A class enjoys good weather outdoors near Jeannette Rankin Hall. Copyright © 2004 Todd Goodrich

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Welcome Social Work Students,

On behalf of the University of Montana School of Social Work, we welcome you to practicum. The practicum is often referred to as the signature pedagogy of social work education. Your practicum will offer you the opportunity to:

- Integrate classroom experience with actual social work practice
- Develop core competencies and practice behaviors in a field setting
- Develop professional self-awareness and accountability
- Practice social work skills and theories
- Exercise ethical decision making in the context of social work values and the code of ethics ([http://www.socialworkers.org/pubs/code/code.asp](http://www.socialworkers.org/pubs/code/code.asp))

You will be in an agency setting for approximately 15 hours per week for two consecutive semesters, for a total of 450 practicum hours. You will have a Practicum Agency Field Instructor who will serve as your teacher, mentor, and supervisor.

You will also be assigned a Faculty Supervisor, who will serve as the School of Social Work liaison between you and the agency. The Faculty Supervisor will meet with you and your Practicum Agency Field Instructor at the beginning of the first semester to discuss your learning goals and objectives. The Faculty Supervisor will also meet with you and your Practicum Agency Field Instructor at the end of each semester for your practicum evaluation.

This manual is designed to provide you with the essential information and forms for making your practicum a successful experience. Please read it thoroughly. If you have any questions or concerns, please do not hesitate to contact me. I am here to assist you in finding a productive practicum that will prepare you for generalist social work practice.

Sincerely,

Kate Chapin, LCSW
Director of Field Education

School of Social Work Faculty and Staff
2016-2017 Academic Calendar

Autumn Semester 2016
August 25-26 (Thurs-Fri) ............................................................... New Student Orientation
August 29 (Mon) .................................................................. Autumn Semester Classes Begin
September 5 (Mon) ................................................................. Labor Day – No Classes, Offices Closed
November 8 (Tues)................................................................. Election Day – No Classes, Offices Closed
November 11 (Fri)................................................................. Veterans Day – No Classes, Offices Closed
November 23 (Wed) ................................................................. Student Travel Day – No Classes
November 24-25 (Thurs-Fri) ........................................ Thanksgiving Break – No Classes, Offices Closed
December 12 (Mon) ................................................................. Last Day of Regular Classes
December 14-20 (Wed-Tues) ................................................... Final Exams

Winter Session 2017
January 3 (Tues) ................................................................. Winter Session Classes Begin
January 16 (Mon) ............................................................... Martin Luther King Day – No Classes, Offices Closed
January 20 (Fri) ................................................................. Last Day of Winter Session Classes and Final Exams

Spring Semester 2017
January 19-20 (Thurs-Fri) ..................................................... New Student Orientation
January 23 (Mon) ................................................................. Spring Semester Classes Begin
February 20 (Mon) ............................................................... Presidents’ Day – No Classes, Offices Closed
March 20-24 (Mon-Fri) ........................................................... Spring Break
May 5 (Fri) ............................................................................. Last Day of Regular Classes
May 8-12 (Mon-Fri) ............................................................... Final Exams
May 13 (Sat) ................................................................. Commencement

Summer Session 2017
May 22 (Mon) ................................................................. Classes Begin
May 29 (Mon) ................................................................. Memorial Day – No Classes, Offices Closed
June 23 (Fri) ................................................................. Last Day of Classes for First Five-Week Summer Session and Final Exams
June 26 (Mon) ................................................................. Classes Begin for Second Five-Week Summer Session
July 4 (Mon) ................................................................. Independence Day – No Classes, Offices Closed
July 28 (Fri) ................................................................. Last day of classes
Mission, Goals, and Core Competencies, and Practice Behaviors

School of Social Work

School of Social Work Mission

The mission of the School of Social Work at the University of Montana is to effectively engage in activities integral to preparing skilled baccalaureate and master’s level social work practitioners, while promoting more just and humane social structures and outcomes within Montana, the United States, and internationally.

BSW Program

BSW Program Mission

The mission of The University of Montana School of Social Work BSW Program is to prepare entry level generalist social workers, grounded in a person-environment perspective, who can practice at multiple levels and assume a variety of social work roles to address social issues and promote social and economic justice. The program educates students to be ethical, reflective, collaborative, innovative, and culturally competent. Graduates will engage in lifelong learning, promote the dignity, rights and well-being of others, and contribute toward a more just and humane world.

BSW Program Goals

Goals of the University of Montana BSW Program are to prepare generalist social work practitioners who:

1. Possess the requisite ethical, knowledge, and skill base for effective generalist social work practice that requires critical thinking and a variety of professional perspectives, theoretical foundations, and evidence-based approaches.

2. Enhance the social functioning and quality of life of individuals, families, groups, organizations, and communities.

3. Serve diverse, underserved, vulnerable, and oppressed populations with a commitment to social and economic justice and human rights.

4. Commit to career-long professional development to enhance effectiveness of social work practice.

5. Base their practice on the core values of the profession, including service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence.

These goals support the BSW program’s mission to prepare generalist practitioners who bring diverse social work roles to bear at multiple levels of practice in the promotion of a more just and humane society.

The UM School of Social Work adopted the ten CSWE core competencies, operationalized through the 41 practice behaviors, as the basis for the BSW program curriculum.
1. Identify as a professional social worker and conduct oneself accordingly.

