



Bluffton University Social Work Program

Field Work Manual

2018

Social Work Field Placement Manual

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PURPOSE OF THE FIELD WORK MANUAL

This manual presents the core competencies, policies, and procedures of the field instruction component of the Bluffton University Social Work Program. It is available on-line to all social work students preparing to enter field settings and to the field instructors in the agencies. The forms students will need are included at the end of this manual and can be printed for use.

The manual contains all information generally needed by students and agencies. For additional information, call, Walt Paquin, Program Director (419) 358-3386 at Bluffton University.

INTRODUCTION TO BLUFFTON UNIVERSITY

Bluffton University is a four year, liberal arts institution located in a community of four thousand people in northwest Ohio. It was instituted by the Central District Conference of Mennonite Church USA, one of the historic "peace churches." Christian values permeate the campus, and emphasis is placed on integrating values into life. The University seeks to give witness to the manifestation of the Spirit of Christ in all relationships, emphasizing integrity, reconciliation, and the expression of love through service. The Bluffton University Catalog further describes the heritage and faith of the institution.

OVERVIEW OF THE SOCIAL WORK PROGRAM

Program Mission Statement

Consistent with the mission of Bluffton University and with the requirement of the Council on Social Work Education, the Bluffton University baccalaureate social work program's mission is to prepare students for entry-level professional generalist practice. Shaped by the historic peace church tradition, it is the program's vision that its graduates will demonstrate responsible citizenship and provide service to all peoples recognizing the importance of human relationships. The program further holds the expectation that its graduates will: promote social and economic justice, value the dignity, worth and inherent human rights of each person, and demonstrate integrity and competency based on best practices supported by scientific inquiry.

Program Goals

The BSW program at Bluffton University has as its goals:

- 1) Engage in evidence-based practices for generalist social work providing service to all peoples including individuals, families, groups, communities, and organizations.
- 2) Engage in practice consistent with the principles, values and ethics of the social work profession.
- 3) Engage in social welfare policy practice by advocating for social and economic justice while upholding the dignity, worth, and inherent human rights of each person.
- 4) Recognize and implement practice measures consistent with understanding the physical, psychological, spiritual, and cultural functioning within an environment.
- 5) Provide culturally sensitive practice to all, specifically diverse peoples and cultures.
- 6) Demonstrate integrity and commitment to responsible citizenship shaped by the historic peace church tradition and social work values within a global community.

Students pursue the goals through a program and curriculum that conform to the standards established by the Council on Social Work Education (CSWE), to the requirements of Bluffton University, and to the needs of the social service organizations in the immediate geographical area. Field instructors and students are to acquaint themselves with the current Educational Policy and Accreditation Standards (2015) published by the Council on Social Work Education.

Social Work Practice, Education, and Educational Policy and Accreditation Standards

The purpose of the social work profession is to promote human and community well-being. Guided by a persona and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work's purpose is actualized through its quest for social and economic

justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons.

Social work educators serve the profession through their teaching, scholarship, and service. Social work education-at the baccalaureate, master's, and doctoral levels-shapes the profession's future through the education of competent professionals, the generation of knowledge, and the exercise of leadership within the professional community.

The Council on Social Work Education (CSWE) uses the Educational Policy and Accreditation Standards (EPAS) to accredit baccalaureate- and master's-level social work programs. EPAS supports academic excellence by establishing thresholds for professional competence. It permits programs to use traditional and emerging model of curriculum design by balancing requirements that promote comparability across programs with a level of flexibility that encourages programs to differentiate.

Students and Field Instructors may find additional information regarding the CSWE EPAS standards by following the link:

https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx

Mutual Benefits and Responsibilities

Social work education and training has historically been a joint responsibility between the institutions of higher education and social welfare agencies. Students, colleges, and agencies all benefit in making this educational experience as beneficial and successful as possible. The program views agency-based field instructors as co-educators, integral to the educational experience of our students. Field instructors are asked to participate in planned training sessions and invited to give feedback to the program faculty regarding the effectiveness and usefulness of the field placement structure and requirements. The Social Work Program Advisory Council includes persons who have served as field instructors.

Typically, social work students claim that the field experience is the most meaningful part of their formal education. It gives them an opportunity to apply all the theory and techniques heretofore learned, thus confirming purpose in the discipline of study. It marks the culmination of their academic coursework at the baccalaureate level. It symbolizes the transition from the relatively protected and familiar educational environment to a professional environment, and its corresponding change of roles.

Although a student placement will consume the staff time, space, and material resources of the agency, it is the experience of most agencies that by the second half of the placement, the student's productivity will repay the agency's investment. In addition, agency's employed staff often finds the freshness and idealism of the student to be infectious and invigorating. The student strengthens the agency's program by asking questions and sharing ideas and information learned in the classroom. On occasion, a job opportunity becomes available to the student as a result of the placement.

BLUFFTON UNIVERSITY SOCIAL WORK CURRICULUM:

The social work program is based upon a liberal arts foundation. The general education program required of all Bluffton University students includes two social science courses and two natural science courses. The social work program specifies that majors need a strong background in the social sciences, plus a course in biology, which serve to prepare students for the Human Behavior and Social Environment, or theory courses. Social work majors take the *Introduction to Social Work*, *Introduction to Psychology* and *Introduction to Sociology* courses, and *Principles of Macroeconomics* or *American Political Process* or *Introduction to Politics*. These courses are taken early in the first two years. The curriculum is structured and sequenced so that students move from these foundation courses in the social sciences and natural sciences to core social work courses.

The social work curriculum is divided into five general content areas or components. These are:

- 1) Human Behavior and Social Environment,
- 2) Social Welfare Policy and Services,
- 3) Social Research,
- 4) Social Work Practice, and
- 5) Field Instruction.

Each component is comprised of one to three courses. Infused throughout the curriculum is content on social work values and ethics, human diversity and cultural competence, social and economic justice concerns, and particular populations most likely to experience injustice and oppression. Bluffton's liberal arts program requirements undergird, supplement, and reinforce the social work program's efforts to address value issues within a global community, which is rife with social and economic inequality.

Field Work and Field Seminar

This component of the curriculum is comprised of one semester of field placement (which includes a fieldwork seminar). The purpose is to provide educationally-directed practice experience, through which the student can integrate his or her knowledge and values with practice skills.

Field Work Seminar is held weekly on campus concurrent with field placement. The seminar is designed to enable students to engage in the process of integrating theory and practice. This experience gives students the opportunity to reflect on their professional development and to receive feedback from the faculty and other students.

The purposes of the seminar are 1) to facilitate the students' efforts to fulfill the field placement requirements, 2) to promote student learning across settings, through exchange of information and sharing

Council on Social Work Competencies-2015

The nine Social Work Competencies are listed below. Programs may add competencies that are consistent with their mission and goals and respond to their context. Each competency describes the knowledge, values, skills, and cognitive and affective processes that comprise the competency at the generalist level of practice, followed by a set of behaviors that integrate these components. These behaviors represent observable components of the competencies, while the preceding statements represent the underlying content and processes that inform the behaviors.

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

Upon completion of fieldwork and field seminar, students should be able to:

Competency 1: Demonstrate Ethical and Professional Behavior

- 1.1 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;
- 1.2 use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- 1.3 demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- 1.4 use technology ethically and appropriately to facilitate practice outcomes;
- 1.5 use supervision and consultation to guide professional judgment and behavior.

Competency 2: Engage Diversity and Difference in Practice

- 2.1 apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- 2.2 present themselves as learners and engage clients and constituencies as experts of their own experiences;
- 2.3 apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

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

- 3.1 apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels;
- 3.2 engage in practices that advance social, economic, and environmental justice.

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

- 4.1 use practice experience and theory to inform scientific inquiry and research;
- 4.2 apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- 4.3 use and translate research evidence to inform and improve practice, policy, and service delivery.

