**DEPARTMENT OF SOCIAL WORK**

**WESTERN KENTUCKY UNIVERSITY**

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| WKU News  **SWRK 480/481: Social Work Practicum I & Seminar I** **(SEMESTER/YEAR)** (6 credit hours total) | |
| Professor/Faculty Field Liaison/Field Seminar Instructor:  Email:  Tel:  Office:  Office Hours:  Field Instructor:  FI Email:  FI Phone: |  |
| **Meeting Times and Locations**  SWRK 480: TBD  SWRK 481: Seminar I – Day, Time, Room Location  Semester Year: Monday, Month Day, Year through Friday, Month Day, Year | |

**Course Description**

SWRK 480 Social Work Field Practicum I Prerequisites: SWRK 345, 378, 381, field director approval and senior standing. Co requisite: SWRK 481 – Social Work practice experience in a social service agency (Grading: Pass/Fail)

SWRK 481 Prerequisites: Social Work Field Seminar I Prerequisites: SWRK 345, 378, 381, and admission to the field internship, and senior standing. Co requisite: SWRK 480: Integration of the knowledge, skills, values, and experiences gained in the internship.

SWRK 480/481 are capstone courses in the BSW program major. Students enrolled in the field practicum courses (SWRK 480 and 482) simultaneously enroll in the accompanying integrative field seminars (SWRK 481 and 483).

**Criteria for grading Field Seminar and Field Practicum**

Students are evaluated in both their Field Practicum by their Field Instructor (based upon their field performance) and in Field Seminar by their Field Liaison (based upon the assignments described below). Field Practicum courses are PASS/FAIL and Field Seminar courses are graded.

**Grading Scale for Field Practicum**

SWRK 480

Pass = 1.5-3 points for each competency rating on the learning plan/evaluation

Fail = 1 point or below in ANY competency rating on the learning plan/evaluation

**Grading Scale for field seminar**

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| A = 90 – 100% | B = 80 – 89% | C = 70 – 79% | D = 60 – 69% | F = Below 60% |
| 100 – 90 pts | 89.9 – 80 pts | 79.9 – 70 pts | 69.9 – 60 pts | < 60 pts |

Students must successfully complete both SWRK 480 (Social Work Field Practicum I) with a pass. Students must successfully complete SWRK 481 (Social Work Field Seminar I) with a “C” grade or higher. Failure to successfully pass both courses in the first semester will result in repeating both SWRK 480/481.

The purposes of the field practicum and integrative seminar are twofold:

1. To provide BSW students in their final two semesters the opportunity to consciously reflect upon and critically integrate course knowledge, skills and values learned in earlier social work courses with real field experiences;
2. To provide students with support and opportunities necessary to demonstrate their integration and application of the ten core competencies identified by the Council on Social Work Education.

Through practice of social work tasks identified in the students’ learning plans, along with discussions, activities, and assignments in the integrative seminar, students will review concepts and practice integrative thinking/doing in their emerging professional work. In order for students to adequately demonstrate competence in each of the core areas, there will be an emphasis in seminar on students:

* Deeply understanding each competency area and the discrete practice behaviors that together provide evidence of competent practice
* Employing critical thinking and social work professionalism to approach field and seminar tasks
* Honestly exploring what they do not know (or do not consider), and designing activities that will assist them in gaining required knowledge, skills, and values
* Reflecting upon and evaluating their practice in relation to the NASW Code of Ethics
* Learning how to skillfully and graciously give and receive feedback related to performance as beginning professional social workers
* Becoming consultants and coaches for each by asking questions that support critical thinking and principled actions in the field

**Learning Outcomes**

Upon successful completion of this course, students should be able to:

**Knowledge:**

1. Use discrete practice behaviors that provide evidence of competent practice skills.

**Values:**

1. Demonstrate deep understanding of competency and critically demonstrate professional and ethical behaviors in the field.
2. Engage in activities that promote justice at all levels.

**Skills:**

1. Demonstrate ability to effectively work professionally with all populations despite personal bias or values.
2. Demonstrate ability to apply policy on all levels and advocate for needed change.
3. Demonstrate ability to use appropriate intervention strategies (using skills learned) to meet the client’s outcomes.

**Cognitive and Affective Processes:**

1. Use critical thinking skills and theory knowledge to engage all client systems effectively in field.
2. Demonstrate ability to critically provide assessments (using skills learned) and negotiate appropriate goals at all client levels.
3. Demonstrate ability to continually assess and monitor outcomes while using critical analysis to improve practice skills at all levels in the field.

