

FIELD EDUCATION

Sophomore/Junior Volunteer Experience

The Department of Social Work requires sophomore and junior students to complete (*a minimum of 70 hours per semester*), or 5 hours per week in a human service or human service- related agency. The volunteer experience, among other objectives, serves to enhance course content through experiential opportunities.

What is a social service or social service-related agency?

Social service or social service-related agencies provide assistance to individuals, families, groups, organizations and communities. They may address a single client system and single social issue, or may address a multitude of client systems and issues simultaneously. Methods of intervention vary as well.

What are the Sophomore Year Learning Objectives?

1. To test career interests in the field;
2. To become familiar with a social welfare agency;
3. Exposure to and interaction with the different clients that social work professionals serve;
4. To begin to develop interpersonal skills;
5. To develop professional attitudes and behavior about work;
6. To begin to discuss student field education experiences connecting with course content.

What are the Junior Year Learning Objectives?

All of the sophomore year learning objectives stated above and

7. Begin to understand clients' right to self-determination;
8. Demonstrate ability to maintain appropriate social work boundaries;
9. Demonstrate ability to understand and respect confidentiality and any exception related to it;
10. Demonstrate beginning understanding of eligibility, intake and referral processes;
11. To advance discussion of student field education experiences connecting with course content.

What is the process?

It is each student's responsibility to locate a volunteer experience, identify a supervisor and make necessary arrangements with agency personal. Each volunteer experience needs to be "hands on" and meaningful as opposed to "desk work" and observation. Consult the CCSU webpage for examples of placements.

It is expected that students have a variety of experiences in different settings each semester. Students who request to stay at the same agency for a second consecutive semester, must have different responsibilities and tasks than the previous one.

Students needing assistance identifying volunteer opportunities are to consult the Department of Social Work website for a listing, faculty members and/or field education coordinator. Students are strongly encouraged to share opportunities or potential opportunities with the field education coordinator.

Prior to a student's commitment to an agency, the student is strongly encouraged to discuss with a supervisor the expectation and requirements of the volunteer experience and how they will be fulfilled at the agency. A copy of *Appendix M* is to be given by the student to the supervisor, and is to be the basis of your discussion.

- Students must begin volunteering at the agency by the third week of class and submit the New Five-Hour Volunteer Field Information Form to the professor by the third week of the semester as well.
- Students may not begin their volunteer experience no sooner than one week prior to the start of the semester.
- The sophomore and junior volunteer experience is concurrent (this means at the same time) with required courses SW 226, SW 227, SW 360, SW 361. At times it may be necessary because of unexpected circumstances to extend the volunteer experience into the semester breaks (summer and winter) in order to fulfill requirements. This will occur only with permission of faculty.
- Part of the final course grade will be determined by the evaluation from the volunteer agency supervisor, as stated in the course syllabus. This evaluation must be completed together with your supervisor(s) and, both student and supervisor(s) must sign the evaluation.
 - It is the students' responsibility to initiate/schedule a meeting to complete the evaluation together.
 - Students are to provide supervisors with the Dept of Social Work address , and stamped envelopes to mail evaluations to:

Dept of Social Work, VAC rm. 324
1615 Stanley Street
New Britain, CT 06052-4010
Attention: Field Education Coordinator

- It is the students' responsibility to make sure that the evaluations are returned by the date established by the professor and stated on the course syllabus. Consult the course syllabus for the consequences / implications for final course grade.
- Students are required to include a copy of all their signed evaluation forms in their student portfolios.

Responsibilities of Sophomore and Junior Students in Volunteer Experience

1. Maintain good academic standing. Overall GPA 2.0 Major 2.5.
2. Be enrolled in SW226, SW227, SW360, SW361, and or SW368.
3. Inform agency/organization of the learning objectives and expectations.
4. Adhere to policies and procedures stated in CCSU Department of Social Work Handbook for the requirements for a B.A. in Social Work.
5. Adhere to *CCSU Rights and Responsibilities of Students* (See CCSU Student handbook).
6. Adhere to the *NASW Code of Ethics* (Professional performance standards).
7. Adhere to the *NASW Cultural Competency Standards*.
8. Adhere to field agency policies and procedures.
9. Prompt and regular attendance on all field days.
10. Use of field time only for field activities.
11. Demonstrate a commitment to one's own educational program, i.e. participate in identification of learning needs, and be prepared for end of semester evaluation conference.