   PB 1.1 Advocate for client access to the services of social work
   PB 1.2. Practice personal reflection and self-correction to assure continual professional development
   PB 1.3. Attend to professional roles and boundaries
   PB 1.4. Demonstrate professional demeanor in behavior, appearance, and communication
   PB 1.5. Engage in career-long learning
   PB 1.6. Use supervision and consultation

2. Apply social work ethical principles to guide professional practice.

   PB 2.1 Recognize and manage personal values in a way that allows professional values to guide practice
   PB 2.2 Make ethical decisions by applying standards of the NASW Code of Ethics and, as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work, Statement of Principles.
   PB 2.3 Tolerate ambiguity in resolving ethical conflicts
   PB 2.4 Apply strategies of ethical reasoning to arrive at principled decisions

3. Apply critical thinking to inform and communicate professional judgments.

   PB 3.1 Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom.
   PB 3.2 Analyze models of assessment, prevention, intervention, and evaluation; and:
   PB 3.3 Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues.

4. Engage diversity and difference in practice.

   PB 4.1 Recognize the extent to which a culture’s structures and values may oppress, marginalize, alienate, or create or enhance privilege and power.
   PB 4.2 Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups.
   PB 4.3 Recognize and communicate their understanding of the importance of difference in shaping life experiences;
PB 4.4 View themselves as learners and engage those with whom they work as informants.

5. Advance human rights and social and economic justice.
   
   PB 5.1 Understand the forms and mechanisms of oppression and discrimination.
   
   PB 5.2 Advocate for human rights and social and economic justice.
   
   PB 5.3 Engage in practices that advance social and economic justice.

   
   PB 6.1 Use practice experience to inform scientific inquiry
   
   PB 6.2 Use research evidence to inform practice

7. Apply knowledge of human behavior and the social environment.
   
   PB 7.1 Utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation.
   
   PB 7.2 Critique and apply knowledge to understand person and environment.

8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
   
   PB 8.1 Analyze, formulate, and advocate for policies that advance social well-being.
   
   PB 8.2 Collaborate with colleagues and clients for effective policy action.

9. Respond to contexts that shape practice.
   
   PB 9.1 Continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services
   
   PB 9.2 Provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services

10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities

   Engage:
   
   PB 10a.1 Substantively and affectively prepare for action with individuals, families, groups, organizations, and communities.
   
   PB 10a.2 Use empathy and other interpersonal skills
   
   PB 10a.3 Develop a mutually agreed-on focus of work and desired outcomes
Assess:
PB 10b.1 Collect, organize, and interpret client data

PB 10b.2 Assess client strengths and limitations

PB 10b.3 Develop mutually agreed-on intervention goals and objectives

PB 10b.4 Select appropriate intervention strategies

Intervene:
PB 10c.1 Initiate actions to achieve organizational goals

PB 10c.2 Implement prevention interventions that enhance client capacities

PB 10c.3 Help clients resolve problems

PB 10c.4 Negotiate, mediate, and advocate for clients

PB 10c.5 Facilitate transitions and endings

Evaluate:
PB 10d.1 Critically analyze, monitor, and evaluate interventions.

Accreditation by Council on Social Work Education (CSWE)

The University of Montana School Of Social Work is fully accredited by the Council on Social Work Education (CSWE). The school meets the following curriculum policy requirements as outlined by the Council on Social Work Education.

CSWE Curriculum Policy Statement Regarding Field Practicum

Educational Policy 2.3—Signature Pedagogy: Field Education

Signature pedagogy represents the central form of instruction and learning in which a profession socializes its students to perform the role of practitioner. Professionals have pedagogical norms with which they connect and integrate theory and practice. In social work, the signature pedagogy is field education. The intent of field education is to connect the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the achievement of program competencies.

CSWE Field Education Accreditation Standards

The BSW Field Education Program:

2.1.1 Connects the theoretical and conceptual contribution of the classroom with the practice setting, fostering the implementation of evidence-informed practice.
B2.1.2 Provides generalist practice opportunities for students to demonstrate the core competencies.

2.1.3 Provides a minimum of 400 hours of field education for baccalaureate programs and 900 hours for master's programs.

2.1.4 Admits only those students who have met the program's specified criteria for field education.

2.1.5 Specifies policies, criteria, and procedures for selecting field settings; placing and monitoring students; maintaining field liaison contacts with field education settings; and evaluating student learning and field setting effectiveness congruent with the program’s competencies.

2.1.6 Specifies the credentials and practice experience of its field instructors necessary to design field learning opportunities for students to demonstrate program competencies. Field instructors for baccalaureate students hold a baccalaureate or master's degree in social work from a CSWE-accredited program. Field instructors for master's students hold a master's degree in social work from a CSWE-accredited program. For cases in which a field instructor does not hold a CSWE-accredited social work degree, the program assumes responsibility for reinforcing a social work perspective and describes how this is accomplished.

2.1.7 Provides orientation, field instruction training, and continuing dialog with field education settings and field instructors.

2.1.8 Develops policies regarding field placements in an organization in which the student is also employed. To ensure the role of student as learner, student assignments and field education supervision are not the same as those of the student’s employment.

