

## Introduction

The Practicum and the Mission, Goals, and Objectives of the Social Work Curriculum: The social work major at Miami University provides a generalist, baccalaureate social work education to students. The curriculum is structured to facilitate development of and integrate knowledge and skills of direct practice, policy, research, theory and liberal education which can be applied to various social systems.

The social work curriculum prepares students for bachelor level, generalist social work practice. The mission of the social work program is to educate students for beginning generalist social work practice. The program seeks to provide knowledge and skills to facilitate students in becoming effective change agents who advance the well-being of at-risk populations and promote effective and preventive social welfare policies, programs, and practices. In preparing students for effective social work practice, the program's mission involves instilling in students the knowledge, values and ethics of the profession and its mission driven heritage. The program seeks to ensure that students acquire practice and intervention strategies to join with clients in facilitating their functioning while simultaneously enfranchising them. Based on a liberal education perspective and professional foundation, the program strives to educate students about bio-psycho-social contexts to become advocates for effective services and systemic change. Drawing from a social systems and family centered perspective, social work students will be presented with multi-level and multi-modal strategies to advance generalist social work practice with a variety of diverse client systems.

The program's goals flow from its mission. The programs goals are to:

- 1) provide students with a liberal education foundation and social work skills and knowledge for competent generalist practice and effective change in both the lives of those they serve and the systems which affect them;
- 2) promote analytical policy skills, as well as policy practice, empowerment and advocacy skills as integral to generalist practice;
- 3) prepare students to integrate and internalize social work ethics and values to promote improved outcomes for populations at-risk, through partnerships with client systems;
- 4) infuse systems and family perspectives into practice by focusing on the interplay between needs, risks, resilience of systems, and contexts;
- 5) Inform students about bio-psycho-social contexts (within a social systems framework) in relation to behavior, policy development and change;
- 6) Provide information about and prepare students for multi-modal and multi-level practice with diverse populations, particularly those at-risk in society;

and

7) prepare students to be responsible for their continued growth and development upon graduation.

The goals for student learning and desired results are included in the program's objectives for students. These include preparing students for generalist social work practice by facilitating students as they "integrate the knowledge, values, and skills of the social work profession into competent practice" (Commission on Accreditation:

Handbook of Accreditation Standards and Procedures, 1994:98) so, as a result of their participation in the social work program, students are enabled to:

- Think critically from a liberal education and generalist social work perspective;
- Understand their own values and ethic systems, integrate and internalize the ethics and values of the social work profession, and apply social work ethics and values to social work practice;
- Develop a respect for diversity and be able to evidence that respect in practice;
- Demonstrate professional use of self in the classroom in the practicum and in the profession upon graduation;
- Recognize the various types of oppression and discrimination in society and the processes whereby oppression and discrimination take place and create at-risk populations;
- Understand and have the ability to utilize strategies for social change and social and economic justice;
- Understand the social work profession and its body of knowledge, its historical and current functioning, structures and issues;
- Using a social systems and family centered framework, have the ability to integrate generalist social work knowledge and skills with multi-level, diverse systems;
- Integrate knowledge and theories about bio-psycho-social interactions and apply that to the interactions between multi-level systems;
- Analyze policies and their effect on a variety of client systems, social work professionals, and social service agencies while gaining knowledge about advocacy and how to enfranchise client populations;
- Become consumers of social work research, have the ability to evaluate research and apply research findings to their practice, as well as to gain the ability to evaluate their own social work practice;
- Develop communication skills and intervention strategies, which can be applied to diverse client populations on a variety of levels, as well as to other professionals and the community;
- Utilize supervision appropriate to baccalaureate level social work practice; and
  - Work professionally within the structure of social service organizations and when appropriate, work for change of those organizations in an appropriate manner using supervision.

The social work curriculum has a strong liberal education base. Liberal education courses required for first and second year students, as well as required liberal education thematic sequence courses and a capstone course, provide a foundation for the professional social work courses students will take in their sophomore, junior and senior years. (Appendix A)

The objectives of the practicum are to facilitate students to:

To develop an awareness of themselves and their ethics and values in the process of intervention with client systems;

Within the practicum, to utilize supervision in the application of knowledge, skills, values and ethics;

To apply and integrate knowledge gained in the social work foundation courses and in liberal education foundation courses;

To incorporate and apply social work ethics and values in intervention with diverse, at-risk client systems;

To utilize social work practice skills in work with diverse, at-risk client systems;

To recognize and work toward doing away with societal and environmental barriers (including discrimination and oppression) that prevent access to resources and clients reaching their full potentials;

To practice and enhance oral and written professional social work communication skills;

To successfully utilize professional supervision; to demonstrate professional use of self in the practicum setting;

To work with diverse, at-risk client systems throughout the problem solving process;

To implement agency policies, abiding by social work ethical standards;

To ethically apply critical thinking skills in assessment and evaluation of the social work agency and its policies;

To review, critique and utilize social work research and apply research findings to practice; and

To evaluate their own practice.

Social Work Senior Practicum (FSW 411) is taken concurrently with Senior Seminar in Social Work I (FSW 412) in the fall of the senior year and with Senior

Seminar in Social Work II (FSW 413) in the spring of the senior year. Senior year social work courses are integrative courses. These courses integrate the knowledge and skills gained in other undergraduate courses and provide a setting for their application within a social service agency. Students are expected to utilize experiences from the practicum in FSW 412 and FSW 413 assignments and to apply knowledge and skills gained in these seminars to the practicum setting.

The practicum is a 12 credit hour course (6 credits in the Fall and 6 credits in the Spring). Each credit hour requires 37.5 hours spent in the field for a total of 450 field experience hours. The Seminars are each 2 credit courses and meet for two hours weekly (for 4.25 hours weekly when taken during the summer session), in addition to the practicum experience.

### **Placement Process**

Social Work Practicum Orientation: By week seven of the second semester of the student's junior year, a social work orientation will be held by the practicum coordinator. All junior students will be notified of the orientation and attendance is mandatory. At the time of the orientation, students will be provided with information about: an application for the practicum (Appendix B); the types of placements available; criteria for placements and selection of supervisors; the Student Interest form (Appendix C) and how to develop a resume; the process of choosing an agency; the process of setting goals for the practicum; the student's responsibilities, the practicum coordinator's responsibilities, the faculty liaison's responsibilities, and the field supervisor's responsibilities; and use of self with regard to risk management within the practicum.

