**Wayne State University School of Social Work Syllabus**

**SW 8998 – Field Work for Social Workers**

Professor [faculty advisor]

Fall 2013

**Contact Information:**

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Phone number: [xxx.xxx.xxxx]

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Mailing address: WSU School of Social Work

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**Important Dates:**

1. Fieldwork begins Tuesday, September 3, 2013
2. Learning Plan is due upon my arrival at your field site. I will contact your field instructor to arrange a meeting between you, me, and your field instructor at your site.
3. Process Recordings/PRACSIS are due to my mailbox by Month, X, 2013.
4. The FIASC is due to my mailbox by Month, X, 2013.
5. Fieldwork ends Tuesday, December 17, 2013 – even if required hours are completed before that date.

**Resources:**

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

* *Your field instructor – agency-based supervisor (social worker)*
* *Your faculty advisor – 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.

**Assignments:**

1. Students must complete [X] clock hours each semester [Please describe using the char below.] Advanced Year MSW students registered for six credit hours must complete 338 clock hours per semester.
2. Learning Plan – Discuss your learning plan with your field instructor to determine realistic and achievable goals. Your learning plan should detail all the core competencies, practice behaviors, and learning outcomes *that apply to your field experience*. **Competencies 1, 2, 4, 10 and 11 *must be included*.** A template may be found on [our website.](http://socialwork.wayne.edu/field/forms.php)
3. Time Log – A time log should be kept for each week. Review the log with your field instructor periodically to avoid discrepancies. A template maybe found on [our website.](http://socialwork.wayne.edu/field/forms.php)
4. Process Recordings or PRACSIS– Students must complete… [Please complete description using the table below and your preference as a Faculty Advisor…]

Process Recordings – Process recordings showcase your interviewing skills, your application of theory to practice, and your progress in working with clients and staff. A template may be found on [our website.](http://socialwork.wayne.edu/field/forms.php)

PRACSIS (for ICPL students only) – This is the Practitioner Reflection on Actions, Characteristics, and Situation by Impact and Strategies. It showcases the skills, progress, and application of theory that a student develops, and it is an alternative to process recordings for students who do not work directly with clients on a daily basis. . A template may be found on [our website.](http://socialwork.wayne.edu/field/forms.php)

(Faculty Advisors, please choose Process Recordings or PRACSIS)

1. Midterm Evaluations – Field Instructors will assess student progress halfway through the semester. Students are responsible for ensuring that the completed form, signed by field instructor and student, is submitted online to the Faculty Advisor. A hard copy of the form is available on [our website.](http://socialwork.wayne.edu/field/forms.php)
2. FIASC – The Field Instructor Assessment of Student Competencies must be completed near the end of the semester and signed by your field instructor, then turned in by the deadline. Field instructors will receive a link to the online form by email, and they must complete it with the student’s acknowledgement before submitting it to the Faculty Advisor online.

Field Instructors may also complete the form on paper. The form may be found on [our website.](http://socialwork.wayne.edu/field/forms.php)

*Please note:* Assignments should be turned in to my mailbox on the third floor of the Thompson Home. ALL assignments should be hard copies with original signatures, and they should be stapled. No emailed or faxed assignments, please.

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|  | **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** | At least six | 10-12 | At least two | At least two |
| **Length of each Process Recording** | 2-3 pgs. | 2-3 pgs. | 4-6 pgs. | 4-6 pgs. |
| **Number of PRACSIS (ICPL only)** |  |  |  | At least two |
| **Length of each PRACSIS (ICPL only)** |  |  |  | 4-6 pgs. |

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

**Policies:**

Late work

Missed/make-up assignments

**Privacy/Ethics:**

All students must follow agency policies on privacy, the NASW Code of Ethics, and the University’s Code of Student Conduct.

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

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