BSW Practicum Policies and Procedures

Overview

Students majoring in social work must complete a supervised practicum of 450 hours. Practicum is taken over two consecutive semesters for a total of 10 credits (five credits per semester). Practicum requirements consist of the following four classes:

SW 487, Advanced Practice I (2 credits) taken concurrently with SW 495-01, Field Work Practicum I (5 credits)

SW 488, Advanced Practice II (2 credits) taken concurrently with SW 495-02, Field Work Practicum II (5 credits)
The practicum provides students with the opportunity to integrate classroom learning with direct field work experience. Students in practicum enhance their skills and knowledge as well as deepen their commitment to social work values and ethics. The practicum is a vital part of social work education, and as such requires careful preparation and planning. Students must meet the following requirements prior to beginning practicum.

Admission Process

The Practicum Coordinator and Assistant Practicum Coordinator will present information on the application and admission process to SW 360 classes at midterm. Application packets, including a 10-step guide to securing a practicum will be distributed and questions about practicum answered.

Criteria for Admission

The application will be approved only when the following requirements are met:

- Overall GPA (includes transfer credits) of 2.75 or 3.0 in last 45 credits
- Overall GPA of 3.0 in required social work courses
- Successful completion of required social work courses: SW 100, 200, 300, 350, and 360
- No incompletes in social work course work or required extra-departmental courses
- Evidence of personal readiness to begin practicum (appropriate personal conduct, no current drug abuse, self-awareness and separation of personal issues from professional practice)
- Evidence of professional readiness to begin practicum (reliability, required practice skills, capacity to handle stress, appropriate professional boundaries, and adherence to the NASW Code of Ethics posted online at: http://www.socialworkers.org/pubs/code/code.asp
Students submit the BSW Practicum Application to the practicum office the semester before beginning practicum. The application is reviewed and approved by the BSW Committee; students are notified of the committee’s decision by mail. Please note, the practicum application is valid for 12 months only. Reapplication is required if practicum field work is not begun within 12 months of acceptance into practicum.

Practicum Selection and Placement

Interview and Selection of Practicum Site

Prior to scheduling an interview with the Director of Field Education, students should submit a Practicum Application and review the list of Practicum Agency Descriptions, which can be found online at: Practicum Agency Description

Upon acceptance to the practicum program, students are required to make an appointment with Kate Chapin, Director of Field Education for an interview and discussion of available practicum sites (see web link above). Together, the student and the Director of Field Education will select potential settings that best meet student needs, abilities, and interests.

The Director of Field Education is available to advise students on agency interviews and résumés. Students are responsible for scheduling interviews with the agencies. Once a practicum site is selected and approved, students must complete and submit both the Practicum Plan and the Memorandum of Responsibilities prior to beginning practicum. Students cannot accumulate practicum hours until the above forms are submitted to the p

Practicum/ Career Fair

It is strongly recommended that students attend the annual on-campus Practicum/Career Fair held spring semester. Qualified agencies are invited to attend and provide information to students about learning and employment opportunities in their settings.

Practicum Position at Place of Employment

Under certain circumstances, a student may complete a practicum at a place of employment. Students must submit an application for employment-based practicums.

To help ensure a clear separation of practicum tasks and employment tasks, placements must meet the following criteria:

- Practicum experiences must be educationally focused and meet all the requirements of the social work program as indicated in the learning agreement.
- Practicum tasks and assignments must be separated from the normal employment tasks and assignments, thus providing the student with a distinct and different set of learning opportunities and experiences.
- Students must submit a description of current employment responsibilities, a description of distinct practicum responsibilities, and a weekly schedule for completing tasks (see below).
- Students must submit a letter from their employer supporting the employment-based practicum and identifying the structures in place to separate job tasks from practicum tasks.
- The supervision of practicum tasks must be separate from employment tasks. Students and agencies can choose from the following options to ensure separate practicum supervision:
1. The agency can assign a separate supervisor with a BSW (for BSW students) or MSW (for BSW/MSW students).
2. The School of Social Work can provide an outside supervisor in situations where there is not an additional BSW/MSW at the agency to supervise practicum tasks.
3. The student and work supervisor may submit a supervision plan indicating how practicum supervision will be separate from employment supervision.

A placement at the agency where the student is employed must be arranged and approved by the Director of Field Education. **Applications are due at least one month prior to the start of practicum.**

**Practicum Placement Exceptions**

All exceptions require pre-approval from the Director of Field Education as well as advanced planning regarding placement, SW 487 and 488 courses, and required practicum documentation.

**Block Practicum Placements**

Block placements are an exception to the standard two-semester concurrent practicum placement and are allowed only under exceptional circumstances. A block placement may be approved for out-of-town and international placements. If a student decides that a block placement is crucial to graduation status or learning, the first step is to make an appointment with the Practicum Coordinator to discuss options and review the student’s academic transcript. Students must demonstrate professional readiness and submit an application for approval to the Practicum Coordinator.

**Out-of-Town Practicum Placements**

It is possible to select a practicum site outside of Missoula, although such placements require additional time to plan. Students interested in an out-of-town practicum placement must meet with the Director of Field Education early to ensure adequate time for arranging such a placement.

**International Practicum Placements**

Students may also request international practicum placements. Students must plan several semesters ahead as these placements require considerable time to identify and coordinate. Students may need to demonstrate fluency in a foreign language. Interested students must submit a block placement application and meet with the Director of Field Education a minimum of two semesters prior to beginning practicum.

