# Table Of Contents

I. Introduction to Field Instruction  
II. General Curriculum Objectives  
III. Field Education Requirements  
IV. Distribution of Responsibility and Accountability  
V. Field Instruction Assignments  
VI. Field Site Selection Process  
VII. Grading Policy, Remediate and Disciplinary Outcomes  
VIII. Absences from Field Placement Policy  
IX. Social Media Policy
I. Introduction of Field Instruction

Aurora University’s School of Social Work, an accredited social work education program, offers a BSW, MSW, Post MSW School Social Work endorsement (formerly the Type 73) and Post MSW Addictions training (preparation for the CADC certificate), and DSW program. This Field Manual will review field instruction policies and procedures for the BSW, MSW and Post MSW certificate programs.

Field Instruction, considered the signature pedagogy to social work education, is a curricular requirement for all students seeking degree or certification within the program. Field Instruction is meant to provide students with learning experiences in the community, with trained social work supervision and to result in attainment of the 10 Core Competencies as outlined by the Educational Policy and Accreditation Standards (abbreviated EPAS) from the Council on Social Work Education (abbreviated CSWE) in 2008.

Social work students, in close cooperation with the agency field instruction faculty, select and organize the learning experience on an individual basis. This is administered and organized by The Director of Field Instruction. A general pattern for field instruction is utilized but adapted to individual student needs as well as the unique opportunities available in a given agency. Agency affiliation with the University includes a description of the agency and the learning opportunities offered by the agency for student inspection. Student interests and learning needs are also considered in the process of placement in an agency.

The purpose of field instruction is to provide students the opportunity to acquire the skills necessary to function in a practice setting while integrating and applying the theoretical classroom material to actual client contacts. This is incorporated in the EPAS 2008 10 Core Competencies. Key among these objectives is the development of skills common to generalist practice and the development of a professional identity with an appropriate degree of autonomy. The advanced placement builds on skills acquired in the foundation placement and allows students to further refine practice skills, specialization knowledge and role as a social worker.
II. GENERAL CURRICULUM OBJECTIVES

Graduates are prepared to successfully exceed skill building expectations in accordance with the **10 Core Competencies**, as outlined in EPAS 2008 (CSWE, 2010):

1. **Professional Identity**- Identify as a professional social worker and conduct oneself accordingly.

2. **Ethical Practice**- Apply social work ethical principles to guide professional practice. Practice in an ethical manner addressing complex moral dilemmas, testing implicit values in theories, practice models and policies within the context of NASW Code of Ethics.

3. **Critical Thinking**- Apply critical thinking to inform and communicate professional judgments.

4. **Diversity in Practice**- Engage diversity and difference in practice.


6. **Research Based Practice**- Engage in research-informed practice and practice-informed research.

7. **Human Behavior**- Apply knowledge of human behavior and the social environment.

8. **Policy Practice**- Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

9. **Practice Contexts**- Respond to contexts that shape practice by examining organizational and community experiences.

10. **Engage, Assess, Intervene, Evaluate**- Engage, assess, intervene and evaluate with individuals, families, groups, organizations and communities.
### III. Field Education Requirements

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<thead>
<tr>
<th>BSW Field Instruction</th>
<th>Addictions/CADC Field Instruction</th>
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<tbody>
<tr>
<td>• 450 total hours</td>
<td>• 500 total hours (BSW or beginning MSW)</td>
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<tr>
<td>• 225 hours each semester</td>
<td>• 250 hours each semester</td>
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<tr>
<td>• Required supervision by MSW</td>
<td>• Required supervision by MSW and CADC</td>
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<tr>
<td>• Supervision Recommendations</td>
<td>• Supervision Recommendations</td>
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<td>o 1 hour/week</td>
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<td>o Structured/planned</td>
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<tr>
<td>o Consistent</td>
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<tr>
<td>o Provides ongoing feedback and education</td>
<td>o Provides ongoing feedback and education</td>
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<tr>
<td>• Student intern expected to have learning experiences in direct contact with clients</td>
<td>• Student intern expected to have learning experiences in direct contact with clients</td>
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<td>o Assessments</td>
<td>o Assessments</td>
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<tr>
<td>o Group facilitation</td>
<td>o Group facilitation</td>
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<tr>
<td>o Individual case management</td>
<td>o Individual case management</td>
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<tr>
<td>o Community resource referrals</td>
<td>o Community resource referrals</td>
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<tr>
<td>o Professional documentation</td>
<td>o Professional documentation</td>
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<tr>
<td>• Core Competencies of Social Work Practice should be addressed in placement</td>
<td>• Meeting Social Work Core Competencies along with CADC instruction are expected</td>
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<td></td>
<td>• <strong>Offered on the Aurora Campus only</strong></td>
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<tr>
<th>MSW Foundation or Beginning Field Instruction</th>
<th>MSW Advanced Field Instruction</th>
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<tr>
<td>• 450 total hours</td>
<td>• 600 total hours</td>
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<tr>
<td>• 225 hours each semester</td>
<td>• 300 hours each semester</td>
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<tr>
<td>• Required supervision by MSW</td>
<td>• Required supervision by MSW</td>
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<td>• Supervision Recommendations</td>
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<td>o 1 hour/week</td>
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<td>o Structured/planned</td>
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<td>o Consistent</td>
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<tr>
<td>o Provides ongoing feedback and education</td>
<td>o Provides ongoing feedback and education</td>
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<tr>
<td>• Student intern expected to have learning experiences in direct contact with clients</td>
<td>• Student intern expected to</td>
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<tr>
<td>o Assessments</td>
<td>o Learn with independence</td>
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<tr>
<td>o Group facilitation</td>
<td>o connect internship to Advanced Research course</td>
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<tr>
<td>o Individual case management</td>
<td>o Advanced application of theory and evidence based intervention</td>
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<tr>
<td>o Community resource referrals</td>
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<tr>
<td>o Professional documentation</td>
<td>• Advanced level skill building within specialization area (Gerontology, Child Welfare, School SW, Addictions, Leadership &amp; Community Practice)</td>
</tr>
<tr>
<td>• Core Competencies of Social Work Practice should be addressed in placement</td>
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Training and Orientation Time

Students are permitted to count time spent in training or orientation at their field placement site prior to the start of their placement. It is recommended that students clarify this policy with their field instructor to ensure this policy aligns with the policy of the field agency in regard to time requirements and time keeping.

