



# **Bachelors of Social Work Field Practicum Handbook**

## **TABLE OF CONTENTS**

<b>Foreword</b>	<b>3</b>
<b>Directory</b>	<b>4</b>
<b>BSW Practicum Courses</b>	<b>5</b>
<b>Field Practicum Seminar</b>	<b>6</b>
<b>BSW Field Education</b>	<b>7</b>
• <b><u>Administration of Field Education</u></b>	<b>8-14</b>
<b>1. The Learning Contract</b>	
<b>2. Generalist Perspective, Field Instruction, and Cultural Diversity</b>	
<b>3. Evaluations, Mid-Semester and End of Semester</b>	
<b>4. Formal Supervision and Evaluation Schedule</b>	
<b>5. Grade of Incomplete</b>	
<b>6. Suspension/Termination from Placement</b>	
<b>7. Termination from Agency</b>	
• <b><u>Mutual Responsibilities</u></b>	<b>15-17</b>
<b>1. Joint Responsibilities—HPU and Practicum Agency</b>	
<b>2. HPU’s Agreement and Responsibilities</b>	
<b>3. Practicum Agency’s Agreement and Responsibilities</b>	
<b>4. Social Work Student Agreement and Responsibilities</b>	



# **Bachelor's of Social Work Field Practicum Handbook**

## **TABLE OF CONTENTS** *(continued)*

- **BSW Practicum Policies** **18-20**
  - 
  - 1. Practicum Placement Process**
  - 2. Development of a “New” Practicum Placement/MOU**
  - 3. Use of Place of Employment as Practicum Site**
  - 4. HPU Performance Standards and Ethics**
  - 5. Grievance and Appeal Rights of Students**
  
- **Appendices** **21**
  - 1. BSW Student Practicum Assignment Form**
  - 2. Request to Terminate or Change Practicum**
  - 3. Mid-Semester/Final Evaluation of Student (SWRK 3900/PRAC I)**
  - 4. Mid-Semester/Final Evaluation of Student (SWRK 4900 & 4910/PRAC II)**
  - 5. BSW Student Evaluation of Agency**
  - 6. CSWE Accreditation Standards Relating to Field Instruction**



## **FOREWORD**

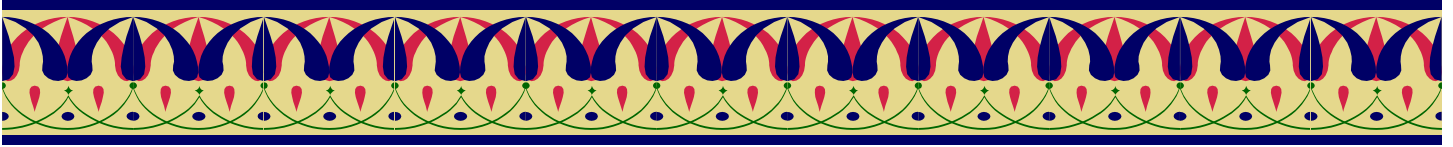
This manual is prepared as a guide for the BSW Social Work Program field practicum.

**The objectives of the Handbook are as follows:**

- To orient students and field instructors to the structure and mechanics of the field practicum experience.
- To outline the policies and procedures that govern the BSW field practicum, as well as the roles of the field instructor, field coordinator, and student.
- To explain the responsibilities and expectations designed to provide an educationally-oriented field experience for social work students.

The social work faculty and staff would like to emphasize that any and all suggestions and constructive criticism for revision of this Handbook are welcome.

# DIRECTORY



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**Mr. William Hummel**

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Email: [whummel@hpu.edu](mailto:whummel@hpu.edu)

**Social Work Program Fax:**

544-9329

**My Field Instructor:**

**Name:** \_\_\_\_\_

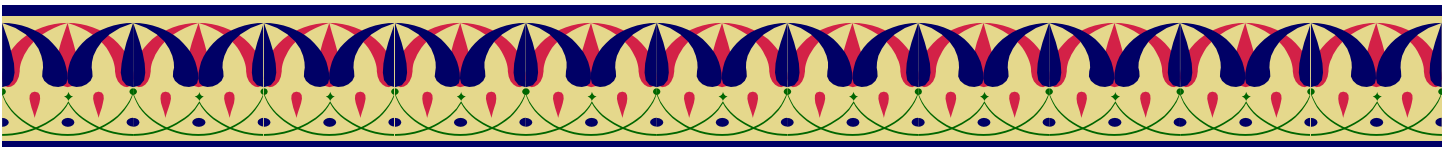
**Phone Number:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_

\_\_\_\_\_

**Notes:**



## BSW PRACTICUM COURSES

### **SWRK 3900 (3)**

#### **Social Work Practicum I**

Students apply and integrate classroom theory in a social agency under close supervision. Required for all social work majors.

