



Field Education Manual

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(as of August 2010)

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INTRODUCTION

Social work is a practice-based profession, and field education is an essential element of graduate-level social work education. The field experience provides opportunities for students to apply the knowledge and skills learned in the classroom to real life interactions with clients as well as to bring actual practice examples back to the classroom. Students are able to observe the benefits and challenges of working within various organizational settings with diverse client populations. By working under the supervision and instruction of a competent MSW practitioner, students are able to acquire and demonstrate their own ability to provide advanced generalist social work services. Through this experience, students become socialized to the profession and can deepen their understanding of the profession's values and ethics as well as its commitment to social and economic justice.

The university is dependent upon community agencies to carry out this component of the learning process. Students are supervised by a professional social worker in the agency (the field instructor) and by a faculty member (field liaison) from the social work department. This is intended to facilitate the integration of classroom learning with agency-based practice and to provide support to students as they engage in this dynamic process.

PURPOSE OF THE FIELD EDUCATION MANUAL

This manual is designed to offer students information about the field education component of the Mid-Tennessee Collaborative Master of Social Work Program. It is intended to provide an overview of our philosophy about and approach to field education, to define the roles of various people in students' field education experience, and to describe the steps in the field education process. It also contains selected university policies as well as relevant field education policies and forms. In addition to this manual, students are encouraged to review the *MSW Student Handbook* for further information about the program and its policies.

MISSION OF THE MID-TENNESSEE COLLABORATIVE MASTER OF SOCIAL WORK (MTC-MSW) PROGRAM

The mission of the MTC-MSW Program is dedicated to the enhancement of human well-being, diversity, and social justice through developing and improving systems of public social services, especially for children and families, by offering graduate training in Social Work with a hybrid model of delivery.

THE MTC-MSW PROGRAM'S GOALS AND OBJECTIVES

To fulfill its mission, the MTC-MSW Program has identified six goals:

1. To prepare a diverse student population for advanced generalist social work practice based on professional values and ethics to serve client systems of various sizes and types.

2. To promote the development of social policies and services to reduce the impact of poverty, oppression and discrimination.
3. To develop analytical skills and critical thinking that will encourage active participation in the development, evaluation, and improvement of social work knowledge and skills through research aimed at advancing social work practice.
4. To promote the development of a multiple theoretical orientation applicable across system sizes.
5. To provide an understanding of diversity and cultural competence with an emphasis on social justice, empowerment, and improving the well-being of people.
6. To socialize students to the profession of social work and the organizational environment through evidenced based practice.

Foundation Objectives

The goals of the MTC-MSW Program address educational issues related to practice, policy, research, human behavior, cultural competence, and professional development. Consistent with these program goals, we designed our foundation curriculum to support students' achievement of the following foundation objectives:

1. Apply critical thinking and research skills within the context of professional social work practice.
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly.
3. Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.
5. Understand and interpret the history of the social work profession and the social welfare institution and their contemporary structures and issues.
6. Apply the knowledge and skills of a generalist social work perspective to practice with systems of all sizes.
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interaction among individuals and between individuals and families, groups, organizations, and communities.
8. Analyze, formulate, and influence social policies that promote social and economic justice.
9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions.
10. Use communication skills differentially across client populations, colleagues, and communities.
11. Use supervision and consultation appropriate to social work practice.
12. Function within the structure of organizations and service delivery systems and seek necessary organizational change.

Concentration Objectives

The MTC-MSW Program's concentration curriculum builds upon foundation-level generalist practice knowledge and skills and prepares MSW students for advanced generalist social work practice. The concentration objectives address advanced generalist practice from the standpoints of theory, research, diversity, and policy within the public service organizational arena. The concentration objectives are:

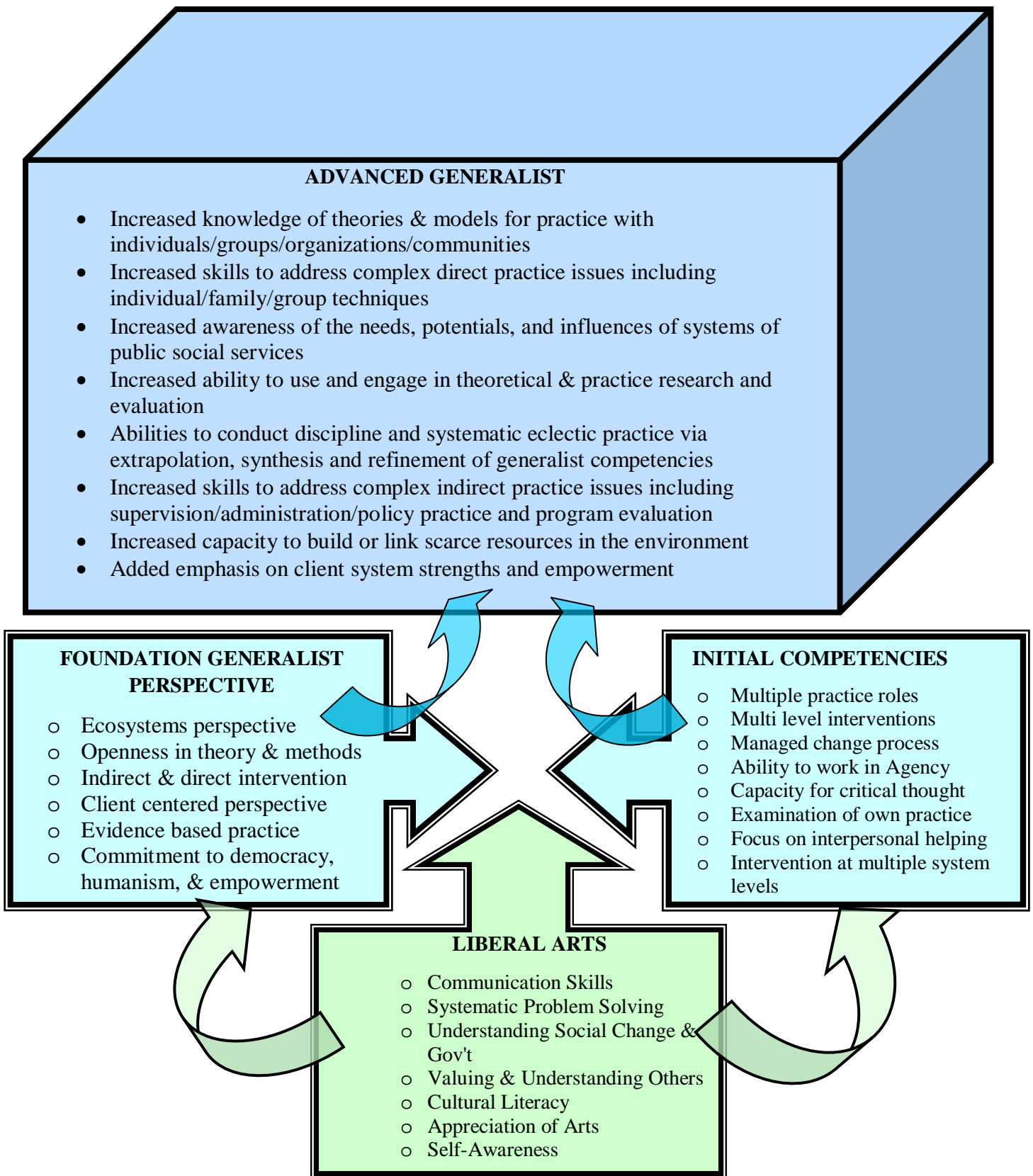
1. Utilizing a multiple theoretical orientation, apply the knowledge and skills of advanced generalist practice to diverse systems of all sizes within the scope of professional values and ethics.
2. Evaluate research studies relevant to advanced generalist practice and demonstrate skills in evaluating one's personal practice interventions.
3. Function within the structure of organizations and service delivery systems offering advanced generalist practice services and seeking necessary organizational change when indicated.
4. Provide advanced generalist social work practice with increased awareness in the areas of diversity, social justice, and public services, especially with children and families.

THE MTC-MSW PROGRAM'S ADVANCED GENERALIST MODEL

The MTC-MSW Program assumes two levels of professional preparation: foundation-level generalist social work practice and advanced generalist social work practice. The advanced generalist level is distinguished by increased complexity, depth, and range of knowledge and skills reflected in preparation for advanced practice roles. This program prepares students for advanced generalist social work practice.

Advanced generalist practice is practice that is autonomous, focused on public social service settings, and concerned with the enhancement of human well-being, diversity, and social justice, especially with children and families. Advanced generalist practitioners should be able to analyze and resolve more complex ethical and value conflicts, apply empirically-based interventions to micro, mezzo, and macro practice situations, and use research methods to evaluate their own practice and to contribute to the profession's knowledge base. Advanced generalist practitioners should be able to integrate knowledge, theories, and practice in such a way as to eventually model and instruct others in the profession.

The following figure illustrates our Advanced Generalist Practice Model (adapted from Morales & Sheafor, 2007).



