



School of Social Work
Bachelor of Social Work
Field Education Manual
for
STUDENTS AND AGENCY SUPERVISORS
2024-2025

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GLOSSARY OF TERMS

Agency Supervisor - Agency Supervisor is an agency, organization or community representative who provides support to the student during his/her field education placement. The Agency Supervisor provides direct practice guidance, arranges practice assignments, and liaises with the faculty field instructor regarding student's performance and progress.

Client - The person, family, group of persons, incorporated body, association or community on whose behalf a social worker and/or social work student provides or agrees to provide a service.

Faculty Field Instructor - The faculty person who is responsible for advising and evaluating the field student, as well as establishing the necessary liaison between the university and the field education agency or organization.

Field Education Coordinator - Acts as a liaison person between the agencies and the university and provides all the administrative functions of field education.

Field Education Director - The faculty person who has overall responsibility for the development, maintenance, recruitment, coordination, and evaluation of field education placements as well as updating the field education manual.

Field Education Seminar - A seminar led by a Faculty Field Instructor where students will have an opportunity to discuss field education experiences and translate theory to applied social work skills. **Seminar is part of the field placement.**

Harassment Policy and Discrimination Policy - The University has a defined policy on harassment and discrimination. The spirit of this policy not only applies to students and faculty but also to agency supervisors and agency personnel. Violation of these provisions is regarded as a serious matter.

High Risk - High risk situations can apply to the client, the agency or organization and the student social worker. Situations that might be considered high risk for the purpose of social work students are those where there is a reasonable expectation of physical danger or damaging publicity. (Examples: Investigating and making a disposition decision in an alleged case of child abuse; working with a person who is a high risk for suicidal behavior; making a presentation on behalf of an organization that will determine allocation of vital funding.) Such situations might not be viewed as high risk for the student if they work conjointly with an experienced agency social worker.

MISSION STATEMENT

The UNBC School of Social Work is committed to a program of studies that is informed by a central concern for human rights, empowerment, community change, and social justice. It has as its foundation an analysis of power in relation to class, race, ethnicity, gender, identity, age, and abilities. Incorporating critical social thinking including structural, feminist, and anti-racist analyses, the School of Social Work focuses on social work in northern and remote areas, social work with Indigenous peoples, women and human services, and community practice and research. It will continue to develop in collaboration with regional, national, and global communities.

The School of Social Work seeks to provide its graduates with intellectual, practical, and professional skills and knowledge rooted in progressive values that promote beneficial change. By acknowledging the holistic, interdisciplinary, and activist nature of social work and its commitment to social justice, the curriculum and governance of social work education at UNBC will strive to provide a self-reflective balance between theory and practice; research, teaching and community service; and critical self-awareness and respect for the ideas of others. The School of Social Work will seek to ensure a safe and stimulating education environment for faculty, staff, and students.

INTRODUCTION

Social Work education at the University of Northern British Columbia is committed to a program of studies that is informed by a central concern for human rights, personal empowerment, community change and social justice.

It has as its foundation an analysis of power in relation to class, race, ethnicity, gender, sexual orientation, age and abilities. Incorporating critical social thinking including structural, feminist and anti-racist analyses, the School focuses on social work in northern and remote areas, social work with Indigenous peoples and women and human services and community practice and research. It continues to develop in collaboration with regional, national and global communities.

The School of Social Work seeks to provide its graduates with intellectual, practical and professional skills and knowledge rooted in progressive values that promote beneficial change. By acknowledging the holistic, interdisciplinary and activist nature of social work and its commitment to social justice, the curriculum and governance of social work education at UNBC will strive to provide a self-reflective balance between:

- theory and practice;
- research, teaching and community service;
- critical self-awareness and respect for the ideas of others.

Social Work Field Education SOCW 302 and SOCW 402 offer students an opportunity to develop their social work practice skills within an agency or community setting. A variety of placements are available and whenever possible the student's interests and learning needs will be matched with a suitable placement opportunity.

Field Education in the **third year** (SOCW 302) requires students to complete **262** hours in a practicum **in addition to six** half-day integrated field seminars that run during the practicum.

Students in the **fourth year** (SOCW 402) are required to complete **441** hours in a practicum **in addition to three** full-day integrated field seminars that run during the practicum.

In total, BSW students will complete 703 hours of direct practice **plus** 18 and 21 hours of seminar work for SOCW 302 and SOCW 402 respectively in the field education practicums.

The intent of Field Education is to:

1. Assist students in developing practice skills;
2. Facilitate students to become familiar with practice environment;
3. Encourage students in critical thinking about service delivery and practice issues;
4. Provide an opportunity for students to link social work concepts, values and theory with practice.

BSW Field Education Manual – September 2024

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SECTION 1: Information for Agency Supervisors

TRAINING AND ORIENTATION

All first time Agency Supervisors will be asked to participate in a training and orientation workshop. The focus of this experience will be to:

1. Introduce the UNBC School of Social Work
2. Provide an overview of social work supervision expectations, techniques and trouble-shooting strategies.
3. Highlight the differences and similarities between staff supervision and student supervision
4. Discuss models and approaches to supervision
5. Describe the specific responsibilities of the agency supervisor
6. Review and discuss learning contracts and evaluation procedures
7. Discuss procedures for problem solving and trouble shooting
8. Discuss appropriate case assignments

Experienced Agency Supervisors are welcome to participate in the workshop that will enable the participants to develop further skills in the area of student supervision. Participants will share ideas and experiences. Specific teaching strategies will also be presented.

SUPERVISION

Regular supervision provides an opportunity for Agency Supervisors to guide students through the practicum requirements and provide an opportunity for feedback and processing of the theory and practice integration. Agency Supervisors should establish consistent and regular times for supervisory/instruction contact with the student. We suggest agreeing upon a weekly protected period of time which will be established in the learning contract. Students will also meet with their Faculty Field Instructor (if applicable) on a regular basis.

For many third-year students, this will be their first experience of social work supervision. Some Agency Supervisors might be providing supervision for the first time while others may have previously provided student supervision. The field experience is important, particularly for the students, as field education should provide them with a rewarding opportunity to practice their skills in real situations.

Students in the School of Social Work come from a variety of backgrounds. Some are seasoned and experienced human service workers who are returning to university to obtain a professional degree. Others are students who may have very limited human service experience. Regardless of their backgrounds and experience, they are bound to have some nervousness when it comes to field education. It is important for the Agency Supervisor to understand these nerves and demonstrate sensitivity to the students' need to build self-confidence and competence in a social work role.

It is also a challenge to best determine how you can do this as each student is an individual with different learning needs. An instructional/supervisory approach that works well for one student may prove to be ineffective or inappropriate for another. Actual individual needs are difficult to predict, and we rely on your experience and good judgement to assess the approach that works best for the student you supervise.

At times, field education does not always result in a positive experience. Students may experience

frustration in field placements if clear roles and responsibilities are not established at the onset of the placement. For example, students may become frustrated if they spend an inordinate amount of time reading agency policy manuals and files without actually seeing clients or community members. Agency supervisors must be attentive to student needs and seek to achieve a good balance between the various components of social work practice.

POTENTIAL PLACEMENT DIFFICULTIES

While we all hope that each field placement results in a positive experience for the student, the Agency Supervisor and the Faculty Field Instructor, this may not always be the case. If there are problems that cannot be quickly resolved, then it is important to alert the Field Education Faculty Field Instructor or the Director of Field Education as quickly as possible. The matters of concern should be well documented. In most cases, it will be possible to resolve the problems but there may be times when the placement is not going to work. In these situations, it will be important to make the necessary changes expeditiously and in a way that protects clients, the student, the Agency Supervisors, and the agency.

In a very few cases there are students who are not suited to the profession of social work. This is always a difficult matter to deal with and if it becomes apparent that this is the issue then the University does not expect the Agency Supervisor to deal with the student regarding their professional suitability. The Faculty Field Instructor and the Field Education Director should be notified as quickly as possible of any difficulties in order to be involved in the outcome.

PROFESSIONAL SUITABILITY

The School of Social Work of the University of Northern British Columbia requires that students conduct themselves according to the professional standards set forth by the British Columbia Association of Social Workers (BCASW) Codes of Ethics found at:

<https://www.bcasw.org/about-bcasw/bcaswcodeofethics>

While adherence to these standards is mandatory in all your work and involvement as a UNBC Social Work student, you must be particularly vigilant when in practicum placements or other experiential settings.

In addition, the School of Social Work of the University of Northern British Columbia requires those students admitted to the program to always conduct themselves in a professional manner, while in class or field placement. In most instances, unprofessional behaviour will be covered under the UNBC Harassment and Discrimination Policy or the Student Conduct Policy or the General University Guidelines (please see current UNBC calendars).