**International Block Placement – IE3 Internship Program**

The University of Montana is affiliated with the IE3 Global Internship Program, run through Oregon State University, which coordinates professional internships abroad. Kevin Hood is the UM representative to IE3. IE3 offers a well-structured system of site selection and student screening to ensure productive, successful international learning experiences. IE3’s focus on professional development fits well with the purpose of the practicum experience. Students interested in completing an international block placement must have approval from both the School of Social Work and the IE3 Program. UM tuition is waived for students accepted into the IE3 program. In lieu of tuition, students pay a program fee to the IE 3 program. Students work in conjunction with the School of Social Work Director of Field Education to arrange social work supervision for the internship. Advanced planning is essential.
It may be possible to earn independent study credits in conjunction with the block placement. Students interested in completing an independent study project as part of the block placement should consult with their faculty advisor and the BSW Program Director regarding expectations for the independent study. For more information on IE3 and examples of international professional internships related to social work, students can visit the IE3 website at: http://www.umt.edu/ae/Internships/International.php

Practicum Requirements and Policies

Practicum Hours

A total of 450 hours is required for practicum; approximately 15 hours per week for each semester for a total of 225 hours per semester. The first practicum semester should run concurrently with Advanced Practice I and the second practicum semester with Advanced Practice II unless the student is in a block placement. Students must continue in their practicums throughout the entire first and second semesters, and, as a result, students need to plan their hours accordingly.

Hours required for practicum may include individual meetings with Practicum Agency Field Instructor and UM Field Education staff as well as a range of learning experiences outside the agency, such as conferences, workshops, research, and visiting other agencies. Travel hours do not count towards practicum hours.

Students are responsible for tracking practicum hours. A monthly timesheet is available which must be signed by the Practicum Supervisor prior to submission to the social work practicum office. The total hours accrued for the semester will be recorded on the End-of-Semester Evaluation and signed by the student, the Practicum Agency Field Instructor, and the Faculty Supervisor.

Scheduling, Vacations, School Breaks, and Absences

Students arrange their practicum schedules with the Practicum Agency Field Instructor. Students are required to maintain a significant presence in the practicum placement throughout the semester and complete the total number of required hours for the semester.

Practicum agencies are not required to work around the university’s academic calendar. Students should consider agency and client needs when scheduling school breaks, vacations, and absences. It is important to set a schedule that meets student and agency needs at the beginning of the semester to avoid conflicts and possible misunderstandings. Students are also responsible for arranging practicum schedules to accommodate required university classes and final exams.

It may be necessary to work evening or weekend hours to maximize the learning opportunities or to meet the needs of the practicum agency. Occasionally hours may also extend beyond the required weekly hours in order to take advantage of learning opportunities.

If a student is ill or needs to be absent from the agency during scheduled practicum hours, it is the student’s responsibility to notify the Practicum Agency Field Instructor to assure that agency staffing needs are met. If the absence lasts for more than two days, the student should also notify the Faculty. During the practicum, students are responsible for informing the Practicum Agency Field Instructor and the Director of Field Education with up-to-date contact information.
**Winter Session**

Students are not obligated to continue their practicum hours during the winter session break, but they may do so if it fits their schedule, their learning objectives, and the needs of the practicum agency.

**Practicum Forms**

**Students are responsible for submitting the following documents to the practicum office before beginning to count practicum hours:**

- Practicum Application
- Practicum Plan
- Memorandum of Understanding of Roles and Responsibilities
- Block Placement Proposal *(if needed)*
- Application for Employment-based Practicums *(if needed)*

**Deadlines for securing a practicum and submitting paperwork**

Students must secure a practicum by the end of week three of the semester (week two for summer session). Paperwork, including the Practicum plan and the Memorandum of Responsibilities, must be turned in by the end of week four. Students must withdraw from practicum classes (SW 495 and SW 487) if they have not secured a practicum by the end of week 3 and submitted paperwork by week 4.

The student’s learning agreement must be completed and on file by the end of week four.

**No grade will be given for practicum without completed paperwork, including:**

- End-of-Semester Evaluation
- Student Evaluation of Practicum

During the practicum, students can use the monthly timesheets to keep track of their practicum hours.

**Changing Practicum Placements**

Practicum placements are for two semesters. Students are expected to remain in that setting for both semesters. Occasionally, a practicum placement does not meet the expectations of the student, placement site, or the School of Social Work.

A student may decide to change practicum settings mid-year for any of the following reasons:

- Administrative changes within the agency, which negatively impact the learning experience.
- Lack of fit between student and Agency Field Instructor.
- Failure of the agency to meet the expected standards for ethical professional practice
- Failure of the agency to provide BSW or MSW-level learning experiences
In these situations, students are encouraged to work to resolve the problems directly with the Agency Field Instructor and, if necessary, with the Assistant Director or Director of Field Education. It is often possible to resolve problems or issues, especially if attending to them in a timely manner. **Students experiencing problems at their practicum site are encouraged to speak to the Assistant Director or Director of Field Education early.**

If, after working with the Agency Field Supervisor and Director of Field Education, it is determined that the practicum site does not offer a high-quality experience or the student fails to meet the Agency’s expectations, the Director of Field Education will decide if an alternative practicum site is warranted.

