

West Chester University
Graduate Social Work Department

SWG596 & SWG 596: Generalist Field Practicum I & II
Syllabus
Fall 2019 & Spring 2020

Course Instructor (Faculty Field Liaison)

Credit Hours: 3 Graduate Credit Hours

Department Mission Statement

Our mission is to prepare multiculturally responsive social workers to employ innovative methods of practice that promote the well-being of individuals, families and communities. We equip students to practice from a social justice perspective grounded in the realization of human rights.

MSW Program Goals

- Provide a quality Master of Social Work Program in accord with the standards of the Council on Social Work Education and the PA State System of Higher Education.
- Prepare graduates to practice competently and ethically in promoting well-being among multiculturally diverse individuals, families and communities
- Prepare graduates to consistently engage advocacy, policy and research skills in responding to ever-changing social and political settings.
- Prepare graduates to practice rights-based social work that promotes social and economic justice.

MSW Program Specialization

Advanced Practice with Individuals, Families, and Communities is an approach to social work that addresses well-being from a trauma-informed, recovery perspective grounded in human rights. Focusing on human rights as the key to social justice and sustainable wellness, practitioners regularly engage advocacy, policy and research. Our unique, simulation-based curriculum provides students opportunities to demonstrate competency in utilizing this approach as they prepare to respond to complex and contemporary issues in a range of interprofessional settings.

Student Learning Outcomes: Program

The WCU Graduate Social Work Department uses a competency-based, outcome performance approach to its curriculum consistent with the Educational and Policy Accreditation Standards (EPAS) of the Council on Social Work Education (CSWE, 2015). Students take 30 credits of generalist content designed to offer opportunities to develop and demonstrate competency in nine core areas and 30 credits of specialized content specific to our MSW Program's Specialization: *Advanced Practice with Individuals, Families and Communities*. Course content across the curriculum is designed to provide students the knowledge, values, skills, and cognitive/affective processes needed to advance our department vision of preparing social work professionals who facilitate transformative social change.

Course Description

SWG 596 is the first of two Generalist field practicum courses, each consisting of a structured field experience at an assigned practicum site for 16 hours per week during the academic semester. Included

in the 16 hours is a mandatory 60-minute individual supervisory session with an approved Field Instructor, as well as at least 30 minutes of additional supervisory time in group or other settings. SWG 596 and 597 are taken concurrently with the corequisites, *SWG501: Generalist Practice I* and *SWG502 Generalist Practice II*.

Student Learning Outcomes: Course

Students in this Generalist course will be expected to demonstrate competency in the following nine competency areas as evaluated by observable behaviors related to each:

Generalist 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.

Expected Generalist Practice Behaviors

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;
2. Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
3. Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
4. Use technology ethically and appropriately to facilitate practice outcomes; and
5. Use supervision and consultation to guide professional judgment and behavior.

Generalist Competency 2: Engage in 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.

Expected Generalist Practice Behaviors

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. Present themselves as learners and engage clients and constituencies as experts of their own experiences; and
3. Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

Generalist 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.

Expected Generalist Practice Behaviors

1. Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
2. Engage in practices that advance social, economic, and environmental justice.

Generalist 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.

Expected Generalist Practice Behaviors

1. Use practice experience and theory to inform scientific inquiry and research;
2. Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
3. Use and translate research evidence to inform and improve practice, policy, and service delivery.

Generalist 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.

Expected Generalist Practice Behaviors

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

Generalist 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.

Expected Generalist Practice Behaviors

1. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
2. Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

Generalist 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.

Expected Generalist Practice Behaviors

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

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;
3. Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
4. Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

Generalist 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.

Expected Generalist Practice Behaviors

1. Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
2. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
3. Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
4. Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
5. Facilitate effective transitions and endings that advance mutually agreed-on goals.

Generalist 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.

Expected Generalist Practice Behaviors

1. Select and use appropriate methods for evaluation of outcomes;
2. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
3. Critically analyze, monitor, and evaluate intervention and program processes and outcomes; and

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

Assessment of Student Learning Outcomes

The following assignments have been designed to assess students learning outcomes in this course.

Assignment	Course Outcomes/ Competencies Measured	% of Grade
<i>Learning Agreement</i>	Generalist Competency 1	15
<i>Process Recording</i>	Generalist Competency 1 Generalist Competency 2 Generalist Competency 7 Generalist Competency 9	15
<i>Mid-Semester Evaluation</i>	Generalist Competency 1 Generalist Competency 2 Generalist Competency 3 Generalist Competency 4 Generalist Competency 5 Generalist Competency 6 Generalist Competency 7 Generalist Competency 8 Generalist Competency 9	20
<i>Final Field Evaluation</i>	Generalist Competency 1 Generalist Competency 2 Generalist Competency 3 Generalist Competency 4 Generalist Competency 5 Generalist Competency 6 Generalist Competency 7 Generalist Competency 8 Generalist Competency 9	35
<i>Final Self-Evaluation</i>	Generalist Competency 1	15

Required Text

None

Course Expectations

- Students are expected follow the Graduate Social Work Department's *Standards for Professional Behavior* at all times. The policy can be found on the Program's website: <https://www.wcupa.edu/education-socialWork/gradSocialWork/Professional-Behaviors.aspx>

Additionally, Students are expected to comply with the University's policies on Academic Integrity and Student Conduct, as outlined in the Graduate Catalog: <http://catalog.wcupa.edu/graduate/>

- *Respectful interactions* – Students are expected to interact with Field Instructors, colleagues and peers in a respectful, professional manner (e.g. active listening, use of non-discriminatory language, use of constructive debate and feedback, appropriate and professional use of email).

