and Field Faculty Responsibilities

1. In September, make an appointment with Dominican University Crown Library at 708-524-6887 to request a time slot for a library tutorial which will take place in November or as needed.
2. In September, make an appointment with the IT Department ext (6888) to request a time slot for Skype and internet training and laptop preparation which will take place in November.
3. Inform the students of the time and date for the library, IT Skype, and internet tutorial four weeks in advance.

Student Responsibility

1. All students must attend the library, IT, Skype and internet tutorials when they are scheduled.

V. Contracts:

Each student must read and sign the following contracts where applicable:

1. Living Arrangement Contract
2. Organization or University contract
3. Safety Protocol

Student Responsibility

1. Read and sign all contracts where needed.

Director of Field Education Responsibilities

1. Send contracts via fax or email to all participating organizations to obtain the International Field Instructors signature.

VI. Waiver of Liability:

All students and non-students accompanying students are required to sign a waiver of liability form in order to document that students understand the circumstances surrounding an international placement.

Student Responsibility

1. All students must sign the waiver of liability form and submit it to the Director of Field Education prior to leaving.

VII. Financial Capacity and Accountability:

All students must have the financial capacity to complete the international field placement. Financial capacity means that students have planned for the assignment in such a way that they are sure that they have adequate financial resources to complete the placement. Failing to complete this international/national placement can jeopardize the ability to graduate from Dominican University with an MSW degree.

Student Responsibility

1. Student must sign the financial capacity form and forward to the director of field education prior to leaving for their international field site.

VIII. Faculty and Student Course Agreement:

All students are required to complete all class assignments during their ten-week placement. As a student conducting a ten-week international field internship, students will respond to Canvas assignments, projects and on-line discussions. Students are responsible to download class notes from Canvas and submit assignments electronically in a timely manner. Students need to inform their Field Faculty of all late papers and assignments in advance. Failure to complete assignments can jeopardize the student's ability to graduate from Dominican University and earn their MSW degree.

Student Responsibilities

1. On the first day of class in the spring semester, students must inform professors that they will be abroad for ten weeks of the semester.
2. Students and ALL assigned professors must sign the faculty and student course agreement. All assignments need to be delineated on the form.

IX. International Student Lecture:

All students are required to present a lecture on their international field placement experience upon returning. Each student will make an individual professional presentation which will generally last 20-30 minutes. Students are expected to use power-point, video clips, handouts and digital photos in this public presentation. The presentations will generally take place in late April.

Student Responsibilities

1. The student must prepare a 20-30 minute presentation of their experience in their international field placement and present it in a public forum.
2. The student will need to submit the title of their presentation and the technical requirements of their presentation to their Field Faculty at least one week prior to the presentation.
3. The student need to develop an evaluation form.

Field Faculty Responsibilities

1. Inform students via email what date and time they will be presenting four weeks in advance of their presentation.
2. Plan for the videotaping of all student presentations.

X. Tips for Traveling:

Tips for traveling are available to help students prepare to go abroad. This information will provide a guideline before traveling and will also help for the duration of the trip. It is

recommended that all students read the provided information and take this important portion of the manual in order to use as an essential reference.

XI. Post Placement Interview and Post Questionnaire:

All students are required to attend a post placement interview with the International Committee upon their return. The post placement interview is required and will provide students with support upon their return from their international field placement. Students will need to discuss any issues that they might have regarding re-entry concerns. All students are also required to complete a Post Course/Internship Re-entry Discussion Questionnaire that will be used for discussion in their post interview. The interview and questionnaire need to be typed prior to the student's final presentation.

Student Responsibilities

1. Meet with the International Committee upon returning from international field placement and prior to presentation.
2. Complete Post Course/Internship Re-entry Discussion Questionnaire.

XII. Final Project Summary:

All international field students will write a final project summary regarding their international field internship as part of the termination process. This will be given to and presented to the agency before leaving. A copy will be given to the Field Faculty.

Student Responsibilities

1. Student must complete the final project summary.
2. The final project summary must be submitted to the International Field Instructor, the Director of Field Education, and Field Faculty prior to leaving the international field placement. The summary needs to be presented to the International Field Instructor and team before leaving the country to ensure sustainability of the student's work.
3. Students are responsible for updating the website prior to finishing their field placement.

Director of Field Educational Responsibility

1. The final project summary will be used to assist the International Field Committee in having another measure of effectiveness of the international field placement.

Scheduling of Field Placements

Prior to beginning their field placements, students must discuss the field education schedule with their Agency Field Instructors in order to determine individual practicum schedule requirements. Students must also negotiate with their Agency Field Instructors the length of time spent in internship. Time may not be reflective of Dominican's academic year and may be longer based on the organization/agency's needs (i.e. schools or programs based in schools). When holidays occur, the student will follow the holiday schedule of the agency rather than of the University. When a student wishes to request a University holiday from their internship, he/she should clear this with his/her Agency Field Instructor in advance. Students should at the start of their internship negotiate with their Agency Field Instructor time off (e.g. during the Holiday break).

Any days missed, due to illness or other reasons should be made up during the semester and scheduled according to the needs of the agency. If there are circumstances outside of the student's control which interfere with completing the required hours for a semester, the student is to consult with their agency Field Instructor and Field Faculty, who will consult with the field office. Students may be advised to request an Incomplete from the Field Faculty in order to complete the hours after the semester ends. Granting an Incomplete is at the discretion of the Field Faculty and it carries no penalty. However, students cannot enter their concentration year field placement with an incomplete in their foundation year placement, nor can they graduate with an Incomplete. **Under no circumstances, can students discontinue placement attendance without consultation and approval from agency Field Instructor, Field Faculty, and Field office.** Any discontinuation of a field placement can only occur after the student consults with the Field Faculty and the Field office. Final approval of a discontinuation of a field placement can only come from the Director of Field.