The School of Social Work is committed to the development of professional graduates and is dedicated to ensuring the highest quality program for its students.

A CAUTION ABOUT USE OF SOCIAL MEDIA

Students should be vigilant and appropriate in their use of electronic communication – email, Facebook, twitter, etc. Remember that while a student at the University of Northern British Columbia you must abide by the UNBC “Student Standards of Conduct” in all forms of communication. Further information is available at:

<https://www.unbc.ca/communications/unbc-social-media>

Violation of professional standards - including when using social and electronic media - may result in suspension or dismissal from the School of Social Work or the University.

HARASSMENT, DISCRIMINATION AND DIVERSITY INITIATIVES

The University of Northern British Columbia is committed to providing a working and learning environment in which all students, staff, and faculty are treated with respect and dignity. The University of Northern British Columbia acknowledges the right of all individuals in the University community to work or learn without discrimination or harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political beliefs or criminal or summary conviction offense unrelated to their employment.

For further information and/or contact information please click on the following link:

<https://www.unbc.ca/positive-work-and-learning-environments/contact-us>

An approved policy on equity and inclusion, available at <https://www.unbc.ca/equity-and-inclusion>, applies to all members of the UNBC community.

For further information or assistance, please call 250-960-5878 or email edi@unbc.ca

ACCESS RESOURCE CENTRE (ARC)

The Access Resource Centre (ARC) provides services for students with documented health conditions and/or disabilities.

Students who may have a need for academic accommodation are encouraged to contact ARC via email to arc@unbc.ca, by phone 250-960-5682 or stop by 5-157 in the Library Building.

For further information please visit: <https://www.unbc.ca/access-resource-centre>

SECTION 2: Information for Practicum Students and Agency Supervisors

INTRODUCTION

The BSW program at UNBC is generalist in its focus and has an emphasis on practice in northern and remote areas, with First Nations people, women, and in community practice and research. These areas combined with an analysis of class, gender, and race relations are emphasized throughout Social Work courses, and in the seminar component of Field Education.

Social Work Field Education (SOCW 302 and SOCW 402) is a major part of the Social Work core curriculum and offers students an opportunity to develop their social work practice skills within an agency or community setting. A variety of placements are available and whenever possible the students' interests and learning needs will be matched with a suitable placement opportunity.

The intent of Field Education is to:

- Assist students in developing practice skills,
- Facilitate students to become familiar with practice environments,
- Encourage students in critical thinking about service delivery and practice issues,
- Provide an opportunity for students to link social work concepts, values and theory with practice.

For students to think reflectively about their practice experience, it is essential that they have sufficient time. Therefore, while students will perform actual social work within organizations and agencies, students will not be expected to carry a full workload.

Field Education in third year (SOCW 302) requires students to work in a practice setting three days per week (usually Wednesday – Friday; including the integrated seminars) through one semester. In fourth year (SOCW 402), students are required to work in a practice setting five days per week (usually Monday – Friday; including the integrated seminars) through one semester. The Social Work Field Education courses are graded on a pass/fail basis.

Students who are in field education placements must also attend classroom seminars conducted by a Faculty Field Instructor. These seminars are compulsory, and non-attendance may result in failure. Field education students also complete a series of assignments that are marked by a Faculty Field Instructor. The final decision regarding a student's standing in the field education course will lie with the Faculty Field Instructor.

Social Work Field Education courses are graded on a pass/fail (P/F) basis. This grading system encourages students to enrich their field experience and encourages exploration of a greater range of skill acquisition premised on self-motivation and professional growth and development, without the pressures and demands of the regular grading system. Through the involvement of experienced and dedicated human service practitioners in the professional community, students are provided with opportunities to develop and acquire social work knowledge, skills, and values in a supervised practice setting. Although, there is ongoing monitoring of these placements, it is assumed that the motivation to increase one's professional abilities and to challenge oneself as a professional will provide the greatest incentive for growth and learning.

The School of Social Work passed a motion in early 2002 determining that course challenges to SOCW 302 and SOCW 402 are not permitted under any circumstance.

ROLES AND RESPONSIBILITIES

Field Education Director:

The Field Education Director has overall responsibility for the development, maintenance, recruitment, coordination, and evaluation of field education placements as well as updating the field education manual. Specific responsibilities of the Field Education Director include:

1. Recruitment of agencies and organizations for field education placements.
2. Recruitment of Agency Supervisors with suitable qualifications and background experience.
3. Discussions with Faculty Field Instructors regarding areas of practice expertise and interest and, if possible, matching individual agency supervisors with appropriate student placements
4. Conducting orientation sessions and seminars for students, Agency Supervisors, and Faculty Field Instructors.
5. Assigning social work students to field placements.
6. Providing agencies with necessary information about each student and his/her learning needs.
7. Providing agencies with criteria for student evaluations and appropriate evaluation forms.
8. Providing opportunities for Faculty Field Instructors, and Agency Supervisors to have access to emerging trends, professional resources, and research in social work.
9. Establishing and maintaining relationships and open communication with the agencies used by the School.
10. Responsible for overall supervision of field placements and student appeals in the respective campus.

Field Education Coordinator:

The Field Education Coordinator is familiar with the agencies and social service organizations in northern British Columbia and has a list of contact people who can be accessed for placement information and opportunities. The Field Education Coordinator acts as an administrative liaison between the agencies and the university and provides all the administrative functions of field education. Specific responsibilities include:

1. Initial contact of agencies and organizations for field education placements.
2. Coordination of the maintenance and publication of the field education manual.
3. Administration and maintenance of the online Intern Placement Tracking database, IPT.
4. Ensuring Affiliation Agreements are current with agencies utilized for student placements. Coordinate with Contract and Supply Chain Management department.
5. HSPnet (Health Science Placement Network) – Input and monitoring for any/all Health Authority placement requests for UNBC School of Social Work students.
6. Compilation of the Field Education “Expression of Interest” forms in IPT.
7. Whenever possible, assistance in matching students with their field education preference.
8. Ensuring that evaluations of placements are uploaded in IPT, completed, and summarized, and the results are recorded.
9. Maintaining appropriate correspondence with the agencies.
10. Organizing agency orientation and appreciation events.
11. Maintaining records and files pertaining to the field education experiences.

Student:

Field education is an essential part of the student's social work education. It provides the student with an opportunity to apply theory to practice through direct work with people and organizations. It is an opportunity for students to become familiar with some of the settings in which social workers are employed. Within this context, students have certain responsibilities:

1. Adherence to the standards set forth by the Canadian Association for Social Work Education (CASWE) and the relevant Code of Ethics.
2. Participation in the pre-placement meeting/interview (preferably one prior to practicum).
3. Adherence to the agency protocol (i.e. dress code, hours, information sharing, etc.).
4. Attendance and participation at the scheduled seminars.
5. Completion of all assignments according to the time frame.
6. Participation in the student evaluation process.
7. Completion of the field placement evaluation forms.

Faculty Field Instructor:

The Faculty Field Instructor acts as a liaison between the student and the field agency; maintains regular contacts with the Agency Supervisor and the student; and provides trouble shooting upon request. Specific responsibilities include:

1. Ensuring a good match between the student and the placement.
2. Coordinating an initial meeting with the student and Agency Supervisor to clarify role and expectations in the first two weeks of the practicum.
3. Discussing with the Agency Supervisor and student the nature of the placement and the type of social work practice opportunities that will be provided to the student.
4. Ensuring that the student's learning contract is realistic and achievable.
5. Meeting with the student and the Agency Supervisor at mid-term and end-term for field education evaluations or upon request.
6. Contacting the Agency Supervisor over the phone or in person at mid-term and end-term or upon request to explore any concern that requires immediate attention and assure evaluations are underway at mid-term and end-term.
7. Providing necessary troubleshooting or mediation.
8. Overseeing student entries to the on-line debriefing circle and meeting with the student as needed to discuss the placement and the issues that arise during their field placement.
9. Coordinating field education seminars.
10. Evaluating student seminar assignments and discussing the students' performance on a regular basis.
11. Providing an evaluation summary and grading to students at mid-term and end-term
12. Maintaining familiarity with the field education agencies in terms of current policies and mandates.

In addition to these specific requirements, the Faculty Field Instructor will attend field meetings as required and participate in the overall development of the field education component. It is important that the Faculty Field Instructor strive to facilitate the student's ability to link practice experience with the theoretical concepts discussed in other course work.