Competency 5: Engage in Policy Practice

- 5.1 Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- 5.2 assess how social welfare and economic policies impact the delivery of and access to social services;
- 5.3 apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

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

- 6.1 apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies;
- 6.2 use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

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

- 7.1 collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- 7.2 apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- 7.3 develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies;
- 7.4 select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

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

- 8.1 critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- 8.2 apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- 8.3 use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- 8.4 negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies;
- 8.5 facilitate effective transitions and endings that advance mutually agreed-on goals.

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

- 9.1 select and use appropriate methods for evaluation of outcomes;
- 9.2 apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- 9.3 critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- 9.4 apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

FIELD PRACTICUM GUIDELINES

The field placement is designed to provide an integrative experience of theory and practice for the student. While the Social Work Program competencies provide the framework for the social work curriculum, it is in the field work experience that students master the practice behaviors that prepare them for entry-level social work practice, and demonstrate that they have the knowledge, values, and skills required to practice in a competent and professional manner. The following guidelines for students and field instructors provide a description of the process and requirements of the field experience.

Field Practicum Learning Agreement

The **Field Practicum Learning Agreement** (pgs.22-25) is a working document designed to give structure and direction for the student's learning experience. The student will complete the Learning Agreement throughout their placement, in consultation with the field instructor.

Field instructors will be trained on how to complete and utilize the Learning Agreement during the field work orientation session prior to the beginning of the practicum. If the Field Instructor is unable to attend the orientation, the Field Director will arrange for training at another time.

The Field Practicum Learning Agreement integrates the nine core competencies and the 31 practice behaviors and the Student Practicum Evaluation form. The Learning Agreement and the Student Practicum Evaluation form additionally provide the student and the field instructor the opportunity to include personal and/or agency-specific learning objectives.

The Learning Agreement is periodically reviewed during supervisory sessions, and serves as a useful tool for planning activities that assure a well-rounded, generalist social work field experience. Since this is a "working document," adjustments and additions may be made as needed. The Learning Agreement should provide the field instructor with a useful way to maintain oversight and give evaluative feedback to the student as he/she accomplishes the goals identified in the plan.

Field Placement Evaluation (pg. 26-28)

Formal evaluation of the student's skill level will be completed by the Student and the Field Instructor. This evaluation will be completed by both together at the beginning of field and again at the completion of field.

This final evaluation will be a component of the student's final grade.

If the student does not meet the requirement of mastering the practice behaviors in the field setting, a department consultation will occur to (1) determine if the student can be awarded an extension of time to meet this standard through a performance plan or (2) if the student will not pass field work and will need to reapply for field internship the next semester it is offered.

Practicum activities for Social Work Capstone Seminar

Over the course of the placement, the student will compile a Practicum Portfolio as a means of demonstrating his/her professional skill development. The student should submit each component to the field instructor as completed. Following evaluation by the field instructor, the student should submit the materials, including the field instructor's evaluation, to the SWK 405 instructor. Remember that the materials you submit are *samples* of your work. (For example, you may do many assessments during your placement. The sample of an assessment that you submit should provide adequate documentation to demonstrate your professional competence in this task). Students will complete a portfolio for each generalist level of practice including: 1. Assessment and planning, 2. Intervention, 3. Evaluation, and 4. Macro Project. Instructions and forms are available on pages 30-34 of this manual.

FIELD POLICIES & PROCEDURES

Policy: AS 2.1.3 Required Field Hours

Baccalaureate students in Social Work are required to complete a minimum of 400 hours of field work internship according to the Council on Social Work Education. Bluffton University social work program requires students to complete 448 hours. These hours are to be set, monitored, and validated through the stated procedures. Students who do not complete the required hours will not be approved to obtain a Bachelors in Social Work degree.

Procedure:

Students will complete 448 hours of scheduled field work time in the approved field agency setting. All students will be supervised by a field instructor who will monitor the student hours through observation and documentation. The hours are to be logged on the student time sheet found in the appendix of this manual and verified by the field instructor by their individual signature. Students will indicate the number of hours completed per week and accumulated throughout the semester. The log sheet is to be turned in weekly and attached to the journals collected in the field seminar course. Any log sheets unverified, will not be accepted and the field instructor will be contacted to ensure hours are being acquired by the student.

1. Students will complete 32 clock hours at the agency each week for the 15 week term excluding the week of spring break (total 448 clock hours), which is generally taken as four full days per week. Time is documented in hours /minutes. Minutes are documented as .25 / .5 /or .75. If you work 10 minutes or more, but less than 15 minutes beyond 7 hours, your time log will be 7.25; etc.
2. Students completing a summer internship following their senior year work 37 hours per week for twelve weeks (total 444 clock hours). Summer students are expected to complete an additional 4 hours over the course of this term to equal the 448-program requirement. This may be done after traditional agency hours or any time as approved by the field instructor.

Policy: AS 2.1.4 Admission to Field Education Program

Social work majors must meet specific criteria to be admitted into the field education program. This criteria includes that students completing a field entry interview entering field with an overall grade point average of 2.25 and completing the prerequisite courses for SWK 401 to be eligible for placement. Prerequisites include the sequence of social work practice courses, the human behavior/social environment courses, and the policy and research courses. Students are expected to adhere to the professional standards as set forth in the Code of Ethics of the National Association of Social Workers and in the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board Code of Ethics for social workers. Inability to do so may mean dismissal from the program. The student is assessed as either needs improvement, on track, or at an advanced level during the field interview. The student will consult with the Field Director regarding additional options and a performance plan will be developed as to how the student can improve ratings to be evaluated as ready to enter the field environment in a satisfactory manner. Upon completion of this mutually agreed upon plan, students may reapply for field work internship.

Procedure:

In the fall of the student's senior year, an entry to field education interview is conducted between the student and Field Director. The Field Director will contact students to arrange an interview time. Interviews will include a review of student's readiness to enter a field setting as indicated on the interview score levels, their grade point average, and adherence to the National Association of Social Workers Code of Ethics.

1. Students who are not initially accepted will be provided with options and a mutually developed plan that is agreed upon by the field director, program director and student that details what criteria needs to be met and the steps the student will need to take to enter the field program.

2. After acceptance into the field education program the placement process and selection of field setting will begin.

Policy: AS 2.1.5 Field Setting Selection

Field agencies for student placement, must be approved by the social work program according to the set standards provided below:

Field placement agencies are selected according to the following criteria:

1. The agency must serve social services function within the range of human services, and have values and program goals compatible with the goals of the social work program.
2. The agency must be able and willing to accommodate the educational requirements of the social work program. This is to include the opportunity to learn social work core competencies and ability to acquire the operationalized practice behaviors stated in the learning agreement.
3. The agency should provide the student with opportunities to serve a diverse client population on a planned basis; i.e., persons from a range of ethnic backgrounds, one-parent households, persons with disabilities, etc.
4. The agency should have a geographic location within a radius of the University that is conducive to contact and placement supervision.
5. The agency must be able to provide qualified and regular supervision of individual or group time of at least one hour per week. The group supervision may include other social work students. Supervision is to be provided by a professional social worker. The order of preference for field instructor's credentials is LISW-S, ACSW (LISW), MSW, BSW, and LSW.
6. The agency must be able to provide the resources (i.e., desk space, telephone, clerical services, etc.) to support the student in his or her role.
7. Agencies will be selected that contribute to a balanced spectrum of settings which are generally representative of professional social work practice, and which meet the variety of student interests.

Procedure:

During the student's senior year, the field director advises in the agency selection process. The factors considered in this advising process include: 1) the student's interests, 2) the standard list of agencies used (see Appendix pgs. 38-40), 3) the availability of those agencies for the desired term, and 4) the achievement of a diverse set of agency settings. Placements in agencies not on the standard list will be considered, assuming they conform to the program's established criteria for selection of field placement agencies.

