

Dear Field Agency Instructor:

Thank you for your interest in collaborating with the Carver School of Social Work. The field practicum for the BSW and MSW student is the capstone course for our social work students.

The field practicum takes place in a social work setting under the instruction of a professional social worker who is designated by the field agency to guide and oversee the social work student's learning.

A set of core competencies, written by the Council on Social Work Education will guide the work or practice during the placement. A field learning contract (found in IPT) related to these competencies will guide the student and the agency.

The designated social worker at your agency will meet weekly with the student, evaluate the student at midterm and the end of the semester, as well as communicate with the field education faculty.

It is expected that students will be engaged in actual practice of these competencies and behaviors during their time at the agency. The Council on Social Work Education outlines a set of core competencies and practice skills for students to achieve during their practicum experience.

The core competencies are listed as follows:

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Competency 4: Engage In Practice-informed Research and Research-informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities Agency Field Supervisor:

Field Agency Instructor Qualifications

Advanced Standing Student: No Area of Focus - MSW with 2 years post degree experienc

Advanced Standing Student: Area of Focus Clinical - LCSW or equivalent for state of practicum site

Advanced Standing Student: Area of Focus Addictions - LCSW or equivalent for state of practicum site OR LCADC with a MSW and CSW certification

Field Agency Instructor Responsibilities

1. Actively seek to establish a positive, courteous and effective working relationship with the student and the field course instructor.
2. Ensures that the student is appropriately oriented to the organization and is afforded reasonable and adequate opportunity to enter the "culture" of the organization as a learner.

3. Ensure that the student is informed of, and understands, all safety procedures of the agency by completing the provided safety checklist.
4. Provides signature for timesheets in IPT.
5. Provides written progress of student behaviors and activities related to the core competencies using the field learning contract evaluation at mid-term and at finals BEFORE the teleconference with the field course instructor.
6. Conferences with the field course instructor and student at the beginning of the semester, at midterm and for the final evaluation.
7. Notifies the field course instructor of potential problems or conflicts in a timely manner to allow for problem solving at the earliest possible moment.

Field Agency Qualifications

To be approved as a field agency the following documents must be completed and forwarded to the student to submit to Carver School.

- Agency Application
- Memorandum of Agreement signed by the agency director/CEO/etc.
- Resume of the field supervisor

Field Agency Responsibilities:

1. Have a commitment to the Social Work profession with its values, skills, and knowledge and to the provision of social services.
2. Have a staff member who meets the specified requirements for a field agency instructor.
3. Provide opportunities for student learning at the masters level social work practice with individuals, families, groups, communities, and organizations.
4. Be in agreement to provide students with learning opportunities that relate to the core competencies/practice behaviors
5. Agree to the conditions and mutual responsibilities outlined in the Carver School of Social Work Memorandum of Agreement.

Kalon Moody, MSSW

MSW Field Director

kemoody@campbellsville.edu