**Required Texts**

Garthwait, C. (2016). *The social work practicum: A guide and workbook for students.* (7th ed.). Boston, MA: Allyn and Bacon.

Western Kentucky University. (2016). *BSW Field Manual*.

**Recommended Resources**

Council on Social Work Education. (2015). *Educational policy and accreditation standards*. Alexandria, VA: Author. Retrieved from <http://www.cswe.org/File.aspx?id=81660>

National Association of Social Workers. (2011). *Code of ethics*. Washington, DC: Author. Retrieved from <http://www.socialworkers.org/pubs/code/code.asp>

*Students are encouraged to review texts, course notes, handouts, and journal articles from all past social work classes, including Human Behavior and the Social Environment, Social Work Practice 1, 2, and 3, Interviewing, Policy, Statistics and Research.*

**BSW Mission Statement**

The mission of the BSW Program at Western Kentucky University is to prepare culturally competent social workers for practice with diverse communities and client systems. The program promotes a commitment to professional ethics, leadership, professionalism, social justice, and lifelong learning in order for graduates to practice effectively in a global community.

**Course Requirements and CSWE’S Core Competencies**

Upon successful completion of SWRK 480/481 and SWRK 482/483 (along with evidence drawn from previous social work coursework), students are expected to demonstrate achievement of the nine core competencies from the Council on Social Work Education (CSWE). Each core competency and its associated behaviors are indicators of the knowledge, values, and/or skills students are expected to be able to demonstrate through the course requirements. The following table details the connection between these course requirements and the core competencies and associated behaviors.

**Council on Social Work Education (CSWE) Definition of Generalist Practice**

The Council on Social Work Education defines Generalist Practice as the following:

Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice. The baccalaureate program in social work prepares students for generalist practice. The descriptions of the nine Social Work Competencies presented in the EPAS identify the knowledge, values, skills, cognitive and affective processes, and behaviors associated with competence at the generalist level of practice. (EPAS, 2015, p. 11)

**CSWE EPAS Core Competencies for BSW Education**

The Educational Policy and Accreditation Standards (EPAS) core competencies taught in all Council on Social Work Education (CSWE) accredited BSW programs are included in the **Appendix** of this syllabus. Core competencies addressed in this class are defined as follows:

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| **2015 Competencies Addressed in Course** | **Behaviors Addressed in Course** | **Course Learning Outcomes** | **Course Assignments Assessing Behaviors** |
| Competency 1:  Demonstrate Ethical and Professional Behavior | * Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models of ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context; | * Demonstrate deep understanding of competency and critically demonstrate professional and ethical behaviors in the field. | * Pre-Field Assignments * Learning Plan * Integrative Field Journals * Field Practicum * Mezzo/Macro Project * Client System Assessment Paper * Professionalism and leadership |
| * 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 | * Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels; | * Demonstrate ability to effectively work professionally with all populations despite personal bias or values. | * Integrative Field Journals * Field Practicum * Mezzo/Macro Project * Client System Assessment Paper * Professionalism |
| * 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 | * Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and | * Engage in activities that promote justice at all levels. | * Integrative Field Journals * Field Practicum * Mezzo/Macro Project * Client System Assessment Paper |
| * Engage in practices that advance social, economic, and environmental justice. |
| Competency 4: Engage in Practice-informed Research and Research-informed Practice | * Use practice experience and theory to inform scientific inquiry and research; | * Use discrete practice behaviors that provide evidence of competent practice skills. | * Integrative Field Journals * Field Practicum * Mezzo/Macro Project |
| * 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 | * Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services; | * Demonstrate ability to apply policy on all levels and advocate for needed change. | * Integrative Field Journals * Field Practicum * Mezzo/Macro Project |
| * Assess how social welfare and economic policies impact the delivery of and access to social services; and |
| * 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 | * 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 critical thinking skills and theory knowledge to engage all client systems effectively in field. | * Integrative Field Journals * Field Practicum * Planned Change Paper * Mezzo/Macro Project * Client Assessment Paper |
| * Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies. |
| Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities | * Collect and organize data, and apply critical thinking to interpret information from clients and constituencies; | * Demonstrate ability to critically provide assessments (using skills learned) and negotiate appropriate goals at all client levels. | * Integrative Field Journals * Field Practicum * Planned Change Paper * Mezzo/Macro Project * Client Assessment Paper |
| * 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 | * Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies; | * Demonstrate ability to use appropriate intervention strategies (using skills learned) to meet the client’s outcomes. | * Integrative Field Journals * Field Practicum * Planned Change Paper * Mezzo/Macro Project * Client Assessment Paper |
| * 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 | * Select and use appropriate methods for evaluation of outcomes; | * Demonstrate ability to continually assess and monitor outcomes while using critical analysis to improve practice skills at all levels in the field. | * Integrative Field Journals * Field Practicum * Planned Change Paper * Mezzo/Macro Project * Client Assessment Paper |
| * 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. |

**Criteria for Grading Field Seminar and Field Practicum**

Students are evaluated in both their Field Practicum by their Field Instructor (based upon their field performance) and in Field Seminar by their Field Liaison (based upon the assignments described below). Field Practicum courses are PASS/FAIL and Field Seminar courses are graded.

