

# BSW Field Student Orientation

*Department of Social Work and Sociology*

*2023-2024*



A N G E L O . E D U

# Itinerary

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- What is Field and why is it important?
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# Introductions: Your Field Liaisons

- Dr. Marie Salimbeni
  - Assistant Clinical Professor
  - [marie.salimbeni@angelo.edu](mailto:marie.salimbeni@angelo.edu)
- Mr. Andrew Rivera, M.S.W., LMSW
  - BSW Field Education Director/Clinical Instructor
  - [andrew.rivera@angelo.edu](mailto:andrew.rivera@angelo.edu)

# What is Field Education?

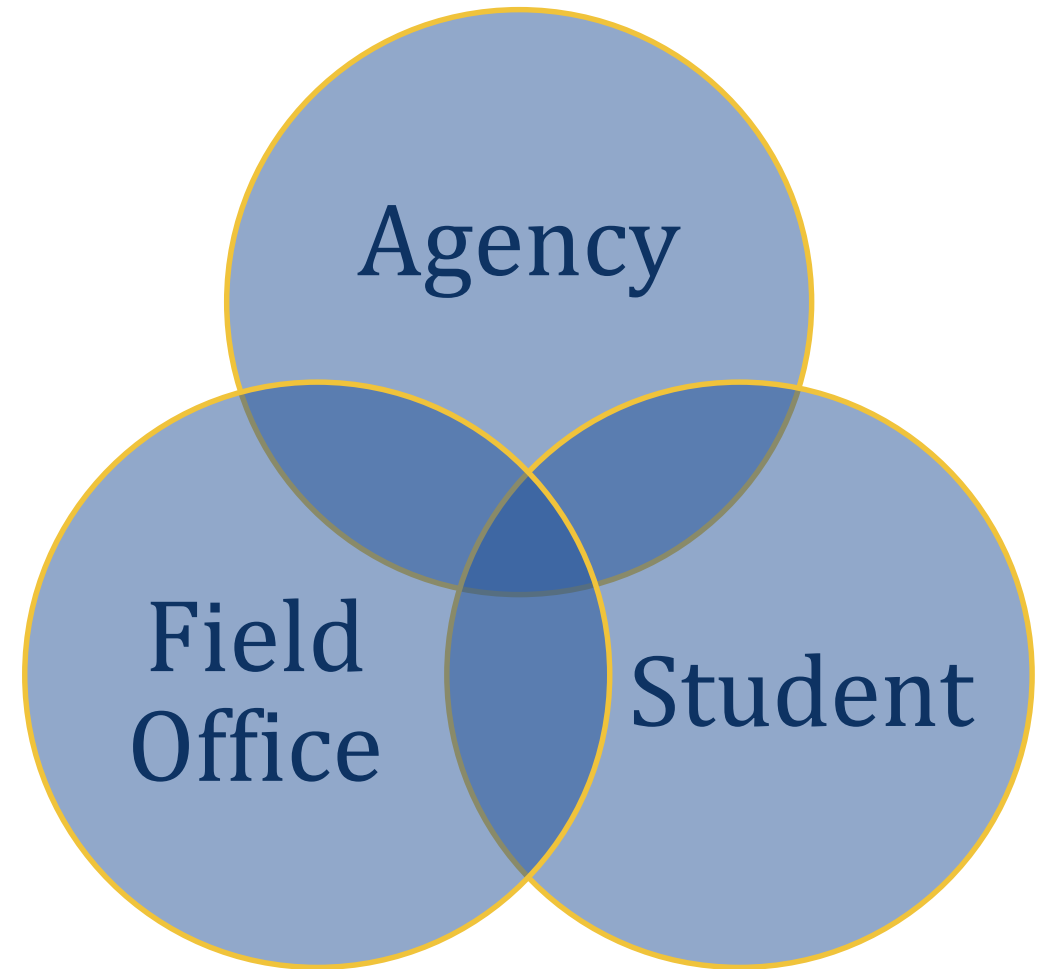
- In 2008, CSWE adopted a competency- based education framework that rests on the shared view of competence within the profession.
- Each competency describes the knowledge, values, skills, and cognitive and affective processes that comprise the competency at the generalist level, followed by a set of behaviors that integrate these components.
- Signature Pedagogy—CSWE (Council on Social Work Education) defines Signature Pedagogy as something that represents the central form of instruction and learning in which a profession socializes its students to perform the role of practitioner.
- Field provides each student the opportunity to gain competence in the field of social work by connecting and integrating theory into practice.
- Field is NOT synonymous with community service or volunteer work.

# Why is Field Education Important?

- Regarded as the capstone of the social work educational experience
- Focus shifts from *acquiring* knowledge to *applying* knowledge
  - Rationale for prerequisites
- Students are provided with opportunities and experience
- Students will successfully integrate theory into practice, thus learning to serve clients effectively
- Upon completion of the field placement experience the students should be able to begin social work practice within an agency setting.
- It is required for graduation from the program.

## Field Education and Mutual Relationships

- Field is an essential aspect of any social work program.
- Without agency placements and field instructors there would be no program.
- Be the embodiment of professionalism!