Field Hours

The MSW Program publishes a Field Calendar each semester with specific dates pertinent to Field Practicum. Generalist Students must complete 224 hours and Specialization Students must complete 252 hours of Field Practicum over the course of each semester in accordance with the Field Calendar. A regular weekly schedule is negotiated with the Field Instructor and approved by the Field Liaison in the Learning Agreement at the beginning of the semester. Because these are required practicum hours, any days or hours that are missed for illness or other reasons must be made up. Hours should be made up during the semester at times negotiated with the Field Instructor. In certain circumstances, hours can be made up over breaks the Thanksgiving, Winter and Spring breaks with prior approval from the Field Instructor and the Field Liaison. Students are not permitted, however, to accumulate hours over breaks and end their field practicum early in the semester.

Students are expected to keep records of their weekly practicum and supervision hours and submit them to the Faculty Field Liaison monthly once approved and signed by the Field Instructor. Falsification of Time Logs constitutes a violation of Academic Integrity. Field Log forms can be found on the MSW Program website: <https://www.wcupa.edu/education-socialWork/gradsocialwork/fieldEducation.aspx#fieldDocs>

Students with a field placement in a school setting should take the field placement school's fall, spring or holiday breaks rather than WCU's to avoid losing too many practicum days/hours.

Students with employment, caregiving, or other responsibilities who are unable to attend their regular field practicum hours per week may be eligible for an "extended" Field Practicum. The "extended" program allows Students in certain field sites to design a schedule that satisfies an average of 12 hours per week over a longer period of time. Proposals for the extended program must be formally submitted to and approved by the Director of Field Education prior to the start of the semester. They are then submitted to the Faculty Field Liaison and to the Field Instructor with the Learning Agreement. Refer to MSW website for details: <https://www.wcupa.edu/education-socialWork/gradsocialwork/fieldEducation.aspx#fieldDocs>

Attendance

Students are expected to attend Field Practicum regularly and arrive when expected, prepared to engage in the assigned tasks. Students must notify Field Instructors and any other pertinent individuals of their lateness or absence ahead of time. Failure to attend Field Practicum with regularity and punctuality will constitute a violation of the *Standards for Professional Behavior*.

Students are expected to attend Field Practicum Monday and Tuesday of Thanksgiving Week IF these are regularly scheduled days. Students are not expected to be at Field Practicum during the following times:

- Labor Day
- Wed, Thurs or Fri of Thanksgiving Week
- Mon-Fri of spring break, (unless a school placement has different spring break dates)

- After the last day of the semester (assuming hours have been completed and unless a student is doing an approved “extended” field placement)

Clients are often best served when Students are available on a consistent basis. Students often choose to continue to work over the breaks, especially those in the second year of field practicum or who are in sites where this would be particularly important to client well-being.

If the University closes for inclement weather or other reasons, Students are still expected to attend Field Practicum unless the field site closes or delays opening, in which case Students are not expected to attend, but are expected to make up the field hours. If a Student feels that travel is unsafe, s/he must alert the Field Instructor and arrange to make up the hours at another time. The Student and the Field Instructor are encouraged to create a contingency plan for how the Student activities will be handled in the Student’s absence. Students are expected to attend Field Practicum regularly and arrive when expected, prepared to engage in the assigned tasks. Students must notify Field Instructors and any other pertinent individuals of their lateness or absence ahead of time. Failure to attend Field Practicum with regularity and punctuality will constitute a violation of the *Standards for Professional Behavior*.

ACADEMIC & PERSONAL INTEGRITY

It is the responsibility of each student to adhere to the university’s standards for academic integrity. Violations of academic integrity include any act that violates the rights of another student in academic work, that involves misrepresentation of your own work, or that disrupts the instruction of the course. Other violations include (but are not limited to): cheating on assignments or examinations; plagiarizing, which means copying any part of another’s work and/or using ideas of another and presenting them as one’s own without giving proper credit to the source; selling, purchasing, or exchanging of term papers; falsifying of information; and using your own work from one class to fulfill the assignment for another class without significant modification. Proof of academic misconduct can result in the automatic failure and removal from this course. For questions regarding Academic Integrity, the No-Grade Policy, Sexual Harassment, or the Student Code of Conduct, students are encouraged to refer to the Department Graduate Handbook, the Graduate Catalog, the Ram’s Eye View, and the University website at www.wcupa.edu.