The Director of Field Education must approve any practicum site change. If a change is made in the practicum setting to better accommodate the student’s learning, it may result in an extension of the number of weeks or hours of the practicum experience in order to insure a meaningful placement.

**Student Termination from Practicum**

An agency may terminate a student from practicum for any of the following reasons:

- Student’s inability to follow work-related policies (i.e. timeliness, dress code, professional conduct).
- Legal or ethical concerns or violations.
- Student’s inability to demonstrate knowledge and skills required by the practicum.
- Lack of fit between student and Agency Field Instructor.
- Poor academic performance of practicum student.
- Lack of professional readiness.

**Academic Review and Special Advising Process**

An academic review process will be held when a student is terminated from practicum due to academic status or misconduct. The Department Chair of the School of Social Work, the BSW or MSW Program Director, or Director of Field Education may request an academic review.

- A request may be made to the Department Chair in verbal or written form.
- The Department Chair will set a time for the review and determine who should be present.
- The student’s faculty advisor is invited to attend the meeting as a support-person.
- All participants are notified.
- A meeting is held during which all participants present their views.
- A final decision will be made by the Department Chair based on the feedback and recommendations of the participants.

The academic review process is guided by the BSW/MSW Student Handbook policies and University of Montana academic misconduct policies found in the Student Conduct Code:
Advanced Practice I and II (SW 487, 488)

Students are required to attend advanced practice courses during both the first and second semester of their practicum placement. The Director of Field Education must approve any exceptions to this policy.

The advanced practice courses (SW 487, 488) are offered online and are designed to help students integrate classroom learning with practicum experiences, work on professional development, and focus on issues confronting the social work profession. The course also provides time for peer and instructor feedback on practicum learning experiences.

Students complete a Competency Capstone Project (CCP) during their advance practice classes. The CCP consists of seven assignments completed over two semesters. It is designed to assist students to focus on their professional growth in the areas of social work knowledge, skills, and values and their readiness to work as a beginning generalist social worker. The CCP allows students to demonstrate their level of mastery of the Council on Social Work Education’s (CSWE) ten Competencies and forty-one Practice Behaviors.

Grading for advanced practice courses is by traditional letter grade.

Practicum Supervision

Practicum supervision is an integral part of students’ learning and development as professional social workers. Students receive weekly supervision from agency field instructors and support and mentoring through Advanced Practice I and II instructors. Additionally, faculty advisors are available to provide additional guidance as needed.

Director of Field Education

- Oversees the entire practicum process.
- Interviews students and makes practicum placements.
- Works with the Practicum Agency Field Instructor.
- Helps manage any problems that arise during practicum.
- Assigns practicum grades.
- Plans and organizes Agency Field Training, Practicum Fair, and SW 360 practicum presentation.

Assistant Practicum Director

- Helps students prepare the practicum Learning Agreement.
• Meets with the students and the Practicum Agency Field Instructor at the beginning of the first semester to review the Learning Agreement, and at the end of each semester for the End-of-Semester Evaluation.
• Contacts the student and Practicum Agency Field Instructor to check in the first part of second semester.
• Serves as liaison between student, agency and school.
• Assists Director of Field Education with Agency Field Training, Practicum Fair, and SW 360 practicum presentation.

**Agency Practicum Field Instructor**

• Provides at least one hour per week of direct supervision to the student. The Agenda for Weekly Supervision may be a helpful tool.
• Orients student to agency structure and function, practicum responsibilities, and agency policies and procedures.
• Assists student to complete the Learning Agreement.
• Structures practicum assignments to meet student’s learning goals.
• Monitors student performance in the practicum and provides feedback.
• Completes the student’s End-of-Semester Evaluations.
• Completes agency evaluation of practicum process.

**Advanced Practice Instructor**

• Teaches Advanced Practice I and II courses.
• Educates students about purpose of Learning Agreement and provides guidance.
• Helps students master the integration of theory and practice.
• Provides feedback on practicum learning experiences.

**Expectations of Practicum Students**

**Practicum students will be expected to:**

• Read and understand the practicum manual.
• Read and complete all paperwork required for the practicum. The Practicum Plan and Memorandum must be competed and submitted to the practicum office before the student may count practicum hours.
• Complete a Learning Agreement with the Practicum Agency Supervisor.
• Contact UM Field Education faculty and the Agency Field Instructor at the beginning of the first semester to set up a meeting to review the Learning Agreement.
• Behave in a professional manner, taking responsibility as an adult learner to understand duties and carry out assignments and adhere to the NASW Code of Ethics (http://www.umt.edu/vpsa/policies/student_conduct.php).
• Be in attendance at the agency on days and times agreed upon by the student and the Practicum Agency Field Instructor and, if unable to attend practicum, Practicum Agency Supervisor as soon as possible.

• Work the required hours for completion of a practicum and submit monthly time sheets to practicum office after securing Practicum Agency Field Instructor signature.

• Abide by agency policies and procedures, including confidentiality.

• Prepare for supervisory meetings by adhering to deadlines, completing work, formulating questions about assignments, and reviewing the Learning Agreement.

• Seek weekly supervision from Practicum Agency Field Instructor. The Agenda for Weekly Supervision may be a helpful tool.

• Discuss with Practicum Agency Field Instructor or Faculty Supervisor any areas of disagreement, dissatisfaction, or confusion in respect to any part of the practicum experience.