THE STRUCTURE OF FIELD EDUCATION IN THE MTC-MSW PROGRAM

Students who enter the MTC-MSW Program without advanced standing complete two, distinct field placements: a 6-credit, 400-hour foundation placement and an 8-credit, 500-hour concentration placement. Those who come into the program with advanced standing complete a single, 8-credit, 500-hour concentration field placement.

The foundation placement exposes students to the knowledge and skills needed to engage in generalist social work practice. During the concentration placement, advanced generalist practice knowledge and skills are developed, and students acquire the ability to respond with greater autonomy to increasingly complex practice situations involving diverse clients systems of various sizes. Diversity, populations at risk of discrimination and oppression, and social and economic justice are stressed in both foundation and concentration placements. Each field placement also allows students to deepen their understanding of professional values and ethics. Finally, students are encouraged in their field experiences to use evidence, both from the literature and from their own practice evaluations, to inform their work with client systems.

All field placements begin January. Students have the option of completing their field education credits as a single block placement during the Spring Semester or dividing the placement between the Spring and Summer Semesters. To complete the foundation placement in a single, Spring Semester requires students to devote about 27 hours/week; if performed during the Spring and Summer Semesters, students spend approximately 15 hours/week at their placement. For the concentration placement, students spend about 33 hours/week at their placement in order to finish it in a single, Spring Semester; to complete the concentration placement during the Spring and Summer Semesters requires students to be at their placement approximately 19 hours/week. (Policy # 2.5)

DEFINITION OF TERMS

MSW Field Coordinator

At each campus, a faculty member has been identified as having responsibility for the overall operations of the MSW field education component. This person, known as the *MSW field coordinator*, works to ensure that: high-quality foundation and concentration field agency placements are available, agency-based field instructors are oriented to their responsibilities, students are prepared to enter field and are matched appropriately with a field agency, field education policies and procedures are carried out, and feedback is regularly obtained so as to strengthen the field component as well as the MTC-MSW Program as a whole.

Field Liaison

Sometimes called the *faculty field liaison*, the *field liaison* is a faculty member who provides linkage between the university, the student, and the field agency. Field liaisons have primary responsibility for coordinating MSW students' assignments and activities during the field practicum. They are able to utilize their professional experiences in the field to assist students in

integrating theory with practice, thereby enhancing agency-based instruction. They work in partnership with students and their agency-based field instructors to ensure that learning activities build on students' strengths and allow them to progressively develop the competencies of an advanced generalist social worker. Field liaisons monitor and evaluate students' performance in the field, engage in problem-solving should issues arise in the placement, and ultimately assign students' grades for the semester.

Field Agency

Agencies at which MSW field placements are performed are known as *field agencies* or *field placement agencies*. Field agencies are public, private nonprofit, or private for-profit organizations that meet the selection criteria described in the next section. Field agencies are carefully screened to ensure that they can provide a rich variety of learning experiences for MSW students completing foundation generalist or advanced generalist field education.

Field Instructor

The individual who provides supervision and instruction for a student's field placement is termed the *field instructor*. In most cases the field instructor is an agency employee who works in the program or unit to which the student is assigned; however, the role occasionally is assumed by someone who may not be at the placement site (see discussion in the next section).

The responsibilities and duties of field instructors are varied and extensive. Field instructors meet with prospective students to discuss what a practicum at the agency would entail and to assess students' appropriateness for the setting; subsequently, they complete a post-interview evaluation form that provides feedback for placement decisions. They orient students to the agency, acquainting students with the agency's policies, procedures, and service delivery strategies as well as with other relevant organizations in the agency's environment. They consult with students in the development of a learning contract; structure and supervise students' learning experiences; give feedback to students on their performance; and, ultimately, participate in the evaluation of students' field education learning. Field instructors engage in problem-solving with students and field liaisons if problems arise in the field setting and communicate with the MSW field coordinator regarding any agency changes that may impact the placement.

Of most importance, field instructors serve as professional role models. They reflect and model professional social work values, skills, and behavior. Students are keenly aware of how their field instructor interacts with clients, co-workers, and other community contacts. Field instructors can help students to understand different communication styles and contexts, agency politics, and how to balance real life dynamics with text-book ideals.

Task Supervisor

Occasionally, the professional at the field agency to whom a MSW student directly reports does not meet the requirements to be appointed as a field instructor. This individual, who provides a student's day-to-day supervision, is termed a *task supervisor*. The task supervisor does not

replace the field instructor, but instead works with the field instructor and the field liaison to develop, implement, and monitor the student's learning tasks.

CRITERIA FOR AGENCY SELECTION

Field agencies provide students the opportunity to engage in supervised experiential learning – that is, to apply what they have learned in the classroom to actual situations faced by client systems of all sizes and to bring their practice experiences back to the classroom. The learning activities created in field agencies encourage students to deepen their understanding of the profession's values and ethics, commitment to populations at-risk and social and economic justice, and emphasis on issues of diversity and cultural competence. Students, in turn, provide field agencies the opportunity to bring new ideas and insights to service delivery.

Contact regarding a field internship can be initiated by the university or the agency. The affiliation process begins with a phone conversation between the agency and the MSW field coordinator to determine if the agency meets the criteria below. If appropriate as a field site, an agency application form is sent and a visit to the agency may be scheduled. The MSW field coordinator reviews the application; if approved, an Affiliation Agreement is signed by authorized representatives of the agency and the university.

To become affiliated with the MTC-MSW Program, agencies must meet the following criteria:

1. An agency's philosophy of service should be compatible with the philosophy, values and ethics of the social work profession. The primary purpose of the organization (or program) must be to address human needs.
2. Services provided by the agency must be appropriate for graduate social work practice, the learning opportunities must be suitable to foundation generalist and/or advanced generalist practice, and there must be a sufficient caseload of clients (and work) for students to gain "hands on" experience.
3. There must be appropriate supervision available. Thus, there should be at least one staff member with a MSW and 2 years' experience who can serve as the student's field instructor. Preference is for field instructors who are licensed for social work practice in Tennessee. (See below for exceptions to this requirement.)
4. Agencies must support the field education process by providing release time for field instructors to carry out their field instruction responsibilities and to attend field-related meetings.
5. Agencies must provide students with adequate work space and office supplies, access to a telephone, computer, and other resources needed to carry out their learning tasks, and access to client and agency records appropriate for the learning experience. When travel is required by the agency, students should have access to transportation and/or travel reimbursement as well as to information regarding transportation policies and liability coverage.
6. Agencies should not engage in discriminatory practices in the hiring of personnel, the acceptance of students, or the provision of services to clientele.

7. Agencies must agree to participate in various processes of the field program, including field orientation, periodic field agency updates, interviews with prospective field students, and communication with faculty serving as field liaisons as well as others representing the university.
8. Agencies must agree to abide by the policies and procedures of the university with which it is partnering.
9. Agencies must agree to inform the MSW field coordinator as soon as possible regarding staff or organizational changes that affect the field placement.
10. Agencies must be willing to work in partnership with the faculty serving as field liaisons, as well as others representing the university, to maximize the field education of social work students and, as necessary, to engage in creative problem-solving to resolve problems arising in the field placement.

There may be unique situations when agencies do not have a MSW available to provide direct field instruction, although the agency's philosophy is consistent with that of the social work profession, its services address human needs, it offers learning opportunities appropriate to the development of foundation generalist and/or advanced generalist knowledge and skills, and it has staff capable of offering day-to-day task supervision. In such instances, a qualified field instructor from another program within the agency, another agency, or from the Department of Social Work will be assigned. The assigned field instructor will work collaboratively with the day-to-day task supervisor and the student to ensure the appropriateness of learning assignments, guide student activities, and evaluate student performance. The assigned field instructor will help the student integrate a social work perspective into the field learning experience.

CRITERIA FOR FIELD INSTRUCTOR SELECTION

Field instructors play one of the most critical roles in the educational process of MSW students. They engage in the dual role of agency practitioner and social work educator. Because the primary goal of field instruction is social work education, rather than agency service, the teaching role of the field instructor is critical. Conversely, the primary task of the field student is that of learning rather than serving agency personnel needs.

In order to be approved as a field instructor, an agency employee should meet the following criteria.

1. A MSW degree from an accredited social work program.
2. At least two years professional social work employment experience, including at least six months' employment at the field agency.
3. Ability to supervise and instruct MSW students, including sensitivity to how differences in learning styles and diverse cultural backgrounds can impact students' learning, and to give adequate time for supervision.
4. Acceptance of the MTC-MSW Program's advanced generalist social work educational model.
5. Willingness to engage in problem-solving with students and field liaisons to address issues that arise during field placements.

6. Commitment to work cooperatively with the MSW field coordinator and the field liaison to ensure a successful placement experience.
7. Demonstrated professional social work values, knowledge, skills, and behaviors in relation to clients, agency co-workers, social work interns, and other community and professional constituencies.