**Grading Scale**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A = 90 – 100% | B = 80 – 89% | C = 70 – 79% | D = 60 – 69% | F = Below 60% |
| 100 – 90 pts | 89.9 – 80 pts | 79.9 – 70 pts | 69.9 – 60 pts | < 60 pts |

**SWRK 481 – SEMINAR I (SEMESTER 1) – STUDENT RESPONSIBILITIES/ASSIGNMENT DESCRIPTIONS**

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| --- | --- |
| 1. Learning Plan | 5 pts |
| 1. Integrative Field Journals | 50 pts |
| 1. Orientation/Agency Assessment Paper | 15 pts |
| 1. Social Welfare Policy-Mezzo/Macro Project – Proposal Paper 2. Social Welfare Policy-Mezzo/Macro Project – Proposal Presentation | 10 pts  5 pts |
| 1. Seminar Facilitation | 10 pts |
| 1. Professionalism | 5 pts |
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|  | 100 pts |

**LEARNING PLAN** **(5 pts)** The Learning Plan is the student’s first required assignment. It includes multiple tasks designed by the WKU Field faculty to support students in achieving competency in behaviors associated with generalist social work practice. Additional tasks relevant to the student’s learning needs and learning opportunities within the agency and its community are developed by the student and Field Instructor during the first four weeks of the student’s field placement. During the first field seminar session, the faculty Field Liaison (the Field Seminar Instructor) will discuss development of the Learning Plan (see Field Manual) and give instructions regarding its completion. Through the Learning Plan, students are expected to design, with Field Instructor input, a well-rounded, focused field experience that will assure that the student achieves required field competencies.

A Learning Plan is not considered complete until the student, Field Instructor, and faculty Field Liaison have reviewed the plan and signed it. Students and Field Instructors may make changes to the Learning Plan based upon the realities of field learning opportunities and the specific learning needs of the student, but all changes to the signed Plan must be approved by the faculty Field Liaison. ***Student may not continue accruing field hours after the 4th week of field placement without an approved learning plan in place.***

The Learning Plan should be regularly reviewed and consulted throughout the student’s field experience. At the end of the student’s first semester placement (SWRK 480), the Plan must be reviewed and revised, as needed, to reflect changes in learning needs and agency learning opportunities.

**INTEGRATIVE FIELD JOURNALS (50 pts)** Students are required to submit five substantive field journals each semester. Each journal will address a CSWE competency area. A rough draft of the student’s journal will be submitted to a Blackboard Discussion Board forum prior to the class on the day it is due. Following this class students will review and comment on their classmates’ journals, and then integrate insights gained from the feedback they receive from their classmates along with the classroom discussion into a final draft of the journal that is submitted via Blackboard. (See Appendix A for further guidelines. A rubric for assessing the quality of these assignments will also be posted to Blackboard and discussed in class.) Journals will be graded using a rubric provided by the field liaison. Students must pass all journal assignments with at least a score of 7 in order to show competency in each area. A journal receiving a score of 6 or below must be rewritten until a 7 is obtained, though the original score will be recorded in the gradebook.

**ORIENTATION/AGENCY ASSESSMENT PAPER (15 pts)** This assignment allows students to critically study the structure of their field agency. In so doing, they will see how their agency has strengths (and potential shortcomings) in various areas, and the impacts of organization, policy, legal and community contexts. This assignment also gives students practice in developing a professional written document. (See Appendix B for further guidelines. A rubric for assessing the quality of this assignment will also be posted to Blackboard and discussed in class.)

**SOCIAL WELFARE POLICY-MEZZO/MACRO PROJECT – PROPOSAL PAPER (10 pts)** Students complete a mezzo/macro project proposal as part of their first semester field instruction seminar work and implement the project during Semester 2. This assignment requires students to think critically about pertinent social welfare policies and research activities relevant to work within their field agencies and to use a planned change model for mezzo/macro practice. (See Appendix C for further guidelines. A rubric for assessing the quality of his assignment will also be posted to Blackboard and discussed in class.)