# Professionalism

- Time
- Appearance
- Preparation
- Communication
- Respect

# Time

- Be on time.
- Keep a set schedule.
- Log your time accurately and promptly.
- Keep track of your progress and plan accordingly.



# Appearance

- Students must adhere to the dress code outlined by the agency.
- Students should always maintain a professional appearance.
- If you're not sure about the dress code, dress in business casual attire.

# Preparation

- Plan your commute.
- Be familiar with the agency.
- Always have:
  - Something to write with
  - Something to write on (recommend using one notebook for Field 1 and 2)
  - Your calendar
  - Printed or bookmarked access to the NASW Code of Ethics, BHEC Code of Conduct and Scope of Practice
  - Your Learning Plan (once written)

# Communication

- Use the methods of communication preferred/required by your agency, field instructor, and field liaison
- Use professional language and maintain professional boundaries
- Emails:
  - Are not text messages
  - Should include a greeting and signature
  - Should use professional language and proper spelling and grammar
  - Emails to faculty should include your CID and course number

# Respect

- Field Instructors and partner agencies receive no compensation for supervising field students.
- Field students are not employees, and they require time, guidance, and resources.
- Students serve at the pleasure of the host agencies and are to treat their field instructors and host agencies with respect.
- Cases of disrespectful and/or unprofessional behavior toward clients, field instructors, or other agency staff will not be tolerated and may result in the student's dismissal from the placement.

# Roles: Field Director

- Develops and maintains placement sites for the social work students to complete their field education component.
  - Updates field education forms each year.
  - Establishes standards for the BSW field education program, continuously looking at how to improve the field education experience.
  - Serves as consultant to students, faculty (liaisons), and field instructors as needed.
  - Monitors placements for quality of educational experience.
  - Removal of student if requested by field instructor.
- **Field Director Contact Information:**
    - Andrew Rivera, M.S.W., LMSW
    - Email: [Andrew.Rivera@angelo.edu](mailto:Andrew.Rivera@angelo.edu)
    - Office: 325-486-6968

# Roles: Field Liaison (SWK 4371 Faculty)

- Serves as a resource for the student and field instructor.
- Serves as the first point of contact for issues, concerns, successes and accomplishments.
- Monitors student activities and growth and assigns final grades.
- Conducts two site visits per semester (virtually if needed).
- Conducts weekly field seminar.
- Oversees field seminar assignments.
- Provides supplemental supervision from a social work perspective to students with field instructors/task supervisors who are not social workers.

# Roles: Field Faculty

In conjunction with the Field Director, the Liaison:

- Supports agency staff in their development as field instructors.
- Performs telephone or office visits for all non-social work field instructors needing extra support and information.
- Deals with difficult or atypical situations.

# Roles: Field Instructor/ Task Supervisor

- Field Instructor for BSW Program
  - LBSW or LMSW & 2 years experience (including 6 months at the field agency)
  - If not, must be a qualified professional able to supervise social work tasks
    - Student will attend supplemental supervision in this case
- Task Supervisor
  - Oversees day to day tasks and provides support with field instructor
  - Related degree/licensure/significant experience in the field
  - Communicates student progress with field instructor



# Roles: Field Instructor/Task Supervisor

- Be familiar with the core competencies and practice behaviors.
- Be able to guide students in navigating the following:
  - [NASW Code of Ethics](#)
  - Texas Behavioral Health Executive Council
    - [Code of Conduct](#)
    - [Scope of Practice](#)
- Create an atmosphere/opportunity for learning.
- Assure quality of service for clients.
- Be familiar with the [BSW Field Education Handbook](#).
- Supervise students in their placement and provide one hour of weekly one-on-one supervision.

# Roles and Responsibilities: BSW Field Student

Before the semester begins:

- Complete BSW Field Application
- Complete agency interviews
- Communicate with Field Director
- Complete agency requirements (e.g., background check, drug screen, etc.)
- Register for malpractice insurance and upload proof in InPlace
- Register for SWK 4371 (SWK 4372 in the Spring)
- Coordinate schedule with Field Instructor
  - Plan to complete 16 hours/week
- **View this BSW Field Education Student Orientation in its entirety and submit the BSW Field Student Education Orientation Acknowledgement Form**

## More Roles and Responsibilities: BSW Field Student

- Adhere to the following and have them bookmarked or printed:
  - [NASW Code of Ethics](#)
  - [Code of Conduct](#) and [Scope of Practice](#) (Texas- BHEC)
- Be aware of agency policy and procedures.
- Be aware of expectations of the field agency, field instructor, and university (field liaison).

## More Roles and Responsibilities: BSW Field Student

- Take an active role in pursuing educational needs.
- Ask questions appropriately and take notes.
- Communicate with your field instructor and field liaison (and field director).
- Participate in supervisory sessions—1 hour per week.
  - Participate in supplemental supervision if required (field instructor does not hold a social work degree from a CSWE-accredited program).
  - May be split up over the week.
  - May be conducted in a group.

