THE UNIVERSITY OF TENNESSEE
COLLEGE OF SOCIAL WORK

SW 542 – Foundation Field Practice
Section Number
1-3 credit hours
Fall Semester, 2015

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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 Social Work Field Placement Code of Conduct.

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 2227 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. Council on Social Work Education and the U.S. National Association of Social Workers, the College of Social Work defines “the dimensions of diversity as the intersectionality of multiple factors, including” age, class, color, culture, mental or physical disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, political ideology, race, religion, sex, and sexual orientation. 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. 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 foundation course. The focus is on the application of social work knowledge, values, ethics, and skills to the practice setting. SW 542 is the first of a sequence of four field practicum courses in the MSSW curriculum. 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.

Foundation Field draws upon the content of all other foundation 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
Foundation 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 foundation 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 (through course activities, assignments):

**Competency 1 – Organizational Analysis** - Articulate the field agency mission, scope of service, organizational structure, and relationship to the community context and social service delivery network. [EPAS 2.1.9]

**Practice Behavior 1:** Understand the agency’s mission and scope of service, and apply this understanding to practice.

**Practice Behavior 2:** Understand the organizational context, including relationship to the community, the surrounding neighborhood, and relevant public and private organizations.

**Practice Behavior 3:** Understand the agency’s relationship to the social service delivery network, including collaboration, competition, referral patterns, and shared client populations.

**Practice Behavior 4:** Understand the field agency’s organizational structure.

**Competency 2 – Client Interviewing Skills** - Demonstrate introductory skills in client interviewing that reflect awareness of and respect for cultural differences. [EPAS 2.1.3, 2.1.4, 2.1.10(a)]

**Practice Behavior 1:** Reflect upon how his or her own cultural identities, personal values, and biases may impact communication with clients.

**Practice Behavior 2:** Use active and empathic listening skills and questions to elicit client information in a culturally responsive manner.

**Practice Behavior 3:** Structure an interview to include mutual identification of client problems, needs, and goals.

**Competency 3 – Client Engagement** - Demonstrate introductory engagement skills across diverse clients and client systems. [EPAS 2.1.4, 2.1.10(a)]

**Practice Behavior 1:** Build interpersonal relationships characterized by genuineness, empathy, and mutuality with clients across diverse client systems.

**Practice Behavior 2:** Effectively engage diverse clients in a collaborative problem-solving process.
**Competency 4 – Assessment** - Complete client assessments using conceptual frameworks, knowledge of neurophysiological development, and information about social, economic, and political contexts. [EPAS 2.1.4, 2.1.7, 2.1.10(b)]

- **Practice Behavior 1**: Identify the cultural identities of field agency clients and articulate common assumptions about these identities that could lead to biased assessments.

- **Practice Behavior 2**: Complete a client assessment that addresses the client’s ecological niche, strengths, and areas of need.

- **Practice Behavior 3**: Engage clients as expert informants on their own worldview, cultural strengths and resources, and natural support systems.

**Competency 5 – Ethical Conduct and Reasoning** - Demonstrate ethical and professional conduct, identify ethical issues in the agency setting, and use reasoned strategies for resolving ethical dilemmas. [EPAS 2.1.1, 2.1.3]

- **Practice Behavior 1**: Adhere to agency policies for professional conduct, applicable laws, and to the standards of the NASW and IFSW Codes of Ethics.

- **Practice Behavior 2**: Establish and maintain professional roles and boundaries in a worker/client relationship.

- **Practice Behavior 3**: Recognize and reflect on personal values, their impact on practice, and be willing to address personal and professional value conflicts.

- **Practice Behavior 4**: Identify ethical dilemmas that occur within the field agency setting and articulate reasoned strategies for resolution.

**Competency 6 – Use of Supervision** - Demonstrate consistent, effective use of supervision and consultation. [EPAS 2.1.1, 2.1.3]

- **Practice Behavior 1**: Consistently prepare for supervision meetings.

- **Practice Behavior 2**: Consistently and effectively use supervision and consultation regarding ethical, cultural, and practice issues.

**Competency 7 – Professional Documentation** - Complete client notes, records, and agency documentation in a clear, complete, organized fashion in accordance with agency policy. [EPAS 2.1.3]

- **Practice Behavior 1**: Complete required agency documentation in a manner that meets agency policies regarding format, scope, timeliness, etc.
**Practice Behavior 2:** Complete documentation that clearly reflects client/worker interactions, services provided to client, actions taken on behalf of the client, and the client’s response

**Competency 8 – Advocacy** - Demonstrate advocacy skills to advance human rights, social and economic justice, and client access to resources and services. [EPAS 2.1.1, 2.1.4, 2.1.5, 2.1.8, 2.1.10(c)]

**Practice Behavior 1:** Assess client access to needed resources and services.

**Practice Behavior 2:** Advocate for human rights, social and economic justice, and access to services within the agency or at the local, state, or national level.