Application for the Practicum: The application form for the practicum must be completed and turned in to the practicum coordinator by week nine of the Spring semester of the junior year. The coordinator will review the application and then meet with the student to discuss placement options by the tenth week of the Spring semester. Students will, with the coordinator, determine which agencies they will contact to apply for placement.

Establishing Placements: Following the meeting with the coordinator, students will contact the agreed upon agency(ies) and request an interview to apply for placement. Students are expected to carry out this activity in a professional manner and to make application with the same seriousness as when applying

for a job. Students will provide potential field supervisors with a copy of their application form prior to or at the time of the agency interview. Students should discuss the agency's mission with the potential field supervisor to determine fit between his/her goals and those of the agency. If the agency accepts the student for placement and the student agrees, the student is responsible to have the field supervisor sign the Agreement form (Appendix D) which the student will then sign and return to the practicum coordinator. The practicum coordinator will then sign the Agreement form and send a copy to the student and to the field supervisor.

Criteria for Agency and Supervisor Selection: In selecting a placement agency and field supervisor, it is important for students to keep in mind the qualifications for field supervisors. The following criteria have been established for field agencies and supervisors:

Field supervisors must hold a MSW from a CSWE accredited program; or hold a BSW from a CSWE accredited program and two years of social work experience; or hold a bachelor's degree from another discipline, five years of social work experience, and exhibit knowledge about social work practice and ethics; and

If holding a degree from a discipline other than social work, the field supervisor must agree to meet with the Field Coordinator to mutually assess specific areas that will require additional faculty involvement to ensure that a social work focus and identification are sustained. Once this assessment is completed, the field supervisor will need to take part in whatever involvement is judged necessary to achieve this objective. It is understood that this involvement could include such things as: frequent and sustained liaison visits from the Field Coordinator and the supervisor, co-supervisor with a qualified faculty member from Miami University faculty (i.e., a faculty person with an MSW and two years practice experience), or other activities as deemed necessary by the program.

Have a commitment to bachelor's level generalist social work practice;  
Be in agreement with the mission and objectives of Miami's social work program; and  
Have completed a Field Supervisor Information form (Appendix F) which is on file in the practicum coordinator's office;  
The agency must be a social service agency which has the ability and commitment to provide a generalist, baccalaureate level social work experience to students and whose mission fits with social work ethics and values.  
The field supervisor must attend one orientation/ training session provide by the Miami University Field Coordinator.

## **RESPONSIBILITIES**

It is expected that the practicum coordinator, faculty liaison, field supervisor and student will agree to and carry out responsibilities to ensure the success of the placement.

Practicum Coordinator's Responsibilities: The practicum coordinator will:

- 1) Provide a practicum orientation by week seven of the spring semester for juniors who are social work majors;
- 2) Have copies of the Social Work Senior Practicum Manual available in the Social Work office;
- 3) Prepare a list of available practicum agencies for students;
- 4) Review student applications to ensure that they are complete and meet with individual students and discuss their application for and interest in specific practicum agencies by week ten of the second semester of students' junior year (this meeting is to be initiated by the student);

- 5) Create a file for each student, which is available to the faculty liaison and the student. The file should include: a) the student's application; b) the student's projected Time Sheet; c) the Learning Contract; d) the field supervisor's evaluation; and e) the faculty liaison's final grade;
- 6) Review Field Supervisor's Information forms for potential field supervisors (Appendix F) and work with students to choose agencies in which they will interview;
- 7) Sign the Agreement form (Appendix D) (if field supervisor and agency are approved) and send a copy to the field supervisor and student;
- 8) Make the Practicum Manual available to field supervisors;
- 9) Assign a faculty liaison to each potential practicum student by week fourteen of their junior year;
- 10) Maintain contact with the faculty liaison(s) (if the practicum coordinator is not acting in the capacity of liaison). This contact will serve will to review the contacts and goals and progress between the liaisons and agencies and students; and
- 11) Function as consultant to resolve practicum issues.

Faculty Liaison's Responsibilities: Each student will be assigned to a faculty liaison. The faculty liaison is a Miami faculty member who acts as a linkage between the student, agency and the university. The practicum coordinator may act as faculty liaison or other social work faculty may function in this capacity. The faculty liaison is responsible to:

Meet with assigned students during the first week of the practicum and review social work professional practice and ethics;

Explain to students the process of establishing goals and contracts with the field supervisor and (when the practicum agency is within a thirty mile radius of Miami University) meet with assigned student and placement supervisor, by week ten of the practicum, to review established goals and student progress;

Maintain contact every other week with assigned students;

Read and respond to student's journals on a weekly basis;

Maintain telephone and/or e-mail contact with field supervisor at least twice

during the semester, and act as a consultant to the field supervisor when

appropriate;

Maintain contact with the practicum coordinator to review student progress;

Review with students the field supervisor's evaluation of the student's work (Appendix H) and meet with the student and field supervisor regarding the supervisor's final evaluation if any discrepancies occur;

Complete Faculty Evaluation of Field Agency and Field Supervisor form (Appendix L) and provide a copy to the field supervisor and the practicum coordinator; and

Turn in a final grade for the student in FSW 411.

Field Supervisor's Responsibilities: The field supervisor is responsible to:

- 1) Have completed a Field supervisor Information form (Appendix F) (if one is on file with the practicum coordinator, a new form does not need to be completed);
- 2) Facilitate the student's completion of the Learning Contract form (Appendix G) and (when the practicum within a fifty mile radius of Miami University) meet with the faculty liaison and student, during the first ten weeks of the practicum to review established goals and student progress;
- 3) Maintain contact with the faculty liaison (by telephone or e-mail) at least twice during the semester in which the practicum takes place;
- 4) Provide regular supervision to the student, holding weekly supervisory meetings with the student of at least 30 minutes (appropriate other staff may be assigned to supervise students for specific tasks, which will be reviewed by the field supervisor);
- 5) Provide an experience (for the student) which has the potential to enhance the student's preparation for professional social work practice. This includes the provision of an experience which allows students to meet the objectives of the practicum experience;
- 6) Contact the faculty liaison if any problem arises in the student's placement;
- 7) In the fifteenth week of the practicum, review with the student the Field Supervisor's Evaluation form and mail to the faculty liaison; and
- 8) In the fifteenth week of the practicum, complete the Field Supervisor's Evaluation of Program Support form (Appendix K) and mail to the faculty liaison.