Field instructors are expected to attend a field orientation as well as other training sessions that may be provided during the academic year. In addition, input and participation from field instructors is appreciated in order to continue to upgrade and enhance the field program, the MSW curriculum, and the entire MTC-MSW Program.

There is no monetary compensation for serving as a field instructor for the MTC-MSW Program. However, each of the participating social work programs offers continuing education credit for participation in the field instructor training and may also provide access to other university resources.

ADMISSION OF MSW STUDENTS TO FIELD PRACTICUM

To be accepted for foundation field education (SW 6130/6140), MSW students must complete the four Fall Semester foundations courses:

- Practice I (SW 6000)
- HBSE (SW 6010)
- Research I (SW 6020)
- Social Welfare Policy and Services (SW 6030)

They also must achieve an overall GPA of 3.0 or higher in their social work courses. In addition, students must attend a general field introductory session, as well as any other required field education meetings; complete and submit all required paperwork in a timely fashion; and meet with the MSW field coordinator, as required. (See Policy #2.1)

To be accepted for the advanced generalist concentration field experience (SW 6310/6320), MSW students must complete four required Fall Semester concentration courses:

- Advanced Practice with Individuals (SW 6200)
- Advanced Practice with Families (SW 6210) OR Advanced Group Practice (SW 6220)
- Advanced Macro Practice (SW 6230)
- Social Policy Analysis (SW 6240)

They also must achieve an overall GPA of 3.0 or higher in their social work courses. In addition, students must attend a general field introductory session as well as any other required field education meetings; complete and submit all required paperwork in a timely fashion; and meet with the MSW field coordinator, as required. (See Policy #2.1)

EMPLOYMENT-BASED FIELD PRACTICUM

As discussed in more detail in Policy #2.6, MSW students who are working in social service agencies may be interested in doing a field practicum at their place of employment. An employment setting can offer a MSW student an attractive field education opportunity for a foundation and/or a concentration placement. However, because field education is focused on educating students for advanced generalist social work practice, the following criteria have been established to ensure that an employment-based field practicum provides appropriate learning opportunities:

1. The field practicum must be an entirely different experience than the one where the student is working or is employed.
2. Assignments developed for the practicum must be educationally focused and must be clearly delineated from work assignments.
3. The student's work supervisor should not serve as the field instructor.
4. The person supervising the student cannot be enrolled in the MTC-MSW Program.
5. The agency must meet the same criteria as other field practicum agencies, as specified in the Field Education Manual.
6. The person designated as the field instructor must meet the same criteria as other field instructors, as specified in the Field Education Manual.
7. The student must fill out the Field Education Application for an employment-based placement request.
8. The field coordinator may make an agency visit.

The MSW field coordinator will review a student's request and will work with the student to determine if the agency has appropriate learning tasks and supervision available. The MSW field coordinator also may contact the employing agency to discuss the requirements for a field education placement and work out the details for establishing a placement. The MSW field coordinator must approve an employment-based practicum request before a student can begin the field placement.

At times, students may wish to do both placements at their place of employment. A second, employment-based placement may be approved if the employing agency is large enough to be able to provide the student with a new learning experience that is distinct from what the student does for his or her employment and from what he or she did for the first field placement. The MSW field coordinator will make this determination after talking with the student and/or agency personnel.

EXPECTATIONS FOR FIELD PERFORMANCE

Attendance

All MSW students must observe agency work hours and notify the field instructor of any unavoidable absences or lateness in advance if possible. Students must make up time for being late and/or absent. They are responsible for completing the required number of field hours and

for maintaining a timesheet to document the completion of their field hours. Students should not expect to complete their practicum prior to the final week of classes. (Policy #2.5)

Adherence to Agency and University Policies

Students are expected to comply with agency and university policies during their field placements. Students represent their practicum agencies, the MTC-MSW Program, and their home university in their contacts with clients, other agencies, and the general public. They therefore are expected to present themselves in a professional manner and to demonstrate behavior that is consistent with agency requirements, university standards, and the NASW Code of Ethics (<http://www.socialworkers.org/pubs/code/code.asp>). (Policies #2.7 & 2.8)

Avoiding Conflicts of Interest

MSW students should take appropriate steps to avoid conflicts of interest that could arise in the selection of a field placement or during the course of a placement. MSW students should inform the MSW field coordinator of any actual or potential conflicts of interest that could influence the field placement selection process. Once in a placement, students should immediately inform the field instructor when a real or potential conflict of interest arises and take action to resolve the matter expeditiously in a way that affords maximum protection to clients' interests. (Policy #2.2)

Confidentiality

MSW students are expected to maintain the confidentiality of information obtained during their practicum experiences and to behave in ways consistent with the NASW Code of Ethics (<http://www.socialworkers.org/pubs/code/code.asp>) (Policy #2.3)

Liability Insurance

Although the risk is relatively small, the MTC-MSW Program requires that all students in placement obtain professional liability insurance. In some cases, agencies may be able to include students, especially students who are their employees, under the agencies' "blanket policy." However, neither the MTC-MSW Program nor the three host campuses is able to cover the costs of students obtaining such coverage. Students are encouraged to check with their insurance providers as well as with NASW (<https://www.socialworkers.org/joinBenefits/protection.asp>) for information about the availability and costs of such coverage.

Within two weeks of beginning a practicum, students must submit documentation of the liability insurance acquired to the MSW field coordinator. (Policy #2.4)

Transportation

Neither the MTC-MSW Program nor the three host campuses is able to cover students' placement-related transportation costs or provide vehicles for students' use. All costs incurred traveling to and from the field placement agency, including but not limited to gas, parking, and tolls, are the responsibility of the student. If an agency vehicle is not available, students may be

asked to use their own vehicles for agency business, including client transport. In these situations, students should talk with their field instructors about agency policy and procedures for reimbursement of expenses. Students also need to talk with their field instructors and their insurance agents about the type of automobile insurance required, especially if they are to transport clients in their own vehicles. It is students' responsibility to ensure that these issues are resolved before they transport any clients. (Policy #2.9)

THE FIELD EDUCATION PROCESS

Application and Selection

The following steps describe the sequence of events for placement in the field:

1. Eligible students attend a field orientation session conducted by the MSW field coordinator. This session is held in the fall semester preceding students' entry into field.
2. Students complete and submit a Field Application to the MSW field coordinator by the specified date; they also schedule an appointment with the MSW field coordinator.
3. The MSW field coordinator reviews the field applications for eligibility and completeness.
4. The MSW field coordinator meets individually with students to discuss field placement options.
5. Students schedule and complete interviews with identified contacts at potential field agencies.
6. Students and field instructors submit Interview Evaluations to the MSW field coordinator.
7. The MSW field coordinator confirms and finalizes assigned placements and notifies students and field agencies.
8. Within two weeks of starting the field placement students must submit to the MSW field coordinator documentation of liability insurance.

Again, it is students' responsibility to inform the MSW field coordinator of any actual or potential conflicts of interest that could influence the field placement selection process.

Developing the Learning Contract

One of a student's first activities after starting a field placement is to work on the development of his or her field learning contract. The student, with consultation from the field instructor, identifies learning tasks that, over the course of the placement, will allow her or him to achieve the educational objectives specified in the syllabus and the Field Education Learning Contract and Evaluation form. Twelve (12) learning objectives have been established for foundation placements and four (4) have been identified for concentration placements. Students, with input from their field instructors, are expected to articulate three (or more) learning tasks for each learning objective. Reflecting the generalist and advanced generalist orientations of the two MSW placements, the learning tasks within the objectives should be structured so as to provide students' learning opportunities with client systems of various sizes and diverse characteristics.

The Field Education Learning Contract and Evaluation form should be completed within the first three weeks of a student's field placement and submitted to the field liaison for review. The field liaison will contact the student and the field instructor if there are questions.

Ongoing Field Supervision

Meeting with the field instructor. MSW students are expected to meet regularly with their field instructors for supervision. Typically, these meetings occur weekly, at a prescheduled time, for about an hour. Informal conversations that occur during the normal course of work interactions supplement, but do not replace, these formally scheduled field supervision meetings. The weekly meetings are educationally focused and are intended to foster students' field-based learning, integration of classroom and experiential learning, and professional development. These regular meetings afford students (and field instructors) opportunities for reflection. They also allow students to receive ongoing feedback on their performance throughout the semester.

Field liaison contact. Students have regular contact with the faculty field liaison during their field placements. At least once during the semester, the field liaison visits the placement agency to meet with the student and the field instructor. Students also have regular, online contact with the liaison; each week, students are expected to electronically submit field journals to the faculty field liaison. In addition to ongoing placement monitoring, the field liaison is available to both the student and the field instructor to assist in addressing concerns that may arise in the placement.

Problem-solving

If difficulties arise in a field placement, the student and field instructor are expected to work together to try to resolve the issues. A student should make the field instructor aware of the problem (and vice versa) and explore ways to address the matter before involving others in the situation. At times, however, a resolution cannot be achieved by the student and his or her field instructor. In these instances, the field liaison should be contacted and asked to participate in the problem-solving process.

