



**GRAND VALLEY  
STATE UNIVERSITY**  

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**SCHOOL OF SOCIAL WORK**

**Bachelor of Social Work  
Field Education Manual**

**Policies and Procedures**

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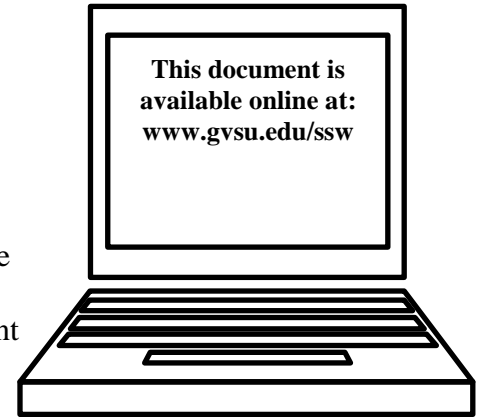
## FIELD EDUCATION MANUAL

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## FOR STUDENTS – How to Use This Manual

Dear Students:

This manual contains all of the information you will need to help you during your field education experience, from preparing your application, to operating effectively and ethically within your practice setting, to completing the necessary paperwork to document your progress. This manual and the documents referred to in this document can be accessed through the website address listed on the right side of this page.



## Terms Used in This Manual

***MSW and BSW Field Education Coordinators*** – have overall administrative responsibility for planning, organizing, implementing, coordinating, and evaluating the field instruction component of the School of Social Work. This includes site development, student placement, and the administration of field related training for students, Field Education Supervisors, and Faculty Liaisons.

***Academic Advisor*** – BSW students are assigned to an Academic Advisor through the College of Community and Public Service Advising Center to assist students with course scheduling.

***Social Work Faculty Mentor*** – BSW students are assigned to a Faculty Mentor within the School of Social Work who is available to students for career guidance and support.

***Faculty Field Liaison/Faculty Liaison*** – serves as a consultant to both Field Education Supervisors and students as the Grand Valley State University faculty member who represents the School of Social Work and the University, facilitates the relationship between the student and Field Education Supervisor, teaches field seminar, monitors student progress and completion of learning objectives, and assigns course grade.

***Field Education Supervisor*** (also referred to as ***Field Instructor***) – directly observes and assigns learning activities of the student intern and provides guidance, instruction, mentoring, evaluation, and supervision.

***Task Coordinator*** – an individual who may not necessarily hold a degree in social work but provides day to day oversight of the field placement. The Task Coordinator works in collaboration with the Field Education Supervisor for the supervision and assignment of learning opportunities for the student.

***Field Education*** (also referred to as Field Practice, Field, Internship, Practicum) – the eight credit hour required phase of the Bachelor's program which provides students with an opportunity to integrate foundation, theory, and practice course material into experiential

learning under the instruction of a trained and experienced professional in the field of Social Work.

***Field Education Site*** (also Practice Site, Field Setting, Placement Setting) – the social/human service agency, school, or other GVSU School of Social Work approved location to which students are assigned to complete their internship.

***Field Education Seminar*** (also Field Seminar, Practice Seminar) – required one credit hour (15 clock hours per semester) mandatory seminar held regularly throughout each semester of a student’s field placement. Faculty Field Liaisons convene the field seminars which are inextricably connected with field practice. Both must be successfully completed simultaneously for students to receive credit.

***Field Education Practice Committee*** – comprised of faculty field liaisons. Co-chaired by the Field Education Coordinators. The Field Education Coordinators are responsible for the agenda and membership. The purpose of the Field Practice Committee includes, but it not limited to, assistance with development of field curriculum, field policy development and evaluation and field policy implementation.

***Field Education Advisory Committee*** – comprised of Social Work faculty members and Field Education Supervisors. Co-chaired and convened by the Field Education Coordinators on an annual basis. The Field Education Advisory Committee is an avenue for the social work community to provide input and advisement to the field education program in addition to addressing the needs of the community and the needs of the GVSU Social Work program.

***Practicum Review Committee*** – this committee is convened by the Field Education Coordinator upon disruption of a student’s field education placement or serious concerns regarding a student’s performance or conduct in the field placement. The committee consists of the Field Education Coordinator, the student’s Academic Advisor, and the student’s Faculty Field Liaison. An additional social work faculty member may be selected by the student.

***Learning Contract*** – is based on the nine competencies identified by the Council on Social Work Education (CSWE) as the standards for social work education. Each competency has specific observable behaviors. The Learning Contract guides the Field Education Supervisor and student in establishing tasks/activities that align with the observable behaviors and competencies. At the completion of each semester the Learning Contract is used to evaluate student performance. A new Learning Contract is required for each semester of Field Education.

## **BSW Student Field Education Checklist**

### **a. Preparing for Field Education**

- Receive Field Education Orientation
- Read the Field Education Manual
- Decide the fields of practice in which you are interested:
  - Field: \_\_\_\_\_
  - Field: \_\_\_\_\_
  - Field: \_\_\_\_\_

### **b. Applying for Field Education**

- Access the field application from the School of Social Work website: [www.gvsu.edu/ssw](http://www.gvsu.edu/ssw)
- Complete application
  - Application must be typed (not hand-written)
  - Sign your application
  - Use a paper clip or binder clip to attach documents (do not staple)
- In addition to the application, you must include:
  - Updated resume
  - Current photo or copy of a photo (will not be returned)
  - Three fields of interest essays (approx. 1 page in length each)
- Check with the Field Education Office for application due date
- See timeline on page 15 for details on the placement process

### **c. Interviewing for a Placement Setting**

- Receive notification of interview via email from the BSW Field Education Coordinator which will contain contact information for potential placement site
- Schedule an interview with potential field placement site
- Research potential placement setting through agency websites, information in the Field Office, brochures, etc.
- Attend interview prepared with questions for the placement setting.
- Send thank you note to the potential site after your interview
- Receive email from BSW Field Education Coordinator confirming your placement
- Arrange first day of Field Education in the placement setting with Field Education Supervisor

### **d. Registering for Field Education Courses**

- Receive Field Education and Seminar section notification and information about the first seminar session time and place from the BSW Field Education Coordinator
- Register for: SW 490 and SW 492: Field Education & Seminar I (fall semester)  
SW 491 and SW 493: Field Education & Seminar II (winter semester)

### **e. Documenting Your Field Education Experience**

- Develop student Learning Contract each semester

- Complete monthly time sheet, have Field Education Supervisor sign, and turn in to Faculty Field Liaison on a monthly basis
- Attend scheduled site visits with Faculty Field Liaison and Field Education Supervisor
- Attend all Field Seminar classes each semester

**f. Completing Your Field Education Experience**

- Complete the Field Education Exit Survey at the end of winter semester

**PLEASE NOTE:** Students enrolled in School of Social Work curriculum must be cognizant of the fact that past or future criminal conduct and/or substantiation of child abuse and neglect may limit or prevent placement in a field practice agency. Because Field Education is a BSW curriculum imperative, the social work degree is awarded only after successful completion of all requirements. Furthermore, past or present criminal conduct may render an individual ineligible to secure a state license and the privilege to practice social work.

# **I. Information Regarding the GVSU School of Social Work**

## **Field Education as Signature Pedagogy: EPAS 2015**

The Educational and Policy Accreditation Standards (EPAS) from the Council on Social Work Education clearly identify field education as central to the learning experience and practice development of social work students. The Competencies in academic learning are intertwined in the creation and implementation of the skill development and practice evaluation within field education.

### **Educational Policy 2.2—Signature Pedagogy: Field Education**

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. Field education is the signature pedagogy for social work. 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. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the Social Work Competencies. Field education may integrate forms of technology as a component of the program.

### **A. Mission and Goals of the Bachelor of Social Work Program**

#### **BSW Program Mission**

The mission of the BSW Program is to prepare generalist social workers who enhance and promote well-being and advocate for social, economic and environmental justice of the citizens, organizations and communities of West Michigan, the state, the nation, and the world; and to further the goals of the University and of the social work profession in this region and beyond. West Michigan's unique setting consists of diverse cultural communities as well as urban and rural settings, creating significant potential for skilled social work professionals to make a profound impact on our community.

#### **BSW Program Goals**

Derived from the BSW program mission statement, the BSW program goals are as follows:

1. To provide a generalist social work curriculum in a high quality learning environment that prepares BSW graduates for entry level social work practice that promotes social, economic and environmental justice and endeavors to address poverty and other social problems within organizational, individual, and community contexts within, but not limited to, West Michigan and the state of Michigan.

2. To prepare generalist social workers who exhibit a professional commitment to enhancing social justice, promoting human rights, ensuring the dignity and worth of all individuals, practicing with integrity, upholding one or more of the profession's Code of Ethics, incorporating diversity into their practice, and advancing the profession's reputation and knowledge base.

3. To prepare students for continued professional development opportunities throughout their careers.

4. To maximize the strengths and assets within local, regional, statewide, national and international social welfare and human services communities through civic/community engagement in organizing, leading and participating in effective capacity building and social and political action activities.



## B. Bachelor of Social Work Study Plan

### Social Work Advising Form

(effective for students who entered Fall 2017 or later)

#### I. CANDIDACY REQUIREMENTS – All students must complete the formal admission process

The Social Work major is a secondary admission program, which only admits students one time per year. This means that although you have been admitted to GVSU, you must meet certain criteria before you are admitted (also called candidacy) into the School of Social Work.

##### To be eligible for Candidacy students must have:

1. **A minimum cumulative GPA of 2.500 on a 4.000 scale.**  
NOTE: Qualified transfer students applying for admission into the School of Social Work prior to establishing a GPA at GVSU will be considered based on the minimum 2.500 GPA necessary for transfer student admission to GVSU.
2. **Completion of the following components of the general education curriculum:**
  - a. All Foundation Categories; except Mathematical Sciences
3. **Complete the School of Social Work Candidacy Course Requirements** as listed on the candidacy guide.  
NOTE: Transfer students with grades earned at another institution must meet the grade and repeat criteria indicated.

All Social Work majors who will satisfy the candidacy requirements, must formally apply for Candidacy into the School of Social Work's Baccalaureate program prior to the application deadline for fall semester entry. The candidacy requirement checklist can be found online at [www.gvsu.edu/ccpsadvising/swcandidacy](http://www.gvsu.edu/ccpsadvising/swcandidacy)

#### II. SOCIAL WORK CORE – All students must complete the core as indicated

SW 150 Human Needs in Complex Societies <i>(completed as part of the candidacy requirements)</i>		3	
SW 300 Social Work and Difference, Diversity and Privilege <i>(completed as a part of the candidacy requirements)</i>		3	
First Year in Program - Fall		First Year in Program - Winter	
SW 317 Generalist Practice I	3	SW 316 Interviewing in Social Work	3
SW 319 Social Welfare Policy & Services	3	SW 318 Generalist Practice II	3
SW 340 Human Behavior & the Social Environment I	3	SW 341 Human Behavior & Social Environment II	3
SW 348 Professional Development in Social Work	3		

#### Field Education Prerequisites

STA 215 Introduction to Applied Statistics	3	Culture and Environment Elective (Pick 1) ANT 204; ANT 340; LIB 350; PHI 370; PLS 301; PSY 355; PSY 360; PSY 362; PSY 385; SOC 287; SOC 345; SOC 351; SOC 360; SW 351; SW 354	3
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#### Second Year in Program - Fall

#### Second Year in Program - Winter

SW 430 Social Work Research <i>(Prerequisite: STA 215)</i>	4	SW 491 SW Field Education II	3
SW 490 SW Field Education I	3	SW 493 SW Field Seminar II	1
SW 492 SW Field Seminar I	1	SW 495 Social Work Capstone (SWS)	3

<b>III. SOCIAL WORK MAJOR ELECTIVES (6 Credits): All students must complete TWO courses from the list below</b>	
SW 320	Child Welfare Policy and Practice <i>(offered fall semesters)</i>
SW 322	Responding to Chronic Illness <i>(also satisfies one course of GenEd: Issues)</i>
SW 333	Working with the LGBT Community <i>(also satisfies one course of GenEd: Issues)</i>
SW 351	Cross Cultural Service Learning <i>(offered spring/summer semesters)</i>
SW 354	Social Work: International Service <i>(offered spring/summer semesters)</i>
SW 380	Special Topics in Social Work
SW 439	The Family and Social Work Practice <i>(offered winter semesters)</i>
SW 453	Case Management <i>(offered fall semesters)</i>
SW 461	Multicultural Issues in Social Work Practice <i>(offered winter semesters)</i>
SW 470	Contemporary Social Policy Issues <i>(offered winter semesters)</i>
SW 499	Independent Study in Social Work
<b>IV. SOCIAL WORK INTERNATIONAL RELATIONS ELECTIVE (3 Credits)</b>	
<b>All students must complete ONE course from the list below or another course approved by the BSW Program</b>	
AAA 200	Understanding Africa <i>(also satisfies GenEd: Social and Behavioral Sciences and GenEd: World Perspectives)</i>
ANT 345	Perspectives on Globalization <i>(also satisfies GenEd: World Perspectives and one course of GenEd: Issues)</i>
GPY 235	World Regional Geography <i>(also satisfies GenEd: World Perspective)</i>
HST 211	History of Islamic Civilization <i>(also satisfies GenEd: World Perspectives)</i>
HST 212	India: History and Civilization <i>(also satisfies GenEd: World Perspectives and GenEd: Historical Perspectives)</i>
HST 310	Cultural and Social Topics in Nonwestern History <i>(also satisfies GenEd: World Perspective)</i>
HST 319/ LIB 319	Human Traffic and Trafficking <i>(also satisfies one course of GenEd: Issues)</i>
HST 331	Modern Latin America
HST 337	The Age of Islamic Empire
HST 338	Modern Middle East
HST 386	20th Century Europe
LAS 374	Revolution in the Americas* <i>(offered winter semesters)</i>
MES 201	Introduction to the Middle East <i>(also satisfies GenEd: World Perspectives and GenEd: Historical Perspectives)</i>
PLS 211	International Relations <i>(also satisfies GenEd: World Perspective)</i>
PLS 313	International Organization* <i>(offered winter semester of even-numbered years)</i>
PLS 327	Politics of Developing Countries* <i>(offered winter semesters)</i>
SOC 350/ WGS 350	Family and Gender in the Developing World* <i>(also satisfies GenEd: World Perspective and one course of GenEd: Issues)</i>
SW 354	Social Work: International Service* <i>(offered spring/summer semesters)</i>
<b>V. INTER-PROFESSIONAL PRACTICE ELECTIVE (3 credits): All students must complete ONE course from the list below.</b>	
COM 302	Small Group Communication <i>(offered on sufficient demand)</i>
CJ 420	Juvenile Correctional Counseling* <i>(offered winter semesters)</i>
IDS 350	Civil Discourse <i>(also satisfies one course of GenEd: Issues)</i>
LIB 341	Leadership for Social Change <i>(offered fall semesters; also satisfies one course of GenEd: Issues)</i>
PHI 325	Ethics in Professional Life <i>(also satisfies one course of GenEd: Issues)</i>
PA 270	Public and Nonprofit Administration
PA 335	Grant Writing <i>(offered fall semesters)</i>
PA 360	Voluntarism and the Nonprofit Sector
PSY 310	Behavior Modification*
PSY 452	Counseling: Theories and Applications*
SOC 290	Sociology of Education <i>(offered winter semesters)</i>
*indicates additional pre-requisites may be required.	
SW 354 will not count for both a Social Work Elective and Social Work International Relations Elective, it can be used to satisfy one or the other.	

