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 your field application, educational course of study, and learning needs then assigns your specific field placement. You may contact your field coordinator throughout the year with questions if your liaison or field instructor can’t answer them.

**Field Instructor:** The Social Worker at your agency who will teach you throughout the year at your field placement. They provide you with regular feedback, weekly supervision, review and comment on all of your paperwork; assign tasks, complete an assessment/evaluation of your progress at mid-semester and the end of each semester. All of your activities 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 your progress in field. This person is the connection between the field instructor, student and UMB. If issues arise, you and/or your field instructor may seek guidance from your field liaison. Their job is to support the placement. They review work submitted in the EFN and issue your grade 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 your 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” your field instructor will complete at mid-semester and at the end of each semester to provide you with written feedback on your progress on your development of the practice 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 mission, core values, ethical principles, and specific ethical standards to guide social workers’ conduct.

**FIELD Rating Criteria and Definition**

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<th>FIELD Rating Criteria and Definition Note: Ratings for your Classes are different</th>
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<tr>
<td><strong>Outstanding:</strong> Student CONSISTENTLY EXCEEDS expectations related to the identified behavior.</td>
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<td><strong>Proficient:</strong> Student CONSISTENTLY MEETS expectations related to the identified behavior.</td>
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<td><strong>Developing:</strong> Student GENERALLY MEETS expectations related to the identified behavior.</td>
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<td><strong>Needs Improvement:</strong> Student INCONSISTENTLY MEETS expectations related to the identified behavior.</td>
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<td><strong>Unsatisfactory:</strong> Despite being given opportunities, the student NEVER or RARELY MEETS expectations related to the identified behavior.</td>
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<td><strong>No Opportunity:</strong> Student did not have an opportunity to demonstrate the identified behavior.</td>
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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, etc. on the EFN
* Your user name and password for the EFN is the same username and password you use for MY UMB

Required Days for Field (see Field calendar on the Field Education page on our website and the Field Education manual for more details.)

All Students are required to keep accounting for their days in field which will be reviewed by their Field Liaison.

* Each student has two days of leave per academic year, if needed.
* Once a field schedule is established, any modifications must be approved by the Field Instructor and the Faculty Field Liaison.

**Foundation Students**

Foundation students are in a Monday/Wednesday or Tuesday/Thursday field placement

**Advanced Students**

Advanced students are expected to successfully complete 51 days in Field Practicum

Advanced students are in a Tuesday/Wednesday/Thursday field placement

Advanced students on an extended schedule are in a field placement two days a week for a longer period of time.

**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 Education Practicum is a COURSE

You are enrolled in a Field Blackboard 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 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)
- Monthly Reports (submitted in the EFN due the 5th of each field month)
- Submission of Learning Agreement
- Participation in Field Seminars for Foundation Year

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/