It is important to note that some agencies require a clean driving record and/or a criminal record background check. Any concerns about the fore mentioned conditions should be discussed with the field director prior to the interview process. Failure to do so may result in a delay in placement into fieldwork. Some agencies may review state produced reports that document if a student has had involvement with a children services agencies. Involvement as a mandated reporter may include but is not limited to issues such as child abuse and neglect and application for food stamps. These concerns should also be discussed with the field placement director prior to the interview process.

A list of customarily used agencies is identified in the appendix of this manual (see Appendix pgs. 38-40). These agencies are utilized because they have demonstrated over time the interest, commitment, and professionalism that assures the student a successful field experience. Other agencies will be considered as student interests and agency circumstances warrant.

Policy AS 2.1.5 Placing & Monitoring of Students

Students are placed in a field setting that meets the selection criteria for the social work program. The field director is responsible for coordinating and placing students into field settings, as well as conducting two site visits per term for monitoring the progress of the student and agency. A field contract and

learning agreement are required to ensure the placement adheres to the Council on Social Work Education requirements for field education.

Procedure:

Students are contacted by the field director in September of their senior year, by email, to begin planning for spring semester field placement. Summer field students will be contacted in March of spring semester. The field director meets with the students individually and / or a group to orient them to the field process and discuss the procedures of application for field work (Field Work Application - p. 16). The field director makes the first contact with the agencies. If an agency is open to considering a student, the student's field work application and resume are provided to the agency, and the student is notified of their responsibility to arrange an interview. Students may interview at more than one agency. Following the interview, the field director will consult with the agency and the student to assure a mutually satisfactory placement plan. A three-way contract (*Field Work Contract-p. 17-18*) is then signed by the student, the agency and Bluffton University Social Work Program. Students are required to become members of NASW and carry student professional liability insurance through the NASW Insurance Trust. Application forms may be obtained from the field director or online at www.socialworkers.org.

The *Field Work Contract-p.17-18* is signed by the Field Director, agency representative, and student identifies the expectations and obligations to which each party agrees. If the field instructor or the student has concerns that these expectations and obligations are not being met, he/she should contact the Field Director early on so that appropriate intervention may occur.

While communication with the faculty liaison is always available by phone or e-mail, the Field Director will meet on site with the field instructor and student a minimum of two times per semester to provide consultation, monitoring and oversight.

Policy AS 2.1.5 Field Director Site Visits and Contacts

The Field Director will conduct two site visits (with each student in a field education internship per semester. The field visit includes discussion between the field instructor, field director, student, and any other significant individuals who have been assisting with student learning and evaluation. Contacts between field director is expected throughout the internship and may increase if needed by telephone, email, or direct site visits.

Procedure:

The first agency contact will occur within the first four weeks of placement by the Field Director. This initial visit contact will last approximately one hour and delete reference to time include the following topics for discussion:

1. Review of Learning Agreement
 - a. Core competencies and practice behaviors
2. Internship hours verified and reviewed
3. Assignments overview: Portfolio's, Case Study, Journals, Midterm and Final Evaluation
4. Student strengths and areas for continued work
5. Question time for student and field instructor

The second and final site visit will be completed last two week of field placement by the field liaison. This visit will include the same topics as the first with the addition of review of the midterm evaluation and an overview of the expected final evaluation. Students will be asked about what is going well, what didn't happen that they had hoped would happen, their greatest areas of growth and the areas for continued improvement. The strengths and continued improvement questions is generated from the learning agreement that includes the core competencies and practice behaviors that students have been acquiring and integrating knowledge, values, and skills from over the course of the field education experience.

Students assist in coordinating the site visits by scheduling a convenient time to meet at the agency setting. All parties must be present for the field visit. If the student is not present, a grade deduction may be given.

NOTE: A checklist of information discussed during the two site visits is included on p. 35 of this manual.

Policy AS 2.1.5 Evaluating Student Learning and Field Setting Effectiveness

Students are evaluated at multiple points throughout the field education semester by the contracted Learning Agreement, supervision with field instructor, a weekly seminar course, and an initial and final field placement evaluation, to ensure student learning and field setting effectiveness.

Procedures:

Students and field instructors are required to complete all documents assigned by the dates indicated on the syllabus. The following evaluative tools are in place to ensure integration of the core competencies and practices behaviors in the field setting:

1. Learning Agreement: The Field Practicum Learning Agreement (Forms pgs. 22-25) is designed to give structure and purpose to the field experience. The practice behaviors contained in the agreement reflect the overall outcome performance of students based core competencies of the social work program, and assure the breadth of competence expected for generalist social work practice. It is the student's responsibility to complete the Field Practicum Learning Agreement, in consultation with the field instructor. This document serves as a reference for planning and reviewing the student's activities throughout the semester.
2. Supervision: Supervision between the Field Instructor and student is to occur on a weekly basis and recorded on the supervision logs included in the FORMS section of this manual. During this supervision time, student and Field Instructor are to focus on student assignments and activities, discuss ethical dilemmas and decision making, solution build any difficulties with learning, and to broaden student understanding of the profession of social work. The supervision logs are to be turned into the Field Director weekly and attached to the student journals.
3. Field Work Seminar: Students are required to attend the weekly field seminar course (SWK 404) along with the Field Work (SWK 401) education internship. Students will discuss field issues, integrate class and field learning, and develop skills in giving and receiving feedback. Students learn from each other the commonalities and differences in the various settings, and identify special issues and knowledge required in specific settings.
 - a. Qualitative Journal: A final journal entry is to be completed for the last week of the field education internship that permits the student to evaluate the overall effectiveness of the field setting and its learning environment. This entry reports the perception of the students experience and provides recommendations for continued placement within that particular agency.
4. Evaluation: Both students and student field placements are evaluated during the process of field education internships. Students' evolved knowledge, values, and practice skills are evaluated at mid and final points of the field education internship. The evaluation includes elements of student performance congruent with the programs core competencies. The FIELD PLACEMENT EVALUATION is a comprehensive evaluative measurement tool that indicates if social work students are meeting the standards set by the Council on Social Work Education for competent social work practice. The Field Instructor and Field Director will consult and mutually agree upon the student progress during the site visits.

Policy 2.1.6 Field Instructors Credentials and Practice Experience

Field Instructors are carefully selected based on requirements set by the Council on Social Work Education (CSWE). Field Instructors must hold a baccalaureate or master's degree in social work from a CSWE accredited program and have at a minimum two years post degree experience. The practice experience of the field instructor is to be broad and include elements of the core competencies needed for

social work practice encompassing professionalism, ethical practice, evidence of critical thinking, excellent communication skills, engagement with diversity and difference in practice, the advancement of human rights and social and economic justice, and the ability to engage in research-informed practice and practice-informed research. Identification of multiple learning opportunities within the agency setting of which the field instructor is employed is a requirement.

Instructors must be able to demonstrate the knowledge, values and skills in social work practice behaviors to build upon the core competencies students are to develop with clients, systems, and colleagues.

Procedure:

The field director will verify potential field instructors through an interview process completed either by phone or face to face. A field instructor information sheet will be completed prior to the field education internship and will be kept on file for documentation that field instructor meets program requirements. Field Instructors will be notified of approval by the Field Director.