Agency Supervisor:

This is the agency, organization or community representative who supervises the student during their field education placement. This person is not a university faculty member but agrees to meet the terms and conditions of field education supervision. Ideally the person will have a Bachelor of Social Work (BSW) degree, though this is not an absolute necessity. People with extensive experience in social work positions will also be eligible to provide supervision to students. Specific responsibilities include:

1. Meeting with a representative from UNBC School of Social Work to discuss the nature of the field education opportunity. This discussion will examine the type of work, the appropriateness of that work, time commitment on the part of the agency and agency supervisor and various internal administrative issues such as transportation arrangements and clerical support.
2. Meeting with the student and Faculty Field Instructor to discuss the practice opportunities in the placement.
3. Providing the student with an orientation to the agency.
4. Providing work assignments that are consistent with the expectations of the UNBC School of Social Work.
5. Providing supervision and feedback to the students on a consistent, regular basis. Consultation and supervision should relate to the provision of information and education regarding administrative tasks and the development of skills and knowledge specific to social work practice. The agency supervisor should also provide support relating to time and stress management.
6. Liaising with the Faculty Field Instructor regarding the student's performance and progress. If there are difficulties or issues of concern, the faculty field instructor should be informed immediately.
7. Participating in review and evaluation meetings with the student and faculty field instructor (in mid-term and end-term), or as required.
8. Evaluating the placement experience.
9. Having current knowledge of the BCASW Code of Ethics:

<https://www.bcasw.org/about-bcasw/bcaswcodeofethics>

In addition to the above requirements, it is recommended that the Agency Supervisors attend information meetings or orientation sessions offered by UNBC School of Social Work. Literature specific to field instruction will also be available to the Agency Supervisor.

Leaves

Sick days, personal leave days and holidays are issues that arise periodically during field education placements. Students are allowed to be excused for illness, and serious personal or family issues. Normally students may not be absent from field education for any other reason. Exceptions may be made if the reason for the absence is first discussed with the Field Education Director or Faculty Field Instructor and the Agency Supervisor. Should such an absence occur, the student will be required to make this time up during the mid-semester break, at the end of the field education placement or at another time mutually agreeable to the agency and agency supervisor. Students who are absent from field education placements without valid reasons may receive a failure in field education.

Practicum Hours

Normally students work 7 to 8 hours per day for 13 weeks. The actual length of the working day, however, varies from agency to agency. As long as actual work time falls within the required hours as specified below, the student will meet the hour requirements for the field education placement.

The total hour requirement of **direct practice** for students in field placements, **excluding the integrated field education seminars** is:

SOCW 302: 262 hours
SOCW 402: 441 hours
TOTAL: 703 hours

Please note that students who are in practicum during the winter semester and take the UNBC Reading Break off may need to extend their field placement timelines to meet the required practicum hours.

Students may work on field education assignments during their placement time. However, the time devoted to this activity must be reasonable (not to exceed 8 hours over the term of the practicum) and must not interfere with tasks assigned by the Agency Supervisor.

FIELD PRACTICUM AGENCY SELECTION

The Field Education Director seeks to develop relationships with social and human service agencies that meet the following criteria:

1. Commitment to training baccalaureate level social workers.
2. Ability to provide qualified Agency Supervisors, who will provide required supervision, attend meetings, and complete necessary evaluation forms.
3. Willingness to work in accordance with the mission statement and goals of the School of Social Work.
4. Ability to provide appropriate and diverse educational experiences consistent with the levels of field practicum.
5. Provision of adequate space and supplies for student's assignment.
6. Commitment to employment of baccalaureate social workers where appropriate.
7. General objectives and operational standards consistent with the goals of baccalaureate social work education and the School of Social Work.
8. Commitment to professional values consistent with the professional standards set forth by the Canadian Association for Social Work Education (CASWE) and the relevant Codes of Ethics.
9. Commitment to principles of non-discrimination and affirmative action including, but not limited to, people of colour, women, people with disabilities, gay, lesbian and transgendered individuals.
10. Commitment to social and economic justice.

PLACEMENT PROCEDURES

Prerequisites

Prior to going into the Field Education placement, students must have completed the prerequisites to an acceptable level.

To enter SOCW 302 students must have successfully completed all the 100 and 200 level courses, and SOCW 300, SOCW 301, SOCW 310 and SOCW 320.

To enter SOCW 402 students have / will have successfully completed all upper division level requirements prior to commencement of the practicum placement. This includes SOCW 302, SOCW 330, SOCW 336, SOCW 401, SOCW 420 and SOCW 421 (or PSYC 345).

In addition to the practicum, the completion requirements for SOCW 302 and SOCW 402 include classroom seminars and student assignments.

British Columbia Criminal Record Check (British Columbia CRC)

A criminal record check (BC CRC), through the Ministry of Public Safety and Solicitor General, for working with children and / or vulnerable adults is required. This process must be completed before full acceptance into the School of Social Work. Details on this process have been / will be forwarded to you by the UNBC Office of the Registrar.

If a student has a criminal record the Registrar's Office will inform the Field Education Director. The Field Education Director will meet with the student to consider such factors as the actual offence and the length of time since the offence to determine potential professional suitability. If the Field Education Director decides that the criminal record is such that it does not constitute a risk to clients or agencies the student will proceed to placement. However, any agency in which the student is scheduled for placement will be advised of the findings and the agency clearly has the right to refuse the proposed placement.

If you require a copy of your BC Criminal Record Check for practicum purposes, please email your request to the Field Education Coordinator at swfield@unbc.ca; include your student number and indicate that your request is for practicum purposes.

Proof of COVID-19 Vaccination

At times, confirmation of proof of COVID-19 vaccination may be required for a practicum to proceed. If applicable, information regarding these requirements will be shared in practicum communication and/or may be noted in the agency information section in the Agency list in IPT. If you have any questions or concerns regarding this, please contact the Field Education Director.

Note: As of August 2024, Health Authority placements no longer require proof of COVID vaccination.

Field Education Placements

The Field Education Coordinator will maintain a database of prospective/available field education opportunities for students. As much as possible, an attempt will be made to match students with a field education experience that meets their interest. Efforts will also be made to match Faculty Field Instructors and Agency Supervisors with student placements within their area of expertise and interest. In recognition of the generalist focus of the UNBC School of Social Work, students will be encouraged to explore new areas of interest and expertise through their Field Education experiences.

Contact with prospective agencies will be made by the Field Education Coordinator and/or Field Education Director. Except for those students requesting an **out of province placement** (see page 16), students are **not to** connect with agencies independently to inquire about and/or secure a placement.

We will only pursue one placement at a time per student.

Once the student has been matched with the agency and prior to the beginning of the placement the student must arrange to meet with the Agency Supervisor / Representative. This pre-placement interview / visit will allow for a preliminary discussion regarding the specific tasks and learning opportunities available at the agency. It should be noted that some agencies require a formal interview of the prospective students before agreeing to the placement. If there are any difficulties

encountered during this process, the student should address these with the Field Education Director.

Ministry of Children and Family Development (MCFD) placements: Students planning for a SOCW 402 placement with the Ministry of Children and Family Development (MCFD) will receive an email regarding the placement process for this agency. Students are required to submit a resume, a well written cover letter, two reference letters (one from their agency supervisor and the other from a current / previous employer or volunteer supervisor) and a copy of their criminal record check (available through the Office of the Registrar or by request to the Field Education Coordinator = swfield@unbc.ca) prior to the practicum for subsequent forwarding to MCFD.

A meeting may be held for these students (in their 3rd year) to discuss the requirements and timeline for 4th year MCFD placements in the spring before SOCW 402 begins. A formal interview with MCFD will be arranged to ensure suitability for a placement with MCFD. Students will also be expected to attend any mandatory training prior to placement with MCFD. Training hours will become part of overall practicum hours.

Students must be aware that there are a limited number of placement options in Prince George, Quesnel, Terrace, and Dawson Creek/Fort St. John. While MCFD will do their best to accommodate students, if you are able to consider a placement outside your campus location, that information can be included in your cover letter.

Health Authority Placements: Students who are interested in a practicum with a Health Authority will have several pre-requisites to complete – details will be provided as necessary. Once a placement is confirmed, students are required to complete a **Student Practice Education Core Orientation (SPECO)** through the Health Authority Learning Hub, **as well as complete** an on-line or in-person Provincial Violence Prevention Curriculum (PVPC) full-day training session prior to commencement of the practicum. This mandatory training will take approximately 16 hours to complete, and these hours can be used towards the required practicum hours. Students going to a health authority must also have a respiratory mask fit test completed prior to the commencement of the practicum. A cover letter, resume and interview may be required.

Criteria for Student Selection of Field Placement

The primary goal of field education in the School of Social Work is to provide students with a balanced practice experience consistent with a generalist approach to social work education. Efforts will be made to match a student with a field placement, which could provide maximal learning opportunities that meet with the learning needs of the student.

The Field Education Director reserves the right to place a student in a field placement that addresses the learning needs of the student that have been identified during the pre-practicum assessment process.