Criteria and Responsibilities of Supervisor for Sophomore and Junior Student Volunteer

1. A BSW or MSW degree strongly encouraged but not required.
2. Be located on-site.
3. Develop appropriate tasks & responsibilities that enhance educational experience through participation not merely observation that afford both educational & experiential value (See *Appendix M*).
4. Complete with student the end-of-the-semester evaluation form (See *Appendix L*).

Criteria and Responsibilities of Agency

1. Demonstrate a commitment to education and training of future social work professionals.
2. Demonstrate a focus on diversity among its staff and service programs with a demonstrated attention to potentially vulnerable and/or populations-at-risk.
3. Provide opportunities "to do" rather than observe. This may include learning agency policies and procedures, intake procedures, assist staff responsibilities and client services.

Responsibilities of CCSU Social Work Faculty

Transfer students

please see *Transfer Student Reference Form* (Appendix F).

Senior Field Education Experience

Terminology, Roles and Responsibilities

Field Education Agency

A field education agency is a social service or social service related organization where students complete their senior experience. The CCSU Department of Social Work approves agencies on the basis of professional standards, variety of services, commitment to groups distinguished by, but not limited to, ethnic and racial diversity, economic oppression, gender, sexual orientation, and a commitment to social work education.

The central Connecticut region is rich with a multitude of diverse opportunities for social work students. CCSU Department of Social Work is honored to have an excellent reputation for its commitment not only to education but for our efforts to improve the quality of life for all its residents. Through our long-standing relationship with many agencies and the ever growing list of new agencies, social work students can expect diverse and challenging experiences.

CCSU encourages agencies to accept more than one student to enhance opportunities for group learning and supervision. For example, in cooperation with the Department of Social Work, the State of Connecticut Department of Children and Family—Waterbury Region administers a student unit. One faculty liaison meets at the agency on a regular basis with both students and field instructors to enhance learning experiences.

Criteria for Selection and Responsibilities of Senior Field Education Experience Agencies

1. Demonstrates a commitment as a partner in professional education for social work.
2. Provides an environment by which the purposes, values and ethics of the social work profession are replicated.
3. Demonstrates a focus on diversity among its staff and service programs with demonstrated attention to potentially vulnerable and/or populations-at-risk.
4. Provides a variety, quality and quantity of culturally appropriate generalist practice learning experiences with individuals, families, groups, organizations and communities.

5. Provides instructional staff in accordance to CCSU Department of Social Work stated criteria. Field instructors supervising in their senior year experience are expect to hold an accredited Master in Social Work Education (MSW) degree and to have at least two years post-degree experience.
6. It is expected that workloads be adjusted for field instructors supervising senior students in order to assure adequate and quality time to meet the learning objectives of the students. This includes: giving release time to field instructors to attend field instruction seminars, and to participate in supervisory conferences with the students.
7. Provide adequate space, access to telephone services and support services to assist the student.
8. Include students in appropriate staff meetings and in-service trainings.
9. Notify CCSU Department of Social Work when agency/administrative changes influence ability of student to continue field education experience.

Affiliation Agreement

An affiliation agreement is a contract between Central Connecticut State University and field agencies. This contract outlines the nature of the relationship and responsibilities.

1. Upon official student-field instructor's confirmation of senior field education experience the agency's name and address will be forwarded by the field education coordinator to CCSU Business Office who will mail out an affiliation agreement to be reviewed and signed.
2. A copy of the signed agreement will be kept in Department of Social Work Office. Questions regarding the parameters of the agreement should be forwarded to: Director of Business Services, Central Connecticut State University, 1615 Stanley Street, New Britain, Connecticut 06050 (860) 832-2525

Field Education Coordinator

A field education coordinator is the faculty member who is responsible for organizing, implementing and administering the field component for the social work major.

Responsibilities include:

1. Organize the senior field education experience.
2. Identify the appropriate agencies to be used.
3. Provide a field manual.
4. Interview and assign students to agencies if all requirements are met.
5. Provide agencies with appropriate information about the student.
6. Provide agencies with criteria for student evaluation.
7. Plan and conduct field instructors' workshops and meetings.
8. Establish and maintain relationships with agencies utilized as field education experience.
9. Research, develop and investigate potential new agencies for field education experience.
10. Oversee evaluation process of sophomore and junior volunteer experiences.
11. Contact field instructors when problems develop.

