Graduate Student Orientation to Field Education

Revised 3/13/2017
You are embarking on the most challenging and most rewarding part of your social work education. Through this experience, you begin your transition from student to professional social worker.

*Enjoy this time of growth!*
Field Structure

Student

Field Instructor

Field Liaison/Seminar Instructor
Field Instructor

• Your agency-based instructor who is responsible for orienting you to the agency as well as assigning and supervising your learning tasks

• Responsible for working with you on your schedule

• Responsible for working with you on your learning contract

• Responsible for meeting with you weekly for at least one hour of case review, teaching, and discussion

• Responsible for reviewing and signing all field paperwork
Field Instructor Con’t

• Responsible for assessing your strengths and challenges

• Responsible for assigning micro and macro tasks that provide valuable learning experiences

• Responsible for developing corrective action plans for you as needed

• Responsible for maintaining contact with liaison as needed

• Responsible for completing mid-term and final evaluations
Field Liaison

• Your UTA seminar instructor and liaison with your Field Instructor

• Responsible for teaching your seminar class and reviewing your field cases and other assigned tasks

• Responsible for communicating with you about concerns, triumphs, and challenges in your placement; offering consultation and support when necessary

• Responsible for communicating at least twice per term with your Field Instructor and also for mediating any issues between you and the FI
Field Liaison Con’t: Paperwork

- **Review and sign** the learning contract.
- **Review** the mid-term evaluation.
- **Review and sign** the final evaluation.
- **Assign the course grade** for field in consultation with the Field Instructor.
- **Submit all paperwork** (learning contract, supervision logs, and time sheets) to the Field Office by the last day of the semester.
Undergraduate Student

• You must complete 480 total hours whether that is over 1 semester or 2 (split vs. block). *Please keep careful record on your time log.*

• You must set your schedule with your Field Instructor and keep your hours as scheduled.

• You must download the “Learning Contract” from the field website and work with your FI to complete it.

• You must submit the learning contract and all other paperwork to the liaison with your signature and that of your FI.
Undergraduate Student

• You must learn and uphold agency policy, licensing regulations, laws, and professional ethics.

• You are expected to maintain your schedule as agreed upon with the FI.
  – You must make up missed hours (e.g., holidays, illness).
  – Always notify your FI if you will be absent or late.

• You are expected to accept tasks as assigned.

• You are expected to accept feedback and correction as part of your learning experience.
Undergraduate Student Con’t

• You are responsible for attending weekly supervision prepared with a list of topics on your “weekly supervision log.” In short, you must actively participate in supervision.

• You are responsible for clearly communicating any concerns or questions directly to your Field Instructor.

• If your concerns are not addressed or you need assistance, communicate with your liaison to enlist support or direction.

• You are welcome to bring concerns to the field office if issues cannot be resolved by the field instructor and liaison.
Professionalism

• Dress
  – Apparel should be modest, clean, and appropriate for a professional social worker.
  – No flip-flops, nothing too short, too tight, too revealing, nothing your grandmother wouldn’t like.

• Deportment
  – Use professional language (no swearing, slang, off-color comments).
  – Be respectful in language, behavior, and attitude.
  – Follow the above directions even if your Field Instructor or others in the office do not.

• Office Politics
  – Do NOT participate. No gossip. No taking sides. Be nice to everyone.
Your Relationship with the FI

• The FI is your instructor
  – *Follow directions; accept tasks willingly.*
  – *You may always respectfully ask questions for clarity.*

• Boundaries
  – *Avoid over-sharing personal information with your FI.*
  – *Even as your FI treats you as a colleague, you are colleagues, not “friends.”*

• Ethics
  – *If you believe that you are being asked to do something unethical, you may address your concerns with the FI and/or the liaison.*
Your Relationship with Clients

- Follow the guidelines and policies of the agency
  - Be respectful and kind.
  - Abide by professional ethics, particularly confidentiality.
  - When you are not sure what to do or say, seek advice.

- Boundaries
  - **NEVER** share personal information with clients.
  - Even as your client treats you as a friend, you are not in an equal relationship. You are not “friends” although you do offer them unconditional positive regard.

- Diversity
  - Clients may stretch your knowledge of culture, ethnicity, race and socio-economic status. Maintain professionalism, and use your supervision to improve your capacity to understand and respect all clients.
A Positive Practicum Experience

- *Increased Competence*
- *Increased Confidence*
- *Commitment to Social Work*
- *Ability to practice* in a social service organization
- *Ability to apply theory* to social work practice
- Ability to *Apply Social Work Values & Ethics* in a Social Work Context
Review of Required Documentation

• Learning Contract
• Weekly Supervision Logs
• Time Sheets
• Mid –Term Performance Evaluation (on E- intern)
• Final Performance Evaluation (on E-Intern)
• All are available on the field website:
Field Office Information

Suite 301, Social Work Complex, Bldg A.
(on the opposite end of the hallway from academic advising)
Field Office Information

- Jane Hickerson, Ph.D., LCSW
  Email: jhickerson@uta.edu
  Phone: 817-272-3751

- Amy Lopez, LMSW
  Advanced MSW Field Advisor III
  Email: amy.lopez@uta.edu
  Phone: 817-272-6194

- Kristen Terry, LMSW
  BSW & Foundation MSW Field Advisor III
  Email: Kristen.terry@uta.edu
  Phone: 817-272-1583
Field Office Information

- Susan Terry
  Administrative Assistant
  sterry@uta.edu

- General inquiries
  sswfield@uta.edu
  817-272-3533

Suite 301, Social Work Complex, Bldg A. (on the opposite end of the hallway from academic advising)
Have a Fabulous Semester!

Thank you for your service in social work. Enjoy your learning experience!