# Bachelor of Social Work (BSW)

(effective for students who entered Fall 2017 or later)

## CANDIDACY REQUIREMENTS

The Social Work major is a secondary admission program, which only admits students one time per year. This means that although students have been admitted to GVSU, they must meet certain criteria before being admitted into the School of Social Work (also called candidacy). All Social Work majors who will satisfy the candidacy requirements listed below prior to program entry, must formally apply for candidacy into the School of Social Work's baccalaureate program prior to the application deadline for fall semester entry. More information is posted online at [www.gvsu.edu/ssw](http://www.gvsu.edu/ssw)

### To be eligible for Candidacy students must have:

- A minimum cumulative GPA of 2.500 on a 4.000 scale.**  
*Qualified transfer students applying for admission into the School of Social Work prior to establishing a GPA at GVSU will be considered based on the minimum 2.500 GPA necessary for transfer student admission to GVSU.*
- Completion of the following components of the general education curriculum:**
  - All Foundation Categories; except Mathematical Sciences

Cumulative  
GPA 2.500  
or higher

### FOUNDATIONS

#### Natural Sciences

2 courses, 1 from each category; 1 must contain a Lab

#### Physical Sciences\* (pp. 11-13)

CHM 102.....Chemistry and Society  
CHM 111.....Introduction to Green Chemistry  
GEO 100.....Environmental Geology  
GEO 103.....Oceans  
GEO 105.....Living with the Great Lakes

#### Lab Courses

CHM 109.....Introductory Chemistry (4 cr)  
CHM 115.....Principles of Chemistry I (4 cr)  
CHM 201.....Introduction to Chemical Sciences (4 cr)  
GEO 111.....Exploring the Earth (4 cr)  
NRM 140.....The Climatic Factor (4 cr)  
PHY 105.....Descriptive Astronomy  
PHY 201.....Inquiry: The Mechanical and Thermal World (4 cr)  
PHY 204.....Inquiry: Electricity, Magnetism, and Optics (4 cr)  
PHY 220.....General Physics I (5 cr)  
PHY 230.....Principles of Physics I (5 cr)  
SCI 226.....Integrated Physical Science for K-8 Teachers

#### Life Sciences\* (pp. 14-15)

BIO104 is required for SSW and should be selected as your life science with lab course

BIO 104.....Biology for the 21st Century (4 cr)  
BIO 107.....Great Lakes and Other Water Resources (4 cr)  
BIO 109.....Plants in the World (4 cr)  
BIO 120.....General Biology I (4 cr)  
BMS 202.....Anatomy and Physiology (4 cr)  
CMB 150.....Biotechnology and Society (4 cr)  
SCI 225.....Integrated Life Sciences for K-8 Teachers (4 cr)

← Complete a physical science course of your choice (lab course optional).

#### Philosophy and Literature\* (pp. 19-20)

1 course

CLA 101.....Greek and Roman Mythology  
CLA 201.....Classical Literature  
COM 202.....Critical Interpretation  
ENG 105.....Literatures in English  
ENG 203.....World Literature  
ENG 212.....Introduction to Shakespeare  
ENGAA231 (WP).....Early African American Literature  
LIB 100.....Reflect, Connect, Engage  
PHI 101.....Introduction to Philosophy  
PHI 102.....Ethics  
PLSHRT 105.....Introduction to Human Rights

#### Mathematical Sciences\* (pp. 21-22)

1 course

CIS 160.....Programming with Visual BASIC  
GPY 200.....Computer Cartography  
MTH 122.....College Algebra  
MTH 123.....Trigonometry  
MTH 124.....STA215 is required for SW majors, but not required prior to seeking candidacy.  
MTH 125.....  
MTH 131.....  
MTH 201.....  
MTH 221.....  
PHI 103.....  
STA 215.....Introductory Applied Statistics

The prerequisite to Mathematical Sciences courses is MTH 110 or its equivalent.

#### Historical Perspectives\* (pp. 26-27)

1 course

ANT 215 (WP).....Origins of Civilization  
CLA 121.....Greek Civilization  
CLA 131.....Introduction to Roman Civilization  
EAS 201 (WP).....East Asia in the Contemporary World  
GHST 202 (WP).....History of Global Change and Social Transformation  
HSC 201.....The Scientific Revolution  
HSC 202.....The Technological Revolution  
HST 101.....Introduction to World Civilizations  
HST 102.....Introduction to European Civilizations  
HST 103.....Introduction to American Civilizations  
HST 203.....World History to 1500 A.D.  
HST 207.....European Civilization to the Later Middle Ages  
HST 208.....European Civilization since the Later Middle Ages  
HST 212 (WP).....India: History and Civilization  
MES 201 (WP).....Introduction to the Middle East

### CULTURES

#### U.S. Diversity (pp. 41-44)

1 course

AAA 201 (SBS).....Introduction to African American Studies  
AAWS352 (HR).....Black Women's Cultures and Communities  
AAA 355.....History of the Underground Railroad  
ANT 207 (US).....Language and Culture  
ANT 311 (I-I).....Native Peoples of North America  
EDF 315.....Diverse Perspectives on Education  
ENG 335 (I-I).....Literature of American Minorities  
GPY 353.....Geography of the United States and Canada  
HST 205.....American History to 1877  
HST 206.....American History Since 1877  
HST 314.....African American History  
ITC 100.....Introduction to Intercultural Competence  
LAS 220 (SBS).....Introduction to Latino/a Studies  
LAS 373 (I-I).....Latinos/as in West Michigan  
LIB 201 (SBS).....Diversity in the United States  
UBAHT320 (HR).....Voice of the Civil Rights Movement in the United States  
LIB 350 (I-HR).....The Immigrant Experience in the U.S.  
LIB 401.....Visionary Thinkers in the American Mosaic  
MES 202.....Arab Americans  
MGT 355.....The Diversified Workforce  
MUS 219.....Jazz History  
MUS 300.....Exploring American Music  
PHI 230.....American Philosophy  
REL 340 (I-IT).....Religion and Popular Culture in the United States  
SOC 105 (SBS).....Social Problems  
SOC 285.....Families in Society  
SOC 287 (SBS).....Sociology of Religion  
SOC 313 (I-HR).....Race and Ethnicity  
SOCWGS317 (AI).....Sociology of Gender  
SOCWGS318 (AI).....Sociology of Sexuality  
SOC 322 (I-I).....Sociology of Community  
SOC 381.....Class, Race, Gender, and Sexuality  
SPA 313.....U.S. Latino/a Civilization and Culture  
WGS 255.....Gender and Popular Culture

Effective Fall 2012: SOC280 is now SOC205.  
Effective Fall 2016: SOC205 is now SOC105; and  
SOC382 is now SOC 313

#### Writing (p. 16)

1 course

WRT 150.....Strategies in Writing (4 cr)

Students must receive a grade of C (not C-) or better to fulfill this requirement.

#### Arts\* (pp. 17-18)

1 course

ART 101.....Introduction to Art  
ART 153.....Making and Meaning in Art and Design  
ART 159.....Drawing Fundamentals  
ART 260.....Introduction to Painting  
ART 270.....Introduction to Sculpture  
ART 275.....Introduction to Ceramics  
CFV 225.....Film Culture  
CLA 250.....Classical Art and Archaeology  
CPH 175.....Understanding Still Photography  
CTH 101.....Introduction to Theatre  
CTH 161.....Theatre Production  
DAN 200.....Introduction to Dance  
MUS 100.....Introduction to Music Literature  
MUS 129.....Fundamentals of Music  
MUS 218 (WP).....World Music  
PHI 220.....Aesthetics  
WRT 219.....Introduction to Creative Writing

#### Social and Behavioral Sciences\* (pp. 23-25)

2 courses from 2 disciplines

AAA 200 (WP).....Understanding Africa  
AAA 201 (US).....Introduction to African American Studies  
ANT 204 (WP).....People and Cultures of the World  
ANT 207 (US).....Language  
ANT 220.....Introduction  
CJ 101.....Justice  
ECO 100.....Current  
ECO 210.....Introduction  
ECO 211.....Introduction  
GPY 220.....Cultural  
GPY 235 (WP).....World Regional Geography  
GSI 201 (WP).....(Dis)Order and (In)Justice: An Introduction to Global Studies  
LAS 210 (WP).....Exploring Latin America  
LAS 220 (US).....Introduction to Latino/a Studies  
LIB 201 (US).....Diversity in the United States  
PA 270.....Public and Nonprofit Administration  
Government and Politics  
World Politics  
International Relations  
Psychology  
of the World  
in to Sociology  
Items  
SOC 287 (US).....Sociology of Religion  
SW 150.....Human Needs in Complex Societies  
WGS 200.....Introduction to Gender Studies

SW150, PLS102, PSY101, & SOC101 are all required for SW Candidacy & fulfill this category.

\*This requirement may be fulfilled through study abroad. Contact the Padnos International Center for details.

If you completed or transferred an equivalent to SOC280 it will apply to the SOC105 requirement listed above.

**3. Complete the School of Social Work Candidacy Course Requirements, while meeting the following criteria:**

- b. Earn a minimum grade of C (2.0) in all courses (excluding MTH 110),
- c. Earn at least a 2.500 between all candidacy courses;
- d. Not have repeated a course more than once.

NOTE: Transfer students with grades earned at another institution in these courses must meet the grade, GPA and repeat criteria indicated above.

Candidacy Course Requirements				
In-progress/ Completed	Course Requirement	Course Title	CR	Notes:
	BIO 104	Biology for the 21 <sup>st</sup> Century <i>also satisfies GenEd: Life Science w/ lab</i>	4	
	PLS 102	American Government and Politics <i>also satisfies GenEd: Social and Behavioral Sciences</i>	3	
	PSY 101	Introductory Psychology <i>also satisfies GenEd: Social and Behavioral Sciences</i>	3	
	PSY 303 OR PSY 324	Psychopatholog OR Developmental Psychopathology	3	
	SOC 101	Introduction to Sociology <i>also satisfies GenEd: Social and Behavioral Sciences</i>	3	
	SW 150	Human Needs in Complex Society <i>also satisfies GenEd: Social and Behavioral Sciences</i>	3	
	SW 300	Social Work and Difference, Diversity and Privilege	3	
	Social Problems/ Social Inequality (Pick one)	BMS 222: Introduction to Public Health <i>offered fall semester</i> CJ 101: Justice and Society <i>also satisfies GenEd: Social and Behavioral Sciences</i> ECO 210: Introduction to Macroeconomics <i>also satisfies GenEd: Social and Behavioral Sciences</i> ECO 211: Introduction to Microeconomics <i>also satisfies GenEd: Social and Behavioral Sciences</i> SOC 105: Social Problems <i>also satisfies GenEd: U.S. Diversity</i> SOC 252: Sociology of Drug Use and Abuse SOC 286: Sociology of Health Care SOC 315: Social Class Inequality* SOC 381: Class, Race, Gender, & Sexuality <i>also satisfies GenEd: U.S. Diversity</i> CJ 320/WGS 320: Crimes Against Women* <i>offered fall semester</i>	3	
	MTH 110	Proficiency Required+		

All candidacy course requirements must be completed with a C or better.

\*Requires junior standing

+For admission into the School of Social Work only, MTH 110 proficiency can be demonstrated via the math placement test, ACT or SAT scores, successfully completing MTH 110 or by successfully completing STA 215.

## **II. Information Regarding GVSU's BSW Field Practice**

### **A. Field Education: The Signature Pedagogy**

Field education is the signature pedagogy of social work education and offers students opportunities to fully integrate and practice the skills necessary to demonstrate achievement with the School of Social Work's competencies and practice behaviors. Field education provides practical application of values, skills and knowledge introduced to students in foundation coursework. Using carefully selected community partnerships, and at the direction of qualified Field Education Supervisors, students become participating members of the social work community while learning to apply the ethics and values needed for effective service delivery with populations at risk. Participation in the guided seminar class assists the student to assimilate course content with community based learning.

### **B. CSWE Competencies, Definitions, and Behaviors**

#### **Generalist:**

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

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

- 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;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

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

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

- apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- 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, and Environmental Justice**

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

- apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- engage in practices that advance social, economic, and environmental justice.

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

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:

- use practice experience and theory to inform scientific inquiry and research;

- apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- use and translate research evidence to inform and improve practice, policy, and service delivery.

### **Competency 5: Engage in Policy Practice**

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers:

- identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- assess how social welfare and economic policies impact the delivery of and access to social services;
- apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

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

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

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

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

- collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- 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;
- develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- 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**

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration. Social workers:

- critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- negotiate, mediate, and advocate with and on behalf of diverse clients and



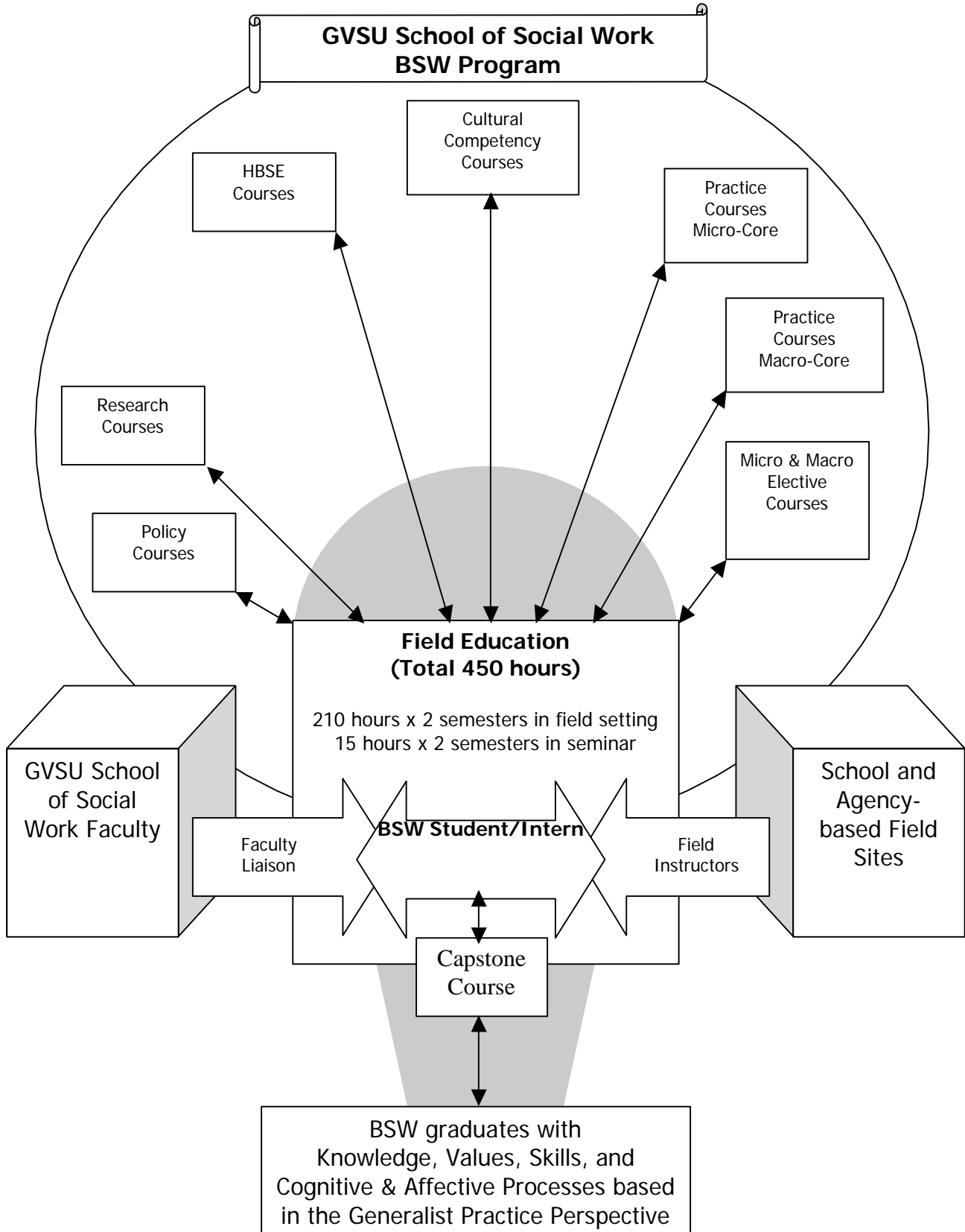
- constituencies; and
- facilitate effective transitions and endings that advance mutually agreed-on goals.