Faculty Liaison

A faculty liaison, also referred to as field liaison, is a social work faculty member who is assigned to individual students for the purpose of connecting and coordinating coursework to the practice setting, monitoring student progress and assisting field instructor in teaching/learning strategies and activities. In most circumstances the faculty liaison is the same faculty member who teaches the student's senior field education seminar course.

Responsibilities include:

1. Serves as a link between the CCSU Department of Social Work, Agency, field instructor and student.
2. Collaborate with field instructor to develop field education opportunities based upon individual learning needs of student.
3. Participates with field instructor and student in development of learning contracts.
4. Visits the agency a minimum of two (2) times per academic semester to confer with field instructor and student about the student's professional development in relation to learning objectives.
5. Assists the field instructor in dealing with challenges/problems that are related to the educational progress of the student.
6. Identifies early problem areas with student and move to assist field instructor and agency to meet educational objectives and resolve conflicts.
7. Participates with field instructor and student in the evaluation of student progress.
8. Assigns the grade for students.

Field Instructor

A field instructor is a social worker with a MSW degree employed at an agency—and approved by CCSU Department of Social Work—who facilitates the learning process at the agency. The field instructor acts in the capacity as teacher, supervisor and mentor for the student.

Qualifications: CCSU Department of Social Work requires instructors to possess an accredited Master of Social Work Degree (MSW.) and a minimum of two years post-masters experience.

Responsibilities include:

1. Complete application for field instruction form (See Appendix N).
2. To have an interest and ability to teach.
3. Work cooperatively with CCSU field education coordinator/faculty.
4. Expected to display a commitment to social work values and education through their work.
5. Expected to attend field instructor seminars provided by CCSU Department of Social Work.
6. Responsible for orienting student to the agency and interfacing with the agency on behalf of the student.
7. Facilitate the educational goals and objectives of the Department in cooperation with the Faculty liaison.
8. Conduct weekly supervisory/educational conference—minimum of one (1) hour per week—with the student.
9. Assist in the development of student learning contract (See Appendix O).
10. Provide a range of culturally sensitive learning opportunities to enable student to achieve the educational objectives as described in learning agreement.
11. Alert faculty liaison of difficulties/problems or potential problems immediately.
12. Required to provide a verbal mid-semester evaluation covering the learning agreement.
13. Required to prepare—in a formal conference with student—and sign end-of-semester evaluations (See Appendices L & P). Field instructors are responsible for returning completed evaluations to the Social Work Office.

14. Are responsible for recommending grade to faculty liaison, while the final grade is the responsibility of the faculty liaison.
15. Expected to participate in various assessments to evaluate CCSU field education experience component.
16. Notify immediately field education coordinator /faculty liaison of any change in the employment status, including any disciplinary action, and the change in field instructor.
17. Responsible for orienting student to the agency and interfacing with the agency on behalf of the student.
18. Facilitate the educational goals and objectives of the Department in cooperation with the faculty liaison.
19. Conduct weekly supervisory/educational conference—minimum of one (1) hour per week—with the student.
20. Assist in the development of student learning contact (See Appendix O).

Field Instruction Seminars

In line with the Council on Social Work Education (CSWE) (2.1.5) and Central Connecticut State University's Social Work Program, we are requiring all Field Instructors to attend two seminars each semester. Seminar topics include, but are not limited to:

- orientation to CCSU Department of Social Work and field component
- developing a learning contract
- developing learning opportunities
- dealing with challenging students
- evaluating students

Learning Contract

A learning contract is an individualized education plan developed between the student, field instructor and CCSU Department of Social Work. At the start of every semester a learning contract (See Appendix O for the Learning Contract template) is developed. If necessary the contract is amended at mid semester. The purpose of this contract is to make explicit the educational goals of the student, and the mutual responsibilities and expectations of student, field instructor and agency. Use the following as a guide for the basic components that should be included in your contract. This is to be submitted to the faculty liaison by the third (3rd) week of the semester.

The learning contract is composed of goals and measurable objectives. Also specified are the roles and responsibilities of student, field instructor and agency.