Upon completion of 480 and 600 hours, a student practicum placement will be considered completed. However, if the student has an agreement with the agency or funding source for additional hours, the student must respect the agreement even if it exceeds the amount of hours required by SSW.

Students and Agency Field Instructors are responsible for maintaining accurate records of practicum hours worked. The Agency Field Instructors must sign off and confirm the total hours completed on their time sheets and evaluations. The time sheet is considered to be part of the mid-term and final evaluations and the evaluations will not be complete without the attached signed time sheet. (see [Dominican Field Practicum Information](#) for hours tracking forms).

Criteria for Selection of Field Agencies/Agency Field Instructors

Just as the School of Social Work strives to provide the finest professors in the classroom, so too we make every effort to place students in quality agencies, which can provide a major contribution to the student's education, with outstanding practitioners who want to pass their skills and enthusiasm on to others. Therefore, the criteria for the selection of field agencies and Agency Field Instructors, is as follows:

Field Agency:

1. The agency shall accept students for field placement without regard to race, color, religion, creed, gender, ethnic or national origin, disability, age, political affiliation or sexual orientation. The agency is an established social service program or non-governmental organization with demonstrable community support. It should qualify for membership in relevant standard-setting bodies, when appropriate, such as The Family Service Association of America, the Child Welfare League, the American Public Welfare Association, etc., as well as in the local planning groups, such as the United Way of Metropolitan Chicago or an internationally recognized organization such as the United Nations Member Organization or Agencies. The agency and staff respect professional education, have an understanding of its goals, and are willing to provide the experiences needed for field education.
2. **The staff shall be of such size and quality as to maintain and develop the basic program of the agency without reliance on students.**
3. The agency environment is conducive to learning and professional development, and has an attitude of respect for student experiences and competencies, encouraging growth and development.
4. The agency provides a variety of educational opportunities, and encourages experiences that expose students to a diverse range of individuals and populations.
5. The agency has a commitment to providing resources for training students. Such commitment includes: released time for MSW supervision, access to needed records and equipment, and work space sufficient to meet the demands of the placement.

Agency Field Instructors:

1. Educational Background: DU's basic criteria for eligible agency Field Instructors are that they must possess an advanced professional degree from an accredited master level school of social work (MSW). The vast majority of approved field placements have an MSW Agency Field Instructor. In rare cases, exceptions are made based on the guidelines noted below.

Guidelines for exception to MSW Agency supervision:

Occasionally a student may be placed in an agency that is unable to provide on-site MSW supervision. **It is important to note that the lack of direct social work supervision is mitigated by the concurrent nature of DU's curriculum in that students are enrolled in a field seminar and an adjacent practice course while in field placement. Students meet with their MSW Field Faculty in the field seminar weekly, present case consultations and ethical dilemmas to their peers, and complete weekly journals that integrate their placement experience. In their practice class, the students will receive direction in the application of the models of practice in their practicum. Where on site MSW instruction is not provided, the field director will arrange for off-site social work instruction of the student.** Guidelines are provided to assist the instructors in understanding their role and responsibilities in the student's practicum experience. The guidelines direct the MSW instructor to assist the student in developing a social work perspective and identity.

Guidelines for MSW Instructors:

MSW Instructor:

- Orients a student to agency policies, procedures, practices and environment.
- Operationalizes with the student the practice behaviors in the evaluation form as learning goals.
- Assures the student receives the necessary training to enhance their learning objectives.
- Assists the student in integrating theories and concepts learned in the classroom into the practice tasks identified by the agency Field Instructor.
- Provides one hour of instruction per week and is available at other times via phone, e-mail, etc. to assist the student with social work related issues and concerns.
- Evaluates the student's progress in achieving the learning goals.

Non MSW Instructor:

- Collaborates with the student and MSW instructor in developing a learning plan, which may include specific projects
 - Identifies tasks, activities, and assignments that relate to the learning objectives.
 - Instructors, monitors, and evaluates the student's performance in collaboration with the student's MSW instructor.
 - Assists the student in understanding the structure, mission, goals and services of the agency.
 - Assists the student in learning the agency's policies and procedures.
 - Identifies and provides resources within the agency to assist student in completing the requirements of their learning goals.
2. The Agency Field Instructor has a minimum of two years post-master's experience as a social work or social service provider with a reputation for professional competence. Experience in supervision is desirable, but not essential. Dominican will make every effort to provide support and supervision workshops for new instructors or any who wish to refresh their knowledge.
 3. The Agency Field Instructor has a willingness to provide a minimum of **one-hour weekly instruction** to the student in accordance with the affiliation agreement between the school and the agency, unless adjusted and approved by the University's director of field.
 4. The Agency Field Instructor has an understanding of and is in support of social work education.
 5. The Agency Field Instructor has a commitment to the mission and clients of the field agency and is able to interpret the agency's purpose, function, policies, and programs. The Agency Field Instructor is also able to use the resources of the agency in a way that promotes the student's learning experience.