Evaluation

A formal evaluation is conducted at the end of a student's field placement. The educational objectives and tasks established in the student's learning contract provide the criteria against which the student's progress is assessed. The Foundation and the Concentration Field Education Learning Contract and Evaluation forms provide space for recording objective-specific and general evaluative assessments.

The field practicum is graded on "Pass" or "Fail" basis. The field instructor recommends a grade to the field liaison. However, it is the field liaison, as a faculty member, who is ultimately responsible for assigning the grade and submitting it to the university. (Policy #2.12)

In addition to the above evaluation of learning, the student also is asked at the end of the

placement to provide feedback on her or his learning experience. The Student Evaluation of Internship form documents students' assessments of the field learning opportunities and the field instruction received at the placement site.

PLACEMENT CHANGE OR TERMINATION

Occasionally, difficulties arising in a field placement result in the need to change the agency placement. If the difficulty is sufficiently severe and cannot be resolved by the student, field instructor, and field liaison through engaging in problem-solving, the field liaison will apprise the MSW field coordinator of the situation and the field coordinator will consider a change of placement. Additionally, per the educational agreement between the universities and the agency, the agreement to have students placed at the agency is strictly voluntary and can be cancelled at any point. (Policy #2.10)

In addition, a student can be removed from his or her field placement due to unsatisfactory performance at the practicum. Reasons for termination include, for example, engaging in behavior that is unethical, illegal, or dangerous to clients or staff; breaching agency policy, refusing to be supervised, or being unable to fulfill agency assignments. A student who is terminated from his or her field placement will receive a grade of "Fail" for the field education credits in which he or she is registered and will be asked to leave the MTC-MSW Program. (Policy #2.11)

APPENDIX A: SELECTED UNIVERSITY POLICIES

Students are expected to comply with all university policies. In this appendix we highlight several university policies that, we believe, are especially relevant to you as a graduate-level social work student.

ACADEMIC INTEGRITY

MSW students are expected to be intellectually honest and forthright in their academic and field placement activities. All work MSW students complete for all courses should be their own. MSW students are expected to give credit to the sources used in their work by including appropriate citations and identifying direct quotations with quotation marks and providing complete reference information. Each of the collaborating universities has a policy for academic integrity, including the potential penalties for academic misconduct, and the MTC-MSW Program will adhere to those policies. Academic misconduct includes the following behaviors: plagiarism, cheating, fabrication, or facilitating any such act. The following definitions apply:

- (1) **Plagiarism.** The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgment.
- (2) **Cheating.** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
- (3) **Fabrication.** Unauthorized falsification or invention of any information or citation in an academic exercise.
- (4) **Facilitation.** Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

Refer to the *Graduate Catalog/Graduate Bulletin* at each university for additional information:

APSU http://www.apsu.edu/files/registrar/GradBulletin_2010-2011.pdf
MTSU <http://www.mtsu.edu/gcat/>
TSU <http://www.tnstate.edu/interior.asp?mid=4899&ptid=1>

REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

If you have a disability that may require assistance or accommodations, or if you have any questions related to any accommodation for testing, note taking, reading, etc., please speak with the instructor as soon as possible. To register with the university for accommodations, contact:

APSU: Office of Disability Services, Austin Peay State University, Morgan University Center 114, Clarksville, TN 37044, 931-221-6230 (Voice)/931-221-6278 (TTY)
MTSU: Office of Disabled Student Services, Middle Tennessee State University, KUC 120, Murfreesboro, TN 37132, 615-898-2158 (Voice)/615-898-2836 (TTY)
TSU: Office of Students with Disabilities, Tennessee State University, Kean Hall 117, Nashville, TN 37209, 615-963-7400

REPORTING OF UNOFFICIAL WITHDRAWALS

Federal regulations require that students who cease class attendance but do not officially withdraw from the University must be reported so that future financial aid will cease and/or the student will be required to return funds. Therefore, during the term, the instructor is required to complete a roster indicating those students who have stopped attending class without officially withdrawing.

NON-DISCRIMINATION POLICY

Each university participating in this collaboration is a community of people with respect for diversity that emphasizes the dignity and equality common to all individual faculty, staff, and students. For information on non-discrimination contact:

- APSU: Office of Affirmative Action, Austin Peay State University, Browning Bldg 7B, Clarksville, TN 37044, 931-221-7178
- MTSU: Institutional Equity and Compliance Office, Middle Tennessee State University, Cope Administration Building #220, Murfreesboro, TN 37132, 615-898-2185
- TSU: Office of Equity, Diversity, and Compliance, Tennessee State University, 3500 John Merritt Blvd., Nashville, TN 37209, 615-963-7435.

The MTC-MSW Program and the Social Work departments at each of the collaborating universities make specific and continuous efforts to provide a learning context in which respect for all persons and understanding of diversity (including age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation) are practiced. Social work education builds upon professional practice and values; therefore, the MTC-MSW Program provides a learning context that is nondiscriminatory and reflects the profession's fundamental tenets. The learning context, the educational program (including faculty, staff, and student composition; selection of agencies and their clientele as field education settings; composition of program advisory or field committees; resource allocation; program leadership; speakers series, seminars, and special programs; research and other initiatives), and the program's curriculum model understanding of and respect for diversity.

POLICY ON HARASSMENT

Each of the collaborating institutions is committed to establishing an atmosphere where your work, education, and participation in the university's activities and programs will be free from intimidation or offensive behaviors. Sexual, racial or other forms of harassment have no place in a university community. For more information contact:

- APSU: Office of Affirmative Action, Austin Peay State University, Browning Bldg 7B, Clarksville, TN 37044, 931-221-7178
- MTSU: Institutional Equity and Compliance Office, Middle Tennessee State University, Cope Administration Building #220, Murfreesboro, TN 37132, 615-898-2185

TSU: Office of Equity, Diversity, and Compliance, Tennessee State University, 3500 John Merritt Blvd., Nashville, TN 37209, 615-963-7435.

ACCESS TO EDUCATIONAL RECORDS

Each university participating in this collaboration has established procedures by which students can access their educational records. Please consult the *Graduate Catalog/Graduate Bulletin* of your home university for further details. These documents can be accessed at:

APSU http://www.apsu.edu/files/registrar/GradBulletin_2010-2011.pdf

MTSU <http://www.mtsu.edu/gcat/>

TSU <http://www.tnstate.edu/interior.asp?mid=4899&ptid=1>

APPENDIX B: FIELD EDUCATION POLICIES

(Adopted February 2010)

Policy #2.1: Requirements for Admission to MSW Field

To be accepted for foundation field education (SW 6130/6140), MSW students must complete Practice I (SW 6000), HBSE (SW 6010), Research I (SW 6020), and Social Welfare Policy and Services (SW 6030) and achieve an overall GPA of 3.0 or higher in their MSW courses. In addition, students are required to attend a general field introductory session as well as other field education meetings. Pre-placement application materials must be submitted to the Department of Social Work prior to scheduling an individual appointment with the Field Coordinator. Student will be responsible for contacting the potential practicum agency and meeting with the field instructor to finalize the placement. Written confirmation of the placement must be received by the Social Work office prior to the end of the fall semester.

To be accepted for the advanced generalist concentration field experience (SW 6310/6320), MSW students must complete Advanced Practice with Individuals (SW 6200), Advanced Practice with Families (SW 6210) OR Advanced Group Practice (SW 6220), Advanced Macro Practice (SW 6230), and Social Policy Analysis (SW 6240) and have a cumulative GPA of 3.0 or higher. Students must enroll concurrently in Empirical Social Work Practice (SW 6300) during the spring semester in which they do their concentration field placement. Students are responsible for ensuring that request for placement forms, interviews with the Field Coordinator and with the potential field instructor, and written confirmation of the placement are completed by the deadlines set by the Department of Social Work.

Policy #2.2: Conflicts of Interest

Field students should be alert to and avoid conflicts of interest that interfere with professional discretion and impartial judgment. During the field placement planning process, MSW students should let the Field Coordinator know about any agencies with which there may be a conflict of interest because:

1. students and/or their family members are currently receiving or have recently finished receiving agency services.
2. a family member is currently employed by the agency or has recently left a position with the agency.

Once in the field education placement, MSW students should follow the required steps to avoid conflicts of interest:

1. inform the field instructor when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the client's interests primary and protects client's interests to the greatest extent.
2. refrain from taking unfair advantage of any professional relationship or exploiting others to further personal, political, religious, or business interests.
3. refrain from engaging in dual or multiple relationships with clients or former clients in which there is a risk of potential harm or exploitation to the client. Dual or multiple relationships occur when MSW students relate to clients in more than one relationship,

whether professional, social, or business.

4. when providing services to two or more individuals who have a relationship with each other (i.e., couples, family members), MSW students should clarify with all parties which individuals are considered clients and professional obligations to all individuals who are receiving services.

