

INTRODUCTION

This field education manual was developed and revised by Western Michigan University School of Social Work Office of Field Education in concert with various faculty members to provide B.S.W. and M.S.W. students, agency-based field instructors, and faculty with uniform information and guidelines about the field education program.

The beginning section of this manual introduces the reader to the *School of Social Work's Mission, Vision and Guiding Principles* and to the *Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards* (EPAS). These are the platforms for the field education program and subsequent policies and procedures flow from these, which allow the program to remain in compliance with current accreditation standards.

In the *Professional Practice Mandates* section, the reader is given an opportunity to explore issues that include professional ethics and values utilizing the National Association of Social Workers (NASW) Code of Ethics, liability issues, State of Michigan clearance requirements, mandatory reporting, duty to warn, disability and compliance with the Americans With Disabilities Act (ADA), nondiscrimination and human diversity, and concerns regarding sexual harassment in the field placement.

The section on *Field Placement Procedures and Requirements* contains information regarding the application process, confidentiality and the sharing of student information, the extended-study student, the work-study option, student reimbursement, certificate programs, time and attendance requirements, the university break periods, the learning contract, evaluation and student performance, grading, academic integrity, what to do if there are problems or unsatisfactory student performance in the field placement, and student safety in the field placement.

The next section includes a description of the *Field Education Roles and Responsibilities* which outlines the roles and responsibilities of the coordinator of field education, the field advisory committee, and the faculty liaison, and also the criteria for selection of field sites, the field instructor, and the student.

The *Curriculum Overview* provides the reader with the academic requirements for the B.S.W. and the M.S.W. programs.

The sections on the *B.S.W. Program* and the *M.S.W. Program* contain information regarding the foundation sequence; the interpersonal practice concentration (IP); and the policy, planning, and administration (PP&A) concentration programs of study.

Finally, the last section contains the *Appendices* where the reader will find information referenced in the larger body of the manual as well as all the forms that are needed for the field placement experience. The CSWE Standards and the NASW Code of Ethics are included as is a "Frequently Asked Questions" document, all agency forms and Web page directions where forms can be accessed, the University Affiliation/Hold Harmless Agreement, a sample agency orientation check-list, a sample time log, the *required* safety check-list, the field applications, the work-study guidelines, the student evaluation instruments, the annual computerized evaluation instruments (scantron) and the University calendar. In addition, information about learning contracts and the B.S.W.

Social Work 4100 and Social Work 4110 suggested assignments have been included. Finally, master syllabi for the B.S.W. and M.S.W. field education courses have been included for use by the student and the field instructor.

We hope that students, field instructors, and faculty will find this manual a useful document that will help guide the field education process. We ask that you retain this manual as a permanent reference source. This manual will be updated periodically as policy and program changes are made in relation to the field education program and updates will be disseminated when necessary.

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