



Masters of Social Work Field Practicum Handbook

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FOREWORD

This manual is prepared as a guide for the MSW 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 MSW 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.

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DESCRIPTION OF REQUIRED MSW SOCIAL WORK COURSES

SWRK 6000 (3)

Graduate Study in Social Work

This course introduces beginning MSW students to the goals and foundational elements of social work.

It is designed to prepare students to begin their study of social work methods with a sense of the profession's past, present, future, and with some knowledge of resources for further graduate study.

Pre: Admission into the MSW program

SWRK 6100 (3)

Social Work Methods I

This course is designed to introduce students to the basic methods of social work practice, especially the steps of the generalist model and techniques of interviewing.

Attention is also paid to the ecosystem model and to work across cultures.

Pre: SWRK 6000.

SWRK 6101 (1)

Interviewing Laboratory

This course is designed to help students gain skill in interviewing through supervised practice.

Pre: SWRK 6100 or concurrent enrollment, or admission with advanced standing.

SWRK 6102 (3)

Social Work Methods II

This course is designed to teach students about methods of working with families. This is one of two courses addressing social work methods at the mezzo level.

Pre: SWRK 6100

DESCRIPTION OF REQUIRED MSW SOCIAL WORK COURSES *continued*

SWRK 6103 (3)

Social Work Methods III

This course is designed to teach students about methods of working with small groups. This is one of two courses addressing social work methods at the mezzo level.

Pre: SWRK 6100

SWRK 6104 (3)

Social Work Methods IV

This course is designed to teach MSW students about methods of working at the macro level, with organizations and communities. A particular focus of the course will be preparing the student to advocate for equality and social justice.

Pre: SWRK 6100.

SWRK 6200 (3)

Human Behavior in the Social Environment I

This course is designed to teach MSW students about human development from birth to death, including physical, cognitive, and social aspects. The course will focus especially on aspects of development that have implications for social work practice.

Pre: SWRK 6000 or concurrent.

SWRK 6201 (3)

Human Behavior in the Social Environment II

This course is designed to teach MSW students about family, group, and community influences on the behavior of individuals.

Pre: SWRK 6000 or concurrent.

DESCRIPTION OF REQUIRED MSW SOCIAL WORK COURSES *continued*

SWRK 6300 (3)

Social Work Research I

This course is designed to introduce MSW students to the principles of practice evaluation and “evidence-based practice.”

Pre: SWRK 6100.

SWRK 6500 (3)

Social Welfare Policy I

This course is designed to introduce MSW students to the field of social welfare policy. And to specific policy issues and programs in the United States and abroad.

Pre: SWRK 6000 or concurrent.

SWRK 6900 (3)

Graduate Practicum I

This course is designed to give students the opportunity to put social work values, skills, and knowledge into practice through supervised work in a social services agency.

Pre: SWRK 6100 or concurrent.

SWRK 6901 (3)

Graduate Practicum II

This is the second semester of practicum for students in the MSW program. This course is designed to give students the continuing opportunity to put social work values, skills, and knowledge into practice through supervised work in a social services agency.

Pre: SWRK 6900

DESCRIPTION OF REQUIRED MSW SOCIAL WORK COURSES *continued*

SWRK 7100 (3)

Social Work Methods with Diverse Populations

Social Work approaches to meet the needs of special and diverse population. Students will also study the elements of “cultural competence” as defined by the National Association of Social Workers.

Pre: SWRK 6100, SWRK 6200, SWRK 6300, and SWRK 6400; or SWRK 6050.

SWRK 7101 (3)

Multicultural Counseling

Introduction to counseling knowledge, ethics, and skills appropriate for multicultural advanced social work practice.

Pre: SWRK 7100.

SWRK 7102 (3)

Social Work Methods in Administration

Introduction to the challenges of administering social agencies, with special attention to nonprofits serving diverse clients. Included is material on management theory, human resources, use of data, and finances.

Pre: SWRK 7100.

SWRK 7300 (3)

Social Work Research II

Research methods applied to knowledge generation in social work.

