FIELD EDUCATION MANUAL

2021-2022

An introduction and overview of the field education program for students, field instructors, task supervisors, and field coordinators.
Table of Contents

School of Social Work Field Education Contacts ................................................................. 4

UISSW Field Education Program ......................................................................................... 5
  BSW Field Experience ........................................................................................................... 6
  MSW Foundation and Advanced Practicum ....................................................................... 6

Field Education Roles & Responsibilities ............................................................................ 8
  Student ................................................................................................................................. 8
  Academic Advisor ............................................................................................................. 8
  Seminar Instructor ............................................................................................................. 8
  Field Instructor and Task Supervisor .................................................................................. 9
  UISSW Field Coordinator .................................................................................................. 10
  Field Administrator ........................................................................................................... 10
  Field Education Director ................................................................................................... 11

Planning and Selecting a Field Placement ......................................................................... 12
  Selecting a Field Placement ............................................................................................... 12
  Applying for a Placement ................................................................................................. 13
  Students in the Online Program ......................................................................................... 15
  Special Considerations ..................................................................................................... 15
    Students with a Criminal Background ............................................................................. 15
    Student Employment While in Field Placement .............................................................. 15
    Employment-Based Placements ..................................................................................... 15
    Placements Outside of Student’s UISSW Center Area ...................................................... 16
    BASW Field Experience as Elective Credit ..................................................................... 17
    MSW Advanced Practicum as Elective Credit ................................................................. 17
    School Social Work Endorsement ................................................................................... 17

During the Field Placement ................................................................................................. 19
  Professional Liability Insurance ......................................................................................... 19
  Placement Hours ............................................................................................................... 19
    Start Date ....................................................................................................................... 19
    Completing Hours over Winterim Break ....................................................................... 19
    Weekly Hours .................................................................................................................. 19

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Demonstrating Competence ......................................................................................................................................... 20

UISSW Policies & Procedures ..................................................................................................................................... 21
  Policy on Sexual Harassment and Sexual Misconduct .......................................................................................... 21
  Policy on Consensual Relationships ...................................................................................................................... 23
  Student Advancement Policy ................................................................................................................................... 23
    Professional Behavior Standards & Expectations ................................................................................................. 23
  Student Safety in Field Education .......................................................................................................................... 25
  Personal Cell Phone Usage & Social Media Policy .................................................................................................. 26
  Attendance Policy .................................................................................................................................................... 26
  Troubleshooting Problems in Placement ................................................................................................................ 28

Intern Placement Database (IPT) .............................................................................................................................. 29
  Log-in Information .................................................................................................................................................... 29
  Student Profiles ...................................................................................................................................................... 29
  Agency Profiles ....................................................................................................................................................... 29
  Field Instructor/Agency Supervisor Profiles .......................................................................................................... 30
  Agency Listings in IPT .............................................................................................................................................. 30

The Learning Contract ................................................................................................................................................. 31
  The Format .............................................................................................................................................................. 31
  Developing the Learning Contract .......................................................................................................................... 32
  Accessing & Editing the Learning Contract ........................................................................................................... 32

Evaluating Student Performance in Field Education ................................................................................................. 33
  Scoring & Grading .................................................................................................................................................. 33
  Evaluation of the Student in IPT ............................................................................................................................. 33
  Evaluation of Agency & Field Instructor .................................................................................................................. 35
  Unsatisfactory Performance ................................................................................................................................... 35

Appendix ................................................................................................................................................................. 37
  BSW Field Experience & MSW Foundation Practicum Competencies and Practice Behaviors ......................... 37
  MSW Advanced Practicum Competencies and Practice Behaviors ...................................................................... 39
  Overview of Placement Requirements .................................................................................................................... 42

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UISSW Field Education Program

The University of Iowa School of Social Work is accredited by the Council on Social Work Education (CSWE). CSWE provides educational policy and guidelines that accredited programs must follow. An essential element of social work education is applied learning and demonstration of competence in practice. CSWE regards field education as the “signature pedagogy” for the profession of social work.

"SIGNATURE PEDAGOGIES ARE ELEMENTS OF INSTRUCTION AND OF SOCIALIZATION THAT TEACH FUTURE PRACTITIONERS THE FUNDAMENTAL DIMENSIONS OF PROFESSIONAL WORK IN THEIR DISCIPLINE—TO THINK, TO PERFORM, AND TO ACT ETHICALLY AND WITH INTEGRITY... THE INTENT OF FIELD EDUCATION IS TO INTEGRATE 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.”

CSWE 2015 Educational Policy and Accreditation Standards

The University of Iowa School of Social Work’s field education program is designed to integrate learning achieved in class with practice in the field of social work. Through field education, students have an opportunity to employ social work interventions and ethical decision-making processes with different client populations at multiple levels. Many of the policies and procedures detailed in this handbook are designed to meet CSWE requirements. Per requirements by the Council on Social Work Education (CSWE), UISSW Field Education must include:

- The completion of the required number of hours stipulated by the student’s program level
- At least one hour of direct supervision by a social worker possessing the degree being sought by the student plus two years post-social work degree work experience

“Field Education” is a broad term often used interchangeably with field placement, field experience, and field practicum. The University of Iowa School of Social Work (UISSW) uses specific terms to delineate which program level students are in while completing field education. These may be different terms than those used at other schools of social work.
Field Education at the UISSW is offered at three program levels.

**BSW Field Experience**

Undergraduate students admitted to the BA program are required to complete a minimum of 400 clock hours (8 semester hours) in one semester. Field Experience can be completed in either the spring or summer term depending on the student’s plan of study.

In the spring semester of 2022, students are allowed to reduce the minimum clock hours in placement and count field experience seminar toward their field hours to accommodate for disruptions due to the COVID-19 pandemic. BASW students completing field experience in spring 2022 must complete a minimum of 340 hours of fieldwork, with field experience seminar contributing 15 hours toward this total. This reduction is approved by CSWE only for placements ending before May 31, 2022.

**MSW Foundation and Advanced Practicum**

All social workers are expected to be able to be competent generalist social workers. CSWE defines Generalist Practice as practice with diverse individuals, families, groups, organizations and communities.

- Grounded in liberal arts and person-in-environment framework
- Uses scientific inquiry, ethical principles and critical thinking in practice at the micro, mezzo and macro levels
- Engages diversity in practice and advocates for human rights and social and economic justice
- Recognize and build upon the strengths and resiliency of all human beings (CSWE 2015 EPAS)

The UISSW MSW program is focuses on basic social work concepts that promote a holistic, strengths-based perspective in promoting well-being by addressing social problems at all system levels. Ethical principles, critical thinking, and problem-solving are important aspects of the social work curriculum.

Master’s level practitioners are required by CSWE to also have a specialized or advanced area of practice, after attaining competence at the generalist level. The UISSW MSW program offers two advanced concentrations.

**MSW Foundation Practicum**

Students admitted to the MSW program with a bachelor’s degree in a major other than a CSWE accredited social work program are required to take Foundation Practicum. The foundation placement in the MSW program provides an opportunity to demonstrate generalist practice competence for those students who have not completed an undergraduate social work degree. This is the opportunity for MSW students to put into practice the knowledge and skills that they are developing through the foundation courses they have completed or are concurrently enrolled in.

To qualify for placement, the MSW student must have completed, or be enrolled in, all the foundation social work courses, in which they are demonstrating competence in 9 areas. These learning outcomes are taught and measured in courses focused on values and ethics, human behavior theory, social policy, social justice and diversity, research, and practice at multiple system levels.

Many Foundation students may not yet have decided which practice concentration they will be completing. The Foundation practicum frequently helps students make this decision as they gain experience and knowledge about the field of social work.

Students enter the MSW program under either a 2 year, 3 year, or 4 year degree completion plan. Because of these options, students will differ in which year they will complete the Foundation practicum but Foundation practicums are completed in either the spring or summer terms.
MSW Foundation Practicum requires a minimum of 210 clock hours (3 semester hours) completed in one semester (spring or summer). All students must complete these 3 credits, which are calculated as 70 hours in placement for each credit hour. Foundation Practicum can be completed in either the spring or summer term depending on the student’s plan of study. Foundation Practicum consists of a minimum 210 clock hours (3 semester hours) completed in one semester.

In the spring semester of 2022, students are allowed to reduce the minimum clock hours in placement and count foundation practicum seminar toward their field hours to accommodate for disruptions due to the COVID-19 pandemic. MSW students completing foundation practicum in spring 2022 must complete a minimum of 180 hours of fieldwork, with foundation practicum seminar contributing 15 hours toward this total. This reduction is approved by CSWE only for placements ending before May 31, 2022.

**MSW Advanced Practicum**

Students completing the MSW Advanced Practicum, or Advanced, have completed foundational social work coursework at either the undergraduate or graduate level and therefore are expected to demonstrate more advanced knowledge and skills.

In the advanced year of the master’s program, students choose one of two concentrations: Family Centered Practice or Integrated Practice. These advanced specialized curricula build on the School’s liberal arts perspective and on the professional foundation. Both are based on a comprehensive eco-systemic theoretical perspective and both apply the principles that are part of the School’s Mission Statement with a focus on culturally competent family-centered and community-based approaches.

Both of the MSW program concentrations are advanced generalist in orientation, although they target different levels of practice. The Family Centered Practice Concentration teaches specific knowledge and skills necessary for advanced social work practice which empowers individuals and families. In contrast, the Integrated Practice Concentration teaches methods of advanced practice which empower community and organizational change at multiple system levels. MSW Advanced students have chosen an advanced concentration area and will concurrently be enrolled in specialized coursework in theory, policy, and practice. The Advanced Practicum must be in the student’s concentration area* see page 38 for explanation of School Social Work. These students are preparing to practice at a more autonomous level through their Advanced Practicums.

All students admitted to the MSW program are required to take the Advanced Practicum during their final year in the program. Advanced Practicum is completed over two semesters, fall and spring, and consists of a minimum of 700 clock hours (10 semester hours), or 350 clock hours per semester.