*Pre: SWRK 3010 or concurrent enrollment.*

### **SWRK 4900 (3)**

#### **Social Work Practicum II**

Students apply and integrate classroom theory in a social agency under close supervision. Required for all social work majors.

*Pre: SWRK 3900*

### **SWRK 4910 (3)**

#### **Social Work Practicum II**

Students apply and integrate classroom theory in a social agency under close supervision. Required for all social work majors.

*Pre: SWRK 4900*



## **FIELD PRACTICUM SEMINAR**

The field practicum seminar is an important component of each (3) credit field practicum course.

Students meet weekly for an hour and a half, either at HPU or online.

The seminar is designed to provide a forum where the classroom material becomes integrated with the actual field experience.

**The seminar offers an environment where the student can focus on:**

- Developing confidence in using professional helping skills.
- Learning acceptable and ethical professional social work behavior including understanding and adhering to the principles of the NASW Code of Ethics.
- Sharing both rewarding and problematic learning experiences.
- Developing trust in colleagues and understanding the importance of peer supervision.
- Integrating classroom knowledge into practical situations.
- Gathering specific information about the service delivery system.
- Identifying the numerous roles of the professional social worker as they relate to practice.



## **BSW Field Education**

Hawaii Pacific University's Bachelor of Social Work practicum provides the student with the tools for integrating cognitive and experiential learning from a generalist social work perspective. The required four hundred fifty (450) hours of fieldwork supervised from the social work perspective in selected social service agency settings affords the student opportunities to "learn by doing."

The partnership between the school and the practicum site agencies prepares the students for entry into the generalist practice of social work. Assessment, and intervention with client systems is introduced and experienced through gradual exposure to direct practice. This experience involves ethical, intentional, and reflective exploration of service delivery with individuals, families, groups, organizations, and communities.

It is planned that the students graduating from the Bachelor's of Social Work Program will have developed the personal and professional competence necessary to incorporate, in their generalist social work practice, requisite emphasis on values, special populations, human behavior in the social environment, social welfare policy and services, and research.

### **The aims of the practicum experience are to:**

- Provide for experience in the generalist perspective.
- Value and increase professional self-evaluation in students.
- Value and increase the use of professional supervision by students.
- Increase ability to integrate theory and practice by students.
- Provide experience that will generate an appreciation for the working realities of practice.

# BSW Field Education

## Administration of Field Education

### **A. Learning Contract:** *(see template in appendices.)*

#### **The Learning Contract serves several purposes for social work students:**

- It provides the school, the student, and the Agency with a clear, concise, written statement of learning and performance expectations and obligations for the semester's practicum experience.
- These expectations and obligations are a major component of the student's evaluation and grade.
- In so doing, the Learning Contract provides accountability and minimizes misunderstandings.
- It protects the student by ensuring the educational focus of the practicum experience. Furthermore, it protects the Agency by clarifying the work expectations for the student.
- The development and use of the Learning Contract provides the student with experience in the use and evaluation of contracts with clients.

The learning contract reflects an operational version of the HPU Social Work Bachelor program's overall goals and objectives. The next step is to formalize activities, timelines, and strategies to achieve the agreed upon goals and objectives. The final step is to show in concrete terms, outcomes and products for the goals and objectives.

#### **The following information should also be reflected in a subsection of the Learning Contract:**

- A description of the time, length, and frequency of supervisory sessions.
- Roles and responsibilities of both the student and the field instructor, e.g., Student development of an agenda and minutes for the formal supervision session.
- Field instructor and Agency resources to aid the student in accomplishing the goals and objectives as outlined in the Learning Contract.
- How absences and school breaks will be handled.
- Contact information for student, field instructor, and BSW field coordinator.