Pre: SWRK 6050 or SWRK 6300.

DESCRIPTION OF REQUIRED MSW SOCIAL WORK COURSES *continued*

SWRK 7350(3)

Professional Paper

A capstone course in which MSW candidates synthesize their work and research relating to social work practice with a cultural group and create a paper suitable for publication.

Pre: SWRK 7300.

SWRK 7500 (3)

Social Welfare Policy II

A continuation of SWRK 6500, this course focuses on policy analysis. Special emphasis is placed on public policies affecting diverse clients/client groups, and on the role of the social worker as a public policy change agent.

Pre: SWRK 6050 or SWRK 6500.

SWRK 7510 (3)

Legal and Ethical Issues in Social Work

Consideration of current laws/legal decision affecting the practice of social work. Application of ethical principles to practice dilemmas.

Pre: SWRK 6050 or SWRK 6500.

SWRK 7900 (3)

Graduate Practicum III

Supervised work in a community social agency with special focus on a cultural group.

Pre: SWRK 6050 or SWRK 6910.

SWRK 7901 (3)

Graduate Practicum IV

Continuation of supervised work in a community social agency with special focus on a cultural group.

Pre: SWRK 7900.



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.



HPU SOCIAL WORK PROGRAM MISSION, GOALS, AND OBJECTIVES

Mission Statement

The mission of HPU's MSW is to prepare qualified students, especially working adults, for entry into competent, ethical, effective practice of advanced generalist social work. Utilizing critical thinking and building upon our diverse environment, Hawai'i Pacific University's social work students strive to enhance the social well-being of all people, provide leadership in culturally competent services at the micro, mezzo, and macro levels, advocate for social and economic justice locally nationally and globally, and promote multiculturalism through furthering social work knowledge.

Goal 1 To prepare graduates who demonstrate competence in social work practice at an advanced level with client systems of all sizes.

Objective 1 *Graduates can use critical thinking to apply the generalist perspective, ecosystems theory, and advanced social work methods with client systems of all sizes.*

By the end of the foundation year: Students demonstrate the use of critical thinking in naming, defining, describing, and applying the generalist problem-solving perspective and ecosystems theory at the micro, mezzo, and macro levels.

By the end of the concentration year: Students demonstrate the use of critical thinking in applying advanced social work methods to client systems at the micro, mezzo, and macro levels.

Objective 2 *Graduates can use critical thinking to evaluate and apply research-generated data and methods in practice, and for practice evaluation*

By the end of the foundation year: Students demonstrate the ability to locate, evaluate, apply, and communicate research-generated data and methods. Students demonstrate the ability to evaluate their own practice.

By the end of the concentration year: Students demonstrate the use of critical thinking in evaluating, applying, and communicating research related to practice with a specific cultural group. Students evaluate the outcomes of their own practice with the specific cultural group.



HPU SOCIAL WORK PROGRAM MISSION, GOALS, AND OBJECTIVES

Goal 2 To prepare graduates who can work effectively with diverse populations in multicultural settings.

Objective 3 Graduates can function as practitioners in organizations and systems serving diverse populations, using appropriate communication skills, supervision and consultation, and demonstrating professional use of self.

By the end of the foundation year: Students function within organizations serving diverse populations, using generally appropriate communication techniques, supervision, and consultation. Students are beginning to understand the concept of professional use of self.

By the end of the concentration year: Students function within organizations and broader systems serving their selected population, using appropriate communication skills, supervision and consultation, and demonstrating professional use of self.

Objective 4 Graduates understand and respect diversity. They can apply the strengths perspective to diverse groups. Their practice is without discrimination, and demonstrates respect, knowledge, and skills appropriate to the client.

By the end of the foundation year: Students describe the contributions of diversity at the micro, mezzo, and macro levels and can apply the strengths perspective. Students show respect toward diverse clients and do not discriminate against any client group. Students have gained knowledge about commonly-encountered client-groups and the services and skills that are appropriate for use with them.