In the 2021-2022 academic year, students are allowed to reduce the minimum clock hours in placement and count advanced practicum seminar toward their field hours to accommodate for disruptions due to the COVID-19 pandemic. MSW students completing advanced practicum in the 2021-2022 academic year must complete a minimum of 300 hours of fieldwork per semester, with advanced practicum seminar contributing 15 hours toward this semester total. This reduction is approved by CSWE only for placements ending before May 31, 2022.
Field Education Roles & Responsibilities

Student

Prior to placement

- Secure a placement: Students are responsible for searching for placements using the school’s online database (IPT), applying for, interviewing with, and securing a field placement
- Complete and turn in the Placement Agreement form prior to the announced deadline
- Discuss agency requirements with field instructor, such as background checks, immunizations or mandatory trainings that are required prior to placement
- Complete agency requirements before the start date of the placement or by agency deadlines. Costs associated with agency requirements are incurred by the student if not covered by the agency

During Placement

- Complete all seminar course requirements including participation in class and completion of assignments
- Attend and participate in the UISSW’s Field/Practicum Orientation
- Adhere to the Social Work Code of Ethics, UISSW Professional Behavior Standards, and agency standards
- Comply with agency and school policies and procedures, including maintaining strict confidentiality
- Prepare for and participate in weekly supervision with Field Instructor
- Participate in the development of a learning contract
- Participate in the development of a learning contract
- Complete and track required hours in placement according to program requirements
- Achieve the educational objectives of the learning contract by demonstrating the knowledge and skills related to the objectives

Academic Advisor

- Discuss educational and career goals with student advisees prior to the placement
- Advise student on potential placement opportunities related to educational and career goals
- Participate in meetings between the student, UISSW Field Coordinator, and Field Instructor when necessary to discuss any unmet needs in the placement relationship

Seminar Instructor

- Provide space for students to process their own experiences in their field placements and learn from others’ experiences
Field Instructor and Task Supervisor

Field Instructors for BASW students must have a Bachelor or Master of Social Work degree plus two years post-graduate professional experience. Field Instructors for BASW students must have a Master of Social Work degree plus two years post-graduate professional experience. The field instructor is responsible for providing the social work context and supporting the student’s development as a social work professional. The minimum requirement for this role is to meet with the student for one hour each week to focus on the student’s learning and development. For most placements, the student has a field instructor who provides both the social work context and the day-to-day supervision and support.

A second supervisor, referred to as the task supervisor, is a person who provides primary day-to-day supervision and support but does not meet the field instructor requirements. Many responsibilities overlap between the field instructor and task supervisor roles, and the individuals in those roles are expected to collaborate to meet the student’s support needs and to evaluate the student’s progress at the end of the semester.

Prior to Placement

- Ensure that the UISSW field office has a copy of your resume on file
- Sign the placement agreement
- Discuss agency requirements with the student including required background checks, health screenings and immunizations and/or mandatory trainings that are required prior to the start of the placement
- Communicate with the student regarding planned times when you will not be available (conferences, vacations, etc.) and identify another person that the student can go to for questions.

During Placement

- **Field instructor required, task supervisor recommended:** Provide a minimum of one hour of regularly scheduled supervision per week
- Provide students with an in-depth orientation to their agency, its policies and procedures including safety protocols and standards of conduct pertaining to the agency
- Ensure quality learning experiences are provided to the student
- Participate in UISSW Field Orientation
- Participate in site visits with the student and UISSW field coordinator
- Provide guidance and instruction to the student, although day-to-day instruction may also be provided by another staff member.
- Participate in the development of the student’s learning contract
- Monitor the student’s progress towards the learning contract and assist in making modifications to the contract as needed
• Provide feedback to the student on performance and progress towards educational goals
• Provide additional resources for learning (i.e. texts or other readings, access to other professionals, involvement of student in professional meetings, etc.)
• Consult with the UISSW Field Coordinator as needed to share information, especially when an intervention may be necessary to help the student succeed in placement
• Evaluate the student’s performance and professional behaviors for purposes of program advancement in the school’s Intern Placement Tracking (IPT) database (collaboratively if there is a task supervisor)
  o Recommend a grade for the semester (S/U)
  o Evaluate competencies and practice behaviors in the learning contract
  o Provide a short written narrative evaluation (each supervisor provides a narrative)
  o Electronically sign the Learning Contract (each supervisor signs)

**UISSW Field Coordinator**

Field Coordinators are assigned by the School of Social Work. They may be UISSW faculty members or other social workers hired from the community to serve in this role. The Field Coordinator serves as a liaison between the University and the field placement.

**Responsibilities**

• Ensure educational objectives of the field placement are being met through the Learning Contract
  o Learning activities are sufficient to meet competency and practice behavior requirements for the student’s program level
  o Learning activities are sufficiently measurable
  o Assess student’s access to appropriate learning opportunities
• Serve as an educational resource and support for the student, the field instructor, and agency supervisor
• Provide assistance and assist in problem-solving issues regarding the placement
• Conduct site visits at the placement site or virtually when appropriate
• Facilitate communication between the placement and the UISSW
• Maintain relationships with agencies and instructors
• Provide final approval of student’s completion of field education by ensuring completion of placement evaluation in IPT and electronically signing the learning contract

**Field Administrator**

Each UISSW Center has an identified Field Administrator. Current contact information for Field Administrators is available on the UISSW’s Field Education website and the School of Social Work Field Education Contacts page of this manual.

**Responsibilities**
• Day-to-day administration of field education at assigned program center (Iowa City, Des Moines, Quad Cities, Online Program or Sioux City)
• Administer policies and procedures for field education at assigned location
• Consult with the Director of Field Education about interpretation of policies and procedures
• Develop, maintain, and monitor placement sites
• Provide orientation to students, SW Field Instructors, Agency Supervisors, and Field Coordinators
• Ensure SW Field Instructors meet CSWE requirements to provide instruction
• Recruit, train, and supervise Field Coordinators

Field Education Director

The Field Education Director is a faculty member at the Iowa City Center and is responsible for administration of field education at all UISSW centers. Additionally, this person serves as the Field Administrator for the Iowa City Center and Online program and completes the responsibilities listed above.

Responsibilities

• Provide supervision and support to Field Administrators in other centers
• Consult with Field Administrators regarding issues with students in placement
• Interpret CSWE and UISSW policies for Field Administrators
• Maintain field education content on the UISSW web page
• Develop and update forms utilized across all centers
Planning and Selecting a Field Placement

Selecting a Field Placement

The UISSW utilizes the student choice model to placement selection. Students are responsible for identifying and securing placement options that suit the student’s interests and/or needs. This model can be a rigorous process but it allows students more flexibility and creativity in seeking a placement. Students are highly encouraged to start the search process as soon as possible in order to meet program deadlines. The Field Administrators are available to help guide students through this process and to establish strong relationships with potential placements across Iowa. This chapter provides information specific to the process of selecting a field placement.

The UISSW operates programs at various centers around the state, including in Iowa City, Des Moines, the Quad Cities, the Online Program and Sioux City. Each UISSW center has its own individualized placement processes and deadlines due to differences in academic schedules. Current placement process and deadlines for each center can be found on the UISSW Field Education website.

Student Choice Placement Selection

In our application of the student choice model, the student is responsible for identifying, contacting, and ultimately securing a field placement. Students will attend a planning meeting in the semester prior to entering field education. Information will be provided in that meeting about how to access the school’s Intern Placement Tracking Database (IPT). IPT includes a listing of agencies who are already set up with the school to take placements. Agency profiles contain information provided to us by the agency. IPT is a good starting place for most students unless they are already familiar with the area and have a specific agency in mind.

The student-choice model can be a rigorous process for the student because students are responsible for directly contacting agencies. Some students really appreciate having the control in this approach to choose their own placements, but for other students, this process can feel overwhelming and anxiety provoking.

If the student is not familiar with the area, it can seem daunting to identify potential placement options. There are multiple resources that students are encouraged to access including their academic advisors and the UISSW center’s Field Administrator in addition to exploring agency profiles on IPT. In IPT, students are able to run keyword searches and perform sorting of the agency profiles. In each profile, the agency has provided additional information about what the agency does, what student characteristics they are looking for, and any special requirements (such as specific application processes, access to transportation, etc.).

Additionally, students may also be aware of or locate agencies not listed in IPT that may provide strong learning opportunities. Social work is a large field and social workers often work in host-settings, which are agencies that do not have a primary social work focus (i.e. hospitals, correctional facilities, schools, etc.). Although such host agencies may not have a primary social work focus, social workers who would be willing to take on a student are often employed in such settings. There is a multitude of placement options and students are encouraged to think outside of the box.

The agencies listed in IPT are agencies that have taken students since UISSW’s use of IPT began. The current profiles are in no way a comprehensive list of the options students have for placements. If students are interested...
in an agency that is not already listed in IPT, the student should speak with the center’s Field Administrator to determine if the placement opportunity meets the placement requirements.

Students are encouraged to start the process as soon as possible. If a student is unable to secure a placement before the deadline for that term, it will affect their progress in the program.

Choosing a Placement

There is no perfect placement, but there are some aspects of personality, style, skills, and expectations that should be considered in order to make informed choices during this process.

Questions to ask in choosing a placement:

- What type of setting do I want to be in?
- What type of skills do I want to enhance (i.e. case management, therapy, policy work, etc.)?
- What types of supervision do I want?
- What types of supervision do I work best with?
- What type of structure do I work best in (flexible vs. structured)?
- What populations am I interested in working with?

It is not advisable for students to split placements between multiple agencies because the shortened experience in each agency can short-change the learning experience. Students who believe they have special circumstances that would merit splitting a placement need to contact their Field Administrator to discuss this.

Students also occasionally want to complete their placements at an agency where they already work. Employment-based placements can be very rewarding, but are also very tricky. In order to consider an Employment-Based placement, students need to contact their Field Administrator as well as complete additional paperwork found on the UISSW Field Education website. Chapter 2 of this manual provides more information regarding employment-based placements.

Although it is rare, some placement options offer a stipend as part of the placement experience. This is allowable and is considered a paid placement rather than an employment-based placement.

If a student is interested in a placement at an agency that does not have someone who meets the criteria to serve as the SW Field Instructor, the Field Administrator needs to be informed of this situation as soon as possible. At times, other people affiliated with that agency (i.e. other staff, volunteers, board members, etc.) are willing to provide that supervision. We will support students in identifying an appropriate person for this role but are unable to guarantee the availability of UISSW faculty, PhD students, or other community members who may be willing to serve in this capacity.