The formal supervision sessions provide the opportunity to monitor and evaluate progress with the Learning Contract. The Learning Contract may need to be renegotiated or altered during the two semesters. It should be considered a "living document."

The student, Agency field instructor, and BSW Field Coordinator sign the completed Learning Contract. The Learning Contract needs to be signed by all involved parties whenever important changes are made. The Learning Contract should be completed and copies provided each of the three involved parties within the first four weeks of the semester.



# **BSW Field Education**

**Continued** (*Generalist Perspective, Field Instruction, Cultural Diversity*)

## **B. Generalist Perspective, Field Instruction, and Cultural Diversity**

Hawai'i Pacific University defines generalist practice as that which, in the words of the curriculum Policy Statement (B5.2, para. 2) is built upon “the common body of the profession’s knowledge, values, and skills,” and is “transferable among settings, population groups, and problem areas.” These settings, groups, and problem areas may include individuals, families, other small groups, communities, organizations, and societies. Potential clients/client groups include those of various ethnicities, traditions, lifestyles, economic conditions, and life experiences/circumstances. In other words, generalist practice consists of attitudes, values, and skills that are “portable.” If we succeed in teaching generalist attitudes, values, and skills, wherever our graduates practice, they should find that their social work education is relevant and helpful.

The curriculum was planned to provide a coherent, integrated course of study leading to mastery of the knowledge, skills, and values for social work. Good social workers are able to analyze situations, determine where problems are located, determine where intervention is likely to be effective, and “take appropriate tools out of their social work tool boxes” (i.e., know how to effect the appropriate intervention).

Information is transmitted about the core areas of practice, the problem solving process, human behavior in the social environment, social welfare policy, and research. Skills are practiced and improved in field instruction. Values are “infused” throughout the curriculum through practice experience, case examples, discussions, and example.

# BSW Field Education

*Continued (Evaluation, Mid-Semester and End of Semester)*

## **C. Evaluation - (explanation, purpose, and process)**

The evaluation process listed below reflects the policies of Hawai'i Pacific University's Social Work Program. Field instructors should follow this process. Every student should have an oral mid-semester evaluation conference and a written evaluation and conference at the end of each semester.

### **Mid-semester Written Evaluation**

A mid-semester evaluation conference should take place at the midpoint of each semester in the field placement. The evaluations for the three practicum courses, SWRK 3900, 4900, and 4910, will be conducted by the Agency field instructor. The student and the field instructor should discuss how the student is progressing and what specific skills of practice and learning need to be developed or enhanced during the remainder of the semester.

### **End of Semester Evaluation**

At the end of each semester, the agency field practicum instructor will meet with the student for an evaluation conference. They will discuss the student's written evaluation, prepared by the agency field practicum instructor, using the form provided by the University.

### **Purpose**

- To afford an opportunity for the student and field instructor to explore and evaluate what the student has learned.
- To afford the student and field instructor a chance to evaluate the adherence to the learning contract and to explore skills and learning areas for focus in the future.
- To provide a written evaluation as a permanent part of the student's record.

# BSW Field Education

*Continued ( Supervision and Evaluation Schedule)*

## **D. Supervision and Evaluation Schedule**

### **Weekly Supervisory Session**

Students meet with their Agency field practicum supervisors for a minimum of one hour per week for supervision. This supervision may be on an individual or group basis.

### **Mid-Semester Evaluation Conference**

The mid-semester evaluation conference offers the student and the field instructor an opportunity to share in evaluating the student's performance. As with any performance evaluation, comments should be supported by references to specific practice situations, actions, and/or inactions. Issues presented in this conference should have been discussed during the student's weekly supervision sessions.

### **End of Semester Conference and Written Evaluations**

It is the field instructor's responsibility to write a draft of the final evaluation. The student should be given some time to review the content, and any changes may be made to the evaluation if the student and field instructor agree.

Students should see their evaluation in its final form. Both the student and the field instructor sign the evaluation and it should be sent to the BSW Practicum Coordinator at Hawai'i Pacific University. Signing the evaluation indicates that the student has read the evaluation. If the student does not agree with the evaluations, as a whole, or in part, the student should note this at the end of the evaluation and state a written comment explaining the disagreement and justification for not agreeing otherwise.