Student's Responsibilities: Prior to enrollment in the Senior Social Work Practicum, students have the responsibility to carry out a variety of tasks. Once the practicum is agreed upon, students are responsible to complete the prescribed activities for the practicum and for Senior Seminars I and II.

Prior to beginning the Practicum students are responsible to:

Obtain a copy of the Social Work Senior Practicum Manual from the Social Work office (101A McGuffey Hall) prior to the practicum orientation meeting;

Attend practicum orientation meeting during the second semester of the junior year;

Turn in a Practicum Application form (Appendix B) to the practicum coordinator by week nine of the junior year;

Schedule and attend a meeting with the practicum coordinator by week ten of the spring semester of the junior year to determine potential practicum agencies;

Contact agreed upon agency(ies) for an interview by the end of week ten of the second semester;

Interview with agreed upon practicum agency(ies) and provide potential field supervisor(s) with a copy of their Practicum Application form (Appendix B) and a

resume;

When the student, agency, and practicum coordinator agree upon an agency, the student will obtain a copy of the Agency Agreement Form (Appendix D) and sign it, request the supervisor's signature and give that to the practicum coordinator by week twelve of the spring semester of the junior year;

Complete all the prerequisites for FSW 411;

Request the field supervisor to complete and sign the Supervisor Information Form (Appendix F) and return that to the practicum coordinator for approval by week twelve of the practicum. (If a Supervisor Information Form is on file in the practicum coordinator's office, the student will not need to complete this task.);

Have a g.p.a. of 2.75 in all core social work courses and an overall g.p.a. of 2.5;

Have a car available during the practicum if one is required for transportation to and from the agency and/or if one is required to complete agency tasks. Students must provide the practicum coordinator with documentation of car insurance if they are driving to and from the agency;

Arrange for an academic schedule, which would allow half-day and/or full day segments at the practicum agency;

Establish days and times when the student will be at the practicum agency during the semester, complete a Time Sheet (Appendix I) outlining those times, and provide copies to the field supervisor, the faculty liaison and the practicum coordinator; and

Provide the practicum coordinator with documentation of liability insurance prior to the beginning of the practicum.

When in the practicum, students have the following responsibilities:

To attend the practicum on all agreed upon days and at agreed upon times. In the case of unavoidable absences and tardiness, the student is responsible to notify the field supervisor in advance, as would be done in professional employment and to make up the hours missed;

To meet with the faculty liaison and field supervisor to set goals for the practicum (by week five of the practicum each semester) (Appendix G: use Learning Contract form);

To complete a weekly Time Sheet (Appendix I will be used for this purpose) signed at the end of each week by the student and the field supervisor to provide a copy to the supervisor and the faculty liaison;

To complete work assigned by the field supervisor in a responsible, professional manner, keeping commitments to the agency, field supervisor, clients and faculty liaison;

To integrate and apply social work knowledge, methods and ethics (Appendix J);

To meet weekly with the field supervisor for supervision and every other week with the faculty liaison;

To complete all required practicum hours by the last day of the semester;

To meet with the field supervisor during the fifteenth week of the practicum to review the field supervisor's evaluation of their work, to bring a sealed, signed evaluation to the field liaison at the time of the last Senior Seminar, and then to

meet with the faculty liaison to review the evaluation;  
To complete the Student Evaluation of Practicum forms (Appendix J) and provides a copy to the field supervisor and to the faculty liaison.

Problems in Field Instruction: It is the responsibility of the faculty of the Social Work Program to grant academic credit only to students whose course work meets at least minimally acceptable standards. Because performance in field instruction is a critical indicator of the student's readiness to assume professional responsibilities, and because field instruction is a major formal requirement (12 credit hours), the student must earn a grade of C or better for the two semesters in field instruction in order to complete candidacy for the Bachelor of Social Work degree.

Each student receives specific evaluative feedback from the agency field instructors throughout the two semesters of placement. The Social Work Program has developed guidelines for handling situations in which the student's field performance deficiencies bring into question the student's ability to meet minimally acceptable standards. In most instances, such deficiencies become apparent early in the placement. Obvious examples are erratic attendance patterns, failure to keep appointments or other obligations to clients or colleagues, punitive or otherwise inappropriate behavior in the professional role, refusal or failure to carry out policies or procedures which are vital to the agency's functioning. Less obviously, serious shortcomings in the quality of performance as measured by the criteria specified in the Learning Contract may become apparent at any time in the placement. It is especially crucial that any performance deficiency be brought to the student's attention as soon as it has been observed. Only in this way will the student and the field instructor have full opportunity to initiate timely corrective steps.

The Social Work program respects the right of the student to raise and pursue issues regarding his/her field work placement. Such concerns should be brought by the student to the Field Instructor, Faculty Liaison or directly to the Coordinator of Field Instruction for appropriate resolution. The first step in most cases will involve the Field Instructor, Faculty Liaison and/or Field Coordinator coaching the student to attempt to resolve the problem for him/herself. The Program believes that the process of problem solving on one's own behalf can be an important part of the student's education. If this fails, the student, Field Instructor, Faculty Liaison and/or Field Coordinator will initiate a joint meeting with the student and Field Instructor to assess the possibility and appropriateness of further attempts at problem resolution. If deemed appropriate, the Field Coordinator and/or Field Instructor's supervisor may be invited to attend this or subsequent meetings.