Policy #2.3: Confidentiality

MSW students are expected to demonstrate professional behavior that is consistent with the ethical standards identified in the NASW Code of Ethics. As part of this, students are expected to maintain the confidentiality of information during their practicum experiences. They should avoid discussing the particulars of cases with friends, family members, and others not directly involved in the cases. Students should never disclose client names to others or use actual client names in their process recordings, journals, course notebooks, papers, etc.

Policy #2.4: Professional Liability Insurance

While the risk is relatively small, the student and the agency should recognize the possibility of lawsuit in a case where a student is involved, even though the suit may not involve the student directly. The Mid-Tennessee Collaborative Master of Social Work Program requires malpractice insurance for all practicum students. Neither the Mid-Tennessee Collaborative Master of Social Work Program nor the three host campuses is able to cover the costs for such liability insurance for MSW students.

In some cases, agencies may be able to include students (who are their employees) under their "blanket policy." Alternatively, students can check with their insurance providers to see if they have a rider to cover such liability insurance. NASW provides such insurance for a nominal fee to its members. Information on NASW membership and insurance is available at:

<https://www.socialworkers.org/join.asp>

Within two weeks of beginning their practicum, students must submit documentation of liability insurance to the MSW Field Coordinator at their home campus.

Policy #2.5: Practicum Hours and Attendance

The foundation practicum (SW 6130/6140) involves a total of 400 hours, or 6 credits. MSW students can enter their foundation practicum only in the spring semester. Students have the option of registering for all 6 credits and completing all 400 hours in a single spring semester OR registering for 3 credits and completing 200 hours in the spring semester and finishing the remaining 3 credits/200 hours in the summer semester. Students who register for all 6 credits of foundation field education in the spring semester must complete approximately 27 hours of practicum per week over the course of the semester, excluding the period for spring break. Those who register for 3 credits of foundation field education in the spring and 3 credits in the summer must complete approximately 15 hours of practicum per week, excluding the spring

break period and the time between semesters.

The advanced generalist concentration practicum (SW 6310/6320) involves a total of 500 hours, or 8 credits. MSW students can enter their concentration practicum only in the spring semester. Students have the option of registering for all 8 credits and completing all 500 hours in a single spring semester OR registering for 4 credits and completing 250 hours in the spring semester and finishing the remaining 4 credits/250 hours in the summer semester. Students who register for all 8 credits of concentration field education in the spring semester must complete approximately 33 hours of practicum per week over the course of the semester, excluding the period for spring break. Those who register for 4 credits of concentration field education in the spring and 4 credits in the summer must complete approximately 19 hours of practicum per week, excluding the spring break period and the time between semesters.

All students must observe agency work hours and notify the field instructor of any unavoidable absences or lateness in advance if possible. Students must make up time for being late and/or absent. Students are entitled to hazardous weather closings and to holidays that are observed by the field agency. Students are not expected to report to their field agency on holidays observed by the university, should these differ from the holidays observed by the field agency. However, students must discuss this with their field instructors prior to the absence; the field instructors may request that the students come to the agency that day.

If approved by their field instructors, students may continue in their practicum during spring break as well as during the period between spring and summer semesters. They may complete no more than their usual number of hours per week during these periods. A schedule must be submitted to the faculty liaison at least two weeks prior to the break.

Students are responsible for completing the required number of field hours and for maintaining a timesheet to document the completion of their field hours. Although students sometimes will want to complete more than the required number of hours per week in order to reduce the number of weeks in which they are at their practicum setting, they should be aware that they have made a commitment to the agency and are expected to extend their practicum throughout the semester in which they are enrolled. Therefore, students should not expect to complete their practicum prior to the final week of classes.

Policy #2.6: Employment-Based Practicum

Students who are working in a social service agency or whose employment with a social service agency will begin at least 30 days prior to the start of their field placement can request a field practicum at their place of employment. The employing agency must be agreeable to serving as the employee's field practicum site and willing to create learning experiences, provide field instruction, and comply with other field education requirements. The practicum assignment must be clearly educational, should afford the student learning experiences that contribute to his or her development as an advanced generalist social worker, and do not replicate current or past work assignments. The use of settings where the student is already an employee as a field practicum

site may be permitted if the following conditions are met:

1. The field practicum must be an entirely different experience than the one where the student is working or is employed.
2. Assignments developed for the practicum must be educationally focused and must be clearly delineated from work assignments.
3. The student's work supervisor should not serve as the field instructor.
4. The person supervising the student cannot be enrolled in the Mid-Tennessee Collaborative Master of Social Work Program.
5. The agency must meet the same criteria as other field practicum agencies, as specified in the Field Education Manual.
6. The person designated as the field instructor must meet the same criteria as other field instructors, as specified in the Field Education Manual.
7. The student must fill out the Field Education Application for an employment-based placement request.
8. The Field Coordinator may make an agency visit.

Policy #2.7: Compliance with Field Agency Policies and Procedures

MSW students are expected to follow agency policies and procedures and abide by the rules and regulations of the agency while in their field placements. They are responsible for fulfilling the practicum agencies' requirements for background checks, health screenings, finger printing, and the like. Students represent their practicum agencies in their contacts with clients, other agencies and organizations, and the general public. They therefore are expected to present themselves in a professional manner and to demonstrate behavior that is consistent both with agency requirements and with the NASW Code of Ethics.

Policy #2.8: Compliance with University Policies and Procedures

During their field education experiences MSW students are expected to follow the policies and procedures of their home university and the MTC- MSW Program. These include, but are not limited to, university policies concerning non-discrimination, academic integrity, and harassment. Students are not only representing their practicum agencies, but also their university and the MTC-MSW Program in their contacts with clients, other agencies and organizations, and the general public. They therefore are expected to present themselves in a professional manner and to demonstrate behavior that is consistent with university policies and codes of conduct.

Policy #2.9: Transportation

All costs incurred travelling to and from the field placement agency, including but not limited to gas, parking, and tolls, are the responsibility of the student.

In some cases, students may be required to use their own vehicles to perform activities associated with the field placement, such as making home visits or attending case conferences at other agencies. Students who use their own vehicles for agency business should talk with their field instructors about agency policy and procedures for reimbursement of expenses incurred. It is the students' responsibility to submit documentation required for reimbursement to the agency. Students also should discuss potential liability issues with their field instructors as well as with their insurance agents and make sure that they have adequate automobile insurance coverage.

Students at times may be asked to transport clients in their own cars as part of their placement duties. If at all possible, the agency should provide students with an agency vehicle for the purpose of conducting agency business (i.e. transporting clients). However, an agency may not always be able to do this. In these cases it is the students' responsibility to discuss with their field instructors and their insurance agents the type of automobile insurance required if they are to transport clients in their own vehicles and to ensure that they have adequate automobile insurance coverage. These liability issues should be resolved before a student transports any clients.

Policy #2.10: Change of Placement

Occasionally, difficulties arise in a field placement resulting in a need to change the agency placement. It is the responsibility of the student to maintain appropriate contact with the field liaison and/or Field Coordinator in an attempt to prevent issues that come up in the practicum from escalating to the point where a change of placement may be required.

Students who feel they are having problems should first try to resolve the issues directly with their field instructors. If these efforts do not resolve the problem, then students should contact their field liaison. In most cases, difficulties can be resolved through the combined efforts of the student, the faculty liaison, and the field instructor.

If the difficulty is sufficiently severe and cannot be resolved in this manner, the field liaison will apprise the Field Coordinator of the situation and the Field Coordinator will consider a change of placement. If the student and the Field Coordinator cannot agree on an appropriate course of action, the student can ask the MSW Program Coordinator to become involved in the matter. If after involving the MSW Program Coordinator the student still does not accept the recommended course of action, he or she can initiate an academic grievance, following the policies and procedures prescribed by the university.

Additionally, per the educational agreement between the universities and the agency, the agreement to have students placed at the agency is strictly voluntary and can be cancelled at any point.

Policy #2.11: Removal of a Student from Field Practicum

Field education is considered an essential component of a MSW student's academic preparation for professional social work practice. Therefore, what happens at a student's practicum is

considered to be an academic matter and, as such, comes within the purview of not only the field education policies, but also those of the MTC-MSW Program, the Graduate College, and the University.

A student can be removed from his or her field placement due to unsatisfactory performance at the practicum. Reasons for termination from the field include:

1. Serious or repeated violation of social work ethics as outlined in the NASW Code of Ethics.
2. Breaking a law in an agency-related matter or conviction of a felony during the practicum year. (If it is discovered while the student is in the field that the student has failed to disclose a prior serious criminal conviction, this may also be considered grounds for action.)
3. Evidence of chemical dependence or illegal use of drugs while enrolled in the program.
4. A serious breach of the practicum agency's policy.
5. A hostile or resistant attitude toward learning or supervision.
6. An inability to carry out assignments in the practicum.
7. Behavior that is emotionally or physically dangerous to agency clients or to agency staff.

A student who is terminated from his or her field placement will receive a grade of "Fail" for the field education credits in which he or she is registered and will be asked to leave the MSW Program.

