Handbook of

Social Work Field Education

University of Pikeville
Social Work Program
Pikeville, Kentucky

(Revised March 2012)
Table of Contents

Handbook

Appendix A  Code of Ethics
Appendix B  Practicum Application
Appendix C  Agency Demographics (agency form)
Appendix D  Memorandum of Agreement (agency form)
Appendix E  Employee Application for Placement
Appendix F  Student Evaluation of Agency
Appendix G  Field Instructor Evaluation of Program
Appendix H  Mid-term/Final Student Evaluation Form
Appendix I  Directory of Approved Agencies
Welcome!
You are about to embark on an amazing journey – a journey where you will be challenged to think critically, ask questions, and put knowledge, values, and skills learned in the classroom setting to practical use. The journey will not be an easy one. However, the Social Work Program and local field instructors have formed a partnership which will support you, challenge you, and assist you in the process of becoming a competent generalist social work practitioner.

This Handbook has been developed to help you understand the policies and procedures of the field education component of University of Pikeville’s Social Work Program. The information in this Handbook will guide you through the field education admission process, creation of a learning contract, and provide you with additional tips and information necessary for a successful practicum experience. The Program recommends you keep this handbook as a reference throughout your placement as it will help to prevent and solve problems relative to your field education experience.

Introduction
Field education is an integral component of University of Pikeville’s Social Work Program. It is designed to facilitate the student’s understanding and application of research-based professional practice to enable him/her to become an effective change agent in the social work field. The Coordinator of Field Education coordinates the field education component of the Social Work Program, which includes student placement with the appropriate agency setting and field instructor. The Field Education component is designed, coordinated, supervised, and evaluated on the criteria by which the student demonstrates successful completion of program objectives.

The Purpose of Field Education
The purpose of field placement is to promote the development of professional competence by providing the student an opportunity to integrate empirical and practice-based knowledge in the work environment. It is designed to offer an environment conducive for student success by providing strong, effective mentoring, which encourages academic excellence, personal growth, and lifelong learning.

General Overview of Field Education Courses
All social work students must complete the practicum courses SW 497 Social Work Practicum I and SW 498 Social Work Practicum II. Please note that the field education component requires prerequisite courses (See current University of Pikeville Catalog). These courses are typically completed during the fall and spring semester of the student’s senior year and require the student to complete two (2) block placements (one in the fall and one in the spring). Each block placement requires a minimum of 240 hours in an approved practicum setting averaging 15-20 hours per week throughout the semester. The total number of hours spent in the field equals at least 480 hours. These are minimum requirements and CANNOT be waived or reduced.

In addition to the required field hours, students are also expected to attend weekly seminar meetings, which will assist them in integrating the knowledge, values, and skills learned in the classroom setting into practice. You will be required to complete a number of written assignments as described in the syllabus. Failure to complete assignments on time and regularly
attend seminars can result in earning a lower grade or failing the course, despite satisfactory performance in the field agency. If scheduling conflicts or attendance issues arise, you **must** immediately address these concerns with the Coordinator of Field Education.

Through practicum placement, the integrative seminar, and field advising meetings, the Field Education component of the University of Pikeville Social Work Program seeks to help students meet the following objectives:

- to adhere to, analyze and apply the NASW Code of Ethics in practice (See Appendix A)
- to apply knowledge of human development and behavior in assessment of the strengths and needs of diverse populations
- to utilize critical thinking in applying the planned-change process with diverse systems, including individuals, families, groups, communities, and organizations
- to apply professional social work roles in the field setting
- to utilize generalist practice skills necessary for competent social work practice, such as relationship building and maintenance and communication, with a variety of client systems, instructors, peers, and agency staff.
- to identify and utilize community resources available to client systems
- to appreciate and apply knowledge of the socially unique and culturally diverse population in rural Eastern Kentucky and other Appalachian regions
- to actively seek feedback about one's practice through on-site supervision and interaction with other students and the Field Coordinator
- to demonstrate a commitment to social and economic justice and to the elimination of poverty, oppression, and discrimination
- to utilize research processes to assist in agency program planning and evaluation
- to examine relevant policy issues for use in generalist social work practice
- to engage in activities that promote competent social work practice, professional development, and leadership activities

**Field Education Requirements**

The Field Education component is seen as the bridge between the student’s academic and experiential learning and his or her social work professional career. Field Education not only provides you with the opportunity for practical application of the knowledge, values, and skills you have gained during coursework, but also provides you with the opportunity to “try out” practice settings. Students may request placement in an agency with a micro/mezzo practice orientation, which focuses on direct services to individuals, families, and groups. Students may also request placement in an agency with a macro practice focus to increase his/her understanding of formulating administrative policy, developing and planning programs, and disseminating information through public education. The goal is to match your individual career goals, interests, and other needs to an approved practicum placement. As such, while not
complicated, the process of field placement requires a different approach to pre-registration and planning and typically begins before the University’s pre-registration process and continues for several weeks.

The University of Pikeville Social Work Program requires social work students to complete an application for admission in order to participate in the Field Education component of the social work program (see Appendix B). In addition, students must meet the following requirements:

- The student must have formally applied and been accepted to the Social Work Program at University of Pikeville.
- The student must have an overall GPA of 2.0 on all completed University work.
- The student will have attained senior status and have completed 21 social work hours.
- The student must have at least a 2.5 GPA with respect to all required social work courses.
- The student must agree to adhere to all policies and procedures of the Social Work Program as outlined in the Social Work Student Handbook and the Field Education Handbook.

The Process for a Successful Placement

1) Schedule a meeting with the Coordinator of Field Education. This meeting will serve as an orientation to the expectations of the field education component, a review of your application and resume and a discussion of your future goals and learning needs. *(You are encouraged to explore practicum related interests and any particular concerns related to the placement assignments.)* This meeting must be scheduled no later than the University’s early registration period for the following semester.

2) The Social Work Program will then determine if you meet the eligibility criteria for the field education component.

3) If accepted to the field education component of the Social Work Program, you must schedule an additional meeting with the Coordinator of Field Education for assistance in selecting potential practicum sites that best match your interests, career goals, and skill levels.

4) Once you and the Coordinator find a match that looks promising, you will send out a letter of interest and resume to the potential field instructor. The field instructor will contact you for an agency interview.
   a. Dress appropriately for the interview. The agency will interview you as they would a job candidate. This means that you should be prepared and arrive on time. Anticipate questions and ask questions.
   b. Be sure to send a thank you note for the interview. Agency time is valuable.
5) Following the interview process, the field instructor and Coordinator will make a final determination regarding your field placement.
   a. DO NOT CALL THE AGENCY FOR FINAL DECISION OF PLACEMENT.
   b. If the decision is made to permit placement at the agency in question, a letter of confirmation will be sent to you and the agency/field instructor and a copy will be placed in the field education file. Otherwise, you will go back to the Coordinator of Field Education and work to come up with an alternative choice.