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

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

- select and use appropriate methods for evaluation of outcomes;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

**C. Diagram of Course Integration with Field Education**



## **D. Field Education Course Objectives**

The Field Education course has the following objectives:

### **1. Application/Apply:**

Apply values, skills, and knowledge introduced to students in foundation and advanced coursework.

### **2. Adaptation/Develop:**

Develop professional social work identity, self-reflection and self-awareness, and practice competence in each student.

## **E. Relationship to Other Courses: Philosophy of Field Education**

In keeping with the most recent practice standards, as outlined by the Council on Social Work Education, the Grand Valley State University School of Social Work recognizes the centrality of field education curriculum in addressing both foundation and advanced practice competencies at the BSW and MSW level respectively.

Field education is an integral part of the BSW program curriculum as it provides students with an opportunity to put classroom knowledge to use in developing practice skills. The emphasis on utilizing full-time faculty as Faculty Field Liaisons and soliciting feedback from the Field Education Practice Committee ensures the integration of field education into the total curriculum. All BSW students complete SW 348, a course designed to provide practice experiences within a classroom setting to help prepare students for their field placement. In addition to skill development, students are presented with opportunities for self-reflection examining their values, biases, and belief systems.

Field education curriculum provides students with an experiential and imitative learning opportunity to explore and use social work ideas, concepts and behaviors first encountered in the classroom. These learning opportunities are designed to further develop professional social work identity, self-reflection and self-awareness, and practice competence in each student. In each semester of field placement students develop concrete and measurable activities that address specific observable behaviors using the Learning Contract and evaluation tool. The development and monitoring of these activities requires the collaboration of the student, the agency based Field Education Supervisor and the university based Faculty Field Liaison. This model of collaborative competency based field education is implemented at both the BSW and MSW level.

Field education is inextricably related to and congruent with the overall goals and objectives of the School of Social Work. Field practice is designed to facilitate the attainment of the program's objectives by providing the student with the opportunities to engage in "experiential," "observational," and "imitative" learning opportunities. Further, students learn to become participating agency members who possess the knowledge, skills, and values necessary to provide effective service delivery.

Additional emphasis on the integration of coursework into the practice is provided by the guided seminar coursework, providing students with the opportunity to actively reflect on the connection between classroom theory and agency application. Furthering the centrality and integrative nature of the field experience is the use of tenure and tenure track faculty actively engaged in teaching. These faculty members further ensure the reciprocal nature of the field practice on courses and the field experience.

At the core of the BSW program is recognition that students must be prepared to be culturally competent practitioners in an increasingly complex, global society. In GVSU's BSW program, students focus on the diversity among groups in society, particularly the examination of their commonalities and differences and the implications for practice. Students in field education critically examine and explore the ways in which ethnic, racial, spiritual, sexual, social class and other cultural factors impact the need for and the use of social services and the skills required for cross-cultural social work practice. This ensures that the knowledge of individuals, families, groups, organizations, and communities – both here and abroad – gained in the classroom is translated into real-world experiences.

The School of Social Work is responsible for developing supervised student practice opportunities that allow for this integration of competencies and coursework in our communities. The field office is responsible for monitoring and reporting on aggregate student progress in practice so as to affect the development of curriculum that more fully prepares students for the realities of competent day to day practice. Field Education Coordinators work closely with the Directors of the BSW and MSW programs to review student preparation in courses and provide ongoing feedback regarding student and Field Education Supervisor progress in attainment of competency in assigned professional practice behaviors.

## **F. Field Education Structure**

**The School of Social Work does not grant credit for past or current work or life experience. (CSWE Standard 3.1.5)**

The Field Education component of the curriculum consists of five courses:

SW 348 – Professional Development in Social Work (3 credits)

SW 490 – Field Education I (3 credits)

SW 492 – Field Education Seminar I (1 credit)

SW 491 – Field Education II (3 credits)

SW 493 – Field Education Seminar II (1 credit)

These five courses are required of all degree-seeking students in the BSW program.

SW 348 is designed to be taken during the student's junior year and serves to prepare students for the field education experience. The course provides practice experiences within a classroom

setting, promotes professional development as well as opportunities for self-reflection examining their values, biases, and belief systems.

The other four field courses are designed to be taken in order with four credits taken per semester on a credit/no credit grading system. Field education and field seminar are inextricably related and must both be successfully completed simultaneously in order to receive credit. The pattern of these field education offerings is based upon the concurrent model: these courses are designed to be taken simultaneously with supporting classroom-based courses.

Field education consists of a minimum of 450 hours spread over two consecutive semesters. Each of the two semesters requires students to undergo an educationally-guided field experience for approximately 14 hours per week over a fifteen week period, totaling 210 hours. In addition, fifteen hours are completed in the field education seminar for a grand total of 225 hours per semester.

As a general rule, students remain in the same field placement setting throughout their field education experience, spending both semesters in one agency or organization under the supervision of an experienced agency-based Field Education Supervisor.

**G. Timeline of Activities**

<b>For All BSW Students:</b>	
<b><u>Activity</u></b>	<b><u>Due Date</u></b>
Complete Field Orientation in SW 348	Fall Semester
Submit Field Education Application	Mid-October
Field Education Office and Faculty review applications	November - December
Field Education Office contacts Field Education Supervisors regarding potential field placements	November - April
Students receive pre-placement interview email from the Field Education Coordinator	January - April
Students schedule interview with potential placement site	January - April
Field Education Supervisors inform Field Education Coordinator of acceptance or rejection of student within 5 (five) working days of interview	January - April
Students receive email confirmation of their placement	January - April
Students receive email with their assigned field seminar section and time/date of the first field seminar meeting	March/April
Students enroll in SW 490 and SW 492 (fall semester) and SW 491 and SW 493 (winter semester)	March
Students begin placement	1st week of fall semester
Students meet with Faculty Field Liaison and seminar class	1st-2nd week of semester
Students complete written student Learning Contract	Within 5 weeks of beginning placement

## **H. Field Practice Roles**

### **1. BSW and MSW Field Education Coordinators**

Within the School of Social Work there are two Field Education Coordinators, one for BSW Field Education and one for MSW Field Education. The two coordinators work in tandem to ensure the consistency and application of policies and procedures of field education. The Field Education Coordinators report to the Director of the School of Social Work.

The BSW Field Education Coordinator has overall administrative responsibility for planning, organizing, implementing, coordinating, and evaluating the BSW field instruction component of the School of Social Work. This includes site development, student placement, and the administration of field related training for students, Field Education Supervisors, and Faculty Field Liaisons.

The BSW Field Education Coordinator has an understanding of CSWE, University, College, and School of Social Work requirements related to field and applies those requirements in a manner sensitive to students' educational needs and the needs of community field education organizations. Implicit with the substantial responsibility is the Coordinator's appropriate accountability for and authority to carry out the following functions:

- a. Coordination and placement of all BSW students entering field education including orientation, evaluating student interest and educational needs, and making placement decisions;
- b. Provide consultation and mediation, as necessary, to students, Field Education Supervisors and faculty field liaisons;
- c. If/when informal methods to address concerns in the field education are unsuccessful, will implement policies related to disrupted placements through the practicum review process;
- d. Develop, maintain, assist, monitor, and evaluate field placement sites; Recruit, screen, and develop quality, new, and expanded field placement locations, including those for specialized and underserved populations. Work with the Office of the Vice Provost for Health in negotiating Affiliation Agreements, and ensure health compliance standards are met;
- e. Evaluate student learning experiences, progress and outcomes;
- f. Develop, evaluate, update, and implement policies and procedures for field education; including reviewing and revising the field education manual;
- g. Regular collaboration and communication with department directors, faculty, staff, students, and the community;
- h. Collaboration with other university departments that intersect with field education (Padnos International Center, Health Compliance, Legal, Clinical Placement Council, etc.);
- i. Maintain relationships with community partners and existing field education sites;
- j. Conduct an annual evaluation of field education; identifying, planning, and addressing trends in field education;
- k. Collect and/or analyze field outcome data;
- l. Select, orient, and develop work of the Faculty Field Liaisons;
- m. Coordinate and assign students to Faculty Field Liaisons and seminar groups;

- n. Convene Practicum Review Committee, Field Advisory Board, Faculty Field Liaison
- o. meetings, and Field Education Practice Committee;
- p. Plan, organize and conduct field education training for faculty, students, and agency based Field Education Supervisors related to field education; and
- q. Collaborate with field education coordinators at other colleges and universities on the enhancement of field education.

## **2. Faculty Field Liaison**

The Faculty Field Liaison is a member of the GVSU Social Work Faculty who, through education and professional experience, is prepared to fulfill the duties serving as a consultant and advocate for both students and Field Education Supervisors. Faculty Field Liaisons represent the School of Social Work in interactions with internship host agencies, and serve as a primary link between the agency, Field Education Supervisors, and students. Faculty Field Liaisons conduct field education learning experiences, facilitate field education seminar, and support and encourage students.

Accordingly, the Faculty Field Liaison is responsible to:

- a. Provide direction for field education students assigned to them;
- b. Certify that students have met the requirement of 210 hours of agency-based field education each semester;
- c. Conduct the field education seminar for 15 hours each semester;
- d. Assist with the integration of coursework and internship experiences;
- e. Assure that the curriculum objectives for each field education course are met during the semester;
- f. Assure that each student develops and is working toward reaching the goals and objectives of an individualized Learning Contract, which specifies educational objectives and learning experiences for the semester;
- g. Visit each field education placement agency. During the first semester of a student's internship, two liaison visits are required. During the second semester of the internship one liaison visit is required. More than the minimum number of required agency visits may be indicated on an as needed basis should a student intern need additional support;
- h. Maintain open communication with the Field Education Supervisor during the field placement, and aid the Field Education Supervisor and agency in planning and implementing field instruction structure as needed;
- i. Become familiar with the policies, procedures, programs and services of agencies in which students are placed and assure that these policies, procedures, and services comply with the Generalist orientation of practice;
- j. Assess with the student and the agency-based Field Education Supervisor continued appropriateness of the practice site;
- k. Monitor the level of supervision/instruction provided to students and the appropriateness of assignments and tasks;
- l. Conduct an evaluation of each student's performance in the placement and assign a credit/no credit grade for each placement course;



- m. Problem-solve and/or mediate conflicts that may occur during a student's practice experience, document pertinent information and submit/forward documentation to the Coordinator of Field Education;
- n. Serve on the School of Social Work's Field Education Practice Committee;
- o. Assist the Field Education Office in the identification, development and evaluation of practice sites;
- p. Participate in Field Education Supervisor meetings and conferences;
- q. Bring to the Field Education Practice Committee issues/concerns that need to be clarified, addressed and/or resolved;
- r. Following consultation with the Field Education Supervisor and agency administrator, describe the educational opportunities within the agency;
- s. Provide written documentation to Field Education Coordinator of face to face semester contact with placement agency; and,
- t. Abide by the NASW *Code of Ethics*.

### **3. Field Education Supervisor**

The Field Education Supervisor is an experienced professional, usually a Licensed Master or Bachelor Social Worker in good standing in the community and their profession. The Field Education Supervisor has primary responsibility for the student's learning in the field placement to reinforce the student's identification with the purposes, values, and ethics of the profession of social work; to foster the integration of empirical and practice-based knowledge; and to promote the development of professional competence (Council on Social Work Education). The Field Education Supervisor will:

- a. Attend the Field Education Supervisor Orientation and training opportunities;
- b. Abide by the ethical responsibilities pertaining to education and training in practice settings, as outlined in section 3.02 of the NASW *Code of Ethics*;
- c. Orient students about the agency's service delivery system, target populations served, and the agency's philosophy and mission;
- d. Develop learning opportunities in relation to the curriculum and make specific assignments in consultation with the student and, in some cases, the Faculty Field Liaison;
- e. Collaborate with the student in creating Learning Contract objectives at the beginning of each semester;
- f. Discuss any problems in meeting Learning Contract objectives with the student first and then the Faculty Field Liaison, if necessary;
- g. Document any plans to assist students in bringing their performance to an acceptable standard;
- h. Meet/Confer with the Faculty Field Liaison at least two times during each semester in field;
- i. Confer/Collaborate with the Task Coordinator regarding student's performance, if applicable;
- j. Provide at least one hour of weekly supervision and give clear feedback to the student on an ongoing basis regarding their performance;
- k. Evaluate the student's performance at the end of each semester using the Student

Learning Contract;

- l. Monitor the student's time sheets; and,
- m. Advocate for students within the host agency to ensure that students gain access to learning experiences and an educational climate that challenges the student to expand professional skills, values, knowledge and competencies.

#### **4. Task Coordinator**

The Task Coordinator may be designated to assume specific responsibilities for a student's learning on a particular assigned task, project or experience. The Task Coordinator does not replace the Field Education Supervisor, and must work in collaboration with the Field Education Supervisor to ensure that the student's learning goals are being met and regular feedback is provided. While a bachelor's degree in Social Work is not required for Task Coordinators, they must work in a related discipline and have an understanding of the social work perspective. The Task Coordinator will:

- a. Be responsible for the day-to-day, on-site guidance for assigned student tasks or projects;
- b. Collaborate with the Field Education Supervisor in integrating assignments provided into the student's overall learning experience;
- c. Provide constructive feedback to student on an ongoing basis;
- d. Keep the Field Education Supervisor informed of the student's progress on tasks or projects undertaken with the Task Coordinator;
- e. Provide input to the semester evaluation of the student in collaboration with the Field Education Supervisor; and,
- f. Meet with Field Education Supervisor, Faculty Field Liaison and student as needed.