• Contact the Assistant Director or Director of Field Education regarding any concerns about the practicum placement.

• Near semester end, contact the UM Field Education faculty to set up a meeting with both the Agency Field Instructor and the student to complete the student’s End-of-Semester Evaluations.

• Complete the student evaluation of the practicum experience at the end of the second semester.
School of Social Work and University Policies

Communication

Social Work Website

The School of Social Work website has important information that students need for practicum, including faculty contact information, faculty areas of expertise, practicum manual, applications, forms, and resources. The website can be found at: http://health.umt.edu/socialwork/

University E-Mail

All electronic communication between students and the School of Social Work will be through the university e-mail. All students registered at the University of Montana have an e-mail address. Students are responsible for checking mail at this address several times a week. The email addresses of students, faculty, and staff are in the following format: firstname.lastname@umontana.edu.

Faculty Mailboxes

Faculty mailboxes are located in the School of Social Work office (Room 004) in Rankin Hall. Students may leave materials for faculty in faculty boxes.

Code of Ethics

Students are required to act in accordance with the National Association of Social Workers' Code of Ethics found online at: (http://www.socialworkers.org/pubs/code/code.asp)

A student’s failure to adhere to the expected standards of professional and ethical conduct may be considered grounds for termination of the practicum, a failing grade in the practicum, and dismissal from the BSW program. Practicum agencies are also expected to act in accordance with the Code of Ethics.

Policy Conflicts Between the Agency and the School

If there is a conflict of policy between the practicum agency and the School of Social Work, the student and/or Practicum Agency Field Instructor should notify the Assistant Director or Director of Field Education. All parties will convene to determine the suitability of the placement site.

Disability Accommodation

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students. If you think you may have a disability adversely affecting your academic or practicum performance, and you have not already registered with Disability Services, please contact Disability Services in Lommasson Center 154 or 406-243-2243. The Director of Field Education will work with you and Disability Services to provide an appropriate modification. For further information refer to the Expect Access manual published by Disability Services for Students (http://life.umt.edu/dss/).

Health Insurance
The University of Montana student fees provide for student health care at Curry Health Center on campus. Students who are in practicum are advised to be sure their health coverage will provide for any illness, injuries, or accidents that may occur in the practicum setting. Neither the University of Montana nor the School of Social Work provides health insurance coverage other than that described above. Responsibility for insurance rests with the student, not with the agency. Students should be aware that some practicum sites require additional health screening (i.e. Tuberculosis tests, drug tests). See details about the Student Insurance Program at http://www.umt.edu/curry-health-center/insurance/.

**Liability and Malpractice Insurance**

The University of Montana provides liability and malpractice insurance for students in practicum. This insurance is intended to cover costs associated with allegations of malpractice, but will not cover students who have been negligent in their practicum.

**Personal Safety**

In every agency there is the possibility of personal risk to practicum students. It is advised that students determine the safety policies and procedures utilized by their practicum agencies, become familiar with policies, especially in situations of risk or potential danger. Students are advised to take advantage of any training in personal safety offered by the practicum agency.

**Sexual Harassment and Dual Relationships**

**University Policy, Information and Resources**

**UM Policy**


The University of Montana does not tolerate sexual harassment of students, employees, or guests of the University and responds to every complaint, providing proper remediation when harassment is determined. This policy serves to support the University’s commitments to the principles of equal educational and employment opportunities for all persons and a positive action toward the elimination of discrimination in all aspects of university life.
UM Information and Resources
In 2012, the University launched PETSA (Personal Empowerment Through Self Awareness), a required online training to create awareness and help prevent sexual violence. For details, see http://www.umt.edu/petsa/

Additionally, the University developed Sexual Misconduct Resources (http://www.umt.edu/sexualmisconduct/), which provides links to various resources as well as reporting contacts and information.

Practicum Program Policy on Dual Relationships
Students and Agency Field Instructor are to maintain professional working relationships, as are students and agency clients. Dual relationships are discouraged and may violate the NASW Code of Ethics (http://www.socialworkers.org/pubs/code/code.asp) because of the inherent power differences between individuals. Students are to maintain professional helping relationships with their clients, which excludes sexual relationships, dual relationships, lending to or borrowing from clients, and other non-professional relationships.

Student Complaint Procedures
If a student has a complaint or grievance related to practicum, and if the issues cannot be resolved through discussion between the parties involved, the student is encouraged to consult with the Director of Field Education. If the problem cannot be satisfactorily resolved, the student may choose to follow the official student complaint procedure, which is included in the University of Montana Student Conduct Code and can be found online at: http://www.umt.edu/vpsa/policies/student_conduct.php.
Dear Agency Field Instructors,

The University of Montana School of Social Work deeply appreciates the dedication and experience of the practicum agency field instructors in preparing our students to become competent social workers. Thank you for your willingness to supervise, teach, and mentor a practicum student in your agency.

The Faculty Supervisor, the Practicum Coordinator, and the Program Administrative Assistant are available to answer your questions and assist with student and agency issues. The Program Administrative Assistant will update and inform Practicum Agency Supervisor about educational opportunities and other pertinent information relating to field training.