Criteria for student selection of field placement include but are not limited to:

- 1) Students will be placed at different agencies for their third and fourth year field placements in order to maximize learning opportunities. By exception, the Field Education Director may approve a student to complete both practica at the same agency if the third and fourth year field placements are focused on very different learning objectives and practice activities.
- 2) Students will not be placed in an agency with which the student is affiliated in the capacity of an employee, volunteer, a member of the board of directors, or a client, or at an agency where a close family member is employed or a client. This is to avoid any potential conflict of interest or boundary issues. Field placements in an affiliated agency may be considered as per the policy and procedure detailed below.

BSW WORKPLACE PRACTICUM POLICY
****For students enrolled in the BSW program only****

As Field Education is aimed at providing students with new learning opportunities, a practicum at a student's place of employment will typically not be approved. In some circumstances, the Field Education Director may approve a workplace practicum if the following conditions are met:

- The student articulates clear, learning-related reasons why a workplace practicum is more appropriate than a practicum in another setting.
- The supervisor for the workplace practicum must be a different individual from the normal supervisor for the student's employment.
- The tasks for the practicum must be outlined and must be materially different from the student's regular employment tasks, which also must be outlined (through a job description, if available).
- Division of time for the practicum and time for the student's employment must be clearly delineated.

Procedure:

- **At least four months prior to the anticipated start of the practicum**, the student will submit, in writing, to the Field Education Director a proposal for a workplace practicum, outlining how the proposed practicum meets the guidelines above.
- The Field Education Director will evaluate the submission and seek clarification from the student and/or agency as required.
- The Field Education Director will inform the student in writing of their decision regarding the proposed workplace practicum.

**Please note: A workplace practicum is not a paid practicum.
A student in the BSW program will NOT be paid for a practicum.**

Student Interest Exceeds Agency Capacity

On occasion, some field education placements have more students applying than the number of spaces available. The Field Education Director will match a student whose learning needs and experience and skills best meet the agency's requirements. If more than one student share similar needs and experiences, a draw may / will be used to determine which student is referred to the agency first. Some agencies prefer to interview all potential students and the final decision about which student is accepted for the placement rests with the agency.

Out-of-Province Placement Requests:

At this time, and in consultation with the Field Education Director, practicum placements requests outside of British Columbia **may** be considered. This discussion should take place at least 4-6 months prior to the practicum start date.

Please be aware that out-of-province students have no WBC coverage; within BC, students fall under the Ministry of Advanced Education. The process to buy coverage / and the cost associated with it varies from province to province and can be expensive. In some provinces, WCB coverage cannot be purchased. This will be a consideration in the decision process.

If approval is granted to pursue a placement outside of BC:

- **Students are to conduct their own research** on 2 – 3 social service agencies that you are / may be interested in completing a practicum at. This research can be completed on-line and then follow-up with direct contact with the agency by email and/or phone call.
- **When you've determined your prospective agencies, and if they are willing to consider a practicum student**, please let us (the Field Education Director and Coordinator) know who you have connected with. **At minimum, we require the following information:**
 - the **official name** and **address** of the agency
 - the name and title of the person you spoke with, and if different, the name of the person to contact
 - their telephone number
 - their email address.

Once we have the above information, we can connect with the person you spoke with to explain the expectations of the practicum and if they continue to be interested, we will ask them to enter into a formal agreement with UNBC (called an Affiliation Agreement) which outlines the legal responsibilities of their agency and UNBC.

NOTE:

If you are considering a placement with a Health Authority, they have a much more involved process; details will be provided to you as appropriate.

There are **no guarantees** that your request will be approved and/or that an out-of-province placement may be obtained.

A placement cannot commence until the affiliation agreement is fully signed; and WCB requirements are met.

Practicum Agency Requirements – Extra Fees:

Please note that additional costs related to a practicum placement as determined by the practicum agency (ie: required training, immunization, parking, uniforms etc.) are the responsibility of the student and will **not** be covered by the School of Social Work.

PRACTICUM OBJECTIVES

Students are placed in an agency or organizational setting where they have an opportunity to directly apply theory and knowledge to actual practice situations. Students may work with individuals, families, groups and communities to develop a range of social work skills and competencies. While students will be able to assume some of the agency workload, the primary focus of a placement is on the student's development of social work skills. Consequently, the assignment of work must be balanced in such a way that the student is actively engaged in the work process but has time to think and reflect on the nature of their activities.

Social work students should have an opportunity to develop the following skills:

- Professional values and ethics.
- Interviewing and helping skills.
- Reflective and analytical skills.
- Community development practice skills.
- Understanding of models of service delivery and agency structure.

The exact nature of these skills will be dependent upon the nature of the agency and the work that it performs. However, it is expected that students will develop the ability to critically analyze structures and processes occurring at the individual, agency, community or policy level. Where possible, in a practical sense, students are expected to actively promote change for the client.

Third Year (SOCW 302)

Third year placements occur during the winter semester (January to April) for three days per week, usually on Wednesday, Thursday and Friday. The relatively short time frame of the third-year placement limits to some degree the type of work or situations in which a student might be involved. Given the beginning practice skill level of many third-year students, this might be seen as a tool to assist in the incremental development of skills, rather than a limitation.

Preferably, third year students will be placed in an agency with explicit guidelines and policies. If such guidelines are lacking the Agency Supervisor should assist the student in understanding appropriate protocol and expectations in the agency.

The third-year placement should provide students with a thorough orientation to the organization or agency. This will require the student to have access to the agency/organization history, mandate and legislation (if this exists), organizational charts, and statistical records.

Students might also engage in activities where they job-shadow workers who are carrying out various aspects of the organization's responsibilities. As the student progresses through the orientation phase of the practicum they should be able to accept some independent work, while still being supervised. The student must feel free to ask questions to gain clarification regarding agency practice and procedure.

Third-year students will be expected to develop and demonstrate:

- Familiarity with agency policy and procedure and standards of practice.
- Knowledge of community linkages and resources.
- Understanding of social policies which affect practice.

- Understanding of the professional standards set forth by the Canadian Association for Social Work Education (CASWE) and the relevant Codes of Ethics and their utilization in practice.
- Ability to think critically.
- Awareness of social work theories and their importance.
- Independent workload management and effective record keeping abilities.
- Recording, interviewing, observation and other data collection skills.
- Beginning assessment skills and range of interventions.
- Beginning evaluation skills (relating to assessment tools, intervention process and agency policy and outcomes).
- Beginning skills relating to and working with diverse populations and settings.
- Awareness to utilize supervision in planning and assessment and to evaluate one's own practice.
- Beginning level anti-oppressive practice skills as well as basic knowledge of the potential role advocacy and social action can play in improving the lives of social service users.

As a general guideline, students will be assigned work that might be considered "low risk". In assigning work, Agency Supervisors must recognize that students are social workers in training, and it is important not to place them in situations where they run a considerable risk of hurting clients or themselves. This is not to suggest that this work is unimportant or that it does not provide a good learning opportunity; however, students will engage in activities that are not likely to demand advanced or highly complex skills.

Some examples of appropriate field education activities might include: observing child and youth assessments, participating in group facilitation work, planning a conference or community meeting for an organization, assisting a mental health client in finding accommodation or work, etc. Students may become involved in higher risk situations, but this should occur conjointly with the Agency Supervisor. In some cases, the student might work independently under very close supervision. It is recognized that any assignment has the potential to become high risk and there is no certain way to control assignment outcomes. This fact emphasizes the importance for agency supervisors to have regular and frequent supervision sessions with the student.

Fourth Year (SOCW 402)

As in the third year, fourth year placements occur during the winter semester (January to April). In the fourth year, the practicum runs five days per week (usually Monday – Friday). Normally students will not be placed in the same organization or agency where they completed their third-year field education practicum.

During the fourth year, students are expected to build upon the skills that they have practiced during their third-year placement. The fact that students will be in the placement for five days per week, as opposed to three, will allow for work assignments that are more complex, more demanding of the student's time, and require a more advanced level of skill. The work expectations will be more extensive, and the nature of the work will have a higher risk factor than the third year, although the risk factor should still not be regarded as "high". High risk situations include those where there is a real and immediate threat to the person's physical safety or organization's viability. Examples of high-risk situations might include assessment and intervention in child abuse, working with a person who is actively suicidal, or representing an agency in an appeal to a major funding body.

In their second field placement (SOCW 402), students have a further opportunity to develop, refine and apply generalist practice knowledge, skills, values, and ethics under supervision in social service agencies.