Policy #2.12: Field Education Grading

A formal evaluation is conducted at the end of a student's field placement. The educational objectives and tasks established by the field instructor and student in the Field Education Learning Contract and Evaluation form provide the criteria against which the student's progress can be assessed. The field instructor and student should independently evaluate the student's performance and then should discuss their assessments with each other, identifying areas of commonality as well as difference. In this way the evaluation itself can be part of the student's learning.

The field practicum is graded on "Pass" or "Fail" basis. The field instructor recommends a grade to the field liaison. However, it is the field liaison, as a faculty member, who ultimately is responsible for assigning the grade and submitting it to the university.

The option of repeating a course in which a failing grade is received does not extend to field education (SW 6130/6140 and SW 6310/6320). Therefore, if a student receives a grade of "Fail" for the field practicum, he or she will be asked to leave the MSW program. The student has the right to appeal the grade of "Fail"; the procedures a student must use to appeal a grade are described in the *Graduate Catalog/Graduate Bulletin* of the student's home campus.

The grade of "I" (Incomplete) may be given if the student has not completed the required number of field hours or assignments. The grade of "I" (Incomplete) is a temporary grade indicating that

the student has performed satisfactorily in the field placement but was unable to complete all practicum hours or assignments due to unforeseen circumstances. The field liaison, the field instructor, and the student jointly decide on the terms for the removal of the incomplete. If the grade of "I" (Incomplete) is not removed within the following semester, the grade will be changed from an "I" to an "F" (Fail) grade and, as described above, the student will be asked to leave the MTC-MSW program.

APPENDIX C: FIELD EDUCATION FORMS

**APPLICATION FOR MID-TENNESSEE COLLABORATIVE MASTER OF SOCIAL WORK
(MTC-MSW) PROGRAM FIELD PLACEMENT**

This application is for those students who are considering enrollment in their Foundation Field Education experience (SW 6130/6140) or Concentration Field Education experience (SW 6310/6320).

- **Foundation Field Education** involves a total of 400 hours, or 6 credits. Students have the option of registering for all 6 credits and completing all 400 hours in a single Spring Semester OR registering for 3 credits and completing 200 hours in the Spring semester and finishing the remaining 3 credits/200 hours in the Summer semester.

To be accepted for the Foundation field placement, students must provide documentation of having completed Practice I (SW 6000), HBSE (SW 6010), Research I (SW 6020), and Social Welfare Policy and Services (SW6030) and of having achieved an overall GPA of 3.0 or higher in their MSW courses.

- **Concentration Field Education** involves a total of 500 hours, or 8 credits. Students have the option of registering for all 8 credits and completing all 500 hours in a single Spring Semester OR registering for 4 credits and completing 250 hours in the Spring Semester and finishing the remaining 4 credits/250 hours in the Summer Semester. Students must enroll in SW6300 Empirical Social Work Practice during the Spring Semester while they are in their concentration field placement.

To be accepted for the Concentration field placement, students must provide documentation of having completed Advanced Practice with Individuals (SW 6200), Advanced Practice with Families (SW 6210) OR Advanced Group Practice (SW 6220), Advanced Macro Practice (SW 6230), and Social Policy Analysis (SW 6240) and of having achieved an overall GPA of 3.0 or higher in their MSW courses.

Procedure: You are required to attend a field education orientation session as well as all other field education meetings. Failure to participate in these required sessions may result in a delay in the placement process.

You must complete the Application for Field Education form and attach: a) 2 copies of your resume; and b) a current unofficial transcript. Submit the Application for Field Education with both attachments to the Department of Social Work office.

There will be a 30 minute general orientation session for all students who intend to begin field education in the Spring Semester. At the end of the orientation session you will schedule an individual appointment with the Field Coordinator. All application materials must be received prior to your meeting with the Field Coordinator; the meeting will be rescheduled if all application materials have not been submitted.

You are responsible for contacting the agency and meeting with the supervisor to finalize the

placement. Written confirmation of the placement must be received by the Social Work office prior to the end of the fall semester.

Please be aware that some agencies require a background check, a health screening, or fingerprinting be completed before a placement can begin. If the agency where you will be doing your field placement has any of these requirements, it is your responsibility to make the arrangements necessary and to pay any associated costs.

Changing field placement: Once a field placement has been confirmed, documentation of extenuating circumstances must be submitted in order to be considered for a change of placement.

Mid-Tennessee Collaborative Master of Social Work Program Field Education Application

The complete application requires: a) this form; b) current unofficial transcript; and c) 2 copies of a typed resume.

Date _____

Student ID # _____

Name _____

Address _____

Home Phone _____

Cell Phone _____

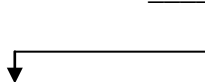
Best telephone number at which to reach you:

Work Phone _____

___Home ___Cell ___Work

Email Address _____

Are you requesting a _____ Foundation or _____ Concentration field placement?

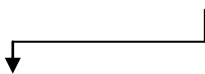


If this is a request for a Concentration placement:

Where did you complete your Foundation placement? _____

Was your Foundation placement employment-based? ___ Yes ___ No

Are you requesting an employment-based field placement? ___ Yes ___ No (go to page 4)



For an employment-based placement request

Agency Name _____

Address _____

Current Supervisor _____

How long have you worked there? _____ (years/months)

Current Position:

Title _____

Unit on which you work (if applicable) _____

Job responsibilities _____

Number of hours worked per week (on average) _____

Weekly Schedule _____ Monday _____ Tuesday _____ Wednesday
_____ Thursday _____ Friday _____ Saturday _____ Sunday

For an employment-based placement request (cont.)

Have you discussed the possibility of completing an employment-based field placement experience with your supervisor or administrator? ___ Yes ___ No

With whom have you spoken: _____

When did you speak to her or him? _____ (mm/dd/yr)

What might you do for your field placement that would differ from your current job responsibilities (i.e., unit, type of services, population)

Person at agency to contact about this possible field placement:

Name: _____

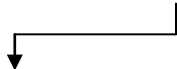
Position/Title: _____

Phone Number: _____

Email: _____

For a nonemployment-based placement request

Are you currently working? Yes No



IF YES, Agency Name: _____

Current position responsibilities _____

Number of hours worked per week (on average) _____

Weekly schedule _____ Monday _____ Tuesday _____ Wednesday
_____ Thursday _____ Friday _____ Saturday _____ Sunday

Indicate your first (1) and second (2) preference for a field agency location:

_____ Nashville	_____ Davidson County
_____ Murfreesboro	_____ Rutherford County
_____ Clarksville	_____ Montgomery County
_____ Other City _____	
_____ Other County _____	

For a nonemployment-based placement request (cont.)

Do you have a car available to you? Yes No

↓
IF NO, how do you plan to get to a field placement?

Indicate your first (1) and second (2) preference for population groups and fields of social work practice (mark 1st and 2nd choices for each column)

Population Groups

adolescents
 adults
 children
 elderly
 families
 other _____

Fields of Practice

alcohol/drug abuse
 child abuse/neglect
 delinquency/corrections
 domestic violence
 family services
 geriatrics
 health
 mental health
 military/veterans' issues
 poverty/disadvantaged
 schools/education
 other _____

Are there any agencies where you should not be placed because of potential conflicts of interest based on previous or current interactions? Yes No

IF YES, which? _____

Please list specific names of agencies where you would prefer to be placed, if known:

1. _____
2. _____
3. _____

For a nonemployment-based placement request (cont.)

What are your expectations for your field experience?

Is there anything else you think we should know that would help us to work with you to identify an appropriate field learning experience?

Preparing Your Resume

What is a resume?

A resume is a concise personalized statement of your qualifications, skills, accomplishments, and experiences designed to “sell” you in the job market.

What kind of information should I put in a resume?

Personal Information

Name

Address

Telephone number(s): home and/or work

Educational Background

Current academic pursuit (use expected date of graduation).

List other degrees beginning with most recent.

Include non-degreed coursework, seminars, and any corporate sponsored seminars you have attended.

Work Experience

Start with most current. Include dates, places of employment, location, and duties.

Include a “contact” name who the interviewer may contact for referrals.

College and Civic Activities

Honors, Awards, and Achievements

Skills

Include any special skills you have such as typing, computer experience, etc.

References

Simply write “References available upon request.” Have your references on a separate sheet of paper.

What format do I use for my resume?

Chronological

Uses reverse order. Best for when you have progressed up through the ranks of a company; not good for highlighting abilities though.

Functional

Focuses attention on skills. Minimizes unemployed times, shows skills even without a work history; some employers will question little or no work history.

Combination

Shows skills and experience; employment can be grouped together under categories

Targeted

Best when you are sure about your job target; it shows your capabilities for the targeted position; you must have strong accomplishments though.

What kind of paper can I use for my resume?

In order for your resume to stand out from the dozens of others the employer has also received, it is a good idea to have your resume professionally prepared on off-white or light gray paper. The cover letter, resume, and envelope should all match and be of good quality paper. Never give an employer a photocopied resume unless it is done on a high quality printer. A separate cover letter is not required.

