THE UNIVERSITY OF TENNESSEE
COLLEGE OF SOCIAL WORK

SW 542 – Generalist Field Practice Full Time I/Extended II
Section 001    CRN 43687
2 credit hours
Fall 2017

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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 lay the essential groundwork of generalist practice competencies preparing students to progress to concentration field experiences.
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 assignments and discussion boards, with attention to content, clarity, depth of thought, and organization.
Please note: UTK CSW acknowledges students’ right to privacy. Therefore, when dealing with personal information in class or assignments, share only to the level at which you are comfortable.

- Students must complete a minimum of 128 hours in the 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 at the end of the semester signifies approval.

- 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.

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**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

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**Tentative Course Outline**

For your specific seminar meeting dates/times, see seminar schedules on Canvas. Please check Canvas regularly for updates and announcements.

**Thursday, August 24  ALL STUDENTS meet together in Room 201 Panhellenic Building**

- Welcome
- Overview of Field Education and Field Seminar
- Review of Syllabus
- Orientation and Expectations
  - Generalist Field Competencies
  - Professionalism
Roles in Field Education
- Terminology in Field Education

Social Work Mission and Values
- NASW Code of Ethics
- Introduction to self-care and mindfulness

**Tuesday, August 29 and Thursday, August 31**
- Ethics in field practice
  - Confidentiality
  - Informed consent
  - Reporting laws
  - Professional use of self
  - Competence
  - Self-care
- Professional use of self
- Engagement/Attending skills/Listening skills

**ASSIGNMENT:** Complete self-care assessment and plan. Access on Canvas. Due by Sept. 15. (CC: 1, 2,3; D: Cognitive and affective processes, Values)

**Tuesday, September 5 and Thursday, September 7**
- Assessment
- Suicide Assessment and Prevention

**Tuesday, September 12 and Thursday, September 14**
- Professional documentation in the field setting
- Advocacy

**ASSIGNMENT:** Professional documentation exercise. Access on Canvas. Due by Sept. 22. (CC: 1, 2, 3; D: Cognitive and affective processes, Skill)

**Tuesday, September 19 and Thursday, September 21**
- Using supervision
- Professional documentation in Field Education (IPT)
- Professional communication
- Field Policies and Procedures/MSSW Field Manual
- Specializations and certificates in the MSSW Program
- Stages in field

**ASSIGNMENT:** IPT Forms and MSSW Field Manual Quiz on Canvas. Due by September 28.
- Review IPT tutorial online. Log on to IPT and complete required forms including:
  - Acknowledgement of Risk in the Field Practicum*
  - Student Field Placement Contract*
  *Please note: These forms are required. Students are not permitted to begin field placement until the forms are signed.

( CC: 1; D: Knowledge; Skill)

**Tuesday, September 26**

**ALL STUDENTS MEET together in Room 201 Panhellenic Building**

- Race, Power, and Privilege
- Safety in Field
- Self-care
- Meet your field liaison

**ASSIGNMENT FOR FULL TIME STUDENTS ONLY:** Ethical use of technology in professional social work practice. See course site on Canvas to access materials for these activities. Due date is October 27. (CC: 1, 2, 3; D: Cognitive and affective processes, Values, Knowledge)

**Week of October 30**

**ALL STUDENTS**

**ASSIGNMENT:** Reflection activity. Access assignment on Canvas. Assignment due by November 3.

( CC: 1, 2, 3; D: Cognitive and affective processes)

**Tuesday, November 7**

9:30am to 11:30am **Full Time Students Group A**

4:30pm to 6:30pm **Extended Study Students**

**Thursday, November 9**

9:30am to 11:30am **Full Time Students Group B**

- Processing field experiences
- Planning for spring semester and specialization field

**WRITTEN ASSIGNMENT IS DUE!** Organizational analysis assignment is due at field seminar. (CC: 2, 3; D: Cognitive and affective processes, Knowledge)

**December 11**

- Due date for field hours, learning plan completion and all field documentation in IPT including:
  - Learning plan evidence
  - Final evaluation
  - Time sheet