Policy AS 2.1.8 Field Placement & Student Employment

Students whom are employed, may request to complete an employment based field placement through a proposal process. The social work program may approve of this request dependent upon the adherence to the required procedures and criteria:

Procedure: In the event a student is requesting to complete a field placement at a current place of employment, the student must complete the “WORK STUDY FIELD PLACEMENT APPLICATION” and submit it to the Field Director. This application must be submitted with the student’s field placement student questionnaire. The Program Director and the Field Director will review the student’s application and determine acceptance of the proposal. The acceptance will be based on the following criteria:

1. The agency must be approved by the Field Director
2. Students Field Instructor must be different than their employment direct line supervisor.
3. Field Instructor is required to complete the Field Instructor Information Form and the Field Work Contract.
4. The field work assignments and accumulation of time, must be completed in a different program or department other than the one employed in. A description as to how this will be accomplished is to be included in the application.
5. Students need to have specific, weekly scheduled hours for the field internship that are no less than 4 hours at a time. This schedule will be outlined and submitted to the Field Director as included in the application.
6. The student will have guaranteed release time to attend class each week. The two courses students are required to attend are SWK 404 Field Seminar (1 credit/1 hour) and SWK 405 Social Work Capstone (3 credits/3 hours).
7. The student must be previously employed by the agency for at least 60 days prior to the request to complete the field internship within the walls of this agency.
8. No credit for field work hours will be given for professional work experience or prior to the start of the field internship hours as indicated on the Learning Agreement.
9. Students will not be given permission to account for time within an agency retroactively in an employment based internship. All hours must be approved by the application.

The Executive Director or an administrative designee must provide a signatory letter indicating approval of the student’s field work internship hours being accumulated at the agency with understanding of the above criteria.

Appendixes

Appendix A
Bluffton University Social Work Program
FIELD WORK APPLICATION

Name: _____ Date: _____

University Address: _____

University Email Address: _____

Phone Number: _____

Permanent (Home) Address: _____

Do you have access to a car to drive during your placement? Yes ___ No ___
 If yes, do you have a valid driver's license? Yes ___ No ___ If no, explain _____

Pre-professional (social work related) work experience (paid and voluntary)

Membership in clubs and organizations, leadership positions

Special skills and interests

Please indicate the three areas of social work in which you are most interested by putting a "1" by the area you prefer most, a "2" by the next, etc. Every effort will be made to make appropriate placements for your field experiences. There is no guarantee, however, that you will receive your first choice. Placement will depend greatly on the specific agencies participating in the program and the number of students applying.

	Substance Abuse: treatment/program planning		Housing/Homelessness
	Aging/Geriatrics		Family Services
	Child Welfare		Medical Social Work
	Community Services/Community Development		Mental Health Services
	Corrections: adult/juvenile (circle preference)		Physical Disability
	Developmental Disabilities		Youth Services
	Domestic Violence		School
	Emergency/Disaster Services		
	Other- please describe		

ALSO ATTACH A RÉSUMÉ

Bluffton University Social Work Program

FIELD WORK CONTRACT

The following understanding between the Bluffton University Social Work Program and

_____ is for the purpose of providing a field work educational
(agency)
experience for _____, Spring term / Summer term (20 ____)
(student) (circle one)

The individual to serve as field instructor will be: _____

Please identify anyone who will assist the Field Instructor as Task Instructor (s):

_____ / _____

Agency Address:

Phone Number: _____

Email Address: _____

It is the intent of this agreement that the University, the agency, and the student will carry out their commitments to each other and work together to make field work a meaningful learning experience. None of the parties will withdraw from the agreement once made without significant justification.

The Agency agrees to:

1. Provide the student opportunities to function in a social work capacity that will meet the social work programs CSWE 2015 Educational Policy and Accreditation Standards (EPAS).
2. Respect the student's position as a beginning professional social worker by making assignments in the student's skill range designed to enhance learning, providing suitable work space, and by promoting an appropriate relationship with other staff.
3. Specify a Field Instructor who will have primary responsibility for orienting the student, assigning and monitoring the student's cases and projects, providing instruction to integrate theory and practice, and evaluating the student's work that meets accreditation standards.
4. Provide adequate time for the field instructor to participate with the University in meetings or other events structured to enhance this program.

The Bluffton University Social Work Program agrees to:

1. Place students who are prepared academically to assume a beginning professional social work status.
2. Provide appropriate background information on the student placed with the agency.
3. Provide adequate liaison through the Field Director so that University objectives and expectations can be understood and any concerns or problems handled promptly.

4. Provide a field manual that will explain the program competencies and practice behaviors and materials necessary to evaluate the placement.
5. Make available to the agency any opportunities developed to increase the skills of those participating in the field work placement program.
6. Work with the students in a weekly field work seminar to further consolidate their learning experience.
7. Comply with all applicable state, federal, and local laws regarding the confidentiality of patient information and medical records.
8. Complete a minimum of two site visits per term with Field Director and student.

The Student agrees to:

1. Assume the role of a beginning professional social worker, respecting agency rules, regulations and procedures.
2. Work out a schedule that meets the requirements of the University and is in keeping with agency needs, and keep it carefully.
3. Use agency supervision in a responsible manner, keeping the field instructor notified of any unusual events or concerns, and take advantage of the learning potential of supervision.
4. Practice within the ethical standards exemplified in the NASW Code of Ethics, and comply with all applicable state, federal, and local laws regarding the confidentiality of patient information and medical records.
5. Assume responsibility for individual malpractice insurance coverage for the duration of field placement through the NASW Insurance Trust, with minimum limits of \$1,000,000/\$1,000,000 or \$1,000,000/\$3,000,000 if required by the agency.
6. Be responsible for transportation to the field placement setting.
7. Participate fully in the weekly field work seminar.

This agreement is signed by the following participants:

Bluffton University Social Work Program	Date
Authorizing Agency Representative	Date
Field Work Student	Date

Bluffton University Social Work Program
FIELD INSTRUCTOR INFORMATION

This form is to be filled out by the person who will provide direct and primary instruction of the Bluffton University student for: Spring Summer term, 20____. The field instructor will provide one or more hours per week of direct supervision, make and review case assignments, make direct observation of the student's work, and monitor time logs and complete evaluation forms.

Name: _____

Title: _____

Dept./Division: _____ Phone: _____

Years of Service with this Agency: _____

Field Instructor's Email Address: _____

The field instructor should have a social work degree (bachelors or masters) from a CSWE accredited program.

Circle Highest Degree: BSW MSW Year Earned: _____

Name of College/University: _____

The field instructor is required to have two years post-degree practice experience.

Number of years of experience in post degree practice: _____

Number of years of experience in supervision of employees and/or students: _____

NASW Member: Yes No ACSW Member: Yes No

Social Work License: LISW LSW License #: _____

It is expected that the field instructor will make a full term commitment to the student.

Are you employed by this agency for the term of the proposed placement and planning to stay at this agency for the duration of this term? Yes No

If there are any other staff members sharing responsibility for student's instruction, identify them, their credentials, and describe their role with the student:

I have reviewed and agree to the contents of this form.

Field Instructor Signature: _____ Date: _____

Agency Director Signature: _____ Date: _____

Bluffton University Social Work Program

WORK STUDY FIELD PLACEMENT APPLICATION

Instructions: Student will supply application to current direct line supervisor at employed agency. Both student and supervisor will complete this form for submission to the Field Director. Form is to be turned in along with the Student Field Placement Survey due in the fall of the student's senior year.

Student Name: _____ Semester Request: __ Spring or __ Summer
Student Email: _____ Year: 20____
Student Cell Phone Number: _____

Requested Agency

Agency Name _____
Address: _____
Website: _____
Phone Number: _____
CEO/Director: _____

Student Work Information:

Assigned Program/Dept.: _____
Position/Job Title: _____
How long in this position? _____
Start Date at Agency: _____
Supervisor Name: _____
Job Title: _____
Phone Number: _____
Email: _____

Please provide a detailed description of the student's current job responsibilities (an official job description is to be attached to application):

Request for Placement in different Department or Program: Field Placement Proposal

Placement Department/Program: _____
Location (if different than agency): _____
Field Instructor's Name: _____
Field Instructor's Title: _____
Degree and Licensure Status: _____
Phone Number: _____
Email: _____

Please provide a narrative describing proposed field placement learning activities:

How will these field experiences be different from your job responsibilities?

What newly developed skills and knowledge will you obtain through your field placement experience?