**Note:** Confirmation of placement must be completed by **May 4 for the fall semester and December 5 for the spring semester.**

Students are only permitted to complete practicum hours at approved agencies and may not arrange for interviews at a field site without the approval of the Coordinator of Field Education. Current placements range from child welfare and domestic violence shelters to adult homeless shelters and corrections. Other settings involve older adult care, medical and hospice care, and addiction services. Possible placements represent both private and public social services.

A current list of the **Directory of Approved Field Placement Sites** can be found in the office of the Coordinator of Field Education (Wickham Hall 102). Please note that there may be semesters in which agencies are temporarily unable to accept students due to changes in the organization or staff.

**Agency Selection**
Avenues for identifying agencies suitable for field placements include self-referrals from agencies that request students and following up on recommendations from current students, alumnus, Social Work Committee members, Program faculty, and other community representatives. Once a referral is made, the Coordinator of Field Education will be responsible for the initial communication that determines interest and appropriateness of the agency. The Coordinator will acknowledge, in writing, the agency’s interest and invite them to complete and return the “Agency Demographic Survey” (see attached revised survey). Submission of the Agency Demographic Survey implies willingness to partner with the University of Pikeville Social Work Program and sets the stage for an on-site visit with the agency.

During the on-site visit, the Coordinator of Field Education will provide the agency with information regarding the program’s mission, goals, objectives, and curriculum, and with the Program’s expectations for field assignments, supervision, and evaluation. The Coordinator will also assess both the agency’s suitability as a placement site and the agency’s ability to provide a sound environment where students will have the opportunity to practice generalist social work skills. The assessment must include, but is not limited to, meeting the following criteria:

- The agency should be able to provide a range of learning opportunities with multi-level client systems that are appropriate to both the student’s and Program’s educational needs. The student should be allowed to carry a workload that allows for involvement in various methods of service delivery, exposure to diverse clients, and problems.
- The agency must understand that the practicum experience is educational in nature and should not serve as an apprenticeship or training for potential employees.
The agency must be willing to help the student to develop a learning contract and provide learning experiences appropriate to meet the student’s individualized goals and objectives, as well as complement the educational goals of the Program.

The agency must be willing to participate in the evaluation process.

The agency’s mission, goals, objectives, and policies must be consistent with the NASW Code of Ethics.

The agency must be willing to provide weekly supervision to students by qualified social work staff as well as professionals from related disciplines.

The agency must provide services to diverse population groups (i.e. service population must reflect the diversity of communities and clients who access services in the Appalachian area).

The agency must have adequate physical facilities to accommodate students.

The agency’s policies must be in compliance with the ADA.

The agency must be willing to provide additional accommodations to serve the needs of disabled students.

The agency must not engage in illegal discriminatory practices in hiring, acceptance of students, or clients.

The agency must be willing to sign a Memorandum of Agreement.

Results of the on-site visit will be aggregated and shared with Program faculty who will then make a decision regarding the agency’s approval as a field placement. The Coordinator of Field Education will send a decision letter along with a Memorandum of Agreement to approved agencies. The Memorandum of Agreement must be signed before students can be placed at the site. Agencies that are not approved by the Program faculty will be notified of the Program’s decision not to allow field placements at the site. The concerns of the Program will be communicated to the agency and the agency will be allowed to address those concerns if they choose.

It should also be noted that special care is taken during the process of agency selection to ensure that students have a wide range of practicum settings, flexibility in hour availability (i.e. weekend and evening hours), and geographic location. In addition, special attention is given to recruiting agencies that focus on social and economic justice, alleviation of oppression and poverty, and assistance to populations-at-risk in the University of Pikeville service area. Current placements range from child welfare and domestic violence shelters to adult homeless shelters and corrections. Other settings involve older adult care, medical and hospice care, and addiction services. Possible placements represent both private and public social services. The Program feels confident that the available placements are solid and sufficient to meet student needs, and it continues to seek both new partnerships with agencies and placement opportunities for the social work students.

Approved Agencies (Appendix I) have the following rights and responsibilities (as outlined in the Memorandum of Agreement – Appendix D):

1. Providing social work students with an educationally sound practicum experience, based in the generalist model of social work practice, under the supervision of a qualified field instructor.
2. Providing the use of its facilities (necessary office space, and other required facilities, including expense reimbursement for agency-related assignments) for students accepted for placement.

3. Providing availability of clients and resources appropriate to meet the student’s learning goals and objectives.

4. Interpreting its programs and policies to the Program’s faculty and keep them updated in relation to changes, including informing the Program of specific requirements or conditions for acceptable practicum students.

5. Cooperating and consulting with Program faculty in planning, supervising, and evaluating the social work student experience.

6. Providing students with an Agency orientation and allowing ample time for students to learn the Agency philosophy, policies, and procedures.

7. Providing the field instructor with sufficient time for student instruction and supervision and for attendance at meetings offered by the Program. The field instructor must provide a minimum of one (1) hour per week of supervision in accord with the policies of the Program. Field instructor must also complete a midterm and final evaluation of the student.

8. Maintaining compliance with the Americans with Disabilities Act and committing to making accommodations to serve the needs of disabled students.

9. Requesting termination of students’ practicum or withdrawal of any student whose performance may be unsatisfactory to the Agency in consultation with the appropriate Program faculty.

Field Instructor Selection
Similar to the agency selection process, field instructors are carefully selected in order to be able to effectively meet the mission, goals, and objectives of the Program, as well as meet the unique challenges of educating social work students in a rural, Appalachian region. All field instructors must have at least a baccalaureate degree in social work (MSW degree preferred) from a CSWE accredited school with a minimum of two years post degree experience. Additional criteria include:

- A commitment to the values of the social work profession
- Competence in their field of practice
- Interest in social work education and the ability to teach students
- Willingness to help students with the integration of material learned in the classroom setting with practice experience (i.e. select appropriate educational tasks to facilitate completion of learning goals and objectives, assign applicable educational material, etc.)
- Willingness to provide at least one hour of weekly supervision to the student and assist the student with creation of a learning contract
- Possess knowledge about the community and its resources
- Must have support of agency to supervise a student
- Must have a current resume on file in the Field Education Office
- Must attend a Field Instructor Orientation/Training.
- Must participate in monitoring/advising visits and the evaluative process.
On occasion, a student may be approved for placement within an agency, which does not have a qualified social worker on staff. In these cases, there are clearly established guidelines and safeguards for placement in these agencies. The additional guidelines are outlined below:

1. Student will be supervised by a degreed social work professional who is independent of the agency and the social work program AND an onsite agency employee. Roles and responsibilities are defined below:
   a. The degreed social work professional will serve as the field instructor and will meet with the student for at least one hour per week to provide social work practice supervision and assist the student with the integration of knowledge, values, and skills learned in the classroom with field practice.
   b. The degreed field instructor will also meet weekly with the student’s onsite agency supervisor.
   c. The onsite agency supervisor will monitor and direct the student’s daily field experience within the agency placement.
   d. The Coordinator of Field Education will serve as a liaison between the Program’s curriculum and the student, field instructor, and onsite supervisor and monitor students progress within the placement.

2. Relevant administrators within the agency (i.e. agency director and supervisors) and the onsite agency supervisor must understand the link between their services, generalist social work practice, and social work education.