6. The Agency Field Instructor has a willingness to participate in field education orientation, and follow-up field education programs, as well as become familiar with Dominican University's School of Social Work mission, goals and objectives.
7. The Agency Field Instructor has enthusiasm for experiential education and an interest in working with students of diverse backgrounds.
8. If for some reason the Agency Field Instructor is not able to fulfill his/her duties due to unforeseen circumstances, Agency Field Instructor must contact the field office immediately and develop a plan for student going forward.

These qualifications will be reviewed in contact between the agency executive and/or prospective Agency Field Instructor, and the school's Director or Assistant Director of Field Education.

Roles and Responsibilities of Parties Involved

Role of the Director/Assistant Director of Field Education:

The Director/Assistant Director of Field Education is responsible for the planning, implementation, and coordination of the Field Education program. Such responsibilities include: maintaining an adequate database of field agencies with varied service opportunities; orienting and providing general information and support to Agency Field Instructors; providing orientation to field education for students; interviewing, placing, and approving students in field agencies; providing field guidelines and evaluative tools to Students and Agency Field Instructors; providing consultation to Field Faculty/Liaisons and Agency Field Instructors in the event of placement problems or concerns; and an overall evaluation of the appropriateness of field agencies.

The Director/Assistant Director of Field Education is in a strategic position to help students create an appropriate, professional internship relationship in the field placement site. However, problems may arise prior to or during the process of acquiring a field placement. **If a student presents inappropriate behaviors and communication styles prior to or in the initial interviews for field education, the Director of Field Education has the responsibility to recommend to the Student Concerns Committee that the student not continue in the School of Social Work Field Education Program due to professional social work ethics, standards, and concerns.** The recommendation is presented to the Student Concerns Committee. Based upon the outcome, the student may be required to take a leave of absence for one to two years and reapply to the program. This may also result in dismissal from the MSW program pending approval of the Director.

Role of the Field Faculty:

The Field Faculty conducts the Field Practicum course in which students enroll. The Field Faculty is responsible for monitoring the students' learning in the placement. The Field Faculty meets with the student and Agency Field Instructor at least once in the fall semester and stays in regular contact by phone and/or email. The first semester visit is done to ascertain the student's adjustment

to the field placement and develop corrective plans as needed. Please refer to Adjustment to Field Review Assignment in the syllabus for further details. A second field site visit is required if the student receives less than a “B” during their mid-term evaluation.

The Field Faculty is the contact person for the student and the Agency Field Instructor in case of problems or concerns about the placement. The Field Faculty works closely with the student and the Agency Field Instructor in resolving issues and concerns in consultation with the Director/Assistant Director of Field Education as needed. The Field Faculty may conduct additional site visits as needed, and reviews need for a spring semester site visit using the Spring Adjustment to Field Review form. The Field Faculty meets weekly with students for a group discussion of events that have occurred in the student’s field placement.

The Field Faculty is responsible for early and on-going communication with the Agency Field Instructor. During these communications, the Field Faculty is responsible for ensuring that the Field Instructor and Student are addressing all of the practice behaviors in the evaluation form. In addition, Field Faculty provides support to the Field Instructor and the Student in resolving problems and concerns that may arise. The Field Faculty is responsible for providing the final grade, which will include the Adjustment to Field visit outcome and the Evaluation of Field Education from the Agency Field Instructor. The Evaluation of Field Education includes evidence of objective completion, ratings, cumulative assessment of student performance, and written comments from the Agency Field Instructor. The Field Faculty is the teacher of record for the Field Practicum course and is therefore responsible for the final grade.

Field Faculty Visits:

The Field Faculty will visit the agency at least twice per year, once in the fall semester and once in the spring semester, with additional meetings scheduled as needed. If the student receives less than “B” during their midterm field evaluation by the Field Instructor, the Field Faculty will schedule another face-to-face meeting with the Field Instructor during the spring semester. The student is responsible for scheduling the visit with themselves, the Field Instructor and the Field Faculty. In addition, the Field Faculty will be available for support and consultation. The Field Faculty may need to visit several times for problem solving and/or resolution.

Role of the Agency Field Instructor:

Agency Field Instructors are chosen for their commitment to quality social work practice. Their relationship with the students in the day-to-day field experience is central to the field instruction process. Agency Field Instructors must support their students, but also challenge them; guide them, but also allow students to find their own way; share accepted practice wisdom, but also approach current practice critically; and teach, but be willing to learn with and from students. Along with introducing the student to job specifics, the Agency Field Instructor ensures that the student adheres to the NASW ethical guidelines of confidentiality and understands the issues of safety within the field setting.

Field instruction differs from usual staff supervision. It has a teaching and supportive role, building the student’s confidence and awareness of their own strengths. At the beginning of the

placement, the Agency Field Instructor assists the student in developing individual learning objectives. The Agency Field Instructor must provide *a minimum of one hour of scheduled, individual supervisory time weekly* to meet with the student to confer about field assignments and provide ongoing feedback on the student's progress. The Agency Field Instructor meets at least once per academic year with the Field Faculty for an Adjustment to Fieldwork Meeting in the fall, to discuss student progress. They also have appropriate consistent communication either by phone and/or email. In the event of a change in the internship (e.g. personnel changes at the agencies, substantial change in student internship responsibilities, instructor's vacation greater than 2 weeks), Agency Field Instructors are expected to contact the student's Field Faculty. The Agency Field Instructor is also responsible for assisting students in formulating their learning agreement, and completing the Evaluation of Field Education at the end of each semester. This evaluation will inform the Dominican University Field Faculty in determining the final grade for the student.