Training or Orientation time that takes place before the start of the semester in which the student is registered for a Field Instruction course may be counted toward the total number of field instruction hours.

Sequence of Field Courses

BSW Program: Students enrolled in the BSW program are required to complete one internship during Fall semester and Spring semester consecutively of the Senior year. Students will be concurrently enrolled in Social Work Practice courses, as well as Field Seminar. Students who have not completed all necessary minimum field hours are not permitted to graduate. Extension (X grade) grades are issued to students needing additional time after the conclusion of the semester to complete their field hours.

The BSW students enrolled in field instruction must complete their field instruction program within one academic year. Part time BSW field students take a reduced course load during their field internship. The BSW internship is to begin in late August and continue until late April of the following semester. BSW students are not permitted to begin field work during the summer term.

Post MSW: Illinois Educator’s License with School Social Work Endorsement Internship
- Must coordinate certification through School Social Work Program Coordinator
- 600 total hours
- MSW with Professional Educator License (PEL) School Social Work Endorsement required for supervision of intern
- Enrollment in Post MSW School SW required courses
- Offered on the Aurora Campus only

Post Graduate: Addictions Training (CADC Certification preparation) Internship
- Must coordinate certification through Addictions Program Coordinator
- 350 to 500 total hours
- MSW with CADC certificate required for supervision of intern
- Completion of 4 addictions elective required
- Offered on the Aurora Campus and Woodstock Campuses only
Field Seminar Class. BSW students must participate in a field seminar class that runs concurrently for two semesters with their field placement. The content of this course focuses on foundational social work skills like assessment, the therapeutic relationship, listening skills, etc. Online BSW students are required to participate in a different version of this course that provides added instruction and activities.

MSW Program: The following sequences for field instruction are possible at Aurora University School of Social Work:

1. **Traditional sequence**- MSW students begin field work in Fall semester and complete all required hours by the end of Spring semester.
2. **Summer Block**- MSW students who have taken SWK 6370 SW Practice I may take Field Courses during summer term and complete all of the required field hours during summer term. This requires approval from the Director of Field Instruction (Aurora Campus) or the Field Program Coordinator (George Williams Campus). Registration for field courses must be in place for Summer term.
3. **Summer Start**- MSW students interested in easing their weekly schedule during their academic schedule may begin Field Instruction during the summer months and extend into the Fall and Spring semesters. This is a popular choice for the Advanced Level MSW internship. Registration in the coordinating field instruction course is required for summer term. This internship arrangement is subject to approval by the Director of Field Instruction (Aurora Campus) or the Field Program Coordinator (George Williams Campus).
4. **Spring Start**- MSW students may arrange to begin field instruction work in the Spring semester and extend the internship hours through the consecutive Summer term. Registration in the coordinating field instruction course is required for the Spring semester and the Summer semester. This internship arrangement is subject to approval by Director of Field Instruction (Aurora Campus) or the Field Program Coordinator (George Williams Campus).

**CADC Program:**

Students seeking a Certified Alcohol & Drug Counselor certificate while enrolled in the BSW, MSW or Post Graduate certificate program must have two (Survey of Substance Abuse Treatment and Psychopharmacology) of the four required Addictions electives completed before beginning the Addictions Training (CADC preparation) internship. Students may take the Addictions I course prior to the field experience. Students must also be enrolled in the final course Addictions Counseling II while concurrently enrolled in field instruction and actively completing internship hours.
MSW PEL: School Social Work Program (abbreviated PEL: SSW):

Disclaimer: Please note that all information regarding school specialization placements is subject to change at any time by the Illinois State Board of Education (ISBE). The field manual reflects the parameters for these placements when at the time the manual was updated. Seek information from the Coordinator for School Social Work and associated resources for up-to-date information regarding this specialization.

Students wanting to qualify for the PEL: School Social Work Endorsement must meet University requirements as well as additional requirements imposed by the Illinois State Board of Education. The University recommends that students in the School Social Work Specialization pass the TAP or achieve a passing score on the ACT prior to beginning the field placement. According to the Illinois Board of Education, students must pass the Illinois State Board of Education’s TAP (Test of Academic Proficiency) test or have a passing grade on the Illinois Basic Skills exam prior to the completion of the 1st semester of the field experience, and the School Social Work content exam prior to the end of the 2nd semester. Evidence of passing the TAP test must be presented to the School Social Work. The TAP or equivalent ACT must be completed before the end of the 1st semester of their advanced placement i.e. their school specialization placement, and failure to do so will result in the termination of that field placement. Students must also pass the School Social Work content exam prior to the end of the 2nd semester of the advanced placement i.e. their school specialization placement.

Furthermore, the MSW student must pass the Survey of the Exceptional Child course (SWK 5610) and SWK 6410 School Social Work Policy and Practice I and SWK 6420 School Social Work Policy and Practice II. The Post Graduate PEL: School Social Work Certificate student must take SWK 5610 and the SWK 6430 School Social Work Certification course. Other requirements include the submission of the following:

1. The School Specialization Disposition process as applied to school specific MSW coursework and field placements will qualify or prevent MSW PEL: SSW applicants from entering into Advanced Placements.

