# THE UNIVERSITY OF TEXAS AT AUSTIN
# STEVE HICKS SCHOOL OF SOCIAL WORK

Asseff, Mulvaney

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| **Course Number:** | SW 640/641 | **Instructor:** | as assigned |
| **Unique Number:** | as assigned | **Office:** | Refer to 444 Syllabus |
| **Semester:** | Spring 2018 | **Office Phone:** | Refer to 444 Syllabus |
| **Meeting Time/Place:** | as assigned | **Office Hours:** | Refer to 444 Syllabus |

## Undergraduate Field Instruction

## I. STANDARDIZED COURSE DESCRIPTION

Undergraduate Field Instruction is a twelve-credit course including supervised practice experience in a human service organization serving a variety of client populations. This course places emphasis on increased knowledge and skills for working with client systems, i.e. individuals, families group, organizations and communities. A major purpose of field education is to develop understanding of and beginning competence in the promotion of social and economic justice, the alleviation of critical social problems, and the enhancement of human well-being. Requirements include an educationally supervised practicum of 480 hours at the agency/ organization (40 hours/week) and attendance and participation in field seminars that are designed to integrate practice and theories related to human behavior, organizational and community dynamics and policy in the context of service planning and service delivery. Practice is a co-requisite for this course.

## II. STANDARDIZED COURSE OBJECTIVES

**EPAS Competencies**
The Steve Hicks School of Social Work has been continuously accredited by the Council on Social Work Education (CSWE) since 1952. In order to maintain our accreditation status, the UT SHSSW engages in ongoing curriculum assessment to demonstrate compliance with CSWE's Education Policies and Accreditation Standards (EPAS).

**Using a common evaluation instrument, this course measures the implementation of knowledge, skills, values, and/or cognitive and affective processes to assess all nine competencies and the corresponding outcomes.**

1. Student demonstrates ethical and professional behavior.
2. Student engages diversity and difference in practice.
3. Student advances human rights and social, economic, and environmental justice.

4. Student engages in practice-informed research and research-informed practice.
5. Student engages in policy practice.
6. Student engages with individuals, families, groups, organizations, and communities.
7. Student assesses individuals, families, groups, organizations, and communities.
8. Student intervenes with individuals, families, groups, organizations, and communities.
9. Student evaluates practice with individuals, families, groups, organizations, and communities.

## III. TEACHING METHODS

Teaching methods will include: consistent weekly educational supervision, orientation to agency policies and procedures, training necessary to perform the duties required by the agency, case review and discussion, small group exercises, journaling, educational contracts, process recordings, role play, and role modeling. Methods will be individualized to each agency setting.

## IV. REQUIRED AND RECOMMENDED TEXTS AND MATERIALS

- ***Student Guide to Undergraduate Field*** available at http://www.utexas.edu/ssw/field/forms/
- ***BSW Handbook for Social Work Pre-Majors and Majors*** available at http://www.utexas.edu/ssw/current/forms/
- **NASW Code of Ethics** available at http://www.utexas.edu/ssw/current/forms/
- **Texas Social Worker Code of Conduct** available at http://www.utexas.edu/ssw/current/forms/
- **NASW Standards for Social Work Education** available at http://www.utexas.edu/ssw/current/forms/
- Other readings and resources as assigned by Field Instructor and/or Faculty Liaison

## V. COURSE REQUIREMENTS

**HOURS.** A minimum of **480 hours** at the field placement agency during the semester is required. Students are to report to field at the time arranged by the agency Field Instructor. Students must communicate with the agency, Field Instructor and Faculty Liaison promptly about absences from field (see class policy on attendance below). Undergraduate students should complete all field hours by the last class day. This means that students will clock approximately **32-35 hours a week** in field. A maximum of 2 hours per week may be accrued and credited toward completion of the total hours required for writing journals and process recordings either at the field agency or outside the field agency. Documentation of the use of this 2-hour allowance must appear on your time sheet. In addition, a maximum of one hour per week may be credited toward completion of the total hours required by attending the one-hour group processing portion of the weekly field seminar. Documentation of this hour must appear on your time sheet.