The field instructor makes a recommendation for the grade in the practicum course. The BSW Practicum Coordinator makes the final grading decision and assigns the grade.

At the beginning of every semester, the Field Practicum Coordinator will send the forms and directions for each student evaluation to the field instructor at each agency.

## BSW Field Education

**Continued** (*Administration of Field Education, Grade of (I) Incomplete*)

**E. The grade of Incomplete, (I),** is given to students who have not completed the hours or seminar requirements for the semester, in spite of making a good faith effort and/or for reasons beyond their control, (e.g., illness, family emergency, or late start in practicum). This grade is accompanied by a written plan among the student, the field instructor, and the BSW Field Coordinator specifying what needs to be done, and a timeline to accomplish the remaining tasks and/or hours. This is handled cooperatively with close consultation with the student's Social Work Faculty Advisor. By University policy, grades of "Incomplete" may be extended no more than (6) six months. Students who have not completed the work necessary to "clear" an Incomplete will not be permitted to progress to any course for which the incomplete course is a prerequisite.

**F. Suspension from Placement:** As stated in the Social Work Student Handbook, the BSW and MSW Practicum Coordinators and BSW Director have the authority to immediately suspend a student from practicum. Such action is taken when a student places him, herself, or others in jeopardy or commits such a serious violation of the Performance Standards or NASW Code of Ethics that the student should not continue in the class seminar or at the practicum site while the issue is being resolved.

**A student who is being suspended from practicum receives:**

- An immediate verbal notification.
- A letter from the Practicum Coordinator or the BSW Director stating the reason(s) for the suspension, the terms of the suspension, and the next steps to be taken.
- This letter is mailed within seven (7) days of the suspension. A copy of this letter is given to the student's Social Work Faculty Advisor and a copy is also placed in the student's file.
- Information about appeal rights can be obtained in the Social Work Student Handbook.

## BSW Field Education

*Continued (Administration of Field Education, Termination from Practicum Site)*

**H. Termination from Placement: Voluntary Termination: Personal Reasons:** A student may withdraw from a practicum placement for personal reasons (e.g. illness, relocation, or a decision to drop a class). Social work ethics require that the process of termination be conducted in a way that clients who need services are not “abandoned.” In accordance with these ethics, as much notice as possible should be given to clients, the field instructor, and the BSW Field Coordinator of the student’s plans to voluntarily terminate the practicum, using the “Request to Terminate Practicum” form. The student is not officially released from the practicum site until this is done in writing by the BSW Practicum Coordinator.

**Voluntary Termination: Dissatisfaction with the Practicum Site:** A student who questions whether the practicum site offers opportunities or a climate appropriate for his/her learning should bring this perception to the attention of the field instructor and the BSW Practicum Coordinator as soon as possible. All parties involved should make a good faith effort to improve the situation. If this fails, and the student still wishes to leave the Agency, a “Request to Terminate Practicum” form should be submitted to the BSW Practicum Coordinator. The policy of the Social Work Program is that students should work out problems at the practicum site whenever this can be done, as this often builds problem solving skills. The student remains responsible for any client assignments and may not terminate with the practicum site until given permission, in writing, from the BSW Practicum Coordinator.

**Involuntary Termination of Practicum Students by HPU:** The BSW Practicum Coordinator may remove a student from a practicum placement if:

- The student’s performance in the practicum demonstrates, after adequate corrective efforts, little likelihood of successful completion. This may be a matter of knowledge, skills, behavior, or values.
- The student’s attitudes or values are incompatible with the practice of professional social work (e.g., strong prejudice).
- The student persists in conduct while in the field that endangers clients, the Agency, the University, other students, or him/herself (e.g., unsafe practice).
- The student commits a serious violation of the NASW Code of Ethics, whether or not an NASW member, or a violation of the HPU Social Work Performance Standards.
- The student is consistently unable to form productive working relationships with clients, field instructors, or other students.
- The student’s personal problems (e.g., relationship, substance abuse, mental illness) are serious or recent as to preclude effective work in a field setting.

## BSW Field Education

**Continued** (*Administration of Field Education, Termination from Practicum Site*)

**Removal of a student from a practicum placement** follows the procedures for, and is generally discussed in terms of, violations of performance standards as discussed in the Social Work Student Handbook.