Please identify the hours you will be completing your field placement and employment; the hours may not overlap or be the same.

Hours:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Employment								
Field Placement								
Total=								

Please describe how you will maintain the role of student learner while performing your field placement in an environment you are also employed: (separating direction from field instructor and work supervisor, coverage for employment while conducting field placement, etc.)

Bluffton University Social Work Program

FIELD PRACTICUM LEARNING AGREEMENT

Student's Name: _____

Agency: _____

Field Instructor: _____

Directions: For each educational policy competency, indicate how you are achieving the mastery of the operationalized practice behavior:

What experiences did I have at this agency to help me achieve this practice behavior?

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

Part A. *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*

Part B. *Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;*

Part C. *Demonstrate professional demeanor in behavior, appearance, and communication;*

Part D. *Use technology ethically and appropriately to facilitate practice outcomes;*

Part E. *Use supervision and consultation to guide professional judgement and behavior.*

Competency 2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

Part A. *Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;*

Part B. *Present themselves as learners and engage clients and constituencies as experts of their own experiences;*

Part C. *Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.*

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

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

Part A. *Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels;*

Part B. *Engage in practices that advance social, economic, and environmental justice.*

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

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:

Part A. *Use practice experience and theory to inform scientific inquiry and research;*

Part B. *Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings;*

Part C. *Use and translate research evidence to inform and improve practice, policy, and service delivery.*

Competency 5: Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers:

Part A. *Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;*

Part B. *Assess how social welfare and economic policies impact the delivery of and access to social services;*

Part C. *Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.*

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

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

Part A. *Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies;*

Part B. *Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.*

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

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

Part A. *Collect and organize data, and apply critical thinking to interpret information from clients and constituencies;*

Part B. *Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;*

Part C. *Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies;*

Part D. *Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.*

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

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration. Social workers:

Part A. *Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;*

Part B. *Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;*

Part C. *Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;*

Part D. *Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies;*

Part E. *Facilitate effective transitions and endings that advance mutually agreed-on goals.*

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

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

Part A. *Select and use appropriate methods for evaluation of outcomes;*

Part B. *Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;*

Part C. *Critically analyze, monitor, and evaluate intervention and program processes and outcomes;*

Part D. *Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.*

Student: _____

Date: _____

Field Instructor: _____

Date: _____

Field Liaison: _____

Date: _____

Bluffton University Social Work Program
FIELD PLACEMENT EVALUATION
(Page 1 of 3)

FIELD PLACEMENT INFORMATION *(please print this information):*

Student Name: _____

Semester/Year: _____

Field Agency: _____

Address: _____

Field Instructor Name: _____

Field Director Name: _____

Person(s) Completing Form: _____

COMPLETION SIGNATURES:

Student: _____

Date: _____

Field Instructor: _____

Date: _____

Field Director: _____

Date: _____

3/30/15
Revised 10/15/2016

The field placement evaluation is aligned with the new CSWE 2015 Educational Policy and accreditation Standards and the assessment definitions are to assist field supervisors in completion of the student assessment (field placement evaluation.)

This evaluation form is completed during the third week of field placement and again at the end of the field experience. The rating scale is a 1 to 5 rating scale and the definition of each score is:

1. Completes task less than 50% of the time at a beginning social worker level
2. Completes task between 50-79% of the time at a beginning social worker level.
3. Completes task 80 - 100% of the time at a beginning social worker level.
4. Completes task as well as most social workers in the agency.
5. Completes task better than any other social worker in the agency.

EDUCATIONAL POLICY	SKILL AT COMPLETION OF FIELD
1. Demonstrate Ethical and Professional Behavior	
A. 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;	
B. Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;	
C. Demonstrate professional demeanor in behavior, appearance, and communication	
D. Use technology ethically and appropriately to facilitate practice outcomes	
E. Use supervision and consultation to guide professional judgement and behavior	
2. Engage Diversity and Difference in Practice	
A. Apply and communicate understanding of the importance of diversity and difference in shaping life experiences practice at the micro, mezzo, and macro levels	
B. Present themselves as learners and engage clients and constituencies as experts of their own experiences	
C. Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.	
3. Advance Human Rights and Social, Economic, and Environmental Justice	
A. Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.	
B. Engage in practices that advance social, economic, and environmental justice.	
4. Engage in Practice-Informed Research and Research-Informed Practice	
A. Use practice experience and theory to inform scientific inquiry and research	
B. Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.	
C. Use and translate research evidence to inform and improve practice, policy and service delivery.	
5. Engage in Policy Practice	
A. Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services	
B. Assess how social welfare and economic policies impact the delivery of and access to social services	
C. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.	

EDUCATIONAL POLICY	SKILL AT COMPLETION OF FIELD
6. Engage with Individuals, Families, Groups, Organizations, and Communities	
A. Apply knowledge of human behavior, and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies	
B. Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies	
7. Assess Individuals, Families, Groups, Organizations, and Communities	
A. Collect and organize data, and apply critical thinking to interpret information from clients and constituencies.	
B. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies	
C. Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies	
D. Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.	
8. Intervene with Individuals, Families, Groups, Organizations, and Communities	
A. Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies.	
B. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.	
C. Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes.	
D. Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies.	
E. Facilitate effective transitions and endings that advance mutually agreed-on goals.	
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	
A. Select and use appropriate methods for evaluation of outcomes	
B. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes	
C. Critically analyze, monitor, and evaluate intervention and program processes and outcomes.	
D. Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels	

STUDENT EVALUATION OF FIELD PLACEMENT SETTING AND FIELD INSTRUCTOR

Instructions: Please rate the agency and field instructor on the following scale to indicate the field setting and field instructor effectiveness.

Agency Name: _____

Rating	Excellent 5	Good 4	Average 3	Poor 2	Unsatisfactory 1
The agency allowed for completion of the 448 hours of field education.					
The agency adheres to the values and program goals compatible with the goals of the social work program.					
The agencies range of programming allowed for the learning of social work core competencies.					
The agency served a diverse client population.					
The agency provided qualified and regular supervision.					
The agency provided resources to student of desk space, telephone, and computer access.					
Total:					

Field Instructor Name: _____

Rating	Excellent	Good	Average	Poor	Unsatisfactory
The Field Instructor demonstrated a broad range of practice experience and knowledge.					
The Field Instructor evidenced ethical and professional behavior.					
The Field Instructor has effective communication skills.					
The Field Instructor conducted or designated weekly student supervision.					
Total:					

Field Student Completing Form _____

_____ Date

SWK 405 Assignments
PORTFOLIO ASSIGNMENT INSTRUCTIONS:
ASSESSMENT & PLANNING, INTERVENTION, EVALUATION, MACRO PROJECT

Please refer to page 9 of this Field Work Manual under Field Practicum Guidelines for additional information.

Practicum Portfolio

Over the course of the placement, the student will compile a Practicum Portfolio as a means of demonstrating his/her professional skill development. The student should submit each component to the field instructor as completed. Following evaluation by the field instructor, the student should submit the materials, including the field instructor's evaluation, to the faculty liaison. Remember that the materials you submit are *samples* of your work. (For example, you may do many assessments during your placement. The sample of an assessment that you submit should provide adequate documentation to demonstrate your professional competence in this task).

1. **Assessment and planning:** Submit copies of your completed assessment and service plan, utilizing the forms used by your agency. All identifying information must be deleted or obliterated to maintain confidentiality. Additionally, write a 1-2 page narrative providing the context for the assessment, and an account of the steps you took to complete the assessment and service plan. Please refer to the indicators shown for the Educational Policy Accreditation Standards (EPAS) 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.7, and 2.1.10 (assessment and planning) on the assignment description and policies included in your Field Work Manual.