# What is Supervision?

- Time to meet with your field instructor for an hour to discuss cases/clients/projects, ask questions, elicit feedback, review your learning plan, etc.
- Students should actively utilize supervision.
  - Be prepared with questions or cases to discuss.
- Students supervised by professionals from other disciplines will meet with their field instructor/task supervisor and also attend supplemental supervision from a social work perspective with their Field Liaison.

# Field Seminar

- Complete assignments as outlined in your 4371/4372 course syllabus.
- Attend weekly Field Seminar (4371/4372)
  - Attendance policy: 4 or more absences will result in automatic failure of the course
  - Students supervised with professionals from other disciplines (do not hold a social work degree) are required to attend supplemental supervision with their Field Liaison.

## Field Seminar

- Develop a learning plan based on the social work competencies outlined by the CSWE and obtain feedback and approval from the field instructor and field liaison.
  - Template provided in Blackboard for SWK 4371/SWK 4372
  - Submitted in Blackboard.
- Submit a weekly timesheet and supervision log in InPlace.
  - Entries two or more weeks late will not be accepted.
  - One weekly Supervision log including the date, time, topic(s) of discussion, and plan for next week's discussion is required for that week's hours to count.

# InPlace

- <https://asu-us.inplacesoftware.com/inplace/>
- Used for Timesheets and Final Evaluations
- Click [here](#) to view the InPlace Timesheet tutorial (also located in Blackboard).
- BSW students pay for one year ( \$67)
  - You will be prompted for payment when semester begins.
- Troubleshooting:
  - Try Incognito Mode, and if that resolves the issue, clear your browser cookies.
  - Send screenshots of issues (include the URL and any error messages) to Mr. Rivera.
- **Students will not have access to logbooks in InPlace until their malpractice insurance certificate is uploaded in InPlace and their BSW Field Student Orientation Acknowledgement Form is received via email.**



# Hours

- Include when you arrive/clock in until you leave/clock out, excluding lunch breaks
  - Include travel time between sites (with field instructor approval) but not your commute
- 470 total hours required
  - 235 for Field Education I (Fall)
  - 235 for Field Education II (Spring)
- Students are advised to complete approximately 16 hours each week in their agencies (16 hours over 15 weeks = 240 hours)
  - Important to plan ahead for illness, weather-related closures, etc.
  - Students who do not complete the required hours by the end of the semester automatically fail the course
    - “Incomplete” grades are only issued under extreme circumstances.

# Hours

- Placements are not to be completed “after hours” (nights, weekends, university holidays)
  - The student’s schedule will be reflective of the Agency/Field Instructor’s schedule and the university academic calendar.
  - Limited exceptions may apply. Requests must be submitted to the Field Director in writing (email preferred).
- Shifts should be at least four hours long.
- Students are expected to adjust their schedules around agency/field instructor schedules.

# Required Forms:

## Professional Liability Insurance

- Required for Field, recommended for your career.
- Social workers can face litigation, which can be costly regardless of the outcome.
- Professional liability insurance protects professionals from paying high legal costs.
- Students who do not provide proof of required malpractice insurance will not be able to begin their field experience.
  - Proof (certificate) of insurance should include policy dates and limits.
  - **Must be uploaded in InPlace.**


### Providers:

- [American Professional Agency Inc.](#)
- [NASW Assurance Services](#)
- [Health Care Services Organization \(HPSO\)](#)
- [CPH & Associates](#)
- [HISCOX](#)

# Required Forms:

## BSW Field Student Orientation Acknowledgement Form

- Download the form attached to the orientation video email.
- Email your signed form to Mr. Rivera at [andrew.rivera@angelo.edu](mailto:andrew.rivera@angelo.edu). You may sign manually or electronically.
- You'll receive a confirmation email indicating you are cleared to begin once this signed form is received **and** malpractice insurance information is uploaded in InPlace.



Angelo State University

Department of Social Work and Sociology

**Bachelor of Social Work**  
**Field Education Student Orientation Acknowledgement Form**

By typing or signing your name below, you acknowledge that you have viewed the 2023-2024 B.S.W. Field Student Orientation. You certify that you have received and understand the information presented in the orientation. If signing electronically, you agree that your electronic signature is the equivalent of your manual signature on this form.

Name: \_\_\_\_\_  
CID: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

# First Week of Field

- May begin the first day of the semester (if cleared by the Field Director)
- Exchange contact information and establish preferred methods of contact
- Turn in copy of Liability Insurance to Field Instructor
- Review agency policies, procedures, and safety precautions
- Discuss schedule (set up time for supervision)
- Tour the facility (cafeteria, bathrooms, workstation)
- Orientation or trainings if provided
- Shadow instructor or task supervisor
- Take NOTES!

## Problems with Starting Field

- Medical issues
- Family/personal issues
- Background/Screening issues
- Schedule conflict with Field and/or Field Seminar
- No placement secured, or secured placement fell through
- Contract still pending

\*If you will be unable to begin in your agency the first week of classes for any reason, please discuss with the Field Director.

# Common Questions:

- What happens if I:
  - do not get a field placement?
  - failed a prerequisite class?
  - get fired from my placement?
  - have issues with my placement?
  - do not receive adequate or appropriate supervision?
  - am asked to go on home visits or be at the office alone?
  - am asked to transport clients?

# Questions?



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