The learning goals and objectives are organized around the following areas:

- I. Professional Behavior (Social Work Practice)
- II. Personal and Professional Value System (Values and Ethics; Social Work Practice)*
- III. Policy/Human Behavior and Social Environment of Field Placement Agency (Social Welfare Policy and Services; Population-At Risk and Social and Economic Justice; Human Behavior and Social Environment)
- IV. Practice/Individuals and Families (Social Work Practice; Human Behavior and Social Environment; Populations-at-Risk and Social and Economic Justice; Research)
- V. Practice/Groups (Social Work Practice; Human Behavior and Social Environment; Research)
- VI. Practice/Communities (Social Work Practice; Populations-At-Risk and Social and Economic Justice; Research)

- VII. Diversity (Diversity; Social Work Practice; Populations-at-Risk and Social and Economic Justice; Values and Ethics)**
- VIII. Field Instructor and Faculty Liaison Goals

The learning contract is a dynamic agreement. The student and field instructor, in consultation with the faculty liaison, will review and amend when necessary the learning contract at the mid semester review.

- * Student adheres to the NASW Code of Ethics: ethical responsibility to clients, colleagues and responsibilities to practice settings, professionals, social work profession and the broader society. Any unethical conduct will result in counseling out/termination from CCSU social work program. Consult NASW Code of Ethics and CCSU Social Work Program Handbook for more information.
- ** Student adheres to NASW Standards for Cultural Competence in social work practice. Resources for developing goals and objectives, see Sheafor (2003), chapter 12 “*Planning & Contracting*” and Cournoyer (2003) Chapter 9 “*Contracting*”.

Social Work Intern

A social work intern is a student in his/her senior year that has successfully fulfilled all the necessary prerequisites, completed the field application process and whose field education experience opportunity has been confirmed by a field instructor and an agency.

Responsibilities include:

1. Maintain good academic standing: overall GPA 2.0, SW major 2.5.
2. Adhere to policies and procedures stated in CCSU Department of Social Work Handbook for the requirements for a B.A. in Social Work.
3. Adhere to CCSU Rights and Responsibilities of Students (See CCSU Student Handbook)
4. Adhere to NASW Code of Ethics (Professional Performance Standards).
5. Adhere to NASW Cultural Competency Standards.
6. Adhere to field agency policies and procedures.
7. Prompt and regular attendance on all field days.
8. Use of field time only for field activities.

9. Demonstrate a commitment to ones' own educational program, i.e. participate in identification of learning needs, and be prepared for supervisory conference.

SENIOR FIELD EDUCATION EXPERIENCE

Learning Objectives

The Department of Social Work utilizes a concurrent model of the field education that affords students opportunity to simultaneously practice in the field the theory that is learned in the classroom. While "in field" students are enrolled in a seminar class.

A student's senior field education experience covers two consecutive semesters performed in his/her last year at CCSU. Students are considered to be "in field" during the fall and spring semesters.

In accordance to CSWE education policy (2.1.1) students are required to complete *a minimum of 400 hours*.

The following objectives have been articulated for the field sequence:

1. Demonstrate an ability to identify, initiate, and apply critical thinking skills to problem solving process with diverse client groups.
2. Determine the urgency of situations affecting clients.
3. Demonstrate an awareness of various resources and providers that would benefit diverse client groups.
4. Demonstrate the ability to work with the limits of service and procedural requirements of the agency in which she/he is doing field work.
5. Demonstrate the ability to engage in practice consistent with the values and ethics of the social work profession.
6. Demonstrate the ability to gather information pertaining to clients' problems and have the ability to develop a service plan using eclectic forms of interventions which are flexible, culturally, ethnically, and spiritually sensitive.
7. Engage in gender sensitive practice with an awareness of special issues for women including oppression.

8. Demonstrate the ability to work with individuals and families on an individual basis as well as deliver direct service using groups as a resource.
9. Demonstrate the ability to provide technical assistance and support to individual, families, groups and organizations as well as to small communities to begin the process of empowerment.
10. Use the supervision process to gain insight into how to improve personal competencies and respond positively to suggestions.
11. Evaluate personal practice skills and clearly identify areas that need improvement.
12. Use research skills to evaluate intervention outcomes and client system change.
13. Generate reports and maintain records in a competent and timely fashion.
14. Make connections between local, national and international issues and their impact on individuals, families, and systems of practice.
15. Demonstrates the ability to write a group proposal with relevant reference appropriate for the agency aimed at a population in need of group.
16. Demonstrate the ability to use process recording to understand and analyze interactions with clients.
17. Demonstrate the ability to evaluate the merits and application of professional articles and lead group discussion.