Role of the Student:

The student is responsible for working with the School of Social Work and the field agency to promote a successful field experience. The student collaborates with the Director/Assistant Director of Field Education to determine appropriate prospective field placements and initiates contact with specific agencies for interviews. The student then confirms placement with the field agency and Director of Field Education who approves the placement.

It is the responsibility of the student to adhere to agency and university policies and procedures, which include the following:

- Complete all steps delineated in Field Practicum Self-Services portal on MyDU: https://jicsweb1.dom.edu/ICS/Schools/Graduate_School_of_Social_Work/Field_Practicum.jnz
- Turn in the signed formal contract to the Director of Field for final signature;
- Complete the prescribed field work hours (480 hours for the foundation practicum and 600 hours for the concentration practicum);
- Complete, with their Agency Field Instructor, a learning agreement each semester, and utilize the learning agreement to shape student's activities leading to the end of semester evaluation;
- Prepare for weekly instruction with Agency Field Instructor, and periodic meetings with Field Faculty and Agency Field Instructor;
- Keep Agency Field Instructor and Field Faculty informed of progress in the field, including notification of difficulties that may interfere with the field educational experience;
- Notify the Agency Field Instructor prior to absences and arrange for make-up of missed hours;
- Negotiate with Agency Field Instructor in advance for time off from internship
- Work with the Agency Field Instructor to make time up and be on schedule with hours needed to complete the internship;
- Respect client confidentiality;
- Adhere to NASW Code of Ethics; and IFSW Code of Ethics;
- Prepare and participate in the weekly Field Practicum Seminar taught by the Field Faculty;

- ✓ Provide Agency Field Instructor a copy of the syllabus from the Field Practicum Seminar and enlist the Agency Field Instructor's support on class assignments;
- ✓ Assist the Agency Field Instructor and participate in field evaluations;
- ✓ Submit student field evaluation of placement to Field Faculty as noted in the course syllabus;
- ✓ Submit Student Self-Evaluation as noted in the course syllabus;
- ✓ Students are expected to act with professionalism and integrity for the duration of their field placement as well as their time with the School of Social Work. This includes performance (timeliness, attendance and participation), appearance (adhere to the dress code of field placement), communication (respectful verbal and non-verbal, including e-mail communication) and behavior (with Field Faculty/staff, field instructor, agency employees and clients). If a student has been acting unprofessionally or has misrepresented themselves in a fraudulent way, the Director of Field Education has the responsibility to recommend to the Students Concerns Committee that the student not continue in the School of Social Work Field Education Program due to professional social work ethics, standards and concerns;
- ✓ Refrain from criminal activity. If at any time during field placement, the student is arrested, convicted of a felony or anticipating jail time, they must alert field office. Involvement in criminal activity can impact ability to continue in placement and working with clients;
- ✓ If a student is psychiatrically hospitalized, student can call a voluntary meeting with Field Office to develop plan of support and successful continuation and completion of field hours.

University and Agency Overall Responsibilities

1. To establish the objectives for the field education experience and devise methods for their implementation;
2. To make no distinction among students on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age, political affiliation or sexual orientation; and
3. To ensure that references or transcripts pertaining to students in the program shall not be provided to another party by the agency or the university without prior written authorization from the student (Family Educational Rights and Privacy Act of 1974).

University Responsibilities:

1. Assure the university's student's continued compliance with the educational standards set forth by the Council on Social Work Education (CSWE) and the University;
2. Establish and maintain communication with the Agency Field Instructor at the field agency on matters pertinent to social work education. Such communication may include, but is not limited to, a description of the curriculum and educational objectives, relevant course outlines, policies, academic and internship schedule, faculty names, and major changes in

this information. On-site visits by the university to the agency will be arranged at least once per year;

3. Provide the Agency Field Instructor with orientation and training required to successfully instruct DU SSW students.
4. Refer to the agency only those students who are academically prepared for the field practicum;
5. Advise the student of the responsibility for complying with the rules and regulations of the agency as well as with the standards and practices established by the university for students in field education;
6. Provide current general liability insurance coverage and to provide evidence of such insurance when required;
7. Provide the Agency Field Instructor with access to the Field Manual and with appropriate forms to be used in evaluating the progress of the assigned student; and
8. Request that the student provide, prior to the field work, such confidential information as may be required by the agency or deemed necessary for the training and guidance of the student (student's refusal may lead agency refusing to accept student).

Agency Responsibilities:

1. Provide for one of their staff to be the Agency Field Instructor for the student or students from Dominican University. The Agency Field Instructor will be responsible for the planning and implementation of the field education experience. The Agency Field Instructor should be familiar with the Field Work Manual and shall comply with its terms. The Agency Field Instructor should also meet the criteria established by the Council on Social Work Education (CSWE) for field instruction of students and shall comply with the NASW and IFSW Code of Ethics;
2. Provide the Agency Field Instructor with time to plan and implement the field education experience including, when feasible, time to attend relevant meetings and trainings;
3. Provide the physical facilities and equipment necessary to conduct the field education experience;
4. Complete Dominican University SSW's 'New Agency Information Form';
5. Advise the university of any changes in its personnel, operation, or policies which may affect field education experiences;

6. Provide the assigned student(s) with a copy of the agency's existing rules and regulations which apply to the student, including safety, and inform the student of the agency's requirements for acceptance (citizenship, health status, health insurance, etc.);
7. Make available, whenever possible, emergency health care for the assigned student(s);
8. Evaluate the performance of the student(s) on a regular basis using the learning agreement and evaluation form supplied by the University; and forward the completed evaluation to the university as noted on the calendar;
9. Advise the university by mid-term of any serious deficiency noted in the ability of the student to progress toward the stated objectives of the field experience. This can be done during the Adjustment to Field site visit. In that event, the student, Agency Field Instructor and the Field Faculty will devise a remediation plan by which the student can achieve the objectives;
10. Have a right to advise the university to terminate any student whose health or performance is detrimental to client well-being;
11. Support continuing education and professional growth and development of those staff members responsible for student field education;
12. Agree to and sign Dominican University SSW and Agency Field Placement Contract.