**The BSW Practicum Coordinator will:**

- Promptly discuss concerns directly with the student and seek to work with the student to resolve difficulties.
- Inform the student's Social Work Faculty Advisor of the concerns in order to identify potential patterns and issues, and so that the Social Work Faculty Advisor may assist with problem resolution if necessary.
- Document dates, times, and content of meetings with students for the student's file.

If this is not sufficient to resolve the problem, a meeting including the BSW Director, BSW Practicum Coordinator, student's Social Work Faculty Advisor, and student will be called. The Dean of the College of Humanities and Social Sciences may be involved at either the discretion of the faculty or the student. If the outcome of the meeting results in the conclusion that the student should leave the practicum site, or if other corrective action is decided upon, the student will be informed of this action in writing within (7) seven days and the Social Work Faculty Advisor will be responsible for developing and monitoring a corrective plan of action with the student.

**Involuntary Termination by the Practicum Agency:** For a variety of reasons, an Agency may decide that it no longer wishes to participate with HPU as a practicum site, and/or that it no longer wishes to host specific students. Since such situations can often be anticipated and resolved, or at least orderly transitions can be arranged, it is vital that students notify their field seminar instructor or BSW Practicum Coordinator of any problems or Agency changes that may affect the student's placement. In the end, however, field practicum sites are independent of the University, and therefore cannot be required to host a student if they do not wish to do so.

# BSW Field Education

## Mutual Responsibilities

Practicum occurs and succeeds through the agreements of all parties involved. Each party has its rights and responsibilities, as detailed in the Memorandum of Understanding (MOU) signed between the Agency and the University, in the HPU Social Work Student Handbook and this Handbook.

### **Joint agreements and responsibilities—HPU and the practicum Agency:**

1. A close working relationship should be established between the Agency and HPU in order to facilitate optimal student learning and prompt resolution of any problems that may occur.
2. HPU and the Agency will work cooperatively to provide supervisory support. HPU will provide such support regularly as part of the class seminar aspect of the practicum.
3. No student is permitted to drive any vehicles or to transport any person or anything as part of the practicum experience.
4. No student is ever to be left in the Agency without a professional staff member who is responsible for them on the premises.
5. The purpose of the field education program is the professional education and preparation of the students. Therefore, the BSW or MSW practicum student's role is that of a trainee, not a professional staff member. Students under the program will be referred to as "social work students" or "social work interns" but at no time will they be identified or identify themselves as a "social worker," a licensed bachelor social worker ("LBSW") licensed social worker "LSW" or licensed clinical social worker "LCSW."

### **HPU's agreements and responsibilities:**

1. Assume full responsibility for HPU's practicum coordinators and course instructors and for the planning and execution of the practicum courses.
2. Work with the Agency involved and communicate regularly with the Agency liaison regarding students' supervision and evaluation.
3. Inform eligible students of practicum opportunities and refer interested and qualified candidates to agencies.
4. Integrate the student's practicum with the curriculum in a manner that will expand the student's educational and professional development.
5. Furnish the Agency with relevant and appropriate information related to the student's educational and professional development.
6. Monitor and evaluate the student's academic and practicum progress and determine the course grade. (pass/fail).
7. Inform the Agency of any known changes to a student's status.
8. Instruct its students and faculty to respect and maintain the confidential nature of all information which they may obtain in connection with the practicum at the Agency.
9. Provide Agency field instructors with consultation and training including orientation

# BSW Field Education

*Continued (Mutual Responsibilities, Agency's agreements and responsibilities)*

## **The Agency's agreements and responsibilities:**

1. Designate a staff member to maintain liaison with HPU's BSW Practicum Coordinator.
2. Establish a work schedule consistent with HPU's academic calendar that will enable students to complete the practicum requirements, which are as follows:
  - **For Bachelor of Social Work Students** the requirement is usually twelve (12) weeks or one semester; for a total of 130-160 hours per semester as determined by the BSW Practicum Coordinator
3. Orient the student's to the Agency's mission, policies, and procedures.
4. Select students referred by HPU based on their interests, education, and prior work experiences.
5. Keep necessary records related to the practicum student's hours, schedule, duties, and progress.
6. Provide quality work assignments related to the student's academic studies or career goals where they can learn and be productive.
7. Assign qualified staff ("field instructor") to assume principal responsibility for student's on-site practicum instruction and allow time for the field instructor to participate in practicum orientation training at the University and supervision of the students. The Agency field instructor will conduct periodic evaluations (e.g., mid-semester and final) and advise students of their performance and share progress reports with the Practicum Instructor at HPU or the BSW Practicum Coordinator.