Kara Forem

SocWorkStudent@mtsu.edu

1234 Fair Road

Murfreesboro, TN 37130

(615) 123-4567

Objective To obtain a position as Program Coordinator utilizing organizational, coordination, and public relations skills

Education

Middle Tennessee State University Murfreesboro, TN
Master of Social Work (MSW) Anticipated May 2011

East Tennessee State University Johnson City, TN
Bachelor of Arts May 2006
Major: Sociology; Minor: Family Studies
Major GPA: 3.8/4.0, Overall GPA: 3.5/4.0

Related Experience

Pineland Mental Health, Nashville, TN
Children's Advocate Assistant, January 2006-present

- Identify children's immediate needs
- Refer at-risk children to proper community services
- Organize and observe youth in office setting
- Counsel children and youth with social adjustment difficulties

Family Shelter, Jonesborough, TN
Volunteer, May 2005-May 2006

- Organized activities for children at shelter
- Scheduled appointments for abused women with social service agencies
- Assisted single parents with legal action procedures
- Consulted with parents, teachers, and counselors to identify various issues and concerns

Other Experience **ETSU Counseling Center, Johnson City, TN**

Student Assistant, August 2003-December 2005

- Coordinated appointments for counselors and students
- Created files and maintained alphabetical filing system
- Answered multi-line phone system and directed calls to appropriate individuals
- Assisted in providing a clean and neat atmosphere
- Completed mass mailings
- Trusted with confidential information on a daily basis

Skills

Computer

- Microsoft Excel, PowerPoint, Word, and SPSS

Other Professional

- Organize data effectively
- Excellent oral and written communication skills
- Good interpersonal skills
- Counseling and interviewing skills

Professional Development

- Spokesperson for Safe Shelter for women on campus of MTSU, Spring 2006
- Habitat for Humanity Member, 2005-2007

Awards/Honors

- HOPE Scholarship, 4 years


Confirmation of Field Placement by Student

As soon as a decision has been made regarding your field placement return this form to the Department of Social Work Department.

I certify that I have met with _____,
Field Instructor's/Director's Name
_____. We have agreed on my
Agency Name
field placement for the _____ 20 _____ semester.
Spring/Summer

You and the field instructor/director will receive a signed and dated confirmation notice from the Department of Social Work once the field placement is confirmed.

.....
 This placement is not appropriate or is unavailable.

 Other possible placements I would consider are:

It is your responsibility to immediately contact the MSW Field Coordinator to let her or him know that the placement is not appropriate or is unavailable.

Student Signature

Date

Confirmation of Field Placement by Agency**MEMORANDUM**

TO: _____

FROM: _____

RE: Confirmation of MSW Student Field Placement

DATE: _____

We have met with _____ (Student's name) and have agreed to accept her or him for a _____ (Spring/ Summer) 20____ semester field education placement at _____ (Agency Name). _____ will be the field instructor. She/he can be reached by telephone at _____ or by email at _____.

***Official Confirmation of Field Placement: Student Copy
(To be completed by the Department of Social Work)***

This notice officially confirms _____ (student's name) field education placement at _____ (Agency name), _____ (address) for the _____ (Spring/Summer) 20____ semester.

The field instructor will be _____ (Name), who can be reached at _____ (telephone) or _____ (email).

_____ (Name) will be the field liaison from the Department of Social Work. She/he can be reached by telephone at _____ or by email at _____,

If any changes occur that would affect your placement prior to the beginning of the appointed semester, please notify _____ (Field Coordinator) at _____ (telephone) or _____ (email).

Field Education Coordinator's Signature

Date

Official Confirmation of Field Placement: Agency Copy

(To be completed by the Department of Social Work)

MEMORANDUM

TO: _____

FROM: _____

RE: Confirmation of _____ (Student's Name) MSW Student
Internship

DATE: _____

The Department of Social Work is pleased to be in partnership with you in providing field education experiences for our students. _____ (student's name), an MSW student, has been assigned to your agency for _____ (foundation/concentration) field education during the _____ (Spring/Summer) 20____ semester.

The field liaison from the Department of Social Work will be _____ (Name), who can be reached by telephone at _____ or by email at _____.

Please contact me if you have any questions about the intern(s) or our field education program. I can be reached at _____ (telephone) or _____ (email).

CONFIDENTIALITY STATEMENT

I have read the Confidentiality Policy in the MTC-MSW Program Field Education Manual and agree to abide by that policy. I have also read the NASW Code of Ethics and agree to uphold the ethical guidelines for social work practice as set forth by that code. I will respect the privacy of clients and, as consistent with agency policy, hold in confidence information obtained in the course of my field placement. I will hold in confidence any proprietary information about the agency shared with me during the field placement. I will not disclose data that can be linked to individual clients or staff members when using information from the field experience in my coursework.

Student Name (Print) _____

Student Signature _____ Date _____

STUDENT TIME LOG

Student (Print) _____

Field Agency _____

Field I OR Field II

Agency Unit or Office (if applicable) _____

Spring OR Summer

Field Instructor (Print) _____

Week	Dates	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hrs/Wk
TOTAL HOURS									

Student _____
Signature

Field Instructor _____
Signature

Date _____

**MID-TENNESSEE COLLABORATIVE MASTER OF SOCIAL WORK (MTC-MSW) PROGRAM
FOUNDATION FIELD EDUCATION LEARNING CONTRACT & EVALUATION**

Student _____ Semester _____

Field Instructor _____ Faculty Liaison _____

Agency _____

Agency Address _____

Phone of Agency/Field Instructor _____ Email of Agency/Field Instructor _____

This document will serve as the Educational Contract and the Evaluation for MTC-MSW students who are enrolled in the foundation practicum. The objectives shown are the objectives that are to be met by all students completing the MSW foundation curriculum. The student, with consultation from the Field Instructor, will complete the educational contract by listing learning tasks that are to be accomplished by her or him at the practicum site during the placement. For each objective, 3 tasks, on average, should be identified that will provide the student with learning opportunities at the micro, mezzo, and macro practice levels. The particular tasks identified are dependent on the setting and the population. The Faculty Field Liaison must approve the educational contract.

The Field Instructor should ensure that the tasks on the educational contract are appropriate for foundation-level MSW students working under supervision. The educational contract can be modified based on the student's mastery of the learning tasks, with new tasks being added and completed tasks being removed. Evaluation of student activity is based on task. Please inform the Faculty Field Liaison of modifications made to the educational contract.

The Field Instructor will evaluate the student at the end of the placement. A rating scale is provided for this evaluation.

Final Rating Scale:

5 = professional level activity, equivalent to employee
4 = competent level activity, with indirect supervision
3 = meets expectations, with direct supervision

2 = beginning level activity only
1 = attempted but failed to engage in this task
N/A = listed task deferred at this time. Please provide explanation for deferral of task.

OBJECTIVES	TASKS	FINAL RATING
<p>1. Apply critical thinking and research skills within the context of professional social work practice.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <hr/>	<p>1.</p> <p>2.</p> <p>3.</p> <p>Overall rating of this objective: -----</p>
<p>2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <hr/>	<p>1.</p> <p>2.</p> <p>3.</p> <p>Overall rating of this objective: -----</p>
<p>3. Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.</p>	<p>1.</p> <p>2.</p> <p>3.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>Overall rating of this objective: -----</p>

Final Rating Scale:		
5 = professional level activity, equivalent to employee	2 = beginning level activity only	
4 = competent level activity, with indirect supervision	1 = attempted but failed to engage in this task	
3 = meets expectations, with direct supervision	N/A = listed task deferred at this time. Please provide explanation for deferral of task.	
OBJECTIVES	TASKS	FINAL RATING
4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.	1.	1.
	2.	2.
	3.	3.
_____		Overall rating of this objective: _____
5. Understand and interpret the history of the social work profession and the social welfare institution and their contemporary structures and issues.	1.	1.
	2.	2.
	3.	3.
_____		Overall rating of this objective: _____
6. Apply the knowledge and skills of generalist social work practice with systems of all sizes.	1.	1.
	2.	2.
	3.	3.
_____		Overall rating of this objective: _____

Final Rating Scale:		
5 = professional level activity, equivalent to employee	2 = beginning level activity only	
4 = competent level activity, with indirect supervision	1 = attempted but failed to engage in this task	
3 = meets expectations, with direct supervision	N/A = listed task deferred at this time. Please provide explanation for deferral of task.	
OBJECTIVES	TASKS	FINAL RATING
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interaction among individuals and between individuals and families, groups, organizations, and communities.	1.	1.
	2.	2.
	3.	3.
_____		Overall rating of this objective: _____
8. Analyze, formulate, and influence social policies that promote social and economic justice	1.	1.
	2.	2.
	3.	3.
_____		Overall rating of this objective: _____
9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions.	1.	1.
	2.	2.
	3.	3.
_____		Overall rating of this objective: _____

Final Rating Scale:		
5 = professional level activity, equivalent to employee	2 = beginning level activity only	
4 = competent level activity, with indirect supervision	1 = attempted but failed to engage in this task	
3 = meets expectations, with direct supervision	N/A = listed task deferred at this time. Please provide explanation for deferral of task.	
OBJECTIVES	TASKS	FINAL RATING
10. Use communication skills differentially across client populations, colleagues, and communities.	1.	1.
	2.	2.
	3.	3.
_____		Overall rating of this objective: _____
11. Use supervision and consultation appropriate to social work practice.	1.	1.
	2.	2.
	3.	3.
_____		Overall rating of this objective: _____
12. Function within the structure of organizations and service delivery systems and seek necessary organizational change.	1.	1.
	2.	2.
	3.	3.
_____		Overall rating of this objective: _____

Final Overall Assessment

Please evaluate the student by choosing the one response that clearly reflects your assessment of her or his performance. Also attach any additional written comments.