Field placements at the Miami University Social Work Program are made after a thoughtful pre-placement process which includes active student and agency participation and choice. Field placements, once confirmed, are not

discontinued lightly. If the conclusion is reached by the Field Coordinator, Faculty Liaison, and agency representative that a placement should be discontinued, an assessment will be made jointly by the Field Coordinator, Faculty Liaison, and Faculty Advisor whether a student should be reassigned to another Field Instructor in the same agency or to another agency setting. Students who discontinue a placement without prior approval of the Field Coordinator risk receiving a grade of F.

If, in the opinion of the Field Coordinator, Faculty Liaison, and Faculty Advisor, the student should be reassigned to a different placement, arrangements will be made through the Field Coordinator to secure another placement. Arrangements will include a new field placement time line which may require that the placement be extended beyond the required minimum hours. If a decision is made that the student has failed to demonstrate the required standards in the field practicum, the Field Coordinator will convene a Retention Committee to review information relevant to the placement termination (see next section).

**Unacceptable Performance in Field Instruction:** Students not demonstrating the required standards in field practice will be terminated from the social work major. When information is received that the standards have been violated, a Retention Committee, formed by all the social work faculty, will meet to review the information provided. A hearing will be held giving the student the opportunity to present her or his perspective concerning the situation. The Retention Committee will then make a decision concerning the student's retention in the social work major. The Committee decision will be reached by a majority vote. Students notified of termination from the social work major have the right to appeal that termination by requesting a hearing with the Social Work Advisory Committee. If the outcome of the hearing supports termination, students have the right to reapply to the social work program in a subsequent semester.

If the conclusion is reached by the Retention Committee that the student is unable to meet minimal performance standards, or is otherwise unsuited to the profession, the faculty liaison will advise the student of the option to drop the course if the deadline for dropping courses has not passed. If the deadline for dropping courses has passed, the grade of F will be reported to the Coordinator of Field Instruction. The Field Coordinator will inform the student's academic advisor that the student's enrollment in the practicum has been terminated. Withdrawal from the practicum requires a simultaneous withdrawal from the concurrent senior seminar course. An F in the practicum results in termination from the program.

The student's academic advisor will be responsible for counseling the student regarding the academic career options. These options include intra-university transfer or withdrawal from the University. The academic advisor may also,

under appropriate circumstances, assist the student to remain in candidacy for the Bachelor of Social Work degree by supporting the student's petition to reapply to the social work program in a subsequent semester.

Such a petition will be acted upon by the Social Work Program Director and the Field Coordinator. Action upon the petition will be consistent with Social Work Program policy in regard to the fulfillment of the practicum requirement.

### **Statement of Nondiscrimination**

The Social Work Program does not discriminate on the basis of race, color, gender, age, religion, creed, ethnic or national origin, handicap, political, or sexual orientation. The program does not discriminate in these areas in acceptance of students into the Social Work Program, in academic areas, in advising, nor in relationships with community organizations.

**APPENDIX A**  
**SOCIAL WORK CORE AND RELATED COURSES**  
**DEPARTMENT OF FAMILY STUDIES AND SOCIAL WORK**  
**SCHOOL OF EDUCATION AND ALLIED PROFESSIONS**

**REQUIRED CORE SOCIAL WORK COURSES**

**Sophomore Year/Fall**

FSW 201	Introduction to Social Work	3 credits
FSW 261	Individual and Family Environments: Families Across the Life Cycle	3 credits

**Sophomore Year/Spring**

FSW 206	Social Welfare: Impact on Diverse Groups	4 credits
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**Junior Year/Fall**

FSW 306	Social Work Methods I	4 credits
FSW 312	Social Work Theory	3 credits

**Junior Year/Spring**

FSW 309	Social Welfare Policy II	3 credits
FSW 395	Research in Social Work and Family Studies	4 credits
FSW 406	Social Work Methods II	4 credits

**Senior Year/Fall**

FSW 411	Social Work Senior Practicum	6 credits
FSW 412	Senior Seminar in Social Work I	2 credits

**Senior Year/Spring**

FSW 411	Social Work Senior Practicum	6 credits
FSW 413	Senior Seminar in Social Work II	<u>2 credits</u>
		44 credits

**REQUIRED RELATED HOURS**

ECO 201	Principles of Microeconomics*	3 credits
SOC 151	Social Relations*	4 credits
ZOO 161	Human Physiology (LAB)*	4 credits
STA 261	Statistics*	4 credits
PSY 241	Personality	3 credits
FSW 281	Child Development**	4 credits
FSW 466	The Family in Later Life**	3 credits
FSW 475	Family Theories	3 credits

**Choose one of the following two:**

PSY 111	Introduction to Psychology*; or	4 credits
EDP 101	Critical Issues in the Psychology of the Learner	or 3 credits

**Choose one of the following three:**

SOC 348 American Minority Relations; **or**  
PSY 325 Psychology of Prejudice and Minority  
Experience; **or**

POL 353 Constitutional Rights and Liberties 3 credits

34- 35 credits

\*These courses are Miami Plan Courses. Additional Miami Plan courses must be taken to meet Miami Plan and Social Work requirements (see The Miami Bulletin).

\*\*Students may substitute PSY 231 for FSW 281 and PSY 334 for FSW 466.

See Social Work Secretary, Stephanie Wagner @ (513)529-3314 (101A McGuffey Hall) for Social Work Admissions Policy

**Appendix B**  
**Application for the Practicum**

Name:

\_\_\_\_\_

\_\_\_\_\_  
(Present Address)

\_\_\_\_\_  
(Permanent Address)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Permanent Phone Number)

Email: \_\_\_\_\_

Expected Date of Graduation from Miami University \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License (circle one): YES NO

Car available during practicum (circle one): YES NO

If yes, attach documentation of car insurance

In case of emergency notify: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Describe the client population(s) and system level(s) in which you  
would like to work. Discuss the reasons for your interest:

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\_\_Indicate areas in which you believe you have strengths as a potential social worker:

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Describe areas in which you believe your have limitations as a potential social worker:

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Discuss future career interests and plans:

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Additional information of importance for a potential agency supervisor to know:

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## Appendix C

# Student Interest\*

Name:

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Address:

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Phone:

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Email:

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Name of agencies with which you wish to interview:

1.

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Reason:

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2.

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Reason:

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3.