Selection Process

The senior field education selection process is done in partnership with the field education coordinator and faculty. The process of selecting a field education experience for each senior is based upon the individual learning needs of the student, ability of agency and field instructor to create appropriate learning environment, and the overall objectives of the department. The field education component is a very personal experience for each student.

In determining student field education experience, the field education coordinator in consultation with faculty:

1. Evaluates the learning needs of students.

2. Evaluates potential placements that will continue the professional development of the students in an educationally directed manner.
3. Evaluates the supervisory style and availability of potential qualified field instructors.
4. Evaluates the previous five hour volunteer experiences completed during sophomore and junior years.
5. Incorporates the special needs of individual students in regard to physical abilities, transportation, and other necessary personal requirements.
6. Evaluates the potential exposure to additional experiences within the social work profession.
7. Match student and agency.

UNDER NO CIRCUMSTANCES SHOULD STUDENTS CONTACT AGENCIES TO ARRANGE THEIR OWN INTERNSHIPS.

STUDENTS ARE TO ABIDE BY THE FOLLOWING PROCEDURE:

Step 1 Attend Orientation Session

Eligible students are required to attend a field orientation session held at the announced time during week three (3) of the semester. Field policies and procedures will be discussed at this time. The dates and times of orientation sessions will be posted in the Social Work office, stated on course syllabi, announced in class, and included in the Social Work newsletters.

Step 2 Submit Application Materials

Complete and submit application materials*. Materials are due in the social work office by October 1 and March 1.

Step 3 Interview with Field Educator Coordinator

At the announced time students will meet individually with field education coordinator to discuss individual academic progress, application, portfolio and potential field opportunities. This meeting will also serve as the official advising for registration. Students will receive their pin # at the conclusion of the meeting.

Based on the individual needs of students, each student will be given between one (1) and three (3) places from the approved agency list to interview at. (See appendix for list of interview questions for students). When possible, to assist the field education coordinator will meet with students prior to the official university advising time in order to provide ample time for students to secure placements.

Step 4 Contact Recommended Field Instructors

Students are to contact field education instructors at perspective agencies to schedule an appointment in a timely fashion to discuss senior field education experience opportunities. Students who fail to contact field education instructors in a timely fashion run the risk of losing a potential placement.

Step 5 Review Interview(s) with Field Education Coordinator/Faculty

Students will report to field educator coordinator/social work faculty members with their impression of the assigned agencies and discuss their interviews. A senior field education experience will be chosen or new agencies suggested. The process continues until the student, faculty and field education coordinator agree on a field education experience agency.

Step 6 Submit Confirmation Form

Written confirmation form (See Appendix S) must be signed by both student and field instructor and given to field education coordinator **by the date established**. Students who fail to submit this confirmation form at the announced time run the risk of delaying their field education experience until the next semester.

Step 7 Field education coordinator Contacts Agency

The field education coordinator will contact the agency to make sure that the field instructor understands the individual learning needs of each student, the requirements of CCSU Social Work Major and to formalize the placement.

Loss of Senior Placement Opportunity

After the confirmation of a senior field education experience and prior to the start of the experience if a student is notified by the agency that the experience is no longer possible.

IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT FIELD EDUCATION COORDINATOR/SOCIAL WORK FACULTY IMMEDIATELY ABOUT WHAT HAS TRANSPIRED.

Dependent on the circumstances that facilitated the loss of the field education placement,

- (1) the Field education coordinator and/or faculty will recommend an agency to contact . Do not contact an agency on your own.
- (2) re-evaluate whether or not it is appropriate for student to begin the senior field experience at this time.

***Applications Materials**

The student portfolio at this point in the major is expected to demonstrate a student's readiness and motivation to pursue the senior field education experience. It is a place to organize and store material relevant to your development as a social work student at CCSU.

The portfolio documents must be well organized and submitted in a large three-hole binder(s).