By the end of the concentration year: Students demonstrate knowledge about, understanding of, and respect for the strengths and contributions of their selected population. They are able to describe and use skills that are appropriate to this population.



HPU SOCIAL WORK PROGRAM MISSION, GOALS, AND OBJECTIVES

Objective 5 Graduates have identified at least one population of interest; used theory, empirical evidence, and critical thinking to synthesize social work practice with this population; and demonstrated the ability to work with this population.

By the end of the foundation year: Students have identified their population of interest.

By the end of the concentration year: Students have used theory, empirical evidence, and critical thinking to synthesize social work practice with their chosen population, and demonstrated the ability to work with this population.

Goal 3 To prepare graduates who understand the social contexts of social work practice at micro, mezzo and macro levels, including the changing nature of those contexts, and who advocate for social and economic justice.

Objective 6 Graduates can discuss Social Work's history, current issues, current structures, and focus on human rights and justice.

By the end of the foundation year: Students can describe Social Work's history, current structures, and focus on justice.

By the end of the concentration year: Students can discuss Social Work's history, current issues, and current structures in relation to their chosen population. They describe issues of human rights and justice in relation to their chosen population.

Objective 7 Graduates can describe how societies function as systems. They can discuss methods of oppression and discrimination that often place populations at risk. They can describe strategies of advocacy and social change that advance social and economic justice locally, nationally and globally.



HPU SOCIAL WORK PROGRAM MISSION, GOALS, AND OBJECTIVES

By the end of the foundation year: Students can discuss how social systems work, the general mechanisms of oppression and discrimination that place populations at risk, and the effects of being at risk. They can describe some methods of seeking social and economic justice through advocacy and change locally, nationally, and globally.

By the end of the concentration year: Students can describe strategies of advocacy and social change including policy formulation and implementation that advance social and economic justice locally, nationally, and globally.

Objective 8 Graduates can use critical thinking to analyze and apply knowledge of biological, psychological, social, and spiritual variables and theories, including social policy, to individuals and to interactions between individuals and systems.

By the end of the foundation year: Students can use critical thinking to apply basic and general knowledge of biological, psychological, social, and spiritual variables and theoretical frameworks, including policy, to individuals and to interactions between individuals and systems.

By the end of the concentration year: Students are able to describe biological, psychological, social, and spiritual variables and theories that are especially applicable to their chosen population. Students demonstrate an understanding of social policies that affect their chosen population. Students are able to extend these understandings to individuals and to interactions between individuals and systems.

Goal 4 To promote the values and ethics of professional social work in the program and in its graduates' practice.

Objective 9 Graduates have shown the ability to practice according to the values and ethics of the profession.



HPU SOCIAL WORK PROGRAM MISSION, GOALS, AND OBJECTIVES

By the end of the foundation year: Students have learned the elements of the Code of Ethics of the National Association of Social Workers, and the values that the Code represents. With consultation, they apply the elements of the Code of Ethics to practice at the micro, mezzo, and macro levels. They are able to articulate their personal values, and to differentiate them from professional values.

By the end of the concentration year: Students show increased ability and confidence in applying the Code of Ethics and social work values to practice situations at all levels. They can identify ethical and value challenges in relation to their chosen population, and describe the resolution of these challenges in accord with the NASW Code of Ethics.

Goal 5 To develop in graduates an appropriate foundation for and valuing of lifelong learning, leadership, and generation of knowledge.

Objective 10 Graduates continue their professional development.

By the end of the foundation year: Students can discuss the place of lifelong learning in social work.

By the end of the concentration year: Students are able to name specific ways that they plan to continue their professional development.

Objective 11 Graduates contribute to the profession's knowledge-building and/or leadership roles.

By the end of the foundation year: Students are able to discuss the kinds of contributions that social workers can make toward the profession's knowledge-building and/or leadership.

By the end of the concentration year: Students are able to name specific ways that they plan to contribute to the profession's knowledge-building and/or leadership.

