



Bachelor of Science in Social Work

Field Education Manual

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Section I

Mission Statement of the BSSW Program

The mission of the Bachelor of Science in Social Work program is to empower students to develop into effective, ethical, culturally aware social workers who advocate for social change and promote resilience in a rapidly evolving global environment. Graduates will be prepared to apply knowledge, skills, and social work values to enhance the lives of diverse individuals, families, organizations, and communities.

Role and Purpose of Field Education

The Field Education component in the BSSW is designed to connect the theoretical and

community settings. Students are evaluated based on criteria by which students demonstrate the Social Work Competencies in the field setting.

Objectives

Field Education prepares each student by achieving the following objectives:

Students integrate classroom learning within the practice setting of field education.

Students are prepared for professional Social Work practice in various systems and settings, and with diverse client populations.

Students have the opportunity to use Social Work knowledge, skills, values, professional behaviors, and ethics in their professional practice.

Students practice skills and interventions within micro, mezzo, and macro settings as they relate to generalist practice.

Students demonstrate proficiency in the bachelor-level CSWE Social Work Competencies as outlined in the Educational Policy and Accreditation

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Field Education

Field Education Courses

Field Education courses are designed to provide a complementary experience between the classroom and the field by providing students the opportunity to debrief with peers,

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- Micro (Individuals)**
 - Non-clinical

sites. Students sometimes receive employment opportunities in the settings where they have completed their Field Education placements, although this is not guaranteed. If the student is already a current employee of the agency, the student must perform new duties under a separate Field Education

Final Site Approval

University of Phoenix Field Placement Coordinators will work with the agency

anything in their backgrounds that may disqualify them from field placement at an agency or facility before undertaking this program as it would prevent them from completing the BSSW program if they are not able to participate in field education.

A Field Placement Coordinator will discuss this process and advise them of any

Safety Guidelines

Physical Safety

Follow the health and safety protocols of the location at which you are engaging in fieldwork.

Client services may be located at an agency's location, clinic, hospital, care facility, or at a client's home. Students may ONLY make home visits when supervised by the Field Instructor.

Discuss your schedule clearly with your field instructor and remain punctual. If you are late or missing this could indicate an issue.

Make sure another agency representative knows where you and your supervisor will be, when you will leave, and when you expect to return to the office. Maintain a log of where you will be and when so you can track home and community visits. Familiarize yourself with the agency building and any exits in the event of an emergency.

Have an agency ID or any codes, badges, or clearances you may need as you represent the agency. Do not enter any areas that are restricted to you.

Introduce yourself to each client clearly. Let them know who you are and why you are working with them.

Remain calm, present, and aware during client interactions.

If you are working with a client and their demeanor changes or they seem under the influence, disoriented, or on high alert, remove yourself from the situation.

Dress comfortably and appropriately for the community or setting. You will need to look professional, but wear clothing that will help you remain safe in the field.

DONOT use your personal phone to call clients. If it is necessary to communicate with clients in the field, the agency should provide a cell phone.

policies and insurance, sexual harassment/discrimination policies and procedures, emergency procedures, and contacts.

If student placements include home visits, specific expectations must be outlined, and students must be accompanied by a supervisor at all times.

NOTE: Under NO circumstances should the student terminate the field placement alone. If a student does not follow the official process for addressing issues in placement, we cannot guarantee a secondary field placement option to allow the student to continue the course. Therefore, if the student suddenly leaves field placement prematurely, they risk having to re-take the course entirely with a new agency, delaying the expected date of graduation.

Assessing Situations for Risks

How Do I Assess Situations for Potential Risks?

Use your judgment when examining your environment, researching client history, and seeking input from colleagues. You can reduce your safety risks in the field by planning ahead with these elements.

Environment

Risks are present in the agency, community, a client's home, and any other field setting. You will want to determine the setting and identify which potential risks may be relevant in that situation. For example, if you are in an office setting, you may want to consider the safety measures in place in terms of parking (location, lighting, security cameras), areas of the office that are restricted, or the exit plan if an emergency occurs in the building. You will also want to consider things like your seating arrangements with clients in an office setting and ensure you have a clear path to the door in the event of an emergency. It is best to avoid closed-door meetings with clients for the safety of everyone involved. Also, consider if you have items in the office that could be used as a weapon.

If you are in a client's home, position yourself closest to the door and do not enter the home with anything more than you absolutely need; if you have to remove yourself quickly you won't have time to gather up items. Think through each part of your physical environment in the setting and ways you can keep yourself safe if the need arises.

Client history

Before meeting with a client, it is important to gather as much historical information about their case as possible. Look for any incidents of aggression, mental health concerns, or other behaviors that could indicate a risk. You must be supervised at all

times, but if you feel uncomfortable, speak with your field instructor prior to engaging with the client.

Colleague Input

Your colleagues and field instructor will be able to provide a great deal of support and advice in assessing safety. They will have experience in the protocols of the agency, including how to respond to incidents directly and in documenting them appropriately.

Under no circumstances should the student terminate the field placement alone. If a

The student cannot be placed in the agency during a new-hire

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Section III

Affiliation Agreements with Organizations

The University enters into an affiliation agreement with each organization/agency students are placed. The agreement outlines responsibilities and protections for each party involved and must be completed prior to students starting within the organization.

Liability Insurance

Students are required to obtain and maintain professional liability insurance throughout field placement, which will be confirmed by their Field Placement Coordinator and Field Faculty prior to the start of Field Education. The National Association for Social Work provides professional liability insurance for students at a reduced cost. Please visit the site and plan to have insurance prior to the start of your first field education course

Is a caregiver/criminal background check required for field placement?

Yes. Each state requires a caregiver/criminal background check for those working with vulnerable populations. Communicate with your Field Placement Coordinator for timeline recommendations and additional information on the process and policies on background checks. If you are disqualified from direct contact with vulnerable populations for any reason, for example, students who have felony convictions, it would be highly unlikely you will be able to fully participate in field education. For that reason, we cannot guarantee a placement for students with these criminal histories. If your record has become an issue during the course of the BSSW program, you must communicate this in written form to the Field Director immediately.

Are employment-based field placements available?

Field Education provides an opportunity to expose students to populations and agencies they may be interested in working with after graduation. Under certain ET act with vulnerable

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Is the field course graded or pass/fail?

Field Education courses are assigned letter grades. Students must earn a B or better in order to proceed to the next course in the sequence. A grade of B or belquence.

CSWE Core Competencies

(CSWE) released the 2022 Educational Policy and Accreditation Standards

References

Council on Social Work Education. (2014, February 25). Internships, Department of Labor regulations, and social work field education: Setting the record straight. Retrieved from

https://www.cswe.org/getattachment/Accreditation/2014_-_02-25AnnouncementreDOLandFieldEF.pdf

Council on Social Work Education. (2022). 2022 Educational Policy and Accreditation Standards. Retrieved from

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