**TIME SHEETS.** Students are responsible for keeping a time sheet documenting hours logged in field. A suggested format for tracking field hours can be found in the *Student Guide to Undergraduate Field* manual. Also, an electronic copy of the form is available at http://www.utexas.edu/ssw/field/forms/. Time sheets should be completed and reviewed by the Field Instructor and available for review during the on-site visits by the Faculty Liaison.

**SUPERVISION WITH AGENCY FIELD INSTRUCTOR.** Two hours per week of scheduled educational supervision with the agency-based Field Instructor is required. Direct observation by the Field Instructor of the student's group experience is strongly recommended.

**SERVICE GIVING ASSIGNMENTS.** Students must meet the same field requirements regardless of agency placement or assigned seminar. To meet these requirements, all students are provided with a set of educational experiences under the supervision of their Field Instructor. A brief description of the expected minimum field assignments includes:

1. Students must work directly with the client populations served by their agencies. It is expected that each student will carry a "learner's" load of 5 to 10 cases throughout the semester. Students are expected to participate in the intake process, to participate in the assessment process, and to carry ongoing cases. Identification and assessment of clients' needs and linkage to appropriate resources should be emphasized. Various forms of case documentation are required including process recordings, case assessments, ongoing case recordings, etc. Students must have opportunities to work with diverse clients, including women, ethnic minorities, GLBTQ, or other specialized populations.

2. Students must have an opportunity to co-plan and co-facilitate a group within their agency setting. The identification of this assignment is done in conjunction with the Field Instructor and Faculty Liaison in order to ensure that the type of group that is co-facilitated is consistent with the level of intervention skills of a beginning level practitioner.

3. Students must have an opportunity to identify, plan, and carry out a macro practice project within their agency. This assignment should involve the types of administrative, policy, and social justice projects which the agency would ordinarily assign to staff.

4. Students should be encouraged to:
   - Participate in staff meetings
   - Attend board meetings during the semester
   - Participate in community events and/or inter-organizational meetings
   - Present a case in a staffing forum used by the agency

**NOTE:** For further elaboration about minimum service giving assignments, refer to the *Student Guide to Undergraduate Field*.

**LEARNING CONTRACT.** A written educational contract with the agency-based Field Instructor is required. Field assignments are individualized and elaborated for each student within the student's educational contract. Details of the educational contract are to be negotiated with the Field Instructor during the first week of field and can be renegotiated during the course of the semester. The contract should incorporate relevant readings and specific means of meeting the educational objectives. The educational contract, signed by the student and Field Instructor, is due at the initial liaison visit. An electronic copy of the form is available at http://www.utexas.edu/ssw/field/forms/.

**PROCESS RECORDINGS.** A minimum of three process recordings are to be utilized for educational supervision with the Field Instructor, and shared with the Faculty Liaison. For this reason, it is important to complete and turn these in to the Field Instructor on a regular basis throughout the semester beginning with first client contacts in the agency. Additional process recordings may be required by the Field Instructor or Faculty Liaison. The format for process recordings and due dates will be provided by the Faculty Liaison. The format is also available on-line at http://www.utexas.edu/ssw/field/forms/.

**JOURNALS.** Students should make entries consisting of a description of activities in the field placement for that day and an analysis of those activities. Journal entries should reflect the following: an awareness of feelings, attitudes, and values; observations and thoughts about the organizational operation of the agency; linkage of theory/knowledge in field practice; utilization of a systematic approach to problem solving; any value dilemmas observed and/or experienced; growth over time in awareness of use of self as a professional social worker; and appropriate use of supervision. It is important to be explicit in making observations relevant to diversity and social justice. In general, the field journal should demonstrate growth and progress as a practitioner, as well as the attainment of the course objectives. The field journal is a learning tool to be shared with the Faculty Liaison and is not meant to be shared with the agency-based Field Instructor.

**AGENCY DOCUMENTATION.** Documentation required by the agency, such as client progress notes and assessments, is to be considered part of the field requirements. Agency documentation needs to be available to the Faculty Liaison at the time of the scheduled Liaison visits. If agency documentation is minimal, the Faculty Liaison may require additional written assignments, such as comprehensive assessments. These assignments are an important part of field as they demonstrate achievement of the educational objectives for this course.