MSW Field Education

MSW curricula are divided into two years. In the foundation year, students build a base of knowledge and field experience in the practice of social work at the individual (micro), family/small group (mezzo), and organization/community (macro) levels. In your first year practicum you will have an opportunity to begin learning about how the knowledge, values, and skills of social work at these three levels play out in a social agency and community setting.

During the concentration year, students focus all of their class assignments and field instruction work with a selected group/population. This work will culminate in your writing a “Professional Paper” which summarizes the state of social work with your population. Ideally, your practicum offers an opportunity for you to become familiar with your selected population, or with challenges and issues facing your population, along with gaining knowledge, skills, and experiences that are applicable to a broad range of populations and social conditions.

Hawaii Pacific University’s Master of Social Work graduate practicum provides the student with the tools for integrating cognitive and experiential learning from a generalist and advanced generalist perspective. The required minimum of (900) nine hundred hours of fieldwork supervised from the social work perspective in selected social service agency settings affords the student opportunities to “learn by doing,” and to integrate theory and practice (apply course material in a “real world” setting).

The partnership between the school and the practicum site agencies prepares the students for advanced level generalist social work practice. All stages of the generalist model—intake, engagement, assessment, planning, contracting, intervention, evaluation, termination, and follow-up, with client systems are introduced and experienced through 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 Masters of Social Work Program will have developed the personal and professional competence necessary to incorporate, in their advanced generalist practice, requisite emphasis on values, special populations, human behavior in the social environment, social welfare policy, management/administration and leadership in nonprofit organizations, evidence-based practice, and research.

The aims of the practicum experience are to:

- Provide for experience in the generalist and advanced practice with cultural competence.
- 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.

MSW Field Education

Continued (*MSW Field Instruction*)

Field instruction is an interdependent and integral sequence of the MSW curriculum. By means of selected and organized opportunities, guided by educational objectives, the field practicum seeks to validate, apply and integrate the knowledge, theories, and concepts of social work practice being learned throughout the curriculum. In the process, the student is engaged in experiential learning, which requires him/her to bring together and to integrate for professional use: cognitive learning, intuitive skills and knowledge, professional values, and experiential activities. These will enhance his/her skills in critical analysis of social work practice.

Field instruction takes place in selected and approved agencies and centers, located throughout Honolulu and surrounding areas. These practicum placements are approved on the basis of the quality of their professional practice, their commitment to addressing social problems, their interest in participating in professional education and their ability to make personnel and material resources available.

Over the course of a two-year period, to the extent possible, field education is expected to include:

- direct practice interventions with individuals, families and non-related groups who are marginalized, oppressed or disadvantaged, with a special focus on multicultural groups;
- indirect practice interventions focusing on community, organizational and /or institutional change;
- a diversity of modalities, populations, and intervention issues; and
- a range of theoretical and teaching methodologies and models.

All of these are to be presented and practiced within an environment of appropriate professional values and ethics with sensitivity to cultural and ethnic diversity. Field instruction provides for building on previous life and work experiences as well as for the development of new areas of professional competence. During this process, a mutual effort is undertaken by the student, the field instructor, the Agency and the faculty field coordinator to maximize each student's learning within the opportunities available. Each placement in field education is made on an individual basis, and takes into consideration the student's previous experience: his/her future goals; his/her professional interests; the learning experiences provided by the Agency; and special needs. Though field experience varies with Agency specific circumstances, MSW program expectations and criteria must be met.

MSW Field Education

Administration of Field Education

A. Integration with Academic Courses

Practicum instruction provides the opportunity for the student to engage in selected and organized activities, with or on behalf of clients, that apply the social work skills, knowledge, and values learned in the classroom. These include knowledge about social welfare programs, policies and issues; the dynamics of organizational behavior and change; a broad array of social work practice theories addressing work with individuals, families, groups, organizations and communities in crisis, short-term and long-term models; the dynamics of human growth and behavior; and social work research methods and their application to practice.