2. **Intervention:** Write a narrative of your intervention with a client system, demonstrating your helping skills. Your intervention may be with an individual, a family, or a group. Include a process recording of one interview or group session, and any appropriate documentation (case notes, letters written, etc.) Your intervention may be a one-time only intervention, such as a crisis intervention, or an example of your work with a client system over a period of weeks or months. *All identifying information must be deleted.* Please refer to the indicators for EPAS competency 2.1.2, 2.1.3, 2.1.5, 2.1.7, and 2.1.10 on the assignment description and policies included in your Field Work Manual.

3. **Evaluation:** Provide a narrative and documentation of evaluation of client progress toward goals, measuring the effectiveness of interventions. You may utilize the tools used by your agency for this purpose, or design your own single subject design instrument. Alternatively, you may engage in evaluation of a program within the agency. Please refer to EPAS competency 2.1.2., 2.1.3, 2.1.7, and 2.1.10 on the assignment description and policies included in your Field Work Manual. As always, be cognizant of confidentiality.

4. **Macro practice project:** Provide a narrative account and any appropriate accompanying documentation to demonstrate your involvement in macro practice. This could involve modifying or developing a policy in your agency, or advocating for policy change at the legislative level; engaging in social service program development; or engaging in community development or community organization. Please refer particularly to EPAS 2.1.3, 2.1.5, 2.1.6, 2.1.9, and 2.1.10.

PORTFOLIO EVALUATION FORM: ASSESSMENT AND PLANNING

Please evaluate the student's knowledge, values, and skills evidenced in their work based on the following scale:

Excellent (5) Above Average (4) Average (3) Below Average (2) Unacceptable (1)

1. The assessment and service plan are performed in a manner consistent with and appropriate for the agency context.
Rating: ___ *Comments:*
2. The student demonstrates assessing and advocating for client access to the needed services of social work.
Rating: ___ *Comments:*
3. The student applies strategies of ethical reasoning to arrive at principled decisions in developing client interventions on plan.
Rating: ___ *Comments:*
4. Knowledge and understanding of person and environment is critically applied in assessment and planning for client system.
Rating: ___ *Comments:*
5. Assessment and plan indicate the student prepared for action with an individual through the development of an effective and appropriate client centered plan.
Rating: ___ *Comments:*
6. The assessment and plan, including intervention goals and objectives were completed with the client present and mutually agreed upon by both the student and client.
Rating: ___ *Comments:*
7. The student collected, organized, and interpreted client data accurately and ethically.
Rating: ___ *Comments:*
8. Assessment of client clearly demonstrated a focus on client's strengths and awareness of limitations through documentation.
Rating: ___ *Comments:*
9. Student viewed themselves as learners and engaged those with whom they work (clients) as informants.
Rating: ___ *Comments:*
10. The intervention strategies were appropriate for the client and based on information collected.
Rating: ___ *Comments:*
11. The student applied critical thinking to inform and communicate professional judgments by analyzing models of assessment.
Rating: ___ *Comments:*
12. The student demonstrated empathy and helpful interpersonal skills while completing the assessment and plan with the client.
Rating: ___ *Comments:*

Student: _____	Date submitted: _____
Field Instructor: _____	Date evaluated: _____
Field Director: _____	Date evaluated: _____

PORTFOLIO EVALUATION FORM: INTERVENTION

Please evaluate the student's knowledge, values, and skills evidenced in their work based on the following scale:

Excellent (5) Above Average (4) Average (3) Below Average (2) Unacceptable (1)

1. Ethical reasoning is applied by the student during the intervention process to enact proper decision making with client system.
Rating:___ *Comments:*

2. Models of intervention are analyzed and evident in student's documentation.
Rating:___ *Comments:*

3. The client system will be enhanced through the advancement of social and economic justice implemented through the intervention selected by the student.
Rating:___ *Comments:*

4. Knowledge and understanding of person and environment is critically applied in the intervention.
Rating:___ *Comments:*

5. The student demonstrates the ability to implement prevention interventions that enhance client capacities.
Rating:___ *Comments:*

6. The process recording included evidences the intervention model was analyzed and critiqued.
Rating:___ *Comments:*

7. The student helped the client system resolve problems and build solutions by negotiating, mediating, and advocating.
Rating:___ *Comments:*

8. The student is able to facilitate transitions, endings, and terminations of work effectively and professionally.
Rating:___ *Comments:*

9. The student demonstrated empathy and helpful interactive interpersonal skills during the intervention with the client system.
Rating:___ *Comments:*

Student: _____ Date submitted: _____

Field Instructor: _____ Date evaluated: _____

Field Director: _____ Date evaluated: _____

PORTFOLIO EVALUATION FORM: PRACTICE EVALUATION

Please evaluate the student's knowledge, values, and skills evidenced in their work based on the following scale:

Excellent (5) Above Average (4) Average (3) Below Average (2) Unacceptable (1)

1. Evaluation demonstrates the student's ability to critically analyze services to improve client access.
Rating: ____ *Comments:*

2. Ethical reasoning is applied by the student during the evaluation process.
Rating: ____ *Comments:*

3. Models of evaluation are analyzed and evident in student's narrative documentation.
Rating: ____ *Comments:*

4. Knowledge and understanding of person and environment is critically applied in the evaluation process and used to identify progress or needed correction for the client system.
Rating: ____ *Comments:*

5. The evaluation model was analyzed and critiqued by the student in the narrative demonstrating knowledge of effective assessment, planning, and intervention strategies.
Rating: ____ *Comments:*

6. The student is able to utilize the data to formulate suggestions for improving their practice methodology, or for program service modification.
Rating: ____ *Comments:*

Student: _____

Date submitted: _____

Field Instructor: _____

Date evaluated: _____

Field Director: _____

Date evaluated: _____

PORTFOLIO EVALUATION FORM: MACRO PRACTICE

Please evaluate the student's knowledge, values, and skills evidenced in their work based on the following scale:

Excellent (5) Above Average (4) Average (3) Below Average (2) Unacceptable (1)

1. The student used research evidence to inform practice
Rating: ___ *Comments:*

2. The student demonstrated the ability to analyze models of assessment, prevention, intervention, and evaluation for effective change in practice on a macro level.
Rating: ___ *Comments:*

3. The student evidenced effective oral and written communication in working with individuals, families, groups, organizations, and communities
Rating: ___ *Comments:*

4. The student engaged in practices that will advance social and economic justice within the agencies organizational system.
Rating: ___ *Comments:*

5. The student provided leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.
Rating: ___ *Comments:*

6. The student substantively and effectively prepared for action with individuals, families, groups, organizations, and communities through the macro project.
Rating: ___ *Comments:*

7. The student initiated actions to achieve organizational goals
Rating: ___ *Comments:*

Student: _____ Date submitted: _____

Field Instructor: _____ Date evaluated: _____

Field Director: _____ Date evaluated: _____

FIELD EDUCATION SITE VISIT RECORD (AS 2.1.5)
BLUFFTON UNIVERSITY SOCIAL WORK PROGRAM

SITE VISIT

DATE: _____
 STUDENT: _____
 FIELD INSTRUCTOR: _____
 FIELD LIASON: _____
 AGENCY: _____

VISIT PROTOCOL:

1. Review of Core competencies and practice behaviors
2. Internship hours verified and reviewed
3. Assignments overview: Portfolio's, Case Study, Journals, Evaluation
4. Student strengths and areas for continued work
5. Question time for student and field instructor

Topic	Comments
Competencies	
Hours verified and reviewed	
Portfolios	
Case Study	
Journals	
Strengths Identified (from competencies)	
Continued Growth Areas Identified (from competencies)	

SUMMARY OF VISIT

PLAN FOR NEEDS WORK AREAS: _____

STRENGTHS/OTHER COMMENTS: _____

_____/Date: _____
 (Student's Signature)
 _____/Date: _____
 (Field Instructor's Signature)
 _____/Date: _____
 (Field Director's Signature)

NEXT VISIT SCHEDULED FOR: _____

Bluffton University Social Work Program Time Log

Student _____ Semester-Year _____

Agency: _____ Supervisor: _____

Week (Dates)	This week's hours	Supervisor & Student initial	Total Hours
1) Jan 10-12	20		20
2) Jan 16-19	30		50
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