Change of Agency Field Instructor or Field Agency

All placements exist for the duration of one academic year, unless extenuating conditions exist. In such situations, the student will meet with their Agency Field Instructor and Field Faculty before any changes are recommended in their placement. The Field Faculty will consult with the Director/Assistant Director of Field Education prior to any changes being made.

If a student's Agency Field Instructor is unable to provide instruction due to illness, change of job, etc., it is anticipated that the agency would make arrangements for the student to have appropriate field education and inform the Dominican Field Faculty of the change. If there is no other appropriate Field Instructor in the agency, the Field Faculty and the Director/Assistant Director of Field must be notified immediately.

If a field placement agency or program closes or is anticipated to close prior to the completion of the student's hours, the Field Faculty and the Director/Assistant Director of Field must be notified immediately and will attempt to secure another placement for the student.

Changing field placements is rare and usually not desirable. It is assumed that students need exposure to a variety of assignments and experiences to become master level social work practitioners. Agencies and Agency Field Instructors are chosen because they will provide quality experiences for the students. Moreover, all challenges in field placements can be opportunities to

enrich learning by helping students understand the situations they encounter and explore ways to establish productive resolutions. **Field placements will be changed only after serious efforts are made to resolve issues.**

Students and Agency Field Instructors should allow sufficient time (three to four weeks) to address any learning issues that arise early in a placement before any request for change is made, unless remaining at the agency is detrimental to either student or agency. This gives the student time to become oriented and settled into the agency, as well as time for the relationship with the Field Instructor to form. Even if some problems arise immediately for the student, he/she should use the first weeks for developing self-awareness and problem-solving skills. Dominican Field Faculty are available for consultation in this process.

Field placements may be changed sooner if it becomes apparent that the Agency Field Instructor or agency is unable to assume the duties of appropriate field education as outlined above, or if the Agency Field Instructor is concerned that the student's behavior places at risk the quality of services the agency delivers, or the reputation of the agency. However, unless there are extenuating circumstances, placement will not be changed due to a student's disinterest in the setting, or the population, or because the geographic location is felt to be inconvenient.

Problem-Solving in the Field Work Placement

Student has issues with field placement or Agency Field Instructor:

If the student is experiencing problems/issues in their field education placement, it is the student's responsibility to make initial contact with their Agency Field Instructor to try and rectify the situation. Due to the process of Dominican's field seminars, which include journals and consultations, the student's Field Faculty is in a position to assist the student in approaching the situation directly with their Agency Field Instructor. If the issue is not resolved, the next step is for the student to request more direct assistance from their Dominican Field Faculty regarding the issue. Ideally the student, Field Faculty and Agency Field Instructor should meet regarding the issue. If the student, Agency Field Instructor, and Field Faculty cannot reach resolution of the issue, the Director/Assistant Director of Field Education will be consulted.

If the student believes he or she is being sexually harassed or is in a vulnerable and threatening situation, the student must seek out the Field Faculty and Director/Assistant Director of Field immediately. The student is not to return to the placement. An inquiry will ensue.

If a student feels that he or she is being discriminated against at the agency or that significant ethical violations are occurring at the agency, the student must report this to the Field Faculty, who in turn, informs the Director/Assistant Director of Field Education. An inquiry will ensue that supports the student in addressing these issues.

If it is determined by the Director/Assistant Director of Field Education, the Field Faculty, and the Agency Field Instructor, that the agency is not a good fit for the student or that an incident has occurred that undermines a successful completion of the internship for the student, the student may

be placed in another agency. The required hours will remain the same and arrangements will have to be made with the new agency/Agency Field Instructor to achieve the required total internship hours. A report that includes the hours that the student had acquired is provided by the Agency Field Instructor or a supervisor/administrator at the agency. **However, another placement is not guaranteed and the student may have to wait for the following year.**

A student may only have one field appointment replaced in this fashion during his/her program. A failure to complete the second placement successfully due to the student's negative disposition (behavior), and/or an inability to function appropriately as a graduate level student is grounds for dismissal, and will be referred by SW faculty to the Student Support Services Manager who will determine the next steps. **No student may terminate any field placement arrangement without the knowledge and involvement of the Field Faculty and the Director/Assistant Director of Field Education.**

If a student does terminate their field placement, the Director/Assistant Director of Field Education, the Field Instructor, and the Field Faculty will meet to determine the Field Agency's response to the student. If the Field agency decides to terminate the student, then the Field Faculty and the Director/Assistant Director of Field Education will meet with the student. If the termination occurred prior to a mid-term or final evaluation, the student will receive an "F" for that semester and will need to retake the field practicum.