The School of Social Work provides an annual field training in the fall. This training session provides information about the program’s goals and objectives, student competencies, the Learning Agreement, and standards for evaluating a student’s performance. Continuing Education Credits (CEUs) are available. We will notify you as to the date and time of the training session.

The BSW Practicum Manual includes policies and information about the field practicum. There is a special section for practicum agency field instructors, which includes helpful information about supervision, student responsibilities, and the evaluation process.

We value your commitment to our program, and we thank you for your time and expertise in training our students to be professional social workers. We look forward to working with you.

Sincerely,

Kate Chapin MSW, LCSW
Director of Field Education
Qualifications and Expectations of Agencies and Field Instructors

FIELD SUPERVISION

◊ For BSW students, field instructors (supervisors) hold a BSW or MSW from a CSWE-accredited program and have 2 years post-social work degree practice experience in social work.
  - If field instructor is not a BSW or MSW; outside supervision is needed
◊ For MSW students, field instructors hold a MSW from a CSWE-accredited program and have 2 years post-social work degree practice experience in social work.
  - Field supervisor is not a MSW; outside supervision is needed
◊ Sufficient term of employment at the agency to ensure familiarity with agency polices and procedures and availability to meet student’s needs.
◊ Provide a minimum of one hour of supervision/week.
  - The specific day and time of weekly supervision is outlined in student’s learning agreement.

WORK ENVIRONMENT

◊ Provide adequate workspace and access to telephone, computers, agency email, databases, records, etc. to fulfill the requirements of the agency and the school.
◊ Inform the student of agency Human Resources requirements, such as documentation of immunizations, background checks, etc.
◊ Provide reasonable accommodations for students with disabilities and all accommodations must be agreed upon by UM Disability Services and the Practicum Coordinator.
◊ Reimburse students for out of pocket expenses incurred in the same manner as for agency employees.

ON-SITE TRAINING

◊ Orient new students to agency structure and function, student responsibilities, policies and procedures, and to commonly used community resources.
◊ Provide ongoing training, shadowing and direct observation of student’s performance.

PRACTICE EXPERIENCE

◊ Provide opportunities to participate in staff and committee meetings when appropriate.
◊ Utilize the student as a learner who will work directly with clients in ways that the agency.
◊ The agency is able to provide social work practice experience including:
  - Development as a professional social worker
  - Ethical decision making
  - Critical thinking skills
  - Engage in diversity and difference in practice
  - Advance human rights and social and economic justice
  - Research-informed practice and practice-informed research.
  - Knowledge of human behavior and the social environment
  - Policy practice to advance social and economic well-being and to deliver
effective social work services.
  o Respond to contexts that shape practice
  o Practice experience with individuals, families, groups, organizations, and/or communities, with specific opportunities for:
    ▪ Engagement
    ▪ Assessment
    ▪ Intervention
    ▪ Evaluation

**If direct experience in the above areas is not available, students and agency field instructors must devise a plan to meet the above learning objectives.**

**School of Social Work Requirements/Paperwork**

◇ Follow policies and procedures outlined in the BSW or MSW practicum manual.
◇ Review and sign the Memorandum of Understanding of Roles and Responsibilities
◇ Provide guidance to student in developing a Learning Agreement to structure the practicum experience.
◇ Complete the online evaluation of the student at the end of each semester.
◇ Complete agency evaluation of practicum experience at the end of the second semester.
◇ Participate in at least three site visits with the students and School of Social Work faculty.
◇ Attend Field Instructor training.

**Expectations of Practicum Students**

**Practicum students will be expected to:**

- Read and understand the practicum manual.
- Read and complete all paperwork required for the practicum. **The Practicum Plan and Memorandum must be competed and submitted to the practicum office before the student may count practicum hours.**
- Complete a Learning Agreement with the Practicum Agency Supervisor.
- Contact Faculty Supervisor at the beginning of the first semester to set up a meeting with both the Practicum Agency Field Instructor and the student to review the Learning Agreement.
- Behave in a professional manner, taking responsibility as an adult learner to understand duties and carry out assignments and adhere to the NASW Code of Ethics (http://www.umt.edu/vpsa/policies/student_conduct.php).
- Be in attendance at the agency on days and times agreed upon by the student and the Practicum Agency Field Instructor, and, if unable to attend practicum, notify Practicum Agency Field Instructor as soon as possible.
- Work the required hours for completion of a practicum and submit monthly timesheets to practicum office after securing Practicum Agency Supervisor’s signature.
- Abide by agency policies and procedures, including confidentiality.
- Prepare for supervisory meetings by adhering to deadlines, completing work, formulating questions about assignments, and reviewing the Learning Agreement.
• Seek weekly supervision from Practicum Agency Field Instructor. The Agenda for Weekly Supervision may be a helpful tool.

• Discuss with Practicum Agency Instructor or Director of Field Education any areas of disagreement, dissatisfaction, or confusion in respect to any part of the practicum experience.

• Contact Faculty Supervisor regarding any concerns about the practicum placement.

• Near semester end, contact Faculty Supervisor to set up a meeting with both the Practicum Agency Field Instructor and the student to complete the student’s End-of-Semester Evaluations (link sent via email).

• Complete the student evaluation of the practicum experience at the end of the second semester (link sent via email).