**MIDTERM EVALUATION.** The midterm evaluation enable students to self-evaluate and to receive feedback from their Field Instructor. The evaluation process assists students in planning for demonstrating growth in the competencies. Expectations and further instructions will be conveyed by the Faculty Liaison.

**FINAL EVALUATION**. The final evaluation process involves both student self-reflection and completion of the evaluation instrument by the Field Instructor.

The student self-reflection is available at http://www.utexas.edu/ssw/field/forms/.

The final evaluation form is completed via a Qualtrics survey. The Office of Field Education will email a unique link to the student, field instructor and faculty liaison before the end of the third week of the semester and all evaluations should be completed using this online tool. For supervisory reference, a copy of the evaluation template is available at http://www.utexas.edu/ssw/field/forms/.

The faculty liaison is available to assist with due dates and problem solving for the required self-reflection and evaluation tool. The completed final evaluation form is maintained in perpetuity in the student's file at the Steve Hicks School of Social Work.

**NOTE:** Because SW 444 and SW 640/641 are companion courses, some information relevant to field work will be found in the syllabus for SW 444.

## VI. GRADES

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| 94.0 and Above | A |
| 90.0 to 93.999 | A- |
| 87.0 to 89.999 | B+ |
| 84.0 to 86.999 | B |
| 80.0 to 83.999 | B- |
| 77.0 to 79.999 | C+ |
| 74.0 to 76.999 | C |
| 70.0 to 73.999 | C- |
| 67.0 to 69.999 | D+ |

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|---|---|
| 64.0 to 66.999 | D |
| 60.0 to 63.999 | D- |
| Below 60.0 | F |

## VII. CLASS POLICIES

**ATTENDANCE.** Attendance in field must be punctual and regular. If, due to an emergency, you are unable to report to field, the appropriate agency personnel must be informed as early as possible and you must plan to cover your scheduled responsibilities for that day. Also, the Field Instructor must know the reason for your absence. The Faculty Liaison must also be fully informed by the student about any irregularities in attendance to field practice. There is no "sick time" built into the required minimum of 480 hours of field work; all time missed due to illness must be made up. It is the student's responsibility to be a punctual, assertive, well-prepared and accountable participant in the field experience.

**FACULTY LIAISON VISITS.** The Faculty Liaison will conduct three liaison conferences during the semester to confer with the student and Field Instructor about workload and performance. These may be in-person visits at the field agency, videoconferences, or telephone conferences with the student and Field Instructor. If the format needs to be varied due to learning needs, that decision will be made with the student's and the Field Instructor's participation. Additional visits will be scheduled as needed.

**GRADING.** The grade for this course will be assigned by the Faculty Liaison, and will be a Credit/No Credit grade. In determining the final grade, the Faculty Liaison will take the following into account: evaluations and observations of performance in the field (including those of the Field Instructor); attainment of educational contract objectives; the quality of participation in the field seminar; attainment of the course learning objectives; and the student self-narrative. Extended absences from field may result in an Incomplete or a failing grade. All work in field must be completed in a timely manner but no later than the last class day. An Incomplete in field, or a failing grade, will be given if work is not completed by this date, unless other arrangements have been agreed upon by the Field Instructor and the Faculty Liaison. **Students must adhere to all field policies and are responsible for the content in the *Student Guide to Undergraduate Field.* The guide can be found at http://www.utexas.edu/ssw/field/forms/**

**USE OF CANVAS IN CLASS.** In this class the professor uses Canvas, a web-based course management system with password-protected access at https://courses.utexas.edu/. Use may include the following: to distribute course materials, to communicate and collaborate online, to post grades, to submit assignments, and to give students online surveys. Students can find support in using Canvas at the ITS Help Desk by calling 475-9400, Monday through Friday, 8 a.m. to 6 p.m. Please plan accordingly.

**MALPRACTICE INSURANCE**. Students must be covered by an adequate malpractice insurance policy before beginning field. The School of Social Work, through the Office of Field Education, makes information available for students to purchase this policy prior to entering field. Malpractice insurance does not cover transportation of clients. Students are never allowed to transport clients.