5. Strongly agree 4. Agree 3. Disagree 2. Strongly disagree 1. Did not have time to adequately assess student

_____ This student exhibited an eagerness to learn new things and accept responsibility for additional tasks.

_____ This student was well organized.

_____ This student completed agency paperwork in an accurate and timely fashion.

_____ This student demonstrated respect for clients, coworkers, and others with whom she/he interacted.

_____ This student demonstrated respect for issues of diversity.

_____ This student acted in a professional manner.

_____ This student displayed the knowledge and skills of a master's-level advanced generalist social work practitioner.

_____ This student displayed values consistent with master's-level advanced generalist social work practice.

_____ This student practiced in a manner consistent with the ethical standards of the social work profession.

_____ This student showed a commitment to lifelong learning and continued professional development.

_____ This student exhibited an awareness of how issues of social justice relate to advanced generalist social work practice.

_____ This student displayed an understanding of advanced generalist social work practice in public social services.

_____ This student used evidence from the literature as well as the student's own evaluations to inform her or his practice interventions.

_____ If given the opportunity, I would recommend this student for employment in this agency. (NA=employment-based placement)

_____ If given the opportunity, I would recommend this student for employment in the field of social services.

WRITTEN COMMENTS ON OVERALL PERFORMANCE OF STUDENT:

SIGNATURES

Learning Contract Completed and Approved

Student _____ Date _____

Field Instructor _____ Date _____

Faculty Liaison _____ Date _____

Evaluation Completed and Approved

Student _____ Date _____

Field Instructor _____ Date _____

Faculty Liaison _____ Date _____

Field Coordinator _____ Date _____

**MID-TENNESSEE COLLABORATIVE MASTER OF SOCIAL WORK (MTC-MSW) PROGRAM
ADVANCED GENERALIST CONCENTRATION FIELD EDUCATION LEARNING CONTRACT & EVALUATION**

Student _____

Semester _____

Field Instructor _____

Faculty Liaison _____

Agency _____

Agency Address _____

Phone of Agency/Field Instructor _____ Email of Agency/Field Instructor _____

This document will serve as the Educational Contract and the Evaluation for MTC-MSW students who are enrolled in the concentration practicum. The objectives shown are the objectives that are to be met by all students completing the MSW advanced generalist concentration curriculum. The student, with consultation from the Field Instructor, will complete the educational contract by listing learning tasks that are to be accomplished by her or him at the practicum site during the placement. For each objective, 3 tasks, on average, should be identified that will provide the student with learning opportunities at the micro, mezzo, and macro practice levels. The particular tasks identified are dependent on the setting and the population. The Faculty Field Liaison must approve the educational contract.

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The Field Instructor will evaluate the student at the end of the placement. A rating scale is provided for this evaluation.

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OBJECTIVES	TASKS	FINAL RATING
<p>3. Function within the structure of organizations and service delivery systems offering advanced generalist practice services and seeking necessary organizational change when indicated.</p> <p>4. Provide advanced generalist social work practice with increased awareness in the areas of diversity, social justice, and public service, especially with children and families.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <hr/> <p>1.</p> <p>2.</p> <p>3.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>Overall rating of this objective: -----</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>Overall rating of this objective: -----</p>

Final Overall Assessment

Please evaluate the student by choosing the one response that clearly reflects your assessment of her or his performance. Also attach any additional written comments.

5. Strongly agree 4. Agree 3. Disagree 2. Strongly disagree 1. Did not have time to adequately assess student

_____ This student exhibited an eagerness to learn new things and accept responsibility for additional tasks.

_____ This student was well organized.

_____ This student completed agency paperwork in an accurate and timely fashion.

_____ This student demonstrated respect for clients, coworkers, and others with whom she/he interacted.

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_____ This student displayed values consistent with master's-level advanced generalist social work practice.

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_____ This student exhibited an awareness of how issues of social justice relate to advanced generalist social work practice.

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_____ This student used evidence from the literature as well as the student's own evaluations to inform her or his practice interventions.

_____ If given the opportunity, I would recommend this student for employment in this agency. (NA=employment-based placement)

_____ If given the opportunity, I would recommend this student for employment in the field of social services.

WRITTEN COMMENTS ON OVERALL PERFORMANCE OF STUDENT:

SIGNATURES

Learning Contract Completed and Approved

Student _____ Date _____

Field Instructor _____ Date _____

Faculty Liaison _____ Date _____

Evaluation Completed and Approved

Student _____ Date _____

Field Instructor _____ Date _____

Faculty Liaison _____ Date _____

Field Coordinator _____ Date _____

STUDENT EVALUATION OF INTERNSHIP

Field Agency _____

Agency Unit or Office (if applicable) _____

Field Instructor _____

Field I OR Field II

This evaluation is designed to give you an opportunity to express your views about the practicum experience. This information will assist us in strengthening and planning for future practicum experiences.

USE THE FOLLOWING SCALE TO ASSES THE PLACEMENT: CIRCLE THE ONE THAT APPLIES
SA-STONGLY AGREE A-AGREE D-DISAGREE SD-STRONGLY DISAGREE

- | | |
|---|-----------|
| 1. The agency orientation was helpful. | SA A D SD |
| 2. The field experience provided me with an opportunity to integrate theory & practice. | SA A D SD |
| 3. The field experience provided me with an opportunity to integrate research & practice. | SA A D SD |
| 4. I felt accepted by the agency staff. | SA A D SD |
| 5. My field instructor was available to meet with me regularly for supervision | SA A D SD |
| 6. My field instructor was supportive. | SA A D SD |
| 7. My field instructor encouraged me to develop new knowledge & skills. | SA A D SD |
| 8. My field instructor helped me to deepen my understanding of social work values & ethics. | SA A D SD |
| 9. I had the opportunity to work with individual clients. | SA A D SD |
| 10. I had the opportunity to work with groups. | SA A D SD |
| 11. I had the opportunity to work with families. | SA A D SD |
| 12. I had the opportunity to work with organizations/organizational issues | SA A D SD |
| 13. I had the opportunity to work with communities | SA A D SD |
| 14. I had the opportunity to incorporate issues of diversity into my practice | SA A D SD |
| 15. I had the opportunity to incorporate social and economic justice issues into my practice. | SA A D SD |
| 16. The agency treated clients with dignity and respect. | SA A D SD |
| 17. The agency treated staff with dignity and respect. | SA A D SD |
| 18. The agency encouraged me to participate in workshops, trainings, presentations, & other learning opportunities. | SA A D SD |
| 19. The workload in the placement was manageable. | SA A D SD |
| 20. The workload in the placement challenged me to acquire new skills & understandings. | SA A D SD |

USE THE FOLLOWING SCALE TO ASSES THE PLACEMENT: CIRCLE THE ONE THAT APPLIES

SA-STONGLY AGREE A-AGREE D-DISAGREE SD-STRONGLY DISAGREE

- 1. Overall, the field placement met my expectations. SA A D SD
- 2. Overall, the field instructor met my expectations. SA A D SD
- 3. Overall, this field internship gave me a solid grounding in generalist/advanced generalist social work practice. SA A D SD
- 4. Overall, I would recommend this placement to other students. SA A D SD

Comments about the Learning Experience

Comments about the Field Instructor

Comments about the Field Agency

Student Name (Print) _____

Signature _____ Date _____

TERMINATION OF FIELD EDUCATION PLACEMENT

Student: _____

Agency: _____

Address: _____

Field Instructor: _____

Phone: _____ Email: _____

Date Placement Began: ____/____/____

Date Placement Termination Request Received: ____/____/____

Placement Termination Requested by:

___ Student ___ Field Instructor ___ Other (specify: _____)

Reason for Placement Termination Request: _____

Prior Attempt to Resolve Issue(s)

Date: ____/____/____
Parties Involved: _____
Actions Taken: _____

Prior Attempt to Resolve Issue(s)

Date: _____/_____/_____
Parties Involved: _____
Actions Taken: _____

Other Information about Prior Problem-Solving Attempts: _____

Outcome of Current Placement Termination Request: _____

Field Liaison Name (Print): _____

Signature: _____

Date: _____