#### **5. The Social Work Student/Intern**

It is expected that students accepting a field education placement take seriously their commitment to their clients, their Field Education Supervisor, the agency, and the Grand Valley State University School of Social Work program. It is expected that students will conduct themselves in a professional and ethical manner in their interactions with staff, faculty, and clients. All students are expected to develop professional discipline, identification with the role of the social worker, and competence in assuming this role. Students should refer to the NASW *Code of Ethics* for clarification and guidance taking special note of the Preamble of the *Code of Ethics* which states that "the code is relevant to all Social Workers and Social Work students, regardless of their professional functions, the settings in which they work, or the populations they serve."

Accordingly, the student should:

- a. Prepare in advance to meet requirements for field education including sufficient time and energy to devote to 14 hours per week;
- b. Turn in all application materials in a timely manner meeting deadlines;
- c. Meet with the Field Education Supervisor on a regular basis (at least weekly);
- d. Prepare for all meetings with the Field Education Supervisor, including

- suggesting agenda items to be discussed;
- e. Meet/Confer with the Field Education Supervisor and the Faculty Field Liaison together at least two times during each semester in field education;
- f. Attend field site on days and at times agreed upon with the Field Education Supervisor or notify the Field Education Supervisor following agency protocol for absences/lateness;
- g. Conduct oneself in a professional manner, including taking responsibility as an adult learner to understand and carry out assigned duties, meet all deadlines, and seek direction as needed;
- h. Prepare a Learning Contract with specific learning objectives and activities that are acceptable to the Field Education Supervisor and Faculty Field Liaison;
- i. Complete and submit all field education written documentation and reports required by the agency and school (e.g., time sheets, evaluation of student performance, student evaluation of field education experience);
- j. Respect the privacy of clients and hold in confidence all information obtained in the course of professional service;
- k. Discuss with Field Education Supervisor, Faculty Field Liaison, or Coordinator of Field Education any areas of significant disagreement, dissatisfaction, or confusion related to the field education experience;
- l. Discuss any difficulties that arise in the placement with the Field Education Supervisor first. If the situation is not resolved, inform the Faculty Field Liaison. If the problem persists, contact the Coordinator of Field Education;
- m. Attend all field education seminars, complete all assignments and maintain confidentiality of fellow students in regards to discussions held during these seminars; and,
- n. Complete the number of hours required for field education while gaining the practice behaviors/competencies required by the social work profession.

## **6. Practicum Review Committee**

The Practicum Review Committee (PRC) is composed of the Coordinator of Field Education, the student's Social Work Faculty Mentor, and the student's Faculty Field Liaison. An additional social work faculty member, if selected by the student, may also be part of the Committee. The PRC is convened when a student's placement is disrupted or there are significant concerns regarding the student's performance, professionalism, conduct, or if there is a *NASW Code of Ethics* violation at the field education placement.

### **I. Selection of Field Practice Sites**

Agencies selected for affiliation with the School of Social Work as field education sites must meet a number of specific criteria. Field sites must demonstrate respect of diversity and the absence of discrimination based on race, culture, gender, religion, sexual identity or differently-abled individuals. Evaluation of potential sites requires an in-person interview, review of site documentation, and assessment of potential learning opportunities. The scope and activities of the potential site should be sufficiently diverse to provide students with a range of learning experiences commensurate with the

expectations of the Generalist curriculum. In addition to these criteria, the potential site must:

- a. Have a clear mission with specifically defined programs and methods to achieve its purpose or mission;
- b. Be interested in the education and training of new social workers and demonstrate an awareness of and respect for the educational focus of field education;
- c. Be willing to assume the responsibilities associated with participating in an educationally-focused experience, including the provision of supports which enable Field Education Supervisors to maintain an educational focus while teaching and training social work students;
- d. Be adequately staffed so that its mission can be achieved without relying upon the contributions of students;
- e. Demonstrate a commitment to provide learning experiences consistent with the needs of both beginning and advanced social work students;
- f. Make available suitable technology, space, equipment, furniture, supplies and support services to ensure that the student can achieve the goals and objectives of the field education experience;
- g. Be willing to uphold and support Field Education Supervisors as they assist students toward the completion of their field education experience. Common Field Education Supervisor tasks include attending Field Education Supervisor Orientation sessions; observation of student activities; weekly formal supervision meetings; site visit meetings and student evaluation activities;
- h. Be willing to demonstrate the capacity to provide supervision and observation of a student's field education experience that is systematically designed and coordinated in a manner that supports student's achievement of program competencies (EPAS 2.2), and meets approval of the Field Education Practice Committee;
- i. Agree to reimburse student interns for travel/mileage required for the internship or inform the student prior to accepting the field placement that mileage is not reimbursed; identifying alternatives. (Students are responsible for their own transportation to and from an internship site);
- j. Be supportive of the Generalist perspective as it applies to the provision of Social Work services and educational experiences for students enrolled in field education; and,
- k. Agree to abide by the School of Social Work policies and procedures related to placement, maintenance, or termination of students in placement settings.

## **J. Selection of Agency-Based Field Education Supervisors**

The criteria for selecting agency-based Field Education Supervisors consists of the following requirements. The agency-based Field Education Supervisor is expected to:

1. Possess a Bachelor or Master of Social Work degree earned from a CSWE-accredited graduate program. In unusual circumstances where the Faculty

Field Liaison assumes responsibility for the regular, ongoing supervision of the student's field experiences, an agency staff person who does not possess the BSW or MSW degree may serve as the agency's Task Coordinator.

2. Have at least two years of successful Social Work practice following the completion of their BSW or MSW degree, with a preference for full social work licensure before serving as a Field Education Supervisor.
3. Have, at minimum:
  - a. An interest in teaching;
  - b. Sufficient time and ability to assist students in developing learning objectives and structuring learning experiences to meet such objectives; and,
  - c. The skills to help students integrate the knowledge, skills, and values of foundation and advanced coursework with the demands of practice.
4. Be knowledgeable about the community in which the agency is located, the client system(s) which the agency serves, and the resources within the community most appropriate to meet the needs of client system(s).
5. Demonstrate an ability to participate in the creation and maintenance of a positive working relationship with the Grand Valley State University School of Social Work. This relationship typically involves an understanding of the School's role, mission and goals, including acceptance of the Generalist's perspective, and structuring and evaluating student accomplishments in field education.
6. Serve as a professional role model for Social Work students.
7. Follow and abide by the NASW *Code of Ethics*.

## **K. International Placement Opportunities**

There are two ways in which a social work student may seek an international field placement:

### **1. Independent placement organization**

The Field Education Office works in tandem with the GVSU Padnos International Center (PIC) to provide interested social work students with an International field placement for one semester through the services of an independent placement organization.

Students must apply through the GVSU PIC website by February 1 to be considered for an International field placement. Once accepted, the student will work with the PIC and the independent placement organization to secure an internship. The student must also work closely with the BSW Field Education Coordinator who will ensure the internship experience abroad will meet Field Education requirements and expectations.

## **2. Student-initiated International Placement**

Students may approach the BSW Field Education Coordinator with alternative ways of structuring an international field placement based on location of potential field sites or specific learning needs. Requests received by the Field Education Office will be reviewed by the Field Education Practice Committee to determine merit and feasibility.

Factors considered by the Field Education Practice Committee include, but are not limited to:

1. The existence of a previous relationship with the site or potential Field Instructor;
2. The site's ability to provide a learning experience commensurate with the School of Social Work's requirements for field placements;
3. The feasibility of the Field Education Office developing the site;
4. The student's demonstration of successful performance in Grand Valley State University BSW program;
5. The presence/availability of resources needed to facilitate and support the student's experience; and,
6. Collaborate/coordinate with the Padnos International Center, and meet/fulfill all criteria designated by the Padnos International Center and University procedure.

No matter the method in which a student chooses to explore the potential of an International field placement (i.e. independent placement organization or student-initiated) initiation begins with discussion and exploration of possibilities and feasibility with the Field Education Coordinator and the student's Academic Advisor. Students are advised to begin this process as early as possible in their GVSU career. To facilitate these experiences, students need to convey to the Field Education Practice Committee the type and scope of experience they seek. Completion of a Proposal Outline (described below) will provide the Committee with information needed to recommend support or denial of the experience.

Proposals (submitted to the Field Education Coordinator) will be accepted for review no later than the date required for all field applications. The Field Education Practice Committee will review the proposal and decide whether to support or deny the proposal. Within ten business days of the decision, the Field Education Coordinator will notify the student of the Committee's decision. The Field Education Office will define parameters regarding placement hours, supervision, and other issues with consultation from the BSW Program Director and the Director of the School of Social Work.

If a student-initiated international field placement proposal is accepted, the Field Education Office will make contact with the potential site either in person, by phone, by email, and/or interactive video. The Field Education Office will determine the site's capacity to provide the student(s) with the requisite supervision and explore the types of duties, tasks, and responsibilities required at the site. In addition, the School's Generalist perspective and requirements for supervised direct practice will be discussed. Once the feasibility of the site is ascertained, an Affiliation Agreement between the GVSU School of Social Work and the potential site will be signed.

If a student is accepted for international field placement with an independent placement organization, the student will work with the placement organization to secure a placement. Once secured, the Field Education Coordinator will make contact with the field site to ensure the placement will meet Field Education requirements.

A memorandum of agreement whether the placement is through an independent placement organization or is student-initiated will be developed and signed by the Field Education Coordinator and the student. Involvement in an international field placement is considered equivalent to a local, traditional placement. Students are expected to define learning objectives and methodologies in their student Learning Contract. Oversight of these goals, objectives, and methodologies and of the overall experience will be the responsibility of the designated Field Education Supervisor and Faculty Field Liaison.

While some of the mechanics of the placement may vary due to distance, the expectation is that the structure and substance will be equivalent to any domestic placement. All policies delineated in the Field Education Manual will apply to international placements. All required documentation will be provided to the GVSU Padnos International Center.

### **Requested Proposal Outline Format**

Students are to address the following areas:

- A. Personal statement relative to their interest in International Social Work
- B. Previous travel experience
- C. International proposed placement site, if student-initiated
- D. Reason(s) for this specific destination
- E. How will this proposed experience further your Social Work education?
- F. Proposed time frame for this experience (eight weeks, one semester)
- G. Resources required for this experience (school, personal, or financial)
- H. Plan for continuing course work by semester

### **Faculty Field Liaison Responsibility Related to International Placements**

School responsibilities relative to international placements include ensuring the same level of involvement and supervision as with placements in close proximity to the Grand Valley State University School of Social Work.

Students will be assigned to a Faculty Field Liaison who will be responsible for ensuring the integration of content and activity. While face to face conferences may be precluded,

alternative forms of communication will be utilized. These forms of communication may include, but are not limited to:

- Students may be required to complete journal entries and may share those entries with their Faculty Field Liaison via Chalk and Wire or email, or other available technology.
- Faculty Field Liaisons will be expected to review the journals and engage in discussion with the student via the appropriate agreed upon technology.
- Faculty Field Liaisons will be expected to assign students to projects such as: papers on the scope of the agency, case presentation from a specified treatment modality, etc., as is currently expected of students enrolled in the traditional seminar.
- Faculty Field Liaisons will also be expected to arrange a minimum of three contacts per semester with the Field Education Supervisor and the student to review the student Learning Contract and discuss the student's progress.

### **Peer Interaction**

Peer interaction concerning the field learning experience can be facilitated in a number of ways:

- Field Education Seminar may be convened prior to the beginning of the international learning experience to cover issues of anticipation of the placement.
- When the student returns from an international placement, they will continue participation in Field Education Seminar.
- During the international learning experience when available, the Faculty Field Liaison will facilitate peer communication through the use of course discussion boards, email, and/or other available communication methods.
- Students will be encouraged to share their experiences with the broader GVSU and School of Social Work community both during and following their experience.

Please direct questions regarding the International Field Education Placement process to the BSW Field Education Coordinator.

### **L. Child Welfare Certificate Program**

The GVSU School of Social Work has been endorsed by the Michigan Department of Health and Human Services (MDHHS) to offer its undergraduate students the option of receiving a Child Welfare Certificate (CWC) upon graduation. The purpose of the CWC program is to prepare social work students to provide effective child welfare services as degreed case workers in the field. As a recipient of the CWC, social work students will be given preference of potential employment with MDHHS. CWC recipients will have received a foundation of experience and knowledge that will enable them to enter training at a later phase than new hires that do not possess a CWC. The CWC is good for one year from the social work student's graduation date.



In order to be eligible for the CWC, social work students must achieve a 3.0 GPA average for the last 60 credits of their studies and complete:

- SW 341 Human Behavior and the Social Environment II
- SW 320 Child Welfare Policy and Practice
- SW 439 The Family and Social Work Practice

Additionally, social work students must complete a supervised, structured 400-hour Field Education Placement with the Michigan Department of Human Services, a private agency contracted with DHHS or a tribal child welfare program. During the internship, the student will be expected to complete online and classroom trainings pertinent to child welfare as well as complete learning activities that meet the practice behaviors and objectives that DHHS has established. These learning activities will be infused with the School of Social Work's Learning Contract. Students will be evaluated on their performance at the conclusion of each semester.

Interested students must complete the School of Social Work's CWC Application and submit it with their Field Education Application by the specified due date. Applicants are also interviewed by School of Social Work faculty members. Students are not guaranteed admission for the CWC program as there is a limited number of spots. The number of students admitted is based on the number of eligible field education placements available as well as the student's demonstration of commitment and personal and professional readiness to complete a child welfare field placement. The BSW Field Education Coordinator will notify students via email of their acceptance or denial to this program.

An orientation for Field Education Supervisors supervising social work students in the CWC program will be held prior to the start of the student's Field Placement.

### **III. Student Responsibilities Regarding Field Practice**

#### **A. Student Requirements Before and During Field Practice**

##### **1. Academic Requirements**

Undergraduate students who wish to declare Social Work as their major are admitted to Grand Valley State University through normal college admissions procedures. During the second semester of the sophomore year, all social work majors formally apply for admission to the School of Social Work by completing the Application for Candidacy and submitting it to the BSW Program Director.

Once a student has been formally accepted into the School via the candidacy process they are required to complete and submit a field education application that documents they have met these criteria by a deadline established by the BSW Field Education Coordinator in the semester prior to the students' planned entry into field education. The application provides evidence that applicants for admission into field education have met these criteria:

- Successfully completed BSW junior level classes and have met all the candidacy requirements for admission into the BSW program;
- Earned a minimum cumulative GPA of 2.5, a minimum C (2.0 GPA), 2.5 GPA overall in cognate courses required for BSW Candidacy, and an overall 3.0 GPA in social work courses;
- Maintenance of "candidacy status," requiring no more than one Incomplete "I" grade on the student's academic transcript;
- Completion of first-, second- and third-year required courses; and
- Submit a work/life schedule for the period of anticipated field education enrollment that demonstrates an availability to spend two full days weekly in field education for both semesters.