## VIII. UNIVERSITY POLICIES

**THE UNIVERSITY OF TEXAS HONOR CODE.** The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

**PROFESSIONAL CONDUCT AND CIVILITY IN THE CLASSROOM.** The professor expects students to act as professionals in class. This means students should arrive on time for class, be prepared to participate in the class discussion, and show respect for one another's opinions. A course brings together a group of diverse individuals with various backgrounds. Students are influenced and shaped by such factors as ethnicity, gender, sex, physical abilities, religious and political beliefs, national origins, and sexual orientations, among others. We expect to learn from each other in an atmosphere of positive engagement and mutual respect. Social Work also deals with complex and controversial issues. These issues may be challenging and uncomfortable, and it would be impossible to offer a substantive classroom experience that did not include potentially difficult conversations relating to challenging issues. In this environment we will be exposed to diverse ideas and opinions, and sometimes we will not agree with the ideas expressed by others. Nevertheless, the professor requires that students engage one another with civility, respect, and professionalism.

**UNANTICIPATED DISTRESS.** Students may experience unexpected and/or distressing reactions to course readings, videos, conversations, and assignments. If so, students are encouraged to inform the professor. The professor can be responsive and supportive regarding students' participation in course assignments and activities, but students are responsible for communicating clearly what kind of support is desired. If counseling is needed, students may contact a service provider of their choosing, including the UT Counseling Center at 512-471-3515 or online at https://cmhc.utexas.edu/.

**POLICY ON SOCIAL MEDIA AND PROFESSIONAL COMMUNICATION.** Public social networks are not private. Even when open only to approved or invited members, users cannot be certain that privacy will exist among the general membership of sites. If social work students choose to participate in such forums, please assume that anything posted can be seen, read, and critiqued. What is said, posted, linked to, commented on, uploaded, subscribed to, etc., can be accessed and archived, posing potential harm to professional reputations and prospective careers.

Social work students who use social media (i.e. Facebook, Twitter, etc.) and other forms of electronic communication (i.e. blogs, etc.) must be mindful of how their communication may be perceived by clients, colleagues, faculty, and others. Social work students are expected to make every effort to minimize material which could be considered inappropriate for a professional social worker in training. Because of this, social work students are advised to manage security settings at their most private levels and avoid posting information/photos or using any language that could jeopardize their professional image.

Students are asked to consider the amount of personal information posted on these sites and are obliged to block any client access to involvement in the students' social networks. Client material should not be referred to in any form of electronic media, including any information that might lead to the identification of a client or compromise client confidentiality in any way. Additionally, students must critically evaluate any material that is posted regarding community agencies and professional relationships, as certain material could violate the standards set by the

Steve Hicks School of Social Work, the Texas Code of Conduct for Social Workers, and/or the NASW Code of Ethics.

Social work students should consider that they will be representing professional social work practice as well as The University of Texas at Austin Steve Hicks School of Social Work program while in the classroom, the university community, and the broader area communities.

**POLICY ON SCHOLASTIC DISHONESTY.** Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. For further information, the student may refer to the Web Site of the Student Judicial Services, Office of the Dean of Students: http://deanofstudents.utexas.edu/sjs/.

**USE OF COURSE MATERIALS.** The materials used in this course, including, but not limited to exams, quizzes, and homework assignments, are copyright protected works. Any unauthorized duplication of the course materials is a violation of federal law and may result in disciplinary action being taken against the student. Additionally, the sharing of course materials without the specific, express approval of the professor may be a violation of the University's Student Honor Code and an act of academic dishonesty, which could result in further disciplinary action. This sharing includes, among other things, uploading class materials to websites for the purpose of distributing those materials to other current or future students.

**DOCUMENTED DISABILITY STATEMENT.** Any student who requires special accommodations must obtain a letter that documents the disability from the Services for Students with Disabilities area of the Division of Diversity and Community Engagement (471- 6259 voice or 471-4641 TTY for users who are deaf or hard of hearing). A student should present the letter to the professor at the beginning of the semester so that needed accommodations can be discussed and followed. The student should remind the professor of any testing accommodations no later than five business days before an exam. For more information, visit: http://diversity.utexas.edu/disability/.