3. The agency employee serving as the student’s onsite supervisor must demonstrate a willingness to become familiar with the generalist model of social work practice, as well as the Program’s mission, goals, and objectives.

4. The agency employee serving as the student’s onsite supervisor must comply with all of the requirements of degreed field instructors (i.e. attend field instructor training, participate in monitoring visits and evaluative process, etc.)

5. Students placed in these types of agencies will be monitored more closely (i.e. an additional one to two meetings during the semester with the Field Education Coordinator) to reinforce and promote the social work perspective within the practicum setting.

*It is important to note that in order to assist students in securing a degreed social work professional to serve as field instructor; the Program maintains a list of approved field instructors and their areas of interest. This list can be reviewed in the office of the Coordinator of Field Education.

Field Placement at Student’s Place of Employment
In general, a placement where the student is employed is not recommended or encouraged. However, in some instances where the student and agency can clearly demonstrate how the student’s practicum placement will be separate and distinct from their employment, a placement may be possible.
In such cases, the student must complete a Field Education As An Employee application (See Appendix E) and include a description of the student’s current job and supervisors name, a description of the proposed field placement with learning objectives and proposed supervisors name, a description of the differences between the student’s current job duties and the proposed placement (job description, roles, responsibilities, program/department, and supervision) and a letter from the student’s employer agreeing to this placement proposal and agreeing to provide time for the employee to fulfill their student expectations for the practicum experience. Once this information is received, Program faculty members will then make a decision about the feasibility of the placement in providing a learning experience for the student based upon the student’s educational goals and learning needs. It is important to note that the Coordinator of Field Education may request to meet with agency supervisors to gain further clarification and details regarding the proposal.

**Criminal Background Checks**

All social work practicum students are required to complete permission forms for a criminal records check by the Kentucky State Police Criminal Identifications and Records Branch. The agency may also require additional records checks or drug testing. Agencies have the discretion to refuse student placement based on the results of the background checks and drug testing. If a student is from out-of-state the criminal background check must also be conducted in the home state.

*Students who have a criminal background may be barred from certain field placements. Students should also be aware that certain criminal offenses may prevent them from obtaining employment as a social worker. (Kentucky statute KRS 335 states that a person convicted of a felony may not receive a social work license.)*

**Additional Requirements of Certain Agencies**

It is important to note that many agencies may require you to complete additional applications and/or meet additional criteria prior to placement approval. For example, most hospitals, nursing homes, and hospice/home health agencies are mandated by Occupational Safety and Health Standards to require all staff, students, and volunteers to have certain immunizations, skin tests, and/or safety trainings prior to beginning their placement.

**Work and Life Experience Credit Policy**

Although University of Pikeville does grant work experience credit in some areas of academic concentration, the Social work Program at University of Pikeville *does not* give credit for life experience or previous work experience to social work students as substitutions for curriculum or field education requirements.

In addition, the University also offers proficiency exams upon request. However, the PC Social Work Program *does not* offer proficiency examinations in any social work course.
Liability Insurance
All students enrolled in the Social Work Practicum courses are required to carry personal liability insurance. The insurance costs are underwritten by University of Pikeville. A copy of the policy is available upon request.

Monitoring Field Education Placement Sites
The Social Work Program monitors the student’s progress within the agency and the quality of the learning experience. Each year, the Field Education Office distributes Agency Demographic Surveys (See Appendix C) to each approved placement site to monitor agency and/or personnel changes that may affect student learning. The Program also documents agency field instructor attendance to field education orientation/training in-services.

Evaluation of agency effectiveness in providing field instruction also occurs throughout the placement experience. Student reflection and sharing during the weekly seminar meetings, as well as the required assignments in the seminar provide the Program with informal feedback regarding the appropriateness and effectiveness of both the field instructor and the agency. Formal feedback is provided at the end of the semester when the student completes an evaluation of the agency and field instructor (See Appendix F). This evaluation provides the Program with important information regarding the students experience in the agency. After reviewing agency information and evaluation results, any agency not in compliance with the Program’s standards is dropped from the Directory of Approved Field Placement Sites.

In addition, field instructors are also asked to complete a questionnaire at the end of the semester to provide the Program with feedback regarding the Program’s efforts in working with the agency and Program field education faculty performance. This tool also allows the field instructor to provide additional information regarding the Program’s efforts to educate students in the generalist tradition (i.e. curriculum suggestions, areas for improvement, etc.). A copy of this form is included in Appendix G.

Evaluation of Student Performance
Evaluation of student learning and performance occurs throughout the placement experience. Students should receive evaluative feedback from field instructors during their weekly supervision meetings. In addition, students are formally evaluated by the field instructor at midterm and upon completion of his/her practicum placement. The evaluation is based upon the achievement of the goals and objectives established in their learning contract as well as their competence in each of nine goal areas (See Appendix H). The evaluation form provides a numerical rating in each area and provides the student and the Program with valuable feedback regarding the student’s performance. The results of this evaluation will be discussed during monitoring meetings with the field instructor and Coordinator of Field Education.

In addition, students will be evaluated based upon their attendance at the integrative seminar and their ability to demonstrate the integration of knowledge learned in the classroom with field experience. This includes the completion of required written assignments outlined in the course syllabus, such as journaling, process recordings, and a case study, as well as selected exercises from the course workbook. Each evaluation tool will assist the coordinator of Field Education in
assigning your final grade for each Practicum course. See course syllabus for information regarding how each assignment is weighted.

**THE FIELD EDUCATION EXPERIENCE: What to expect.**

**Field Education Orientation**
Prior to beginning placement, each student approved for field education must complete a field education orientation. This orientation will provide you with important information regarding the policies, procedures, and expectations related to field education. In addition, the orientation will also spend a great deal of time discussing workplace safety and situational awareness and preparedness.

**Specific Time Requirements**
Once you begin your field education course, you will have to manage your time carefully in order to insure the fulfillment of all responsibilities (agency hours, classroom hours, other courses, home life, athletics, etc). Each practicum placement requires a minimum of 240 hours. In order to achieve these hours in a semester, you will need to dedicate 15-20 hours per week to completing agency hours. **Students are not permitted to “bank” hours in order to complete the required number of hours early in the semester. Students should not complete required hours earlier than two weeks prior to the end of the semester.**

**The Learning Contract**
The Field Education component of the Program requires each student to complete a learning contract for each practicum placement. The learning contract is a very important part of your practicum placement and should serve as a guide throughout the semester. Students often find the creation of this document very intimidating. Therefore, the following information and guidelines have been created to assist you in this process:

I. **Rationale and Purpose**

   A. The Learning Contract provides an overall structure for the practicum experience. The Contract provides a focus for the experience and assists in the facilitation of the educational process throughout the semester. The Contract allows the student to become a more independent active participant in his/her education.

   B. The creation of the Learning Contract is a learning experience in and of itself. It allows the student to practice articulating goals, measurable objectives, and evaluation criteria, which is reflective of what student will facilitate with clients in their professional social work practice.