## **2. The Field Application Process**

- a. All students who have met the prerequisite coursework and other requirements should complete the field application and supporting documentation. Instructions for completing the application are provided during the orientation, on the School of Social Work BSW Field Education website, and in this Manual.
- b. All applications must be typed.
- c. The completed application forms are to be submitted to the Field Education Coordinator within the prescribed timeline.
- d. Faculty observations, concerns, suggestions or recommendations regarding each applicant are solicited by the Field Education Office. The eligibility of each field candidate is determined and referred to the Field Education Office for placement.
- e. The Field Education Office integrates the information from the student applications and faculty and takes into consideration students' educational growth needs, past experience(s), strengths, areas for growth, interests, etc., in order to match students with the appropriate practice setting.
- f. Field Education Supervisors are advised of a potential student candidate for field education by the Field Education Office and given the option to interview the student.
- g. Students will be informed via email by the Field Education Coordinator to schedule a pre-placement interview with a Field Education Supervisor. Interviews should be arranged promptly. If a prompt interview cannot be scheduled, the Field Education Office should be contacted immediately.

- h. Field Education Supervisors inform the Field Education Office of the acceptance or rejection of a student within five working days following the pre-placement interview. The Field Education Office is notified of a student's acceptance through the completion of the Certification of Field Placement form.

### FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA):

The Field Education Office may share all relevant information with appropriate persons who may include the Faculty Field Liaison, the agency Field Education Supervisor, the student's Academic Advisor, the Director of Admissions of the School of Social Work, the Director of the School of Social Work, or the Dean's office. Relevant information is defined as information that may involve the field placement selection, clients, agency Field Education Supervisors, staff, the student learning experience, or school policy. Such information will be shared to enable informed choice by Field Education Supervisors, protect clients, protect students, and facilitate the learning process. Agency Field Education Supervisors are also expected to share relevant information with the Field Education Office. The student will be required to sign a release of information form as part of their field application. This release includes academic record, all contents of the field application, and previous evaluations from previous field education experiences. This release gives the field office permission to release the above information to agencies with whom the student may interview and/or be placed.

### **3. Field Education Placement and Referral**

- a. Students may **not** develop field placements on their own and are **not** to initiate or to negotiate with agency personnel for purposes of arranging a placement.
- b. Students who are not offered a field placement after two agency interviews for reasons related to their appropriateness or readiness for field education may be referred to the Practicum Review Committee for evaluation and problem-solving.
- c. Every effort will be made to refer students to one of the three fields of practice indicated on their field education application. Students are not expected to decline a field placement if it is a field of practice they have selected unless there are exceptional circumstances.
- d. Students are expected to remain in the field education placement for the full duration of the semester, commencing on the first day of classes and ending on the final day of classes.
- e. Many students have full or part-time employment while enrolled in the BSW program, and request field work schedules to accommodate employment. These requests generally cannot be honored by the School of Social Work. Students need to accommodate the schedules of field placement sites in order to participate as fully as possible in the life and learning experiences offered by the field education placement agency.

#### **4. Student Requirements Prior to and During Field Practice**

- a. Maintenance of a minimum G.P.A. of 2.5 overall throughout the Field Education experience.
- b. Ability to integrate and conceptualize course content as evidenced by the Field Education Supervisor's evaluations and feedback to the Faculty Field Liaison.
- c. Satisfactory completion of required sequential BSW curriculum.
- d. Performance in the field, including adherence to the NASW *Code of Ethics*.
- e. Accumulation of no more than one grade of Incomplete.
- f. May repeat field education/seminar only once. Two disrupted field education placements may result in termination from the BSW program.

If a student's GPA falls below the levels required, the BSW Field Education Coordinator communicates this deficiency to the BSW Program Director. Students who do not meet these GPA criteria are not allowed to enter into or continue a BSW field education course. The BSW Field Education Coordinator terminates the field placement of students enrolled in field education whose GPA fall below the criteria or who have one or more incomplete grades. In such cases, the BSW Field Education Coordinator notifies the student, the student's faculty field liaison and the student's field education supervisor of the termination decision.

#### **5. Student Responsibilities During Field Practice**

Student responsibility is a vital part of the learning process. Being in field education requires students to be an active participant in their learning experience. Each student should:

- a. Abide by the rules and conditions of placement established by the Faculty Field Liaison and the Field Education Supervisor.
- b. Plan with the Faculty Field Liaison and Field Education Supervisor how to achieve the CSWE competencies and observable behaviors with the corresponding measurable learning tasks. The plan must be codified in the form provided by the student Learning Contract within four weeks after placement begins or the date established by the Faculty Field Liaison.
- c. Submit all written reports as required by the Faculty Field Liaison and Field Education Supervisor.
- d. Participate with the Faculty Field Liaison and Field Education Supervisor in meetings and conferences designed to evaluate the student's progress and performance.

- e. Attend and participate in all Field Seminar sessions (15 hours per semester).
- f. Be responsible for becoming familiar with the agency milieu and abide by the informal and formal norms for conduct in the agency.
- g. Uphold the NASW *Code of Ethics*.
- h. Recognize student performance must be judged satisfactory by the Faculty Field Liaison in order to receive field education credit. Faculty Field Liaison judgment is based on the student's performance in relation to the CSWE competencies, observable behaviors and learning tasks arranged for the individual student, and the evaluation by the Field Education Supervisor.
- i. Demonstrate professional behaviors at the field education site and in seminar related to communication, attendance, time management, and appearance.
- j. Be an active learner in the educational process. This implies taking initiative to develop relationships with the field site staff, Faculty Field Liaison and peers in seminar.
- k. Secure availability for field hours during regular business hours, e.g. Monday – Friday, 8:00 a.m. – 5:00 p.m.
- l. Be responsible for arranging transportation to and from the assigned field placement agency and meeting any costs involved. Time and travel to and from the placement agency does not count toward field hours.
- m. Be prepared to comply with health compliance requirements including background check reports as required by the field site and/or defined in the Affiliation Agreement. This may involve a cost for the student.
- n. All social work students are expected to meet routine health compliance requirements that include proof of immunizations/immunity for the following: Annual Tuberculosis (TB) screening, Measles (Rubeola), Mumps, and Rubella (MMR), Tetanus, Diphtheria and Pertussis (Tdap), Influenza (flu), varicella, and Hepatitis B. Students are also required, as part of routine health compliance, to complete online training modules and pass a quiz on each module by a score of 80%. Some sites expect additional requirements that may include fingerprinting, background check, drug screen, physical health examination, CPR, etc., which could be at the expense to the student. All requirements need to be met prior to the first day of their internship. Additionally, organizations may have their own requirements such as orientations, etc. that students must complete.
- o. Students who experience personal, academic, psychological, legal, medical or other conditions that impact their ability to participate in field education as described in this

Manual are responsible for **immediately** informing the Field Education Coordinator. The Field Education Coordinator will assist the student in determining the appropriate course of action in relation to the field placement and in accordance with University and department policy. Students who do not adhere to this policy may be asked to participate in a Practicum Review Committee Meeting.

## **6. Evaluation of Student Performance in Field Education**

**a. The student Learning Contract** – Evaluation of a student’s performance in field education is accomplished by the use of an individualized student Learning Contract. Every student in field education develops a student Learning Contract for each semester of field education.

The student Learning Contract is created as a cooperative effort between the student, the agency based Field Education Supervisor, and the Faculty Field Liaison. This Learning Contract operationalizes the educational competencies and practice behaviors of the student, relative to their semester of placement. It also specifies learning activities appropriate to the unique opportunities within each agency or organizational setting. The student Learning Contract for the final semester of field education reflects greater complexity as students progress in their studies. This is exemplified by the utilization of multiple intervention strategies, the assumption of appropriate practitioner roles within the agency, and the implementation of practice based evaluation and ethical problem-solving.

In each semester of field education, methodology and evidence of the attainment of student Learning Contract competencies and observable behaviors are subject to regular assessment by the student, the agency based Field Education Supervisor, and the Faculty Field Liaison. Field education is a developmental process of moving from observation and gaining knowledge about the organization and its mission/population served to moving towards independent practice and skill development.

Students are expected to successfully complete all sections of the student Learning Contract. Deficiencies may result in a performance improvement plan which defines the remediation required to bring competency to an acceptable level and may include additional field hours, and/or repeat of the course, to dismissal from the Bachelor of Social Work program.

**b. Semester Field Evaluation** – Student performance is formally evaluated by the Field Instructor at the end of each semester using the student Learning Contract and the tasks mutually agreed upon at the beginning of the semester. Students are expected to complete a self-evaluation as part of the evaluation process. This evaluation is documented in writing and conveyed both to the student and to the Faculty Field Liaison. The Faculty Field Liaison determines the student’s grade in field education for the semester based upon this evaluation as well as the student’s performance in the field education seminar.

If a student receives a score of “unacceptable competence” or “minimal competence” on a behavior within the Learning Contract, a written performance improvement plan is required to

assist the student in defining the specific concerns and action steps to bring their performance to an acceptable standard.

When a student's performance in the field practicum is assessed as inadequate, there are several options available, including but not limited to the student's developing a written performance improvement plan and convening a Practicum Review Committee comprising classroom and field-based faculty to design a plan for raising the performance to attain the benchmark level or above.

Preparation for the semester field evaluation is the responsibility of the agency-based Field Education Supervisor. The evaluation must be signed by the Field Education Supervisor, the student, and the Faculty Field Liaison each semester. Students must be given an opportunity to read the evaluation report before it is submitted to the Faculty Field Liaison. The evaluation must be signed by the student to indicate they have read the contents. Students may comment in writing to the Field Education Supervisor regarding concerns of differing perspectives of their evaluation. If not satisfactorily resolved the student may include the Faculty Field Liaison or Field Education Coordinator in an attempt to create an agreement on the evaluation.

**c. Semester Grading** – The credit/no credit grading system is used by the Grand Valley State University School of Social Work in evaluating student performance in field education courses (both seminar and field education). If a recommended grade of “no credit” is anticipated, it is the responsibility of the Field Education Supervisor to call this to the attention of the Faculty Field Liaison or vice versa at the earliest possible date. It is the School's policy that a student may repeat field education only once. In the event the student does not achieve the objectives within the repeated field education, no credit is given and the student will not be permitted to continue in the BSW program.

**d. Unsatisfactory Performance in the Field Placement** – The School of Social Work has the responsibility for evaluating and screening students for the social work profession. Although a student's classroom performance may be satisfactory it may become necessary to recommend that a student reconsider their preference for the social work profession if the performance in the field placement is not satisfactory.

If performance has been unsatisfactory, the student will be referred to the Practicum Review Committee, which could result in dismissal from the social work program. All reasonable and appropriate efforts will be expended to ensure that the field placement experiences are an appropriate measure of the student's abilities. Broken placements, failing field grades due to poor performance or professional incompetence, and violations of the *NASW Code of Ethics* could trigger a Practicum Review Committee meeting. These are explained below.

**e. Broken Placements: Interruption, Dismissal, or Request for Removal** – A student whose placement is broken may receive the grade of either incomplete or no credit for the semester/session in which they are enrolled depending on the outcome of the Practicum Review Committee's decision. If a placement is broken, the student will be referred to a Practicum Review Committee meeting for evaluation and review and could be dismissed from the social work program. The Field Education Supervisor and the Faculty Field Liaison will be

requested to put the concerns in writing. If a student is re-placed into a new agency, the placement will be monitored closely by the Faculty Field Liaison to ensure that prior difficulties are not a continued issue. The Practicum Review Committee will recommend the number of hours a student must complete in the new field placement.

At any point in the field placement, the Field Education Supervisor can request immediate removal of the student from the field placement if the student's behavior or performance seriously places at risk the quality of services delivered to clients and/or the reputation of the agency. The Faculty Field Liaison and Coordinator of Field Education need to be contacted immediately whenever there is serious cause for concern. The Field Education Supervisor will be requested to put the concerns in writing.

In the event of a School of Social Work initiated relationship break with a field placement agency, the Field Education Coordinator and Director of the School of Social Work will inform the College of Community and Public Service Dean's office. The decision arrived upon regarding the formal termination of the University/Agency affiliation will come from the Dean's Office.

It is the practice of the School of Social Work to avoid the switching of placements. However, reassignment of a student from one field site to another during an academic year may occur for educationally sound reasons. Students experiencing performance problems solely as a result of skill deficits will not be reassigned to a different agency. Reassignment is generally approved only when issues involving the Field Education Supervisor or the agency pose obstacles to student learning, or when there is doubt as to the cause of problems; and when an appropriate agency is available to take a student mid-year. When there is doubt as to the cause of problems, the student may be given the benefit of the doubt and reassigned to another placement.

The decision to reassign will be a joint one between the Faculty Field Liaison, student, and Field Education Coordinator. (Termination of an internship by the student without prior notification of the Field Education Supervisor/agency, Faculty Field Liaison, and Field Education Coordinator, and failure to adhere to due process procedures constitutes abandonment. Abandonment is tantamount to dropping a field education course. Just as with all dropped courses, students may re-enroll in the course when it is next offered with permission from the Field Education Coordinator. The student's status in the social work program will be reviewed by the Practicum Review Committee. Consequences may range from No Credit in field education, up to dismissal from the program.)

## **B. Field Practice Assignment in Places of Employment (FPAPE) Guidelines**

The BSW Program has specific policies and procedures that identify how to proceed when students request a field placement in their place of employment, including a separate application process. This policy is:

Student seeking a field practicum experience in their place of employment must receive approval by BSW Field Education Coordination. To this end, field practicum assignments in places of employment must be educationally focused, and structured appropriately to achieve the goals



and objectives of the field practicum course. All field practicum assignments in places of employment must meet the following criteria:

- The student/employee has been employed at the agency for a minimum of six months prior to applying for a field placement assignment.
- The field placement must be in a different program within the agency and clearly distinct from responsibilities of paid employment. In order to provide new learning opportunities, the field experience must be in an area that is different from where the student is currently employed, has been employed, or had a previous field experience.
- The agency will provide a field education supervisor who has a BSW or MSW degree with at least two years post-baccalaureate experience.
- The field education supervisor must have been employed at the agency for at least one year.
- The field education supervisor must be a different person than the student's current employment supervisor.
- The agency must establish an affiliation agreement with the School of Social Work to accept BSW Program students, if such an agreement does not already exist.
- The agency must allow the student/employee to attend classes and have an educationally-focused field experience.
- The agency must allow the field education supervisor to attend the field education orientation and training, as well as to have sufficient time to provide the minimum of at least one hour/week supervision for the student.