**SOCIAL WELFARE POLICY-MEZZO/MACRO PROJECT – PROPOSAL PRESENTATION (5 pts)** Students deliver a brief, professional presentation of their *Social Welfare Policy-Mezzo/Macro Project – Proposal Paper* to their peers. (See Appendix D for further guidelines. A rubric for assessing the quality of this assignment will also be posted to Blackboard and discussed in class.)

**SEMINAR FACILITATION (10 pts)** Each student will be expected to present and lead a discussion on one of the nine competencies as described by the Council on Social Work Education’s (CSWE) in its Educational Policy and Accreditation Standards (EPAS). (A rubric for assessing the quality of this presentation will be posted to Blackboard and discussed in class.)

**PROFESSIONALISM (5 pts)** Active, skilled engagement is expected of students during seminar meetings. Group norms will be established in the first seminar session and students will be provided with a professionalism rubric outlining expectations. (A rubric for assessing the quality of this assignment will be posted to Blackboard and discussed in class.)

**SWRK 480 – PRACTICUM I (SEMESTER 1)**

**FIELD PRACTICUM EVALUATION** **(Pass/Fail)** Successful completion of field for semester one requires completion of 200 hours in activities relevant to the student’s learning plan. The student’s Field Instructor and Field Liaison will evaluate the field student at the end of each semester. One hundred percent of the student’s grade for the field practicum is based upon this evaluation. (Refer to the BSW Field Manual for details.) Note that the student’s final grade for their Practicum learning plan and evaluation will be PASS/FAIL.

**COURSE REQUIREMENTS, POLICIES, & EXPECTATIONS**

***Course Expectations in addition to Field Policies***

1. Students are expected to adhere to all policies contained in the BSW Field Manual.
2. Attendance and active engagement are required in field seminar. “Active engagement in group learning” will be discussed in an early class session and class guidelines which students will be expected to follow will be developed. A meaningful percentage of the overall course grade will be based on what students bring into the class learning environment and their demonstrated collegiality and professionalism with their fellow learners (including the instructor!). Seminar students can miss one (1) seminar session without penalty. Only one additional absence may be approved without penalty if directly related to Practicum opportunities and approved by the student’s Field Liaison/Seminar Instructor in advance of the absence. A 3-point reduction in the total Seminar grade will be assessed for the first absence that is not approved as outlined above. An additional 3-point reduction will be assessed for a second unapproved absence. 5-points will be deducted for a third unapproved absence. On days that a class does not meet students may be given a Blackboard assignment. Failure to complete this assignment will result in an unapproved absence for that day of class. More than three (3) unapproved absences will result in an “0” or “F” for the final grade.
3. IMPORTANT TO NOTE: Simply completing field hours is not completing a student’s field practicum! Field hours should be spent meaningfully, with an eye to effectively (and efficiently) completing field learning tasks and attaining required competencies as outlined on the Learning Plan. The Learning Plan should be used as a daily roadmap for students’ experiences and should be added to if needed in consultation with their Field Instructor. At any time, if students feel that they are not spending their time well in their Practicum, they should seek assistance from their Field Instructor and/or Field Faculty Liaison.
4. Learning Plans. Students are expected to have a signed Learning Plan in place and to complete the tasks that have been mutually developed by the student and Field Instructor. Learning Plans are due within four weeks of entering field and must be signed by the student, Field Instructor, and Seminar Instructor (Field Liaison). Students and Field Instructors may make changes in the Learning Plan based on the realities of the field setting and learning needs of the student, but all changes must be approved by the Faculty Liaison. Students may not continue accruing field hours after the 4th week of field without an approved Learning Plan in place.
5. Meeting with Field Instructor. Students, as part of their field responsibility and commitment to learning, are required to meet formally with their Field Instructor for a minimum of 1 hour/week. Students should alert their Field Liaison if they and their Field Instructor are not meeting this standard.
6. The use of critical thinking is expected in Seminar and Field Practicum. Understanding of course readings, reflections on field and class activities, discussions, and seminar written assignments will all require students to “think like a professional social worker” (i.e., think critically). Grading of class participation and all assignments will include assessment of a student’s use of critical thinking. One important point: critical thinking, when first practiced, sometimes feels slow and difficult, since the process is deliberative and introduces new elements into “regular” ways of thinking. Lots of time in class will be used to practice thinking critically. Hopefully, by the end of this class, students will feel much more proficient in this set of skills that are fundamental for professional work in the 21st century.
7. Good critical thinking is best reflected in clear, well-crafted writing! All written assignments, including those on Blackboard, must be grammatically correct, typed, double-spaced, and display correct form. Additionally, students are expected to use APA Guidelines (*Publication Manual of the American Psychological Association, 2010*) for citing and listing references. Students are encouraged to make use of writing resources across campus whenever needed. Since writing (communicating, documenting) will be a significant part of a student’s job as a social worker, it is a key skill to master. The Seminar Instructor will significantly mark down work that is poorly written.
8. Plagiarism and cheating are prohibited. Academic dishonesty is prohibited by the University and is also counter to social work values and ethics included in the NASW Code of Ethics. Students are expected to be familiar with these policies and ethical guidelines and to follow them at all times. Any instances of academic dishonesty may mean a grade of “zero” for the assignment and/or course failure. Student should review the “Academic Offenses” section of the WKU Student Handbook at:

