



Field Education Manual

Bachelor of Science in Social Work

Advance human rights and social, economic, and environmental justice.. **Error! Bookmark not defined**

Engage in practice informed research and research informed practice.... **Error! Bookmark not defined**

Engage in policy practice..... **Error! Bookmark not defined**

Engage with individuals, families, groups, organizations, and communities **Error! Bookmark not defined**

Assess individuals, families, groups, organizations, and communities..... **Error! Bookmark not defined**

Intervene with individuals, families, groups, organizations, and communities. **Error! Bookmark not defined**

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Internships, Department of Labor Regulations, and Social Work Field Education Setting the Record Straight..... **Error! Bookmark not defined**

Section I

Introduction

Welcome to Social Work Field Education!

As Field Director for the Social Work program, I am thrilled to partner with you in your field education journey. Field Education serves as the signature pedagogy of Social Work Education, intended to be the opportunity where students weave the theoretical foundations learned in the classroom into their practice as a professional. Through field education, students learn many critical skills and valuable tools to think and act ethically in collaborating with our field team, site supervisors, and expert faculty.

Students begin to practice these opportunities as they relate to the Council on Social Work Education's (CSWE) competencies within the Educational Policy and Accreditation Standards (EPAS). These standards guide the College throughout the development of all curricula within the program and are intentionally applied within the field setting.

This field manual should serve as a resource and guide to students and field instructors involved

Mission Statement of the BSSW Program

The mission of the Bachelor of Science in Social Work program is to empower students to

Students have the opportunity to use Social Work knowledge, skills, values, professional behaviors, and ethics in their professional practice
Students practice skills and interventions within micro, mezzo, and macro settings as they relate to generalist practice
Students demonstrate proficiency in the bachelor-level CSWE Social Work Competencies as outlined in the Educational Policy and Accreditation Standards (EPAS)

BSSW candidates enrolled prior to April 1, 2023 follow the 2015 EPAS

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Competency 4: Engage in Practice informed Research and Research informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

BSSW candidates enrolled prior to or on April 1, 2023 follow the 2022 EPAS

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Competency 4: Engage in Practice Informed Research and Research Informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

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Program Accreditation

University of Phoenix's Bachelor of Science in Social Work Program is accredited by the Council on Social Work Education's Commission on Accreditation

Accreditation of a baccalaureate or master's social work program by the Council on Social Work Education's Commission on Accreditation indicates that it meets or exceeds the criteria for the

to have contact with clients. For that reason, it is important to discuss school calendars with the

Community partners collaboration
Community outreach
Social policy initiatives

Social Work is a diverse profession and there are many directions to take your field experience to develop generalist practice skills. Students are encouraged to focus on the population or service they intend to pursue following graduation to gain greater exposure and experience with that population. The field experience is meant to give students practical experience to better prepare them for their careers, so it is important to select an agency that can provide skills and networking opportunities to explore job prospects.

Preparing for Field Education

A Field Education Preparation Workshop is required midway through the BSSW program. This point in the course sequence allows for adequate time to prepare for the documentation processes, and clearances needed for a successful placement experience. The Field Education

Preparation Workshop, which is required midway through the program. This workshop is self-paced and provides students with the information they need to prepare for their Field Education experience. Students will explore the purpose of and requirements for field education, identify the steps in the field education placement process, review the documents required and the system to submit them in, and an overview of safe practices while in the field. Additional resources are provided to support students throughout the experience including resume samples, interviewing tips, and various tutorials from Career Services. Access to this workshop will be made available to students in their coursework, accompanied by outreach from their Field Placement Coordinator to initiate Field Education planning.

Final Site Approval

University of Phoenix Field Placement Coordinators will work with the agency to ensure the agency meets all requirements for final approval. Students will be notified by their respective Field Placement Coordinator once full approval has been received. After receiving this approval, students will be approved to schedule the Field Education course.

A representative from the Field Education department will complete a site visit of the participating agency in person or remotely. The first visit will be scheduled for no later than the end of the first month of the Field Education session to establish roles and responsibilities. The second visit will be scheduled near the end of the session to ensure all competencies are being met. Additional visits are scheduled as needed. Typically, a Field Faculty member completes these visits, however, another member of the Field Department team may substitute in times of need.

NOTE

The BSSW Program is only offered in select states. If at any point in the program you move to another state, your ability to continue in the program could be impacted. You must immediately update your current address with the University whenever a change occurs. You must contact your Academic Adviser at es_endhc_ogel@L_o,

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Discuss your schedule clearly with your field instructor and remain punctual. If you are late or missing this could indicate an issue.