   C. The subsequent completion of the Learning Contract allows student to develop competence in the professional foundation areas as defined by the CSWE EPAS.
D. Student, field instructor, onsite agency supervisor (if applicable), and Program faculty use the Learning Contract to guide where they are going, how they will get there, and how they know when they arrive, regarding the practicum experience.

II. Development of the Learning Contract

A. Students should begin writing their Learning Contracts after reading the Field Education Handbook, becoming oriented to the agency placement, consulting with the field instructor (onsite agency supervisor) and Program faculty, and considering the goals they have for the practicum experience. The Learning Contract should be completed by the 3rd seminar meeting.

B. The Learning Contract should contain at least ten (10) goals and each goal should have at least three (3) objectives which will help reach the goal. The Learning Contract should include at least one (1) goal in each of the following areas:

- SW Values and Ethics
- Human Behavior in the Social Environment
- Generalist SW Practice Skills
- Diversity, Populations-at-risk, and social and economic justice
- Research
- Professional use of self/use of supervision
- Social welfare policy and services
- Communication Skills
- A personal goal for yourself focusing on personal growth

Remember to be creative and flexible in the creation of your contract. Each practicum setting/agency provides unique opportunities for learning so you should familiarize yourself with the agency and create your objectives in such a way, which will allow you to fully utilize what the agency has to offer. Be sure to utilize the knowledge of agency staff and/or your field instructor to determine learning opportunities.

C. Things to remember when creating Goals and Objectives.

- **Goals** provide a general sense of direction and articulate what you hope to gain. Goals should not be too narrow or too broad so that they are easily monitored and achieved.
  1. It is important to note that goals related to generalist practice skills should reflect generalist social work practice at all intervention levels (micro, mezzo, macro) and incorporate the use of multiple social work roles (educator, mediator, advocate, facilitator, etc.).

- **Objectives** flow from goals and should be written in measurable terms. In other words, objectives are activities that help one to reach their goal. These activities provide you with an action plan and should include
people, experiences, and resources, which can help you achieve the goal. Therefore, the specific objectives should be written using action verbs, such as discuss, read, observe, conduct, attend, make, participate, use, etc. In order to assist in the measurement of your objective you should set a date or deadline to accomplish each objective you might also consider articulating the frequency of a task, (i.e. number of times you will complete a task or the amount of time you will spend doing a task). (Royse, Dhooper, & Rompf, 2003)\(^1\).

- **Resources** needed to complete each goal/objective should also be included. This will help you to ensure that you have access to materials, people, events, etc., to achieve each goal and objectives.

- **Evaluation/Assessment** is a crucial element of the Learning Contract as it allows the student to determine areas of strength as well as areas for improvement. Therefore, each goal must also articulate how you assess your performance. When determining evaluation of goals consider the following:

  1. **Who will make the assessment?**
     a) Usually this person is the filed instructor but may also include others. Such as Program faculty, other agency staff, etc.

  2. **What information/data will be used to assess performance?**
     a) Student self-assessment
     b) Written report
     c) Supervisor feedback

  3. **How will performance be determined?**
     a) Grade at end of semester
     b) Qualitative feedback from clients or field instructor

  4. **When will performance be evaluated?**
     a) Midterm and end-of-semester
     b) At end of each day or during weekly supervision
     c) After contact with client

**Examples:** Below are selected goals that a student may create for a learning contact. Please note that these goals are random and would not necessarily be acceptable for use in one agency site. They are only intended to serve as a guide for creation of your own Learning Contract.

**Goal:** To Improve recognition of indicators of substance abuse.

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Objective: 1. Research physical signs of SA by March 8th.
2. Research emotional indicators of SA by March 8th.
3. Be able to recognize signs of possible relapse by March 22nd.

Resources: Access to books and scholarly articles related to signs and symptoms association with substance abuse; 1-2 hours per week dedicated to researching and reading information

Evaluation: Ask field instructor to assess ability to recognize indicators of substance abuse at the beginning and end of the semester.

Completion Date:_______________

Goal: To learn the social service delivery system.

Objective: 1. Review the county’s local resource guide by September 15.
2. Interview at least two social workers within the agency to identify the agencies to which they frequently make referrals by October 15.
3. Attend at least two monthly interagency collaboration meetings and interview two attendees about available resources by Nov. 31.

Resources: Must obtain a copy of the county’s resource guide; access to two professional social workers within agency who are willing to participate in an interview about referrals; release time from agency to attend interagency meetings and to gain access to attendees in order to conduct interviews regarding resources.

Evaluation: Update the agency’s resource guide by adding at least 5 new referral sources.

Completion Date:_______________

Goal: To learn grant writing skills through involvement in the grant writing process.

2. Read at least three successful grant proposals submitted by the agency by March 20.
3. Research possible sources of grant funding for the agencies programs by April 6.
4. Select one and prepare one grant proposal by May 1.
**Resources:** Access to literature/information regarding local grant writing workshops; ability to obtain attendance fee or seek a student waiver; release time from agency to attend workshop; access to grants previously submitted by the agency; release time from agency to research funding options and to prepare a proposal.

**Evaluation:** Ask field instructor to assess student’s involvement in the grant writing process and ability to write an effective grant proposal.

**Completion Date:**

**D. The Learning Contract should follow the format outlined below:**

*SW 497 Social Work Practicum I or SW 498 Social Work Practicum II (as the case applies)*  
**Semester**  
Fall _____  
Spring _____

**Student Name:**  
**Address:**  
**Phone:**  
**Email:**

**Agency Name:**  
**Address:**

**Field Instructor:**  
**Phone:**  
**Email:**

**Day(s) and Time(s) student completes practicum hours:**

**Weekly Instructional Supervision:** Day ______ Time ______ Place ______

**Goals and Objectives (at least 10)**

**Goal**  
Objective 1  
Objective 2  
Objective 3  
**Resources**  
**Evaluation**  
**Completion Date**

**Agency Visits**
You can expect the Coordinator of Field Education to have regular contact with you through the weekly seminar sessions and with your field instructor through email, phone contact, and at least three formal monitoring/advising visits during the course of the semester. The first meeting will occur early in the semester to work out details regarding the placement (schedule, learning contract, and learning activities) with the second and third meetings occurring at midterm and the end of the semester, respectively.

Transportation of Agency Consumers
*Students are not permitted to transport clients in their personal vehicles.* If the agency requests the transportation of clients in an agency-owned vehicle, you should review the insurance coverage of the agency.

Rights and Responsibilities during Placement
Social Work students shall have the following rights and responsibilities:

1. Act in accordance with the course in which they are enrolled and develop a learning contract as approved by Program faculty and Agency staff.
2. Adherence to Agency policies, procedures, and expectations of practicum students.
3. Adherence to Program policies and procedures regarding field education as delineated in the Handbooks.
4. Recognizing that they are not employees of the Agency and are not entitled to wages, workers compensation, unemployment compensation, or future employment, unless the Agency decides otherwise.