<http://www.wku.edu/handbook/> and the “Ethical Principles” and “Acknowledging Credit” sections of the 1999 Code of Ethics, National Association of Social Workers found at: <http://www.socialworkers.org/pubs/code/code.asp>

1. Work is to be turned in on time. Points will be deducted from the student’s assignment grade for each day the assignment is late. Five percent (5%) will automatically be deducted from the total points possible for any assignments that are submitted late and no assignment will be accepted if more than one day late – unless prior arrangements have been made with the instructor. No assignment will be accepted after the last day of regular classes. Students who – due to a lack of preparation – are required to reschedule a presentation from their original assigned date will face an automatic 10% deduction from the total points possible on the assignment.

A journal receiving a score of 6 or below must be rewritten until a 7 is obtained, though the original score will be recorded in the gradebook.

1. Cell phones and computers. Field Seminar focuses significantly on social work professionalism and integration of important social work knowledge, values, and skills. Cell phones are intrusions in the learning environment and should be turned off during class unless students receive instructor approval for extenuating circumstances. Students repeatedly using cell phones without permission during class will receive a zero on the Respect portion of their Professionalism grade.
2. Social Media. Students participating in Field are expected to practice in an ethical manner, in accordance with the NASW Code of Ethics, while working with clients or programs within their placement. Students using social media sites are expected to use the highest privacy settings on their social media profiles, so field agency personnel or clients cannot access photographs and private information. Students are not permitted to link to or view the social media profiles of clients or employees of the field placement agency. In the event that a student’s social media profile or linkage is considered a poor professional practice or an ethical violation, the student will be subject to a student review.
3. Academic Support. WKU offers many resources that can help students be successful in this course. These are listed below.

**Student Accessibility Resource Center**

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center (SARC) located in the Student Success Center in Downing Student Union, Room 1074.  The contact telephone number is 270-745-5004 or via email at sarc.connect@wku.edu.  Please do not request accommodations directly from the professor or instructor without a letter of accommodation from SARC. 

**Learning Assistance at WKU**

The Learning Center (TLC) is located on the main campus in the Academic Advising and Retention Center, DSU 2141. Should students require academic assistance with this course, or any other General Education Course, there are several places that can provide them with help. TLC tutors in most major undergraduate subjects and course levels throughout the week--they can also direct students to one of many tutoring and assistance Centers across campus. To make an appointment, or to request a tutor for a specific class, students should call 270-745-5065 or stop by DSU 2141. Students can log on to TLC’s website at <http://www.wku.edu/tlc/> to find out more.

Students are also encouraged to make use of the **Writing Center** on campus:

* Cherry Hall; Helm Library; and The Learning Center - Call 270-745-5065 for hours of operation.

The CHHS Academic Center for Excellence (ACE) is located in Room 110 in the Academic Complex. It offers technology assistance, tutoring, advising and developmental programming. For hours and more information about accessing ACE services, go to: <http://www.wku.edu/ace/>

Appendix A

**Assignment Guidelines**

**INTEGRATIVE FIELD JOURNALS**

**Purpose of Assignments:** To support senior social work students in field in synthesizing knowledge, values, and skills learned in previous social work coursework with new knowledge, skills, and values learned in their field practicum.

Using a developmental learning approach, each journal asks students to articulate basic knowledge about one of ten competency areas and then address how the associated knowledge and skills are (or might be applied) in field. The 9 core competency areas are the same 9 competencies listed on the course syllabus and can be found in the [Council on Social Work Education’s (CSWE) Educational Policy and Accreditation Standards (EPAS) 2015](http://www.cswe.org/File.aspx?id=81660). Students are expected to critically respond to two classmates’ journal entries and integrate the feedback they receive from their classmates along with the insights gained from the seminar discussion into their own journal entries.

*Special Note*: These journal entries are documentation that students are nearing (or at) competence in each of the 9 generalist social work competency areas. For this reason, each journal should demonstrate students’ best thinking and effort.