### **Employment at Field Site Offered During Placement**

In the event that employment is offered to a student by their field placement agency, then this placement becomes an employment-based field placement. The requirements for the employment field placement noted above must be met. The student will need to notify their Faculty Field Liaison as well as the BSW Field Education Coordinator of the employment opportunity and have it approved before the student accepts the offer. Typically, students who request employment at their field placement site are in or closely approaching Field Education II.

If there are any questions about a field practice assignment in places of employment, please contact the Field Education Office at 616-331-6550.

## **C. Developmental Nature of Field Education**

### **1. First Semester**

**Focus:** The focus of the first semester is based upon demonstration and use of basic assessment skills, intervention strategies, and self-evaluative techniques as they apply to the provision of social work services for individuals, families, small groups, organizations and communities. During the first semester the student is learning the scope of agency practice, agency policies and procedures, gaining an orientation to population served, the broader system of care, networking with agencies involved in the field of practice,

receiving safety training, and observing social workers as they perform their responsibilities. Learning activities may include visiting partner agencies, reviewing policies and procedures, interviewing staff, reporting on or recording their observations based upon their shadowing experiences, role playing, labeling/naming skills and identifying specific techniques, partializing, and developing self-awareness and critical thinking skills.

## **2. Second Semester**

**a. Prerequisite:** Successful completion of SW 490 – SW 492

**b. Focus:** During the second semester, students are also enrolled in SW 495 – Senior Seminar in Social Work, the capstone of the curriculum. The emphasis during this semester is on the integration of the knowledge, skills and values derived from all classroom and field-based learning. The second semester involves opportunities for observation and independent activities; opportunities for supervisor and others to observe student and offer feedback. Learning activities in this phase could include: doing assessments, developing treatment plans, maintaining a small caseload, co-facilitating a group, contributing to the grant writing process, exploring the community network of resources and community engagement. Students are working towards and should be nearing employment readiness, and moving to more peer like relationships with their colleagues at the field site. As the conclusion of their second semester nears, students are working towards termination with supervisor, clients, and colleagues.

## **IV. Policies and Procedures Regarding Field Education**

This section provides general guidelines for Field Education. Other policies, practices and procedures are identified throughout the School of Social Work Student Handbook, available on the School of Social Work website at [www.gvsu.edu/ssw](http://www.gvsu.edu/ssw)

### **A. General Policies and Practices**

1. While in Field Education students generally follow the GVSU academic calendar. Scheduled breaks within the academic calendar are to be discussed and negotiated between the student and Field Education Supervisor. Students placed in school social work settings may be asked to follow the calendar of the school/field education placement site to which they have been assigned.
2. Students are expected to accept responsibility for their own successes and shortcomings, be aware of all University, School of Social Work, and Field Practice Agency policies, practices and procedures, as well as BSW degree requirements.
3. Students are expected to follow standards of professional and academic conduct specified in the University *Student Code of Conduct*, School of Social Work

*Student Handbook, Field Education Manual, the NASW Code of Ethics, and Field Practice Agency guidelines.*

4. The student is expected to do their own work and to honor ethics related to academic honesty. Violations of the *Student Code of Conduct*, including those about plagiarism and the integrity of scholarship and grades, may result in the award of the “F” grade in a course, no credit in field education, and/or referral for disciplinary action or dismissal from the School or University.
5. Students enrolled in the BSW program are expected to manifest emotional maturity, stable mental and physical health, and conformity with the *NASW Code of Ethics* in classroom demeanor, in oral and written assignments, and in field practice settings.
6. Social Work courses are designed for the student’s involvement in their own learning experiences. Lectures, guest speakers, audio visuals, discussions, and presentations may be instructional modes in classes. Additionally, faculty guide discussions, respond to questions, and are available for office hours.
7. Students do not report to their field placement or go near the assigned site in the event of a strike or work stoppage. The student contacts her/his Faculty Field Liaison should there be any question(s) about their protection and/or safety.
8. Students are responsible to understand the technology and social media policies, practices, or expectations of the organization in which they are placed and adhere to the *NASW Code of Ethics* as it applies to social media.

## **B. Policies Governing School of Social Work/Agency Relationships**

1. The agency where students are to be placed enters into an Affiliation Agreement with the School of Social Work and Grand Valley State University for the specific learning experiences to be provided.
2. The student shall provide their own transportation to and from the agency. Expenses of travel assigned to the student by the agency regarding agency business other than a student’s travel for internship placement to and from the agency may be covered by the agency.
3. Attendance at approved conferences may be included as field hours if mutually agreed upon by the Field Education Supervisor and the student with the support of the Faculty Field Liaison. Attendance at such conferences is assumed to be limited to a few days per academic year.
4. Students should not be expected to or allowed to spend more field hours each week than stated in the school agency agreement except in urgent situations. Compensatory time should be arranged following such an occurrence. It is the

Field Education Supervisor's responsibility to note extra hours and plan with the student for compensatory release time.

5. The GVSU School of Social Work will provide the agency with appropriate information about the student (as per the student's written permission for such disclosure) including academic preparation, previous social work job experiences, and the student's career goals.
6. The agency will consider for field placement only those students referred by the GVSU School of Social Work Field Education Coordinator, and only for the specified period.
7. After the agency interview with the student, the agency will inform the Field Education Coordinator of the acceptance/denial of the student for a field placement in their agency. The agency's decision is final and therefore, is not be re-negotiated by any GVSU School of Social Work student.
8. GVSU School of Social Work will provide a Faculty Field Liaison throughout the placement period. A minimum of two agency contacts (pre-arranged for mutual convenience) per semester will be conducted.

### **C. Field Education Grading Policies**

Grades are based on adherence to requirements explicated in the syllabus and discussed in class. Students may be awarded the "I" grade only under specific conditions fully discussed with and approved by the Faculty Liaison, as defined in the GVSU catalog. Neither the "W" nor "I" grade is awarded in lieu of the "No Credit" grade.

1. Students register for Field Education concurrently with a Field Education Seminar. These two courses are registered separately but are inextricably related. Field Education and the Field Education Seminar are graded "credit" or "no credit". In order to receive credit the student must earn the "credit" grade in both Field Education and Field Education Seminar. Grading is the responsibility of the Faculty Field Liaison.
2. Students are required to fulfill 210 hours per semester in the field education practice setting and 15 hours per semester in Field Education Seminar. Fulfilling the hours is one part of the grading. Equally important is the demonstration through the Learning Contract evaluation that the student is progressing adequately towards developing the 9 Social Work Competencies as defined by CSWE.
3. The Faculty Field Liaison is responsible for monitoring each student's progress in field, leading seminar, enforcing attendance standards, grading seminar assignments and awarding the final grade. The evaluation by the Field Education Supervisor of the student's performance on their Learning Contract is a recommendation to the Faculty Field Liaison for the grade. Optimally, the Field Education Supervisor, the

student, and the Faculty Field Liaison will communicate any performance concerns as they arise and opportunities for a performance improvement plan implemented. Thus, should the student fail to satisfy requirements in either field and/or seminar, the Faculty Field Liaison will refer the student to the Coordinator of Field Education.

4. The Coordinator of Field Education assesses circumstances involved and may require the student to appear before the Practicum Review Committee to provide reasons for their inability to satisfy the requirement(s).
5. If the student wishes to appeal their grade in the field education courses, the appeal is submitted to the BSW Program Director. Throughout the appeal process, all student appeal requests must be in written form.
6. It is the student's responsibility to inform the Faculty Field Liaison of any extenuating circumstances which may interfere with their fulfillment of course requirements.
7. School of Social Work faculty members perform a "gatekeeping" role for the profession. Hence, faculty members are responsible to engage a student in problem-solving when academic, ethical and/or other professional practice issues arise.
8. Students who violate the *GVSU Student Code of Conduct*, School of Social Work policies, *NASW Code of Ethics*, and/or Field Practice Agency procedures are subject to disciplinary action. Students' right to due process and appeal are respected.
9. School of Social Work actions for below standard academic work and/or ethical violations may range from reprimand and additional course work to probationary status to termination of enrollment in the BSW program.
10. In those instances when the policies and practices employed by the School or University have not been successful in resolving a student's academic, personal and/or professional issue(s) the student may be terminated from the BSW program.
11. Faculty actions may not be arbitrary or unfairly directed at a student or student group. Students' rights are respected in all matters pertaining to the School's educational mission and objectives for social work education.
12. All disciplinary decisions rendered by faculty committees and/or the Director of the School of Social Work are communicated to the student via email.
13. No academic credit for life experience and/or previous work experience is given, in whole or in part, in lieu of the field practice or courses in the GVSU BSW program in accordance with CSWE standards.

#### **D. Policies and Procedures Concerning Conflict Resolution/Termination**

It is understood that problems can arise in field education between students and field instructors, or other agency personnel. It is expected that any and all problems will be addressed explicitly, proactively, professionally, and in a timely manner.

If a student is experiencing major difficulties in the placement setting, every effort is made to use informal problem-solving methods to reach solutions. The formal grievance procedures are applied should informal techniques fall short. The placement setting, School of Social Work, or the student may initiate termination, keeping the Field Education Coordinator informed of each step. This is an administrative procedure that must be followed in order for students to be afforded due process. It must be noted that students who do not adhere to the specific responsibilities or who do not follow the procedures identified below may be dismissed from the Social Work program. Initial efforts to reach a resolution include:

1. Student and Field Education Supervisor discuss the problem constructively and in an issue oriented fashion in an effort to achieve a mutually agreeable resolution. If the problem is not resolved to the student's and/or Field Education Supervisor's satisfaction, the student should proceed to the next step. Written guidelines addressing the issues are developed in these discussions and provided to all parties (student, Field Education Supervisor and Faculty Field Liaison).

**\*Note:** In rare circumstances, it may not be appropriate for problem solving to begin between the student and Field Education Supervisor, i.e. student is being sexually harassed by the Field Education Supervisor. In such circumstances, the student will begin step 2 of the problem-solving process.

2. Student immediately advises the Faculty Field Liaison of the problem. Individual and joint meetings between the Faculty Field Liaison, the student, and the Field Education Supervisor are arranged by the Faculty Field Liaison to facilitate problem resolution. Again, written guidelines are to be provided to all parties (student, Field Education Supervisor, and Faculty Field Liaison). If the solution is not amenable to the student, they should proceed to step number 3 and/or 4.
3. The Faculty Field Liaison communicates/collaborates with the Field Education Coordinator. The Coordinator may be brought into these meetings at the request of the Faculty Field Liaison.
4. If the problem is still not resolved, the student may request a meeting with the Field Education Coordinator. The Field Education Coordinator will review all appropriate information and will assess next steps.
5. In lieu of resolution, written notification of the intent and/or decision to terminate is to be sent from the initiator to the Field Education Coordinator and the other parties in the contract. Reasons for termination are to be clearly specified by the initiator.

6. Upon receipt of the written request for termination, the Faculty Field Liaison will coordinate with both parties to arrange for the student's termination from the agency placement.
7. A student may be terminated from field for reasons including, but not limited to:
  - a. The student's level of performance or professional conduct is far below the standards expected of a BSW student. Examples of this include lack of reasonable progress in meeting one or more of the competencies. It is expected that student responsibilities at the practice agency increase as the student becomes more experienced with agency policies and activities.
  - b. The student exhibits behaviors that are inconsistent or at odds with the NASW *Code of Ethics*. If there is an allegation of student professional misconduct, the Faculty Field Liaison will contact the Field Education Coordinator. A Practicum Review Committee meeting will be convened.
  - c. The student has unexcused and prolonged absences or tardiness from the practice setting.
  - d. The student experiences unexpected life events that impair their ability to make successful progress towards meeting the practice learning objectives.
  - e. The student's continued participation in the practice is judged by the Field Education Supervisor, Faculty Field Liaison, Field Education Coordinator and/or the placement agency to adversely affect the agency, the clients or the University.
8. Within ten (10) working days of the receipt of the letter requesting termination, the Faculty Field Liaison will provide their written report to the Practicum Review Committee, convened by the Coordinator of Field Education, for a decision. The student is invited to attend the Practicum Review Committee meeting for the expressed purpose of presenting their material. The Practicum Review Committee renders a wide range of decisions, not limited to the following:
  - a. Award credit for Field Education;
  - b. Grant permission to withdraw without penalty;
  - c. Award Incomplete or no-credit for Field Education;
  - d. Require the student to repeat the field experience and the seminar;
  - e. Determine the number of field education hours granted, if any, for the semester that the student completed during the semester of termination. The number of hours granted will be determined from the competencies gained and not just the hours accrued.
  - f. Provide a recommendation for the time frame to re-place the student in another field education placement. This could range from immediate re-placement to waiting until the next cycle of placements;
  - g. As applicable, provide a recommendation for additional activities/remedial assignments prior to being re-placed;
  - h. Termination from field education and termination from the BSW program.
  - i. Any time a recommendation includes giving dismissal from field education/the BSW program, the Field Education Coordinator will have the Associate Dean review the recommendation before the decision is final and

communicated to the student. A student may be suspended from field education activity while their case is reviewed. The decision is not final until the review is complete. The review is to ensure that University's academic policies are being followed and that the student's rights are protected.

9. Within ten (10) working days of the Field Practicum Committee's decision, the Coordinator of Field Education sends notification to the student of the Committee's decision and it becomes a part of the student's record.

**\*Note:** Students are not penalized when a change of placement is necessary because their field practice agency is unable to or fails to meet conditions of the Affiliation Agreement.

10. If after a Practicum Review Committee meeting, the Practicum Review Committee deems the student unsuited to the social work profession, the student's dismissal from the social work program will be recommended. The student will not be reinstated until they present evidence of having changed the behavior(s) at issue, and can show that the new behavior(s) can be maintained.
11. In the event a student's academic performance or professional conduct falls outside of the acceptable range, the School of Social Work exercises its right to terminate the student's field education placement and enrollment in the School.
12. The School of Social Work exercises its right to terminate a student's field placement and/or enrollment in the BSW program for disregarding professional ethics/*NASW Code of Ethics* and academic norms, and/or displaying inappropriate conduct. Academic dishonesty or other violations of the *Student Code* are some of the grounds for automatic dismissal from the BSW program.

### **E. Policies Concerning Field Education Grievances**

Should a student feel aggrieved after the completion of steps outlined above, or in any other matter pertaining to the field education experience, the student can appeal to the Director of the Social Work program who will consult with the BSW Program Director. It is the student's responsibility to establish grounds for the appeal. The Director will hear the appeal within 10 working days of the written appeal request. The student will be notified by email of the Director's decision within 10 working days of the appeal hearing. If the student wishes to appeal the decision of the Director of Social Work, the student may appeal in writing to the Dean's Office within the College of Community and Public Service.

It must be remembered that students are assigned to agencies on the basis of the student's learning needs, career goals, and the agency's service delivery system. Hence, students are expected to handle field assignments in an appropriate manner, and with the understanding that legitimate and logical concerns may be discussed with the Faculty Field Liaison, Field Education Supervisor, and the Field Education Coordinator.



