THE UNIVERSITY OF TENNESSEE
COLLEGE OF SOCIAL WORK

SW 542 – Generalist Field Practice Full Time I
Section 003    CRN 43616
2 credit hours
Fall 2018

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LIVE ZOOM Sessions: 8/28, 8/30, 9/4, 9/13, 9/20, 9/25, 9/27, 10/22, 11/26 (11-1PM, CST)

Code of Conduct
It is the student’s responsibility to have read the College of Social Work Ethical Academic and Professional Conduct Code that is in the College of Social Work MSSW Handbook (www.csw.utk.edu). Students are also expected to sign and adhere to the Student Field Placement Contract.

The Honor Statement
An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity. (Hilltopics).

University Civility Statement
Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other’s well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: http://civility.utk.edu/

Disability
If you need course adaptations or accommodations because of a documented disability or if you have emergency information to share, please contact The University of Tennessee Office of Disability Services at 100 Dunford Hall (865) 974-6087. This will ensure that you are properly registered for services.
**Dimensions of Diversity**
The College of Social Work and the University of Tennessee welcome and honor all people. In accordance with the U.S. National Association of Social Workers (NASW) and the U.S. Council on Social Work Education (CSWE 2015 Educational Policy Statement), “the dimensions of diversity are understood as the intersectionality of multiple factors including” age, class, color, culture, mental or physical disability and ability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, political ideology, race, regionality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. The College values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity. “A person’s diverse life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim” (CSWE 2015 Educational Policy Statement). The College of Social Work promotes social justice and social change, and strives to end discrimination, oppression, poverty, and other forms of social injustice.

**Course Description**
This is a required generalist course. The focus is on the application of social work knowledge, values, ethics, and skills to the practice setting. For the first part of the semester, students attend an intensive field seminar. This seminar is intended to prepare students for their first field agency experience. During the second part of the semester, students commence the agency experience and continue with a seminar. The focus of the seminar shifts to processing and integration of the field agency experience and academic coursework.

As students begin the agency experience, they will be focused on orienting to agency programs, policies, and procedures. Given the short duration of the fall semester placement and the need for students to focus on orienting to the agency setting, students will address only three competencies and associated practice behaviors on their learning plans. These competencies are addressed through required and agency-specific assignments listed on the learning plan.

Generalist Field draws upon the content of all other generalist courses as the student uses the field agency experience to identify, apply, practice, and integrate generalist social work knowledge and skills. Through provision of client services, students refine direct practice skills. In the field agency setting, students are also able to identify and integrate knowledge of social, economic, and political environments, social welfare policy, and develop advocacy skills to advance social justice for at-risk populations. This course enables students to develop a beginning awareness of issues of diversity and oppression in direct and indirect practice contexts and activities.

**Course Rationale**
Generalist Field is critical to the students’ capacity to integrate the broad knowledge base required for effective generalist social work practice regardless of setting. The field practicum experience enables students to identify and respond to issues of social justice and diversity and use an ethical, ecological approach to solving real client problems. The generalist field courses
Course Competencies

By the completion of this course, the students are expected to be able to demonstrate the following competencies through seminar and agency-based activities, assignments:

1. Demonstrate ethical and professional behavior.
   - Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for 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.
   - Use supervision and consultation to guide professional judgment and behavior.

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.
   - Present themselves as learners and engage clients and constituencies as experts of their own experiences.
   - Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

3. 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.
   - Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

Grading Information
Grading for SW 542 is Satisfactory/No Credit. The Field Coordinator is the course instructor and is responsible for assigning the final grade. In order to receive a grade of Satisfactory in SW 542, students must complete the following requirements:
• Students must successfully complete all requirements for Field Seminar in order to receive a grade of Satisfactory for SW 542. Requirements for Field Seminar are as follows:
  
  Attendance of seminar sessions and/or completion of makeup assignments for missed sessions.
  Active participation in seminar discussion boards and activities.
  Adequate completion of all written assignments and discussion boards, with attention to content, clarity, depth of thought, and organization.

