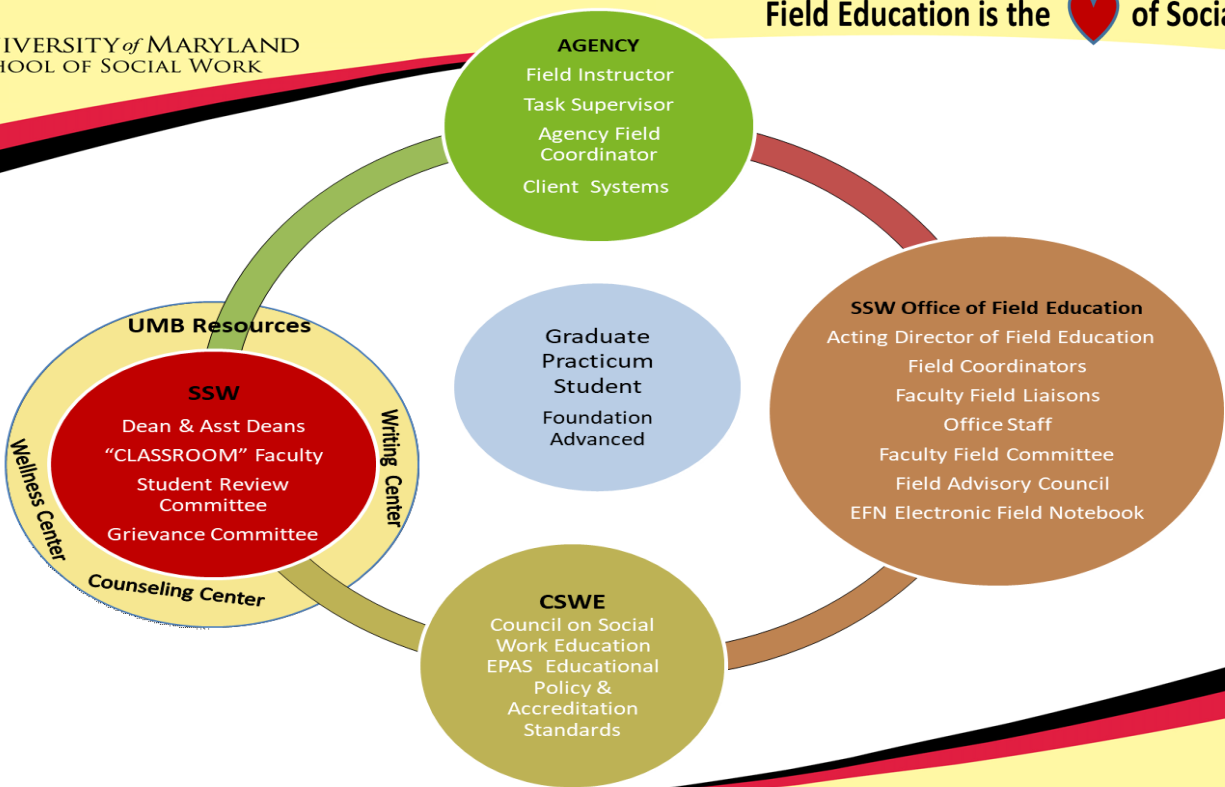


FIELD EDUCATION AT A GLANCE 2023-2024



Field Education is the  of Social Work



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Helpful LINKS

Frequently Asked Questions About Field:

www.ssw.umaryland.edu/field-education/faqs/

Office of Field Education: www.ssw.umaryland.edu/field-education/

Field Calendar: www.ssw.umaryland.edu/field-education/field-calendar--manual/

Wellness "Hub" /Center: www.umaryland.edu/wellness

Student Counseling Center: www.umaryland.edu/counseling/

Writing Center : www.umaryland.edu/writing

NASW Code of Ethics: www.socialworkers.org/About/Ethics/Code-of-Ethics

CSWE Council on Social Work Education: www.cswe.org/

Field Education Practicum is a COURSE

You are enrolled in a Field course:

SOWK 635 (fall)/ 636 (spring) – Foundation Field
SWCL 794/ SWCL 795 (spring) – Advanced Field CLINICAL
SWOA 794 /SWOA 795 (spring) – Advanced Field MACRO

Assignments /Requirements include:

- 3 Process Recordings due EACH Semester (minimum) Foundation Practicum: 5 on individual/clinical interventions and 1 on a Macro Activity; Advanced Practicum: all 6 in your specific Concentration (Clinical OR Macro)
- 55 days in Foundation Field and 85 days Advanced Field completed during Field Calendar (link above)
- Monthly Reports and Timesheets (submitted in the EFN due the 5th of each field month)
- Submission of Learning Agreement
- Participation in Field Seminars for Foundation

Definitions of Frequently Used Field Education Terms

Types of Field Practicums: Foundation and Advanced (Advanced Clinical or Advanced Macro). Advanced students may select an *extended schedule* to remain in field to the end of July; going 2 days per week instead of 3 days.

Field Coordinator: The person in the field education office who carefully assesses each field application, educational course of study, and learning needs then assigns each student a specific field placement. Contact them throughout the year if the liaison or field instructor can't answer questions.