**Assignment Instructions:**

1. Each journal entry should be at least 2 full, double-spaced pages (excluding the Title page, References, and Appendix).
2. Students should address each question individually and develop responses to each that draw upon their best critical thinking process:
   1. Well-founded in current social work knowledge and practices, *showing evidence of study and integration (i.e., citing the course text, texts from previous courses, the academic literature, and other practice resources* *not previously encountered).*
   2. Adequate in both depth and breadth to cover each question fully
   3. Relevant (“on point”)
   4. Sources drawn upon should be cited in correct APA fashion, with a references list at the end of each journal entry as needed
3. Writing should be clear, well-organized, and in appropriate voice (i.e., personalized, but professional – formal tone (i.e., without contractions and not written in second person). Spelling and grammar should be accurate.
4. Students should post a rough draft of their journal entry to the Blackboard Discussion Forum prior to the seminar session on the day the journal entry is due (i.e., by 3:00p.m).
5. During the seminar session, students should be prepared to discuss the journal questions in more depth, share questions they have and the responses they have developed, and take notes regarding the new insights/knowledge they have gained.
6. Following the seminar session, students will review the journal rough drafts of two of their classmates and provide substantive commentary in the Blackboard Discussion section in response to these drafts. (Classmate assignments are provided below.) This commentary should be at least 200 words, should promote their classmates’ critical thinking about the topic, and should be posted to the Blackboard Discussion section by the morning of the day following the seminar session (i.e., by 8:00 am on Tuesday).
7. Students are then expected to edit or add to their own rough drafts as needed. The final draft of their journal entry should incorporate the understanding and insights they have gained from the seminar presentation and group discussion as well the feedback they receive from their classmates. The final draft should be posted to Blackboard no later than 48 hours following the deadline for posting commentary (i.e., by 8:00 am on Thursday).

**Summary of Timeline:**

1. Monday by 3:00p.m: Post rough draft of Journal to Blackboard Discussion Forum
2. Tuesday by 8:00am: Comment on two assigned classmates’ Journals on Blackboard Discussion Forum
3. Thursday by 8:00 am: Revise and submit final draft of Journal to Blackboard

**Semester 1 – Journal Questions**

**Journal 1 – Competency 1 – Demonstrate Ethical and Professional Behavior**

1. List all the elements you can think of that make up social work professionalism.
2. Using your list, what areas are currently strengths for you? Give evidence.
3. Using the same list, in what areas do you see need for development? What can you do now to strengthen these areas before graduation?
4. What policies, procedures, and behavioral norms seem to reinforce and encourage social work professionalism in your field agency?
5. What, if any, policies, procedures, and behavioral norms tend to undermine or discourage social work professionalism in your agency?
6. To be added to the Final draft of the Journal: the understanding and insights you gained from the seminar presentation and group discussion as well the feedback you receive from your classmates on the rough draft of your journal entry. (At least one paragraph.)

**Journal 2 – Competency 1 – Demonstrate Ethical and Professional Behavior**

1. What is the definition of an “ethical dilemma” in social work?
2. There are several good models for dealing with ethical dilemmas in social work practice. What processes (or formal model) do you want to use in your beginning practice?
3. Within your fieldwork setting, which of these values are you finding most difficult to apply to your own daily decisions, behavior, and attitudes? Explain the aspects of your work that make these values challenging.
4. To be added to the Final draft of the Journal: the understanding and insights you gained from the seminar presentation and group discussion as well the feedback you receive from your classmates on the rough draft of your journal entry. (At least one paragraph.)

**Journal 3 – Competency 2 –Engage Diversity and Difference in Practice**

1. Search online for the document *Indicators for the Achievement of the NASW Standards for Cultural Competency in Social Work Practice* (2007). Download this document, read it carefully, then describe its contents in a clear paragraph.
2. List some specific ways you can use this as a resource for you in practice
3. “Multiculturalism” can encompass all sorts of diversity: ethnic, racial, class, culture, age, gender, sexual orientation, country of origin, physical and mental ability, political ideology, etc. Which specific aspects of human difference are, or could be, difficult for you right now? What concrete steps can you take to become more comfortable and effective when working with persons with these characteristics?
4. Think of an example when you worked with a person who was different than you in some significant way. What were things that you did to help bridge the differences between you and/or to effectively connect with the person?
5. To be added to the Final draft of the Journal: the understanding and insights you gained from the seminar presentation and group discussion as well the feedback you receive from your classmates on the rough draft of your journal entry. (At least one paragraph.)