Make sure another agency representative knows where you and your supervisor will be, when you will leave, and when you expect to return to the office. Maintain a log of where

For example, if you are in an office setting you may want to consider the safety measures in place in terms of parking (location, lighting, security cameras), areas of the office that are restricted, or the exit plan if an emergency occurs in the building. You will also want to consider things like your seating arrangements with clients in an office setting and ensure you have a clear path to the door in the event of an emergency. It is best to avoid closed-door meetings with clients for the safety of everyone involved. Also, consider if you have items in the office that could be used as a weapon.

If you are in a client's home, position yourself closest to the door and do not enter the home with anything more than you absolutely need; if you have to remove yourself quickly you won't have

Resolving Issues within Field Placement

If an issue arises in field placement, students are expected to immediately discuss this with their Field Faculty so that steps can be taken in a timely manner. The Field Faculty will work with the student and/or Field Instructor to coach through potential solutions. If no resolution can be achieved, the Field Faculty will consult the Field Director and develop a plan. If these are unsuccessful, a meeting will be scheduled with the Field Director. If necessary, the BSSW Program Director will be consulted to discuss options such as an academic performance review.

Roles and Responsibilities

Student

While in placement, within the agency, or in the classroom, students are expected to conduct

Conducting site visits with the agency representative(s) and student at minimum once per course, or more as needed, to assess student progress and appropriateness of placement.

Be a mediator for any problems or ethical dilemmas that occur in placement and be available as a professional advisor to the field instructor and student throughout placement.

Receive, review, and provide appropriate feedback to all field-related materials, including but not limited to learning contracts, evaluations, timesheets, journals, etc.

Assign student grades based on the culmination of assignments, achievement of CSWE Competencies, evaluations, feedback from agency representatives, and other field outcomes.

Inform the Field Faculty immediately if the student's level of performance is marginal and work with the student to support the student's success.

Documents and References for Field Education

Resource documents, such as information to prepare for Field Education can be found in the [BSSW Program's Library Guide](#). In order to view the materials, you must be logged in with your student credentials.

Section III

Affiliation Agreements with Organizations

The University enters into an affiliation agreement with each organization/agency students are placed. The agreement outlines responsibilities and protections for each party involved and must be completed prior to students starting within the organization.

Liability Insurance

Students are required to obtain and maintain professional liability insurance throughout field placement, which will be confirmed by their Field Placement Coordinator and Field Faculty prior to the start of Field Education. The National Association for Social Work provides professional liability insurance for students at a reduced cost. Please visit the site and plan to have insurance prior to the start of your first field education course. Please be mindful of the start and end dates for your policy and ensure your insurance is current throughout your field education courses until the end of the last field education course. You may obtain professional liability insurance through the NASW. Please [click here](#) for details.

The University provides general liability insurance for students while performing the duties and responsibilities of field education. Insurance is effective for the academic term only and under no circumstances should a student have contact with clients prior to the first day of the course. Students are not permitted to transport clients in their personal vehicles as part of their field education. In the event there is an agency provided vehicle available, the student must provide their driving record information and proof of an active driver's license. An orientation for use of agency provided vehicles is expected to review any associated policies/procedures. The agency should provide liability insurance and accident coverage for agency provided vehicles, and the University will not be responsible for injuries to students, clients, or personnel.

Safety and Risk Management

University of Phoenix prioritizes student safety while engaging in Field Education. Through a pre-placement orientation to Field Education, basic safety measures are discussed and we expect students to take appropriate precautions in placement. It is also expected that Field Instructors will share the safety protocols in place within the agency during their site orientation. Topics to discuss include emergency procedures, out-of-office site visit protocols, weapon policies, crisis intervention, transportation policies and insurance, sexual harassment/ discrimination policies and procedures, emergency procedures, and contacts. Specific expectations must be outlined if

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disqualified from direct contact with vulnerable populations for any reason, for example, students who have felony convictions, it would be highly unlikely you will be able to fully participate in field education. For that reason, we cannot guarantee a placement for students with these criminal

CSWE Core Competencies

(CSWE) recently released the 2022 Educational Policy and Accreditation Standards (EPAS), which included updates to these nine competencies. UOPX BSSW candidates enrolled on or after April 1, 2023 are following the 2022 EPAS and associated competencies. BSSW candidates enrolled prior to April 1, 2023 are following the 2015 EPAS and associated competencies:

CSWE Competencies (2015):

- Competency 1: Demonstrate Ethical and Professional Behavior**
- Competency 2: Engage Diversity and Difference in Practice**
- Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice**
- Competency 4: Engage in Practice Informed Research and Research Informed Practice**
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- Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities**
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- Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

CSWE Competencies (2022):

- Competency 1: Demonstrate Ethical and Professional Behavior**
- Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice**
- Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice**
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