2. “Notification of School Service Personnel Intern Eligibility Status,” ISBE Form 73-44, if they shall receive a stipend. This form must have the Aurora University seal and Aurora University School Director of Field Instruction’s signature. This can be done at the start of the school year or during Spring or Summer term prior to Fall semester.

3. Internship site shall designate responsibility for sending the ISBE 73-44 forms to the Illinois State Board of Education to designee within the school district.
4. The School Specialization Disposition process will continue during advanced field placements and will result in maintenance or removal of a student from that placement.

5. Students must pass Test of Academic Proficiency (TAP) by the end of their 1st semester of the school specialization placement, and they must complete the ISBE School Social Work content exam by the end of the 2nd semester of the school specialization placement. Evidence of passing the ISBE content exam must be presented to the Aurora University School of Social Work.

IV. DISTRIBUTION OF RESPONSIBILITY AND ACCOUNTABILITY

Responsibilities of the School of Social Work
The School of Social Work, hereinafter referred to as the School, is the degree-conferring institution responsible for the design and delivery of the accredited curriculum, approved by the Council on Social Work Education.

The School of Social Work will:

- Maintain a field instruction program which meets the accrediting requirements of the Council on Social Work Education and its Educational Policy and Accreditation Standards (EPAS 2008).

- Cultivate the connection between the theoretical and conceptual contributions of the classroom and the practice setting by ensuring the integration of learning in both environments.

- Provide materials and measurement tools to assist the Student and Field Instructor in implementing the 10 Core Competencies and 42 Practice Behaviors as outlined by EPAS 2008.

- Provide each Student with field experience in an agency with professional and ethical practices based upon the National Association of Social Work Code of Ethics.

- Ensure field placements and agencies provide the Student with opportunities to
work with diverse and vulnerable populations.

- Evaluate the ability and capacity of field agencies to meet the educational needs of the Student and program. The School will also add or remove agencies from the educational partnership with the School based on the outcomes of these evaluations.

- Provide adequate school personnel to assist in facilitating and overseeing the field experience for each Student.

- Provide field instruction training to Field Instructors, Task Supervisors and Field Liaisons.

- Provide field agency personnel the opportunities to participate in the development of field and curriculum policies and to participate in the accreditation reviews of the School of Social Work.

- Provide linkage to MSW supervision to students with field placements which do not provide MSW supervision, but are identified as field placement with a clear social work role for the student to enact.

**Responsibilities of the Field Agency**
The Field Agency, hereinafter referred to as the Agency, exposes students to the broad field of social work, as well as to a wide range of learning experiences. The Agency experience is directly related to classroom learning and serves to synthesize theory and practice in the field, while providing the opportunity for the Student to develop their professional identify.

**The Agency will:**
- Complete and submit affiliation forms to the School of Social Work, describing the environment and learning objectives offered by the agency setting.

- Create a climate conducive to learning and engaging in experiences that enable the Student to achieve the core competencies as demonstrated by the practice behaviors exhibited in their practice.

- Relate to and communicate with the field Student and the School with collegial respect.

- Follow nondiscriminatory and ethical practices with the Student and agency clients in terms of their race, class, age, gender, religion, and sexual orientation.
• Provide a qualified MSW Field Instructor for each Student. A qualified Field Instructor is identified as an individual who holds a master’s degree in social work from a CSWE accredited program and demonstrates the ability to practice competent and ethical behaviors in the field setting.

• Supports the Field Instructor in providing the Student with adequate and appropriate work tasks and assignments based on the Student’s skill set and learning needs.

• Provide Students with adequate and private physical facilities (office space, furniture, telephone) for client contacts.

• Provide sufficient clerical services to support the Student’s field work responsibilities.

• Provide the opportunity for the Student’s orientation to the Agency, its services, personal safety, policy and procedures of the Agency and the local community and resources available.

• Provide and encourage ongoing evaluation feedback from appropriate agency personnel to enhance the learning experiences.

• Inform the Field Liaison of any problems which arise with the Student or the field learning situation.

• Maintain communication with the School throughout the placement experience for each Student.

**Responsibilities of the Director of Field Instruction**

The Director of Field Instruction, hereinafter referred to as the Coordinator, has the primary role of overseeing the field education department and facilitating collaboration between all parties (the School, the Agency, the Field Instructor, the Task Supervisor, the Field Liaison and the Student) to facilitate a successful field experience.

**The Director will:**

• Administer the field work program for all Students enrolled in the School of Social Work, within the compliance of the Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards.

• Secure field instruction sites for all social work Students including negotiating
and maintaining field affiliation agreements.

- Administer the field selection and placement process for all Students.
- Maintain current information on affiliated field agencies.
- Interpret the School of Social Work's educational standards and policies to both field Agencies and Students.
- Orient Field Agencies regarding the field instruction component of the curriculum and its relationship to the overall academic program.
- Work with Field Agencies to enhance their understanding of the core competencies and the practice behaviors. This is done primarily through e-mail and continuing education with the Field Instructors to familiarize them with the core competencies as stated in the Learning Contract and the Evaluation.
- Monitor and evaluate Agencies and Field Instructors in respect to their capacity to facilitate Student learning.
- Assign a faculty Field Liaison for each Student and Agency in the field.
- Assign MSW supervisors to students whose internships do not provide this supervision.
- Develop and conduct annual Field Liaison training sessions to enhance their understanding of the core competencies and the practice behaviors.
- Negotiate with Students and field Agencies conflicts which are not resolved at the Student/Field Liaison level. When necessary, the Director of Field Instruction represents the Field Education Department in regard to student academic and judicial review in matters related to student infractions in the field placement setting.
- Approves and submits all grades or Incomplete grades for Field Education, to the School.
- Delivers an annual report on field education to faculty and staff delineating the activities, developments, and accomplishments of the field education department, the relationship between class and field and how the field learning reflects the core competencies.
• Assists student in registration process as it pertains to Field Instruction courses to maintain integrity of the Baccalaureate and Master of Social Work programs.