**For the Bachelor of Social Work Degree practicum (BSW)** a qualified staff member serving as field instructor should hold a BSW or MSW degree from a CSWE (Council on Social Work Education) accredited program and at least two years of experience. The field instructor should provide a minimum of one (1) hour of personal supervision each week the student is on site to each BSW student. This personal supervision should promote the student's reflective review of the practicum.

8. Notify the BSW Practicum Coordinator of any problems that arise or any known change in a student's status.
9. Notify the BSW Practicum Coordinator of any situation or behavior involving student, faculty, or staff, Agency employees, or Agency clients, wherein the safety of any person is threatened or whereby the cooperative intent of this Agreement is jeopardized.

# BSW Field Education

**Continued** (*Mutual Responsibilities, Agency's and Student's Agreements*)

10. Reserve the right, after consultation with HPU, to exclude any student from the Agency in the event that such student's conduct or state of health is deemed objectionable or detrimental, having in mind the proper administration of the Agency and the best interest of its clients.
11. In cases where stipends are awarded, the Agency shall notify HPU regarding who will receive stipends, the amount of the stipends, and how the stipends will be dispersed. The Agency will not provide remuneration either in the form of pay or any other kind to any employees of HPU for any services performed or activity required in connection with matters associated with this Agreement.

## **Social Work student agreements and responsibilities:**

1. Enroll in practicum only after completing the required pre and co-requisite courses, as described in the University catalog.
2. Recognize that information about the student, including grades, must be shared between the University and the practicum site.
3. Comply with any agency requirements for health screenings, background checks, immunizations, drug tests, etc., at the student's own expense.
4. Be an active participant in the learning process, including developing the learning agreement at the beginning of the semester.
5. Adhere to the NASW Code of Ethics and University operating guidelines, including the Student Code of Conduct as presented in the Social Work Student Handbook.
6. Arrange and adhere to a weekly schedule, agreeable to both the student and the Agency field instructor and in compliance with school and specific Social Work Program requirements.
7. Notify the practicum site promptly of any absences.
8. Fulfill the responsibilities of the student intern role, including compliance with all University policies and procedures as outlined in the Social Work Program Student Handbook and this Handbook.
9. Adhere to Agency policies and procedures, programs, and operating standards. Examples may include, but are not limited to following rules for hours of Agency operation and necessary absences, providing monthly and narrative reports, providing continuity of services and treatment during University holidays, and arranging and preparing for regular weekly supervisory sessions at the Agency.
10. Keep the BSW Practicum Coordinator informed through class discussions, log submissions, and individual conferences, about field practicum experiences, situations of concern, and situations affecting the student's ability to remain at the practicum site.
11. Comply with all Agency standards and requirements and show respect for Agency property, rules, regulations, staff, and clients.

# BSW Field Education

**Continued** (*Mutual Responsibilities, Student Termination from Practicum*)

12. Terminate the internship in an appropriate, professional manner as designated by HPU and the Agency. Provide written and verbal notice as required by HPU and the Agency. Termination occurs **only** with the written approval of the HPU Social Work Program and the Agency, as ordained in this Handbook. (A student who terminates their practicum prematurely may or may not be placed in the same field practicum setting if he/she returns to the Social Work Program.)

## **BSW Practicum Policies**

### **1. Practicum Placement Process**

Students are provided with descriptions of practicum placement agencies in written or electronic format. Students are required to arrange for interviews with prospective practicum sites. The interview serves as an opportunity in which the “best fit” can be found between a student and an agency. As a result of the interview process a tentative match between a student and an agency may be made. The student is officially assigned to practicum via the “Practicum Assignment Form” signed by the student, Agency field instructor, and the BSW Practicum Coordinator.