At this submission point students are required to submit their portfolios that includes:

- A. Cover page
- B. Table of contents
- C. Application to field education experience (See Appendix T)
- D. Personal Narrative (see next section)
- E. Academic Transcripts (that are up-to-date, including transcripts from other colleges and universities)
- F. Evidence of participation in campus/community volunteer events or activities
- G. Social Work Course Syllabi
- H. Social Work Course Assignments
- I. Sophomore Field Evaluations (please include evaluations from other colleges/universities if applicable)
- J. Documentation of workshops, training, and/or conferences attended.
- K. Current Resume
- L. NASW Code of Ethics
- M. Cultural Competency Standards
- N. Transfer Students include Transfer Student Reference Form
- O. References

Students are to contact the CCSU Center for Advising and Career Exploration (CACE) for assistance in developing resumes. The office is located at 100 Willard Hall at (860) 832-1630.

Personal Narrative for Field Education Component

Prepare a personal narrative of four to five double-spaced pages. *The narrative is to be **integrated** and have an introduction (including a thesis statement) and conclusion.*

Students are strongly encouraged to utilize writing resources available electronically (i.e. e-Tutoring) and the CCSU writing Lab. Students who are required to rewrite their narrative the risk delaying their ability to set up their field education experience, loss of a potential field education opportunity.

Your narrative must include a discussion of the following:

1. Identify and discuss three personal qualities that will make you a good social worker.
2. Discuss the significance the term “professional social worker” holds for you at this time.
3. Discuss what you have learned thus far from your field education experiences about the social work profession. Examples of learning should be included.
4. Identify and discuss three expectations you have regarding your senior field education experience.
5. Discuss what you have discovered about yourself (self-awareness) as a developing social work student.
6. Discuss what you have discovered about your awareness of and working with diverse populations. Examples of your learning should be included.
7. Identify personal and academic strengths and challenges. Discuss any challenges that might interfere with your progress during your senior field education experience/senior year. Discuss your plan to address these challenges. Please be specific.
8. Students often hold part-time employment while at the University. Please comment on your employment plans and hours to be worked during your senior year.
9. Feel free to share any additional information that would enhance your application to the senior field education experience.

Evaluation of the Student Portfolio for Senior Field Education Experience

Student portfolios will be evaluated using the following criteria. Deficiencies in any area may delay the start of your senior field education experience.

- GPA (overall) 2.0
- GPA (major) 2.5
- Satisfactory 5-Hour Experience Evaluations
- Awareness of Diverse Populations & Populations at Risk
- Writing skills
- Self-awareness
- Demonstration of professional attitudes and behaviors
- Practice Experience with Diverse Populations & Populations at Risk
- Understanding of “professional social worker”

See Appendix U for *Potential for Professional Competence Includes Faculty Assessment*.

Senior Field Education Experience Policies

A. Criteria for acceptance into the senior field experience and senior seminars.

Deficiencies in any area will delay the start of your senior field education experience.

1. All course requirements—with grades of “C” or better—for the social work major must be completed except for SW 362 and SW 426. These courses are to be taken concurrently with the field education experience

It is the students’ responsibility to determine whether they have met prerequisites for a course (See CCSU Student Handbook.)

1. It is expected that all general education courses be completed before the start of student’s senior year (effective Fall 2006).
2. Students must be in good academic standing (see CCSU Students Handbook) Overall GPA 2.0; SW Major 2.5.
3. Students must receive a satisfactory (or favorable) evaluation of their portfolio.
4. Students must have demonstrated good writing skills in previous courses.
5. Students must have demonstrated professional behavior throughout their coursework and in previous field education experiences.
6. Students must have successfully completed all the required steps in accordance with established procedures and within the established timeframe to securing a senior field placement.

B. Denied Admission to the Senior Field Education Experience

In the event a student is denied admission to the senior field education experience and field seminar, the process to appeal this decision is outlined in this handbook (see page 56) and the University Student Handbook (See Grievance Policy and Procedures).

C. Student Leave of Absence

Students who leave CCSU or the social work major for two or more consecutive semesters—regardless of circumstances—must reapply and be accepted in order to continue in the social work major. In addition, if the student is at the senior level, a new field education experience application must be completed and approved.

Students who have to take a leave of absence from CCSU while in their field education experience must reapply and be accepted into in order to continue in the social work major.

D. Successful Completion of Senior Field Education Experience

- Students must complete, at a minimum, the 400 hours required over two concurrent semesters at their assigned agencies.
- Students **must have a score of two (2) or better in all categories on the field evaluation form (See Appendix P)** to successfully complete their senior field education experience.
- Complete all assignments for agency.
- Submit evaluation form to the social work office by the stated due date.

