SWK450 Social Work Field Practice II
(2 Day Regular/Concentrated/Fall Block)

Faculty Liaisons:
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Pre-Requisites:
Students must meet the eligibility requirements and have completed the field placement process as outlined in the Field Education Manual. This includes completion of SWK 110 Intro to Social Work Practice; SWK 230 Intro to Clinical Skills; and SWK 331 Social Work Practice with Individuals, and SWK 350 and 351 each with a GPA of 2.5.

Co-Requisite:
Students enrolled in SWK450 Social Work Field Practice I are required to enroll in SWK451 Social Work Field Practice I Integrative Seminar at the same time. Withdrawing from either SWK 450 or 451 will require withdrawing from the co-requisite. Students must receive a Pass in SWK450 and a C+ minimum in SWK451. If either of these conditions is not met, then the student must repeat both components again.

Availability:
Students are encouraged to keep in touch with their Faculty Liaison, alerting them of any concerns in the field placement, and making an appointment as needed. Normally email is checked daily during regular business hours. If an emergency arises and you are unable to connect with your faculty liaison please contact the Field Education Coordinator, who will respond to your needs in a timely manner.
Important Dates:

**Fall Term**: Sept 3, 2018 – Dec 6, 2019  
**Fall Reading Week**: October 14-18, 2019

**Winter Term**: Jan 6, 2019 – Apr 9, 2020  
**Winter Reading Week**: Feb 17-21, 2020

**Voluntary Withdrawal Deadline**:
2-Day Regular and Concentrated - March 6, 2020  
Fall Block – November 1, 2019

**Time Extension Deadline**:
2-Day Regular and Concentrated - March 27, 2020  
Fall Block – November 22, 2019

Field Education Outcomes:

- To develop students who upon graduation are able to competently and effectively practice as entry-level generalist social work practitioners.
- To encourage student ability to engage in critical inquiry, integrating theory with practice and enhancing integration of classroom learning with field experience.
- To strengthen student ability to identify and engage in social justice as it relates to structural inequity and Anti-Oppressive practice.
- To develop critical self-reflection in students that enhances identification of personal values and bias in relation to social work values and the CASW Code of Ethics to ensure ethical practice.

Course Description:
The purpose of the second Field Placement experience is to provide a more in-depth practical field experience in a social work agency. This experience is intended to complement the student’s academic work in the classroom by allowing the student to apply theory to actual social work responsibilities and further develop their critical thinking skills. The second field placement is the culmination of the academic experience in the social work program. It provides the opportunity to practice social work skills and apply social work knowledge and values to client experiences, while helping students develop the self-awareness necessary for professional performance as a social worker. The final field
placement in the social work program support’s the preparation of students for entry level social work positions. Emphasis is placed on integrating theory and practice, social justice and on personal and professional development.

**Course Objectives:**
By the end of the second placement, students are expected to apply foundation knowledge, skills, values and ethics to generalist social work practice. Course objectives are identified in the skills and abilities listed within each Goal Area on the SWK 450 Learning Contract and Evaluations. Students are expected to meet these skills by the conclusion of the second placement.

**Goal # 1: Professional Social Work Identity**

1. Is able to function in a social work role in the context of other helping professions, identifying the unique contributions of the social work profession.
2. Demonstrates knowledge of and commitment to the values of the social work profession through application of the CASW Code of Ethics and CASW Guidelines for Practice and MASW Standards of Practice.
3. Identifies ethical dilemmas and applies ethical decision making models to practice.
5. Maintains appropriate boundaries with clients, colleagues and collaterals, including use of appropriate self-disclosure.
6. Demonstrates self-awareness and ability to work with clients and colleagues with different social locations, cultures, diversity and worldviews.
7. Seeks opportunities to develop and use culture and diversity competency skills.
8. Takes a leadership role at case conferences, team and staff meetings, is able to speak and present work in a public.
9. Demonstrates effective time and workload management skills.
10. Manages stress and articulates and implements self-care plan and strategies.
11. Is able to function professionally as an entry level social work practitioner.

**Goal # 2: Agency and Community Context of Practice**

1. Demonstrates understanding of the agency system including history, mission, core values, mandate, and funding sources.
2. Demonstrates knowledge of agency programs and how programs fit within the wider community and the larger service delivery system, and articulates strategies to improve service delivery by addressing limitations or challenges facing the agency or community system.
3. Demonstrates knowledge of the legislation and government policies and procedures relevant to the agency and population being served.
4. Applies agency policies and procedures on behalf of client and where appropriate recommends changes in policies impacting clients.
5. Develops specialized knowledge needed for practice within the placement setting (e.g. mental health, addictions, geriatrics), including reading relevant literature or attending training and workshops.
6. Engages in appropriate forms of advocacy to address human rights and issues of inequity, power and oppression related to this population, both in the agency and community.
7. Understands organizational dynamics and leadership within the agency and is able to navigate through the organizational system to meet client need.

Goal # 3: Social Work Practice Skills

*Client may be individual, family, group, organization, community or society*

1. Able to build rapport and engage in a productive working relationship with challenging clients.
2. Effectively and consistently uses interpersonal skills and various interviewing techniques to develop appropriate goals in collaboration with the client.
3. Identifies and integrates appropriate theoretical models in assessment and intervention with clients.
4. Engages client in exploring support systems and helps client strengthen these, building connections to personal or community resources where appropriate.
5. Effectively reviews client progress towards goals and makes changes to goals and action plans in collaboration with client.
6. Demonstrates flexibility and proficiency of intervention strategies at various levels, including individual, family, group, organizational, community and society.
7. Prepares client for termination, including evaluation of goal accomplishment and worker interventions, and recognition of various feelings related to termination.
8. Strengthens community capacity and stakeholder relationships to advocate for access to resources and services and enable community action.
9. Participates in conducting research that identifies and addresses social issues and enhances community capacity.
10. Collaborates at a community level to identify need and develop partnerships and deliver programs to respond to need.
11. Uses group work skills to facilitate therapeutic or task groups, committees, meetings, or workshops.
12. Appropriately uses agency record systems and assessment tools.
13. Meets appropriate documentation requirements, with verbal and written communication that is clear, concise and non-judgmental – may involve case notes, briefs, reports, workshop materials, presentations etc.