Some agencies have specific requirements of students—e.g., medical immunizations or tests, or a criminal background check. The Social Work Program will provide information on obtaining these, if necessary. Responsibility for cost, if any, remains with the student who is interested in the practicum opportunity.

### **2. Development of a “New” Practicum Placement: The Process of developing a new MOU**

If a student wishes to interview at an Agency which does not have an affiliation with the HPU Social Work Program, the student should provide the BSW Practicum Coordinator the legal name, address, and phone number of the Agency, as well as the proposed field instructor’s name and the name of the person authorized to sign a Memorandum of Understanding (MOU) with HPU. The BSW Practicum Coordinator will then contact the Agency and discuss HPU’s requirements for practicum sites. If there appears to be a mutual agreement, an MOU will be generated and sent to the Agency for signature. The MOU must also be signed by HPU administration.

# BSW Field Education

**Continued** (*BSW Practicum Policies, Development of a new Practicum Placement*)

The time frame for finalizing an MOU is heavily dependent on the workload of the HPU Social Work Program Assistant and other HPU administrative staff whose signatures are needed, and whether or not the Agency accepts and signs and returns the MOU promptly, as it was developed by the HPU Social Work Program. Sometimes the approval process can have delays of several months while contract terms are renegotiated and processed. This can prevent or delay a student starting their practicum experience as students are NOT allowed to start their field practicum at any agency unless a fully executed MOU is in place between that Agency and the HPU Social Work Program in the degree program for which the student is seeking a degree.

### 3. Use of Place of Employment as a Practicum Site

Students may use their place of employment as a practicum site only under the following conditions:

- The student has discussed the pros and cons of this arrangement with the BSW Practicum Coordinator, and **has received written permission, which is required, for this arrangement.**
- The employer agrees that work done by the employee in the role of practicum student, is completely separate in job responsibilities and supervision from the work done by the employee in his/her regular job with the Agency. If possible, the practicum work should occur in another location, or at least in another department, separate from the employee's regular work assignment.
- The employer provides an Agency field instructor separate from the employee's supervisor, to provide supervision for the practicum work.

Students must inform the BSW Practicum Coordinator in writing if they want to use their place of employment as their field setting. The burden of proof is on the student involved to demonstrate that the arrangement will meet HPU Social Work Program requirements, and to verify that their employer agrees to the above conditions. As with any practicum placement, this must be approved in writing via the "Student Practicum Assignment Form."

### 4. HPU Performance Standards and Ethics: Academic Honesty:

Students are reminded that HPU Social Work Performance Standards apply to conduct in practicum just as they do in the classroom. Students are further reminded that, because practicum is a University course, any dishonest conduct that occurs at practicum (e.g., falsification of hours or records, presenting another's work as one's own, etc.) are considered to fall under the University's Academic Honesty Policy.

# BSW Field Education

## 5. Grievance and Appeal Rights of Students

If a student is dissatisfied with his/her field placement, this should be indicated to the field instructor and/or to the BSW Practicum Coordinator. If, after appropriate efforts to remedy the situation, the student wishes to terminate practicum at the assigned agency, or change to a different agency, a "Request to Terminate/Change Student Practicum Assignment" form (see Appendix) must be given to the BSW Practicum Coordinator. Consideration will be given to the concerns presented and, if there is appropriate justification, a new placement will be sought. This decision would involve and result from a mutual assessment by the agency, the student, and the BSW Practicum Coordinator.

If a student disputes an evaluation by the field instructor, and is not satisfied with the results of the appeal to the field instructor, the student may appeal to the BSW Practicum Coordinator. This appeal must be initiated by the student's submission to the BSW Practicum Coordinator of a written statement and request for a meeting. A meeting with the BSW Practicum Coordinator will then be arranged to discuss the appeal.

If a student is not satisfied with the grade assigned by the BSW Practicum Coordinator, or is satisfied with the grade assigned, but is not satisfied with the results of an appeal on matters other than grades, the University Policies and Procedures (see the HPU Student Handbook or the Social Work Program Student Handbook) may be initiated.



**APPENDICES**

**HAWAII PACIFIC  
UNIVERSITY  
SCHOOL OF SOCIAL WORK**



**Bachelor of Social Work  
Field Practicum Handbook  
2009-2010 Edition**