Agency and/or Agency Field Instructor has issues with student:

If the Agency Field Instructor has issues with the student's professional behavior and/or performance, the Agency Field Instructor should initially speak with the student directly about his/her concerns. If there is no resolution or the Agency Field Instructor needs SSW assistance, the supervisor should fill out and email or fax the 'Agency Field Instructor Urgent Request for Consultation' form to the Field Faculty (Found on the MyDU Field Practicum website. Please refer to page 3 of this Manual). The Agency Field Instructor and Field Faculty then consult to decide the next step, which ideally includes a 3-way face-to-face meeting. ***The adjustment to field site visit*** mid-semester is a good time to review and address any issues, but Agency Field Instructors are encouraged to reach out for assistance earlier if needed. If a resolution cannot be reached, the Field Office will then be consulted. At this point, the Director of Field Work has the authority to refer the student to a meeting for review of the situation by the Student Concerns Committee, who in turn will make recommendations to the Director/Manager of Student Support Services. The recommendation of the Director/Manager of Student Support Services on behalf of the Student Concerns Committee may involve a remediation plan or result in the student failing the Field Practicum, receiving no credit for the practicum course, or dismissal from SSW. This plan will be communicated to the student in writing. If dismissed from SSW, the student must wait two academic years before reapplication. This decision to dismiss may be appealed within one calendar year to the Founding Dean of the College of Applied Social Sciences.

If it is determined by the Director of Field Work, the Field Faculty, Agency Field Instructor, or by the Student Concerns Committee that the agency is not a good fit for the student, the student may be placed in another agency. However, another placement is not guaranteed and the student may have to wait for the following year. If the student is placed in another field placement and is found

to present the same or similar behavioral or academic issues again, the Director of Field Education has the authority to refer the student for review of the situation to the Student Concerns Committee to make a recommendation to the Director/Manager of Student Support Services. The recommendation of the Director/Manager of Student Support Services on behalf of the Student Concerns Committee may involve a remediation plan or result in the student failing the Field Practicum, receiving no credit for the practicum course, or dismissal from SSW. This plan will be communicated to the student in writing. If dismissed from SSW, the student must wait two academic years before reapplication. This decision to dismiss may be appealed within one calendar year to the Founding Dean of the College of Applied Social Sciences.

Egregious or Dangerous Behavior on the part of the Student:

Any student verbalizing or behaving in a manner that could be reasonably considered egregious may be immediately suspended from field education and possibly dismissed from the MSW program. Examples would include, but are not limited to: verbalizing a threat to one's self or others, physically threatening someone, actively demonstrating the symptoms of severe mental illness (hallucinations, breaks from reality, uncontrolled compulsive behavior or language, etc.) reporting to class or field work under the influence of alcohol or illicit drugs, sexually harassing a peer, faculty member/administrator, colleague/supervisor or client.

Protocol for Egregious or Dangerous Behavior on the part of the Student:

If egregious or dangerous behavior on the part of the student were to occur, those who have authority will follow the field agency's protocol and/or university's protocol to assess the status of the student and give priority attention to the safety of the student and those involved. Security systems are to be engaged, if needed. The Agency Field Instructor, Field Faculty, Director/Assistant Director of Field Education, Manager of Student Support Services, and the Director of SSW are to be notified immediately. The incident and recommendations are to be reviewed by the Agency Field Instructor, Field Faculty, and Field Director. A determination is then made based on the safety of the student and all concerned. Once stabilization (which includes the safety of all those concerned) is established, the Student Concerns Committee will convene and make recommendations to the Director/Manager of Student Support Services which will be communicated to the student in writing.

Guide to Personal Safety in the Field Practicum

Guidelines for Field Agencies:

New students are expected to attend the orientation to field work, conducted by the Field Office, which takes place at the SSW new student orientation. The orientation includes a general training on issues of safety in the field, both at a placement office setting and out in the community. Safety issues are also discussed and reinforced in the Field Practicum course.

A further orientation is expected to be provided by the Agency Field Instructors/agencies so that "risk-issue awareness" can be tailored to the specific environment in which the student will work.

The Agency Field Instructor should inform students of agency policies and procedures to be followed in the performance of field assignments. Students will be instructed by the SSW to inquire about this information at the time of orientation to their agency. This information should include (where appropriate): policies/practices regarding building/office security, home visiting, transportation of clients, staffing patterns for evening hours, infectious disease control, working with high risk populations, and other potential risk aspects unique to the specific setting/populations/communities, etc., in which the student is practicing.

The issues and dynamics involved in assessing and managing risks are complex. Therefore, it is expected that Agency Field Instructors will carefully consider the assignments given to students and will actively anticipate, supervise and address the management of potential risks to which students might be exposed in their settings.

As a general guide, agencies and supervisors must take into account the following to assure the safety of the student:

The Field Faculty and Field Office are available for consultation

1. Transporting clients: To not transport clients alone or in their personal vehicles until the Agency Field Instructor and the student discuss and solidify safety and insurance responsibilities/requirements, and that no student transport a client who has not been assessed or with a known history of aggression or violence;
2. Home visits: To not make home visits alone unless the client and environment of the home and community are known and that an assessment of risk has been determined as safe by the Agency Field Instructor and student;
3. Office: To not be left to staff an office or see clients when no other staff are present;
4. Assignments: To not be given any assignment that has not been assessed by the Agency Field Instructor as to its potential risks; and
5. To not be given an assignment that has risks, without appropriate training or guidance as to the precautions that should be taken.

All questions or concerns about safety in the field should be discussed immediately with the Field Faculty and or the Field Office. If an incident occurs in the field where a student is threatened or finds him/herself in the vicinity of a threatening situation, the student must inform the Agency Field Instructor and the Field Faculty and make out an Incident Report to be filed with the Field Faculty and the Field Office. This does not, however, replace the need for filling out required agency incident reports or even police reports if necessary.