The fourth-year students in the second practicum must develop or demonstrate:

- Ability to integrate into the work of an agency and/or encourage changes in service delivery systems.
- Independent decision-making skills.
- Professional practice consistent with professional standards set forth by the Canadian Association of Social Work Education (CASWE) and the relevant Codes of Ethics.
- Ability to apply social work theories and critical thinking to social work practice.
- Ability to establish linkages between assessment and effective intervention.
- Ability to master a repertoire of assessment, intervention and termination skills.
- Ability to complete case notes/documentation competently.
- Ability to work effectively with clients and diverse populations.
- Ability to evaluate effectiveness of practice.
- Effective use of supervision.
- Understanding oppression and discrimination and a commitment to social and economic justice.
- Development of the analytical and practice skills necessary to advocate for clients and to implement an anti-oppressive approach to practice.
- Ability to identify and implement strategies and tactics of social action/change that can better the lives of social service users and lead to a more equitable society.

Upon completion of the fourth-year placement, students are expected to demonstrate beginning level of generalist social work practice skills.

Examples of appropriate work assignments might include primary responsibility for a reduced caseload of lower risk clients support and maintenance of clients in the area of mental health, and consultative preparation of organization program proposals. All of these assignments would be consistent with the expectations placed upon a new worker in these types of agency or organization situations.

TIMELINE FOR FIELD EDUCATION PLACEMENT

The following outline is suggested to ensure that the expectations of field education will be met. This outline is not rigid and can be modified according to circumstances. However, students have required assignments in field education and these assignments must be completed by the due date set by the individual faculty field instructor.

1. *Pre-Placement Interview*

Ideally, this requirement is to be done by two months prior to the practicum. In cases where agencies require a formal interview or specialized criminal record checks, this visit must occur three months prior to the practicum or as requested by the agency.

It is imperative that any paperwork (for example; for an enhanced criminal record check) required by the agency be completed / submitted as requested within one week of being made aware of the requirement.

2. *Beginning Phase*

Learning Focus: Students will concentrate on becoming familiar with the agency mandate and procedures, as well as the history of assigned clients. They will develop knowledge of pertinent legislation and the community and political contexts relevant to the agency.

Placement begins and during the first 1.5 weeks there should be an orientation to the agency and development of a learning contract for presentation to the faculty or the Agency Supervisors. The student should develop an awareness of the services provided by the organization or agency, including the personnel who deliver these services and the client group being served. Work or case assignments will be discussed with the Agency Supervisor, the student should review files and pertinent documents. The student will accompany agency staff on work assignments. By the end of the second week, there will be case assignment of clients/community projects. The student will make contact with clients and/or community projects and begin the assessment and case/project planning process.

3. *Mid-Term Phase*

Learning Focus: Development of assessment skills, file recording skills, interview skills, intervention plans, group/meeting facilitation skills, community liaising and organizing skills, and policy/political analysis skills.

The student will clearly establish the nature of the work to be done with the assigned clients/community projects and complete assessments of clients/projects/ present circumstances and needs and enter appropriate file recordings. The student can examine existing intervention plans and discuss proposed changes with the Agency Supervisor. At the middle of February there will be a formal evaluation (mid-term) of student progress in the placement.

4. *End-Term Phase*

Learning Focus: Students will further develop their interview, community organizing and policy analysis skills and concentrate on self-evaluation of their own work with clients/communities.

The student will continue to work with clients and may have additional case or work assignments in order to maintain workload levels. During the last week of March there will be a focus on preparing clients or groups for termination. All assignments for students should be completed by the end of March.

5. Completion

Learning Focus: The student will use their analytical skills to examine the structure and operation of a social service agency or organization. They will critically examine their use of self in the social work process, and they will demonstrate termination skills.

Student placements will usually end during the first week in April. Students are responsible for terminating with clients and/or groups and preparing for the end of their placement. This includes completion of all necessary agency documentation. The student should complete the self-evaluation by the end of the first week in April. The formal evaluation (end-term) of the student's progress will occur by the end of the first week in April.

FIELD EDUCATION LEARNING CONTRACT

Please see the IPT instruction book for details on how to complete the learning contract.

Log into IPT at <http://www.runiptca.com> to complete the Learning Contract and all other required forms for Field Education.

The field education learning contract is a formal agreement between the student, the Agency Supervisor, and the Faculty Field Instructor. The contract will normally be generated within the first two weeks of the placement and the student should consult with the Agency Supervisor during the development of the contract. This will ensure that the goals and tasks specified in the contract are realistic and achievable. If the student wishes to set goals that are outside of the agency's parameters or resources, it will be contingent upon the Agency Supervisor to guide the student around this issue.

The learning contract will serve as a guide for the student's learning objectives, and it will also be used as part of the evaluation component. The contract can be modified once the student is in the placement, but any changes must be reviewed with the student's assigned Faculty Field Instructor and the Agency Supervisor. The document is developed in a partnership arrangement, and it is incumbent upon the student, Agency Supervisor and Faculty Field Instructor to be aware of its contents.

The field education contract should include:

1. Dates specifying the duration of the placement.
2. The learning goals that the student has during the field education placement.
3. The specific tasks that the student will be undertaking in the field education placement.
4. The specific skills and knowledge that the student will demonstrate while accomplishing the tasks and achieving the learning objectives.
5. The type of supervision that will be provided.
6. The general administrative details including hours of work, place of work, transportation, dress code, and procedures regarding absences due to illness or personal issues.

The contract should be as specific and concrete as possible and where practical, tasks and objectives should be described in a manner that provides for objective evaluation. Students and Agency Supervisors will collaboratively set realistic and limited objectives that can be measured or observed. Achievement of success by way of attaining goals is vital for the development of student confidence and competence. Once the contract is completed it will be signed by the student, the Agency Supervisor and the Faculty Field Instructor in IPT. The contract will be used as a component in the evaluation, and it can also become an important learning tool.

****See pages 31 – 36 of this manual for a sample learning contract****

STUDENT SEMINARS

The seminars are an integral portion of SOCW 302 and SOCW 402 and provide an opportunity to integrate practice into theory and ensure social work supervision. **In third year**, 6 half-day seminars are required. **In fourth year**, three full-day seminars are required.

Fourth year students, who are in out-of-town placements, can attend the 2nd (middle) seminar virtually (mode of delivery will be determined by your faculty field instructor for seminar). Attendance at the first and third seminars are required face-to-face.

Third year students, who are in out-of-town placements, can attend the 2nd and 4th seminars virtually (mode of delivery will be determined by your faculty field instructor for seminar). Only these two seminars will be accommodated in this capacity and students are required face-to-face for the remaining **four** seminars (1st, 3rd, 5th and 6th).

If students are not able to attend a seminar they must contact their faculty field instructor in advance to discuss alternatives.

Students are encouraged to check the course schedule for the seminar dates/times:

[Programs and Courses | University of Northern British Columbia \(unbc.ca\)](#)

click on Course Schedule; then search by term, subject, course # etc.

Please see below for the policy on mandatory seminars:

Attendance at all seminars is mandatory and missing a seminar could result in failure. Exceptions to this policy may be considered in the event of extenuating circumstances and will require permission of the Faculty Field Instructor and Field Education Director. Students will need to submit their request in writing. In the event of an extenuating circumstance students may be requested to show their knowledge of the material missed in a seminar through the completion of assignments as specified by the Faculty Field Instructor in consultation with the Field Education Director.

Textbook Requirement

SOCW 302 – Please refer to the course outline.

SOCW 402 – Please refer to the course outline.

A Framework for SOCW 302 Field Seminars and Placements

The UNBC BSW program is committed to an anti-oppressive social work practice directed toward advancing personal empowerment, community change, and social justice. An exploration of how anti-oppressive and social justice social work practice is implemented in various practice settings is an important component of the seminars and field placements. A self-reflective balance between theory

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and practice is integral to social work practice, and the seminars, as well as the field experience, are to provide important avenues in applying theoretical learning to practicum experiences. Field placements are to be an opportunity for experiential learning in the development of both theoretical and skills-based knowledge and the integration of these areas. Upon completion of the third-year placements, students are expected to have developed an initial level of understanding of social justice and anti-oppressive practice.

The learning focus for third year field placements and seminars also includes developing an understanding of basic contexts and skills that are generic to social work practice. These include understanding the stages of the practicum experience and of client contact such as preparation, relationship development, working stage, and termination of a placement or client case. Additional social work practice skills to be developed at an introductory level include: intake and assessment, developing an action or intervention plan, group facilitation, community development and organizing, delivering group presentations or training, utilizing supervision effectively, ethics in practice situations, working effectively with diverse populations, writing case notes and reports, connecting policy and research to practice, and problem-solving. Students are also expected to learn how to manage their feelings and work demands as well as develop methods of self-evaluation.

SOCW 402 Seminars and Their Roles

This five-day per week placement includes three full-day seminars. These seminars serve dual purposes. Firstly, they provide an opportunity to assess and deepen integration of theory from required courses and readings with practice experiences. Secondly, they strengthen professional identification by addressing common concerns and issues encountered by graduating BSW students.