Avoiding Problems
To avoid potential problems in placement follow the suggestions below:

- Behave in a manner consistent with the NASW Code of Ethics. Give special attention to provisions regarding confidentiality and dual relationships.
- Maintain regular and on-time attendance (time missed for any reason must be made up). If you must miss, contact your field instructor and coordinator of Field Education immediately.
- When in doubt, ask questions.
- Appropriate professional dress (be sure to discuss this with your field instructor).
- Show a willingness to learn and take initiative
- Adherence to Agency policies and procedures
- Adherence to Program policies and procedures
- Remember that you are representing University of Pikeville and the Social Work Program. You are expected to display professional behavior and help us to maintain good relations between the Agency and the Program.

When a Problem Does Occur
It is best practice to deal with problems, concerns, and issues before they become overwhelming. When you encounter a problem, you are advised to take the following steps in sequence.
1) Discuss the problem with the field instructor and attempt to resolve the problem. If you do not reach a satisfactory solution:
2) Speak with the Coordinator of Field Education. The coordinator may want to schedule a meeting with you and the Field Instructor in an attempt to find a resolution. If there is no resolution with the Coordinator of Field Education:
3) Speak with the Social Work Program Director. If there is still no resolution:
4) Request a meeting with the Social Work Committee.

Sexual Harassment
University of Pikeville is committed to providing its students with an environment free from implicit and explicit coercive behavior used to control, influence, or affect the well-being of the student. Sexual harassment can include physical conduct, or verbal comments of a sexual nature which creates an intimidating, hostile, or offensive environment. Sexual harassment of any person is inappropriate and unacceptable, and is grounds for disciplinary action up to separation from the University. Examples of sexual harassment, but not limited to, include the following:

- Verbal or written harassment or abuse
- Sexist remarks or suggestive comments, insults, humor or jokes about sex or gender specifications
- Unnecessary touching, petting, or pinching
- Pressures for sexual activity
- Constant brushing of another’s body
- Demanding sexual favors accompanied by implied threats
- Physical assault
- Electronic media pornography, including use of the University’s Internet connections.

While matters of sexual harassment are covered under civil rights legislation and under matters of discrimination, University of Pikeville assumes a position to prevent and eliminate sexual harassment on campus by any faculty, staff, administrator, or student. It is the policy of the University that any practice or behavior that constitutes sexual harassment or any other unreasonable interference with performance will not be tolerated. University of Pikeville is committed to ensuring that the Institution is free of sexual assault or harassment. Students who feel sexual harassment has occurred should file a report with the Vice President for Student Services. Full cooperation will be extended by University of Pikeville to law enforcement agencies when cases are being investigated.

If sexual harassment should occur in the field practicum, the student should follow the Agency’s policy regarding such and inform the field instructor and UPIKE Social Work Program faculty.

Withdrawal from a Field Course
On occasion, there may be the need to withdraw from a field course. However, withdrawing from a practicum course is much more complicated than withdrawing from other courses as it has consequences related to the agency and agency clients with which you may be working. If
you experience difficulties that necessitate withdrawal from a field course, please complete the following steps in sequence:

1) Immediately contact the Coordinator of Field Education to arrange a meeting to discuss your particular situation and need for withdrawal. You and/or the Coordinator may want the agency field instructor to attend this meeting as well.
2) Prior to this meeting, write out a report highlighting the reasons you will not be able to continue in the course.
3) Present this report to the Coordinator of Field Education and/or Field Instructor during your meeting. After your discussion, the Coordinator of Field Education will inform you of his or her approval or disapproval regarding the withdrawal. If approved, the Coordinator of Field Education will complete an Add/Drop slip for you to submit to the University’s Registrar’s Office.
4) Submit the Add/Drop Slip to the Registrar’s Office in order to officially withdraw from the Practicum Course.

*Note: Failure to complete this withdrawal process will result in a failing grade for the course.*

**Termination Policy**

The Social Work Committee reserves the right to ask a student to withdraw from the Social Work Program if academic performance, student conduct, or emotional or physical health indicates that the student may not successfully complete the program or has the potential to cause harm to clients served.

Factors that may result in termination from the Social Work Program, include but are not limited to:

1. Failure to maintain a minimum cumulative GPA of 2.0 on all completed University work.
2. Failure to maintain at least a 2.5 GPA with respect to all required social work courses.
3. Failure to demonstrate the capacity to master generalist social work skills, such as empathy, respect for client self-determination, non-judgmental attitudes, self-awareness and professional growth, and good communication (oral and written) skills.
4. Failure to demonstrate conduct that is *consistent* with the NASW Code of Ethics.
5. Failure to maintain appropriate emotional stability and maturity necessary for professional social work practice.

Examples of behaviors that may result in termination from the Social Work Program, include but are not limited to:

1. Criminal behavior
2. Academic dishonesty (cheating, plagiarism, fabrication)
3. Disregard of social work principles of confidentiality
4. Inability to work with populations which reflect a variety of differences in race, ethnicity, nationality, socioeconomic class, color, disability, gender, religion, sexual orientation, political orientation, or veteran status

5. Consistently demonstrates poor written and oral communication skills

6. Inappropriate and/or unethical behavior in a field practicum placement.

*Please note that University of Pikeville also reserves the right to terminate the student from enrollment in the University based upon academic and conduct criteria outlined in the University of Pikeville Student Handbook and the University of Pikeville Catalog. Students terminated from the University should follow the appeals procedure outlined in these publications.

Any student who is found to meet any of the aforementioned criterions for termination has the right to be informed both verbally and in writing of the specific violation, inappropriate behavior, or other reasons for termination. After the student has been informed of the possibility of termination, the Social Work Program Director and others (social work faculty, field supervisor, and other involved parties) if appropriate, will meet with the student to discuss the violation, inappropriate behavior, or other problems, in an attempt to avoid termination from the program.

As a resolution, students may be placed in a probationary status within the Program for approximately one semester. If probationary status is granted, a specific behavioral contract will be devised and the student must agree to abide by the stipulations of the contract through signing the document. In order to facilitate this process, the student will be referred to the Assistant Dean for Student Services who specializes in retention issues. The Assistant Dean will work with the student to devise an appropriate behavioral plan, make referrals to various student resources, and monitor student progress and accountability through bi-weekly meetings. At the end of the probationary term, the Assistant Dean for Student Services will provide the Program Director with a report on the student’s progress. The Program Director will then meet with the student to discuss the report and progress made. At this point, the Program’s administration and faculty members of the Social Work Program will then decide if the student’s probationary status will be lifted or if termination from the Program will be recommended to the Social Work Committee. The Program’s faculty members will consider the student’s progress report submitted by the Assistant Dean for Student Services, the follow-up meeting, and other relevant information while deliberating a course of action. The student will then be notified by the Program Director if his or her probationary status will be lifted or if termination from the Social Work Program will be recommended to the Social Work Committee. If the student is recommended for termination from the Program, the Social Work Committee will consider the recommendation and make a final decision. The Committee will then notify the student, Division Chair, and VP for Academic Affairs/Dean of the University of their decision.