Responsibilities of the Field Instructor

The Field Instructor has the primary role of reinforcing the Student’s learning of the purpose, values and ethics of the profession of social work; to foster the integration of research supported practice and to promote the development of competent social work practice. The Field Instructor is responsible for the completion of all documentation for the School, and providing a minimum of one hour per week of supervision to the student. In most cases, this person is also responsible for assignment of tasks to the intern. In situations where these duties are shared with a Task Supervisor, the Field Instructor is responsible for assisting the student to connect the tasks to the larger social work profession.

The Field Instructor will:

• Have earned a Master of Social Work degree from a CSWE accredited program. **See “Task Supervisor” Role Responsibilities if the Field Instructor at the Agency does not hold a MSW.**

• Participate in the pre-placement interviews of Students and inform the School of their decision regarding acceptance of a Student.

• Communicate the Agency's mission, procedures and policies to the Student and oversee and evaluate the Student's performance of administrative tasks.

• Provide the Student with the opportunity to work directly with client systems of various sizes (individuals, families, groups, and communities).

• Plan a diversified learning experience for the Student with specific attention to providing learning opportunities with diverse and vulnerable populations.

• Negotiate and actively participate in the creation of an individualized learning agreement for the Student, early in the placement.

• Provides a minimum of one hour of scheduled supervisory time weekly to confer about and reflect on field assignments.
• Ensure the Student has an adequate number of weekly client contacts and assigned tasks to meet their learning needs and goals.

• Teach content in core competency areas of the curriculum as practiced in the Agency and assist the Student in integrating classroom theory with social work practice.

• Assist and guide the Student in managing the demands and stresses of the Agency's organizational atmosphere and structure.

• Hold the Student accountable for providing services to agency clients which meet the agency's standards and is compatible with the Agency mission, best practices and the NASW Code of Ethics.

• Maintain a record of the Student's field hours and assigned duties, in conjunction with the Student.

• Provide ongoing feedback to Students on their performance and, in addition, prepare and discuss fully with the Student the formal term evaluation as requested by the School at the end of each term with required forms posted on the AU website and on the instructor’s Moodle page.

• Consult with the assigned faculty Field Liaison regarding the Student's learning plan, assignment, progress and any problems arising with the Student or the field learning situation at least once a semester.

• Attend and participate in school meetings and seminars offered for Field Instructors to enhance their competence as instructors and to keep abreast of curricular developments.

**Responsibilities of the Task Supervisor**

A Task Supervisor is appointed by the Coordinator when a Field Instructor is not available at a Field Agency. The Task Supervisor works collaboratively with the Field Instructor, and has the primary responsibility of overseeing the Student as they complete day-to-day assigned tasks, projects or experience within the Field Agency. The Task Supervisor is an employee of the Field Agency and remains in consultation with the Field Instructor on the students' progress.

**The Task Supervisor will:**
• Qualified candidate who presents social work skills, values and ethics to the student and demonstrates this in their practice.

• Orient the student to the Agency’s services, personal safety, policy and procedures of the Agency and the local community and resources available.

• Assign and oversees the Student in the day-to-day tasks of the agency

• Provide input for the Student’s learning plan, objectives and goals.

• Provide input for the Student’s evaluations at the conclusion of each semester.

• Consult with the MSW supervisor, as needed or requested regarding the Student’s progress in the field and to complete applicable paperwork/forms like the Learning Agreement and Evaluations (MSW and CADC).

• Be available for meetings and consultation with the Field Liaison at least during each semester.

**Responsibilities of the Faculty Field Liaison**

The Faculty Field Liaison, hereinafter referred to as the Field Liaison, will be assigned to a Student and Field Instructor (in conjunction with a Task Supervisor when deemed necessary), to facilitate communication and direction throughout the duration of the placement between the School, the Field Instructor, the Task Supervisor (as needed) and the Student. Field Liaison assignments are made jointly by The Director of Field Instruction and the Director of the School of Social Work.

**The Field Liaison will:**

• Provide University Oversight of the Field Placement:
  o **On-Campus Students:** The Field Liaison will make an introductory visit with the Field Instructor and the Student at the beginning of the placement and maintain close communication with the Field Instructor on the progress of the Student with a minimum of at least one telephone contact each semester and at least one face-to-face interaction with the student during the course of the placement.
  o **Online Students:** The Field Liaison will have monthly contact with the Field Instructor and the Student for the duration of the field placement through phone and/or video conferencing in lieu of a site visit. The purpose of these frequent consultations is to review the student’s learning progress at the placement as well as assess and remediate concerns identified by either the Field Instructor or Student.
• Interpret and explain the School's objectives, policies, and curriculum to Field Supervisors, Task Supervisors and other appropriate agency staff.

• Confer with the Student regarding their progress and/or any problems in relation to field instruction

• Consult with the Field Instructor to maximize the learning experience for the Student.

• Receive and review learning agreement for Student. Student will submit learning agreement to the Liaison first for review prior to submitting to the Director of Field Instruction.

• Evaluate the Student's progress and performances as reflected in the Student's semester evaluations.

• Evaluate the Student’s ability to work within the framework of the agency.

• Review all formal term evaluations submitted to the Field Instructor to the School.