Applying for a Placement

Students should apply to at least 3 agencies within the timeframe established by their UISSW center, even if they feel very strongly about a particular placement. Placements can be competitive and agencies can experience disruptions that cause them to pause accepting students, so having a back-up plan is important.

It is really important to have read the agency’s profile on IPT to see if there are any special application procedures, such as completing an agency online volunteer application, contacting a specific person, or attending a recruitment fair. Students could be disqualified from a placement option by not following procedures that the agency has clearly laid out.
Many students feel more comfortable emailing agencies than calling. Agencies that are already listed in IPT are used to receiving emails from students regarding interest in placements.

Resume
All students need to create a resume. Students are encouraged to have someone review their resume for clarity, content, and any editing issues. Sample resources are available on the UISSW Field Education website under Search Resources.

Cover Letter
In emailing potential placement options, students can use the body of the email as the cover letter with the resume as an attachment. A sample cover letter is available on the UISSW Field Education website under Search Resources. Typically, the cover letter consists of the following three paragraphs:

- **Opening**: The student should explain who they are (BA or MSW student) seeking a placement in which term(s) (i.e. spring, summer, or fall-spring); why they are interested in that agency
- **Main body**: The student should justify why the agency should consider them; explain specific experience or skills but not just copy their resume
- **Closing**: The student should thank the person for considering them; provide information on how the agency can contact the student (usually email and phone number); Can state that the student will follow up with the person in a week

Next Steps
Our agency partners are frequently very busy and it may take them a week to 10 days to respond. This waiting period can be anxiety-provoking for students, but is a normal part of the placement search and typical of employment searches, as well. If the UISSW center specified a timeframe within which to contact agencies, agencies may not respond to any students until that timeframe has expired. If the student stated in their cover letter that they would follow-up with the agency contact person, the UISSW expects them to do that. If 10 days or so have passed with no response, or if the student indicated they would follow-up, the student may reach out again via phone call or email, with a statement such as “I just wanted to see if you have had time to review my application materials. I’d be happy to answer any questions you have or to arrange an interview.”

Interviewing
Students are expected to dress professionally when attending an interview. This is the case even if the agency has a relaxed atmosphere. Once the student secures a placement, the agency can direct the student as to what is appropriate dress for the setting. Interviewing is often very stressful for students. We suggest that the student practice with someone to help build their comfort. There are resources on the UISSW’s Field Education website under Search Resources to help students prepare for interviewing.

Accepting a Placement
Students may give a verbal acceptance of a placement to an agency, but from the school’s standpoint, the placement is not secure until the Placement Agreement Form is fully completed and turned in to the Field Administrator. This form is available on the on the UISSW Field Education website under Forms. The student is responsible for obtaining the necessary signatures from the SW Field Instructor and Agency Supervisor (if applicable) by the deadline associated with the term in placement. These deadlines are related to establishing...
liability insurance for our students while in placement. Because of this, if the form is not completed and turned in on time, the student may not be able to enter placement as planned, which will affect their plan of study.

If a student has been offered more than one placement option, the student is expected to contact the agency they are not accepting, to inform them of the decision. This helps maintain positive relationships between the school and our partner agencies and demonstrates professionalism.

**Students in the Online Program**

The online program is available to students living in Iowa or any contiguous state, so many students in the program live further than 50 miles from one of our center areas. Students are encouraged to start their placement search early and should expect to apply to a number of agencies, since the agencies in their area may not have a relationship with UISSW and may have an internship process or expectations that are inconsistent with our program. Following up with agencies during the search process will be especially important to demonstrate enthusiasm and professionalism. The Field Administrator will assist by meeting with the student and a potential new placement site to clarify UISSW expectations and demonstrate how we support placements.

**Special Considerations**

**Students with a Criminal Background**

We are aware that some of our students come to us with past criminal charges that may affect their placement options. Although this may limit options, it does not prohibit students from completing placement. In such an instance, students are encouraged to speak with their center’s Field Administrator to identify potential placement options available to the individual student.

**Student Employment While in Field Placement**

The UISSW is committed to providing quality graduate and undergraduate social work education. The School endeavors to educate as broad a cross section of students as possible, including students who might need to maintain employment while completing their social work education.

Field education is a core component at both the graduate and undergraduate program levels and it requires a substantial time commitment at any of the program levels. Students may find it difficult to maintain even part-time employment in addition to field education and other course requirements. Students need to consider all personal and financial factors related to the need for outside employment while completing their placements. Each student will need to make the personal decision regarding what they can manage emotionally, physically, and financially.

Students typically complete their placements at one agency. Splitting a placement between two or three agencies is highly discouraged because it can short-change the learning experience. Students interested in the possibility of splitting a placement need to contact the center’s Field Administrator.

MSW students may request to complete an Advanced Practicum at the same agency as where they completed their Foundation Placement. This is a possibility but the decision is conditional on the approval of the UISSW Center Field Administrator and related to whether or not an advanced placement at the same agency will provide the student with new opportunities/tasks, advanced skill development, and more autonomous functioning.

**Employment-Based Placements**

Sometimes students are already working in social service agencies where they would like to do their field placements. This can be very appealing to students because it removes pressure in securing a placement. It also
may mean an easier time with scheduling balance of school, work and placement hours. For many students, a big draw to employment-based placements is in being able to continue receiving an income. With the demands of a field placement on top of everything else students are juggling, money can feel like a make it or break it part of the deal.

Students often want to jump at this opportunity quickly. We recommend that students considering an employment-based placement put a lot of thought into it. This means not only speaking with the agency the student is already working at, but also with the Field Administrator. Without planning, what seems like a very convenient situation could quickly become uncomfortable and could result in something jeopardizing the student’s job and/or placement.

It can be difficult for a student to get as rich of a learning experience in an employment-based placement. Although the student may be able to manage the separation of work and placement, we find that co-workers sometimes have difficulties respecting the student in the different roles. At times, this can lead to work functions bleeding into placement time.

There are advantages and disadvantages to an employment-based placement that students and their agencies will want to consider in making this decision.

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued Income</td>
<td>Boundaries can be tricky with other staff recognizing or respecting the role of student</td>
</tr>
<tr>
<td>Benefits to schedule</td>
<td>Can limit learning experiences</td>
</tr>
<tr>
<td>Familiarity with agency</td>
<td>Time bleed in separating work time from placement time</td>
</tr>
</tbody>
</table>

**Employment-Based Placement Criteria**

The criteria to complete an employment-based placement are:

- Practice opportunities appropriate for the placement level (BA, MSW Foundation, MSW Advanced)
- New and meaningful learning opportunities that allow students to demonstrate attainment of required competencies.
- The placement must be supported by agency management and approved by the UISSW Field Administrator.

Students can find the steps for setting up an Employment-Based Placement as well as the General Guidelines for Employment-Based Placements on the UISSW Field Education website.

**Placements Outside of Student’s UISSW Center Area**

Occasionally, students express an interest in completing their field placement in the geographical area covered by a different center. We recognize that students often have connections or interests that lead them outside the geographical area of the UISSW center that they attend for other classes.

Students who are interested in completing a placement in another center’s area, first need to discuss the option with the Field Administrator of the UISSW center where the student is enrolled. The decision will be made by the Field Education Director, the Program Administrator, and the involved Field Administrators. Students may be
allowed to complete a placement in another area but still be required to participate in seminar at their home center, either in person or through video conferencing technology.

**Placements out of Area/Out of State:** Students regularly want to complete placements outside of the geographical areas covered by the different UISSW centers. These geographical regions typically are within a 50-mile radius of the UISSW center with the exception of the Online Program. Students interested in a placement greater than 50 miles from their home center need to obtain approval from the center’s Field Administrator. This decision is dependent not only the experience the student is expected to have at the proposed agency, but also related to staffing availability.

**Placements Abroad:** Students occasionally want to complete placements working abroad in various social work contexts. This potentially can be an option, but the student needs to speak with the center Field Administrator early. To complete placements abroad requires much more planning and coordination in arranging and completing the placements. Students are expected to take the lead if they have interest in completing a placement abroad.

**BASW Field Experience as Elective Credit**

It may be possible for students to complete additional semester hours as elective credit but this must be discussed with their academic advisor. For Field, the general guideline is that 1 credit hour = 50 hours in placement. There is a cap of 15 credit hours for undergraduate students on the number of pass/fail classes that can count towards their degree. Students interested in taking extra semester hours of field for elective credit will need to take this cap into account when deciding with their advisor if field elective credit will work in their individual situation.

- **Spring:** Students can take up to 3 additional semester hours in field
- **Summer:** Students can take 1 additional semester hour in field. Summer students are more limited due to university credit hour restrictions on the shortened summer sessions.

**MSW Advanced Practicum as Elective Credit**

It may be possible for students to complete additional semester hours as elective credit but this must be discussed with their academic advisor. For advanced practicum, the general guideline is that 1 credit hour = 70 hours in placement. There is no restriction on the number of pass/fail credits for graduate students but there is a limit of 15 total credit hours per semester for full-time students.

Advanced students are allowed to take 2 additional semester hours in field placement. Possible options to divide additional hours would be to take 6 semester hours in one semester and 6 in the other, or 7 semester hours in one and 5 in the other.

Most people who take additional hours complete clock hours over the winterim break. This seems to confuse students because the UISSW is so clear about not starting placement early due to liability insurance, which is why students are able to complete hours over winterim.

**School Social Work Endorsement**

There are specific advanced placement requirements for students completing the School Social Work Endorsement.

These include:

- The field placement site is required to be at any of the Area Education Agencies in the State of Iowa or other school districts by arrangement.
- Placement must occur in the school setting.

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Equal Opportunity and Diversity, the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705 (voice), 319-335-0697 (TDD), diversity@uiowa.edu.
• Supervision of the student must be under an experienced School Social Work practitioner/Licensed Social Worker to include experiences in assessment; direct services to children and families; consultation; staffing; community liaison and documentation; which leads to development of professional identity and disciplined use of self.

• If the supervisor has served two years as a school social worker, the placement experience can be waived. This experience must be documented when application for licensure is submitted.

Students interested in obtaining this endorsement are encouraged to speak with the center Field Administrator during the selection process to ensure a possible placement meets the necessary requirements.