## **F. Professional Practice Mandates**

### Ethics, Values, and the National Association of Social Workers (NASW) Code of Ethics

All students, faculty, and Field Education Supervisors in the social work program have the responsibility to be familiar with the National Association of Social Workers (NASW) *Code of Ethics*. It is expected that all students, Field Education Supervisors, and faculty will abide by the Code. A copy of the current *Code of Ethics* can be downloaded from the NASW website located at [www.socialworkers.org](http://www.socialworkers.org). The development of ethical standards and framework for ethical decision making should be an integral piece of each student's Learning Contract and incorporated into supervision. Students are to learn the intrinsic principles of the *Code of Ethics* and have opportunities to apply these principles to practice in their field placement.

Knowledge to be gained with field education is paramount to developing the professional self, including cultural competence; helping people in need and addressing social problems; and taking action through appropriate channels when colleagues are impaired and/or incompetent. Learning to apply these commitments in social work practice is a very difficult and sensitive matter. We take with the utmost seriousness our obligation to teach and stand up for values and ethics for the social work profession as defined by the *Code of Ethics*. Field Education Supervisors are encouraged to utilize agency orientations as a means to identify and discuss procedures related to advocacy, professional responsibility and appropriate avenues for problem solving.

### Liability Issues

The University provides professional liability insurance for all students who are officially registered for the field education courses. Agencies/organizations shall maintain adequate general liability and professional liability insurance as well. Students may also purchase additional liability insurance. Students are covered through the end of the semester of courses in which they are enrolled. Field placements extended beyond this time must receive the prior approval of the Faculty Field Liaison.

Students are highly encouraged to maintain their own health coverage during field education. The student's individual medical insurance plan is responsible for all expenses incurred during the field placement. The University and the School of Social Work assume no responsibility or liability for any injury that may be sustained during field placement. In some agencies students may be required to use their personally owned vehicle for transportation purposes. Some field placements require students to have a valid driver's license, indicate that they can operate a motor vehicle without restriction (unless indicated on the application), carry current vehicle insurance and agree to be in compliance with the laws of the State of Michigan.

If the student is involved in an automobile accident while on field placement business the student's personal vehicle insurance is the first tier for a claim. If a student is to utilize their personally owned vehicle for field placement activities (including the transportation of clients), it is the agency's responsibility to inform the student of these expectations prior to acceptance into the placement and also to evaluate the student's ability to perform the required tasks. This

includes but is not limited to ensuring that the student's vehicle is in good, safe, working condition.

Students are encouraged to use an agency vehicle while transporting clients, consumers, or agency personnel on behalf of the agency. If a student elects to use a privately-owned vehicle, as part of their field placement responsibilities, the student is responsible for obtaining adequate insurance to cover their legal responsibility. It is advised that without such coverage, clients should not be transported in students' cars. The University does not carry physical damage insurance on privately-owned vehicles.

#### Criminal History, State of Michigan Department of Health and Human Services (DHHS) Central Registry History Clearance, Drug Testing Requirements, and Health Compliance

Students should be aware that many agencies require students to complete a criminal history check which may be state or national clearance. Some agencies require a central registry check through DHHS to determine if the student has ever been involved through Child or Adult Protective Services for abuse or neglect. Agencies, acting in accordance with their own policies, may also require drug testing, immunizations, a recent physical, etc. These may be required at a cost to the student. The University does not cover these costs.

#### Mandatory Reporting and Duty to Warn

State and federal laws cover the mandatory reporting of suspected abuse or neglect of children or vulnerable adults and the duty to warn if a client is considered harmful to themselves or others. Field Education Supervisors are responsible for educating students with regard to these laws and agency policy. All incidents where it is suspected that there is abuse/neglect or duty to warn should be immediately reported to the Field Education Supervisor and consultation sought. The Field Education Supervisor is ultimately responsible to ensure the reporting occurs according to applicable law, policies, and ethical obligations. The student may assist as is appropriate to the situation as determined by the Field Education Supervisor or designee.

#### Disability and Compliance with the Americans with Disabilities Act (ADA)

The Americans with Disabilities Act as amended by the ADA Amendment Act (2008)  
Philosophy Statement: Grand Valley State University (GVSU) is committed to providing access to programs and facilities for all students, faculty and staff. GVSU promotes the inclusion of individuals with disabilities as part of our commitment to creating a diverse, intercultural community. It is the policy of GVSU to comply with the Americans with Disabilities Act as amended by the ADA Amendment Act (2008), Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state laws that prohibit discrimination on the basis of disability. GVSU will provide reasonable accommodations to qualified individuals with disabilities upon request.

Any student with a disability who needs to arrange reasonable accommodations must contact the Grand Valley State University Disability Support Resources. Disability Support Resources will make a disability determination. Information from this evaluation should be

shared with the Field Education Coordinator, and the agency Field Education Supervisor who must evaluate the agency's ability to provide the accommodation prior to accepting the student for field placement. <http://www.gvsu.edu/dsr/>

### Nondiscrimination and Human Diversity

The goal of Grand Valley State University is to maintain a climate conducive to learning for students. As such, every aspect of the School of Social Work's educational program is conducted without discrimination on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, veteran status, or weight. The faculty, staff, and student body of the School of Social Work will reflect the diversity of our society. The School of Social Work will maintain an atmosphere in which there is an appreciation of human diversity and where people of varied backgrounds and characteristics feel supported, valued, and empowered to pursue their individual professional development. This extends to field placement agencies. Field placement sites shall not request students to sign a statement of faith.

### Sexual or Gender-Based Harassment in Field Placement

Sexual or gender-based harassment is prohibited conduct at the University. No employee, student or other person at the University shall engage in sexual or gender based harassment. This applies to all University programs and activities, including those conducted off campus.

In order to maintain an environment in which the dignity and worth of all students is respected, and in compliance with University policy, it is the policy of the School of Social Work at GVSU that sexual or gender based harassment of students in their field placements is unacceptable. All field education faculty and staff will follow the sexual or gender-based harassment (including retaliation) policy and follow all reporting protocols.

<http://www.gvsu.edu/titleix/>

Sexual harassment of students can be destructive to the learning environment, demoralizing to the student and adversely affect her or his performance in the agency. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions create a hostile environment.

Forms of sexual harassment may include harassment from the Field Education Supervisor, an agency employee, or another intern. Sexual harassment, including same gender sexual harassment is any unwanted attention of a sexual nature from someone in the workplace or classroom that causes discomfort or interferes with work or academic performance. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's employment, education, living environment or participation in any college activity;
- Submission to, or rejection of, such conduct is used as the basis for or factor in decisions

affecting an individual's employment, education, living environment, or participation in any college activity;

- Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance, or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment, education, living environment, or participation in any college activity.

Some examples that may constitute sexual harassment are:

- Repeated requests or pressure for dates
- Unwanted offensive contacts outside the workplace
- Disparaging sexual remarks about one's gender or sexual orientation that unreasonably interfere with the individual's learning or working
- Physical contact such as pinching or patting
- Physical aggression
- Verbal sexual abuse disguised as fun
- Offensive sexual jokes

These examples do not include all types of conduct that can constitute sexual harassment. Each situation must be considered in light of specific facts and circumstances to determine if sexual harassment has occurred. Same-gender sexual harassment may involve these same types of conduct when exhibited by a member of the same gender. It is also the policy of the University that willful false accusations of sexual harassment will not be condoned.

Gender-Based Harassment includes harassment based on gender, sexual orientation, transgender, gender non-conforming, transitioning, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.

If you believe you have been or are being sexually harassed or experiencing gender-based harassment at your field placement, please contact your Faculty Field Liaison and the Field Education Coordinator at (616) 331-6550.

### Anti-Harassment Policy

Harassment for any reason is never acceptable. If you have been made to feel uncomfortable, intimidated, or unwanted, you should speak with a member of faculty regarding your concern. You have the responsibility to report incidents promptly, as it is often difficult to trace the facts long after they occurred. It is recommended that complaints be filed within sixty (60) calendar days of the alleged incident.

If you believe you have been or are being harassed at your placement, please contact the Field Education Coordinator at the School of Social Work office (616) 331- 6550.

## **V. Additional Information Regarding Field Education**

### **A. Faculty Field Liaison Site Visit Protocol**

Faculty Field Liaisons will have two contacts with the field education site per semester. During the student's second semester of field placement with an established site/Field Education Supervisor and the student's performance is adequate there is typically one face to face and one phone or email contact. If the site or Field Education Supervisor is newly developed, the Faculty Field Liaison may conduct two face to face visits. If any concerns have been identified with the student or the placement, the Faculty Field Liaison may conduct both contacts in that semester face to face. The contacts are to incorporate communication and input between the student, Field Education Supervisor, and Faculty Field Liaison. Communication between contacts is necessary any time there is a performance improvement plan in place or in situations where informal problem solving is implemented to prevent a formal performance improvement plan, or in instances when the site or Field Education Supervisor would benefit from the support.

#### **Site Visit Discussion Guide:**

##### **Field Education I – Initial Site Visit**

- Introductions
- Site information:
  - How each perceive it's going so far
  - What activities the student has been doing
  - Activities the student will become involved with during the semester
  - Review of facility – student space
  - If new site, gain information on the site
- Faculty Field Liaison role
- Orientation to organizational policies that apply to student's role (technology, confidentiality, social media, etc.)
- Safety orientation for students
- How has the student and Field Education Supervisor structured supervision
  - Review importance of communication and feedback, weekly supervision
- Overview of requirements- plan for hours, time sheets, learning contract
  - Procedure for end of semester evaluation
  - Plan for GVSU break
- Student Learning Contract expectations
  - Any areas that were difficult to identify a learning activity
  - Questions
  - Liaison suggestions
- Evaluation procedures for end of semester
- Coordination of field experiences with classroom learning and assignments
- Conferences/learning opportunities
- Questions for students:
  - In your brief time here, what have you learned

- By end of semester/placement what do you hope to have achieved
- What do you anticipate will be most challenging for you
- What skills would you like to concentrate on
- Questions for Field Education Supervisor
  - What goals do you have for student
  - Any support needed from Liaison/SSW
- Any issues, concerns, questions, successes

### **End of the semester site visit:**

- Review Learning Contract evaluation including both Field Education Supervisor and student scores
  - Any discrepancies between student and Field Education Supervisor scores
  - Review of student progress on learning objectives
  - What skills student has gained, what are student's strengths and areas for growth, how will these get carried forward into next semester?
  - How are you making connections between what you learned in the classroom to this practice setting
  - Develop informal or formal plan for addressing any areas of the Learning Contract requiring performance improvement plan with time frames and follow up
  - Review any hours and need for make-up time, how GVSU break is being managed
  - Identify the need of increased autonomy for next semester
  - Transition plan to move into next semester
- Review of semester from student perspective:
  - Describe what you have accomplished or proud moment.
  - What skills have you been able to transfer from previous experiences (work, volunteering, life)?
  - Are you able to make connections between what you learned in the classroom to this practice setting?
  - What surprised you about this placement?
  - How have you grown this semester? Personally? Professionally?
  - What areas need additional focus? What is your plan to improve upon these areas?
  - What are you looking forward to next semester?
- Review of semester from Field Education Supervisor perspective:
  - What has the student done well this semester?
  - What would you like to see the student improve on next semester?
  - How will next semester look different in terms of responsibilities/tasks, etc.?
  - What value has student brought to your organization?
  - What support is needed, if any, from GVSU?
  - Other feedback?

### **Final Semester site visit:**

- Review of semester/placement from student perspective:
  - Overview of your accomplishments or proud moment; a challenge and how you worked through the challenge?

- Describe how you have grown from the beginning of the placement until now?
- What has the termination process been like for you? (clients, co-workers, handing off projects, etc. )
- What was most difficult for you in this placement?
- When you are a supervisor someday, what will you take from your supervisor and make your own? What did you appreciate about your supervisor's supervision style?
- What can you take from this placement and use in any social work job?
- What did you learn about yourself that you didn't know?
- What areas would you identify for your ongoing professional development?
- If you could change something about your experience what would it be and why?
- Review of semester from Field Education Supervisor perspective:
  - What has the student done well this semester?
  - What areas of growth do you identify for the student to work on as they begin employment?
  - What words of wisdom do you have for the student as she/he embarks on a social work career?
- Hours – completed?
- Learning contract – evaluation completed?
- Questions/concerns?
- Gain feedback on the FI's experience with GVSU/Field Education, areas of strength and improvement, encourage them to complete survey.
- Thank you to Field Education Supervisor!

## **B. Student Safety Guidelines**

The safety of social workers and social work interns is of primary importance. Field Education has a role in teaching/training social work students safety related skills vital throughout their career. Each member of the field education team plays a role in promoting the safety of social work students:

1. Field Education Coordinators set and communicate the expectation to Field Education Supervisors through new site development and Field Education Supervisor orientations that field placement sites will orient and train students interns on the safety related risks and organizational safety policies and procedures of the organization in which the student is placed. Safety is addressed in student and Field Education Supervisor orientations.
2. Faculty Field Liaisons will reinforce for Field Education Supervisors the need to provide safety training to students and monitor during site visits. Liaisons monitor student safety issues during site visits, seminar sessions as student discuss field experiences, and through reading student journals. Any safety concerns are addressed with the student and their Field Education Supervisor. The Faculty Liaison will bring to the attention of the Field Education Coordinator any safety issues of significant or ongoing concern.
3. Field Education Supervisors will orient students to potential safety risks and the organizational safety policies and procedures. Students are expected to be made aware of the field site's methods for assessing and handling at-risk safety situations. Field Education Supervisors will provide an environment in supervision for students to

express any safety concerns and provide necessary consultation and safety planning. The student's supervision should reinforce safety guidelines and continually assess for any at risk situations. In the event a safety incident occurs, the Field Education Supervisor will provide relevant debriefing, support, follow up on incident reporting, and engage the Faculty Field Liaison or Field Education Coordinator.

4. Students are expected to be aware of and follow agency protocols related to safety. Any time the student has concerns related to safety, that concern will be brought to the attention of the Field Education Supervisor, and as needed, the Faculty Field Liaison. Students will learn the organizational expectations for safety and reporting; ask and seek orientation if not provided, seek clarification and consultation through supervision for any situation in which safety or risk is present. If a safety incident occurs the student will notify their Field Education Supervisor immediately and, based upon the seriousness of the incident, also notify their Faculty Field Liaison. The student will follow all agency safety procedures in addressing the incident.

**Field Education Placement Guidelines for Risk Reduction:**

Students should learn about the field site's formal and/or informal methods for assessing and handling risky situations. Each situation is different, but the guidelines that follow may generally apply in the management of potentially dangerous situations.

In the event an incident of risk or danger occurs during field placement:

- Follow the field education site procedures to manage the immediate situation and report the incident;
- Get any needed medical care, notify, and debrief with your Field Education Supervisor;
- IMMEDIATELY report the incident to your Field Education Supervisor, Faculty Field Liaison, and/or Field Education Coordinator in the School of Social Work 616-331-6550; and,
- Recognize that a physical attack or threatening behavior is frightening and that you may respond emotionally to the stress. Seek help if needed.