E. When Senior Field Objective Cannot Be Achieved in Agency Setting

In some occasions it may be impossible for a student to achieve a specific learning objective in her/his senior field agency. In consultation with the faculty liaison, the student will identify and fulfill this objective outside of the senior field setting. It is the responsibility of the Faculty Liaison to supervise and evaluate student's progress.

F. End-of-Semester Evaluation Procedure

In a formal evaluation meeting the field instructor and student complete and discuss the evaluation (See Appendix P). The student's signature indicates she/he has read and discussed the evaluation with field instructor BUT DOES NOT NECESSARILY IMPLY AGREEMENT.

The field instructor is responsible for mailing (DO NOT FAX) the completed evaluation to the CCSU Social Work office by the deadline stated. See course syllabus for implications for late evaluations.

G. Evaluation Discrepancy

In some circumstances, students may disagree with an evaluation rating(s). In this case a student is urged to first discuss the discrepancy with the field education instructor. If this does not resolve the conflict, student is to discuss the discrepancy with her/his faculty liaison. All students have the right to write a response addressing the rating discrepancy and have the response attached to the final evaluation.

Grievance Policy

Conferences are scheduled at any time it is felt that students are not meeting academic standards or demonstrating professional behavior. Students and faculty will agree upon how to improve these and a specific time when a demonstrated change must take place. If students can not meet the program requirements, they will be helped in selecting another major. Students can appeal these decisions in writing to the Chair, Dept. of Social Work.

Students have access to the social work faculty if they wish to express their suggestions, criticisms, or complaints about the program or their individual treatment. Office hours are posted in the department and listed in all social work syllabi. Students are routinely informed of the formalized procedure that exists to deal with grievance matters. In addition, the University Student Handbook specifies policies on student rights and responsibilities, judicial procedures and grade appeals.

See *Appendix FF* School of Education and Professional Studies Appeals Policy.

Policies for Use of Employment as a Senior Education Field Experience

1. CCSU Department of Social Work **strongly discourages** students from using their employment as a means to complete the senior internship requirement.
2. Only under the most exceptional circumstances will faculty consider using students' place of employment.
3. In making this decision faculty will take into consideration the exceptional circumstances, the individual learning needs of the student, and ability of employing agency to provide an optimal learning environment.
4. In accordance with CSWE standards (2.1.6) the student must take on additional/different activities/responsibilities that are challenging, skill enhancing and educationally directed based on the curriculum of the Department of Social Work. These activities/responsibilities must be separate from employment activities/responsibilities.
5. In accordance to CSWE standards (2.1.6) the Field Instructor must be different from the employment supervisor.
6. The field instructor must meet the Department of Social Work's criteria used in the selection of field instructors, and be available to attend field instructor seminars twice each semester.
7. The employee-student must adhere to the requirement of a minimum of 400 hours for their senior field internship, separate from their requirement for employment. For example: internship min. 14 hours per week + employment 30 hours per week = 44 hours per week.
8. To complete senior educational component, employee-student may use university vacations, and in consultation with faculty, weekend for field activities. Based on the availability and agreement of the faculty field liaison the employee-student may extend the hours into the summer.
9. The employee-student must be in good standing with the employee agency, not a probationary employee or the subject of disciplinary action with the agency.
10. Evaluation for the educational experience shall be separate from the work evaluation and must be consistent with academic standards and submitted every semester.

11. Any change in the employment status, including any disciplinary action, and the change in field instructor, the employee-student MUST notify the Department of Social Work immediately.
12. Upon consideration of change in employee status, and/or field instructor, the Department of Social Work, in consultation with agency and employee-student reserves the right to terminate placement when appropriate.
13. If the employing agency and the employee-student agree to these policies, a signed agreement between the Department of Social Work, the agency and the student must be included in the senior field application/file.

Denied Use of Employment for Senior Field Education Experience

In the event that a student is denied permission to use his/her employment as a senior field education experience, the process to appeal this decision is outlined in this handbook (see page 56) and the University Student Handbook (see grievance policy and procedures).

