



GRADUATE SOCIAL WORK DEPARTMENT EXPECTATIONS FOR FIELD PRACTICUM

Standards for Professional Behavior

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:

http://www.wcupa.edu/academics/sch_sba/gradSocialWork/currProBehavior.asp

Additionally, Students are expected to comply with the University's policies on Academic Integrity and Student Conduct, as outlined in the Graduate Catalog:

<http://www.wcupa.edu/information/official.documents/graduate.catalog/>

Field Hours

The MSW Program publishes a Field Calendar each semester with specific dates pertinent to Field Practicum. Foundation/Generalist Students must complete 224 hours of Field Practicum over the course of each semester, and in accordance with the Field Calendar, averaging 16 hours per week.

Concentration/Specialization Students must complete 252 hours of Field Practicum over the course of each semester, and in accordance with the Field Calendar, averaging 18 hours per week. 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 Logs 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.