Students are expected to comply with field site standards regarding:

- Personal safety;
- Safety protocols, including building and office security, emergency procedures, management of violent clients, and home visit safety procedures;
- Infectious disease control procedures and OSHA requirements;
- Working with high-risk clients; and
- Use of a personally owned vehicle and specifying that the vehicle is insured and in good working order when making community-based visits and/or transporting clients on field work business.

Placement sites are encouraged to have policies and procedures regarding employee and student safety. These policies should be reviewed, prioritized, and reinforced on a regular basis. Students need to be:



- Exposed to triaging client situations, peer review (where possible), and the importance of seeking consultation in potentially unsafe situations;
- Instructed and informed about cases that are “at-risk” and students should receive more intense supervision, consultation, and monitoring with these cases;
- Assisted in understanding individual and group differences when it comes to accurately interpreting behavior; and,
- Debriefed after any incident.

Orientation to the field education site should include:

- Information about the prevalence of, or potential for, violence while in the field placement assignments;
- Orientation to the surrounding community and neighborhoods, or areas where the student may work, and discuss concerns that students may have regarding their work in a community-based setting;
- Opportunities for students to observe and shadow their Field Education Supervisor on community-based visits;
- Allow Field Education Supervisors opportunities to observe and mentor students on community-based visits;
- Provide resources (such as safety training, pagers, cellular telephones, etc.) to students for community-based visits if available to staff; and,
- Carefully consider all assignments given to students and assess the assignments’ potential for risk, as well as the student’s ability to perform the assignment.

## **VI. Frequently Asked Questions**

Listed below are several questions students commonly ask regarding Field Education. The list is not exhaustive, and it may not capture the question(s) that you might consider the most important to you. However, the questions below may respond to concerns you have, and/or generate discussion of other issues/questions.

*1. Must all students complete a field education placement?*

All students who wish to obtain a Bachelor’s Degree in Social Work must successfully complete a field education practice internship from an accredited School of Social Work.

*2. Can I receive credit for work or life experience? Can I receive credit for current work or life experience that is directly related to the social work profession?*

The answer to both questions is “no.” Credit for life/work experience is a violation of Council on Social Work Education Accreditation Standards.

*3. Can students complete a field education placement at their place of employment?*

A student can request a field placement in their place of employment, however, it must

meet certain guidelines as outlined in the manual section “Field Practice Assignment in Places of Employment (FPAPE) Guidelines”. The Field Education Coordinator will review a student’s request to ensure adequate separation and boundaries between employment and field placement and that the field placement remains educationally focused in an organization that has the capacity and willingness to provide the appropriate supervision and release time for the student. The application for a field practice assignment in places of employment must be approved by the Field Education Coordinator.

4. *Do students have input in the selection of their field placement site?*

Students are asked to indicate three fields of practice they wish to be considered for potential placement sites. Competition from peers within the School of Social Work and from students from other universities is stiff. To ask students for only one area of interest severely limits chances of securing a placement interview in an area a student might wish to pursue. Every effort is made to obtain an interview for students in one of the three areas they have selected.

5. *Do students arrange their own field education placements?*

Students are welcome to give suggestions for field placement development to the Field Education Coordinator. However, it is the field of practice, not a specific agency that guides our efforts to secure a placement interview for students. Students may not contact, arrange, set-up, and/or interview for field placements on their own. All field placements are made by the School of Social Work.

6. *Can students work while doing their field education placement?*

Many students work while enrolled in field education. Full-time employment is not encouraged. When students reach the point in their education where their field placement internship is the next order of business, they must prepare to make the adjustments necessary to engage in and commit to 14 hours per week of field placement internship.

7. *Do practice hours missed because of illness, personal circumstances, etc. have to be made up?*

Yes. All BSW students must successfully complete 450 hours of Field Education over the course of two semesters in order to graduate with a Bachelor of Social Work degree.

8. *Are students assigned more than one field education placement?*

The field education structure is designed so that a student fulfills the requirements within one organization. Only in exceptional/unusual circumstances do students have more than one field placement.

9. *Is there a seminar that accompanies field education placements?*

Yes, and attendance is required. Your Field Education seminar hours are completed in your seminar class each semester. Seminar accounts for 15 clock hours of field education each semester a student is completing their internship.

10. *Are field education placements separate from field education seminars?*

Yes, the two are separate, but they are inextricably connected and therefore must be successfully completed simultaneously.

## **Appendix A: Placement Interview and Resume Tips**

An interview is your chance to exchange information with the potential field education site. Not only is it time for the interviewer to evaluate your skills, but it is also your opportunity to listen and obtain information regarding the internship position, work environment and organization.

### **Structure of the Interview**

Most interviews are structured so that the greatest amount of information can be exchanged in a small amount of time. Communication must flow smoothly throughout the interview in order for it to be successful. There are usually three parts to every interview: the introduction/summary, the body, and the closing.

1. The introduction, or summary, is used to develop rapport between the interviewer and the candidate. The interviewer will "break the ice" and attempt to put you at ease. The interviewer's first impression of you will be set during this portion of the interview. General questions may be asked. Don't forget to:

- Dress in business casual attire
- Offer a sincere handshake
- Smile
- Remain standing until offered a seat
- Maintain direct eye contact
- Introduce yourself confidently
- Sit with good posture
- Address the interviewer by her/his last name and appropriate title (Ms., Dr., Mr., etc.) unless told otherwise

2. The body of the interview deals with specific information. Questions and answers are exchanged in order to determine your qualifications for the internship. The interviewer is monitoring how you handle yourself and if you appear to be motivated and engaged. Remember:

- Be yourself
- Be able to talk for two minutes about yourself
- Be honest
- Use professional language
- Be able to describe your experience and skill set (assets and strengths)
- Use examples to support statements
- If asked, be prepared to either offer an area of weakness that is positive, or to state the actions you are taking to correct and strengthen points of challenge

3. The interview generally comes to a close when the interviewer asks you if you have any questions about the organization or internship, thanks you for coming, and may tell you when you will be contacted. Use this opportunity to make a final lasting impression on the interviewer by:

- Asking intelligent questions (prepare 2-3 questions prior to the interview)
- Expressing your interest in the site
- Initiating a final handshake
- Thanking the interviewer for her/his time

### **Common Interview Questions**

- Tell me about yourself.
- What are your strengths and weaknesses?
- What are your long-range and short-range goals and objectives?
- What do you look for in a supervisor?
- What type of activities were you involved in during school?
- How do you deal with stress?
- How do you approach problem solving?
- Why did you choose your field of study?
- What contributions can you make to our agency/organization?
- Why are you interested in this organization?
- Do you prefer working with others or by yourself? Why?
- What are the two most important things you look for in an internship?
- What do you know about us?
- Describe a situation in which you were faced with a conflict and how you resolved it.
- Describe your most significant accomplishment.

### **What are the most common resume mistakes?**

- Focusing upon what you hope to gain, instead of how you can contribute
- Describing job duties instead of unique contributions and/or results; for example, “Helped organize fundraiser” vs. “Secured \$2,000 in donations for community fundraiser, using direct mail and public speaking skills.”
- Failing to proofread
- Using personal pronouns, such as I, me, or my

## **Appendix B: Social Media Guidelines for Responsible Use**

Social Media offers opportunities to connect with others, share information, build connections and maintain relationships. Due to social work professional standards and the obligation to follow the National Association of Social Workers *Code of Ethics* social workers need to continually assess the ethical and practice implications of social media use. Privacy, confidentiality, and the establishment/maintenance of professional boundaries must be considered as well as the necessary precautions to protect the student/employees and clients.

As a social work professional it is important to consider whether you are using social media channels for professional activities such as advancing social justice issues, advocating for vulnerable populations and promoting your professional identity or using these sites to maintain contact with family and friends. In either case, your professional image that you put forth is impacted by the content expressed through social media.

There are applications for social media within social work both within clinical and macro areas. Social media has a broad range of utility in clinical social work practice such as the use of online content for psycho-education and education to reduce stigmas associated with vulnerable populations. It is the social worker's professional responsibility to maintain appropriate clinical boundaries online as much as possible to protect both their privacy and the privacy of their clients.

Within macro practice social work has many practical applications including education, advocacy, outreach, mobilization, fundraising, and evaluation. Macro social workers need to be careful about how they may be branding their agency or project.

As part of your orientation to the field education site, you should request the organization's policy on social media. If the organization does not have a written policy, seek guidance from your Field Education Supervisor on the practice guidelines of the organization.

The NASW *Code of Ethics* (2018) that are applicable to social media include:

- Social workers should obtain client consent before conducting an electronic search on the client. Exceptions may arise when the search is for purposes of protecting the client or other people from serious, foreseeable, and imminent harm, or for other compelling professional reasons (Section 1.03i).
- Social workers should avoid communication with clients using technology (such as social networking sites, online chat, e-mail, text messages, telephone, and video) for personal or non-work-related purposes (Section 1.06e).
- Social workers should be aware that posting personal information on professional Web sites or other media might cause boundary confusion, inappropriate dual relationships, or harm to clients (Section 1.06f).
- Social workers should be aware that personal affiliations may increase the likelihood that clients may discover the social worker's presence on Web sites, social media, and other forms of technology. Social workers should be aware that involvement in electronic communication with groups based on race, ethnicity, language, sexual orientation, gender identity or expression, mental or physical ability, religion, immigration status, and other personal affiliations may affect their ability to work effectively with particular clients (Section 1.06g).

- Social workers should avoid accepting requests from or engaging in personal relationships with clients on social networking sites or other electronic media to prevent boundary confusion, inappropriate dual relationships, or harm to clients (Section 1.06h).
- Social workers should avoid posting any identifying or confidential information about clients on professional websites or other forms of social media (Section 1.07r).

Other important considerations include:

- Social media sites are public domains and any information can be accessed by anyone. Once information is in cyber space, it never goes away.
- Maintain the highest level of privacy settings. Realize the safety related concerns with the information that you make available about yourself and your family online.
- Your time in field education and the resources provided to you in your field placement are to be used for field related matters. Using these resources for personal use of social media is unprofessional conduct.
- Texting, email, and Twitter are quick and effective ways to communicate with others however, many ethical, legal, and clinical issues must be addressed when using these communication tools. The potential for unintentionally sharing protected information is significant and must be considered. In general, consider the security, privacy, and confidentiality of all communication methods and when in doubt seek consultation and supervision before embarking into unfamiliar or uncertain areas.
- Students should be expected to exercise great care in how they represent themselves and the social work profession as a whole in any online activities. It is very easy for an outsider to misinterpret statements or images out of context (misrepresentation).

## **Appendix C: Fields of Practice and Common Areas of Focus**

The following list of topics is provided to offer some idea of the many fields of practice in which Generalist Social Workers are employed.

### **Administration**

- Program development
- Evaluation
- Research
- Quality assurance
- Fundraising
- Grant-writing
- Budgeting

### **Aging /Gerontology**

- Access to services/entitlements
- Advanced care planning
- Advocacy
- Counseling
- Discrimination
- Education
- Elder Abuse
- End of life / grief and loss
- Health / mental health issues
- Housing

### **Child Welfare**

- Abuse and neglect
- Adoption
- Foster care
- Clinical and case management services
- Residential services
- Early childhood
- Growth and development
- Intervention and actions in support of positive youth development
- Prevention
- School based mental health

### **Community Planning**

- Neighborhood assessment
- Evaluation
- Data collection
- Research analysis
- Community revitalization
- Community-based initiatives
- Outreach

### **Criminal Justice/Corrections**

- Counseling
- Parole
- Probation
- Rehabilitation
- Victim assistance
- Youth services

### **Developmental Disabilities**

- Case management
- Advocacy
- Policy development
- Program planning and evaluation
- Research
- Service provision

### **Domestic Violence**

- Outreach
- Counseling
- Case management
- Crisis intervention
- Victim assistance
- Prevention education

### **Family Services**

- Family preservation
- Parenting
- Poverty
- School based mental health



- **Group Services**
- Program planning
- Mental health, substance abuse disorders, trauma with treatment modality

### **Health**

- Advocacy
- Case management
- Chronic care
- Community-based
- Hospice and palliative care
- Public health issues

### **Housing**

- Poverty
- Access to services
- Case management
- Advocacy

### **Refugees**

- Refugee resettlement
- Acculturation
- Access to services
- Case management

### **Mental Health**

- Access to services
- Advocacy
- Assessment and diagnosis
- Community mental health
- Coordination of care
- Counseling
- Direct services
- Crisis intervention

### **Program Evaluation**

- Research
- Evaluation tools

### **Public Assistance**

- Case management
- Needs assessment
- Service provision
- Access to services
- Job preparation/development

### **Rehabilitation**

- Case management
- Referrals
- Discharge planning

### **School Social Work**

- Collaboration with community agencies and organizations
- Crisis prevention and intervention
- Individual and group counseling
- Parent education and training
- Policy development
- Program coordination
- Social development assessments

### **Social Policy**

- Advocacy
- Administration and planning
- Conflict resolution
- Grassroots mobilization
- Lobbying
- Outreach
- Policy analysis /development

### **Substance Abuse**

- Screening and assessment
- Education
- Group/family treatment
- Referrals

### **Veterans**

- Case Management
- Access to Services
- Employment Services
- Research

## **Appendix D: Sample Field Education Sites for the Grand Rapids, Holland, and Muskegon Areas**

**This is a sample listing for field practice.**

8 <sup>th</sup> Circuit Court – Juvenile Division	Mercy Health Partners
20 <sup>th</sup> Circuit Court	Michigan Dept. of Corrections
Access of West Michigan	Muskegon Co. DHHS
Arbor Circle	Muskegon Co. Public Defender’s Office
Bethany Christian Services	National Association of Social Workers – MI.
Center for Women in Transition	OAR, Inc.
Cherry Street Health Services	Ottawa County Community Mental Health
Children’s Advocacy Center	Ottawa County DHHS
Community Action House	Ottawa County Family Court
D.A. Blodgett- St. John’s	Ottawa County Juvenile Detention Center
Disability Advocates of Kent County	Our Hope Association
Ele’s Place	Pine Rest
Every Woman’s Place, Inc.	Porter Hills Village Retirement Community
Family Outreach Center	Safe Haven Ministries
Family Promise of Grand Rapids	Samaritas
Genesis Non-Profit Housing Corporation	Senior Neighbors Inc.
Goodwill Industries	Spectrum Community Services
Grand Rapids Housing Commission	Steepletown Neighborhood Services
Grand Rapids Public Schools	The Other Way Ministries
Grand Rapids Red Project	The Right Door for Hope, Recovery & Wellness
HealthWest	The Salvation Army
Heartside Ministry	Thresholds Inc.
Hope Network	United Church Outreach Ministry
Hudsonville Public Schools	Wedgwood Christian Services
Inner City Christian Federation	Wellspring Lutheran Services
Ionia County ISD	Women’s Resource Center
Kent County DHHS	Wyoming Public Schools
	Y.W.C.A. West Central Michigan

**NOTE: At the time of this printing, the agencies listed here function as potential field practice sites for students. This list is not meant to be exhaustive and/or exclusive and therefore may not be completely reflective of the broad scope of practice placement sites at any given time.**