STUDENTS WITH DISABILITIES

If you have a disability that requires accommodations under the Americans with Disabilities Act (ADA), please present your letter of accommodations and meet with me as soon as possible so that I can support your success in an informed manner. Accommodations cannot be granted retroactively. If you would like to know more about West Chester University’s Services for Students with Disabilities (OSSD), please visit them at 223 Lawrence Center. Their phone number is 610-436-2564, their fax number is 610-436-2600, their email address is ossd@wcupa.edu, and their website is at www.wcupa.edu/ussss/ossd. In an effort to assist students who either receive or may believe they are entitled to receive accommodations under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the University has appointed a student advocate to be a contact for students who have questions regarding the provision of their accommodations or their right to accommodations. The advocate will assist any student who may have questions regarding these rights. The Director for Equity and Compliance/Title IX Coordinator has been designated in this role. Students who need assistance with their rights to accommodations should contact them at 610-436-2433.

EXCUSED ABSENCES POLICY

Students are advised to carefully read and comply with the excused absences policy, including absences for university-sanctioned events, contained in the WCU Graduate Catalog. In particular, please note that the “responsibility for meeting academic requirements rests with the student,” that this policy does not excuse students from completing required academic work, and that professors can require a “fair alternative” to attendance on those days that students must be absent from class in order to participate in a University-Sanctioned Event.

REPORTING INCIDENTS OF SEXUAL VIOLENCE

West Chester University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy. Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at the webpage for the Office of Diversity, Equity, and Inclusion at https://www.wcupa.edu/_admin/diversityEquityInclusion/aboutUs.aspx.

EMERGENCY PREPAREDNESS

All students are encouraged to sign up for the University's free WCU ALERT service, which delivers official WCU emergency text messages directly to your cell phone. For more information, visit www.wcupa.edu/wcualert. To report an emergency, call the Department of Public Safety at 610-436-3311.

ELECTRONIC MAIL POLICY

It is expected that faculty, staff, and students activate and maintain regular access to University provided e-mail accounts. Official university communications, including those from your instructor, will be sent through your university e-mail account. You are responsible for accessing that mail to be sure to obtain official University communications. Failure to access will not exempt individuals from the responsibilities associated with this course.

Wellness

As social workers, we regularly interact with people who are in vulnerable states often with experiences of oppression and trauma. To do this work ethically, we must ensure that we are well. We must actively engage in activities and practices that support our own wellness, whatever that is – wellness is personal. It may include things such as exercise, yoga, meditation, dancing, prayer or journaling. Whatever it is, we must make it a priority if we are to commit to working with vulnerable populations.

We must also be willing and able to recognize when we are not well and be prepared to seek support and/or make changes. Workers, and even students, who fail to do this are at risk of secondary trauma and eventual burnout. Once we are “burned out” we are no longer able to engage in ethical practice and can put others at risk, even unknowingly.

If you are concerned about your own wellness while a student in the MSW Program, please reach out to a trusted friend, a family member, a professional, your instructor or your advisor. Connection is important when you are feeling overwhelmed.

Other resources include:

- WCU Counseling & Psychological Services:
https://www.wcupa.edu/_SERVICES/stu.cou/default.aspx
- Philadelphia campus students may contact Counseling & Psychological Services at 610.436.2301 or wcucc@wcupa.edu and request an appointment with a counselor on the Philadelphia campus. For more info about counseling on the Philadelphia campus please see: https://www.wcupa.edu/_admin/philly/students.aspx#counselingServices.
- Free Yoga & Meditation at WCU:
<https://www.wcupa.edu/healthSciences/contemplativeStudies/default.aspx>
- Campus Recreation Center: https://www.wcupa.edu/_services/CampusRec/
- Free guided meditations: <https://www.uclahealth.org/marc/mindful-meditations>

Grading Scale

A letter grade will be assigned based on performance in the course, according to the following scale:

Grade	Quality Points	Percentage Equivalents	Interpretation
A	4.00	100-93	Superior graduate attainment
A-	3.67	92-90	
B+	3.33	89-87	Satisfactory graduate attainment
B	3.00	86-83	
B-	2.67	82-80	
C+	2.33	79-77	Attainment below graduate expectations
C	2.00	76-73	
C-	1.67	72-70	
F	0	< 70%	Failure

D grades are not used. Refer to the Graduate Catalog for description of NG (No Grade), W, & other grades.

No Grade Policy

All required hours and associated work must be completed by the end of the semester. Students will not be assigned a “No Grade” to finish incomplete work without prior, written permission such as an approved *Extended Hours Plan*. Further, all NG grades must be converted to final grades students may take the next Field Practicum course.

Field Practicum Policies

- Students in the MSW Program must earn a B or better in all field practicum courses. Any grade of a B- or lower in a field practicum course must be repeated with remediation. Only one field practicum course may be remediated and a grade of B or better is required before continuing on to the next practicum course.

- If an MSW Student is referred by the Field Director to three field placements and not accepted due to unprofessionalism, the Program reserves the right to suspend the placement process. The student may reapply for field placement the next academic year.
- Students who are removed from field placement agency for violations of Academic Integrity may immediately receive an F for the course and be removed from field and dismissed from the Graduate Social Work Program.