# Department of Social Work Field Education Handbook 2023-2024

College of Liberal Arts and Education 4001 West McNichols Road Detroit, MI 48221

Accredited by the Council on Social Work Education

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This handbook is designed for field students, field instructors, and the University of Detroit Mercy Social Work faculty. In addition, it may be helpful to prospective social work majors who want to learn more about the program and field instruction.

University of Detroit and Mercy College of Detroit legally merged in 1991. Both institutions had a longstanding commitment to meet the needs of the poor and to address social injustice in the midst of providing a high-quality educational experience. The University of Detroit's Social Work program was first accredited by the Council on Social Work Education in 1976. Mercy College of Detroit was accredited in 1980. The combined program has continued the tradition of its accreditation by the Council on Social Work Education.

# The Department of Social Work seeks to:

Prepare BSW students for ethical, competent entry-level, generalist professional social work practice, particularly in urban settings with diverse, poor, vulnerable, and oppressed individuals, families, groups, organizations, and communities.

Foster a commitment to continuing education, maintain competence in practice, and enhance and increase opportunities for BSW graduates for renewal and advancement within the profession.

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The University of Detroit Mercy prohibits discrimination in educational and employment

The following explanation is meant to darify the meaning of terms used by the Department of Social Work, referring to the roles of faculty liaison and field instructor, and field placement coordinator. The following role descriptions are offered for darification: The Faculty Field Liaison and the Field Instructor are two roles related to a student's field placement (or internship, as the field placement is called in some agencies/schools). These roles are distinguished from an academic advisor as noted.

The Faculty Field Liaison is a full-time or part-time faculty member in the Department who serves as the liaison between the student, the Field Instructor, and the agency. The Faculty Field Liaison meets with the Field Instructor and student a minimum of once per semester to specify and darify, student assignments in the field placement, read the student records, address field education performance issues and, as necessary, develop a corrective action plan, review a student evaluation with the student and the field instructor, and is available to discuss any issues about the field placement with the student.

The Faculty Field Liaison is responsible for obtaining the field placement evaluation and submitting the evaluation to the Field Education Coordinator. The Faculty Field Liaison must complete a supporting memorandum along with the field placement evaluation form whenever an unsatisfactory grade is recommended (C- or below, Incomplete). The student must receive a copy of the memorandum along with a copy placed in the student's academic file.

# The Faculty Field Liaison shall:

Meet at least once each semester with the individual Field Instructor and student.

Act as liaison between the agency and the college.

Submit all evaluative materials to the Field Education Coordinator and Chair at the end of the semester.

Counsel students regarding problems or concerns related to field instruction.

Advise other faculty of concerns in-field instruction.

The Field Instructor is the agency employee who guides assignments in the field placement, provides instruction at the field placement, and evaluates the student's performance with the student and the faculty advisor. In addition to the Field Instructor, some students are assigned a task supervisor, an agency employee who works directly in the program area where a student is placed and assists the student with tasks related to their assignments in field education. They

also report to the Field Instructor on the student's progress in tasks. The Field Instructor and the task supervisor are not paid by the University for their work in this capacity but are performing valuable professional volunteer service.

### The Field Instructor shall:

Inform the Field Education Coordinator if the student is acceptable for the field instruction site.

Provide on-site supervision to the student(s) weekly.

-accredited and

have at least two-years of post-social work degree practice experience in social work. Make relevant assignments to the student(s).

Meet at least once a semester with the Faculty Field Liaison.

Apprise the Faculty Field Liaison of any problems or concerns regarding the placement before mid-semester.

Complete the evaluation forms as requested.

Attend Field Instructor's meetings initiated by the Field Education Coordinator.

The Field Education Coordinator has overall responsibility for student field placements. The field coordinator takes responsibility for arranging field placements, arranging contractual agreements, and confirming malpractice insurance with the University and outside agencies. If a student requires re-placement in another setting, then it is the responsibility of the Field Education Coordinator to make that arrangement. If the Field Education Coordinator submits a change different from the field liaison's recommendation, then the change must be documented along with an accompanying memorandum.

## The Field Education Coordinator shall:

Meet with each student applying for field instruction and explore the various potential sites which have been previously visited to discuss roles and expectations with the agency and personnel who will be affected by the student's placement.

Initiate meetings of Field Instructors to provide orientation to the social work program and college, address common concerns, and solicit their input on the content of the social work curriculum.

Facilitate the social work field seminar courses.

The student plays a vital role in field education. Student learning is at the heart of the field education program, as such, students must take personal responsibility for their learning.

The agency will provide an orientation for students covering rules, regulations, procedures, facilities, and equipment of the agency.

A representative from the agency must sign an affiliation agreement that outlines agency and school responsibilities.

Students are expected to follow the field placement process detailed below to secure a field

to select a different concentration. Please navigate to the BSW Handbook policy on student performance.
The Field Education Coordinator has primary responsibility for selecting agencies that can provide appropriate field education experiences for students. Students do not develop their own placement opportunities, but rather work directly with the Field Education Coordinator ir identifying appropriate placements.
Occasionally students may interview at multiple agencies and not be offered a field placement The Department of Social Wo

the Field Education Coordinator.