• Keep the Director of Field Instruction informed of any problems which arise in the field experience.

• Keep The Director of Field Instruction apprised of Student's progress and the quality of field instruction.

Responsibilities of the Field Student

The Field Student, hereinafter referred to as the Student, is enrolled in the field instruction program, and is prepared to meet and fulfill the demands of professional social work practice in the field.

The Student will:

• Assertively and energetically become responsible for creating the highest possible quality of learning experience. This is done through frequently communicating feedback to the Field Instructor, Field Liaison, and the Director of Field Instruction. The Student should not passively wait for his/her learning needs to be met, he/she should express them and work towards achieving conditions for growth.
• Meet with or contact The Director of Field Instruction to discuss the general type of field placement they wish to pursue and possible field sites.

• Complete a background check with an affiliated background check provider upon admission to the School of Social Work. Students may be asked by a field agency to repeat a background check, drug test, or provide proof of those assessments done within the past 12 months.

• Maintain updated vaccination records as required by Aurora University.

• Create and update a resume reflecting participation in the School of Social Work, as well as relevant volunteer or employment experience.

• Attend Field Fair in January, prepared to meet and discuss internship opportunities with field agency personnel.

• Complete all required forms pertaining to the field placement process and assure that they have been confirmed in their placement and registered for the appropriate Field Seminar course, in a timely fashion.

• Maintain consistent supervision schedule with Field Instructor, consisting of a minimum of one hour each week of individual time to discuss learning progress.

• Become cognizant of and follow all pertinent agency policies and procedures and expectations, reflecting the 10 Core Competencies and 42 Practice Behaviors as outlined by EPAS 2008.

• Maintain a record of his/her field hours and assigned duties, in conjunction with the Field Instructor. Student is responsible for communicating requirements for hours in the field to the Field Instructor.

• Carry out all tasks assigned by their Field Instructor, in a manner consistent with the Agency policy and procedures, as well as the NASW Code of Ethics.

• Discuss their learning experiences and any problems or concerns first with their Field Supervisor. Inform the Field Liaison of problems or concerns in the field placement next.

• Participate in discussions with their Field Instructor regarding term evaluations of their progress and performance.

• Utilize the AU website or Moodle for forms used in creating a learning agreement and
semester evaluation.

- Act in a professional manner and communicate responsibly and respectfully when representing the field agency and school with clients, community contacts, and agency personnel of school personnel.

- Students are expected to respect and adhere to the field placements’ dress code, which can range from formal business attire to business casual attire, while completing field work. The school of social work expects students to wear modest and professional attire while working at the field agency and representing the field of social work to clients.

- Promptly notify the field instructor in cases of unavoidable absences from field. Students falling ill with contagious disease or virus are asked to follow physician’s recommendations and take time off from the internship site and make up the hours at a later date.

- Use thoughtful judgment in all work, to ensure client and program safety. Seek out resources and practice effective self-care to enhance performance of all internship duties.

- Students will not provide information via facebook or other social media networking systems about field placement agencies, personnel or clients. Students must adhere to the NASW Code of Ethics and all agency specific policies regarding the use of networking sites and other means of technology. **see Social Network Policy**

- Complete and submit to the school an evaluation of the field placement experience and of their assigned field liaison at the conclusion of the placement.

- Students are accountable as representatives of the field agency, the school, and the social work profession. Students are expected to abide by the NASW Code of Ethics, to uphold the rules and procedures of their placement agencies. The school of social work requires field placement students to demonstrate professional demeanor, appropriate relationships, and ethical behavior. Falsifying any records, such as hours completed at the placement or hours of supervision, is considered to be a violation of ethical standards. Failure to meet these ethical standards will result in a grade of “No Credit” in the field and/or further disciplinary action, up to and including expulsion from the program.

- Students placed within hospitals or other settings where vaccinations, background checks or other preliminary screenings are required, will be responsible for securing and managing the cost of these screenings if the hospital or agency does not furnish them.
Aurora University does not provide background checks or medical vaccinations for Students.

V. Field Instruction Assignments

Required assignments for the Field Instruction Course(s) include the completion of the following documents to be reviewed by Director of Field Instruction (Aurora Campus) and Field Coordinator (George Williams Campus):

- Field Application Form- to inform Director of Field Instruction/Field Coordinator of the secured field placement.
- Learning Agreement- to plan learning objectives within the 10 Core Competencies, submitted within first 75 hours of placement to the field liaison.
- Field Evaluation (First Semester/mid-year) - to evaluate Student progress at mid-year or half way point in required hours and to plan for learning in remaining weeks of field placement.
- Field Evaluation (Final) - to conclude internship and state Student's overall competency in the 10 Core Competencies and 42 Practice Behaviors.
- CADC students are required to submit a completed CADC evaluation in addition to the standard Field Evaluation.
- Online students will have additional assignments associated with their field class.

Required assignment forms for Learning Agreement and Semester Evaluation can be found on the AU website or on instructors’ moodle page for the course in which the student is enrolled.

VI. FIELD SITE SELECTION PROCESS

When the potential field Student begins to consider possible field agencies as field placement sites, they use many resources available within the School of Social Work. These resources include the Student's advisor, The Director of Field Instruction, current Students, the affiliated agency list, field agency personnel representing their agencies at the annual Field Fair, and the internet which lists most social service agencies in the area.
Most Students begin by exploring field agencies which service a particular population with which they have an interest in working. The School recommends that they explore first field agencies which have already established an affiliation with the School of Social Work.

**Securing a Field Placement Site**

All Students follow the steps listed below in securing a field placement site:

1. Prepare a resume and cover letter to reflect their education and experience.

2. Students are required to complete a background check. The background check must be on file at the School of Social Work before the Student begins their field placement. Individuals with felony conviction(s) on their background check may be prohibited from beginning field placement.