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Reason:

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**Appendix D**  
**Agreement\***

Student:

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Agency:

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Agency Supervisor:

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Title:

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Student's duties or activities:

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Number of hours per week:

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Beginning date of field experience:

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Date practicum will be completed:

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**SIGNATURES:**

Student: \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor:

\_\_\_\_\_ Date \_\_\_\_\_

Faculty Liaison:

\_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX E

### Distance Field Placement Guidelines

Students are to choose an approved field practicum agency that is in **close proximity** to the Miami University. This is to allow for Field Liaison visits, so that Field Instructors can attend orientation seminars, and so students can attend the concurrent seminar. If a student desires to do a placement outside of the proximity, they must submit their case in writing to the social work department for approval (see process below). All students doing Field Practicum (FSW 411) **must attend the concurrent seminar** at Miami University (FSW 412 and FSW 413).

### Distance Placement Approval Process

Students wanting to do a field placement outside the proximity of Miami University must submit their case in writing for review by the social work faculty. Students should address the following factors when stating their case: Specifically, what educational opportunity does this distance placement offer that is not made available through agencies in the proximity of Miami

University?

How have you assessed that your educational needs cannot be met through an agency in close proximity to Miami University?

Does this agency meet supervisory requirements as defined in the Practicum Manual?

What arrangements will be made for field liaison contact with the student and field supervisor at the distance agency? See Field Liaison's responsibilities outlined in the Practicum Manual? If arrangements are being made with a contact at another social work department, the program must be accredited by CSWE.

What arrangements will be made to attend a corresponding seminar course (FSW 412 or FSW 413)? If arrangements are being made with another social work department, the program must be accredited by CSWE.

**Appendix F**

**FIELD SUPERVISOR INFORMATION\***

Student's Name:

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Supervisor Name:

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Home Phone

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Address:

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Email:

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Present Employer: \_\_\_\_\_ Work

Phone\_\_\_\_\_

Work Address:

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**EDUCATION**

Name of College:

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Date of Graduation: \_\_\_\_\_ Degree

Earned \_\_\_\_\_

Name of Graduate School:

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Date of Graduation: \_\_\_\_\_ Degree

Earned \_\_\_\_\_

**Other Pertinent Information**

Professional Licenses/ Credentials Held:

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My interests in working with your Social Work Program include:

\_\_\_\_\_ guest lecturing in class

\_\_\_\_\_ serving on the Advisory Committee

\_\_\_\_\_ other

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Additional information of importance for the Faculty Liaison to know:

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**APPENDIX G  
LEARNING CONTRACT**

**Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_**

**Student's name**

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**Agency**

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**Agency Supervisor**

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The learning contract is to be agreed upon and completed by the student and agency supervisor and reviewed by the faculty liaison. More than one task may be established for each of the following objectives. New tasks may be established during the course of the semester.

**Develop an awareness of self and demonstrate knowledge and commitment to social work values and ethics:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>EVALUATION METHOD</b>	<b>DATE TO BE COMPLETED</b>

**Supervisor's comments:**

**Student's comments:**

**Successfully utilize supervision in the application and integration of social work knowledge, skills, values, and ethics:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>EVALUATION METHOD</b>	<b>DATE TO BE COMPLETED</b>

**Supervisor's comments:**

**Student's comments:**

**Practice and enhance social work practice skills (oral and written) throughout the problem solving process in working with diverse, at-risk client systems (micro, mezzo, macro):**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>EVALUATION METHOD</b>	<b>DATE TO BE COMPLETED</b>
a. Mirco		
b. Mezzo		
c. Macro		

**Supervisor's comments:**

**Student's comments:**

**Demonstrate professional use of self in the practicum setting, which includes abiding by agency policies and social work ethical standards:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>EVALUATION METHOD</b>	<b>DATE TO BE COMPLETED</b>

**Supervisor's comments:**

**Student's comments:**

**Review, critique and utilize social work research and apply research findings to practice:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>EVALUATION METHOD</b>	<b>DATE TO BE COMPLETED</b>

**Supervisor's comments:**

**Student's comments:**

**Evaluate student's own practice:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>EVALUATION METHOD</b>	<b>DATE TO BE COMPLETED</b>

**Supervisor's comments:**

**Student's comments:**

**Ethically apply critical thinking skills in assessment and evaluation of the social work agency and its policies:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>TIME FRAME</b>	<b>DATE TO BE COMPLETED</b>

**Supervisor's comments:**

**Student's comments:**

**Student Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Agency Supervisor Signature** \_\_\_\_\_ **Date**  
\_\_\_\_\_

**Faculty Liaison Signature** \_\_\_\_\_ **Date**  
\_\_\_\_\_

## Appendix H

### Field Supervisor's Evaluation

Student:

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—

Field Supervisor:

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Agency:

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—

Evaluation for:

\_\_\_\_\_ Fall Semester

\_\_\_\_\_ Spring Semester

\_\_\_\_\_ Summer

Semester

It is important that evaluation of the student be a shared process and that the field supervisor and the student discuss differences and similarities in the supervisor's assessments.

The Final Evaluation covers the objectives and tasks set forth in the Learning contract. Please rate the student on the following items by circling the number, (below, from a 1-5 scale), that best describes the degree to which the student met the objective. Please add comments/examples as appropriate.

#### **Develop an awareness of self and own ethics and values:**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>			
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**Utilize supervision in applying knowledge, skills, values and ethics:**

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**Apply and integrate knowledge from social work foundation courses and liberal education foundation courses:**

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**Incorporate and apply social work ethics and values in intervention with diverse, at-risk systems:**

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**Utilize social work practice skills in work with diverse, at-risk client systems:**

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**Recognize and work toward doing away with societal and environmental barriers (including discrimination and oppression) that prevent access to resources and prevent clients from reaching their full potentials:**

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

Practice and enhance oral and written professional social work communication

skills:

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**8. Successfully utilize professional supervision:**

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**Demonstrate professional use of self in the practicum setting:**

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**Work with diverse, at-risk client systems throughout the problem solving**

**process:**

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**Implement agency policies, abiding by social work ethical standards:**

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**Ethically apply critical thinking skills in assessment and  
evaluation of the social work agency and its policies:**

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**Review, critique and utilize social work research and apply research findings to practice:**

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**Evaluate student's own practice:**

<b>1 5</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's Comments/Examples:

**15. Overall evaluation of student's performance in practicum:**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b> Fails to meet Exceeds expectations expectations	Marginally meets expectations	Satisfactorily meets expectations	Meets expectations and shows potential for excellence

Supervisor's summary comments:

Field Supervisor Signature\_\_\_\_\_ Date\_\_\_\_\_

I have read this evaluation and it has been discussed with me.