The practicum courses (SWRK 6900, 6910, 7900, 7910) allow students to test in the field, with supervision, the generalist perspective they learned in the classroom, and methods of assessing based on the ecosystems model. In practicum, students meet a range of clients, encountering diversity, and growing in their self-awareness and abilities to help clients of various backgrounds and with different problems. Therefore, the practicum unites and reinforces the themes of foundation and advanced courses. The practicum courses also include regular on-campus practicum seminars. These are an integral part of student learning and University supervision of the learning environments in which students are placed.

In order to make possible integration of learning in concurrent field and class, constant collaboration between the Agency and the MSW program is necessary. Administrators, field instructors, class instructors, students and liaisons need to share in those activities which will enhance the quality of the total education program.

B. Administrative Requirements of the MSW Practicum Program

Hours: The MSW practicum placement consists of twelve (12) semester credits of field practicum divided into four semesters of study for students in the two-year program. Each year consists of **four hundred and eighty (450) hours**, for a total of **nine hundred (900) hours** for the two years. Therefore, all two-year students upon finishing their MSW must have completed a minimum of 900 hours of field practicum. “Advanced Standing” students, who have completed a minimum of four hundred (400) hours of field practicum, as required by CSWE accreditation standards, have the number of hours they have completed deducted from the 900 hour requirement.

First and second year placements must be in different agencies, each of which must meet the criteria and objectives for that year of field instruction, i.e. a generalist experience in the first year and an advanced experience in the second year.

MSW Field Education

Continued (*Administration of Field Education, Learning Contract*)

C. 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 Masters program's overall goals and objectives (see templates in appendices.) The next step is to formulize 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 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 MSW 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.

MSW Field Education

Continued (*Administration of Field Education, Formal Supervision*)

D. Formal Supervision: Individual, formal practicum supervision must be provided for a minimum of one hour per week to each student. Agencies with two or more students may supplement the supervision with group discussions, orientations, in-services, etc. However, the requirement of one hour of individualized supervision per student, per week, cannot be met through such activities.

E. Student Evaluation: (Purpose and Process) The purposes of the midterm and final semester evaluations are as follows:

- To afford an opportunity for the student and field instructor to explore and evaluate what the student has learned, especially in relation to the Learning Contract.
- To afford the student and field instructor an opportunity 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.

As with any performance evaluation, comments should be supported by reference to specific situations. Issues presented in this conference should have been discussed during the student's weekly supervision. There should be no surprises. 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. The evaluation conference should follow. Changes may be made in the evaluation if the student and field instructor agree. Students should see their evaluation in its final form before it is returned to the MSW Field Coordinator at HPU. Both the student and the field instructor sign the evaluation. Signing the evaluation indicates that the student has read his/her evaluation. If the student does not agree with the evaluation, in whole or in part, the student may write comments explaining areas of disagreement.

At the beginning of each semester, the MSW Field Coordinator sends forms and directions for each student evaluation to the field instructor at each Agency. Student Mid and Final Evaluation Forms are in the appendices section.

F. Field Instruction Grades: The field instructor makes a recommendation for the grade in the practicum course. The MSW Field Coordinator makes the final grading decision based on seminar performance and participation as well as the field instructor's recommendation. The first and second year practica are graded with a pass/fail recommendation.

MSW Field Education

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

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 MSW 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.

G. Suspension from Placement: As stated in the Social Work Student Handbook, the BSW and MSW Practicum Coordinators and Program Chair 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 Program Chair 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.

MSW 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 MSW 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 MSW 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 MSW 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 MSW 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 MSW Practicum Coordinator.

Involuntary Termination of Practicum Students by HPU: The MSW 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.

MSW 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 MSW 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 Social Work Program Chair, MSW Practicum Coordinator, student's Social Work Faculty Advisor, and student will be called. The Dean of Liberal Arts 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 MSW 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.

