



EAST TENNESSEE STATE  
UNIVERSITY

College of Clinical and Rehabilitative Health Science

Department of Social Work

SOWK 4454  
Field Education Seminar I

## Syllabus

### Contact Information

#### Instructor:

### Instructor Availability

### Meetings and Location

## Course Information

### Credit Hours

2

### Course Description and Purpose

Field Education Seminar I is the first of a two part sequence of integrated seminar education. The seminar allows application of the theoretical knowledge, professional values, and practice skills acquired throughout the curriculum. Seminar discussions focus on issues related to practicum placements, and professional practice with the opportunity for students to communicate with their peers and problem solve with each other. Field Education Seminar I must be taken concurrently with SOWK 4340 and SOWK 4451. Admission requires senior status, departmental approval, completion of all Gen Ed, and SOWK 3000, SOWK 3300, SOWK 3310. Overall GPA of 2.25 & SOWK GPA of 2.5.

### Course Goals

The goals of this course are to:

- apply theoretical knowledge and practice through the use of social work methods and skills
- assist integration of learning in class and in practice

- develop appropriate professional uses of self
- promote identification with the social work profession

## Course Objectives

At the conclusion of this course, students will be able to:

- demonstrate understanding, acceptance, and adherence to NASW Code of Ethics  
*Competency 1: Demonstrate Ethical and Professional Behavior*
- demonstrate sensitivity to the need for advocacy specific to human rights, and social and economic justice at multiple levels.  
*Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice*
- recognize and monitor personal and professional values in a way that allows for effective social work practice with various constituencies.  
*Competency 1: Demonstrate Ethical and Professional Behavior*  
*Competency 2: Engage Diversity and Difference in Practice*
- recognize the role of the environment in understanding the behavior of individuals and families to include the impact of oppression and discrimination.  
*Competency 2: Engage Diversity and Difference in Practice*  
*Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities*

## Major Topics

The purpose of the field seminar is to provide academic and supervisory support for social work practicum students. The seminar section provides time to openly discuss social work practicum issues and concerns in a professional manner. It also serves as a medium to facilitate communication between field instructors, students and the faculty field liaison (seminar instructor).

## Course Requirements

### Textbooks and Readings

Ward, K. and Mama, R. (2020). *Breaking Out of the Box: Adventure-Based Field Instruction* (4th ed.). New York: Oxford Press

### Technical Requirements

## Course Policies and Expectations

### Classroom and Communication Policies

### Mask Mandate

Faculty are encouraged include the below statement, or a statement substantially similar, in their syllabi to ensure students are aware of the requirements related to Face Coverings on Campus:

Please wear a mask or other appropriate Face Covering to class. Wearing a mask that covers your nose and mouth communicates the care and respect you have for yourself, the care and respect you have for those you live with, and the care and respect you have for other members of this classroom community. The best evidence we have, from public health professionals, is that wearing masks is one of the best ways to protect against the spread of COVID-19 and other airborne illnesses. Students with medical conditions that inhibit their ability to wear masks should register through disability services by contact Disability Services by telephone at 423-439-8346 or by email at [littleme@etsu.edu](mailto:littleme@etsu.edu) to request an accommodation. The policy can be found at <https://www.etsu.edu/policies/health-safety/face-coverings.php>

### **Social Media Policy**

Students and faculty are expected to utilize social media in a responsible manner, in accordance with emerging guidelines from NASW:

<http://www.socialworkers.org/practice/standards/technology.asp> In most cases, faculty will not engage in cyber “friendships” with current students; though social contact may be employed for recruitment and communication purposes in a professional way.

### **Email Communication**

Students should be available on their ETSU email to receive announcements about issues related to the class. As a minimum, please check your ETSU email in the morning and afternoon. If possible, this email should be available throughout the day when students are engaged in Field Practice duties.

### **Attendance and Participation**

Punctual attendance is mandatory and expected at all zoom seminars. Attendance will be documented at each zoom session. Seminar absences **(regardless of reason)** in excess of one absence will lower the seminar portion of the final grade as follows: 2 absences = 5 points, 3 absences = 10 points, **4 or more absences will result in an automatic failing grade for the course.** Arriving late or leaving early will count as ½ an absence each. Students may miss one seminar class due to field internships needing the student for a meeting, training experience or workshop but must then complete Professional Conference Request and plan to briefly share with the seminar class the experience.

In the event that something unexpected comes up that may require a student to miss several classes (examples include death in immediate family, extended doctor excused illness) they may send a **written request** to the BSW Field Director for exception. The request requires a plan as to how participation and interactive assignments will be made up. The BSW Field Director will propose this plan to the faculty at the next faculty meeting for approval or dismissal and the field director will send written confirmation of the result back to the student and seminar instructor.

The seminar class requires a strong degree of participation with interactive assignments. It is expected that students will take part in the discussions and activities. Participation should demonstrate the ability to critically think about issues presented in field and seminar. The participation portion of the grade includes class engagement, not just attendance. Projects and interactive activities may be assigned at the discretion of the instructor. The quality of the student’s participation in discussion and interactive activities will be measured by the degree to which

course contributions reflect the integration of practice course content, reflection and insight, professional values, respect for others and core competencies.

### **The Learning Environment of this Class**

Social workers respect others. Therefore, differences in values, opinions, beliefs, and feelings of class members and guest speakers will be respected. Everyone in the class is to be treated with dignity and respect. Social work practitioners often receive intimate and detailed information from clients and must adhere to confidentiality as stated in the Code of Ethics. For that reason, information from personal experiences shared in class is to be kept confidential.