• Students must complete a minimum of 128 hours in the fall semester agency placement. These hours must be documented on the student’s time sheet in IPT and approved by the Field Instructor. The Field Instructor’s signature signifies approval.

Students may complete additional hours during the fall semester if approved by the Field Instructor. Students may also complete additional hours between the fall and spring semesters, if approved by the Field Instructor and Field Coordinator. Students are required to submit a written request to the Field Coordinator for approval of additional hours between semesters. The additional hours will be counted toward the minimum requirement of 352 placement hours for generalist field.

The maximum total of additional hours (over 128) that students may complete before the start of the spring semester is 40. Please note that this does not mean 40 hours within fall semester and 80 hours between fall and spring semesters. The 40-hour maximum includes hours completed within and between semesters. Students may not log more than a total of 168 hours on the fall time sheet.

• Students are responsible for completing all field-related documents by the due dates provided to them at the beginning of the semester.

• Students must complete the required and agency-specific learning activities listed on their learning plan and must enter sufficient information in the column Evidence of Assignment Completion to document satisfactory completion. All assignments must be completed and evidence entered by the end of the semester in order for the student to receive a rating on each practice behavior.

• Students are expected to receive a rating of at least 3 on each competency and practice behavior on the End of Semester (Final) Evaluation. This rating is assigned by the Field Instructor. Because of the short duration of the fall semester agency placement, a student may receive a rating of 2 on one or more practice behaviors due to insufficient opportunity to practice the skill. If the student receives a 1 on any competency, the student is in jeopardy of receiving a grade of No Credit for the course.
• Students who receive the grade of No Credit for SW 542 will be dismissed from the MSSW program.

The Field Instructor assesses the student’s demonstrated competency for each practice behavior, reviewing the evidence provided by the student and using the evaluation rating scale below.

4 = Advanced Competence - Student consistently demonstrates effective integration of knowledge, values, and skills at a more advanced level than would be expected for a student at this point in the MSSW program. Student consistently exceeds performance expectations. Student goes “above and beyond” on assignments and consistently seeks and integrates feedback to enhance competency.

3 = Competence – Student demonstrates consistent integration of knowledge, values, and skills at the expected level of performance for a student at this point in the MSSW program. Student is meeting expectations on all assignments and integrates feedback to enhance competency.

2 = Emerging Competence – Student demonstrates beginning capacity to integrate knowledge, values, and skills. Student is using feedback to build competency, but performance is not yet at the expected level for where the student is in the MSSW program. In the first semester of placement, a student often receives a rating of 2 on one or more practice behaviors due to insufficient opportunity to practice the skill.

If a student earns multiple ratings of 2 on an evaluation, the student and Field Instructor should discuss and document what is needed for the student to achieve competence and forward the documentation to the field coordinator.

1 = Insufficient Competence – Student does not demonstrate essential knowledge, values, and/or skills. Student is not completing assignments adequately and is not responding appropriately to feedback. This student may receive a grade of No Credit for field.

Seminar Description and Outline

The overarching theme and framework of generalist field seminar is professionalism in all field activities. Students learn about, process, and practice professionalism through all seminar content, activities, and assignments and prepare for a positive and substantive learning experience in the agency setting.

The core content for the SW 542 seminar includes:
• Orientation to field
• Field Policies, Procedures, Roles, and Documentation
• Using Supervision and Professional Communication
• Safety in field  
• Professionalism  
• Self-care  
• Ethics in Field  
• Assessment and professional documentation  
• Advocacy  
• Suicide prevention

**LIVE ZOOM session participation**

Participation in LIVE online sessions is **mandatory**. Students are required to communicate to professor as early as possible and provide notification and sufficient reason if a session is to be missed. Students who miss a LIVE session are **required** to complete a make-up assignment and must communicate valid reasons for missing sessions with professor **in advance** of the LIVE session. LIVE sessions will be scheduled for 2 hours. Please mark your calendars and make every effort to attend sessions as these are critical to your education and success in field.

