Junior Year
Social Work
Field Experience
# JUNIOR FIELD PLACEMENT CALENDAR
## SPRING SEMESTER 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>November 4, 2010</td>
<td>Due date for field application &amp; resume (submitted on-line)</td>
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<tr>
<td>November – December 2010</td>
<td>Schedule interview with field agency; Inform Office of Field Education of outcome</td>
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<td>Week of January 10</td>
<td>Junior Placement begins</td>
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<td>Week of March 7</td>
<td>Spring Break - No field</td>
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<td>April 21 – April 25</td>
<td>Easter Break – No field</td>
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<td>Week of April 25</td>
<td>Last week of field (unless additional hours still required)</td>
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<td>Documents due: Field Evaluation and Evaluation of Practicum</td>
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Total number of field hours required: 96 Hours
Suggested Placement Activities

The scope of students’ activities will vary, depending on the setting and on their previous experience, skills and knowledge, as determined by the field instructor. As appropriate, the field instructor is encouraged to have the student observe and shadow social workers and other personnel in the agency, and then have responsibility for selected tasks/activities.

Non-client tasks:
- Review agency mission statement, organizational structure, policy and procedures manual.
- Learn about the client’s path to service.
- Identify the national, state, local policies that drive service delivery.

The above tasks will be incorporated into the agency profile paper required in SS352.
- Use basic interviewing skills to interview agency personnel about their jobs.
- Use basic interviewing skills to determine the position of agency personnel on an issue relevant to the service provision in the agency.
- Review client records.
- Attend social work client case conferences.
- Attend social work department meetings.
- Attend at least one task or project group meeting.
- Attend a content-specific workshop related to the population your agency serves or the type of problems addressed.
- Update a community resource directory.

Client tasks:
- After training and observation, answer and field intake phone calls.
- Observe an intake. Conduct intakes later in semester if this opportunity exists within agency.
- Observe a discharge meeting. Conduct discharge meetings either with agency worker present or available, or independently, as determined by field instructor.
- Observe counseling or case management interview(s).
- Write process recording based on observation of worker’s session, or session where meet with client, or speak with client by phone.
- Accompany worker on home visits, court visits, etc.
- Observe and participate in a group, e.g.:
  - Socialization group
  - Life-skills group
  - Psycho-educational group
  - Group therapy
- Go on field visits or recreational activities with client group staffed by agency personnel.
- Where there is a residential placement or day treatment program, participate as part of the therapeutic milieu by engaging residents through:
  - Active listening and empathic responding
  - Rapport building
- Attend one or more community events sponsored by the agency.

Self Observation:
- Begin to become aware of self in relation to others. Share this with the field seminar instructor through class discussion and assignments.
- Share self-observations, as appropriate, in weekly 15-30 minutes of supervision provided by field instructor.
Junior Field Experience:
STUDENT RESPONSIBILITIES

1. The student will behave in a professional manner, taking responsibility to understand and carry out
   assigned duties, seeking direction when needed.

2. The student will seek to become knowledgeable about agency structure, policy and programs. The
   student will carry out any assigned tasks or responsibilities in manner consistent with agency policy and
   procedures with the understanding that being a student does not justify functioning outside these limits.

3. The student will report to the internship on the days and at times agreed upon. If unable to attend, the
   student will notify field instructor in timely fashion and arrange to make up any missed hours.

4. The student will maintain a log of hours spent at the agency (see sample log). The student is responsible
   for ensuring that s/he meets the required number of field hours (96) over the course of the spring
   semester.

5. The student will think about the weekly supervisory conference ahead of time and come prepared with
   questions and observations.

6. The student will pay for malpractice insurance when registered for SSS352.

7. The student will not change field instructor, field site, or field hours without the knowledge and approval
   of the Office of Field Education.

8. The student will notify the OFE regarding any specific accommodations required in the placement related
   to any disability.

I have read the above student responsibilities and agree to abide by them during my spring semester
placement.

Signed __________________________________________ Date______________________

Print your name here_____________________________________________
JUNIOR FIELD EVALUATION
(Spring Semester)

Student Name: ____________________________ Date: ____________________
Agency: ____________________________ Seminar Instructor: Dr. Christine Sabatino
Field Instructor: ____________________________

We expect students will achieve a rating of ‘2’ on each item by the end of the observational placement. After discussion and signature by the field instructor and student, the Field Evaluation form is returned to the Seminar instructor by Week 12. It is the responsibility of the Seminar instructor to assign a final letter grade for the semester, based on classroom work and on performance in field, as suggested by the Field Evaluation form.