**Journal 4 – Competency 3 – Advance Human Rights and Social, Economic, and Environmental Justice**

1. What is a social justice issue that you have observed affecting the clients in your agency? Why is it important?
2. What are ways you can find out more about the specific social and economic justice issues impacting clients in your field agency? List all the ways you could get relevant information.
3. Define environmental justice and list an example of an environmental injustice you have observed that affects the clients in your field agency.
4. List advocacy groups (local, state, national) that work for advancing human rights and social, economic and environmental justice for the people or issue you are interested in.
5. To be added to the Final draft of the Journal: the understanding and insights you gained from the seminar presentation and group discussion as well the feedback you receive from your classmates on the rough draft of your journal entry. (At least one paragraph.)

**Journal 5 – Competency 4 – Engage in Practice-Informed Research and Research-Informed Practice**

1. What sorts of information/empirical findings/knowledge is important for you to have when working in your field setting? Make a comprehensive list.
2. What are the evidence-based practices (if any) for working with your target population/social problem? Are they being implemented within your agency? If not, what are the barriers to implementation?
3. To be added to the Final draft of the Journal: the understanding and insights you gained from the seminar presentation and group discussion as well the feedback you receive from your classmates on the rough draft of your journal entry. (At least one paragraph.)

Appendix B

**Assignment Guidelines**

**ORIENTATION/AGENCY ASSESSMENT PAPER**

As part of the integration of field experiences, each student must complete an Orientation/Agency Assessment Paper as follows:

1. Identify the **practicum agency** (including the specific unit to which you are assigned, if appropriate), type of agency (public, private, nonprofit) and your professional role(s) – i.e. broker, mediator, etc.
2. What is the agency’s **mission? Vision? Values?**
3. Describe the formal (training sessions, manuals, workshops) and informal (conversation with colleagues, supervisor, etc.) **orientation processes**. Discuss the content provided during the orientation process.
4. Discuss your **reactions to the orientation processes** in which you participated. What did you find helpful? What did you find unclear?
5. How will you **find answers** to items you found confusing or unclear?
6. Describe the source(s) (i.e., board of directors; specific state and/or federal legislation, etc.) of the **policies which guide** your agency and briefly describe the major policies guiding your program services.
7. Describe the **organizational** **structure** of your practicum agency. Identify the levels of formal decision-making within the organization. Where does your assigned unit fit within this structure? Where does your professional role fit within this hierarchy?
8. Identify your agency’s **funding source(s)** and any significant changes in funding the agency has experienced over the last five years.
9. Identify the **regulatory groups** (organizations that periodically inspect, review, and evaluate various aspects of the agency’s activities) to which your agency must be accountable.
10. Describe the **cultural/ethnic diversity represented** on your agency board of directors (or county, state and/or regional executives, if public agency) and among the agency staff. Describe the cultural/ethnic diversity represented among the clients served by your agency. Discuss your reactions to these two sets of demographics.

Appendix C

**Assignment Guidelines**

**SOCIAL WELFARE POLICY-MEZZO/MACRO PROJECT – PROPOSAL PAPER**

1. In consultation with your field instructor and other appropriate people in your field agency, identify a need/issue/problem in the agency that affects clients and set an improvement goal. What do you want to accomplish? Be as specific as possible. (If there are measures that can be used to quantify the problem, you may want to use those same measures when setting your improvement project goal.)
2. Now, analyze the current situation: what prevents the agency right now from doing better? Break problem down into component parts and identify barriers and root causes.
3. Brainstorm: what changes could be made to improve? Are there barriers or root causes that, if addressed, would eliminate or greatly decrease problem/enhance positive outcomes?
4. After brainstorming, decide with your field instructor: what would be the best focus for this project, considering time and resources?
5. Develop a specific action plan: outline ways to eliminate barriers or correct a root cause (or root causes) of the problem, specific actions to be taken, by whom, when, where.
6. Write 4-5 page project proposal – describing in as much detail as you can:
   1. Brief description of agency (or program) for context
   2. The condition to be addressed (i.e., the issue or problem), statement of the research question; how is this problem addressed in the literature?
   3. Its significance to clients
   4. The current situation
   5. Future desired outcome(s), i.e. specific measureable goal(s) of project – try to develop “SMART” (specific, measureable, action-oriented, realistic, and time-bound) goals so that goal achievement can be measured
   6. Policy: What are the current relevant policies related to the identified problem?
   7. Action plan (specific) and Description of the Evaluation Plan: List your timeline. Discuss your plan to evaluate your project including the data you will collect and how you will obtain your sample. Include any relevant research instruments.

Support your work with outside research and include at least three references. These can be a combination of academic and nonacademic sources (e.g., agency documentation, census data, journal article, course text, short video, website).