**Course Assignments:**

1. **Field Manual Quiz** (Due via Canvas by September 4 at 10AM, CST)  
   - Complete the quiz

2. **Implicit Bias Discussion Board** (Open from 10AM, CST on Thursday, September 6 until 10AM, CST on Thursday, September 13)  
   - Respond to the discussion board question

3. **Implicit Bias Reflection Paper** (Due by 10AM on September 13, no more than 3 pages, APA format is expected for citations, 1st person is acceptable when giving personal opinion and reflection)  
   - In your own words, define implicit bias  
   - Why is implicit bias harmful to society? (Give an example)  
   - Based upon the reading, what is considered best practice in decreasing or eradicating implicit bias? Do you agree or disagree with this?  
   - Identify what you can do personally as a social worker to make both yourself and others aware of biases.

4. **Group Presentation: Ethical Dilemma Case Presentation** (Will be presented during class on September 20).  
   - Students will be placed in groups and each given a case from the Strom-Gottfried article entitled: “Understanding and Using the NASW Code of Ethics.” Students are to present the following to the class:  
     1. Identify and define the ethical standard that is being presented.  
     2. Summarize the problem in the scenario
3. Answer the questions for the class

5. **Social Media Policy** (Due by 10AM on September 25).
   - Students will create their own ½ page to one page social media policy (*for those students who completed SW 541 with Professor Foster in Summer of 2018, you can simply submit the social media policy that you submitted for that class*).

6. **Jason Foundation Completion Certificate** of Training Module (Due by 10AM on October 4).

7. **Organizational Assessment** (Must be submitted via Canvas by 10AM on October 16)
   - Complete a written analysis of your field agency responding to the following questions:
     1. What is the mission of your field agency?
     2. What services does your agency provide and who is eligible to receive services?
     3. Identify the agency's client population and referral sources, including cultural identities of clients.
     4. Describe the organizational structure. You may want to include an organizational chart.
     5. Describe your agency’s relationship to the larger community (neighborhood, city) and to the social service delivery system (other social service agencies with whom your agency collaborates, competes, and shares client populations).
     6. Identify your agency’s primary sources of funding (e.g. government, grants, contracts, donations, fees for service, etc.).
     7. Is the agency a not-for-profit, for-profit, or public/government agency?

8. **Learning Plan** due on October 24.

9. **Final Evaluation** due on December 10

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**Course Outline**

Please check Canvas and your email regularly for updates and announcements. **All articles** can be accessed via Canvas.

**Session 1: Tuesday, August 28 (LIVE ZOOM SESSION, 11-1PM, CST)**

- **Materials:** You will need 1 sheet of paper with a large red circle on it and another sheet of paper with a large green circle on it.

**Topic:** Welcome to the Signature Pedagogy of Social Work Education!
- Class Icebreaker
• CSW Mission
• Social Work Code of Ethics and Social Work Values
• Overview of Field Seminar
• Orientation and Expectations
  o Generalist Field Competencies
  o Professionalism
  o Roles in Field Education
  o Terminology in Field Education
• Overview of the Syllabus and Required Assignments

Session 2: Thursday, August 30 (LIVE ZOOM SESSION, 11-1PM, CST)
Topic: Ethics in field practice
Required Reading:
• Strom-Gottfried, K. “Understanding and Using the NASW Code of Ethics.”
Activity: Group Project Case Presentations on Ethical Dilemmas Discussed
  o Confidentiality
  o Informed consent
  o Reporting laws
  o Competence
  o Self-care
  o Ethical dilemmas
• Professional use of self

Session 3: Tuesday, September 4 (LIVE ZOOM SESSION, 11-1PM, CST)
Topic: Implicit Bias
Required Reading:
• Watch TEDtalk video: “We all have implicit biases. So what can we do about it. – Durshaw Hockett” https://www.youtube.com/watch?v=kKHSJHkPeLY&feature=youtu.be
• Watch video: “Implicit Bias. –Kindercare Education” https://binged.it/2m79wTG
• UTCSW Field Manual (found online at www.csw.utk.edu/field/docs/mssw/MSSW%20Field%20Manual.pdf).
 ASSIGNMENT: Field Manual Quiz, due BEFORE CLASS by 10 AM CST on September 4

Session 4: Thursday, September 6
Topic: Implicit Bias, Cont.
Required Reading:


ASSIGNMENT: Implicit Bias Discussion Board, available from 10AM, CST on Thursday, September 6 until 10AM, CST on Thursday, September 13.

