

Introduction to Course and Instructor:

SYLLABUS FOR FIELD INSTRUCTED PRACTICE I (SWRK 280)	
Fall 2019	California State University, Fresno
Course Information	Instructor Name
2 Units	Office Number
Time	E-Mail
Location	Telephone
Website	Office Hours

Course Description:

First of two semesters applying foundation theories and concepts in field instructed practice with individuals, families, groups, formal organizations and communities. Approved for RP grading. CR/NC grading only. (Formerly SWRK 250).

Prerequisites for the Course:

Permission of Field Coordinator and concurrent enrollment in SWRK 220.

Required Course Materials:

Students enrolled in SWRK 280 are required to purchase liability insurance. See the MSW 1 Field Manual for details. It can be located and downloaded at the department website, www.fresnostate.edu/socwork.

A. Material

1. Field calendar (available on line at the DSWE website)
2. Learning agreement (available on line at the IPT website)
3. Student Performance, Field Instructor, and Agency Evaluation Forms (available on line at the IPT website)
4. MSW 1 Field Manual (available on line at the DSWE website)

B. Reading

1. MSW 1 Field Manual (available on line at the DSWE website)
2. Readings as assigned by the field instructor

Course Specifics:

Summary of the Course: SWRK 280 is the first of two semesters of foundation field instructed practice. It is expected to provide students with a range of foundation learning experiences concurrently with the foundation practice class (SWrk 220) to facilitate integration of the primary theoretical perspectives of the program (systems, ecological, learning and conflict theories). The field practicum provides supervised "hands on" experience of social work,

affording students the opportunity to develop, practice and enhance a range of professional practice skills as well as to subsequently evaluate the effectiveness of interventions. The field practicum is designed to require students to demonstrate in behavior with clients/constituents, agencies and communities the knowledge and skills derived from the total curriculum. The first year field practicum emphasizes foundation multisystem intervention strategies that address the following areas: 1) a commitment to social justice, 2) the empowerment perspective, and 3) diversity/cultural awareness. The practicum provides a multisystem social work practice emphasis focusing upon work with individuals, families, small groups, organizations and communities. Students are placed in an approved field agency for the academic year and complete 200 hours each semester, for a total of 400 hours of supervised foundation social work field instruction. Students also participate in a campus-based, bi-weekly field seminar for one hour for a total of 8 hours per semester which are included in the 200 required hours for each semester.

Course Goals:

To acquire foundation knowledge and skills for multisystem social work practice utilizing diversity awareness, an empowerment perspective and principles of social justice in support of the following educational goals for both semesters of the foundation year (SWRK 280 and SWRK 281):

1. To become socialized to the social work profession, developing awareness of its value orientation and learning the fundamental components of professional development. To apply foundation knowledge of human behavior and a multi systems approach to social work practice.
2. To develop foundation practice skills with individuals, families, groups, organizations and communities and apply appropriate strategies for intervention at multiple system levels.
3. To acquire foundation skill in the evaluation of one's own performance and practice.

Student Learning Outcomes:

The following learning objectives/outcomes represent the continuum of learning for the first semester of the foundation year of field instructed practice, SWRK 280:

- 1.1 To develop foundation knowledge of the range of professional social work practice through observation and participation in a first year field placement.
- 1.2 To develop foundation skills in collaborating with other professionals and systems on behalf of the client/consumer.
- 1.3 To apply core social work values, ethics and practice principles as outlined in the NASW Code of Ethics in working with various client systems and colleagues.
- 1.4 To differentiate the value orientation, roles and activities of social work from other professions, particularly in relation to populations-at-risk, diversity, disparities, empowerment and social justice.
- 1.5 To actively and responsibly participate in one's own learning by identifying learning needs, seeking feedback and being open to the learning process.
- 1.6 To develop and present a professional sense of self through appearance and conduct with clients/consumers and other professionals.
- 1.7 To demonstrate identification with the social work profession and an understanding of the life long process of ongoing professional development.

- 2.1 To identify the interrelated influences of micro, mezzo and macro systems on the behavior of individuals, families, groups, organizations and communities.
- 2.2 To identify variations of human behavior at micro, mezzo and macro systems levels.
- 2.3 To assess normative and non-normative biological, psychological, and social processes and variations within spiritual/cultural practices and their effect on behavior at multiple system levels.
- 2.4 To apply foundation concepts from theoretical and empirical literature in identifying and implementing social work interventions.
- 3.1 To demonstrate beginning ability to apply concepts of social justice and empowerment to practice at multiple system levels with a special emphasis on populations-at-risk and cultural variables.
- 3.2 To develop a multidimensional framework for assessment that incorporates diversity awareness, strengths, and an empowerment perspective.
- 3.3 To understand and begin to apply the major phases of the problem solving model: assessment; planning; intervention; evaluation; and termination at multiple system levels.
- 3.4 To develop foundation helping skills, including engagement, verbal and non-verbal following skills for application at multiple systems levels.
- 3.5 To recognize and begin to effectively manage common verbal and non-verbal barriers in social work practice.
- 3.6 To apply core social work practice roles such as advocate, broker, case manager, consultant, counselor/therapist, facilitator, etc. at multiple system levels.
- 3.7 To apply beginning intervention methods such as support, confrontation, ethnographic interviewing, information delivery, crisis intervention, use of self, social action, policy practice, etc. at multiple system levels.
- 3.8 To incorporate foundation understanding of applicable agency, state and federal policies and laws in assessment and intervention at multiple system levels, including policy practice.
- 3.9 To demonstrate foundation professional skill in verbal and written reporting.
- 4.1 To demonstrate developing self-awareness by examining his/her values and biases and the effects they have on professional practice as a social worker.
- 4.2 To identify the impact of culture, race, gender, socioeconomic status, sexual orientation, age and disability on one's delivery of effective social work practice.
- 4.3 To demonstrate the use of foundation concepts from the empirical literature to inform practice and its evaluation.
- 4.4 To demonstrate the beginning use of both qualitative and quantitative methods to evaluate the effectiveness of one's practice