Transportation:

Transportation to and from field agency is the responsibility of the student. While most placements do not require the use of personal vehicles for agency business, the student should recognize that in instances in which their personal vehicles are used for agency business, the automobile

insurance responsibility lies with the student. Each student should check the limits of his or her own personal insurance policy to be sure of the extent of insurance coverage before conducting agency business with their personal vehicle. ***Unless otherwise specified, only agency vehicles are to be used in transporting clients because of insurance and safety concerns.***

Individual Agency Requirements:

Students should be aware that different agencies often have differing health, safety, or background check requirements. Students should be knowledgeable of these requirements prior to beginning field work. Students should request such information during the initial agency interview. Students should also follow the dress code of the agency.

Professional Liability Insurance:

The university will provide professional and general liability insurance for graduate social work students while engaging in Field Work. Such insurance has limits of one million dollars per claim and three million dollars per annual aggregate. A certificate of insurance will be provided to field agencies as evidence of insurance, upon request.

Health Insurance:

It is the responsibility of each student to provide his or her own health insurance and to pay for any out of pocket expenses not covered by his or her insurance.

Confidentiality

Facebook and other Social Internet Networking:

Internship students sharing information about agency and/or clients on Facebook or other Internet social networking systems is a serious breach of confidentiality, the NASW and IFSW Code of Ethics. If a student is found sharing information about agencies or clients on an internet social networking site, action may be taken by the agency and/or Dominican SSW to dismiss the student from the agency and/or the MSW Program.

Use of Client/Agency Information for Education:

Special attention should be paid to the issue of client confidentiality. Client interactions and information must be treated with utmost respect and confidentiality. Each agency will have specific policies regarding client confidentiality, which should be understood and followed by students. Any class assignments that involve the use of agency data or records must be cleared with the Agency Field Instructor prior to use.

All client information utilized to fulfill course requirements must be disguised to the extent necessary to protect client confidentiality. If audio or video recordings are used as part of the educational requirements of the placement agency, they should be used with the direct knowledge and approval of the Agency Field Instructor and in a manner consistent with field agency policies.

The client, parent/guardian, must sign appropriate releases and the audio or video materials will be retained as the property of the agency.

Field Practicum I-IV (SWK 511, 551, 611, 651)

Field Practicum Courses I, II, III, IV:

The Field Practicum Course is held concurrently with each semester of field work. The Field Practicum Course is the place to integrate the field work experience. This is where the student, the practice courses, and the field work experience come together. The weekly Field Practicum Course combines readings, discussion, ethical consultations, and personal reflection as a means for students to integrate practice theory with practice experience. It is designed to allow students to explore personal and professional values as they relate to client services, and to grow professionally by exploring the student's own experiences, as well as the experiences of their peers. This course is also designed to allow students to identify and explore issues related to social work ethics and values, diversity, promotion of social/economic justice and service to populations at risk.

These courses, though guided by the syllabi and Field Faculty, are process orientated. There is an expectation of progressive student development each semester of field.

A notable shift in the progression towards a higher level of professionalism occurs upon entering the concentration year, as it is expected that the student has developed solid foundation skills and is now prepared for a more advanced level of functioning and professional engagement. Please refer to Syllabi SWK 511, 551 (Foundation), 611, and 651 (Concentration) for further details (available on MyDU Field site- see page 3 of this Manual)

Evaluation and Grades

As noted in the Field Practicum Course syllabus, the Field Faculty provides the final grade for the entire field work experience, which includes the mid semester site visit, final field evaluation (the ratings, narrative, hours, and overall rating) from the Agency Field Instructor and the grade earned in the Field Practicum Course.

We respect the individual learning style of each student, but recognize that basic levels of competency must be achieved. Individual effort to understand self and willingness to confront issues that might arise in the supervisory sessions and in the interaction with client systems, as well as overall level of mastery, should be the basis for the student's evaluation.

If a student's overall performance on the field evaluation is below 'meets expectations', the student is in jeopardy of not passing to the next semester of field. The final overall grade of the student for the field course (agency performance and field seminar) must be a "B" or better in order to advance to the next semester of field or graduate. The letter grade is provided by the Dominican University Field Faculty.

The Agency Field Instructor should bring his/her concerns about performance to the student **as soon as possible in the term**, so that the student is aware that there are issues to address, and so he or she will have enough time to work on the areas of concern and 'meet expectations' on the

evaluation.. The Agency Field Instructor should also contact the Field Faculty as soon as s/he determines that such intervention is needed using the ‘*Agency Field Instructor urgent request for consultation*’ form, regardless of the time in the semester. Additionally, **the express purpose of the mid-semester “Adjustment to Field” site visit is to identify, address, and plan for resolution of any issues or concerns that have arisen or affirm student progress.** A specific remediation plan for addressing items should be included in the Adjustment to Field site visit report at midterm.

Forms

The following documents must be submitted to the Field Faculty prior to submission of a grade at the end of each semester. They can be found on Dominican University School of Social Work website under the field practicum link (see page 3 of this manual for instructions).

Students Are Responsible For:

- Field Work learning goals and Performance evaluation for Fall and Spring Semesters (This is a combined tool, with objectives laid out at the beginning of each semester for evaluation at the end of each semester);
- Completing Field Hours tracking form and obtaining supervisor approval;
- Student Field Site Evaluation at the end of Spring Semester;
- Reminding Agency Field Instructor of the due dates for completing learning goals/evaluations;
- Take leadership in collaborating on formulation of learning agreement.