At the discretion of the Field Education Coordinator, students may be able to complete their field experience at their place of employment. If permitted, student assignments and employee tasks may qualify as field hours when directly linked to the nine social work competencies and to the generalist level of practice. Field education supervision may be provided by the same supervisor if field education supervision is distinct from employment supervision and the supervisor meets the requirements to serve as a Field Instructor. The University liability and professional insurance will cover the student only during field placement hours.

Students should be aware that consequences may arise from a change in employment status

jeopardize the ability to complete field requirements. In the case of termination, the Department of Social Work shall investigate the reason for termination before the student could be reassigned to a new field placement. Reassignment and continuation of field placement is not guaranteed. The approval and acceptance of the agency field instructor rest with the Department of Social Work. The agency must agree to comply with all practicum policies delineated in the University of Detroit Mercy Department of Social Work field manual and affiliation agreement.

Unwelcome means that the person being harassed did not request or invite the behavior and regarded the conduct as

does not mean that the conduct was welcome. In some situations, a person may not be able to complain about unwelcome behaviors because of a power imbalance.

Title IX requires the University of Detroit Mercy to respond to certain harassment on the basis of sex which it knows about or reasonably should have known about. Specifically, the University must:

Investigate what happened.

Take appropriate steps to resolve the matter the University must do its best to eliminate the harassment, prevent recurrence, and remedy effects even if no formal complaint has been made or when a person making a complaint does not wish to further participate in the process.

Take interim measures during the investigation to prevent potential further harassment.

If you feel you have been discriminated against on the basis of sex in your field placement, the University of Detroit Mercy has a responsibility to investigate your concern and provide you with support. Students should report discrimination on the basis of sex to their Faculty Field Liaison. Additionally, students may report the incident(s) to the Title IX Coordinator and Equity and Compliance Specialist at (313) 993-1802.

Students are expected to have malpractice/professional liability insurance at the time they begin their field internship. The university provides liability insurance under a large umbrella policy for all students in the field internship.

Social Work education is preparation for professional practice and as such there are expectations that go beyond academic standards within a classroom. There are physical, cognitive, emotional, and character requirements for effective social work practice, in addition to compliance with social work state licensing laws and ethics. Students who violate or fail to demonstrate adherence to these essential skills, values, and standards as they progress through the social work program and their field practicum may be subject to dismissal from the social work program and may be unable to secure a social work license and/or job upon graduation.

Students are evaluated on these professional standards in all areas of the BSW and MSW program including admissions, academic classes, and field practicum. Students are expected to possess these attributes and skills at a level appropriate to their year in the program.

Social work students know how their own values, beliefs, attitudes, and past experiences affect their thinking, behaviors, relationships, and overall practice. Students examine their internal processes, their strengths, limitations, and suitability for professional practice. Social work students demonstrate an awareness of how others perceive them and are willing to change behaviors that are non-conducive to working relationships with dients or other professionals.

Social workers endeavor to gain insight and understanding into the values, lived experiences, and beliefs that dients have. Social work students communicate empathy and support dients as a basis for building a productive and professional relationship with the dient.

Social work students recognize the signs of stress and emotional problems, develop appropriate means of self-care, and seek support services when necessary to minimize any adverse impact on scholastic and professional performance. Students must be willing to seek the advice of their faculty advisor and follow recommendations made by their advisor and/or faculty decisions regarding the appropriate maintenance of their academic, physical, or psychological health, which may include assessment and/or therapeutic services.

Students must abide by the ethical standards of the profession developed by the National Association of Social Workers (NASW) Code of Ethics. The Code of Ethics can be found at: <a href="https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics/Code-of-Ethics-">https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-</a>

Social work students should respect and protect the privacy and confidentiality of clients. Students should not solicit private information from clients unless it is needed to provide services. Students are expected to comply with confidentially requirements outlined in agency policy, applicable laws, and the NASW Code of Ethics and only disclose client information in accordance with such policies and/or if disclosing information is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. Students should not disclose identifying information about clients in seminar and other classes.

Students should not engage in physical contact (such as hugging or massaging dients) with dients when there is a possibility of psychological harm to the dient as a result. Students

should under no circumstances engage in sexual activities or sexual contact with current or former clients—or with other individuals with whom clients maintain close personal relationships where there is a risk of exploitation or potential harm to the client. Social work students, not their clients, assume the full burden of setting clear, appropriate, and culturally sensitive boundaries.

Social media channels, such as Facebook, Instagram, Twitter, YouTube, Snapchat, an

3.

The Department of Social Work reserves the right to have a student write a reflective essay regarding concerns that arise in a field setting, or if a student is dismissed from an agency. The

- Clarify accountability issues who is responsible to whom at all levels of the organization.
- o Carify your supervisory styles expectations, teaching method.

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- recommend a grade but the final responsibility for the grade rests with the Faculty Field Liaison.
- Field Instructors will complete an evaluation for each student at Fall mid- and end-semester and Spring end-semester. The Field Instructor recommends a grade to the Faculty Field Liaison who then is responsible for assigning a final grade.
- At the end of the second semester, the student must turn in an Evaluation of Field Placement which should be used in considering that agency for future placements.

Resources from the North American Netk()7icNoes o ducicic AAcicic(N2 (A)-NFE6 ()-Netk(e)19icts