**Appeals Procedure**

The Social Work Program at University of Pikeville has established requirements and criteria for admission to and retention in the Program and the field education component of the Program. When – based on these requirements and criteria – the Program recommends that a student be denied admission or continuation in the Program or field education component, the student has the right to file a formal appeal to the Social Work Committee.
Any social work student who wishes to appeal a recommendation of the Program must adhere to the following procedures:

1. A formal appeal must be submitted in writing to the Social Work Committee detailing the reasons and/or circumstances for the appeal with two weeks of the date of the action being appealed.

2. The Chair of the Social Work Committee will then process the appeal within three weeks. Notices of date, time, and place of the appeal hearing will be sent to all members of the Social Work Committee and the student.

3. During the appeals hearing, the Committee Chair will relinquish the Chair position to a member selected by the Committee to serve as Chair for the appeals hearing.

4. During the appeals hearing, all factual information related to the petition will be presented by Program Director and the Field Education Coordinator, if applicable.

5. The student is entitled to be present and shall be given 30 minutes to present information or evidence on his or her behalf and to answer questions posed by the individual members of the Committee.

6. After presentations from the Program and the student, the student will be excused before deliberations by the Social Work Committee begins. The Committee, in closed session, will then consider the student’s appeal.

7. The student, Division Chair, Registrar (if applicable), and VP for Academic Affairs/Dean of the University will receive written notification of the Committee’s decision within two weeks of the hearing.

8. The decision of the Social Work Committee is final. Once a student has exercised his or her appeal option, no further action by the University will be taken or considered.

Note: The only appeals submitted and heard by the Social Work Committee are those related to entry or continuation in the Social Work Program and field education component of the Program. All other appeals, e.g., grade appeals, probation or suspension from the University, etc., are handled according to the appeals policies outlined in the University of Pikeville Student Handbook and the University of Pikeville Catalog.

Readmission

Students who are dismissed from the University due to academic performance or inappropriate conduct must apply for readmission through the Office of Admissions and follow the policies and procedures outlined in the University of Pikeville Student Handbook and University of Pikeville Catalog regarding readmission.

Note: Readmission to University of Pikeville does not guarantee readmission to the Social Work Program.

Files of students who do not complete the admissions process in an academic year, officially change majors, withdraw from the University, or are terminated from the Social Work Program or field education component of the Program are classified as inactive. Any student whose file is
inactive must reapply for admission to the Social Work Program and meet all admission criteria in effect at the time the new application is submitted.

In addition to meeting all admission criteria in effect at the time the application is submitted, any student who has been terminated from the Social Work Program must submit a letter of petition to the Social Work Program explaining reasons/circumstances for his or her failure to progress in the Program and detailing the steps that may have been taken by the student to remedy the situation. Other factors, such as GPA, faculty recommendations, understanding of the social work profession (mission, values, ethics, etc), capacity to master generalist social work skills, emotional stability and maturity, recommendations from social work professionals and/or field instructors, and other aspects may also be considered by the Program in deciding whether to recommend the student to the Social Work Committee for readmission.

Answers to Frequently Asked Field Questions
1. What happens if I am unable to find an agency to approve my placement?
The process of finding an appropriate agency that matches your individual learning needs is sometimes a lengthy process and requires patience. However, if you are repeatedly turned down for approval, the Coordinator of Field Education will need to determine where the problem lies and attempt to address the situation. For example, if the problem is that you are not performing well in the interview portion of the process, the Coordinator will try to assist you in the preparation of the interview by conducting mock interviews, making campus referrals, and other appropriate activities.

2. What if I discover that the placement I am in is not right for me and I am extremely unhappy?
First, you should discuss the situation with the Coordinator of Field Education. The Coordinator can assist you and provide guidance on how to deal with the situation. This may involve a modification of the placement, change in supervision, transfer within the agency, or even a change in placement. Under no circumstances, should you just stop participating in your placement course.

3. Will I receive payment for my practicum work?
In most cases, the answer is no. However, the agency is responsible for expense reimbursement for agency-related assignments. For example, if the agency requires you to use your personal vehicle to conduct home visits, the agency is responsible for providing you with the same reimbursement as agency staff. Another example may be if the agency requires you to attend a conference or training which requires travel, lodging, etc. In this case, you would also be entitled to the same reimbursement as agency staff.

4. What if I would like to complete a placement at an agency that is not listed in the Directory of Approved Field Education Sites?
The Social Work Program is continuously seeking new partnerships with agencies and placement opportunities for the social work students. The Coordinator of Field Education welcomes suggestions from students, field instructors, and others regarding possible placements. Please provide the Coordinator of Field Education with as much information as possible about the
agency (i.e. name of agency, address/phone number, contact person) and the Coordinator will contact the agency to determine eligibility for approval.

The Program sincerely hopes that the information in this Handbook helps you to have a successful field education experience. If you have additional questions about the field education component of the Social Work Program, please feel free to direct them to the Coordinator of Field Education (Wickham Hall 102, ext. 5001) or the Social Work Program Director (Wickham Hall 106, ext. 5011).
TO VIEW THE NASW CODE OF ETHICS SEE THE WEBSITE:

www.naswdc.org

Once you have accessed the NASW homepage, click on the Code of Ethics button, click on the Table of Contents button, and then click and review all of the following sections of the Code of Ethics: Preamble, Purpose, Ethical Principles, and the Ethical Standards to Clients, to Colleagues, in Practice Settings, as Professionals, to the Profession, and to the Broader Society.

The Program Director also has a few copies of the Code of Ethics on file. You can check out a copy for your review.
Social Work Field Practicum Application
SW497/SW498

Student’s Name
______________________________________________________________________________

Home
Address
______________________________________________________________________________

Home Phone(____)__________ Cell Phone(____)__________ Work Phone(____)__________             (Preferred Phone Contact: Cell____
Text?____ Homes Work____[check all that apply])

Social Security #
______________________________________________________________________________

Name of Agency: (if employed)__________________________________________________________

Agency
Address
______________________________________________________________________________

Phone (____)_________________________ E-Mail Address______________________________

Job Title____________________________________
Supervisor____________________________________

Date Degree is anticipated__________________________ Month and Year

Social Work Career Plans: (Include social work experiences you wish to explore, skills you wish
to acquire and career directions you are considering)
Geographic preferences.


Please indicate your top three preferences for field:
1) ____________________________________________
2) ____________________________________________
3) ____________________________________________

Do you have a personal relationship with anyone at your requested practicum agencies?

____________________ Yes  ________________ No

If there is a relationship, describe the nature of that relationship:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Additional Comments:____________________________________________________________________
Attach an updated resume and recent photo of yourself. Return completed addendum application with resume and photo no later than the due date noted in your letter or on the Field Education Calendar to:

Diane S. VanCleave, Coordinator of Field Placement Education
Pikeville College
147 Sycamore Street
Pikeville, Kentucky 41501
Phone: 606-281-5001 Fax: 606-218-5031
E-mail: DianeVanCleave@upike.edu

**************************************************************************
****
**************************************************************************

Release of Information: I grant permission to the Field Education Office of the University of Pikeville Social Work program to release information from my Practicum Application for the purpose of arranging my practicum placement. This release extends to several agencies when necessary to confirm placement.