Appendix D

**Assignment Guidelines**

**SOCIAL WELFARE POLICY-MEZZO-MACRO PROJECT – PROPOSAL PRESENTATION**

1. Deliver an 8-10 minute PowerPoint presentation that describes the nature of the problem to be addressed as well as your proposed project idea(s) to address this problem next semester:
   1. Brief description of agency (or program) for context: What is the agency’s mission statement? What is the nature of the problem(s) that your agency addresses? What services does your agency provide? Who are the clients?
   2. Problem identification (i.e., the need/issue that affects clients) and Significance of the project: How do you know this is a problem? Provide a concrete example of how this problem affects clients. Why is this project important to develop and implement? How will this project be sustained once you leave the agency?
   3. Intended outcomes of project: How will clients meaningfully benefit from this project? In what ways will the nature of the problem be addressed? What would it mean for clients if the problem is resolved? (i.e., how would their lives be different?)
   4. Plan for addressing the problem (considering time and resources) and Description of the Data Evaluation: In general, what do you want to accomplish? What is the goal of the project? What are specific actions to be taken, by whom, when, and where? On what program service issue or practitioner behavior will the data be collected? What will be the duration of data collection? Who will be the subjects? How many subjects do you expect to be in your sample? If available, include your research instrument.
   5. Significance of the project: Why is this project important to develop and implement? How will this project be sustained once you leave the agency?

**TO ADD TO THE POSTER PRESENTATION IN SEMESTER 2**

1. **Analyses of Results:** How were the results evaluated? Attention should be paid to issues of human diversity in this section. That is, did results appear to differ by race/ethnicity, age, gender, class or other population characteristics?
2. **Implications for Social Work Practice:** What did you learn about the agency's services, program operations or her/his own practice skills from this project? What issues should be the focus of further research? What are the policy implications related to this project?

You must include 2-3 references. These can be a combination of academic and nonacademic sources (e.g., agency documentation, census data, journal article, course text, short video, website)

You will need to carefully edit your presentation in order to cover your material efficiently and professionally. Take the time limit as a challenge to make your presentation clear, concise, and compelling.

**Journal Feedback and Grade for: Journal #: Grade:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Quality Criterion*** | ***Area Needing Improvement to Be Competent*** | ***Competent*** | ***Distinguished*** |
| **Content/Critical Thinking – 4 pts.** |  |  |  |
| Breadth of content (all relevant points covered) |  |  |  |
| Depth of content (points explained in adequate depth) |  |  |  |
| Evidence of study, integration, and real understanding of social work concepts and application |  |  |  |
| **Completeness – 2 pts.** |  |  |  |
| Resources - 3 specific, credible, relevant resources integrated into journal | 1 strong resource, limited integration supporting journal | 2 strong resources with some integration supporting journal | 3 or more strong resources with integration supporting journal |
| Evidence of actively using class resources (lecture, group discussion, peer feedback) to improve understanding | little evidence of use of class resources to strengthen journal | Some class resources are used to strengthen journal | Class resources are used to significantly strengthen journal |
| **Writing – 2 pts.** |  |  |  |
|  | More than 6 errors | 4-6 errors overall | 0-3 errors |
| Overall journal clear, well organized, easy to follow |  |  |  |
| Spelling is accurate |  |  |  |
| Professional level grammar, punctuation, sentence structure |  |  |  |
| Appropriate voice – personalized, but formal tone. No contractions. |  |  |  |
| APA style (6th. Ed.) applied correctly |  |  |  |
| **Feedback to Others – 2** |  |  |  |
|  | Fewer than two comments and/or comments made are superficial and do not demonstrate critical thinking/connection to additional understanding. | At least two thoughtful comments, demonstrating independent thinking and adding to paper’s d epth and breadth. | At least two substantive comments on Blackboard, rich in content, insight, analysis, which add significantly to paper’s depth and breadth. |

**Appendix**

**Council on Social Work Education (CSWE)**

**2015 Educational Policy and Accreditation Standards (EPAS)**

**Core Competencies**

In 2008 CSWE adopted a competency-based education framework for its EPAS. As in related health and human service professions, the policy moved from a model of curriculum design focused on content (what students should be taught) and structure (the format and organization of educational components) to one focused on student learning outcomes. A competency-based approach refers to identifying and assessing what students demonstrate in practice. In social work this approach involves assessing the students’ ability to demonstrate the competencies identified in the educational policy. (EPAS, 2015, p. 4)

**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 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 of 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 identify. 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 works 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 structure 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; and
* 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 clients 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 individual, 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.