Session 5: Tuesday, September 11

Topic: Self-Care

Required Readings:

- Complete Self-care Assessment
- Complete Maintenance Self-Care Worksheet
- Complete Emergency Self-care worksheet
- Develop your self-care/wellness plans

Please be ready to discuss on Thursday, September 13.

Session 6: Thursday, September 13 (LIVE ZOOM SESSION, 11-1PM, CST).

Topic: Professional Documentation and Assessment

Required Readings:

- Writing/Documentation Tips for Social Work Practice
- Barsky, A. “Ethics Alive! To Record or Not to Record: The Ethics of Documentation”
- Social Workers and SOAP Notes
- Sample SOAP Examples
- Assessing and Documenting Affect & Mood & Other Information of Clinical Significance.
• Assessment Checklist

ASSIGNMENT: Implicit Bias Reflection Paper due BEFORE CLASS by 10AM CST on September 13.

Session 7: Tuesday, September 18
Topic: Suicide Assessment and Prevention
ASSIGNMENT: Create account for Jason Foundation online trainings. Access the website here: https://learn.jasonfoundation.com/login/. Each module is worth 2 training hours. Please choose a module to complete and upload your certificate of completion by 10AM on Thursday, October 4.

Session 8: Thursday, September 20 (LIVE ZOOM SESSION, 11-1PM, CST)
Topic: Technology and Social Media in Field Practice
Required Readings:
• Read the field manual section 8.04: Use of Technology and Social Media in Field http://www.csw.utk.edu/field/docs/mssw/MSSW%20Field%20Manual.pdf
• Social Workers’ Guide to Social Media: http://socialwork.buffalo.edu/resources/social-media-guide.html

ASSIGNMENT: Create your own Social Media Policy. (Those of you who took Professor Foster’s SW 541 class in the Summer of 2018 have already completed this assignment. Please simply submit the social media policy that you’ve already created. Those of you have did not take SW 541 will need to read the articles above and submit your own social media policy. This should be ½ page to one page long.) This is due by 10AM, CST on September 25.
Activity: Group Project Case Presentations: Ethical Dilemmas

Session 9: Tuesday, September 25 (LIVE ZOOM SESSION, 11-1PM, CST)
Topic: All things IPT (Learning Plans and Timesheets)
Activity: Special Guests: Field Liaisons!
ASSIGNMENT: Social Media Policy due at 10AM, CST.
Discussion of Organizational Assessment Paper, due on October 16 at 10AM, CST.
• Learning Plan
• Timesheet
• Follow-up on Self-care plan
• Organizational Assessment Paper details
Session 10: Thursday, September 27 (LIVE ZOOM SESSION, 11-1PM, CST)
Topic: Supervision and Safety in Field
Required Readings:
- “Understanding the Supervisory Relationship with Social Work Students.”  The New Social Worker, Fall 2011, Vol. 18, No. 4, pages 8-10
- NASW Safety Standards
- Safety Checklist

**First day in Agency: Tuesday, October 2
** Jason Foundation Completion Certificate: October 4
** Organizational Assessment Paper: October 16

Session 11: Monday, October 22 (LIVE ZOOM Session, 11-1PM, CST)
Topic: Stages in Field and Self-Care
- Reflection on Field Placement
- Stages in field
- Logistics Check-In: Field hours, Liaison Visits
- Hours in between semesters
- Any questions about the Organizational Assessment or Learning Plan

**Learning Plan due: October 24

Session 12: Monday, November 26 (LIVE ZOOM Session, 11-1PM, CST)
Topic: Preparing for Concentration Field
Activity: Special Guests: Concentration Field Student Panel
ASSIGNMENT: Concentration Field Application
- Selecting a Concentration
- Certificate Programs
- Employment-based Placements

**Last day in Agency: December 4
** End of Semester Paperwork due in IPT: December 10