______________________________________________________________________________
Student’s Signature Date
______________________________________________________________________________

**************************************************************************
****
**************************************************************************

Student Statement of Agreement: I have read and understand the Field Handbook and as a Social Work student agree to follow the policies and procedures set forth.

______________________________________________________________________________
Student’s Signature Date

-------------------------------------------------------------------------------------------------------------------
Office Use Only:
____ Application Received
____ Resume Received
____ Photo Received
____ Signature on Release Form
____ Signature on Statement of Agreement
Agency Demographic Survey
Social Work Program

*Please complete in entirety. Please print or type legibly.*

Agency Name
________________________________________________________

Address
__________________________________________________________

street  city  county  state  zip code

Contact Person/phone number
____________________________________________________________

Agency e-mail address/website
____________________________________________________________

Does your agency require a criminal records check?  ___Yes ___No

Drug Testing?  ___Yes ___No

Is your agency wheelchair accessible?  ___Yes ___No

Check only those that best describe your agency’s areas of service:

___Disabilities  ___Health/Medical  ___Macro/Community Organizing

___Aging  ___Child Welfare  ___Corrections/Criminal Justice

___Mental Health  ___School  ___Substance Abuse

___Residential Treatment  Other – Please specify________________________
Which best describes your agency’s focus:
___ macro (administrative, policy making, community organizing, etc.)
___ micro (direct services, to individual, family & children)
___ both

Learning Opportunities for Students (Please check all that apply)
___ Counseling  ___ Case Management  ___ Grant Writing
___ Assessments  ___ Intake  ___ Community Organizing
___ Administrative  ___ Program Evaluation  ___ Public Speaking
___ Judicial Interactions  ___ Advocacy/Lobbying  ___ Education
___ Fundraising  ___ Community Outreach  ___ Individual treatment
___ Group/Family Treatment  ___ Diagnostic (DSM-IV)  ___ Information and Referral
___ Crisis Intervention  ___ Prevention  ___ Discharge Planning
___ Report Writing/Recording  ___ In-home Intervention
___ In-Service Trainings  ___ Conference Attendance
___ Agency Education Programs  ___ Workshop Attendance

___ Data Collection/Research/Analysis

___ Attendance of staff/administrative meetings where social services issues are discussed and analyzed

Other ______________
Please indicate the best hours for social work practicum students to work: (check all times that best apply)

___ Daytime 8:00-5:00 (M-F)
___ Evenings 5:00-9:00 (M-F)
___ Weekends (Day) Evenings

Do you have at least one employee can serve as a supervisor for PC social work students based upon the following criteria:

- Bachelors degree in social work and at least two years post-bachelors experience or
- MSW with at least two-years post-bachelors/Masters experience and
- Must be willing to provide a minimum of one-hour individual supervision to each student per week during the semester placement.

If so, list all employees who meet these criteria and would be willing to serve as a field instructor below. Please include a CV or resume for each possible field instructor listed below.

________________________________________________________________________
_______________________________________________________________________

Would your agency and potential field instructors be willing to participate in the Pikeville College Social Work Program Field Instructor orientation and training seminars, which are required for all Field Instructors? ___ Yes ___ No

How many students would you prefer per semester? ________________

Please consider the amount of space in the agency, qualified staff to supervise, workload, etc. when deciding this number.

Does your agency have adequate physical facilities (e.g. desk space, telephone access) for the above-named number of students? ___ Yes ___ No

Can students be given increasingly complex tasks to master throughout the semester (e.g. advance from making observations to performing functions)? ___ Yes ___ No
Are your agency policies in compliance with the National Association of Social Workers Code of Ethics?  

___Yes ___No

*Please attach a brief paragraph that describes your agency or organization and the opportunities available for students. This information will be shared with social work practicum students prior to the field placement and is therefore, very important for student recruitment to your agency or organization. You may also want to attach an agency brochure to this form or leave several brochures with the Pikeville College Social Work Program to share with students.*
Social Work Program
Memorandum of Agreement
For
Cooperative Education Social Work Practicum Program

THIS AGREEMENT by and between the University of Pikeville, Social Work Program, hereafter called “Program” and ________________________________, hereafter called “Agency,”

WHEREAS, the Program, in order to fulfill the mission, goals, and objectives of its baccalaureate program in Social Work, desires the privilege of providing a cooperative professional social work practicum in the Agency, and

WHEREAS, the Program and the Agency desire to set forth the essential points of their agreement in writing,

THEREFORE, it is understood and agreed between the parties as follows:

I. RIGHTS AND RESPONSIBILITIES OF THE PROGRAM

The Program shall have the following rights and responsibilities:

1. Providing the necessary orientation / training of field instructors.
2. Keeping Agency advised of Program mission, goals, objectives, and educational program through the distribution of the Social Work Program Student Handbook and Field Education Handbook. The Program’s policies and procedures, as delineated in the Handbooks, are part of this Agreement.
3. Assigning students acceptable to the Agency, including termination of placement, if determined to be in the best interest of Agency, Program, and/or student.
4. Assigning social work program faculty to work with each student and field instructor; the faculty will conduct an on-campus weekly seminar with practicum students to complement the field placement; the faculty will maintain regular contact with the Agency, including no less than two (2) supervisory visits during the semester; and the faculty will
5. evaluate student performance in consultation with the appropriate Agency personnel / Field Instructor and assign the students final grade for the field placement.
6. Maintenance of general liability insurance for each practicum student.
7. Indemnification and save harmless the Agency from any and all liability occasioned by actions of students and/or faculty member for workers compensation, illness, or other claim wherein might be asserted against it by students and/or faculty arising out of the Agreement.

III. RIGHTS AND RESPONSIBILITIES OF THE AGENCY

The Agency shall have the following rights and responsibilities:

1. Providing social work students with an educationally sound practicum experience, based in the generalist model of social work practice, under the supervision of a bachelor or MSW field instructor from an accredited CSWE program, with a minimum of two years post degree experience. Exception to a qualified social worker can be made as long as clearly established guidelines and safeguards for placement in these agencies are followed, as specified on pages 6-7 of the Field Education Manual.

2. Providing the use of its facilities (necessary office space, and other required facilities, including agency-directed travel expenses using the student’s vehicle, agency-directed purchases of supplies with student monies, or any other agency-directed expenditures asked of the student in the performance of the field experience for agency-related assignments) for students accepted for placement.

3. Providing availability of clients and resources consistent to meet the student’s learning goals and objectives—mutually agreeable to student, Agency, and Program.

4. Interpreting its programs and policies to the Program’s faculty and keeping the Program updated on changes that affect specific requirements or conditions of student practicum (i.e., departure of a field instructor, closure or vacating Agency facilities, policy changes prohibiting or limiting a practicum experience, etc.), including informing the Program of specific requirements or conditions for acceptable practicum students.

5. Cooperating and consulting with Program faculty in planning, supervising, and evaluating the social work student experience.