**Students need at least 448 field hours per Bluffton University SW program

I attest that I completed all of the hours documented above: _____

Field Student

I attest that the student completed all of their field hours**: _____

Field Supervisor

Appendix B

Bluffton University Social Work Program

Model for Generalist Practice

Phases	Micro Practice	Mezzo Practice	Macro Practice
Phase 1 Intake and Engagement	Connecting with and establishing a relationship with a client system of individual or family.	Forming a group: screening/assessing potential group members, pre-group preparation.	Identifying populations at risk (locality based or issue based), or organizations in need of change.
Phase 2 Data Collection and Assessment	Use of techniques for interviewing and information gathering from individuals and families and with client system's environment. Analysis and interpretation of data within an ecological perspective to identify strengths and needs.	Assessing individual strengths and needs, group cohesion, group dynamics.	Using survey techniques, information gathering from key informants, and use of existing reports/studies/demographic data to determine strengths and needs of organizations, neighborhoods, communities and populations.
Phase 3 Planning and Contracting	Developing case service plan through a partnership with the client system. Identify mutually agreed upon objectives and tasks for worker and client. Plan includes mechanism for monitoring and evaluating outcomes.	Identifying and clarifying individual and group goals, clarifying leader and member roles, developing trust.	Developing service plans, social programs, organizational change strategies, through partnerships with the client system. Identify mutually agreed upon objectives and tasks for the action system. Monitoring and evaluation.
Phase 4 Intervention and Monitoring	Worker and client each carry out tasks of the plan. Worker monitors progress of the plan.	Developing internal leadership and mutual aid, providing appropriate structure, providing support and challenge in meeting goals.	Action system (committees, groups, etc.) carry out tasks of the plan. Worker helps monitor progress of the plan.
Phase 5 Evaluation and Termination	Worker and client examine outcomes and process to systematically learn from the experience and reinforce gains. Tasks of terminating the helping relationship	Consolidation of the learning, evaluating the group experience, termination of the group. Referral and follow-up as appropriate.	Worker with client system examines outcome and process to systematically learn from the experience, and report to grant/funding sources. Reinforce gains.

Appendix C

Standard Field Work Agencies

These are examples of agencies in which Bluffton students have done field placement.

Listing these agencies does not guarantee placement.

<p>Adriel School P. O. Box 188 West Liberty, OH 43357 Phone: 937-465-0010 http://www.adriel.org/</p>	<p>Allen County Juvenile Court 529 S. Elizabeth St., Suite 100 Lima, OH 45804</p>
<p>Adriel, Inc. (foster care) 22450 Co Rd F Archbold, Oh 43502 Amanda Jerger mjerger@adriel.org</p>	<p>Allen County Common Pleas Court-Juvenile Division- Detention Center-Rehabilitation Dept. 1000 Wardhill Avenue Lima, OH 45805 Dr. Thomas Hull thull@allencountyohio.com (419) 998-5286</p>
<p>Allen Correctional Institution 2338 N West St. P.O. Box 4501 Lima, OH 45801 Deputy Warden: James Haviland Fld Inst: Brad Potts Phone: 419-224-8000, ext. 2020 www.drc.ohio.gov/aoci</p>	<p>Area Agency on Aging, PSA 3 2423 Allentown Rd or 892 ct# Cable Lima, OH 45805 Fld Inst: MaryAnn Bradshaw Phone: 419-879-2392 http://www.aaa3.org</p>
<p>Allen County Board of DD Help Me Grow 616 S Collett St. Lima, OH 45805 Barb Blass bblass@acbdd.org 419-221-0014 ext. 5149</p>	<p>Auglaize Co Dept of Jobs & Family Services P.O. Box 368 ,12 N Wood St Wapakoneta, OH 45895 Director: Mike Morrow Fld Inst: Barb Reindel, BSW, LSW Phone: 419-739-6505 http://www2.auglaizecounty.org/resources/jobs-family-services</p>
<p>Allen County Board of DD 2500 Ada Rd Lima, OH 45801 Director: Esther Baldrige Fld Inst: Teresa Schnipke, BSW, LSW Phone: 419-221-1385, ext. 1321 http://acbmrdd.org/</p>	<p>Blanchard Valley Health System Social Services Dept 145 W Wallace St Findlay, OH 45840 Director SS: Ruth Shade, RN Fld Inst: Angela Beach, BSW, LSW delete both lines Phone: 419-423-5340 http://www.bvhealthsystem.org/</p>
<p>Allen County Children Services Board 123 W Spring St Lima, OH 45801 Director: Cynthia Scanland Fld Inst: Michelle Vorhees, BSW, LSW Phone: 419-227-8590 http://www.allencsb.com/</p>	<p>Bridge Home Health & Hospice 15100 Birchaven Ln Findlay, OH 45840 Director: Noreen Maas Fld Instructor: Marcia Spoor Phone: 419-423-5351 http://www.bvhealthsystem.org/?id=32&sid=1</p>
<p>Allen County Council on Aging 215 N Central Ave Lima, OH 45801 Director Phone: 419-228-5135 http://www.accoa.org</p>	<p>Century Health 2515 N Main St Findlay, OH 45840 Director: Tina Pine Fld Inst: Nancy Stephani, MSW, LISW Phone: 419-422-3711 http://www.centuryhealth.net/</p>
<p>Children's Protective Serv./Social Serv. (Hancock Co, Job & Family Services) 7814 County Rd. 140 Findlay, OH 45840 Angie Rader, LSW</p>	<p>Family Resource Centers 1941 Carlin St Findlay, OH 45840 Phone: 419-422-8616 http://www.frcohio.com/external/hancock.htm</p>

419-429-8079, fax- 419-422-1081 Angela.Rader@jfs.ohio.gov	
City of Lima Community Development Dept 50 Town Square Lima, OH 45801 Director: Amy Odum Fld Inst: Connie Dershem, MSW Phone: 419-221-5177 Email: dershemc@cityhall.lima.oh.us http://www.cityhall.lima.oh.us/index.aspx?nid=118	Fox Run Manor 11745 Twp Rd 145 Findlay, OH 45840 Director SS: Jill Gillespie, LSW Fld Inst: Jill Gillespie, LSW Phone: 419-424-0832 http://www.foxrunmanor.com/
Coleman Behavioral Health 799 S. Main St. Lima, OH 45804 Contact: Deb Stinson Phone: 419-229-2222 coleman-bh.com	Fulton County Board of Developmental Disabilities 1210 N. Ottokee St Wauseon, OH 43567 Supervisor: Robin Shepherd rshepherd@fultoncountyoh.com
Crime Victim Services 116 W North St Lima, OH 45801 Director: David Voth, BSW, MA, LSW Fld Inst: Phyllis Neff, BSW, LSW Phone: 419-222-8666 http://www.crimevictimservices.org/	The Center for Child and Family Advocacy 219 E. Washington St. Napoleon, OH 43545 419-592-0540 Roberta Mack (robertam@the ccfa.org (site also in Defiance)
Crime Victim Services 338 E 3rd St. Ottawa, OH 45875 (419) 523-1111 Greg Recker grecker@crimevictimservices	Hardin Co Job & Family Services 175 W Franklin St, Suite 150 Kenton, OH 43326 Director: C. M. Long Phone: http://www.hardincountyjfs.net/
Crossroads Crisis Center 2321 W Market St. Lima, OH 45805 Ann Jenkins, LSW (Board Member) Ann.Jenkins@JFS.Ohio.gov 419-227-8590	Health Partners of Western Ohio – Gene Wright Center 441 E 8 th St, Lima, OH 45804 Director: Janis Saunderhaus Fld Inst: Jolene Joseph, MSW, LISW Phone: 419-221-3072 http://www.hpwohio.org
Elida Elementary School 300 Pioneer Rd, Elida, OH 45807 Allison Jones ajones@elida.k12.oh.us	Help Me Grow Allen County Board of DD 616 S. Collett St. Lima, OH 45805 Contact: Barb Blass 419-221-0014 ext. 5149 bblass@acbdd.org
Elida Local Schools 4380 Sunnydale Ave. Elida, OH 45807 419-331-2505 Charissa Langstaff, LISW-S clangstaff@elida.k12.oh.us	Hilty Memorial Home 304 Hilty Drive P.O. box 359 Pandora, OH 45877 Director: Fld Inst: Lynn Bryan, LSA Phone: 419-384-3218 http://www.hiltyhome.org/
Lima City Schools – Lima Arts Magnet k-8 school 650 E Edwards Lima, OH 45801 Fld Inst: Angie Heffner Phone: 419-996-3894 http://www.limacityschools.org/	Oakwood Correctional Facility 3200 N West St Lima, OH 45801 Director SS: Teresa Moorman Phone: 419-225-8052 www.drc.ohio.gov/aoci
Lima City Schools, Unity Elementary School	Open Arms