Agency Field Instructors Are Responsible For:

- Assisting students in identifying measurable performance indicators for achieving the learning goals outlined in the ‘*Field Work Performance Evaluation*’;
- Completing *Field Work Performance evaluation* at the end of each semester (ratings, comments, and overall placement assessment);
- Final confirmation of the hours produced by the student each semester.

The Field Faculty will provide the final grade, which includes the final field evaluation recommendation (ratings, comments, hours, overall placement grade) from the Agency Field Instructor and the grade earned in the Field Practicum Course.

Field Hours Tracking Form

Students are responsible for tracking field hours and having their Agency Field Instructor sign and approve the tracking form during regular supervisory sessions (Tracking forms are found on the MyDU field practicum site- see p. 3 of this document for instructions). Only the Agency Field Instructor can sign off and confirm student hours. Students will be expected to submit the completed and signed timesheet during the first field site visit, and with the submission of the final evaluation. Failure to document a timesheet could result in serious consequences, which may include an ‘Incomplete’ in the course, and inability to progress to the next field course.

If there is a concern about the completion of hours or a discrepancy in the tracking of hours, the Director of Field Education will call a meeting with the Agency Field Instructor and student resulting in a plan to resolve issue or a recommendation to the Student Concerns Committee.

Adjustment to Field Review (conducted during site visit)

The Field Faculty will conduct a site visit. The purpose of the site visit is to determine the student's adjustment to the field placement. The site visit will involve a discussion between the Agency Field Instructor, the student intern and the Field Faculty. The assessment of the initial adjustment to field will be measured on a Pass/Fail basis. Students earning a "Pass" grade will be determined to be in good standing and receive 5 % of the final grade. Students receiving a "Fail" grade will be supported to develop a corrective plan to assist their growth in the field placement. At such time as the corrective plan is agreed upon the student will receive the allotted 5%. If a corrective plan is not agreed upon or appropriately implemented the student will receive 0% for this assignment, and a discussion concerning the appropriateness of the placement will be held with the student, Agency Field Instructor, Field Faculty and Director of Field.

Learning Goals & Final Evaluation

Although very similar in structure, the Learning Goals & Final Evaluation forms for SWK 511-551 (Foundation Year) and SWK 611-651 (Concentration Year) are different in content. The goals and objectives outlined in these forms reflect the competencies that are expected for Foundation year and Concentration year students, respectively.

The learning goals should be completed collaboratively by the student and supervisor in the first two weeks of the field placement. The behaviors demonstrating achievement of each objective are tailored for the specific practice setting and should reflect progress anticipated during the first semester only. These measurable behaviors should be reviewed in supervision throughout the semester and will be used in the end of the semester Final Evaluation. In this Final Evaluation, supervisors use the same form to rate the student interns' success in meeting each objective, provide comments, as well as a cumulative assessment of the student intern's performance.

Please be sure to use the appropriate Final Evaluation form to the student's practicum level: SWK 511 Field I, SWK 551 Field II, SWK 611 Field III, and SWK 651 Field IV.

It is advisable for the student and the supervisor to fill out the final evaluation form independently before meeting to discuss the evaluation together. Please refer to the syllabus for the due dates for the evaluations. It is the student's responsibility to remind the Agency Field Instructor of the due dates for evaluations and to ensure that they fill out the correct evaluation. **All evaluation material is forwarded to the Field Faculty upon completion.**

The student and the Agency Field Instructor are expected to discuss their respective evaluations of the student's learning and performance and both will sign the form before forwarding it to the Field Faculty. If the student disagrees with the Agency Field Instructor's evaluation, the student is encouraged to have a discussion with their Agency Field Instructor. The student can provide an

addendum to be included with the evaluation, which the Agency Field Instructor reads and signs off on.

All students are expected to acquire a B or better in Field I (SWK 511), Field II (SWK 551), Field III (SWK 611), and Field IV (SWK 651), as well as in the practice classes SWK 510, SWK 550, SWK 610, and SWK 650. Students, who receive a B- or less are required to meet with their academic advisor and their Field Faculty to determine next steps. This will also lead to a review by the Student Concerns Committee and a possible academic probation status regardless of student's GPA. The outcome of the review will be communicated to the student in writing.

The University Field Faculty (not the Agency Field Instructor) provides the final grade, which includes the final field evaluation recommendation (ratings, narrative, hours, and overall field grade), adjustment to field visit, and the grade earned in the Field Practicum Course.

Submission Instructions: Please forward the Final Evaluation to your assigned Field Faculty/Liaison by the due date either by mail or personal delivery in a sealed agency envelope signed across the seal by the Agency Field Instructor. The Field Faculty CANNOT issue a grade for the evaluation and the field course until the original signed documents are received.

Evaluation of Field Work Setting

Students complete the Evaluation of Field Setting Form and Student Self-Evaluation at the end of the fall and spring semesters, which accompanies the Final Evaluation. The Evaluation of Field Setting Form allows the student to indicate his or her perceptions of the strengths and weaknesses of the placement site. The Student Self-Evaluation allows the students to evaluate their own performance in their field placement and create an opportunity to increase self-awareness. This will be sent via a link that students must complete online. Information obtained will be utilized by the Field Office in the training and orientation of Agency Field Instructors, as well as to provide constructive discussion with the agency in making decisions about future placements.

Fieldwork Evaluations and Forms can all be found on the

[DU SSW Field Practicum Site](#)