6. Providing an allotment of time for orientation that is mutually agreeable to Agency, Program, and students, in learning Agency philosophy, policies, and procedures.

7. Providing the field instructor with sufficient time for student instruction and supervision and for attendance at meetings offered by the Program.
8. The field instructor must also complete a midterm and final evaluation of the student and be available for midterm and final evaluation with the student and Program faculty—such evaluation appoints are initiated by Program faculty and at a time that is mutually agreeable to the Agency, field liaison, and to the student. Midterm and Final evaluations will take place at the participating Agency, unless alternative arrangements are mutually agreeable to the Agency, the Field Liaison, and the student. Scheduled evaluations are anticipated to take approximately one (1) hour to complete. Field instructor must complete the Midterm and Final evaluations of the student. Additionally, the field instructor will provide a minimum of one (1) hour per week of supervision in accordance with the policies of the Program.

9. Maintaining compliance with the Americans with Disabilities Act and committing to making accommodations to serve the needs of disabled students.

10. Indemnification and save harmless the Program from any and all liability accessioned by actions of the Agency, the field instructor, and staff in the delivery of Social Work Services.

11. Requesting termination of students’ practicum or withdrawal of any student whose performance may be unsatisfactory to the Agency in consultation with the appropriate Program faculty.

IV. NONDISCRIMINATION
The University of Pikeville is an equal opportunity educational institution and is committed to nondiscrimination. Likewise, the University of Pikeville Social Work Program is committed to nondiscrimination and providing equal education opportunities without regard to race, ethnicity, nationality, age, class, color, disability, gender, marital status, religion, sex, sexual orientation or veteran status. The Program does not discriminate based on the any of the aforementioned characteristics in policies related to admission and all academic endeavors related to the social work program and bachelor’s degree. Therefore, the Agency agrees not to discriminate in employment, provision of benefits or otherwise on account of race, ethnicity, nationality, age, class, color, disability, gender, marital status, religion, sex, sexual orientation or veteran status.

V. TERM OF AGREEMENT
This agreement shall be effective from the date of its execution and shall continue thereafter until terminated by either party upon written notice at least ninety days (90) in advance. Such notice will provide a student with sufficient time as not to affect a student currently in placement. The Agreement can be reviewed upon request of either party. Subject to revisions as are mutually
agreeable at the time of review, submitted as amendments to modify this Agreement, the duration of the Agreement shall be renewed by execution of all signatures every three (3) years. Each party (the Agency, and the Program) shall be allowed to request to modify or terminate with the 90-day notice provision.

**This Agreement** constitutes the entire agreement between the parties, and all prior discussions, agreements, and understandings, whether verbal or in writing, is hereby merged into this Agreement.

**IN WITNESS WHEREOF**, under authority of their governing bodies, the parties hereto have affixed their signatures.

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<tr>
<th>Agency:</th>
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<tr>
<td>Administrator</td>
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<td>Program:</td>
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<td>Field Coordinator</td>
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<td>Program Director</td>
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<td>Vice President for Academic Affairs</td>
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<td>Dean, College of Arts and Sciences</td>
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University of Pikeville
SOCIAL WORK PROGRAM

Field Education As An Employee Application

Complete the application in its entirety and return to Field Education.

Date:____________________

Name:__________________________________________________________________

Address:________________________________________________________________
     Street      City      State      Zip Code

Home Phone:____________________  Work Phone:____________________

Field Education Course:                     Semester & Year to be taken:
    SW 497 Social Work Practicum I  Fall________   or   Spring________
    SW 498 Social Work Practicum II

Current Employer______________________________________________________________

Address:________________________________________________________________
     Street      City      State      Zip Code

Supervisor:____________________________________________________

Phone_________________________________________________ Hrs per week______

Date hired or began volunteering_________ (Year) (Month)

Please attach the following to this application:
    • a current job description
    • a description of the proposed field experience with learning objectives,
    • a description of the differences between your current job and the proposed placement,
    • a letter from your employer (immediate supervisor) agreeing to this placement proposal - and stating a plan for your current duties while in the field.

NOTE: This application will be processed only if all materials are submitted.
UNIVERSITY OF PIKEVILLE SOCIAL WORK PROGRAM

STUDENT EVALUATION OF PRACTICUM AGENCY/FIELD INSTRUCTOR

STUDENT: ___________________________ DATE: ___________________

PRACTICUM AGENCY: ____________________________

PRACTICUM INSTRUCTOR: ____________________________

Directions: On a scale from 0 to 4, please rate the **level of satisfaction** you experienced with your field placement and field instructor in the following areas:

4 = Exceptionally high quality; very satisfied
3 = Above average quality; satisfied
2 = Adequate quality; somewhat satisfied
1 = Marginal quality; dissatisfied
0 = Poor quality; very dissatisfied

**Quality of Agency as an Adequate Practicum Placement**

1. The quality of the Agency Orientation and information provided about the agency.

   0 1 2 3 4

2. Adequate access to work space and agency facilities (desk, phone, clerical support, resources to support work)

   0 1 2 3 4

3. Information about risk factors associated with working in the agency setting.

   0 1 2 3 4

4. The degree to which you were accepted and treated as part of the agency staff and team

   0 1 2 3 4

5. Agency’s ability to consistently provide learning opportunities and activities.

   0 1 2 3 4

6. Level of knowledge gained about community systems and resources.

   0 1 2 3 4
7. Level of new social work knowledge and skills obtained while in the practicum
   0  1  2  3  4

8. The degree to which you were able to meet your Learning Contract goals and objectives.
   0  1  2  3  4

**Field Instructor Qualities**

9. Field instructor seemed interested in my learning and professional development.
   0  1  2  3  4

10. Accessibility of field instructor if I had a problem or a question.
    0  1  2  3  4

12. The overall quality of your supervision
    0  1  2  3  4

13. Field instructor was a strong professional role model.
    0  1  2  3  4

14. Effectiveness of field instructor at helping to integrate classroom knowledge with field
    learning.
    0  1  2  3  4

15. Effectiveness of field instructor in demonstrating and helping me to understand practice
    skills.
    0  1  2  3  4

16. Effectiveness of field instructor in assigning tasks and activities that helped me to meet
    my learning goals and objectives
    0  1  2  3  4

17. Effectiveness of field instructor in providing overall support
    0  1  2  3  4

**Overall Quality of Placement**

18. Overall quality of supervision by field instructor
    0  1  2  3  4

19. Overall quality of field education provided by the Agency.
    0  1  2  3  4
20. Please indicate the frequency of supervisory sessions with field instructor:

Monthly
Bi-weekly
Weekly
2 more times per week

21. Please indicate the average duration of supervisory sessions with field instructor:

More than one hour
One hour
Less than one hour

Would you recommend this placement to future social work students?  YES  NO

If no, please explain: ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

After all grades are submitted to the Registrar’s office, may the Social Work Program faculty discuss your feedback with the field instructor? Circle one of the following:

YES  or  NO

If you circled YES, please sign below as another way to authorize this discussion between the Program and your field instructor.

______________________________________________________________
Student

________________________________________________________________________

________________________________________________________________________

Date