

Wayne State University School of Social Work Syllabus Addendum

SW 4998, 7998 or 8998 – Field Work for Social Workers

Professor [Faculty Field Liaison]

Fall 2016

Contact Information:

Email address: [professor@wayne.edu]

Phone number: [xxx.xxx.xxxx]

Mailbox: Located on the first floor of the School of Social Work

Mailing address: WSU School of Social Work
5447 Woodward Avenue
Detroit, MI 48202

Important Dates and Assignments:

Learning Plan — (Required) **Due: September 30, 2016**

A guide for field placement in order to ensure specific, agreed upon learning goals, objectives, and tasks are met throughout the duration of the placement. A learning plan is done to minimize the possibility of misunderstandings between the student, the field instructor, and the faculty field liaison as it provides a measurable level of accountability through the use of detailed goals, objectives, and tasks

Midterm Evaluations - (Required) **Due: Fall - October 21, 2016; Winter - February 24, 2017**

The goal of this evaluation is to provide both the student and field instructor feedback on student learning and allow for any corrective action plans to be implemented in a timely fashion. This form is to be completed by the Field Instructor discussed with the student, and a submitted to the Faculty Field Liaison who will review it and respond as needed.

Field Instructor Assessment of Student Competencies - FIASC — (Required) **Due: Fall - Dec. 9; Winter - April 14**

This instrument is used to assess student performance in field placement and connects directly with the learning plan. It is to be completed (and signed) by your agency field instructor near the end of the semester and turned in via IPT to the assigned faculty field liaison. The faculty field liaison will need this form to be able to submit the semester grade for the student. Please consult with your faculty field liaison should you have any questions regarding use of this evaluation.

Process Recording — (Required of MSW Advanced Year Interpersonal Practice (IP) concentration students, BSW Senior Year, and MSW Foundation Year)

A tool used to examine the dynamics of a particular interaction the student participated in while at the field placement site; it will help them to reflect on specific interactions they had with

clients or other persons (i.e. staff, community members, etc.). A process recording is intended to capture one encounter so that the techniques, feelings, and reasoning demonstrated can be reviewed to help identify areas of strength and weakness, to better understand interpersonal relationships, and to improve self-awareness. All process recordings are submitted to the assigned faculty field liaison after review by the field instructor. ALL STUDENTS WILL COMPLETE 5 PROCESS RECORDINGS PER SEMESTER.

PRACISIS — (Required of MSW Advanced Year students in the Innovation in Community Policy and leadership (I-CPL) concentration and when the Faculty Field Liaison deems it appropriate for BSW Senior and MSW Foundation Year students).

A framework represented in grid form that can help social work students understand and use the concept of praxis in a thoughtful and explicit way (Alvarez,2001). PRACISIS is viewed as a macro alternative to a process recording, and one that follows the process through to its logical conclusion, including the delineation of strategies that can be used to improve and maximize the effectiveness of another such interaction in the future (Alvarez, 2001). PRACISIS looks at a situation or interaction and attempts to decipher perceptions and assign logical implications for such responses. PRACISIS strives to understand personal and situational limitations that can or do hinder growth/progression of the relationship. All PRACISIS are submitted to the assigned faculty field liaison after review by the field instructor.

Process Recording/PRACISIS Due Dates: (5 Required each Semester)

Fall:	1.	Sept. 30, 2016	Winter:	1.	Jan. 27, 2017
	2.	Oct. 14, 2016		2.	Feb. 10, 2017
	3.	Oct. 28, 2016		3.	Feb. 24, 2017
	4.	Nov. 11, 2016		4.	Mar. 10, 2017
	5.	Dec. 2, 2016		5.	Mar. 24, 2017

Intern Placement Tracking (IPT)

The Learning Plan, Process Recording, Midterm Evaluation and Field Instructor Assessment of Student Competencies (FIASC) must be completed in the IPT System. No hard copies of any field assignments or documents will be accepted. To view the IPT tutorial, please visit our school website at <http://socialwork.wayne.edu/field/ipt-instructions.php>.

Resources:

You may find examples and explanations for required documents on the school's website at: <http://socialwork.wayne.edu/field/forms.php>. Additionally, a template for the Supervision Agenda can be found on the website.

You have four resources available to you for any fieldwork-related questions or concerns:

- *Your field instructor – agency-based supervisor (social worker)*
- *Your faculty field liaison – university-assigned liaison (professor)*
- *The Office of Field Education – (313) 577-4446 or field_education@wayne.edu*
- *WSU School of Social Work website – <http://socialwork.wayne.edu/field/index.php>*
The website includes explanations and samples of the required forms for field education, as well as templates to complete your field assignments. Click on the tab “Documents and Forms” on the left of the page.

	BSW Senior	BSW WOW Senior	MSW Foundation Year	MSW Advanced Year
Credits	5 cr.	10 cr.	4 cr.	4 cr. (or 6 cr.)
Clock Hours	230	460	225	225 (or 338)
Number of Process Recordings	5	10	5	5
Number of PRACSIS (ICPL or as assigned by Faculty Field Liaison)				5

*The requirements listed here are for one semester of Field Placement.

Policies:

WSU STUDENT RESOURCES

Students with disabilities

<http://studentdisability.wayne.edu>

Academic integrity and student code of conduct

<http://www.doso.wayne.edu/assets/codeofconduct.pdf>

Counseling and Psychological Services (CAPS) at Wayne State:

<http://www.caps.wayne.edu/>

University policy on acceptable use of information technology

<https://wayne.edu/policies/acceptable-use/>

Privacy/Ethics:

All students must follow agency policies on privacy, the NASW Code of Ethics, the University’s Code of Student Conduct and adhere to the School’s professional and technical standards.

NASW Code of Ethics: <https://www.socialworkers.org/pubs/code/code.asp>

WSU Code of Student Conduct: <http://www.doso.wayne.edu/codeofconduct.pdf>

WSU SSW Professional and Technical Standards:

http://socialwork.wayne.edu/field/pdf/ssw_professional_and_technical_standards.pdf