Student Activities: (Check off [✓] each activity student has engaged in)

- Read agency mission statement and/or agency materials describing services
- Review agency organizational structure/chart
- Become familiar with agency policy and procedure manual as appropriate
- Gain knowledge of national, state and local policies that drive agency services
- Read client record(s)
- Attend client case conference(s)
- Attend other meetings as indicated: __________________________
- Attend/participate in task group or project group
- Attend workshops or in-service trainings
- Update agency resource directory/other: __________________________
- Accompany social worker on home visits
- Accompany social worker to court hearings
- Observe worker conducting intake or discharge
- Conduct intake(s)
- Conduct discharge session(s)
- Observe client counseling session(s)
- Conduct client counseling session(s)
- Observe and participate in (socialization, life-skills, psycho-educational, therapy) group(s)
- Other: __________________________
- Other: __________________________
- Other: __________________________
For each item below, place the appropriate number in the space provided that represents the student’s performance for this field placement. Mark 0 if item is not applicable for the student.

0 = No opportunity to evaluate  
1 = Indicates poor or uneven performance  
2 = Indicates that student is “on target” with particular task  
3 = Exceptional performance

1. Communication Skills
   __ Demonstrates basic interviewing skills
   __ Demonstrates ability to establish rapport with client(s)
   __ Relates to clients in caring manner
   __ Engages in active listening and empathic responding
   __ Understands agency recordkeeping methods
   __ Completed practice process recording on part of observed session

2. Understanding of Agency
   __ Demonstrates understanding of agency mission
   __ Demonstrates understanding of agency services/resources
   __ Has clear understanding of client population served by agency
   __ Understands which problems in social functioning are addressed by agency

3. Supervisory Process
   __ Takes initiative for own learning
   __ Utilizes supervision time constructively
   __ Consults with field instructor as appropriate
   __ Accepts feedback and recommendations for further learning

4. Professional Behavior
   __ Dresses appropriately
   __ Identifies with social work profession at beginning level
   __ Acts responsibly regarding punctuality and attendance
   __ Understands and identifies with Code of Ethics
   __ Shows beginning ability to distinguish professional, personal and client values

5. In an attachment, briefly describe the most clearly demonstrated areas of strength and development, as well as areas of focus for continued professional education and development. Specifically discuss any items scored as 1.

Recommended grade for field: _______________

_________________________    _________________________    __________
Field Instructor’s Signature    Student’s Signature    Date

Agree with Evaluation: ___    * Disagree with Evaluation: ___

*In the event that student does not agree with any aspect of this evaluation, he/she may append a statement describing specific disagreements and reasons for them.
Log of Field Hours
Spring 2011

Student Name ____________________________________________________

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<td><strong>TOTAL</strong></td>
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Sign at end of semester:

Field Instructor Signature   Date   Student Signature   Date

Note: A total of 96 hours is required.
Junior Evaluation of Field Placement

Name: ______________________________________________________________

Agency: ______________________________________________________________

1. Did you consider your placement a good learning experience? Please discuss.

2. Are there changes you’d recommend to make this a better learning experience? Please discuss.

3. Were you able to see a connection between class concepts (theory) and your work at the placement (practice)?

4. Do you have any suggestions for how we can improve the Junior Placement experience?
REPORT OF CRITICAL INCIDENT

Part I

Reported by: ____________________________ Date: ________________
Student's Name: ____________________________ Phone #: ________________
Date/Time Incident Occurred: ____________________________
Location/Place: ____________________________
Name of Agency: ____________________________
Address of Agency: ____________________________
Name of Field Instructor: ____________________________
Name of Field Liaison: ____________________________

Part II - Type of Incident

__________________________ Persons
Involved: ____________________________ Phone #: ________________
Persons Involved: ____________________________ Phone #: ________________
Persons Involved: ____________________________ Phone #: ________________

Part III - Details of Incident (Who, What, Where, When, Why)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Part IV - Action(s) Taken (if any) [include when and by whom]:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(Note: Attach separate sheet for additional information, if necessary)

Part V - (For NCSSS Administrative Use ONLY)

Reviewed by: ___________________________________________________________

Director of Field Education ___________________ Date: __________________

Reported to: ________________________________ Date: __________________

Associate Dean: ____________________________  Date:  __________________

Dean: ______________________________________ Date: __________________

Other: _____________________________________ Date: __________________

Note: Attach separate sheet for additional information if necessary.