Goal # 4: Critical Thinking and Responsibility as a Learner

1. Appropriately uses supervision, seeking feedback on complex situations.
2. Demonstrates ability to use personal strengths and actively seeks to improve areas of growth applying constructive feedback.
3. Demonstrates appropriate level of independence in applying social work role, using good professional judgment and awareness of limitations.
4. Consistently transfers knowledge and skill from one situation to another.
5. Seeks out and integrates learning from a variety of sources (peers, Field Instructor, other agency staff, Faculty Liaison).
6. Identifies and applies appropriate theories to practice, making use of research literature.

Student Responsibilities:
Students are expected to carry out assigned work on an increasingly self-directed basis under the supervision of their Field Instructor or other assigned agency staff. They are expected to work within the policies and procedures of the agency and account for their work in the same manner as other staff within the agency. Students are expected to function as members of the team in a professional manner.

Practicum Hours:

**Total hours must be:**

**2-Day Regular:** 16 hours per week, at least 208 hours per semester, with **416 hours** at the end of Semester 2.

**Fall Block:** 40 hours per week, 560 hours minus Reading Week, 2 Statutory Holidays and up to 2 personal days, **usually 488 hours**.

**Concentrated:** 32 hours per week, **832 hours** by the end of the Semester 2.
Students maintain the required working hours of the agency. Some agencies may require that you to flex your hours with some evening work. Students may use up to 1 week of banked hours during exam week each semester, and may not end placement more than 1 week early even if the minimum number of clock hours is attained before the end of the semester.

**Required Materials:**
**IPT Forms**
IPT is the field education data base used by the social work program. The learning contract and evaluations, and weekly time sheet are found in IPT. These forms are completed online by the student. The time sheet is signed off by the Field Instructor at the mid-term and the end of the practicum term.

**Manuals**
Booth College Social Work Field Education Manual 2019-20
IPT Database Instruction Manual

**Practice Guides**
Canadian Association of Social Workers Code of Ethics
Canadian Association of Social Workers Guidelines for Practice
Canadian Association of Social Workers Scope of Practice
Manitoba Association of Social Workers Standards of Practice

**Course Requirements:**
**Learning Contract:**
Students are required to complete a Learning Contract at the commencement of the practicum that identifies learning activities related to development of competencies in the following practicum goals:

- Professional Social Work Identity
- Agency and Community Context of Practice
- Social Work Practice Skills
- Critical Thinking and Responsibility as a Learner

Students must finalize the learning contract incorporating feedback from the Field Instructor and Faculty Liaison relative to appropriate and available learning activities. Once approval is received from the field education supervisor and faculty liaison, the learning contract is signed by all parties on IPT by 4:30 pm on the due date.

**Due Dates**

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<tr>
<th>Type</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>2-day Regular</td>
<td>September 27, 2019</td>
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<tr>
<td>Fall Block</td>
<td>September 27, 2019</td>
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<tr>
<td>Concentrated</td>
<td>January 31, 2020</td>
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Midterm & Final Evaluations:
For both the midterm and final evaluation, students and Field Instructors are expected to log in to the IPT database and separately complete the evaluation forms. Information about how to do this is provided in the IPT Instruction Manual. After having separately completed the forms, the Field Instructor and student review the evaluation in detail together. Finally, the Faculty Liaison will meet with the student and Field Instructor to discuss the evaluation. A conference call will be held for students completing their practicums outside of Winnipeg. The evaluation meeting will be scheduled during the last two weeks of the practicum term. At that point all parties will electronically sign the field evaluation.

Due Dates

Mid-Term:
2-Day Regular: Dec. 6, 2019
Fall Block: Oct. 18, 2019
Concentrated: Feb. 28, 2020

Final:
2-Day Regular: Apr. 9, 2020
Concentrated: April 9, 2020
Fall Block: Dec. 6, 2019

It is the student’s responsibility to ensure the evaluation form has been completed on the IPT database and signatures are recorded by 4:30 pm on the due date.

Time Sheets:
Students update their practicum hours (including one hour supervision) and major learning activities weekly on the electronic time sheet form available through the IPT database. Field Instructors sign to acknowledge those hours at midterm and end of term.

Submission: Electronically via IPT Database – weekly

Course Grades:
The course will be graded on a pass/fail basis as evaluated through the accomplishment of the goals outlined on the learning contract, completion of the required number of field hours, evidence of professional suitability and demonstration of the social work skills assessed in the mid-term and final evaluations. At Risk Situations are noted on the evaluation forms, with creation of a Performance Improvement Contract as needed. Concerns regarding a student’s professional suitability will be addressed through the
Professional Suitability Policy. The final grade will be assigned by the Faculty Liaison with input from the Field Instructor(s).

A passing grade must be achieved in SWK 450 and a minimum C+ in SWK 451, or both courses must be repeated. Please refer to the Academic Calendar for information on Grade Appeals.

**Policies:**

**Booth UC Policy Statements**

Students are responsible for reviewing and abiding by all Booth UC academic policies in the current Academic Calendar.

**Social Work Field Education Policy Statements**

Students are responsible for reviewing and abiding by all Field Education policies and procedures contained in the current Field Education Manual.