If a student is completing a School Social Work placement and is working toward the endorsement, they should register for SSW:7296 Advanced Practice in School Social Work so that it appears on their transcript. They can be completing the course work for either concentration, Integrated or Family-Centered.
During the Field Placement

Professional Liability Insurance

The University provides student professional liability insurance coverage during field placement. Coverage aligns with official course dates and is why students cannot begin direct practice activities before classes begin. Agencies can request a copy of the liability insurance certificate through their IPT agency profile or by emailing the Director of Field Education.

Information is obtained from the completed Placement Agreement form in order to purchase this insurance. For this reason, the deadline for the Placement Agreement to be received by the school is extremely important.

The liability insurance provided by the University does not cover transportation of clients. If students are required to provide client transportation using a company vehicle, the student will need to qualify under the agency’s policy. If the student is required to use a personal vehicle to transport clients, the student will need to inform their auto insurance company to assure that this is covered.

Placement Hours

Start Date

Placement begins and ends with the official University calendar for that semester. If required by the agency, students can begin training prior to the start of classes but cannot engage in any service delivery or client interaction until the semester begins.

Completing Hours over Winterim Break

MSW Advanced Practicum students are the only UISSW students able to complete practicum clock hours over winter break. Liability insurance for Advanced Practicum students runs continuously from the start of the fall until the end of the spring semester. A student accumulates hours until they reach the required total needed for the fall. Once that number is achieved and the fall learning contract is complete and signed, then additional hours after that point are counted towards the spring.

Weekly Hours

We are often asked by students how many hours a week they should plan to be in placement. That depends on how many semester hours the student is doing and in which term. Students need to take into account time that they may be off for illness, spring break, vacation, and/or finals week. Time commuting to and from placement does not count towards the required hours. Only time involved in placement related activities can count towards the student’s required hours.

The following breakdown is the number of hours a student should anticipate being in placement if they use every week in the semester. These are the lowest number of hours per week possible. For example, if a student wanted to take Spring Break and/or final week off, the student will need to adjust the number of weeks being divided by and adjust their hours accordingly. A student may need to complete more hours per week if they take breaks or miss some placement time due to illnesses, etc. It is always best to build in a contingency plan in case of unexpected absences.
- Field Experience - Spring: 400 hrs/17 weeks = 23.5 hours per week
- Field Experience - Summer: 400 hrs/12 weeks = 33.33 hours per week
- Foundation Practicum - Spring: 210 hrs/17 weeks = 12.4 hours per week
- Foundation Practicum - Summer: 210/12 weeks = 17.5 hours per week
- Advanced Practicum: 350 hours each semester/17 weeks = 21 hours per week

Demonstrating Competence

The Learning Contract

In order to measure a student’s competency as a social worker, the UISSW utilizes a formal learning contract. The learning contract is developed once a student enters Field. The student is expected to discuss the objectives of the learning contract with their Field Instructor and Agency Supervisor (if applicable) to identify activities that the student can complete during the Field experience to demonstrate their competency. The UISSW Field Coordinator will provide input on the learning contract and will approve the document at the first site visit. The learning contract is a living document and can be modified throughout the placement. More information about the learning contract can be found in the Learning Contract section of this manual.

Coordination Site Visits

During a student’s time in placement, the assigned UISSW Field Coordinator will visit the placement for meetings with the student, SW Field Instructor, and Agency Supervisor (if applicable).

Some Field Coordinators take responsibility for scheduling these visits, but many expect the student to coordinate the scheduling between all the players. Students should make sure they understand their individual Coordinator’s expectations in this process and their timelines for getting these meetings set and completed.

Typically for BA Field and MSW Foundation placements, Coordinators visit two times during the semester. These visits occur once at the beginning of the semester and once at the end of the semester.

For MSW Advanced placements, Coordinators typically visit twice during the first semester (beginning and end) and once during the second semester (end of the semester) for a total of three visits.

Coordinators may schedule additional visits if necessary, to help a student be successful in a placement. Students or their Field Instructors/Agency Supervisors can request an additional meeting by contacting the Coordinator.

Students and Field Instructors/Agency Supervisors at any time can contact the Coordinator outside of site visits to address any issues or concerns.

Seminar

Concurrent to field education placement, students are also required to participate in a seminar. While field education consists of a Satisfactory/Unsatisfactory (S/U) grade, seminar is a letter grade course. Students are expected to attend their scheduled seminars and complete readings and assignments as assigned by seminar instructors. If students are unable to attend a scheduled seminar, they must communicate this to the seminar instructor. Seminar instructors may have their own course attendance policies.

Students are asked to remain in placement through the final seminar session. This means not completing required hours prior to the final seminar meeting. This is so that students can actively participate in seminar throughout the semester.
UISSW Policies & Procedures

Policy on Sexual Harassment and Sexual Misconduct

The BASW Field Experience, MSW Foundation Practicum, and MSW Advanced Practicum are all official University of Iowa courses. As such, the placement sites are academic settings for the student. The student’s field instructor and task supervisor are considered part of the university community for the term of the placement. Therefore, this policy applies to the student and anyone supervising the student in placement.

The following contains excerpts from the University of Iowa Policy on Sexual Harassment and Sexual Misconduct, located in the Operations Manual. The full policy – which is significantly longer than what is included here – is located at: https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct.

Rationale for Policy

Members of the university community have the right to be free from all forms of sexual harassment and sexual misconduct, which subvert the university’s mission and threaten the careers, educational experience, and the well-being of students, faculty, staff, and visitors. All members of the university community are expected to conduct themselves in a manner that maintains an environment free from sexual harassment and sexual misconduct.

The university community seeks to eliminate sexual harassment and sexual misconduct through education and accountability. Everyone is encouraged to report concerns or make complaints, including third parties, when the respondent is a member of the university community or a visitor. The university is committed to stopping sexual harassment and sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remediating its discriminatory effects. In accordance with regulatory requirements and institutional values, this policy defines expectations for the university community and establishes mechanisms for determining when those expectations have been violated.

Complaints of Sexual Harassment, Sexual Misconduct, and/or Related Retaliation

While we hope our students do not experience sexual harassment while in placement, it is a real and serious concern. If a field education student experiences sexual harassment, students are encouraged to seek assistance to ensure emotional and physical safety. The student should address the situation as soon as possible with the Field Instructor/Agency Supervisor and/or the Field Coordinator if the Field Instructor/Agency Supervisor is involved in the sexual harassment behavior.

Students have formal and informal options for assistance, which can be found at this site: https://osmrc.uiowa.edu/resources-complainants.

Complaints of sexual harassment, sexual misconduct, and/or related retaliation may be made using any of the following options:

- File a complaint with, or give verbal notice to, the Title IX Coordinator at the Office of the Sexual Misconduct Response Coordinator (319-335-6200; osrc@uiowa.edu). Such a report may be made at any time (including during nonbusiness hours) by using the telephone number or email address, or by mail to the office address listed above in II-4.6a(1) for the Title IX Coordinator at the Office of the Sexual Misconduct Response Coordinator.

- Report online, using the reporting form posted at https://osmrc.uiowa.edu/report-problem-

Anonymous reports are accepted but can give rise to a need to investigate. The University of Iowa tries to
provide supportive measures to all complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the University of Iowa respects complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the complainant is largely in control and should not fear a loss of privacy by making a report that allows the University of Iowa to discuss and/or provide supportive measures.

- Any person may make a report that a student, employee, or visitor has experienced or committed sexual harassment, sexual misconduct, or related retaliation by contacting the Office of the Sexual Misconduct Response Coordinator, or any academic or administrative officer of the university.

**Jurisdiction of the University of Iowa**

This policy applies to the education program and activities of the University of Iowa, to conduct that takes place on the campus or on property owned or controlled by the University of Iowa, at University of Iowa–sponsored events, or in buildings owned or controlled by University of Iowa’s recognized student organizations. The respondent must be a member of the University of Iowa’s community, including patients, visitors, vendors, and contractors, in order for its policies to apply.

**This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to the University of Iowa’s educational program, activities, or workplace.** The University of Iowa may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial University of Iowa interest.

**Prohibited Conduct**

This policy contains definitions required in Part 106.3 of the U.S. Department of Education Title IX Regulations. These definitions also apply in situations that are otherwise not covered by Title IX (e.g., off campus). For a full list of prohibited conduct and definitions, please visit https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct#4.14.

**Inappropriate Conduct of the Student**

If a field education student is the perpetrator of sexual harassment behavior, the Field Instructor/Agency Supervisor is expected to address the situation formally with the student. The SW Field Instructor/Agency Supervisor should discuss the situation with the UISSW Field Coordinator. If the student continues such behavior, additional steps may need to be taken with the input of the Field Education Director, including the dismissal of the student from the placement and/or the program.
Policy on Consensual Relationships

The University Consensual Relationships Involving Students Policy mandates that there cannot be a romantic relationship and/or sexual relationship between Field Instructors/Agency Supervisors and students or between the student and anyone else supervising the student at the agency. For the full policy, visit https://opsmanual.uiowa.edu/community-policies/consensual-relationships-involving-students

Field placements are a course governed by the University and Field Instructors/Agency Supervisors are considered to be the student’s instructor for field education, in the same way an instructor would be in a traditional classroom. The policy prohibits relationships in an instructional context involving academic instruction and evaluation/supervision of academic work or participation in University programs.

It is not unheard of for such situations to develop as very close relationships can emerge between students and supervisors. If such feelings develop, neither party can begin or pursue those feelings while the student is in placement. Ultimately, the Field Instructor/Agency Supervisor will be held accountable and the student’s learning opportunities will suffer.

If there are rules within the agency regarding dating among staff, the Field Instructor/Agency Supervisor is expected to share that information with the student during the student’s orientation. The student will not be aware of agency policies and may unintentionally form a relationship that can diminish the learning experiences because the student violated an agency policy. Communication between Field Instructor/Agency Supervisor and the student about workplace rules is vital.

Student Advancement Policy

To advance in the UISSW program, students need to demonstrate the required level of achievement in:

- academic performance,
- professional behavior, and
- ethical conduct (including adherence to the Social Work Code of Ethics)

The UISSW strives to ensure that our students are well trained professionals who are ready to advance in the field of social work. As such, we have instituted a policy where students are intentionally rather than automatically advanced through their coursework.

Feedback from SW Field Instructors/Agency Supervisors is vital in evaluating student’s advancement. Field education allows students to put into practice the skills that they have learned in the classroom setting. Field education provides the school with the ability to evaluate a student’s preparedness to be a professional social worker at the completion of the placement experience.