Our BSW program is committed to an anti-oppressive social work practice directed toward advancing personal empowerment, community change and social justice. Upon completion of the fourth-year placements, students are expected to develop analytic and practice skills necessary to advocate for clients and to implement an anti-oppressive approach to practice. They are also expected to develop the ability to identify and implement strategies and tactics of social action/change.

Hence, an important portion of the seminars will be devoted to understanding how an anti-oppressive social work practice is implemented in various practice settings. Consistent with our belief that a self-reflective balance between theory and practice is integral to social work practice, these seminars provide an important avenue of applying theoretical learning to practicum experiences. The combination of this second placement and the required courses allows students to combine theoretical, analytical and practical insights and to examine the congruence and tensions between theory, values and practice.

In addition to stimulating the integration of theory and practice, these seminars address some very practical concerns on the part of our graduating students. Important issues such as labor market changes, job readiness, self-care and work stresses will be examined in these seminars. Discussion of these issues helps students to better prepare themselves for entry into the profession of social work. Additionally, the seminar portion of SOCW 402 provides students with an intellectual stimulating forum to analyze their field education experiences. Students are provided with opportunities to share learning through presentation of cases and study of practice issues with their peers and Faculty Field Instructor.

STUDENT ASSIGNMENTS

Field assignments are important as they provide one avenue whereby students can achieve an integration of practice with theory. The assignments chosen for field education are not unique and are used in other social work programs as well as programs for related professions. They have been shown to provide useful learning experiences.

The due dates for the assignments are set by the individual Faculty Field Instructors. It is important for the agency supervisor to be aware of the assignments as some will require particular opportunities for the student within the agency setting. The Agency Supervisor must ensure that these opportunities occur in a timely fashion in order that students meet deadlines for completion. Agency supervisors are not expected to evaluate the assignments but may give the student feedback if this is negotiated as part of the learning contract. Faculty Field Instructors are responsible for evaluating the assignments.

Note: *If your Faculty Field Instructor is unavailable, students in Prince George may leave and/or pick up field assignments from the Field Education Coordinator or alternatively, the Administrative Assistant for the School of Social Work.*

Students in the Northwest, Peace Liard and South-Central regions may make arrangements with their Regional Offices.

GRADING AND EVALUATION

GRADING

Pass

The student is consistently involving themselves actively in their own learning. They can describe an activity or event and articulate the prevailing theory that may be driving the action. They can provide an analysis or generate alternative suggestions based on other knowledge and articulate how that might change the outcome. The final self-evaluation is thorough and shows both a high degree of self-awareness and overall learning from the placement.

The student has attended all seminars and completed all assignments to the satisfaction of the Faculty Field Instructor.

Needs Improvement (Only available at mid-term)

The student can describe the activities, and/or describe the theory but does not provide a linkage. Student may not demonstrate self-growth.

Fail

The student shows an unsatisfactory or inconsistent level of integration between theory and practice. There is evidence that the student requires excessive feedback or monitoring of their integration of knowledge and practice. The student is unable to consistently connect practice with theory. The final self-evaluation does not meet the standards expected.

SOCW 302 and SOCW 402 both are pass/fail courses. All components (seminar attendance, each assignment, and field practice) must be completed to an acceptable level and on time to receive a pass. If a student fails an assignment an opportunity will be provided to complete it to a satisfactory level. However, only one assignment will be re-evaluated. Failing to satisfactorily complete more than one assignment and/or failure to satisfactorily complete the field placement, and/or failure to attend seminars will result in a failing grade for the course.

Students who fail field education for a second time will be required to withdraw from the School of Social Work.

EVALUATION

Evaluation of both practica (SOCW 302 and 402) is a critical element of gaining a BSW degree. Field education is the place where theory and practice are integrated, and each component is important to the development of professional social work. While the School recognizes that expectations and skill development may be different across agencies, the fundamental competencies of social work cut across various practice settings. To ensure consistent skill development, the Faculty Field Instructor is primarily responsible for assessing each individual student. The Faculty Field Instructor also assesses each individual student in conjunction with the Agency Supervisor.

There are two stages to evaluation:

1. Mid-Term
2. End-Term

The Agency Supervisor and Faculty Field Instructor each has a role to play in the evaluation:

1. Please see the IPT instruction book for details on how to complete the mid-term and end-term evaluations. The Agency Supervisor and student are to evaluate the student's practice performance in the agency setting using the online IPT system. Please log onto IPT, <http://www.runiptca.com> to complete all forms required for Field Education.

2. The Faculty Field Instructor will evaluate the seminar assignments. The final decision regarding a student's standing in the course will lie with the Faculty Field Instructor.

Please log onto IPT, <http://www.runiptca.com> to complete all forms required for Field Education.

****See pages 37 – 43 of this manual for a sample mid-term evaluation form****

1. MID-TERM EVALUATION

Expectations

- a) Completion of learning contract on time.
- b) Completion of assignments and seminar readings as required.
- c) Completion of evaluation form by the student and Agency Supervisor.

Procedures for Mid-Term Evaluation

Located in IPT, the student and the Agency Supervisor will complete the mid-term evaluation form. The student will provide a reflection of learning to date in each section of the evaluation form. The Agency Supervisor will enter a rating in each of the sections of the form using the rate scale provided.

A joint meeting with the Student, Agency Supervisor and the Faculty Field Instructor will be scheduled (approx. mid-term) in order to review the evaluation and modify the learning contract where necessary. If issues are raised, a clear plan will be developed to provide the student with an opportunity to show progress. The completed evaluation form will be signed in IPT.

Following the meeting, the Faculty Field Instructor will write a summary paragraph in IPT. It will provide a brief synopsis of the student's performance to-date and cover the following:

- Attendance at seminars.
- Progress in agency placement.
- Progress on assignment completion.
- Any identified issues and areas of particular concern.

Outcome

Meeting Expectations (ME):

The student is functioning at an acceptable level with respect to the item being considered. The student may require periodic supervision and/or assistance in terms of ability, performance, and/or understanding.

Some Improvement Required (SIR):

The student requires extra supervision and/or direction and is having difficulty with respect to the item being considered. The student is functioning more or less satisfactorily overall but could improve performance in this area. It is not unusual to have ratings in this category at the mid-term; the goal is to ensure that the student will be meeting expectations (ME) by the end of the practicum.

Not Meeting Expectations (NME):

The student is not performing at an acceptable level. Further development and/or awareness are necessary for the student to successfully complete the task and/or learn the stated objective.

2. END-TERM EVALUATION

Expectations

- a) The self-evaluation portion is completed prior to evaluation meeting.
- b) All assignments completed to a satisfactory level.
- c) Completion of evaluation form by Agency Supervisor and student.

Procedures for End-Term Evaluation:

Similar to the mid-term evaluation, the student and the Agency Supervisor will complete the end-term evaluation form located in IPT, which will be reviewed together by the Agency Supervisor and student prior to the end-term evaluation meeting. The completed evaluation form will be signed in IPT.

Following the meeting, and upon completion of all the assignments, the Faculty Field Instructor will write a final summary paragraph in IPT to provide a brief synopsis of the student's performance to cover the following:

- Attendance at seminars.
- Performance in the agency placement.
- Performance on assignments.
- Any identified issues and areas of particular concern and strengths.

Outcome

Pass

Student has completed all assignments to a satisfactory level, received a passing evaluation from the agency supervisor, and attended all seminars.

Fail

The student has not met the total requirements of this course. This could be related to unsatisfactory performance at the field education site, and/or at least one assignment not completed satisfactorily, and/or missing seminars.

STUDENT PLACEMENT EVALUATIONS

At the conclusion of field education, you will have an opportunity to provide your feedback to the School of Social Work. The placement may be evaluated by the student, the Agency Supervisor and the Faculty Field Instructor.

For students and agency supervisors, the evaluation forms will be uploaded to IPT. All information is confidential and will be reviewed by the Field Education Director for future practicum development. This feedback is not released without written consent. Your signature on this form allows the information that you've agreed to share to assist in further developing, improving, and/or marketing of the UNBC School of Social Work.

LIABILITY AND INSURANCE

Under the University, Colleges and Institutes Protection Plan, the university is covered against the liability imposed by law, or assumed under contract, for damages to third parties arising from personal injury or property damage caused by the student's negligence.

Agency Directors (or designate) will receive/have received a copy of a contractual Educational Institution Affiliation Agreement which is signed by the appropriate agency representative and University officials. The contract clearly articulates the responsibilities of the agency and the University.

The current policy for WorkSafe BC coverage is to extend coverage to all students while participating in the "practicum" component of all programs offered by the provincial colleges, institutes, and UNBC (regardless of the source of funding for the programs)

For coverage, a "practicum" is defined as:

- An integral component of a program.
- Unpaid and supervised work experience which takes place at the host employer's place of business.