Course Requirements/Assignments:

The following are specific assignments for SWRK 280:

1. Internship attendance.
2. Attend bi-weekly field seminar.
3. All students will develop a learning agreement which is due to the Field Office by the fourth week of field placement and includes specific learning assignments congruent with the educational goals and objectives of SWRK 280.
4. Students will complete a release of Liability/Emergency Contact form and submit it to the field secretary in the department.

- Students will complete evaluation of practice assignments as provided by the field instructor and/or faculty liaison. The assignments will be utilized as a beginning step to evaluating one's own practice.

Date	Assignment	Points
9/25/19	Learning Agreement	N/A
10/16/19	Mid-term Evaluation	N/A
12/11/19	Final Evaluation	N/A

Grading Policy:

SWRK 280 is graded on a CR/NC basis. Student evaluation forms are completed at the end of each semester and the field instructor recommends the grade based on student performance and department requirements (see MSW 1 Field Manual for more information). Students who do not complete the required hours within the semester period may be given an "RP" grade which is converted to CR/NC upon completion of the hours and receipt of a satisfactory final evaluation.

Course Policies & Safety Issues:

Readiness to Begin Internship: Work for any incompletes in prerequisite courses for the field internship must be submitted by the 10th day of instruction in the fall semester or the student will be withdrawn from the internship and co-requisite practice courses. In addition, some agencies require interns to complete screening or orientation/trainings during the summer *prior* to beginning the internship. Students who fail to complete these processes and, as a result, are unable to begin the internship as scheduled in the fall, will be allowed no more than 3 weeks to clear requirements and begin internship. Delays beyond 3 weeks will result in administrative withdrawal from internship and the co-requisite practice courses. Replacement will only be considered when the delay is due to significant, extraordinary factors that were beyond the student's control.

Students who fail to report to their assigned field internship as scheduled, and who fail to notify the office and their agency of non-attendance in the first week of field, will be withdrawn from field and the concurrent practice courses.

Late Papers: If you are unable to meet a deadline for a placement assignment, you are expected to discuss this issue in advance with the instructor and/or liaison. Under certain conditions, it may be possible to make arrangements for a later deadline. Late assignments may result in the inability to accrue field placement hours until the assignment is satisfactorily completed; students cease to earn credit for internship hours when learning agreements and/or evaluations are overdue by more than 2 weeks based on scheduled due date, or, for evaluations, earned hours.

Attendance & Participation: Students are expected to establish a regular schedule of 16 hours per week for each semester of the first year of Field Instructed Practice, SWRK 280 and SWRK 281. Students are also required to attend a bi-weekly field seminar on campus for one hour (for a total of 8 hours per semester). Expectations and policies regarding attendance and participation in the field practicum are outlined in the MSW 1 Field Manual which is available on line at the department website referenced above.

Adding and Dropping Classes: Students are responsible for understanding the policies and procedures about the adding/dropping of classes, academic renewals, etc. Students can find more information on adding and dropping at <http://www.fresnostate.edu/studentaffairs/classschedule/registration/add-drop.html>.

Dismissal: The university and department policies on dismissal are outlined in the Graduate Field Manual. All students are responsible for conducting themselves in a professionally appropriate and ethical manner at all times during the field internship. All students are also responsible for knowing and adhering to both university and department policy as outlined in the Graduate Field manual and the University catalog.

Cell Phones: Policies concerning cell phone use are determined by the agency and the field instructor.

University Policies and Services:

Students with Disabilities:

Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in the Henry Madden Library, Room 1202 (278-2811).

Honor Code:

“Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities.” You should:

- a) understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism and inappropriate collaboration)
- b) neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading.
- c) take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

Instructors may require students to sign a statement at the end of all exams and assignments that “I have done my own work and have neither given nor received unauthorized assistance on this work.” If you are going to use this statement, include it here.

Cheating and Plagiarism:

"Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism,

refer to the Class Schedule (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations).

Computers:

"At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from [Information Technology Services](http://www.fresnostate.edu/adminserv/technology/) (<http://www.fresnostate.edu/adminserv/technology/>) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

Disruptive Classroom Behavior:

"The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. ... Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live . . . Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class."