MSW 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 any thing 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.
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.
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

MSW 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 MSW 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 Master of Social Work Students** the requirement is usually fifteen (15) weeks for a total of two hundred forty (240) hours per semester or as determined by the MSW 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 MSW Practicum Coordinator.
 - **For the Master of Social Work Degree practicum (MSW)** a minimum of one (1) hour of personal supervision per week should be given to each student by a field instructor with a Master's Degree in Social Work (MSW) from a CSWE accredited program and at least two years of post-MSW experience in Social Work supervised by a supervisor with an MSW degree also. This personal supervision should promote the student's reflective review of the practicum experience.
8. Notify the MSW Practicum Coordinator of any problems that arise or any known change in a student's status.
9. Notify the MSW 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.

MSW 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 MSW 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.

MSW 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.)

MSW 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 MSW 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 MSW 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 MSW 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.

MSW Field Education

Continued (*MSW 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 MSW 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 MSW 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.



MSW Field Education

5. Grievance and Appeal Rights of Students

If a student is dissatisfied with his/her field placement, this may be indicated to the field instructor and/or to the MSW Practicum Coordinator. Consideration will be given to the concerns presented, and if there is an 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 MSW Practicum Coordinator.

If a student is satisfied with the grade assigned by the MSW Practicum Coordinator, but 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 MSW Practicum Coordinator. This appeal must be initiated by the student's submission to the MSW Practicum Coordinator, of a written statement and request for a meeting. A meeting with the MSW Practicum Coordinator will then be arranged to discuss the appeal.

If a student is not satisfied with the grade assigned by the MSW 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

MSW Permission to Register Form

Re: Student's name: _____

This student has permission to register for the following courses:

First Year

Second Year

<p><u>Fall:</u> SWRK 6000 – Graduate Study (Pre: Admission to MSW) SWRK 6100 – Methods I (Pre: SWRK 6000) SWRK 6101 – Interviewing Lab (Pre: SWRK 6100 or concurrent) SWRK 6300 – Research I (Students should have completed research and statistics. Pre: SWRK 6100)</p> <p><u>Spring:</u> SWRK 6103 -- Methods III (Pre: SWRK 6100) SWRK 6500 – Policy I (Pre: SWRK 6000 or concurrent) SWRK 6900 -- Practicum I (Pre: SWRK 6100 or concurrent)</p> <p><u>Summer I:</u> SWRK 6102 -- Methods II (Pre: SWRK 6100) SWRK 6200 -- Human Behavior/Social Environment – I (Pre: SWRK 6000 or concurrent)</p> <p><u>Summer II:</u> SWRK 6901 – Practicum II (Pre: SWRK 6900)</p> <p><u>Summer IV:</u> SWRK 6104 – Methods IV (Pre: SWRK 6100)</p>	<p><u>Summer IV (Advanced Standing Only)</u> SWRK 6050 – Graduate Study/AS (Pre: SWRK Admission to the MSW with Advanced Standing)</p> <p><u>Fall:</u> SWRK 6101 – Interviewing Lab (Advanced Standing or if not taken previously) SWRK 6201 – Human Behavior/Social Environment II (Pre: SWRK 6000 or concurrent; 2-year students only) SWRK 6300 – Research I (For AS students needing a 4th course for financial aid reasons.) SWRK 7100 – Methods/Diverse Populations (all students) (Pre: SWRK 6100, 6102, 6103, + 6104, or 6050) SWRK 7900 – Practicum III (all students) (Pre: SWRK 6901 or 6050)</p> <p><u>Spring: All students</u> SWRK 7101 – Multicultural Counseling (Pre: SWRK 7100) SWRK 7500 – Policy II (Pre: SWRK 6500 or 6050) SWRK 7901 – Practicum IV (Pre: SWRK 7900)</p> <p><u>Summer I: All students</u> SWRK 7102 – Methods in Administration (Pre: SWRK 7100) SWRK 7300 – Research II (Pre: SWRK 6300 or 6050)</p> <p><u>Summer IV: All students</u> SWRK 7510 – Legal/Ethical Issues (Pre: SWRK 6100) SWRK 7350 – Professional Paper (Pre: SWRK 7300)</p>
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Please call if you have any questions.

 Faculty Member

 Date

cc: B. Conner for files. GAS fax # 544-0280. Please send via email to Jill Merl at jmerl@hpu.edu