<p>925 E. Third St. Lima, Ohio 45804 Sarah Horstman shorstman@limacityschools.org</p>	<p>P.O. Box 496 Findlay, OH 45839 Phone: 419-420-9261 http://www.openarmsfindlay.org/</p>
<p>Lima Memorial Hospital 1001 Bellefontaine Ave Lima, OH 45804 Director SS: Dottie Kaiser Fld Inst: Sherri Schmursal Phone: 419-228-3335, ext. 4596 http://www.limamemorial.org/</p>	<p>Pathfinder House Inc. 620 S Main St P.O. Box 1073 Lima, OH 45802 Director: John Schneider, MSW Fld Inst: John Schneider, MSW Phone: 419-228-1112</p>
<p>Luther Pines 805 Mumaugh Road, Lima OH Monica Navarre mnavarre@lhsoh.org 419-225-6009 Cell: 419-461-0716</p>	<p>Pathways Counseling Services, Inc. 835 N Locust St Ottawa, OH 45875 Director: Aaron Baumgartner and Bob Williams Fld Inst: Jessica Cox, MSW, LISW Phone: 419-523-4300 http://www.pathwaysputnam.org/</p>
<p>Mary Rutan Hospital Social Services Dept 205 Palmer Ave Bellefontaine, OH 43311 Director SS: James Schwind, ACSW, LISW Fld Inst: James Schwind, ACSW, LISW 937 -592-4015 ext.4285 http://www.maryrutan.org/</p>	<p>PKM Life Transitions 12968 Hardin Pike Rd. Wapakoneta, OH 45895 Pamela Mills 419-722-8853 Pkmlifetransitions.com/pkmlt.html</p>
<p>Maumee Valley Guidance Center 211 Biede Ave Defiance OH 43512 Fld Inst: Rachel McDonald Phone: 419-782-8856 Email: mugcrm@defnet.com</p>	<p>SAFY Behavioral Health of Lima Judy Lester, LISW (deleted Diane Gable) 658 W. Market St. Suite 101 Lima, OH 45801 419-222-1527 x1601 419-222-3586 fax (site also in Findlay)</p>
<p>Mennonite Memorial Home 410 W Elm St Bluffton, OH 45817 Director SS: Brenda Reichenbach, LSW Phone: 419-358-1015 http://www.mmhliving.org/</p>	<p>Shawnee Manor 2535 Ft Amanda Rd. Lima, OH 45804 Fld Inst: Virginia Stephens, ACSW, LISW Phone: 419-999-2055 http://www.shawneemanor.com/</p>
<p>New Choices Inc. PO Box 4182 Sidney, Ohio 45365 Phone: 937-498-7261 Fax: 937-0498-7404 Kathy Lindsey director@newchoicesinc.org</p>	<p>St Rita's Medical Center Social Services Dept 730 W Market St. Lima, OH 45801 Susan Hawk Phone: 419-227-3361, ext. 9255</p>
<p>A Renewed Mind (Substance Use programs) 1776 Tremainsville Rd Toledo, OH 419-214-0606 (program sites in Findlay and Perrysburg)</p>	<p>Worth Center 243 E Bluelick Rd P.O. Box 5305 Lima, OH 45802 Director: Mike Fuerstenau Phone: 419-222-3339 http://worthcenter.net/</p>
<p>UMADAOP 809 W Vine St. Lima, OH 45804 (419) 222-4474 Willie Lighton Naddirayah@hotmail.com</p>	<p>Wyandot Co Family & Children First Council 137-D S Sandusky Ave. Upper Sandusky, OH 43351 Fld Inst: Trish Frazzini Phone: 419-294-6438 http://wyandotfcdc.org/</p>

Appendix D

Code of Ethics of the National Association of Social Workers

Approved by the 1996 NASW Delegate Assembly and revised by the 2008 NASW Delegate Assembly

Preamble:

The primary mission of the social work profession is to enhance human wellbeing and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual wellbeing in a social context and the wellbeing of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

Purpose of the NASW Code of Ethics

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The *NASW Code of Ethics* sets forth these values, principles, and standards to guide social workers' conduct. The *Code* is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The *NASW Code of Ethics* serves six purposes:

1. The Code identifies core values on which social work's mission is based.
2. The *Code* summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The *Code* is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The *Code* provides ethical standards to which the general public can hold the social work profession accountable.
5. The *Code* socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.

6. The *Code* articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.* In subscribing to this *Code*, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

The *Code* offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how social workers should act in all situations. Specific applications of the *Code* must take into account the context in which it is being considered and the possibility of conflicts among the *Code's* values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional.

Further, the *NASW Code of Ethics* does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among social workers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual social worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.

Ethical decision making is a process. There are many instances in social work where simple answers are not available to resolve complex ethical issues. Social workers should take into consideration all the values, principles, and standards in this *Code* that are relevant to any situation in which ethical judgment is warranted. Social workers' decisions and actions should be consistent with the spirit as well as the letter of this *Code*.

In addition to this *Code*, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the *NASW Code of Ethics* as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients' and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency based or social work organization's ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.

Instances may arise when social workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social workers must make a responsible effort to resolve the conflict in a manner that is consistent with the values, principles, and standards expressed in this *Code*. If a reasonable resolution of the conflict does not appear possible, social workers should seek proper consultation before making a decision.

The *NASW Code of Ethics* is to be used by NASW and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, and agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this *Code* does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the *Code* would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members.

A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a

moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. Social workers' ethical behavior should result from their personal commitment to engage in ethical practice. The *NASW Code of Ethics* reflects the commitment of all social workers to uphold the profession's values and to act ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.

ETHICAL PRINCIPLES:

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

Value: Service

Ethical Principle: *Social workers' primary goal is to help people in need and to address social problems.*

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

Value: Social Justice

Ethical Principle: *Social workers challenge social injustice.*

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

Value: Dignity and Worth of the Person

Ethical Principle: *Social workers respect the inherent dignity and worth of the person.*

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

Value: Importance of Human Relationships

Ethical Principle: *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the wellbeing of individuals, families, social groups, organizations, and communities.

Value: Integrity

Ethical Principle: *Social workers behave in a trustworthy manner.*

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

Value: Competence

Ethical Principle: *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

ETHICAL STANDARDS:

The following ethical standards are relevant to the professional activities of all social workers. These standards concern:

- (1) Social workers' ethical responsibilities to clients,
- (2) Social workers' ethical responsibilities to colleagues,
- (3) Social workers' ethical responsibilities in practice settings,
- (4) Social workers' ethical responsibilities as professionals,
- (5) Social workers' ethical responsibilities to the social work profession, and
- (6) Social workers' ethical responsibilities to the broader society.

Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

The full code of ethics can be found at:

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>