Copyright Policy:

Copyright laws and fair use policies protect the rights of those who have produced the material. The copy in this course has been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code). To help you familiarize yourself with copyright and fair use policies, the University encourages you to visit its [Copyright Web Page](http://libguides.csufresno.edu/copyright) (<http://libguides.csufresno.edu/copyright>).

Blackboard course web sites contain material protected by copyrights held by the instructor, other individuals or institutions. Such material is used for educational purposes in accord with copyright law and/or with permission given by the owners of the original material. You may download one copy of the materials on any single computer for non-commercial, personal, or educational purposes only, provided that you (1) do not modify it, (2) use it only for the duration of this course, and (3) include both this notice and any copyright notice originally included with the material. Beyond this use, no material from the course web site may be copied, reproduced, re-published, uploaded, posted, transmitted, or distributed in any way without the permission of the original copyright holder. The instructor assumes no responsibility for individuals who improperly use copyrighted material placed on the web site.

For free tutoring on campus, contact the Learning Center

(<http://fresnostate.edu/studentaffairs/lrc>) in the Collection Level (basement level) of the Henry Madden Library. You can reach them by phone at 559.278.3052. Graduate students can also access support for writing at the Graduate Writing Studio (Henry Madden Library 2119;

278-2450) and for data analysis, the Graduate Statistics Studio (Henry Madden Library, Room 2120, 278-2451).

Our campus has developed SupportNet (<http://fresnostate.edu/studentaffairs/lrc/supportnet>) to connect students with specific campus resources promoting academic success. Students may be referred to it if you believe they need the services provided by SupportNet to succeed in your course.

SUBJECT TO CHANGE STATEMENT

This syllabus and schedule are subject to change in the event of extenuating circumstances. If you are absent from class, it is your responsibility to check on announcements made while you were absent.

STUDENT HANDBOOK

Information on student rights, responsibilities, academic honesty, etc., can be found on the Fresno State Student Handbook web page. The web page is located at:

<http://www.fresnostate.edu/studentaffairs/division/general/studenthandbook/>.

Tentative Course Schedule
Fall 2019
Social Work 280

WEEK	HOURS	FIELD PLACEMENT ACTIVITIES/ ASSIGNMENTS
1	2	Field Orientation Graduate Field Manual; NASW Code of Ethics
2	16	Agency Orientation Discuss use of supervision, learning needs and expectations Review agency policy and documentation requirements Discuss key social work roles, practice with populations at-risk, and professional boundaries
3	16	Development of Learning Agreement Attend agency staff meeting Participant observation Supervision
4	16	Interview culturally diverse staff in agency Provide social work services to individual client/consumer Address global aspects of practice with local populations at-risk Supervision
5	16	Visit community agencies relevant to internship setting Evaluation of Practice: Theoretical rationale for intervention Supervision
6	16	Learning Agreement Due Casework and documentation Attend relevant agency meetings Supervision
7	16	Complete bio psycho social assessment Develop culturally relevant service plan Complete process recording Supervision
8	16	Conduct an ethnographic interview Casework and documentation Supervision Evaluation of Practice: Advocacy regarding service delivery

WEEK	HOURS	FIELD PLACEMENT ACTIVITIES/ ASSIGNMENTS
9	16	Complete assessment of field placement agency Attend relevant agency meetings Supervision
10	16	Attend NASW chapter meeting Casework with client/consumer culturally different from self Documentation Supervision
11	16	Observe group dynamics in an agency meeting Casework and documentation Construct a family genogram Supervision
12	16	Complete bio psycho social assessment Develop culturally relevant service plan Supervision Evaluation of Practice: Ethnographic approach to understanding identified problem
13	16	Conduct an ethics audit of the field placement agency Complete process recording Casework and documentation Supervision
14	16	Attend an interagency or external meeting Complete meeting minutes Casework and documentation Supervision
15	16	Preparation for semester break and termination Supervision Final Semester Evaluation for SWrk 280 Due—200 hours completed

**Sample Field Seminar Calendar
SWRK 280**

**SWrk 280
Course Calendar – Fall 2019**

NOTE: Topics for each seminar are listed below. The purpose of the topics is to provide some guidance to the seminar process. Students should feel free to raise questions, concerns, and experiences based on their learning needs. In the end, all field matters have the potential to contribute to the development of foundation social work practice knowledge and skills.

CLASS	Section	DATE	TOPIC
1			Introductions, Overview of Group Purpose, Content & Process Review of Seminar/Group Members Responsibilities Establish Class Sections and Schedule
2			Starting the First Year Internship-Tips for Success Professional Expectations (e.g. Timeliness, Documentation, Professional Presentation/Demeanor)
3			The SWrk 280 Learning Agreement How to Get the Learning Experiences You Need and Want
4			Weekly Supervision: Successes and Challenges
5			Learning Progress at Mid-Term Planning for the Remainder of the Semester
6			Managing Workload and Practice Dilemmas
7			Ethical Dilemmas and the Professional Social Work Role
8			Evaluating Your Practice Termination