Student Signature\_\_\_\_\_ Date\_\_\_\_\_

Field Supervisor: Please mail this form to the Faculty Liaison in the fifteenth week of the placement.

# Appendix I

## Practicum Time Sheet

### WEEK 1 – SEMESTER 1

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_ Cumulative Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

### WEEK 2 – SEMESTER 1

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_ Cumulative \_\_\_\_\_

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 3 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 4 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours\_\_\_\_\_

Signatures

Student\_\_\_\_\_ Date\_\_\_\_\_

Field Supervisor\_\_\_\_\_ Date\_\_\_\_\_

**WEEK 5 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 6 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_



**WEEK 7 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 8 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 9 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 10 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_



**WEEK 11 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 12 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_



**WEEK 13 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 14 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 15 – SEMESTER 1**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours\_\_\_\_\_

Cumulative Hours\_\_\_\_\_

Signatures

Student\_\_\_\_\_ Date\_\_\_\_\_

Field Supervisor\_\_\_\_\_ Date\_\_\_\_\_

# Practicum Time Sheet

## WEEK 1 – SEMESTER 2

DATE						
	Monda y	Tuesda y	Wed.	Thurs.	Friday	Saturda y
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

## WEEK 2 – SEMESTER 2

DATE						
	Monda y	Tuesda y	Wed.	Thurs.	Friday	Saturda y
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 3 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 4 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 5 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 6 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 7 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 8 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 9 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 10 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_



**WEEK 11 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 12 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_



**WEEK 13 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 14 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**WEEK 15 – SEMESTER 2**

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_



4. What components of your field experience do you feel will be most valuable to you in your future social work practice?
  
  
  
  
  
  
  
  
  
  
5. What components of your field experience do you feel were least valuable to you for your future social work career?
  
  
  
  
  
  
  
  
  
  
6. Do you feel your social work foundation courses gave you enough preparation for your field experience? What courses were most helpful?
  
  
  
  
  
  
  
  
  
  
7. Do you have recommendations for future for student placements at your agency in the future?

Following graduation, what are your career plans? If you have been offered or accepted employment, or if you have been accepted into a graduate program, please note the specific agency or program.



Support  
 Please place a check in the appropriate area for each item below:  
 provided by  
 agency

	Excellent	Good	Fair	Below Average
Level of knowledge you have gained about your agency				
Knowledge gained about community resources				
Knowledge gained about the practice of social work				
Contribution of agency supervision to increase in your social work skills				
Contribution of agency supervision to your growth in the area of social work ethics and values				

<p>Support provided by agency to professionals in the area of social work supervisor</p>				
<p>Degree to which tasks assigned allowed you to apply social work knowledge and skills</p>				
<p>Extent to which agency supervision facilitated you in meeting your goals</p>				

	Excellent	Good	Fair	Below Average
<p>Level of support from Miami's social work faculty</p>				

Contribution of Faculty Liaison to your growth in the area of social work ethics and values				
Support provided by other Miami faculty				
How would you rate your practicum experience?				

After completing this form, share it with both your agency supervisor and your faculty liaison. Then obtain their signatures indicating that they have read your evaluation.

Agency Supervisor \_\_\_\_\_  
Date \_\_\_\_\_

Faculty Liaison \_\_\_\_\_  
Date \_\_\_\_\_

Student \_\_\_\_\_  
Date \_\_\_\_\_



**APPENDIX K**  
**FIELD SUPERVISOR'S EVALUATION OF PROGRAM SUPPORT**

Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Students Name: \_\_\_\_\_

Agency: \_\_\_\_\_

1. Did the faculty liaison meet with you and your practicum student to review goals during the placement?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

Comments:

2. Did the faculty liaison contact you by telephone or e-mail at least twice during the practicum to review the student's progress in relation to established objectives and tasks?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

Comments:

3. Please describe the extent to which the field liaison's support of the \_\_\_\_\_ practicum is effective.

4. Please discuss the strengths and weaknesses of the social work program's support for the field practicum.

Field Supervisor signature \_\_\_\_\_

Date \_\_\_\_\_

Please mail to the Faculty Liaison in the fifteenth week of the practicum.

**APPENDIX L  
FACULTY EVALUATION OF FIELD AGENCY AND FIELD  
INSTRUCTOR**

**Semester:** Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Placement:** \_\_\_\_\_

1. Was field supervision provided on a regular basis to the student?

\_\_\_\_\_ Yes                  \_\_\_\_\_ No

2. Please rate the extent to which the field agency and field supervisor facilitated students in meeting each of the objectives for the practicum, as listed below. If appropriate, describe support for setting goals, opportunities for students to carry out necessary tasks, and the quality of supervision provided in relation to the objectives.

1. to develop an awareness of themselves and their ethics and values in the process of intervention with client systems

Excellent      Good      Fair      Below Average

2. within the practicum, to utilize supervision in the application of knowledge, skills, values and ethics

Excellent      Good      Fair      Below Average

3. to apply and integrate knowledge gained in the social work foundation courses and in liberal education foundation courses

Excellent      Good      Fair      Below Average

4. to incorporate and apply social work ethics and values in intervention with diverse, at-risk client systems

Excellent      Good      Fair      Below Average

5. to utilize social work practice skills in work with diverse, at-risk client systems

Excellent      Good      Fair      Below Average

6. to recognize and work toward doing away with societal and environmental barriers (including discrimination and oppression) that prevent access to resources and clients reaching their full potentials

Excellent      Good      Fair      Below Average

7. to practice and enhance oral and written professional social work communication skills

Excellent      Good      Fair      Below Average

8. to successfully utilize professional supervision

Excellent      Good      Fair      Below Average

9. to demonstrate professional use of self in the practicum setting

Excellent      Good      Fair      Below Average

10. to work with diverse, at-risk client systems throughout the problem solving process

Excellent      Good      Fair      Below Average

11. to implement agency policies, abiding by social work ethical standards

Excellent      Good      Fair      Below Average

12. to ethically apply critical thinking skills in assessment and

evaluation of the social work agency and its policies

Excellent      Good      Fair      Below Average

13. to review, critique and utilize social work research and apply research findings to practice

Excellent      Good      Fair      Below Average

14. to evaluate their own practice.

Excellent      Good      Fair      Below Average

Field liaison signature \_\_\_\_\_

Date \_\_\_\_\_

**AGENCY TASKS/  
ACTIVITIES**

**Appendix M**

**Sample of the Learning Contract 1**

**APPENDIX G  
LEARNING CONTRACT**

**Develop an awareness of self and demonstrate knowledge and commitment to social work values and ethics:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>EVALUATION METHOD</b>	<b>DATE TO BE COMPLETED</b>
<p><b>1. Develop professional mentoring relationship between intern &amp; supervisor</b></p> <p><b>2. Maintain reflective journal</b></p> <p><b>3. Review NASW values and code of ethics.</b></p>	<p>Supervision Meetings</p> <p>Supervision meetings</p>	

**Supervisor's comments:**

**Student's comments:**

**Successfully utilize supervision in the application and integration of social work knowledge, skills, values, and ethics:**

AGENCY TASKS/ ACTIVITIES	EVALUATION METHOD	DATE TO BE COMPLETED
<p>client and  <del>the</del> <del>agency</del> <del>for</del> <del>with</del>  <del>supervisor</del>            Discuss progress with            supervisor. <b>Mezzo-</b>  <del>maintaining</del> <del>supervisor</del>  <del>professionalism</del> <del>for</del>  <del>clients</del> and  <del>Confidentiality</del> <del>with</del>  <del>the</del> <del>both</del> <del>parties</del> <del>to</del>            communicate regularly            with faculty liason            about questions,            concerns, or            suggestions.</p>	<p>Supervisor            Meetings</p> <p>Journals</p>	

Supervisor's comments:

Student's comments:

Practice and enhance social work practice skills (oral and written) throughout the problem solving process in working with diverse, at-risk clientsystems (micro, mezzo, macro):

AGENCY TASKS/ ACTIVITIES	EVALUATION METHOD	DATE TO BE COMPLETED
-----------------------------	----------------------	-------------------------

<p><b>Practice with Micro-</b> <b>document communications</b> <b>with</b></p> <p><b>client and</b> <b>Advocating for the</b> <b>politics and</b> <b>procedures.</b></p> <p><b>b. Mezzo-</b> <b>maintaining</b> <b>Applying values &amp;</b> <b>and</b> <b>confidentiality with</b> <b>other</b></p>	<p>Supervision Meetings</p> <p>Weekly Journals</p> <p>Observing staff</p>	
<p><b>agencies.</b> <b>Referring clients</b> <b>Referring</b></p> <p><b>clients to</b> <b>appropriate agencies.</b></p> <p><b>c. Macro-</b> <b>maintain awareness of</b> <b>community</b> <b>resource.</b></p>		

**Supervisor's comments:**

**Student's comments:**

**Demonstrate professional use of self in the practicum setting, which includes abiding by agency policies and social work ethical standards:**

<p><b>AGENCY TASKS/ ACTIVITIES</b></p>	<p><b>EVALUATION METHOD</b></p>	<p><b>DATE TO BE COMPLETED</b></p>
--	-------------------------------------	--

<p><b>Practice within my competency.</b></p> <p><b>Review agency policies and procedures.</b></p> <p><b>Apply NASW values &amp; ethics.</b></p>	<p>Supervision Meetings</p> <p>Weekly Journals</p> <p>Observing staff</p>	
---	---	--

**Supervisor's comments:**  
**Student's comments:**

**Review, critique and utilize social work research and apply research findings to practice:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>EVALUATION METHOD</b>	<b>DATE TO BE COMPLETED</b>
<p><b>Integrate knowledge from FSW classes and text</b></p> <p><b>Stay current on research studies relevant to Agency population.</b></p>	<p>Supervision Meetings</p> <p>Weekly Journals</p>	

**Supervisor's comments:**  
**Student's comments:**

**Evaluate student's own practice:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>EVALUATION METHOD</b>	<b>DATE TO BE COMPLETED</b>
<p><b>Ask educational questions about the process and the</b></p> <p><b>Be aware of my limits. Don't pretend to be knowledgeable about issues</b></p> <p><b>That I am not.</b></p> <p><b>Agreed to do only the amount of work that I can</b></p> <p><b>Complete</b></p>	<p>Supervision Meetings</p> <p>Weekly Journals</p>	
<p><b>responsible and professional manner.</b></p> <p><b>Frequently seek opinion of supervisor and be willing to accept constructive criticism.</b></p>		

**Supervisor's comments:**

**Student's comments:**

**Ethically apply critical thinking skills in assessment and evaluation of the social work agency and its policies:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>TIME FRAME</b>	<b>DATE TO BE COMPLETED</b>

<p><b>Ask educational questions about the process and the methods which things are handled.</b></p> <p><b>Discuss policies and assessments in journal entries.</b></p> <p><b>Provide supervisor with suggestions regarding possible improvements for agency and/or policies.</b></p>		
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**Supervisor's comments:**  
**Student's comments:**

**Student Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Agency Supervisor Signature** \_\_\_\_\_ **Date**  
\_\_\_\_\_

**Faculty Liaison Signature** \_\_\_\_\_ **Date**  
\_\_\_\_\_

## Sample of the Learning Contract 2

### APPENDIX G LEARNING CONTRACT

**Develop an awareness of self and demonstrate knowledge and commitment to social work values and ethics:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>EVALUATION METHOD</b>	<b>DATE TO BE COMPLETED</b>
<b>Review and discuss social work code of ethics in a supervision session.</b>	<b>Observation</b>	<b>3 weeks</b>
	<b>Observation</b>	<b>3 weeks</b>
<b>Review program and agency policies and discuss in supervision how they relate to your personal values And ethics.</b>	<b>Observation</b>	<b>3 weeks</b>
<b>Record one instance of an ethical dilemma or situation you faced in this practicum and how you Resolved it. Discuss this situation in supervision.</b>		

**Supervisor's comments:**

**Student's comments:**

**Meet with program supervisor for one hour per week of individual supervision.**

**Meet with clinical director for one hour per week of group supervision.**

**Read handouts on Motivational Enhancement Therapy (MET) Basics and discuss in group supervision.**

**Practice MET basic methods during**

**2. Successfully utilize supervision in the application and integration of social work knowledge, skills, values, and ethics:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>EVALUATION METHOD</b>	<b>DATE TO BE COMPLETED</b>
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<p><b>Meet with program supervisor for one hour per week of individual supervision.</b></p>	<p><b>Attendance</b></p>	<p><b>Ongoing</b></p>
<p><b>Meet with clinical director for one hour per week of group supervision.</b></p>	<p><b>Attendance</b></p>	<p><b>Ongoing</b></p>
<p><b>Read handouts on Motivational Enhancement Therapy (MET) Basics and discuss in group supervision.</b></p>	<p><b>Observation</b></p>	<p><b>8 weeks</b></p>
<p><b>Practice MET basic methods during interactions with clients and discuss in individual supervision.</b></p>	<p><b>Observation</b></p>	<p><b>10 weeks</b></p>

**Supervisor's comments:**

**Student's comments:**

<p><b>a. Mirco-Assist one client in working through the problem-solving process with a problem the client identifies in treatment. Then discuss with individual supervisor.</b></p>	<p>3. Practice and enhance social work practice skills (oral and written) throughout the problem solving process in working with diverse, at-risk clients stems (micro, mezzo, macro)</p>	
<p><b>b. Mezzo-Identify one agency policy, TASKS/you think could be revised and work through the</b></p>	<p><b>EVALUATION METHOD</b></p>	<p><b>DATE TO BE COMPLETED</b></p>
<p><b>problem-solving process to come up with an alternative policy. Document this process and discuss in group supervision.</b></p> <p><b>c. Macro-Identify one state or federal law or policy related to drug treatment which you feel should be revised. Utilized the problem-solving method to create an alternative law or policy.</b></p>		



<p><b>Attend practicum in a timely manner as arranged with supervisor.</b></p> <p><b>Submit practicum schedule form to supervisor at the end of each week for verification.</b></p> <p><b>Utilize assertive communication w/clients, coworkers, outside entities, and practicum supervisors.</b></p> <p><b>4. Demonstrate professional use of self in the practicum setting, which includes abiding by agency policies and social work ethical standards:</b></p> <p><b>If unable to attend a scheduled shift, call the site supervisor to inform them as soon as possible aware you will be unable</b></p>	<p><b>EVALUATION METHOD</b></p>	<p><b>DATE TO BE COMPLETED</b></p>
<p><b>AGENCY TASKS/ACTIVITIES</b></p>		

<p><b>At the practicum interview, discuss the results of the research Match (aligned with his supervisor) or some other study on the effectiveness of a single or multiple therapy modalities and discuss of each week for verification.</b></p>	<p><b>Observation</b></p>	<p>Ongoing</p>
<p><b>Utilize assertive communication w/clients, coworkers, outside entities, and practicum supervisors.</b></p>	<p><b>Documentation</b></p>	<p>Ongoing</p>
<p><b>If unable to attend a scheduled shift, call the site supervisor to inform them as soon as you are aware you will be unable to attend.</b></p>	<p><b>Observation</b></p>	<p>Ongoing</p>

**Supervisor's comments:**

**Student's comments:**

**5. Review, critique and utilize social work research and apply research findings to practice:**

<p><b>AGENCY TASKS/ ACTIVITIES</b></p>	<p><b>EVALUATION METHOD</b></p>	<p><b>DATE TO BE COMPLETED</b></p>
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<p><b>Discuss in turn strength view results of Project Match (NIAAA) results in both individual and group on the effectiveness of a single or multiple therapy modalities and discuss the pros and cons of each. Do not complete a group supervision.</b></p>	<p>Observation</p>	<p>8 weeks</p>
<p><b>Pick one accepted therapy modality and review the basic principles. Then discuss the basics of this modality in a group supervision session.</b></p>	<p>Observation</p>	<p>8 weeks</p>

**Supervisor's comments:**

**Student's comments:**

**6. Evaluate student's own practice:**

<p><b>AGENCY TASKS/ ACTIVITIES</b></p>	<p><b>EVALUATION METHOD</b></p>	<p><b>DATE TO BE COMPLETED</b></p>
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<p><b>Discuss your strengths and areas for improvement in both individual and group supervision.</b></p> <p><b>Facilitate one group with you site supervisor observing and complete a fidelity form for discussion in individual supervision.</b></p>	<p>Observation</p> <p>Observation</p>	<p><b>Ongoing</b></p> <p><b>12 weeks or end of Practicum</b></p>
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**Supervisor's comments:**

**Student's comments:**

**7. Ethically apply critical thinking skills in assessment and evaluation of the social work**

**agency and its policies:**

<b>AGENCY TASKS/ ACTIVITIES</b>	<b>TIME FRAME</b>	<b>DATE TO BE COMPLETED</b>
<p><b>After reviewing program and agency policies, critique them utilizing the NASW code of ethics. Discuss your findings in group supervision.</b></p>	<p>Observation</p>	<p>9 weeks</p>

**Supervisor's comments:**

**Student's comments:**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Agency Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Faculty Liaison Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Appendix N**  
**EXTRA TIME SHEETS**

**Week** \_\_\_\_\_ **Semester** \_\_\_\_\_

DATE						
	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Times Worked						
# of Hours Worked						

Weekly Hours \_\_\_\_\_

Cumulative

Hours \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Week** \_\_\_\_\_ **Semester** \_\_\_\_\_

DATE						
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Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Appendix O**  
**NASW CODE Of Ethics**

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