Policies for Students Hired at Field Agency During their Senior Field Education Experience

1. Students must notify the Department of Social Work immediately when the opportunity to be hired presents itself.
2. In accordance with CSWE standards (2.1.6) the student must take on additional/different activities/responsibilities that are challenging, skill enhancing and educationally directed based on the curriculum of the Department of Social Work. These activities/responsibilities must be separate from employment activities/responsibilities.
3. In accordance to CSWE standards (2.1.6) the field instructor must be different than the employment supervisor.
4. The field instructor must meet the Department of Social Work's criteria used in the selection of field instructors, and be available to attend field instructor seminars twice each semester.
5. The employee-student must adhere to the requirement of a minimum of 400 hours for their senior field internship, separate from their requirement for employment. For example: internship min. 14 hours per week + employment 30 hours per week = 44 hours per week.
6. To complete senior internship hours, employee-student may use university vacations, and in consultation with faculty, weekend for field activities. Based

on the availability of the faculty field liaison the employee-student may extend the hours into the summer.

7. Evaluation for the educational experience shall be separate from the work evaluation and must be consistent with academic standards and submitted every semester.
8. Any change in the employment status, including any disciplinary action, and the change in field instructor, the employee-student MUST notify the Department of Social Work immediately.
9. Upon consideration of change in employee status, and/or field instructor, the Department of Social Work, in consultation with agency and employee-student reserves the right to terminate placement when appropriate.
10. If the employing agency and the employee-student agree to these policies, a signed agreement between the Department of Social Work, the agency and the student must be included in the senior field application/file.
11. Following confirmation of a new arrangement, a new learning contract must be developed to reflect appropriate changes.
12. The faculty retains the right to terminate the field education experience at hiring agency at any time.

Denied opportunity to continue senior field education experience at hiring agency

In the event that a student is denied opportunity to continue his/her senior field education experience at hiring agency, the process to appeal this decision is outlined in this handbook (see page 56) and the University Student Handbook (see grievance policy and procedures).

Termination of Field Education Experience

Illness is the only legitimate absence from the field education experience. If such an emergency arises:

- The student is responsible for immediately notifying the field instructor/faculty liaison and informing them of the circumstances.
- Students are to take responsibility for postponing appointments or scheduled meetings.
- Students are responsible for making up time missed in the field and all seminar assignments. In this case the student learning contract must be modified to reflect changes.

Difficulties in the senior field education experience

On occasion difficulties may arise in the field education experience. The faculty liaison will work with the student and the field instructor to resolve these situations.

In the event that the problem cannot be resolved, the student may be given another placement.

In some instances, it becomes evident that the problem goes beyond the field education experience and relates to the student's ability to maintain adequate and consistent professional behavior. In such cases, termination from the senior field education experience and the field seminar course may occur.

Termination from the senior field education experience and the field seminar class will be considered if the following situations arise:

1. Students do not complete class or field assignments promptly or in a professional manner.
2. Students fail to adhere to the NASW Code of Ethics regarding ethical relationships to clients, colleagues and responsibilities to practice settings, social work profession and the broader society.

3. Personal difficulties interfere with the professional /client relationship and the students overall academic work.
4. Failure to have a score of two (2) or better in all categories on the field evaluation form.

Denied opportunity to complete senior field education experience/field seminar

In the event that a student is denied opportunity to complete his/her senior field education experience/ field seminar, the process to appeal this decision is outlined in this handbook (see page 56) and the University Student Handbook (see grievance policy and procedures).

Request Withdrawal or Termination of Student

In consultation with CCSU faculty liaison, the field education agency has the right to request the withdrawal or termination of a student whose performance may be unsatisfactory in the agency. CCSU Department of Social Work shall have the right to remove a student from placement if determined to be in the University's, Department's or student's best interest.

Senior Year Course Load
SAMPLE SCHEDULE

Students beginning senior field education experience **during** Fall semester

<i>Fall Semester</i>	<i>Spring Semester</i>
SW 450 Field education experience I SW 451 Field education experience Seminar I SW 362 Generalist Practice with Families Organizations & Communities SW Elective Elective	SW 452 Field Seminar II SW 453 Field education experience II SW 426 Social Welfare Policy and Services II SW Elective Elective
15 credits	15 credits

Students beginning Senior Field education experience during **Spring** semester

<i>Spring Semester</i>	<i>Fall Semester</i>
SW 450 Field education experience I	SW 452 Field Seminar II
SW 451 Field education experience Seminar I	SW 453 Field education experience II
SW 426 Social Welfare Policy and Services II	SW 362 Generalist Practice with Families Organizations & Communities
SW Elective	SW Elective
Elective	Elective
12 credits	12 credits