Field Instructor: The Social Worker onsite at the agency who teaches students throughout the year at a field placement. They provide students with regular feedback, weekly supervision, review and comments on all paperwork; assign tasks, complete an assessment/ evaluation of progress at mid-semester and the end of each semester. All of the activities of the student at the agency fall under their supervision and social work license.

Task Supervisor: Some field sites use a Task Supervision Model of Field Education. The Task Supervisor is the agency staff member that is assigned to assist students in learning the activities identified in the learning agreement. The task supervisor carries the responsibility for the client system and "shares" various case activities with students.

Field Liaison: The person hired by UMB to monitor the student's progress in field. This person is the connection between the field instructor, student and UMB. If issues arise, students, and/or field instructors may seek guidance from the field liaison. Their job is to support the placement. They review work submitted in the EFN and issue grades for field.

EFN : Electronic Field Notebook: the online system through which students submit their assignments, receive feedback from their field instructors, and keep their liaison informed of their progress.

Competencies: Nine Social Work Competencies identify the essential skills and behaviors that encompasses and describe the essence of Professional Social Work Practice.

Behaviors: Observable actions that demonstrate an integration of knowledge, values, skills, and cognitive and affective processes that comprise the competency.

Learning Agreement: The *educational plan* that is developed between the student and their field instructor and approved by the Field Liaison. It is a collaborative process that describes the specific activities, tasks, and assignments the student will perform to achieve competencies.

Student Assessment: This is the "evaluation" a field instructor completes at each mid-semester and at the end of each semester to provide written feedback on student's progress on the development of the behaviors for each competency.

Learning Activities: Learning activities are assignments/tasks that provide students with the opportunity to develop and demonstrate their attainment of behaviors related to core competencies.

CSWE: Council on Social Work Education

EPAS: Educational Policy and Accreditation Standards

NASW Code of Ethics: The guide for professional conduct of social workers. It includes: social work's core values, ethical principles, and specific ethical standards to guide social workers' conduct.

Social Work Competencies

1	Demonstrate Ethical and Professional Behavior
2	Engage Diversity and Difference in Practice
3	Advance Human Rights and Social, Economic, and Environmental Justice
4	Engage In Practice-informed Research and Research-informed Practice
5	Engage in Policy Practice
6	Engage with Individuals, Families, Groups, Organizations, and Communities
7	Assess Individuals, Families, Groups, Organizations, and Communities
8	Intervene with Individuals, Families, Groups, Organizations, and Communities
9	Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

FIELD Rating Criteria and Definition

Note: Ratings for your Classes are different

Outstanding: Student CONSISTENTLY EXCEEDS expectations related to the identified behavior.

Proficient: Student CONSISTENTLY MEETS expectations related to the identified behavior.

Developing: Student GENERALLY MEETS expectations related to the identified behavior.

Needs Improvement: Student INCONSISTENTLY MEETS expectations related to the identified behavior.

Unsatisfactory: Despite being given opportunities, the student NEVER or RARELY MEETS expectations related to the identified behavior.

No Opportunity: Student did not have an opportunity to demonstrate the identified behavior.

Helpful Tips for the Electronic Field Notebook EFN

- * Access the EFN by using FIREFOX or Google Chrome
- * You will find the EFN by clicking on "ACADEMICS" then selecting " FIELD EDUCATION" on the far right column; then click on the "CURRENT STUDENTS" icon
- * Submit your Learning Agreement, all of your Process Recordings, Monthly Reports, & Timesheets on the EFN
- * Your user name and password for the EFN is the same username and password you use for MY UMB

ALL Foundation and Advanced Students on **REGULAR** Schedule

Advanced Students on **EXTENDED** Schedule

For the FULL Field Education Calendar go to <https://www.ssw.umaryland.edu/field-education/field-calendar--manual/>

8/28 M/W Foundation Students Report To Field Practicum Agency
8/29 Tu/Th Foundation Students AND Advanced Students Report To Field Practicum Agency
9/19 Learning Agreements Due To Faculty Liaisons
10/20 Field Instructors submit Mid-Semester Student Assessment/Evaluation
12/08 Field Instructors submit Fall Semester Student Assessment/Evaluation
12/15 Last Day of Field Education For The Fall Semester—Winter break begins

8/29 Advanced Students Report To Field Practicum Agency
9/19 Learning Agreement Due To Faculty Liaison
11/10 Field Instructor submits Mid-Semester Assessment/Eval
1/3 Fall Semester Resumes after winter break (12/18 to 1/2)
1/26 Field Instructor submits Student Assessment/Evaluation
2/2 Fall Semester Ends For EXT Advanced Students

1/3 Spring Semester For Field Education Begins For Students
1/12 Deadline to Submit Field Applications-Current Students Registering For Field 2024-2025 Academic Yr
2/21 Field Instructors submit Mid-Semester Student Assessment/Evaluation
4/10 Field Instructor submits Spring Semester Student Assessment /Evaluation
4/12 Last day of Spring Field for Advanced Students **4/15** Last Day of Spring Field for Foundation Students

2/5 Spring Semester Begins For EXT Advanced Students
4/29 Field Instructor submits Mid-Semester Assessment/Eval
7/10 Field Instructor submits Spring Semester Assessment/Eval
7/25 Last Day of Field Practicum for Spring Semester