## **Assignments and Submission Guidelines**

### Safety Plan

The Safety Plan is an assignment, which will be developed with your Field Instructor/Task Supervisor. You must be able to answer questions addressing a safety plan for the agency/institution you are working in for not only yourself, but for client safety. Students will be required to type a 3-5 page safety paper. **See D2L or website for assignment details.**

### Agency History and Description/Presentation

Students will be required to make oral presentations using a power point regarding their practicum agencies to the seminar class. They will provide a one page fact sheet to share with each student. **See D2L or website for assignment details.**

### Learning Contract, Time logs, Supervision Sheets

Each student is expected to complete an individualized Learning Agreement in consultation with the field instructor (task supervisor, if applicable), and Faculty Field Liaison (seminar instructor). The Learning Contract is a formal contract prepared early in the practicum, identifying specific learning activities that will be accomplished throughout the field practicum experience. In developing the Learning Contract, students are to follow the format provided by the Field Education Program (**see D2L or website**). Some of these tasks are already developed for you. These tasks should be developed collaboratively by the student Field Instructor and Faculty Field Liaison. **The student will develop goals and objectives which will be completed over the two semester's internship experience.** This is a fluid every changing document. Contracts must be signed by the student, field instructor (task supervisor, if applicable), and faculty field liaison.

Each week you will need to submit your time log and supervision sheets.

### Field Education Journals

Students are to complete a total of 10 journal assignments during the semester. Students will be given a list of 35 questions (**see D2L or field manual**) and must answer 10 different questions throughout the semester, one from each of the nine competencies. Journal questions will be titled and typed and should be approximately one to two pages. Should have the competency # listed and the question answered typed out. The journal must be of satisfactory depth, quality, and style. It must be a critical review and assessment of their work in the social work profession. While the journal is only one part of the field education experience, it can be a source of self-assessment. Reviewed over the course of an academic year, journals provide a long-term account of the

student's personal and professional learning and development. Journals will be used by supervisors and faculty to assess student progress with regard to the competencies and practice behaviors as identified in the learning contract.

### Testing Policy

There are no examinations for this course.

### Late and Missing Submission Policy

Due dates for all assignments are on D2L. There is a penalty for assignment submitted after the due date. The penalty is loss of one point per each day beyond the due date unless students submit a written medical note or other written documentation of an emergency.

### Grading Policy

Safety Plan- 15%

Agency History and Description Presentation- 20%

Learning Contract and Evaluation- 30%

Field Education Journal- 20%

Class participation-15% (including discussion of Breaking Out of the Box, Class Assignments & Student Treatment Plan)

Grading Scale:

93-100 = A	72-77 = C
90-92 = A-	70-71 = C-
88-89 = B+	68-69 = D+
82-87 = B	60-67 = D
80-81 = B-	below 60 = F
78-79 = C+	

## Student Services and Technical Resources

### Student Services

The [ETSU Services webpage](#) includes a comprehensive list of services available to all ETSU students.

### Academic Accommodations for Students with Disabilities

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University's commitment to equal educational access. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should

inform the instructor at the beginning of the course. Faculty accommodation forms are provided to students through Disability Services in the D.P. Culp Center, Room 326, telephone 423-439-8346. [Visit the Disability Services webpage for more information.](#)

## Technical Resources

### Help Desk

The Information Technology Services (ITS) Help Desk is the best resource for most technical problems. Find answers to common questions on the [Help Desk website](#), call, email, or stop in to see them on the first floor of the Sherrod Library. Phone: 423-439-4648 Email: [itshelp@etsu.edu](mailto:itshelp@etsu.edu)

### Desire2Learn (D2L) Online Help

Many answers to D2L related questions can be found on the [D2L Help Student Home](#). If you are still having trouble finding what you need, contact the Help Desk.

### Microsoft Office Software

Microsoft Office productivity applications, including Word, PowerPoint, Excel, OneNote, and more, are available free for students through the University's Office 365 campus agreement. For instructions on how to obtain the software, see the [Office 365 page of the ITS Help Desk website](#).

### Turnitin Plagiarism Detection

Turnitin is a plagiarism detection service available to students and faculty at ETSU. This tool compares student written work against a comprehensive database of other work as well as various internet sources. Faculty may employ this service for some or all written assignments, in order to help students learn to cite sources accurately and to ensure academic integrity. Learn more on the [Turnitin home page](#).

### ETSU Technical Resources

Many other technical resources can be found on the [Online Help webpage](#).

## University Information

### University Honor Code

Law, the profession of social work's ethical standards, and the University's academic and administrative policies demand that students neither plagiarize nor cheat. Plagiarism is taking written work of another person and/or their ideas and language and submitting them as your work. You must be extremely careful when "paraphrasing", which is translating another's words, ideas or language into your own words, etc. In this effort, you must proceed with great caution.

Cheating is a variety of behaviors that include copying other's answers in class on exams and other required work and/or submitting the same work for more than one course. Cheating can occur on tests, in papers, and on presentations, etc. Additionally, using notes or other forms of aid during examination or quizzes, unless explicitly permitted by the instructor, is one form of cheating. To familiarize yourself with specific guidelines, see the Social Work Student Handbook.

### Syllabus Attachment

The [ETSU syllabus attachment](#) includes important material such as permits and overrides, advisement, hours, dates and other ETSU information.

ETSU Catalogs

[Current Undergraduate Catalog](#)

[Current Graduate Catalog](#)

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