**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 “Satisfactory” grade in SW 542, students must complete the following four requirements:

- 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 must complete the learning activities listed on their learning plan and must enter sufficient information in the column Evidence of Plan Completion to document satisfactory completion.
- Students are expected to receive a rating of at least 3 on each competency and practice behavior on the End of Semester 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 must receive a Satisfactory in Field Seminar in order to receive a “Satisfactory” grade for SW 542. Requirements for a Satisfactory grade in 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 are responsible for completing all field-related documents by the due dates provided to them at the beginning of the semester.

- Students who receive the grade of NC for SW 542 will be dismissed from the MSSW program.

**Course Requirements**

**Written Assignment (Due at your seminar week of November 2)**

Complete a written analysis of your field organization by responding to the following questions:

- What is the mission of the organization? What services does the organization provide and who is eligible to receive services?
- Identify the client population and referral sources, including cultural identities of clients.
- Describe the organizational structure. You may want to include an organizational chart.
- Describe the organization’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).
- Identify your agency’s primary sources of funding (e.g., government, grants, contracts, donations, fees for service, etc.).
- Is the organization a not-for-profit, for-profit, or public/government agency? Is the organization a social service agency or a host organization?

Note: Students may begin this written assignment before starting the agency experience. Students should schedule meetings with field instructors and/or other agency personnel to gather the information needed to complete the assignment. Although the agency website is an appropriate source of some information, this assignment also requires the student to interview at least one agency staff person. Please list in the written assignment the name(s) and position(s) of the agency staff interviewed or consulted for the assignment.

**Practice Interview Assignment**

In addition to the written assignments, all students will be required to complete one practice interview with an adult client at Cornerstone of Recovery. Each student will videotape their interview and review the video with a peer group and the seminar instructor for processing and feedback. A required orientation for this assignment will be held at Cornerstone of Recovery, 4726 Alcoa Hwy/129 South on September 15, from 3:00pm to 5:00 pm. (A makeup orientation session will be held on September 17 from 3:00pm to 5:00pm for any student who cannot attend on September 15th. Please contact Christy Hickman for permission to attend the make-
up orientation session.) All students are required to attend the orientation session. Students will sign up for interview dates at the orientation session. Specific information and forms regarding this interview will be posted on Blackboard.

Seminar Activities
Seminar meetings are scheduled throughout the semester. Each classroom seminar session will include class discussions and activities. Students are required to attend and actively participate in these sessions. Students must also complete required seminar activities via Online@UT/Blackboard as scheduled in the Course Outline.

Seminar Description and Outline

The overarching theme and framework of foundation 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:
- Field Policies, Procedures, Roles, and Documentation
- Client Engagement and Interviewing Skills
- Using Supervision and Professional Communication
- Safety in field
- Self-care
- Ethics in Field
- Assessment and professional documentation
- Advocacy
- Suicide prevention

Tentative Course Outline

Please check Blackboard regularly for updates

For your specific seminar meeting dates/times, see seminar schedules on Blackboard.

Thursday, August 20
- Welcome
- Orientation to Field Education and Field Seminar
- Professionalism
- NASW Code of Ethics
- Introductory presentation on self care

Tuesday, August 25 and Thursday, August 27
- Client engagement
- Communication skills
- Nonverbal communication
- Attending skills
- Use of questions
Tuesday, September 1 and Thursday, September 3
- Listening skills
- Restatements
- Paraphrases
- Summaries
- Empathy

Tuesday, September 8 and Thursday, September 10
- Influencing skills
- Social Justice and Advocacy

Tuesday, September 15 (3pm to 5pm at Cornerstone of Recovery)
- All students meet at Cornerstone of Recovery for orientation in preparation for Practice Interview assignment (see details/description on syllabus p. 6-7).

Thursday, September 17 (Blackboard assignment: Structuring an Interview)
- All students complete Blackboard assignment on structuring an interview
- Make up day for Cornerstone of Recovery orientation

Tuesday, September 22 and Thursday, September 24
- Structuring an interview
- Assessment
- Safety in field

Tuesday, September 29
- Suicide assessment and intervention
- Stages of Field
- Learning plans and IPT
- Meet your field liaison

Week of October 26 (Blackboard assignment: Reflection on field experiences)
- All students complete Blackboard assignment on reflecting on fall field experiences

Week of November 2
- Professional documentation
- *Written analysis of field organization is due at seminar*