Expectations of Director of Field Education

• Oversees the entire practicum process.
• Interviews students and makes practicum placements.
• Works with and helps train the Practicum Agency Field Instructors.
• Helps manage any problems that arise during practicum.
• Assigns practicum grades.
• Plans and organizes Agency Field Training, Practicum Fair, and SW 360 practicum presentation
• Participates in site visits

Expectations of Assistant Practicum Director

• Helps students prepare the practicum Learning Agreement.
• Meets with the students and the Practicum Agency Field Instructor at the beginning of the first semester to review the Learning Agreement, and at the end of each semester for the End-of-Semester Evaluation.
• Contacts the student and Practicum Agency Field Instructor to check in as needed throughout the semester.
• Serves as liaison between student, agency and school.
• Assists Director of Field Education with Agency Field Training, Practicum Fair, and SW 360 practicum presentation.

Practicum Evaluation

The practicum program has in place three separate evaluation tools for: (1) assessing student performance in the field; (2) gathering agency feedback about the practicum process; and (3) collecting student feedback about the practicum experience.

Student Performance Evaluation
Evaluation of student performance in the practicum is completed at the end of each semester via an online, submittable form. Links to the evaluation will be sent to students and agency field instructors at the end of each semester. Agency field instructors evaluate student performance based on the Learning Agreement with student progress measured against the accomplishment of each of the 41 practice behaviors. It is anticipated that by the completion of the practicum, students will have been exposed to all of the core competencies and practice behaviors. A grade for the full 10 credits of SW 495 is issued at the end of the second practicum semester based on the score received in the second evaluation.

Unsatisfactory Practicum Performance

If the student’s practicum performance is unsatisfactory, the student or the Practicum Supervisor should immediately notify the Director of Field Education, who will arrange a meeting with the Practicum Supervisor and the student. The purpose of the meeting is to provide the student pertinent feedback and criteria for improvement. Should the student's practicum performance remain unsatisfactory, the Director of Field Education will contact the BSW Practicum Coordinator to engage in further problem solving.

End-of-Semester Evaluations

First End-of-Semester Student Performance Evaluation
The student, near the end of the semester, will arrange for and attend the End-of-Semester Evaluation meeting with the Practicum Supervisor and the Director or Assistant Director of Field Education.

The Practicum Agency Field Instructor will complete the first End-of-Semester Evaluation prior to the scheduled meeting with the student and Director or Assistant Director of Field Education. On the evaluation, a rating of satisfactory, unsatisfactory, or no basis to judge will be recorded for each of the practice behaviors along with any comments and the student’s total number of completed practicum hours.

Second End-of-Semester Student Performance Evaluation
The student, before finals week, will arrange for and attend the End-of-Semester Evaluation meeting with the Practicum Agency Field Instructor and Director or Assistant Director of Field Education.

The Practicum Agency Field Instructor will complete the second semester, End-of-Semester Evaluation prior to the scheduled meeting with the student and the Director or Assistant Director of Field Education. The Practicum Agency Field Instructor will provide a numerical rating for each of the practice behaviors, any comments, and the student’s total number of completed practicum hours. The evaluation tool will compute the mean score (the practicum grade).

The Practicum Agency Field Instructor evaluation comments and score will be reviewed with progress and recommendations noted, with the Director or Assistant Director of Field Education, are responsible for recommending the final evaluation grade.

Directions for completing the online, submittable evaluation
Agency Field Instructors will need to meet with their student prior to completing the online evaluation. Since the evaluation mimics the student’s learning agreement, it is important that
students and agency field instructors consult on the student’s progress in each of the 41 practice behaviors. Also during the meeting, identify the number of practicum hours completed by the student to date. The Agency Field Instructor will enter the total number of hours for each semester towards the end of the evaluation.

Information to note regarding the online evaluation:

- The evaluation saves automatically. To finish an incomplete evaluation, use the same browser and computer and follow the same link.
- A progress bar at the bottom of the evaluation will identify the percentage of the evaluation completed.
- Once submitted, you will immediately receive a report of your responses.

Practicum Grades

First semester practicum students receive a letter grade of N indicating the course is in progress, which will be changed when all practicum credits are completed.

A letter grade for all 10 credits of SW 495 will be issued at the end of the second practicum semester. The evaluation ratings for all 41 practice behaviors will be averaged for the final score.

Incompletes issued automatically turn into a letter grade of F after 12 months and the 450 hours of practicum will need to be repeated.

Agency Evaluation of Practicum Process

The Practicum Agency Field Instructor is strongly encouraged to complete the Evaluation of Practicum Process at the end of the practicum placement. A link to the online, submittable evaluation will be emailed to agency field instructors at the end of the second semester.

Student Evaluation of Practicum Experience

The student is strongly encouraged to complete the Student Evaluation of Practicum form at the end of the practicum placement. A link to the online, submittable evaluation will be emailed to students at the end of the second semester.
APPENDIX: Practicum Forms and Documents

APPENDIX A: 10 Steps to Securing a Practicum
APPENDIX B: BSW Practicum Application
APPENDIX C: Practicum Plan
APPENDIX D: Memorandum of Understanding of Roles and Responsibilities
APPENDIX E: Monthly timesheet
APPENDIX F: Application for Employment-based Practicums
APPENDIX G: Request for Block Placement
APPENDIX H: BSW Learning Agreement
APPENDIX I: Learning Agreement Example
APPENDIX J: Agenda for weekly supervision