The advancement policy for the student’s program level (BA or MSW) can be found in the appropriate program handbook. The processes for concerns, problem resolution, and grievances are outlined fully in these documents.

Professional Behavior Standards & Expectations

The UISSW maintains standards for students’ professional behavior while in field placement. Field education is a major component of social work education. It is where students not only get the opportunity to put into practice what they have been learning in classes but is really the beginning of the shift from student to professional. Students will be expected to display professional behaviors in placement, like what would be expected of a regular employee.
Social work students are also expected to display professional behavior consistent with the NASW Code of Ethics. When students are working in field placement, not only do they represent themselves, but they represent the UISSW and every other student that will come after them. Unfortunately, one student’s poor professional behavior can result in the loss of a placement as an option for future students.

Professional behavior is also a component of the supervisor’s evaluation of student performance in placement and therefore directly related to the advancement in/completion of the social work program.

The UISSW has the following Standards/Expectations for Professional Behavior:

- **Appropriate attire:** Dressing in casual/business attire appropriate to the agency’s protocol
- **Attendance and punctuality:** Establishing and maintaining a regular schedule; following the agency’s (not the University’s) operational schedule; maintaining a current time sheet/log of placement hours; arriving before the appointed time; being prepared to engage as a working professional; providing prompt notification of tardiness or absences
- **Respectful demeanor and interactions:** Demonstrating respect and deference to staff/clients/peers; conducting oneself in a manner consistent with the values and ethics of NASW and the profession
- **Professional language and communications:** Demonstrating professional oral and written (including electronic) communication skills; using discretion and appropriate professional language in addressing clients/staff/peers; “filtering” language to limit emotional reactivity/content; being very selective in communicating with colleagues outside of regular work hours (e.g. weekends, evenings)
- **Appropriate effort and initiative:** Collaborating with one’s supervisor to identify and complete a weekly work plan/set of work tasks; completing higher priority tasks before secondary tasks; following through on appointed tasks and activities; spending placement hours in professionally useful activity; showing a genuine interest, initiative and engagement in the daily life of the organization; demonstrating intellectual and professional curiosity and insightfulness
- **Accountability and integrity:** Being accountable to the agency’s practice guidelines and expectations; completing tasks and activities in a professional, high quality and timely manner; speaking and acting on behalf of the agency only as authorized by one’s role and responsibilities; maintaining professional integrity and honesty in all activities/interactions; representing accurately the placement hours worked and tasks completed
- **Boundary maintenance and ethical practice:** Maintaining client/agency confidentiality standards, especially when using cell phones/electronic devices; upholding NASW ethical standards and seeking appropriate consultation when in doubt; maintaining strict personal-professional boundaries in the real and virtual work environment, especially in relation to social media (e.g. Facebook); restricting the use of electronic devices to professional purposes only while in the placement setting
- **Emotional self-regulation:** Attending to one’s emotional reactivity and triggers; taking responsibility for one’s feelings/behavior and avoiding blame; avoiding the expression of raw emotions; being personally and professionally centered when engaging with clients/staff; using appropriate professional language (spoken and written) to filter emotional content; demonstrating a willingness to resolve difficult relationships and modify one’s behavior accordingly; not expecting special consideration or ‘entitlement’
- **Responsiveness to feedback:** Demonstrating non-defensive receptivity to feedback and suggestion; showing a willingness to be self-reflective and self-corrective

Field Instructors/Agency Supervisors will be asked to evaluate students’ adherence to these standards. If a Field Instructor/Agency Supervisor develops any concerns regarding a student’s professional behavior, that person is expected to address the situation directly with the student in a timely manner. Students are unable to learn from mistakes if they are unaware that they are making them. Should a student continue a behavior after the issue has...
been openly addressed with them, the Field Instructor/Agency Supervisor is expected to address the situation with the UISSW Coordinator in a timely manner. An additional site visit may be necessary to address the situation with the student. The UISSW Coordinator will keep the Field Administrator informed of any serious and/or continued concerns regarding a student’s professional conduct.

**Student Safety in Field Education**

In any field placement there may be some degree of physical or psychological risk for the student. Steps can be taken to minimize the risk to students in placement. The guidelines below may be helpful to students and field instructors in considering safety issues in their practice settings. For more information about safety, see NASW Guidelines for Social Worker Safety in the Workplace at [https://www.socialworkers.org/practice/practice-standards-guidelines](https://www.socialworkers.org/practice/practice-standards-guidelines).

**Students**

- Students are responsible for reviewing, understanding, and following agency safety protocols and procedures, and for discussing questions or concerns with the field instructor.
- Students have the right to question any assignment where the student is concerned about their safety. If the student is assigned a task where the student feels unsafe, the student is responsible for discussing concerns with the field instructor before proceeding with that task.
- In the event of a threat or injury to a student while in field placement, the student shall immediately contact the field instructor and field coordinator.

**Field Instructors**

- Field instructors are responsible for providing the student with agency protocols and procedures and discussing safety during the student’s orientation to the agency.
- Field instructors are responsible for preparing students to handle situations that are potentially difficult or threatening, including but not limited to: Medical emergencies, suicide or homicide risks, and abuse of others.
- Field instructors should immediately contact the field coordinator when informed of a threat or injury to the student.
- Field instructors ensure that the student has a secure place to keep belongings while at placement. It is preferable that the space be locked such as a desk drawer, filing cabinet or in a private office behind a locked door.

**Home Visits**

It is important to know something about the client prior to the home visit to screen for potential threats. Always inform another staff member the address of where you are going and when you expect to return. If there is a question of safety prior to going on the visit, students should consult with the field instructor to plan for the safety of the student. This may include meeting the client in a neutral setting, going with another social worker, canceling the visit or asking staff to go instead of the student.

When on home visits, students need to pay attention to their surroundings, ask the client to secure pets in another area, know where exits are, have an unimpeded route to an exit, and ask if there are other people currently in the home. If at any point a student feels unsafe during the visit they should excuse themselves, leave the area and
contact their field instructor to process the situation. If the student or another person’s immediate safety is at risk, the student should leave the area and contact law enforcement.

### Personal Cell Phone Usage & Social Media Policy

Intertwined with professional behavior expectations are issues related to personal cell phone usage and use of social media while completing placement hours. Students are expected to not engage in personal cell phone use while completing hours for field education. Just as many jobs limit the cell phone usage of employees while working, we believe it is important for students to focus on their learning experiences while completing their hours.

Social media is an important part of communication for many people. Although we recognize the utility of social media both in personal and professional capacities, we believe students need to engage in a mindful social media presence. Students should carefully evaluate any information that they post on social media regarding their placement experiences. Confidentiality is critical and it can easily but unintentionally be violated in social media posts.

**UISSW expectations:**

- Students will not post any identifying information regarding clients on social media.
- Students should consider how social media posts can be interpreted by others.
- Students will address any issues regarding a placement with their UISSW Field Coordinator rather than post grievances on social media.
- Students will not “friend” or accept friend requests from placement clients.
- Students will adhere to any social media policies within their placement agency.
- The agency Field Instructor will provide the student information on any agency policies regarding social media.

**UISSW recommendations:**

- Students should maintain strict privacy settings on all social media platforms.
- Students and Field Instructors/Agency Supervisors should discuss any potential issues of becoming “friends” with any colleagues at the placement agency including the Field Instructor and Agency Supervisor.

### Attendance Policy

Students are expected to start working in their agency during the first week of the semester in which they are completing placement. An official start date during that week needs to be arranged prior to the start of the semester between the student and the Field Instructor/Agency Supervisor based on the student’s class schedule and agency operating hours.

In the event that the Field Instructor/Agency Supervisor will not be available or present at the agency when the placement begins (i.e. on vacation, attending a conference, etc.), the Field Instructor/Agency Supervisor is responsible for arranging learning opportunities for the student within the agency and an agency contact person for the student until the Field Instructor/Agency Supervisor returns. The Field Instructor/Agency Supervisor is responsible for communicating all of this information to the student prior to the start of the semester.

Attendance in field placement is separate from attendance in field seminar. Seminar instructors may set their own attendance policy regarding seminar.
Students are expected to adhere to the same standards of conduct as regular professional employees at the field placement agency. Students are expected to develop a schedule for placement attendance with their Field Instructor/Agency Supervisor. Once this schedule is established, students are expected to inform the Field Instructor/Agency Supervisor in the event of an illness or emergency that prevents them from attending the placement as scheduled. It is the student’s responsibility to contact the Field Instructor/Agency Supervisor to ensure that responsibilities are covered and to negotiate when the student can make up the missed hours.

On-going attendance issues need to be addressed by the Field Instructor/Agency Supervisor with the UISSW Field Coordinator. An additional site visit may be necessary to address the situation with the student. The UISSW Field Coordinator will keep the Field Administrator informed of any serious and/or continued concerns regarding a student’s attendance to placement.

Students are expected to make up hours missed due to illness or other events in order to complete the minimum required hours in placement. This may require the student to put in additional hours outside of the attendance schedule created at the beginning of the semester.

The UISSW does not require students to turn in a log of hours in the placement, but highly recommends that students develop a tracking tool to record their field hours. This document is invaluable if there are discrepancies between a student and the agency’s report of the hours that a student has completed. Some agencies require students to complete a formal timesheet. A UISSW Field Timesheet template is available on the UISSW Field Education Website as one option for tracking placement hours.

**University Holidays/Breaks:** If a student is scheduled to be in placement on a day the University is closed or classes have been cancelled, students are not required to attend placement. The hours that the student would have worked that day do not count towards the student’s clocked hours. Students may choose to attend placement during University breaks to ensure completion of the field education requirements. The student is expected to inform the Field Instructor/Agency Supervisor if the student will not be attending placement on a day when the University is closed, prior to the day itself, and to ensure that any responsibilities that the student may have had are covered in the student’s absence.

**Winter Break:** MSW Advanced Practicum students are the only students allowed to clock field hours over Winter Break. The fall Advanced Practicum course runs from the first day of fall semester to the day before the start of spring semester to ensure continuous professional liability coverage for Advanced Practicum students. If Advanced Practicum students will not be working in placement over the Winter Break, they must inform their Field Instructor/Agency Supervisor prior to the end of the Fall Semester. Some placements may expect students to complete field hours over winter break to ensure continuity of service, particularly in clinical settings.

MSW Foundation and BA Field students completing their placement in the spring are not allowed to begin placement until the start of Spring Semester and therefore will not be able to complete any placement hours during Winter Break. Students can begin placement a week early if needed for training purposes only; no direct practice experience can occur until liability coverage begins on the first day of spring semester.

**Inclement Weather:** In the event of inclement weather, students are still expected to attend their placements if the agency is open and staff are reporting for work. If the agency closed due to inclement weather on a day that the student is scheduled to be at placement, the student is not required to attend the placement. The hours that the student would have worked that day do not count towards the student’s clocked hours.

If the agency remains open but the student decides it is not safe to travel to the agency, the student is expected to decide based on safety. In this case, the student is expected to inform the Field Instructor/Agency Supervisor that they will not be attending the placement. The student will need to make arrangements to make up missed hours.

The following are the UISSW’s Field Guidelines for what activities in placement can be counted towards the student’s completion of hours:
### What can be counted towards placement hours:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours can be counted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time spent at the agency, participating in agency-related activities</td>
<td></td>
</tr>
<tr>
<td>Travel to meetings, other agencies, trainings, and other placement related activities, with approval by Field Instructor</td>
<td></td>
</tr>
<tr>
<td>Professional development sessions, trainings, staff meetings, shadowing opportunities, etc. with approval by Field Instructor</td>
<td></td>
</tr>
<tr>
<td>Webinars and/or reading placement-related material, with approval by Field Instructor</td>
<td></td>
</tr>
<tr>
<td>Research related to placement, with approval by Field Instructor</td>
<td></td>
</tr>
</tbody>
</table>

### What cannot be counted towards placement hours:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours cannot be counted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel to and from home to placement agency</td>
<td></td>
</tr>
<tr>
<td>Seminar sessions and homework related to seminar</td>
<td></td>
</tr>
<tr>
<td>Meal breaks</td>
<td></td>
</tr>
<tr>
<td>Time the student was scheduled to be at placement but did not attend due to illness, inclement weather, etc.</td>
<td></td>
</tr>
</tbody>
</table>

## Troubleshooting Problems in Placement

Occasionally, difficulties occur during a field placement that may affect the student’s learning. This can include difficulties in the student’s relationship with the Field Instructor/Agency Supervisor or other colleagues, disagreements about the student’s role, differences in practice philosophy, or issues related to the student’s performance. The UISSW is committed to addressing issues in a manner that supports the student’s learning but satisfies both university policy and professional ethics.

It is important for the UISSW Coordinator to be informed by either the student and/or Field Instructor/Agency Supervisor as early as possible if issues arise. We recognize a developmental approach in students’ learning experiences in field education. In supporting students based on these developmental stages, we believe that many issues in placements can be successfully resolved.

When possible, the UISSW Field Department faculty will work with the student and agency to reach a mutually agreeable result to maintain the placement. In some cases, the school recognizes that such issues may not be able to be resolved in such a manner for the student to be able to continue their placement at that agency. In this case, the UISSW Field Administrator will determine that the placement will be terminated. Steps will be taken to try to support the student in seeking a new placement, but placement disruptions may affect the student’s ability to complete the degree program in the time planned. If a student is unable to secure a new placement with enough time to complete the agency orientation, develop a new learning contract, and complete the necessary learning experiences, the student may be required to re-start and complete the placement experience in a different term.
Intern Placement Database (IPT)

IPT is a web-based field education software program that is used by numerous social work education programs across the country. The UISSW Field Education Department utilizes the Intern Placement Database (IPT) as a resource for our students to identify placement options and as the vehicle for developing the student’s learning contract and as a tool for evaluating the student’s performance at the end of the term.

Information specific to creating and evaluating the learning contract in IPT can be found in the Learning Contract section of this manual.

Log-in Information

Each student, agency, Field Instructor, and Agency Supervisor will have their own IPT account. Default log-in information will be distributed to the individual when the account is created. At the first log-in, the user will be prompted to create a personal password. At any time, students, Field Instructors, or Agency Supervisors can utilize the “Forgot Username or Password” option on the log-in screen if they are unable to access IPT.

The IPT log-in page can be accessed directly at www.runipt.com or through the IPT page on the UISSW Field Education website. Do not do an Internet search “IPT” as it will return results for other school’s log-in pages. Additional instructions to access IPT are available on the UISSW website as well. The required Organization ID is: UISSW

All information entered into IPT is confidential and secure. The information can only be viewed by designated staff within the Field Education program. User information cannot be located through online search engines.

If a user has any difficulties accessing IPT, please contact the UISSW center’s Field Administrator for additional support.

Student Profiles

A profile is created for each student by an UISSW administrator in the term prior to the student entering placement. Students are expected to complete their profile information within IPT under the Student Details tab. This information cannot be viewed by agencies, but is available to the student's advisor and the UISSW Field Administrator to help the student in identifying potential placement options. Field Administrators will also likely use the contact information provided in the student profile to contact a student if there is an issue regarding field placement. It is important that this information is complete and up to date.

Agency Profiles

A profile is created for each agency by an UISSW administrator. Sometimes agencies have multiple programs or areas of practice that may warrant separate profiles due to different requirements, application procedures, etc. This can be discussed with the Field Administrator and can be easily accomplished.

An agency contact person is identified whose contact information is linked to the agency profile. That contact person is expected to complete the agency’s profile information and to keep it up to date. As UISSW students use IPT to view potential placement agencies, agencies who fully complete their profile are better able to attract the interest of students who may otherwise be unfamiliar with the agency and its work. If the agency needs to identify a new contact person, which most often occurs when someone leaves the agency, please contact the center’s Field Administrator.
Field Instructor/Agency Supervisor Profiles

Each Field Instructor/Agency Supervisor has an individual profile which is created by an UISSW administrator. This profile is to the individual but is linked to the appropriate agency where the Field Instructor/Agency Supervisor will be supervising a student. The profile information is used as documentation for CSWE accreditation standards to ensure Field Instructors/Agency Supervisors meet CSWE requirements. Field Instructors/Agency Supervisors are asked to complete their profile information, including uploading a resume/CV.

If a Field Instructor is or has supervised students in multiple agencies, they will have a separate profile linked with each agency. These multiple Field Instructor profiles are linked to a single user account. The Field Instructor/Supervisor selects the account they need to view using an “Account” drop-down at the top of the page.

Agency Listings in IPT

Students can access agency profiles under the Agency List tab in the center of the page. Navigation links to move through the pages of agencies are in the center at the top of the page. An initial click on the tab provides an alphabetical listing of agencies. Students are only able to see agencies associated with the student’s UISSW center. Students interested in placement options in other areas of the state can contact their center’s Field Administrator for access to other center’s listings.

Agency information is accessed by clicking on the agency’s name in the listing. The profile contains contact information as well as information on what level of students an agency accepts and in what terms. Some agencies only accept students in certain terms due to agency staffing and programming circumstances. Some agencies only accept MSW Advanced Practicum students due to service provision requirements. That being said, some agencies are willing to accept students outside of the levels and terms identified on IPT if that student has applicable experience, skills, or interest, and agency circumstances can change. Unless clearly specified in the agency profile that certain program levels are not accepted, students are encouraged to contact an agency to ask.

Students need to be cognizant of any information listed under “Special Procedures/Site Requirements” at the bottom of the agency’s profile. This is typically where agency’s list information regarding required recruitment fairs, application procedures, or other requirements, such as access to transportation.

Sort: From the main Agency List page, students can perform a sort of the listings by clicking the “Sort” button on the left hand side of the screen within the gray bar. Good sort methods include choosing “Type(s) of Students Accepted” or by “Primary Classification.” With any sort, the first listings typically do not have anything identified in the right hand column. This means that the agency profile was not complete for the information the sort was based on. Using the navigation links under the heading “Agency List,” later pages will begin to show the information by the sort criteria.

Search: From the main Agency List page, students can also perform a keyword search. This searches the information provided by agencies in their agency profiles. Because the return is contingent on what has been written in the profile, students are encouraged to search multiple terms (i.e. children, kids, youth; veterans, military). The results highlight in red where the keyword was found in the agency’s profile. Page navigation is found at the top of the page, rather than at the bottom. Always check the top of the page to see if additional returns were found.

Contacting Agencies: Agency contact information is provided on the agency profile page. This is the most current information we have for the agency. Please contact a Field Administrator if you identify profile information that is no longer correct. Students can email the agency’s primary contact person directly through IPT by clicking on the envelope icon next to the primary contact email address, or by copying the address into a message through their uiowa email account.
The Learning Contract

The learning contract outlines competencies and practice behaviors that the Council on Social Work Education (CSWE) requires students to demonstrate proficiency in. The learning contract is a requirement of this program and is used by the school to demonstrate a graduate's competency for accreditation purposes.

UISSW utilizes IPT as the avenue for the creation of the learning contract and for the subsequent evaluation of the student.

The Format

There are three components to the learning contract which students, Field Instructors, and Agency Supervisors need to become familiar with: competencies, practice behaviors, learning activities. Tables outlining the competencies and practice behaviors by level are available in the appendices of this manual.

Competencies

There are nine broad competencies identified by CSWE.

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage in Practice-Informed Research and Research-Informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Practice Behaviors

A student demonstrates competency through more specific practice behaviors. The number of practice behaviors varies by level and concentration:

- Field/Foundation: 29 practice behaviors
- MSW Advanced Family-Centered: 20 practice behaviors
- MSW Advanced Integrated: 22 practice behaviors

Learning Activities

Students identify learning activities based on the individual placement and the opportunities that placement brings. This is how UISSW assures a student has demonstrated a specific social work skill.
Developing the Learning Contract

Students are expected to develop the learning contract with their supervisor within the first two weeks of the placement. The learning contract is a living document, which means that it can be changed and adapted as a placement progresses.

The first step for many students is brainstorming a list of things that the student would like to do or learn in placement based on the agency’s work. The student should discuss possible activities with their Field Instructor/Agency Supervisor to meet each practice behavior requirement.

The UISSW Field Coordinator is another resource to help students determine possible activities to include in the learning contract. Students are expected to reach out to the Coordinator for help if needed. The Coordinator will review the learning contract at the first site visit. Many Coordinators require the contract to be completed before they will come for the site visit. Students are frequently given feedback by the Coordinator at the site visit and asked to make revisions to meet school requirements.

Additional resources to help students develop learning contracts are available on the UISSW Field Education website, including sample learning contracts.

Accessing & Editing the Learning Contract

The learning contract can be accessed through IPT by the student, Field Instructor, Agency Supervisor, and Coordinator. Once placement has begun, the form will be available in a menu on the left hand side of the screen under My Forms after logging in. Click "View" to the left of the form’s name.

Students should complete the information at the top of the learning contract, including names and email addresses of the appropriate people. Under each competency, students can fill in learning activities in the provided boxes by clicking the paper and pencil icon. A text box will open where the student can type in the learning activity. Always click “Save” or “Save Work” when making changes in the learning contract.
Evaluating Student Performance in Field Education

Evaluation of student performance is completed at the end of the term through the learning contract in IPT. This evaluation must be complete prior to the last day of the term (end of finals week).

Evaluation is a dynamic process which includes assessment of progress towards the mutually agreed upon goals in the learning contract. Ideally, this assessment occurs throughout the placement experience at regular intervals. The required hour of weekly supervision is an opportunity for the Field Instructor and student to assess opportunities for learning and the student’s performance in placement.

Scoring & Grading

The Field Instructor/Agency Supervisor evaluates the student within the learning contract. This involves individual scores for competencies and practice behaviors and an overall recommended grade of Satisfactory/Unsatisfactory.

Students are evaluated on the following scale for each practice behavior and competency:

- Superior/Advanced Competence (5)
- Above Average Competence (4)
- Basic Competence (3)
- Below Average Competence (2)
- Poor/Unacceptable Competence (1)

Students must achieve a minimum score of 3, demonstrating Basic Competence, for every Competency. If the Field Instructor/Agency Supervisor anticipates a lower score, they must contact the Field Coordinator as soon as possible.

Students often equate the 1-5 scale with traditional letter grades (i.e. 5=A, 4=B, etc.). This is not an equivalent match and the scale scores should not be interpreted as letter grades.

Some students are very focused on achieving 5’s and are disappointed with 4’s or 3’s. A score of 5 implies that student has no more room for growth. Students typically achieve 3’s and 4’s, which demonstrates the necessary social work competence.

Students must achieve a recommended grade of “Satisfactory” to successfully complete placement.

Evaluation of the Student in IPT

Each person has a role in finalizing the learning contract which is more fully detailed below. The final step for each person involves electronically signing the document. Once a person has electronically signed the learning contract, they are locked out of editing the document. The Field Coordinator is able to clear signatures if needed so further changes can be made.

Electronically signing the learning contract should occur in the following order:
1. Student
2. Field Instructor
3. Agency Supervisor (if applicable)
4. Field Coordinator

After each signature, the next person in line will receive an email directing them to complete the document.

**Student Responsibilities**

The student is responsible for ensuring the learning contract is up to date at the end of the semester, adding learning activities that occurred during the placement and removing any learning activities that were unable to be completed. In this process, the student must ensure that each practice behavior is related to at least one “met” learning activity.

Throughout the learning contract, the student is responsible for completing the left hand column, identifying each learning activity as Unmet, In Progress, or Met. One area that is confusing for students is if a student has completed their part of an on-going project for the agency (such as a grant application that has yet to be submitted). If the student has completed their part, the activity is still graded as “Met.” Students who anticipate having to identify learning activities as “Unmet” or “In Progress” at the end of the term are expected to speak with their Field Instructor and Agency Supervisor (if applicable) as soon as possible to ensure all practice behaviors are met by the student, including identifying other learning activity options if needed. MSW Advanced students also need to identify the term that the activity is related to in this column.

At the bottom of the form, the student is responsible for filling in the Number of Registered Credits and the Total Hours of Fieldwork Logged. The Total Hours should be completed once the required number of hours is met.

Additionally, the student needs to provide a narrative self-assessment by responding to the three questions. Click the paper and pencil icon next to “Student Comments.” A text box will appear. Click “Save” once the narrative is complete.

The final step involves electronically signing the document by clicking on the box next to the user’s name. Once a user signs the learning contract, that user will be locked out and unable to make any changes. If for some reason, the user needs to make changes after having signed the document, contact the UISSW Field Coordinator, who has the ability to clear the electronic signatures.

**Field Instructor/Agency Supervisor Responsibilities**

Throughout the learning contract, the Field Instructor/Agency Supervisor is responsible for completing the “Instructor(s) Score” in the right hand column. A score is required for each competency and each practice behavior. If the student has both an Agency Supervisor and an outside SW Field Instructor, the two are expected to discuss and agree on scoring for the student.

At the bottom of the document, the Field Instructor/Agency Supervisor is responsible for selecting a “Recommended Grade,” either Satisfactory or Unsatisfactory and entering narrative comments by clicking on the paper and pencil icon. Finally, the Field Instructor/Agency Supervisor must sign the document. Again, the Field Instructor signs the document first, and then if applicable, the Agency Supervisor.

**Field Coordinator Responsibilities**

The Field Coordinator is responsible for ensuring that the final learning contract meets the CSWE requirements in terms of completed measurable learning activities associated with each practice behavior. The Field Coordinator finalizes the evaluation of the student in placement as the final signature at the end of the document.
The Field Coordinator can clear any signatures as necessary by clicking the Tools (wrench & screwdriver) icon in the top right hand corner of the learning contract form. From there, the Field Coordinator can clear the necessary signature. Any cleared signatures will prompt an automatic email to the person informing them that their signature was cleared from the document.

**Evaluation of Agency & Field Instructor**

The UISSW is committed to ensuring that our students obtain education experiences through our partnerships with local agencies. We value these partnerships and hope that hosting/supervising our students is mutually beneficial for our agency partners, Field Instructors, and Agency Supervisors as well. The UISSW engages in ongoing evaluation of our field placements.

At the end of the placement, students are asked to complete an evaluation of their Field Instructor/Agency Supervisor, Agency, and Field Coordinator. The information is used for school quality assurance evaluations and for CSWE accreditation. The student’s evaluation will not be disclosed directly to the placement agency or Field Instructor/Agency Supervisor. In most instances, data will be aggregated across years for distribution of an overall evaluation of placement agencies and Field Instructors without identifying specific students.

In instances where major concerns are reported (i.e. ethical and/or legal issues), the Field Administrator will address the issue directly with the agency and/or Field Instructor. In such a case, students may not be able to complete placements at that site until a resolution is reached.

Feedback from Field Instructors and Agency Supervisors is highly encouraged regarding UISSW’s Field Education program. Field Instructors and Agency Supervisors are encouraged to contact the center’s Field Administrator directly to provide feedback.

**Unsatisfactory Performance**

Occasionally, students are unsuccessful in completing their placement. It is possible if students have been unable to complete the required hours due to unforeseen circumstances (such as illness) for the student to take an “Incomplete” for the term and finish the required number of hours. This must be discussed with the Field Administrator.

There are instances where students are unsuccessful due to other life circumstances. It is assumed that all students entering field placement have inherent abilities which, combined with knowledge, skills, and professional orientation gained in the classroom, can allow them to succeed. However, if life circumstances severely impact performance it is possible that even those with abilities will fail to meet field education requirements.

It is imperative that Field Instructors and Agency Supervisors consult with the Field Coordinator at the earliest sign that such dynamics may affect a student’s ability to be successful in placement. Without such knowledge, Field Coordinators are unable to help address the situation and support the student’s needs.

Any unsatisfactory performance issues should be directly addressed with the student by the Field Instructor/Agency Supervisor. The Field Coordinator is able to make additional site visits in order to participate in addressing such issues.

**Unsatisfactory performance resulting in grade of “U”**

The grade of “U” is used in those instances when the level of performance for the entire term has been judged unsatisfactory by the Field Instructor/Agency Supervisor and Field Coordinator. Relevant documentation of student performance, including a copy of the learning contract with ratings completed by the instructor, must be provided.
Coordinator documentation must be provided to support the evaluation. The student’s advisor should be informed of the unsatisfactory performance in the placement.

Retaking a course in which a grade of D, F or U is recorded

When a student fails a required course, a letter of concern is written and the Advancement Policy is invoked. A student may petition to retake the course as part of the resulting remediation plan. In general, decisions are based on evidence that:

- there are clear reasons why the student was unable to show their full capability when taking the course the first time;
- there is reason to expect that they would be able to pass the course on the second try;
- re-taking the course is generally advisable educationally.

If there is agreement that the student should not be dismissed from the program but rather repeat the course, consideration should be given to the following options:

- Maintaining student placement in the current agency.
- Referring the student to an alternative site within said agency, if available.
- Delaying the second attempt until the learning problems have been alleviated.

If the decision of Field Instructor, student and Field Coordinator is to continue at an alternate placement site, required practicum hours may be increased. The number is to be determined by the Field Coordinator in consultation with the student’s advisor and the Field Administrator and Field Director.
# Appendix

## BSW Field Experience & MSW Foundation Practicum Competencies and Practice Behaviors

### Competency 1: Demonstrate Ethical and Professional Behavior

1. **a.** make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context

2. **b.** use reflection and self-regulation to manage personal values and maintain professionalism in practice situations

3. **c.** demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication

4. **d.** use technology ethically and appropriately to facilitate practice outcomes

5. **e.** use supervision and consultation to guide professional judgment and behavior

### Competency 2: Engage Diversity and Difference in Practice

1. **a.** apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro and macro levels

2. **b.** present themselves as learners and engage clients and constituencies as experts of their own experiences

3. **c.** apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies

### Competency 3: Advance Human Rights and Social, Economic, & Environmental Justice

1. **a.** apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels

2. **b.** engage in practices that advance social, economic, and environmental justice

### Competency 4: Engage In Practice-informed Research and Research-informed Practice

1. **a.** use practice experience and theory to inform scientific inquiry and research

2. **b.** engage in critical analysis of quantitative and qualitative research methods and research findings

3. **c.** use and translate research findings to inform and improve practice, policy, and service delivery
### Competency 5: Engage in Policy Practice

5a. assess how social welfare and economic policies impact the delivery of and access to social services  
5b. critically analyze and promote policies that advance human rights and social, economic, and environmental justice

### Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

6a. apply knowledge of human behavior and the social environment and practice context to engage with clients and constituencies; and  
6b. use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

### Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

7a. collect, organize, and critically analyze and interpret information from clients and constituencies  
7b. apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies  
7c. develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies  
7d. select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

### Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

8a. implement interventions to achieve practice goals and enhance capacities of clients and constituencies  
8b. apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies  
8c. use inter-professional collaboration as appropriate to achieve beneficial practice outcomes  
8d. negotiate, mediate, and advocate with and on behalf of clients and constituencies  
8e. facilitate effective transitions and endings that advance mutually agreed-on goals

### Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

9a. select and use appropriate methods for evaluation of outcomes  
9b. critically analyze, monitor, and evaluate intervention and program processes and outcomes  
9c. apply evaluation findings to improve practice effectiveness at the micro and macro levels
### MSW Advanced Practicum Competencies and Practice Behaviors

Different practice behaviors are required depending on the student's track: Integrated Practice or Family-Centered.

#### Competency 1: Demonstrate Ethical and Professional Behavior

<table>
<thead>
<tr>
<th>IP practice behavior</th>
<th>FC practice behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP1a</td>
<td>Apply ethical decision making models in practice settings and professional roles.</td>
</tr>
<tr>
<td>IP1b</td>
<td>Describe, adhere to, and model professional social work roles and boundaries.</td>
</tr>
<tr>
<td>IP1c</td>
<td>Demonstrate ethical and effective uses of technologies to facilitate practice outcomes.</td>
</tr>
<tr>
<td>IP1d</td>
<td>Demonstrate increasing skills in using supervision and consultation and in providing peer feedback to guide professional practice and development.</td>
</tr>
</tbody>
</table>

#### Competency 2: Engage Diversity and Difference in Practice

<table>
<thead>
<tr>
<th>IP practice behavior</th>
<th>FC practice behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP2a</td>
<td>Incorporate a privilege and oppression perspective into multiple system levels.</td>
</tr>
<tr>
<td>IP2b</td>
<td>Seek feedback and reflect on one's personal biases and modify one's behavior to ensure culturally responsive practice.</td>
</tr>
</tbody>
</table>

#### Competency 3: Advance Human Rights and Social, Economic, & Environmental Justice

<table>
<thead>
<tr>
<th>IP practice behavior</th>
<th>FC practice behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP3a</td>
<td>Use theory and strategies to promote social, economic, and/or environmental justice.</td>
</tr>
<tr>
<td>IP3b</td>
<td>Demonstrate skills needed to make social institutions and policies more responsive to marginalized and oppressed groups.</td>
</tr>
</tbody>
</table>

#### Competency 4: Engage In Practice-informed Research and Research-informed Practice

<table>
<thead>
<tr>
<th>IP practice behavior</th>
<th>FC practice behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP4a</td>
<td>Identify research strategies to fill gaps in research and/or practice knowledge.</td>
</tr>
<tr>
<td>IP4b</td>
<td>Critically appraise and communicate implications of research methods and findings.</td>
</tr>
</tbody>
</table>
### Competency 5: Engage in Policy Practice

<table>
<thead>
<tr>
<th>IP practice behavior</th>
<th>FC practice behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP5a) Analyze the impact of policy at the agency, community, state and/or national level.</td>
<td>FC5a) Analyze the impact of policy at the agency, community, state and/or national level.</td>
</tr>
<tr>
<td>IP5b) Design strategies to influence the development and/or implementation of policy taking into account affected populations and varied stakeholder interests.</td>
<td>FC5b) Design strategies to influence the development and/or implementation of policy taking into account affected populations and varied stakeholder interests.</td>
</tr>
</tbody>
</table>

### Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

<table>
<thead>
<tr>
<th>IP practice behavior</th>
<th>FC practice behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP6a) Critically evaluate and apply practice theories and frameworks to effectively engage diverse clients and constituencies at multiple system levels.</td>
<td>FC6a) Critically evaluate and apply practice theories and frameworks to effectively engage diverse clients and constituencies at multiple system levels.</td>
</tr>
<tr>
<td>IP6b) Establish a relationally based process in which client systems are equal partners in establishing practice goals and outcomes.</td>
<td>FC6b) Establish a relationally based process in which clients are equal partners in establishing practice goals and outcomes.</td>
</tr>
</tbody>
</table>

### Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

<table>
<thead>
<tr>
<th>IP practice behavior</th>
<th>FC practice behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP7a) Design and implement strategies for assessment using culturally responsive, evidence-based and best practice methods.</td>
<td>FC7a) In partnership with clients, design and implement strategies for assessment using culturally responsive, evidence-based and best practice methods.</td>
</tr>
<tr>
<td>IP7b) Critically assess and apply practice theories, frameworks and assessment tools at multiple system levels, including multiple perspectives of the problem definition.</td>
<td>FC7b) Conduct comprehensive assessments in partnership with clients, building on clients’ strengths and resources and obtaining multiple perspectives of the problem definition.</td>
</tr>
<tr>
<td>IP7c) With client systems, establish goals and measurable objectives that facilitate goal achievement.</td>
<td></td>
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</tbody>
</table>

### Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

<table>
<thead>
<tr>
<th>IP practice behavior</th>
<th>FC practice behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP8a) Develop evidence based and culturally responsive intervention plans at multiple system levels to promote organizational or community capacity to function more effectively.</td>
<td>FC8a) In partnership with clients, develop and implement evidence based and culturally responsive intervention plans to promote individual and family capacity to function more effectively.</td>
</tr>
<tr>
<td>IP8b) Utilize community resources effectively with client systems.</td>
<td>FC8b) Utilize community resources effectively with client systems.</td>
</tr>
<tr>
<td>IP8c) Demonstrate multidisciplinary collaboration.</td>
<td></td>
</tr>
</tbody>
</table>
### Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

<table>
<thead>
<tr>
<th>IP practice behavior</th>
<th>FC practice behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP9a) Use qualitative and/or quantitative research methods to evaluate one’s professional development and/or practice effectiveness.</td>
<td>FC9a) Use qualitative and/or quantitative research methods to evaluate one’s professional development and/or practice effectiveness.</td>
</tr>
<tr>
<td>IP9b) Design or critically select, and implement (when feasible), evaluation of client, program or system outcomes.</td>
<td>FC9b) Design or critically select, and implement (when feasible), evaluation of client, program or system outcomes.</td>
</tr>
</tbody>
</table>
## Overview of Placement Requirements

<table>
<thead>
<tr>
<th></th>
<th>BA Field Experience</th>
<th>MSW Foundation Practicum</th>
<th>MSW Advanced Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Final preparation for entering bachelor’s level practice by applying classroom curriculum to experiential learning in a supported practice setting.</td>
<td>Introduction to master’s level practice through agency-based learning for students without an accredited undergraduate degree in social work.</td>
<td>Final preparation for entering master’s level practice by applying classroom curriculum to experiential learning in a supported practice setting.</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>1 semester - Spring or summer</td>
<td>1 semester - Spring or summer</td>
<td>2 semesters - Fall and spring</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td>min 400 clock hours (8 s.h.); max 550 clock hours (11 s.h.)</td>
<td>min 210 clock hours (3 s.h.)</td>
<td>min 700 clock hours (10 s.h.)</td>
</tr>
<tr>
<td><strong>Supervision</strong></td>
<td>One hour weekly by BSW or MSW professional with at least two years post-graduate experience.</td>
<td>One hour weekly by MSW professional with at least two years of post-graduate experience.</td>
<td>One hour weekly by MSW professional with at least two years of post-graduate experience.</td>
</tr>
<tr>
<td><strong>Learning Opportunities</strong></td>
<td>Hands-on learning opportunities that reflect the student’s interest, experience and skills; mutually determined by student and agency.</td>
<td>Hands-on learning opportunities that reflect the student’s interest, experience and skills; mutually determined by student and agency.</td>
<td>Masters-level hands-on and solo learning opportunities that reflect the student’s interest, experience and skills; mutually determined by student and agency.</td>
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<tr>
<td><strong>Student Competencies</strong></td>
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<tr>
<td></td>
<td>1. Demonstrate ethical and professional behavior</td>
<td>2. Engage diversity and difference in practice</td>
<td>3. Advance human rights and social, economic and environmental justice</td>
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<tr>
<td></td>
<td>5. Engage in policy practice</td>
<td>6. Engage with individuals, families, groups, organizations and communities</td>
<td>7. Assess individuals, families, groups, organizations and communities</td>
</tr>
<tr>
<td></td>
<td>6. Engage with individuals, families, groups, organizations and communities</td>
<td>7. Assess individuals, families, groups, organizations and communities</td>
<td>8. Intervene with individuals, families, groups, organizations and communities</td>
</tr>
<tr>
<td></td>
<td>7. Assess individuals, families, groups, organizations and communities</td>
<td>8. Intervene with individuals, families, groups, organizations and communities</td>
<td>9. Evaluate practice with individuals, families, groups, organizations and communities</td>
</tr>
<tr>
<td></td>
<td>8. Intervene with individuals, families, groups, organizations and communities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Evaluate practice with individuals, families, groups, organizations and communities</td>
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<tr>
<td><strong>Seminar</strong></td>
<td>Concurrent with field, students attend a seminar designed to integrate classroom learning with agency practice (conducted in a confidential setting).</td>
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<tr>
<td><strong>Site Visits</strong></td>
<td>Two visits minimum, one in first two or three weeks and one at end of semester.</td>
<td>Two visits minimum, one in first two or three weeks and one at end of semester.</td>
<td>Three visits minimum, one in first month and one at end of fall and spring semester.</td>
</tr>
<tr>
<td><strong>Evaluation</strong></td>
<td>Based on the learning contract and narrative assessment provided by the field instructor, to be completed at the end of each semester. Graded S/U.</td>
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</tr>
<tr>
<td><strong>Planning Process</strong></td>
<td>Begins in early fall. Students identify placement options, complete interviews, and match based on mutual agreement between agency and student.</td>
<td>Begins in early fall. Students identify placement options, complete interviews, and match based on mutual agreement between agency and student.</td>
<td>Begins in fall/early spring. Students identify placement options, complete interviews, and match based on mutual agreement between agency and student.</td>
</tr>
</tbody>
</table>

Questions? Contact the Field Administrator for the student’s center or Sarah Witry, Field Education Director, at sarah-witry@uiowa.edu or (319) 335-1256