**CAMPUS CARRY.** Information on The University's policy on concealed firearms (Campus Carry) may be found here: https://campuscarry.utexas.edu/

**RELIGIOUS HOLIDAYS.** By UT Austin policy, students must notify the professor of a pending absence at least fourteen days prior to the date of observance of a religious holy day. If the student must miss a class, examination, work assignment, or project in order to observe a religious holy day, the professor will give the student an opportunity to complete the missed work within a reasonable time after the absence.

**TITLE IX REPORTING.** In accordance with Title IX of the Education Amendments of 1972, The University of Texas at Austin is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. Faculty, instructors, agency-based field instructors, staff, and/or teaching assistants in their supervisory roles are mandated reporters of incidents of sex discrimination, sexual harassment, sexual violence, or sexual misconduct. Students who report such incidents will be informed of University resources. Incidents will be reported to the University's Title IX Coordinator and/or the Title IX Liaison for the SHSSW,

Professor Tanya Voss. Students, faculty and staff may contact Professor Voss to report incidents or to obtain information. Further information, including student resources related to Title IX, may also be found at http://socialwork.utexas.edu/dl/files/academic-programs/other/qrg-sexualharassment.pdf.

**CLASSROOM CONFIDENTIALITY.** Information shared in class about agencies, clients, and personal matters is considered confidential per the NASW Code of Ethics on educational supervision and is protected by regulations of the Family Educational Rights and Privacy Act (FERPA) as well. As such, sharing this information with individuals outside of the educational context is not permitted. Violations of confidentiality could result in actions taken according to the policies and procedure for review of academic performance located in sections 3.0, 3.1, and 3.2 of the Standards for Social Work Education.

**USE OF E-MAIL FOR OFFICIAL CORRESPONDENCE TO STUDENTS.** Email is recognized as an official mode of university correspondence; therefore, students are responsible for reading their email for university and course-related information and announcements. Students are responsible for keeping the university informed about a change of e-mail address. Students should check their e-mail regularly and frequently—daily, but at minimum twice a week—to stay current with university-related communications, some of which may be time-sensitive. Students can find UT Austin's policies and instructions for updating their e-mail address at http://www.utexas.edu/its/policies/emailnotify.php.

**SAFETY.** As part of professional social work education, students may have assignments that involve working in agency settings and/or the community. As such, these assignments may present some risks. Sound choices and caution may lower risks inherent to the profession. It is the student's responsibility to be aware of and adhere to policies and practices related to agency and/or community safety. Students should notify the professor regarding any safety concerns.

**BEHAVIOR CONCERNS ADVICE LINE (BCAL).** If students are worried about someone who is acting differently, they may use the Behavior Concerns Advice Line to discuss by phone their concerns about another individual's behavior. This service is provided through a partnership between the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit http://www.utexas.edu/safety/bcal.

**EMERGENCY EVACUATION POLICY.** Occupants of buildings on the UT Austin campus are required to evacuate and assemble outside when a fire alarm is activated or an announcement is made. Please be aware of the following policies regarding evacuation:

- Familiarize yourself with all exit doors in the classroom and the building. Remember that the nearest exit door may not be the one you used when entering the building.
- If you require assistance to evacuate, inform the professor in writing during the first week of class.
- In the event of an evacuation, follow the professor's instructions.
- Do not re-enter a building unless you are given instructions by the Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services office.

**GRADING SCALE**

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| 94.0 and Above | A |

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|---|---|
| 90.0 to 93.999 | A- |
| 87.0 to 89.999 | B+ |
| 84.0 to 86.999 | B |
| 80.0 to 83.999 | B- |
| 77.0 to 79.999 | C+ |
| 74.0 to 76.999 | C |
| 70.0 to 73.999 | C- |
| 67.0 to 69.999 | D+ |
| 64.0 to 66.999 | D |
| 60.0 to 63.999 | D- |
| Below 60.0 | F |

## IX. COURSE SCHEDULE

Students will schedule hours with their agency-based Field Instructors to meet the needs of the agency and to fulfill each student's requirement of interning approximately 32-35 hours per week over one semester or 16-20 hours per week over two semesters for a total of 480 hours.

## X. BIBLIOGRAPHY

No required texts. Readings as assigned in field.