If there is a workplace accident / injury:

The employee (student) must report the injury to their supervisor and Faculty Field Instructor as soon as possible.

The following needs to occur within 72 hours of the incident:

The student fills out form 6A (link to WorkSafe BC below):

<https://www.worksafebc.com/en/resources/claims/forms/workers-report-of-injury-or-occupational-disease-to-employer-form-6a?lang=en>

The agency supervisor needs to fill out form 7 (link to WorkSafe BC below):

<https://www.worksafebc.com/en/resources/claims/forms/employers-report-of-injury-or-occupational-disease-form-7?lang=en>

Once completed, please submit directly to the Field Education Director. These forms are then submitted to UNBC's Safety and Risk Management who then submits to Worksafe BC.

For more information contact Risk & Safety Management safety@unbc.ca or call (250) 960-5530; <https://www.unbc.ca/safety/worksafebc>

This process will ensure that any necessary documentation is completed and submitted to WorkSafe BC. It will also ensure that accidents are appropriately investigated.

Note that physical or emotional injury arising out of client violence against a student on a practicum placement is reportable and may be compensable. Despite the coverage which exists, all students are encouraged to have their own medical insurance, such as BC Medical Services Plan.

The UNBC Incident/Accident Reporting and Investigation Policy requires that all incidents or accidents must be reported within 24 hours. Accident investigations, which are an important element of the University's overall health and safety program, are normally required. The purpose of an accident investigation is to identify the causes of an accident as well as measures to prevent its reoccurrence.

Vehicle

While the university insurance policy covers the activities and legal liabilities of students while engaged in their practicum training, it does NOT include their vehicles.

If a student has an accident driving to or from a practicum setting, or driving during their practicum activities, their liabilities **MUST** be covered under their own personal insurance policy. It will not be covered by the University. Therefore, students should review their individual policies and consider whether they have adequate coverage for the use of their vehicle.

Please view information available at: <https://www2.unbc.ca/safety/operating-a-unbc-vehicle>

In addition, and as part of Risk and Safety, students are **not allowed** to ride alone with a service user and/or client in either their own or an agency vehicle.

GUIDELINES ON CONFIDENTIALITY

When social work students begin their practicum, they must adhere to the principle of confidentiality. They shall protect the confidentiality of all information acquired from the client or others regarding the client and the client's family during the professional relationship.

Students should review the BCASW Code of Ethics Section on Confidential Information. They must also become familiar with and follow the confidentiality policies of the agencies in which they are placed.

Additionally, the following guidelines on confidentiality are designed to protect client confidentiality:

1. No identifying information (names, addresses, telephone numbers, etc.) regarding clients is to be revealed outside of the agency.
2. Students must have signed letters of consent from clients for use of any case material where there is a possibility of identification of clients.
3. Students should protect the confidentiality of clients' written and electronic records and other sensitive information. They should take reasonable steps to ensure that clients' records are stored in a secure location.
4. Students should not remove records containing privileged information from their placement agency.
5. Students should feel free to seek consultation and advice from agency supervisors and faculty field instructors on any confidentiality issue.

Freedom from Harassment and Discrimination Policy

The UNBC policies on harassment and discrimination apply to field placements.

Professional Suitability Policy

Students will be subject to Professional Suitability guidelines as outlined by the UNBC School of Social Work.

Prior to commencement of the practicum, students will be required to sign a **Responsibility of the Student in Relation to Practicum** form. This form will be in your Forms list in IPT.

**BSW Practicum
Field Education Learning Contract**

This contract serves as a guide for the student’s learning objectives. To complete the learning contract login in to your IPT account and submit electronically by the second week of placement. It should be developed collaboratively by the student and the agency supervisor.

Agency’s Name:	<input type="text"/>
Program:	<input type="text"/>
Address:	<input type="text"/>
Phone:	<input type="text"/>
Agency Supervisor:	<input type="text"/>
Educational Degrees:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Student Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Faculty Field Instructor:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

A. Administrative Arrangements:


Practicum Start Date:	<input type="text"/>	End
Date:	<input type="text"/>	
Weekdays and Hours of practicum:	<input type="text"/>	
Winter Reading Break: Student will continue:	<input type="text"/>	Take a break: <input type="text"/>
Supervision schedule:	<input type="text"/>	
Office space:	<input type="text"/>	

Administrative support:

Transportation:

Other:

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Collaborative Notes 










Add Note

Email Note To: [Student Name] [Agency Supervisor Name] [Faculty Field Instructor Name]

[Submit](#)

PLAN FOR MEETING GOALS AND OBJECTIVES: (Create a new box for each individual goal)

	By the Mid Term Evaluation	Time Line (Semester Start – Mid-Term)
 		
 		
 Add New Goal and Objective Row		

	By the End Term Evaluation	Time Line (Mid-Term - End-Term)
 		
 		
 Add New Goal and Objective Row		

Learning Contract Signatures

Student: [Click to sign Completed Document](#)

Agency Supervisor: [Click to sign Completed Document](#)

Faculty Field Instructor: [Click to sign Completed Document](#)

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

SAVE

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IPT Document Management System Sep 8, 2010

Learning Contract Development Assistance

Below is a list of sample learning objectives and details on how to meet each objective as an example for developing a completed learning contract. Add timelines on contract.

1. Develop skills and abilities to work effectively within a sexual assault centre.
 - observation and job shadow counsellors, particularly agency supervisor whenever appropriate
 - collaborate and consult with other team members
 - read records on file management
 - compile a mock file
 - read files
 - recommended readings
2. Gain knowledge relating to the court process relevant to both child and adult sexual assault survivors.
 - recommended readings
 - attend court proceedings when appropriate
 - community networking to obtain support in navigating through the legal system
 - attend Violence Against Women in Relationships Committee meetings
3. Gain knowledge in the area of childhood trauma resulting from child sexual abuse and become familiar with techniques utilized in counselling clients.
 - recommended readings
 - read files
 - consult agency supervisor and other counsellors
 - become familiar with diagnostic criteria and language
 - attend meetings and training sessions deemed appropriate by my agency supervisor
 - compile an annotated resource list of books and other written information
4. Develop practice skills in the area of child sexual-abuse counselling.
 - facilitate an intake session
 - actively participate in a counselling session with a client

- write up file recordings
 - recommended readings
 - attend available workshops and seminars if deemed appropriate by agency supervisor
5. Develop practice skills in the area of art and play therapy.
- actively participate in an art and play therapy session
 - write up file recording
 - recommended readings
 - attend available workshops and seminars if deemed appropriate by agency supervisor
6. Develop knowledge/skills in the area of therapeutic workshops and/or groups.
- assigned readings
 - attend and observe group counselling sessions(s)
 - collaborate and consult with agency supervisor and other counsellors
 - attend any learning workshops, information sessions if appropriate
 - assist in developing and implementing workshops and/or groups
 - explore benefits of group counselling versus benefits of therapeutic workshops
7. Learn about the Sexual Assault Centre protocol, policy and procedures (intake, assessments, counselling sessions, and closure).
- Orientation
 - observation
 - read policy and procedure manuals
 - read files
 - follow a case from initial intake to follow-up and tracking
 - become familiar with Sexual Assault Centre forms
 - make suggestions on any areas where policy and/or procedure deficits are noted
8. Become knowledgeable about the areas of ongoing community education and prevention programs employed by the Sexual Assault Centre.
- read recommended readings
 - read inter-agency protocols
 - attend integrated community meetings
 - consult with agency supervisor and other counsellors
9. Become familiar with the guiding principles and beliefs of the Sexual Assault Centre, and learn about the social policies and structural elements that affect the Centre.
- read assigned readings
 - read relevant agency information and mission statement
 - discussion with agency supervisor and other staff members
 - follow relevant information in sources such as mainstream and activist media, social work association, and other information sources
 - link theories and perspectives learned in coursework to agency operation

PLAN FOR MEETING THE ABOVE GOALS AND OBJECTIVES:

By the Mid Term Evaluation	Time Line (Start – Mid-Term)
<ul style="list-style-type: none"> • Observe and job shadow counsellors, particularly agency supervisor whenever appropriate. • Attend weekly team meetings to collaborate and consult with other team members • Attend court proceedings when appropriate • Community networking to obtain support in navigating through the legal system • Meet weekly with supervisor • Compile an annotated resource list of books and other written information. • Attend training session • Actively participate in art and play therapy sessions • Attend and observe group counselling sessions 	<ul style="list-style-type: none"> • Ongoing • Mondays 9-11am • 1st & 3rd Wed of every month • Ongoing • Fridays 1-2pm • Completed by Feb 10 • TBA, One week in January • Mon – Fri every afternoon • When scheduled, at least two per week