3. Attend the Field Fair sponsored by the School of Social Work each January. Affiliated field agencies, which choose to participate, send agency personnel to talk about their agencies in an informal manner to Students who will be eligible for field placements the next academic year. Incoming MSW Students who have not been accepted for admission into the social work program by this date, begin the field site selection process by contacting the Director of Field Instruction via phone or email.

4. Schedule a meeting with the Director of Field Instruction. The purpose of this meeting is to orient the Student to the field work program, discuss the Student’s career interests and possible field placement site opportunities. For the beginning field work Student, the type of placement pursued should represent a relevant preparatory experience for entry level practice (BSW Students and first year MSW Students). For the advanced field work Student (second year MSW) the type of placement chosen should represent a relevant preparatory experience in the Student’s chosen area of practice. As a result of this meeting a plan will be formulated for securing a placement and three to five field agencies will be selected for exploration. If the incoming Student is out of the area, this discussion can be done by phone or email.

5. Schedule interviews with the agencies selected for exploration. The interview should include information about learning tasks for the Student, hours when the Student may work, supervision expectation of the Student and the Supervisor and how orientation to the agency is facilitated. A Field Instructor will also be identified at the time of the interview. Field Instructors must have a Master of Social Work degree from a CSWE accredited social work school in order to qualify to serve as the Field Instructor. If a qualified Field Instructor is not available at the agency/school, other arrangements for field supervision may be made with assistance from the Director of Field Instruction in certain
situations. (CSWE AS 2.1.6).

6. The Student will decide which agency best matches the learning goals and style of the Student as discussed with the Director of Field Instruction. When there is a mutual decision between the Student and Agency for a field placement, the Student will inform The Director of Field Instruction and any other agencies where interviews have taken place. If none of the suggested agencies are accepted, the Student will consult with The Director of Field Instruction for additional suggestions.

7. Once a student has decided upon an Advanced field placement, he/she will confirm that this placement meets the criteria for their specialization area (if they have selected one). This confirmation can be obtained through the Director of Field Instruction, the Coordinator of that specialization, or the informational resources maintained by those aforementioned staff members.

8. The Student completes the Field Application form once the Student accepts an offer from a field agency/school and returns it to the Director of Field Instruction promptly, adhering to deadlines.

9. Await final approval from the Director of Field Instruction. Final approval is communicated to the student via AU email with a confirmation letter. This letter details the field placement site, supervisor, start and end dates as well as a tentative schedule for the internship.

*** Under no circumstances is a Student to begin a field placement until after the internship has been approved and confirmed via email. Unless this communication has been sent, the School does not consider the placement as confirmed. The unconfirmed field Student is not covered by malpractice/liability insurance. Students who begin working in field agencies prior to confirmation may not be permitted to use those hours to complete their field work requirements.

• Delayed Field Selection Process
  Students are expected to pursue a field placement in a timely fashion. Students who delay the search process, or who begin but do not follow through with the selection process, may find that their preferred field site is not available. A delayed search may jeopardize the completion of the field course for the current school year. Any delay in securing a field placement may result in delay of graduation from the degree or certificate program.
1. BSW Students are required to secure their field placement before the end of their Junior year.

2. MSW Advanced year placements (600 hour requirement) must be secured before the end of the previous academic year (May).

3. Newly enrolled MSW, Advanced Standing MSW and Post MSW PEL: School Social Work Endorsement and Post MSW- CADC Students are expected to contact the Field Office upon registration for Field course in order to expedite the placement selection process.

- **Negotiating a Field Placement with an Unaffiliated Agency**
  Unaffiliated social service agencies, or new agencies with no previous experience sponsoring Aurora University School of Social Work students will need to meet the School's criteria for affiliation before being considered a field site. Students enrolling in beginning placements must receive permission from the Director of Field Instruction to pursue unaffiliated agencies.

  Students considering such unaffiliated agencies should familiarize themselves with the affiliation criteria listed in this manual and should discuss the agency with the Director of Field Instruction prior to interviewing with the agency. Before an unaffiliated field site can be confirmed, the agency must be screened by the Director of Field Instruction to ensure that the agency meets the School's criteria as a field placement site. Affiliation forms are completed and submitted by the Agency and Field Instructor to the Director of Field Instruction. The affiliation must be approved prior to a confirmation letter being sent to the Student and Field Instructor.

***NOTE: Any agency/hospital/school that requires a signed contract will take at least an additional 60 days for completion of the contract process. Students with interest in a non-affiliated agency/hospital or school setting are advised to begin the affiliation process in a timely manner.

- **Employment Site used for Field Placement**

  The School of Social Work allows students to use a current or recent social service employment sites as field placements with caveats. The approval for such an
arrangement is granted for the intern if the employment site meets all field agency criteria and follows all field policies and procedures as is done in traditional field placements. Students desiring to use their employment sites as field placements must consult with The Director of Field Instruction to propose a plan to use their place of employment as a field placement site.

Following the consultation with the Director of Field Instruction, students must complete the "Application to Use Employment as Field Placement" form and return it to The Director of Field Instruction. The student is expected to take full responsibility for the completion of all forms and submit them to the Director of Field Instruction. Final approval will be granted only if the agency:

- Meets the School of Social Work’s requirements for a field placement site.
- Can provide the student with a different and well supervised field work plan of learning experiences to assist the student with learning goals in the 10 Core Competencies. Field work is designed to offer student new learning experiences and social work knowledge/skills than those utilized in the employment role.
- Can provide a field instructor who is not also serving as the student’s employment supervisor.
- Clearly separates work role and student role.
- Maintains that the Student will conduct internship learning during hours separate from employment hours and the Student will only be paid for employment hours.
- Each relationship, the field placement and the employment, is not contingent on one another, and the student is not a risk to lose one based on the status of the other.

- **Field Placements without MSW supervision**
  CSWE mandates that field placements for social work students are supervised by MSW credentialed social workers. A social service agency may be identified as a field instruction site able to assist students in developing skills within the 10 Core Competencies, but does not employ a master level social worker (MSW).

  Aurora University will only supply MSW supervision for organizations that meet two criteria: (1) the organization is non-for-profit and (2) the organization demonstrates
a financial hardship that it cannot hire an MSW or contract in MSW supervision for the intern(s) in question. All documents pertaining to the application for this assistance must be submitted to the Director of Field Instruction, and the field office of Aurora University will make the final determination as to the acceptance or rejection of this application for assistance.

For circumstances where a social service agency that meets the above requirements has an internship opportunity for a social work student, but cannot provide weekly supervision from a MSW, a proposal (see below) for Aurora University to supply said supervision must be written and submitted by the student to the Director of Field Instruction eight (8) weeks prior to the start of the internship. This proposal is subject to approval or disapproval by the Director of Field Instruction.

A proposal should include: Description of the field agency, description of the social work learning that will occur at the agency, name, credential and contact information of the task supervisor at the agency. This proposal should accompany a field application form.

It is the responsibility of the Director of Field Instruction to link a student to a MSW supervisor from the full time or adjunct faculty for weekly supervision at the University campus(es).

A formal agreement must be on file with the School of Social Work, including signatures from the student, agency task supervisor, University MSW supervisor and Director of Field Instruction/Field Coordinator. (Please use form supplied by Field Office for this agreement.)

- **Use of Single Field Agency for Two Field Placements**
  The use of the same field agency for two field placements by the same student is permitted with caveats. Generally, students are expected to diversify their field experiences by completing internships in different agencies, locations and with different populations and supervisors, but in some cases, a single agency can offer a diverse array of experiences that can qualify for two separate and distinct internship experiences. Students interested in this option should consult with the Director of Field Instruction to determine if the agency can offer two distinct field experiences that could qualify for this.

- **Private Practice or For Profit Agencies**
  Private practice settings may be considered appropriate field placement sites by the School of Social Work but can only be used at the Advanced MSW level. The private
practice must meet requirements to ensure the efficacy of the field placement and ability to meet CSWE’s standards. Students interested in pursuing an internship at a private practice should consult with the Director of Field Instruction.

Student may intern at “For-Profit Agencies”. Students interested in a "For Profit Agency" field placement should begin by consulting with the Director of Field Instruction to explore the appropriateness of the placement as well as its ability to meet CSWE’s field standards.

- **Field Practice with Diverse Populations**
  The School of Social Work supports the social work profession’s historical mission of working with diverse and vulnerable populations. It is also committed to diverse and multi-cultural education and service within the field instruction program. In keeping with this commitment it is the policy of the School that all field placement experiences offer the Student the opportunity to work with at least one diverse population. To meet this qualification the field agency must provide Students with an experience that serves populations at risk which include those distinguished by age, class, culture, ethnicity, gender, mental or physical ability, national origin, race, religion and sexual orientation.

- **Background Checks, Vaccinations and Other Screenings required by Field Placement Site**
  Field Placement Sites may require background checks, vaccination records and/or additional medical screenings (drug screen, TB test) before a student may begin field placement hours. It is the responsibility of the student to inform the Director of Field Instruction of this requirement set by the field agency. Aurora University can assist students in organizing a background check, at the cost of the student, but cannot provide medical screenings. Students will be directed to seek testing from private physicians or public health departments.

VII. **Grading Policy, Remediation & Disciplinary Outcomes**

- **Grading for Field Instruction Courses**
  Social Work students enroll in field instruction courses (Field I-Field IV) to earn course credit for field learning. To earn a Credit grade for each field course, the student is required to complete the minimum required hours at the placement,
accomplish a moderate to high level of competency as outlined in the EPAS 2008 10 Core Competencies and submit required field documents. Upon review of the field evaluation, the Director of Field (Aurora Campus) or the Field Coordinator (George Williams Campus) will provide a Credit or No Credit grade for the student to the Registrar. A Credit grade denotes satisfactory completion of the field instruction experience, with recommendation of earning credit by the Field Instructor. A “No Credit” grade may result in low or poor field work performance, unethical behavior in the field or unsatisfactory early termination of the field experience.

- Remediation Plans for Identified Field Instruction Issues

Students or Field Instructors may identify issues or concerns about the field placement. These issues may be related to student performance, expectation of the field instructor or agency on the student’s performance, available training and supervision or specific acts or behaviors deemed as unprofessional or unethical by the student or field instructor.

Behavioral Issues that impact the client population served the agency must be addressed as quickly as possible. The following steps are recommended when issues arise:

1. Notification of concerns must be made to the field liaison first.
2. The field liaison is responsible for communicating concerns to the Director of Field Instruction.
3. Director of Field Instruction will investigate the matter with all available parties and recommend meeting to plan resolution which may include remediate, disciplinary measures or termination from the internship.
4. Remediation plans are recommended when the identified issues are deemed not in violation of the NASW Code of Ethics, University or Agency Policy and are initiated by the student and field instructor seeking to resolve issues and maintain internship agreement.
5. Remediation plans are to be documented by the field liaison and should specify measurable plans of action to improve the field placement experience. The plan should also clearly state time frames for which improvement is expected and by which party should show improvement.
6. Follow up with the remediation plan is the responsibility of the field liaison, field instruction student and field instructor. If
improvement is not recognized within time frame allotted in plan, recommendation for early termination of field placement may be made.

- **Early Termination of Field Placement (student initiated)**
  Students are given opportunity to choose a placement that best fits their learning plan. It is the expectation of the School of Social Work that students act in a careful, deliberate manner when securing a field placement.

  The School of Social Work discourages any unnecessary reassignments of field placement. Changing a student’s field placement is considered a last resort in solving a conflict with placement agency or instructor. In the event a conflict occurs, the student and/or agency should have a sound and valid reason for their decision to request an alternate placement. The following steps must be followed by the student who is seeking approval for changing their field site:

  1. After the field placement has begun, the student may initiate the process to request a change in field placement through the appropriate field liaison ONLY. Students seeking assistance from the Director of Field Instruction directly will be instructed to seek assistance from the field liaison first.

  2. Students interested in changing placements will be expected to request a conference with their field instructor to explore in depth their reasons for change before any action is initiated by student or school. The faculty field liaison may or may not attend this first conference depending on the wishes of all three parties. However, no further action will be taken until the faculty liaison; student and field instructor meet jointly to evaluate the request for change.

  3. If after this joint conference the student believes that change of field placement is the only recourse, the student is advised to complete the Request for Changing Field Placement Form which is to be reviewed and signed by the faculty liaison. This form will be circulated to The Director of Field Instruction for approval or disapproval. One copy will be filed in the student’s record file, one will be forwarded to the student, and one copy is for the Field Liaison’s records.

  4. Students are responsible for appropriate termination with clients and agency as recommended by the field instructor.
5. It is the expected that the student to continue completing hours and duties at field placement unless otherwise directed by supervisor to cease field activities. Such a directive must be given in writing by the field instructor. The student is required to make up any elapsed time missed from field instruction during these negotiations and/or placement change.

Students will be required to begin a new placement and complete a minimum of one semester of field hours, dependent on the timeframe of the internship termination. An Extension (X) grade will present in the student’s transcript until the completion of the hours required for that internship level. X grades will be maintained for one calendar. If the student has not complete the required hours to receive the credit for that field class, the X grade will be changed to No Credit.

• Early Termination of Field Placement (agency initiated) & Disciplinary Outcomes
  Field placement agencies have the right to terminate field instruction students without notice if there is evidence the students is harming the placement’s clients or programming. In situations where the field agency is recommending the termination of the field placement due to the student’s lack of progress toward goals and/or unprofessional or unethical behavior, the field liaison is required to participate in communication between the student and the field agency or field instructor. A field review meeting (with School of Social Work Program Director, Faculty and Director of Field Instruction) will be held to discuss the circumstances surrounding the termination of the field placement. Recommendations for repeating field instruction, suspension or dismissal from the program may be made in situations where the student is found to have acted in an unethical manner within the role of social work intern.

VIII. Absences from Field Placement Policy
  Time spent at a field agency not only assists students in meeting requirement for hours and credit in the Field Instruction course(s). Time spent at a field agency is key to allowing students to learn the role of the social worker within that setting. A consistent schedule is vital in allowing students professional access to clients, supervision and time to process their learning. Absences from the field placement are expected to be few in number and managed according to the field manual.

• Vacations and Breaks designated by Aurora University
Field Instruction students are expected to begin their placements at the start of the semester in which they are enrolled in Field Instruction (Fall, Spring, Summer). Students are expected to attend field placement hours each week of the semester. The schedule throughout the semester should be consistent, with the student and agency aware of the student’s schedule. Students are expected to discuss Finals Week and a need to adapt the field placement schedule to the academic schedule of final exam periods.

Students are not permitted to schedule vacation time from their field placements during the academic semester. Any vacation time shall be taken during designated Winter Break or Spring Break time periods, and will not exceed one week. Students are permitted and expected to fulfill field placement hours during Winter Break, as this break is 3-4 weeks in duration.

- **Medical Emergency, Illness or Death in the Family**
  Students experiencing medical emergencies that require time away from the field placement are encouraged to communicate this need to the Director of Field Instruction and the field instructor at the field agency as soon as possible. Students may be expected to submit physician verification that time away from field placement or school is required. Students may also require physician verification stating the student is safe to return to field placement duties before being allowed to return to their scheduled field placement hours. All missed time must be made up with cooperation with the field instructor with scheduling.

  Students experiencing temporary illness (described as viral or bacterial infections/diseases) are expected to refrain from attending field placement hours, especially if there is risk of spreading contagious disease to field agency clients or personnel. Physician verification of diagnosis may be requested. Field hours missed due to illness must be made up.

- **Leave of Absence from Field Instruction**
  Student requiring a leave of absence from Field Instruction, due to medical or personal need may request this in writing to the Director of Field Instruction and Field Instructor at the field agency.

- **Unauthorized Absences from Field Instruction**
  Students are required to maintain a consistent schedule, present at the agency during business hours, with cooperation from the field instructor. Students who
Students are not permitted to miss field hours due to academic commitments (writing assignments or exam preparation).

IX. Social Media Policy
Students participating in Field Instruction are expected to practice in an ethical manner, in accordance with the NASW Code of Ethics, while working with clients or programs within their placement. Students using social media sites are expected to use the highest privacy settings on their social media profiles to ensure private information and photographs cannot be accessed by field agency personnel or clients. Students are not permitted to link to or view the social media profiles of clients or employees of the field placement agency or school. In the event that a student’s social media profile or linkage is considered a poor professional practice or an ethical violation, the student will be subject to a student review.

The Field Instruction Manual is to be reviewed by each social work student and field instructor participating in the field instruction experience. All students enrolled in field instruction are subjected to policies outlined in this manual.