By the End Term Evaluation	Time Line (Mid-Term – End)
<ul style="list-style-type: none"> • Actively participate in weekly team meetings • Present at team meeting the benefits of group counselling versus benefits of therapeutic workshops. • Coordinate an art and play therapy session • Observe and job shadow counsellors, particularly agency supervisor whenever appropriate. • Meet weekly with supervisor • Community networking to obtain support in navigating through the legal system 	<ul style="list-style-type: none"> • Mondays 9-11am • Monday, March 21 • Wednesday, March 9 • Ongoing • Fridays 1-2pm • Ongoing

Learning Contract Signatures

Student:

Agency Supervisor:

Faculty Field Instructor:

Date:

SAMPLE

**UNBC BACHELOR OF SOCIAL WORK
SOCW 302
MID-TERM EVALUATION GUIDELINES**

The UNBC School of Social Work expects that the following procedures be followed when completing the mid-term evaluations:

AGENCY SUPERVISOR EXPECTATIONS:

Middle of Field Placement:

After the student has completed the self-reflection of learning, Agency Supervisors will:

- work with the student to determine and enter a rating for each section using the rating scale provided.
- provide written feedback in Part 2 of the evaluation.
- recommend a mid-term Pass/Fail for the field placement.
- sign the mid-term evaluation.
- meet with the student and the Faculty Field Instructor at mid-term site visit to discuss the completed evaluation.

STUDENT EXPECTATIONS:

Middle of Field Placement:

Refer to the learning contract when completing the evaluation.

Students will:

- provide a reflection of their learning to date in each of the identified sections.
 - work with their Agency Supervisor to determine a rating for each section using the rating scale provided. *Agency Supervisor will enter the rating.*
 - complete the summary comments in part 2 of the evaluation.
 - meet with the Agency Supervisor and the Faculty Field Instructor to discuss the evaluation.
-
- Be prepared with examples to demonstrate your capabilities.
 - Identify areas that you want to develop going forward.
 - Sign the mid-term evaluation.
 - Meet with the Agency Supervisor and the Faculty Field Instructor to discuss the evaluation.

RATING SCALE

The following ratings should be applied to each item listed in Part 1

Meeting Expectations (ME):

The student is functioning at an acceptable level with respect to the item being considered. The student may require periodic supervision and/or assistance in terms of ability, performance, and/or understanding, but no more than would normally be required in the case of a third year BSW student.

Some Improvement Required (SIR):

The student requires extra supervision and/or direction and is having difficulty with respect to the item being considered. The student is functioning more or less satisfactorily overall but could improve performance in this area. It is not unusual to have ratings in this category at the mid-term; the goal is to ensure that the student will be meeting expectations (ME) by the end of the practicum.

Not Meeting Expectations (NME):

The student is not performing at an acceptable level. Further development and/or awareness are necessary for the student to successfully complete the task and/or learn the stated objective.

PLEASE NOTE:

It is very important that you complete the comments sections for each section by sharing examples to support your ranking.

BACHELOR OF SOCIAL WORK PROGRAM SOCW 302

MID-TERM EVALUATION

STUDENT'S NAME:

AGENCY SUPERVISOR'S NAME:

FIELD PLACEMENT AGENCY:

UNBC FACULTY FIELD INSTRUCTOR'S NAME:

RECOMMENDED MID-TERM GRADE FOR SOCW 302
(Agency Supervisor: please select the recommended grade)

NUMBER OF HOURS COMPLETED IN THIS PRACTICUM TO


DATE:


DATE OF MID-TERM EVALUATION:

PART 1 - SOCW 302 MID-TERM EVALUATION

Students: Please provide a reflection of your learning to date in each of the sections listed below.


Agency Supervisors: Please enter a rating in each of the sections listed below using the rating scale provided.


SOCIAL WORK AS A PROFESSION	<input type="text"/>
Demonstrates attitudes of respect, empathy, humility, and genuineness.	
Recognizes the importance of maintaining clients' well-being as the primary professional obligation.	
Respects clients' rights to self-determination and personal autonomy.	
Aware of the need to respect and maintain client confidentiality.	
Possesses a beginning-level understanding of ethical practice and identifies ethical dilemmas in social work practice.	
Students: Please provide a critical reflection of your learning: 	

AGENCY CONTEXT OF PRACTICE	<input type="text"/>
Understands the agency's mission, philosophy, and purpose at a student level.	
Demonstrates knowledge of the agency's organisational structure.	
Demonstrates awareness of the agency's policies and procedures at a student level.	
Understands how clients are assessed for eligibility for agency's programs and services.	
Adheres to expectations of the agency regarding hours, punctuality, and dress.	
Students: Please provide a critical reflection of your learning: 	


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COMMUNITY CONTEXT OF PRACTICE	<input type="text"/>
--------------------------------------	----------------------

Demonstrates beginning-level knowledge of community resources.
Identifies potential resources for referral of the client and/or the client's family.
Identifies the role of the agency within the community context.
Is able to identify existing gaps in community services.
Students: Please provide a critical reflection of your learning: 


ASSESSMENT	<input type="text"/>
Assesses and identifies needs of clients at a beginning level.	
Accurately observes and records client data.	
Effectively writes case notes.	
Students: Please provide a critical reflection of your learning: 	


SAVE WORK

PLANNING AND INTERVENTION	<input type="text"/>
Effectively manages time and assigned cases (sets target dates, tasks, and meets commitments).	
Conducts effective client interviews at a beginning level.	
Sets realistic objectives for work with clients.	
Identifies appropriate social work interventions for use with clients.	
Students: Please provide a critical reflection of your learning: 	

CLOSURE AND EVALUATION	<input type="text"/>
Understands the need to identify and prepare clients for closure of services throughout the helping process. This may include transfer of files, closing files, and preparing clients for a change in workers or closure for a project or group.	
Understands how and when closure of services needs to take place.	
Understands the importance of an ongoing evaluation of own practice.	
Engages in an ongoing evaluation of own practice.	
Understands what is required to evaluate agency effectiveness.	
Students: Please provide a critical reflection of your learning: 	


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UNDERSTANDS SOCIAL PROBLEMS	<input type="text"/>
Accurately identifies social problems facing the agency's clients.	
Understands the impact of social problems on clients' lives.	
Understands the role of the agency in addressing social problems.	
Students: Please provide a critical reflection of your learning: 	


SOCIAL POLICY AND SOCIAL CHANGE*	<input type="text"/>
Considers the impact of the agency's social policies on the client.	
Is able to identify and apply relevant legislation to practice.	
Students: Please provide a critical reflection of your learning: 	

* Social policies include policies used within an organization, e.g. Mental Health Act, Child and Family Community Services Act, Extended Family Agreements


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DIVERSITY	<input type="text"/>
Respects racial and ethnic diversity.	
Respects religious and spiritual diversity.	
Respects social and cultural diversity.	
Identifies areas of own bias requiring further growth and development.	
Does not discriminate on prohibited grounds as set out in the <i>BC Human Rights Code</i> .	
Students: Please provide a critical reflection of your learning: 	

COMMUNICATION SKILLS	<input type="text"/>
Works co-operatively & effectively with:	
a. Clients	
b. Colleagues	
c. Supervisors	

d. Community Resources
Communicates clearly verbally
Communicates clearly in writing
Demonstrates active listening skills
Recognises, understands, and appropriately responds to other people's feelings
Checks perceptions and the accuracy of information received from others.
Uses discretion and exercises tact.
Students: Please provide a critical reflection of your learning: 

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KNOWLEDGE AND USE OF SELF	<input type="text"/>
Demonstrates interpersonal flexibility.	
Demonstrates increasing confidence in one's own abilities.	
Deals effectively with own feelings, values, and attitudes.	
Demonstrates an awareness of own strengths and limitations.	
Understands and accepts the limitations of the student role.	
Takes initiative to make things better.	
Sets appropriate interpersonal boundaries with clients and colleagues.	
Understands and is able to identify personal issues that may trigger pressure, stress, and crisis responses.	
Takes advantage of supervision sessions.	
Does not overuse self-disclosure.	
Students: Please provide a critical reflection of your learning: 	

PART 2 - MID-TERM EVALUATION SUMMARY COMMENTS

AGENCY SUPERVISOR COMMENTS:

Please share your comments and suggestions for continued learning based on your interactions with the student.



STUDENTS:

Please identify what you would like to focus on going forward.



FACULTY FIELD INSTRUCTOR:

Please comment on the student's critical reflection of learning.



The undersigned have reviewed this evaluation and are in agreement with its contents.

Agency Supervisor's Signature

Click to sign Completed Document

UNBC BSW Student's Signature

Click to sign Completed Document

UNBC Faculty Field Instructor's Signature

Click to sign Completed Document

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IPT Online Forms System Aug 28, 2018

Notes: