

San Diego State University School of Social Work

Master Syllabus – Fall 2007¹

Social Work 750B - Advanced Field Practicum in Social Work Administration

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I. Purpose and Description of Course

The SW 750B Administration Advanced Field Practicum is designed as an entire academic year (Fall and Spring Semesters) course with the requirements and expectation that the student will attend and participate in an advanced field internship in the same field practicum setting and in advanced field practicum school-based labs for both semesters consecutively.

The second year of graduate field education includes this 4-credit course involving an educationally focused practicum experience in an assigned human services organization and eight 1.75 hour biweekly advanced field practicum labs scheduled each semester. This advanced social work administration field practicum consists entirely of administration content: activities, assignments, training, and supervision. Second year field education practicum experiences are expected to assist the student to build on the foundation of skills achieved during the first year of generalist practice. The student is expected to: gain experience with a larger volume of macro practice activities, projects, and assignments; utilize management, needs assessment, and supervision models; develop increased insight and understanding of agency, organization, community, and client systems; practice and uphold social work values, laws, and ethical issues governing social work practice; and practice cultural competence when working in the professional setting.

For the fall semester, a total of 290 clock hours in the agency – advanced field practicum, for approximately 20 hours per week are required for the Fall semester (230 hours each semester for Joint Program students only) and 8 Advanced Field Practicum Lab classes, scheduled every other week.

Please refer to the 2006-2007 Field Education Calendar and the SW 750B Advanced Field Practicum Calendar for requirements and due dates.

SW 750B Course Prerequisites:

- SW 650 - Field Practicum, Fall and Spring Semesters, grades of Credit
- Advanced Field Practicum - Agency Confirmation
Student has met pre-interview, interview, and additional agency screenings and is approved and confirmed by Agency and SDSU for internship for this academic year.
- Concurrent Practice Course Prerequisites: SW 630, SW 631, and SW 632 – grades of C or better.
- Qualifying Examination – passing score

SW 750B Course Co-Requisite for Fall Semester:

¹ Revised: 5/2007 by members of the Field Education Curriculum Task Group and Macro Practice Curriculum Task Group – Marci W. Siegel, LCSW, Chair FETG; Linda Newell, LCSW; and Tom Packard, Ph.D.

Social Work 740 – Advanced Seminar in Social Work Administration

II. Course Objectives

The student is expected to demonstrate advanced competency in administration social work, reflecting core learning areas in the SW 750B Advanced Field Practicum Curriculum. The five core areas in Field Education are:

1. Development of Professional Responsibility and Identity
2. Development of Responsibility as a Learner
3. Development of Knowledge of the Field Work Agency and the Community
4. Development of Organization, Work Management, and Communication Skills.
5. Development of Practice and Intervention Skills

These Five Core Learning Areas and its objectives following provide a guide for an evaluation of the student's performance and represent expectations to be achieved by the end of 750B advanced practicum in administration.

A. Knowledge

1. Can demonstrate knowledge and critique the agency's governance structure, e.g. strategic planning, goals, objectives, and timelines, and implementation strategies.
2. Knowledgeable of the agency's structure, functions and outcomes of major programs.
3. Identifies how culture influences client's values and behaviors.
4. Describes the racial, ethnic, cultural, gender, physical and mental ability, sexual orientation, age, religion, and class composition of populations served by the agency.
5. Understands and is knowledgeable key policies and procedures of the agency's human resource management system, including hiring, supervision, and performance appraisal, discipline, rewards, confidentiality, affirmative action, and benefits programs.
6. Can describe the agency's financial management system including major funding sources and their requirements, agency and/or program budgets, budget development, and monitoring mechanisms such as audits, agency annual reports.
7. Uses organization systems theory and contingency theory to describe agency dynamics.

B. Values and Ethics

1. Understands, respects and integrates social work values, NASW Code of Ethics, and legal issues regulated by and associated with social work practice and the profession.
2. Demonstrates professional practice with legal and ethical issues, especially related to high-risk client and client systems.
3. Continued awareness and able to identify one's own biases in terms of cultural competence. Appreciate areas of client diversity, including sexual orientation, gender, age, mental and/or physical disabilities, class, geographic location, religion, cultural, race, ethnicity, etc.
4. Continue to demonstrate ability in recognizing and intervening when necessary when confronted with legal and ethical principles, social work values and dilemmas in clients and systems, especially potentially high risk situations.
5. Demonstrate professional conduct and competence in terms of culturally sensitive practice when intervening with clients and organizational systems.
6. Demonstrates ability to help agency management team and staff examine how program protocols, client expectations, and cultural values may influence service provision.

7. Discusses ethical dilemmas and demonstrates ability to independently implement strategies or interventions to address them professionally.
8. Operates within the social work role and scope to practice within the profession and in the context of the placement agency.

C. Skill Objectives

1. Demonstrates in practice and supervision, adherence to the NASW Code of Ethics, social work values, and laws that govern the social work profession.
2. Initiates new skill development and experiences when needed.
3. Demonstrates ability to make changes, to initiate self-evaluation and to seek feedback.
4. Prepares for supervisory conferences by bringing projects, questions, issues, etc. to supervisory meetings.
5. Interacts in a cooperative and respectful manner with all agency staff.
6. Designs or improves key aspects of the agency's or program management information system, including data collection forms and client organizational system records, data collection processes, and reporting formats for data analysis.
7. Writes clear, complete, concise and legible documents with proper grammar, syntax, spelling, and punctuation in all written work.
8. Assists in developing and writing a grant proposal.
9. Communicates clearly and professionally; seeks help if necessary.
10. Plan, prioritizes, and manages work assignments effectively and efficiently.
11. Articulates own feelings, values, and attitudes.
12. Demonstrates flexibility in shifting goals and methods in the face of changing circumstances.
13. Analyzes agency and/or program data with reference to goals and measurable objectives to determine program effectiveness, and /or cost effectiveness.
14. Describes and assesses the agency's policies, strategies, and programs to enhance social and economic justice for the client populations served and collaborative partnerships.
15. Assists in the design and development of a new program or the refinement of an existing program, including proposal development and/or project implementation.
16. Demonstrates a leadership role in a small or large task force, or other project such as a change implementation, in-service training, grant proposal, etc.

****Students are required to refer to the "MSW II - SW750B Advanced Field Comprehensive Skills Evaluation," located on the Field Education Web pages, SDSU School of Social Work Web Site, Forms-MSW II -750B for all required learning objectives and competencies.***

III. Course Outcomes

At the completion of Social Work 750B, students will be able to demonstrate:

1. Professional knowledge and advanced administration practice skills in human services organizations.
2. Knowledge, skills, interventions, and the ability to be in compliance with legal mandates, social work values, and the principles and standards in the NASW Code of Ethics.
3. Apply culturally sensitive practice and understand the importance of culture and its values, including ethnicity, religion, gender, age, socioeconomic status, sexual orientation, and

disability in providing effective social work services.

4. Administration skills in leadership, human resources, management, policy practice, management information systems, financial management, and program design and development.

Relationship with Advanced Macro Practice Course:

As the field practicum is taken concurrently with required practice courses, **the student is responsible for providing and discussing the advanced field practicum course and practice course syllabi with his/her respective field instructor.** It is understood that some of the macro practice course assignments can be completed by the experiences and requirements gained in the field practicum.

Also, the advanced field practicum integrates knowledge, skills, assignments, and implications in other practice course areas; e.g. policy, research, human behavior and development. It is the student's responsibility to inform their field instructors of other course assignments that involve advanced field practicum experiences.

IV. Required Textbooks-Readings

Required Texts and Supplemental Readings:

- SW 750B Advanced Field Practicum – Administration/Macro Practice Master Syllabus - 2007-2008. Author: M.W. Siegel.
- SW 750B Advanced Field Practicum – Administration Practice Supplemental Course Syllabus - 2007-2008. Author: Field Faculty Instructor.
- NASW Code of Ethics (1996, 1999). Washington, D.C.: Author: NASW Delegate Assembly. Search www.socialworkers.org
- NASW, California Chapter. (March 2003). *HIPPA highlights for social workers*. Retrieved March 2003 from <http://www.naswca.org>.
- Graduate Field Practicum Manual (latest edition), available at the front desk for reference and currently being revised for the school web site. Students are responsible and under the auspices of all the policies, procedures, forms, etc. for each respective current year they are enrolled in the field practicum courses.
- Specific readings assigned by the field faculty, field instructor, and/or course instructor which will enhance the student's field practicum internship role in his/her specialized field of service.

Required Web Site Review and Readings:

- SDSU School of Social Work Web Site – Field Education
<http://socialwork.sdsu.edu/field>
- National Association of Social Workers
www.socialworkers.org
- National Association of Social Workers – California Chapter

www.naswca.org

- Board of Behavioral Sciences – State of California
www.bbs.ca.gov
- California Laws
- www.leginfo.ca.gov

V. Course Requirements*

Students are under all requirements set forth in the field education curriculum, e.g. as noted in the Master Course Syllabus; Instructor's Supplemental Course Syllabus Packet; preceding Spring SW 750A/B Placement Planning Meeting; 750A/B Advanced Field Practicum Application and Policies; 750A/B Advanced Field Practicum Student Agreement; Administration Advanced Field Practicum Labs; 750B learning plan; internship logs; 750B Comprehensive Skills Evaluation; the SDSU School of Social Work and Field Experience Facility Agreement; and as outlined in the required readings and web site readings for this course.

- **Please refer to instructor's Supplemental Course Materials Packet for additional assignments and due dates, as well as class policies.**
- *Students are encouraged to bring in administration projects and issues from their advanced field practicum to contribute to class discussions. They are expected to maintain client confidentiality at all times by changing names and disguising identifying information. Please refer to the Graduate Student Handbook and the SSW Website> Field Education> Forms> All Students for information regarding client confidentiality.*

It is the student's responsibility to keep their field instructors and agency's apprised of field course and concurrent practice course information on a regular basis.

Students are under the auspices of all School policies (School policies pertaining to Field Curriculum requirements can be located in this course syllabus, the Graduate Field Practicum Manual, edition for the 2005-2006 Academic Year), School curriculum, SDSU Bulletin of the Graduate Division, and the School of Social Work Graduate Student Handbook, latest edition.

*Please note that it is the student's responsibility to keep apprised of and review the School of Social Work Bulletin Boards, and field course in SDSU Blackboard for new and/or revised School policies throughout the Academic Year.

A. Administration Practice Requirements for Academic Year 2007 - 2008**

Appendix A - Refer to the MSW II – Advanced Year, Administration Practice – SW 750B Course Requirements- Brief Overview for further detailed information, located at the end of the syllabus.

Students are required to receive initial project and macro practice assignments during weeks 2-4 in the Fall Semester.

Refer to the 2007-2008 General Field Education Calendar and your Instructor's Supplemental Course Materials for all semester required due dates. Consult with your assigned field instructor and field faculty instructors for requirement questions.

Social Work Administration:

85% hours consist of administration assignments

1. Involvement in assessment of a community/organizational problem using needs assessment methodologies.
2. Involvement in at least one model of macro practice (e.g. organizational management, community development, planning & evaluation, social action, social reform, evaluative research, collective capacity building, partisan model, etc.).
3. Social Administration – Leadership. Involvement in visioning; change management; strategy and planning; organization and design; culture management; community collaboration; and ethics and values.

Administration – Management

1. Involvement in program design; financial management; information systems; human resource management; program evaluation; project management; and diversity.
2. Involvement in development & management of core administrative functions including: planning; budgeting; staffing; data systems; personnel; resource development; program design; and leadership.
3. Involvement in developing intra / interorganizational relationships around networking or coalition building.
4. Participation in a variety of committees /tasks forces / program planning activities within field practicum.
5. Serve as an agency representative.
6. Involvement in analysis of agency policies & programs to assess service delivery, administrative structure, etc.
7. Assume primary responsibility for development & implementation of a special project.
8. Assess issues such as values & ethics, diversity, organizational life cycles, and organizational change technologies.
9. Attend and actively participate in administrative meetings.

Administration – Leadership

1. Involvement in visioning; change management; strategy and planning; organization and design; culture management; community collaboration; and ethics and values.

Diversity Focus: All students are required to have project assignments that differ from self, i.e. age, gender, religion, ethnic, sexual orientation, economics, disability, and other cultural factors.

Bilingual Students: Project assignments do not include providing interpretation or translation services on a continuous basis, in order to meet the diversity focus requirement stated above.

School Policy: *In accordance with School policy, “micro practice service” cannot be included in Course SW 750B hours. Consult with 750B Field Faculty Instructor should you require further information.*

Refer to “SW 750B Suggested Administration Field Activities” as recommended by M.

DeGennaro, Ph.D. and T. Packard, DSW. This document is located in the SDSU School of Social Website, Field Education, Forms, MSW II, Administration - SW 750B course.

B. Course Assignments – as required in two course components
1. Agency Field Practicum Internship
2. Field Practicum Labs

The following required MSW II, Advanced Year - SW 750B course assignments consist of:

1. Field Practicum Agency Orientation;
2. Social Work Student Orientation Checklist – written assignment;
3. Weekly supervision;
4. Weekly Internship Logs- determined by field faculty instructor;
5. Advanced Field Practicum Labs;
6. Learning plan – written assignment;
7. Agency Site Visit – student, field instructor, and field faculty meeting conducted at agency;
8. Macro Process Recordings – written assignments;
9. 750B Advanced Field Practicum Comprehensive Skills Evaluation – written and completed by field instructor;
10. Student Self-Assessment and Evaluation Review – written assignment- determined by field faculty instructor; and
11. Field faculty instructor assignments as outlined in the Supplemental Course Syllabus and packet.

1. Field Practicum Agency Orientation

Each field practicum agency is required to provide each student with a comprehensive orientation to the agency, its policies and procedures, the services it provides, the community it serves, the collaborative agencies it associates with, laws, values, ethics governed by social work practice in their agency, emergencies, how to reach the field instructor in a crisis situation, who is the assigned professional the student consults with in field instructor's absence; future scheduling with the student – internship hours, attendance and participation practices, expectations, assignments, supervision, etc.

Also, the Agency is responsible for orienting the intern in:

- Agency safety issues for individuals in the agency; in the car; in the office; in the community; conducting home visits, etc.
- Security policies and practices;
- Harassment policies within their organization;
- HIPAA compliance in accordance with agency training; following policies and procedures, signing an agency statement of compliance, etc.

Please refer to the “Social Work Student Orientation Checklist” form for further detailed orientation information.

Beginning the first week of the field practicum, weekly individualized, formalized, face-to-face, minimum of one-hour supervision is required.

Failure to hold supervision by the assigned field instructor on a weekly basis will result in the student not receiving the required hours and obtaining the requirements needed for receiving a grade of “Credit”.

2. Social Work Student Orientation Checklist (in Agency)

Refer to the SW 750B Advanced Field Practicum forms section on the School of Social Work, Field Education Web pages for the required form to be completed by you, your field instructor and your assigned field faculty. This form shall be handed in to your assigned field faculty by the required due date and it is the field faculty's responsibility to have this form placed in the student's SDSU File. The student is required to complete a new Social Work Student Orientation Checklist if the student is placed in a new field practicum site during the Fall or Spring Semester.

3. Supervision

Beginning the first week of the field practicum, **weekly individualized, formalized, face-to-face, one-hour (minimum) supervision will be held.** Supervision is to be held each week by the student's assigned field instructor. Failure to hold supervision by the field instructor on a weekly basis will result in the student not receiving the required hours and experiences in his/her fieldwork. Students are responsible for obtaining this supervision and informing their field faculty immediately if there is a lack of supervision. Refer to the Graduate Field Manual for requirements.

4. Internship Logs – determined by your field faculty instructor

This course assignment functions for several purposes: as an accountability tool as to how the students are spending their professional time in the agency; ensuring supervision is conducted on a weekly basis; reviewing course curriculum requirements being held; etc.

Log is to be reviewed, completed and signed-off on a weekly basis with your field instructor and in supervision. Logs to be handed in on a monthly basis, as determined by your field faculty instructor.

MSW II Internship logs are located on the SSW>Field Education Web pages> Forms > MSW II – 750B Course.

5. Advanced Field Practicum Labs

The Advanced Labs are designed to supplement and integrate the advanced administration practice content students receive in their concurrent courses. The advanced labs meet every other week during the academic year and will address specific skills, topics, issues, concerns related to the advanced field practicum experience.

Assigned Student Lab schedules are located in the School Email sent to 750B students in June 2007, and on the Field Education Bulletin Board. For SW 750B Course continuance in the 2008 Spring Semester, students will remain in the same field course section.

The Field Practicum Labs provide a framework for advanced administration content in social work. The labs are designed to:

1. integrate field and classroom learning;
2. assist student's learning in understanding their project assignments in terms of applicable theories;
3. integrate experiences, e.g. practice with content from another course, such as policy or research implications;

4. practice skill application and development via role-playing, live supervision, vignettes, exercises
5. practice group interaction and communication skills via group exercises;
6. provide a forum to exchange and share administrative experiences;
7. allow for role-playing, case conferencing, input and feedback, as to how the student is presenting his/her professional self;
8. learn and provide feedback in a group process framework, specifically with the focus on student's verbal and non-verbal communication skills;
9. address "gaps" between course work at SDSU and practice experiences;
10. facilitate in developing the student's role as a social work professional; and
11. a support network for students.

6. Learning Plan / Educational Contract

The learning plan provides each student with the opportunity to participate in the planning of his/her field education experience, clarifying expectations for the student, the field instructor, the task supervisor, the field faculty, and the field education coordinator.

The function of the learning plan is to operationalize the practicum goals and objectives by outlining specific student learning activities in the field practicum and the means by which their achievement will be assessed.

The learning plan is located on the SSW > Field Education Web pages under Forms> MSW II - SW 750A course. The student can complete the plan on computer, download the form, provide required signatures and dates, and hands the plan into his/her assigned field faculty by the 2007 Field Education Calendar due date.

The graduate advanced level learning plan addresses the five core areas found in the SW 750B - Administration, Field Education Comprehensive Skills Evaluation instrument and facilitates the student in individualizing his/her learning.

A written learning plan/educational contract is developed with the consultation and assistance of the field instructor. This plan will be completed by the 4th / 5th week in field practicum, signed by the field instructor and student, duplicated and handed into the field faculty, by the sixth week of field, for review and signature. The student, field instructor, and faculty will keep finalized copies.

The learning plan shall incorporate relevant readings and other activities to address student's individualized learning goals and objectives, which have been identified. Since this is a working document, the learning plan needs to be revised by the student's evaluation (at the end of the semester) and/or any time revision is appropriate. All revisions need to be discussed, approved, and signed off by the student, field instructor and field faculty.

Note: The student is required to write a new learning plan/educational contract if the student is placed in a new field practicum site during the Fall 2007 or Spring 2008 Semesters.

7. Macro Process Recordings and Agency Recordings

A minimum of two (2) macro process recordings are required for the Fall Semester and then again required for the Spring Semester.

Discuss with your field instructor, process recording procedures, how you will be informing other professionals, colleagues, committee members, etc. of this process, how to document process recordings and due dates involved. It is the field instructor's professional judgment as to how many process recordings, which groups, task forces, community meetings to choose and how

many groups to utilize process recordings with.

The field instructor shall provide written feedback on each process recording within an appropriate time frame and discuss the recording in order to further the student's learning and growth.

Refer to Macro Process Recordings formats, located on the Field Education Web pages > Forms > MSW II – 750B.

8. Agency Site Visits with Field Faculty, Field Instructor, and Student

Field Faculty schedule a minimum of one agency visit in the Fall Semester, three-way meeting (field faculty, field instructor, and student). Student learning plans, field course requirements, field instructor or student concerns are reviewed and discussed.

Field instructors and students are informed that the field faculty are available for immediate consultation and may provide additional agency visits as need. Agency site visit(s) are held as part of the student's 20 hour per week internship hours and are held at the agency site.

Refer to the 2007-2008 General Field Education Calendar for when visits shall be scheduled and conducted by your assigned field faculty instructor/liaison.

9. Evaluations

The process of evaluation of student performance is continuous throughout the field education program. The student is required to take responsibility for learning, progress, and self-assessment. The student's own appraisal is consistent with a philosophy that encourages self-determination, self-awareness and motivation toward the highest level of development possible for the individual. Therefore, each student is required by the field instructor to actively engage in the evaluation process.

All evaluations are expected to be joint ventures in which both the student and field instructor participate, with the field instructor carrying the final responsibility.

a. At the end of each semester, your field faculty instructor may the student to write a self-evaluation, in accordance with his/her learning plan, identifying his/her strengths, limitations, progress, and future goals.

For format and suggested questions, please refer to the “Student Self-Assessment and Evaluation Review,” located on the SSW>Field Education Web pages>Forms> MSW II-SW 750 course.

b. The SW 750B Advanced Field Practicum, Administration Comprehensive Skills Evaluation is meant to assist the field instructor and student in identifying learning needs, and assessing progress toward the overall objectives. **The deadlines for completing and submitting the written report are delineated in the 2007-2008 General Field Calendar.** The field instructor is required to observe the due dates to ensure that the student is not penalized with an incomplete grade for the fieldwork course for the semester.

Student performance expectations are sequenced over two years of the field practicum, thus they are continuous and progressive in nature. The rate of this progression is dependent upon the individual student, but each student should achieve the minimum expectations for each semester and ought to show sustained growth throughout the year.

Advanced field performance expectations are organized into five core skill areas:

1. development of professional responsibility and identity;
2. development of responsibility as a learner;
3. development of knowledge of the fieldwork agency and the community;
4. development of organization, work management and communication skills; and
5. development of practice and intervention skills.

Minimum expectations in each of the above five core areas for each of the four semesters have been delineated. Each core area contains particular objectives and behavioral measures that are used to evaluate the student's performance. The student must demonstrate an adequate performance/skill in all five areas to receive a grade of "credit" in the field course.

Failure to obtain minimum ratings of "3" for the graduate level, in all of the minimum competencies will result in the student engaging in a "Student Performance Agreement" process, or discontinuance of the student in the fieldwork placement, and a grade of "NO CREDIT".

Evaluations are submitted in duplicate and must be signed by the field instructor, student, and field faculty (and must be handed in by the required due date to the faculty). If the student is working with a task supervisor, the evaluation should reflect this experience too.

The field instructor is responsible for facilitating a meeting with the student, task supervisor, and herself/himself, to evaluate the student's performance. The student's signature signifies that s/he has read the evaluation.

Each evaluation contains the agency name, the names of the student, field instructor, and field faculty (and the names of task supervisors when appropriate). The student receives a copy of the written evaluation.

If warranted, the student may submit a written addendum to an evaluation when there is an apparent difference with the field instructor's point of view. This addendum needs to be shared with the field instructor and the faculty. The evaluation is reviewed by the field faculty, signed, and immediately filed in the student's record.

Refer to the "MSW II - SW 750A Field Education Comprehensive Skills Evaluation," located on the Field Education Web >Forms>MSW II - SW 750A course for further detailed requirements and completion. This evaluative instrument should be reviewed on a continuous basis with your field instructor. The field instructor can complete this form on the computer, then download for required signatures and dates, and hand into assigned field faculty by the required due date.

Mid-Semester Comprehensive Skills Evaluation

The field instructor may complete a mid-semester evaluation when there are concerns regarding the student's performance, detected early on. The mid-semester evaluation addresses both the student's areas of competence as well as trouble spots, suggesting the need for special attention. The timing of this evaluation is purposely designed to afford enough time to introduce remedial actions, if necessary. Also the Student Performance Agreement meeting will be held with the field instructor, student, faculty, and field education coordinator, in order to assess, evaluate and document specifics as to how the student need to raise his/her performance level to achieve a satisfactory outcome in the field practicum course.

c. Student Evaluations of the Agency and the Field Practicum Learning Experience, and Student Evaluation of the Field Instructor.

It is considered ethical professional practice for students to complete the "Student Evaluation of the Agency and Field Practicum Learning Experience and the "Student Evaluation of the Field Instructor" at the end of each semester.

These evaluation forms will be sent to each 750B advanced field practicum student during the last three weeks of the fall semester, via the student's email address. The student will be able to complete the evaluations on-line and submit them on-line to the School of Social Work by the course calendar due date.

Due dates for these evaluations are provided in the 2007-2008 General Field Education Calendar.

VI. Grades

Grades will be administered in accordance with the policies set forth in the SDSU Bulletin of the Graduate Division, and will follow the School of Social Work Grading Policy documented in the Graduate Student Handbook. All graduate courses in the MSW program field education curriculum are on a "Credit / No Credit – Cr/NC" grading system.

According to the Graduate Bulletin, a grade of "Credit" in graduate level courses is awarded for work equivalent to all grades that earn 3.0 or more grade points (A through B). "No Credit" is awarded for work equivalent to all grades, which earn less than 3.0 grade points (B- through F).

"A" grade is defined as "outstanding achievement; available for the highest accomplishment". "B" proficiency is defined as "average; awarded for satisfactory performance."

For the Fall 2007 Semester, students enrolled in Course SW 750B will be awarded a "Report in Progress – RP" grade in lieu of a grade of "Credit". The "RP" grade is used for graduate courses that extend beyond one academic term. "It indicates that work is in progress." The "RP" grade will be changed to a grade of "Credit or No Credit" for Fall Semester in mid-Spring Semester 2008.

Incomplete grade

On rare occasions (e.g., severe illness, family emergency), an "incomplete" grade may be granted, provided the student meets the criteria established by University and School of Social Work policies. These criteria include: (a) the instructor must agree that extenuating circumstances prevented the student from completing the work; (b) the student does not have to make up more than 30% of the required course work; and (c) the student and the instructor will sign a contract specifying the actions needed for the student to complete the course and a time line for completion. For Field practicum courses students must complete the "incomplete course requirements" before beginning the next semester to continue the field practicum course sequence.

Students must maintain a 3.0 GPA prior to the initial enrollment in the field practicum, and throughout the entire field practicum period. Students must also obtain a passing grade of "C" in their required concurrent practice course(s).

Failure to obtain these professional standings will result in the student obtaining the required appropriate academic standing and prerequisite course work to continue in his/her field practicum coursework.

Prior to the student's re-entry into the field practicum course sequence, a meeting can be scheduled by the Course Instructor / Coordinator of Field Education, to be held between the student and a faculty review panel to discuss the student's field eligibility status, review course work, review student goals and progress in becoming eligible for the field course.

The determination of the grade for the SW 750B Advanced Field Practicum course rests with the course instructor, Professor M. Siegel, based on the recommendations made by the field faculty instructor only. **The student must pass the practicum agency internship and the practicum lab components in each field course to receive a grade of "Credit or Report in Progress".**

Student must be able to perform satisfactorily and professionally in these areas to receive a grade of "Credit". This also includes adherence to the NASW Code of Ethics, SDSU School of Social Work Academic Standards.

In accordance with School Policy, if a student discontinues field practicum prior to the end of the SW 750B Advanced Field Practicum Course (in Fall or Spring semesters of the academic year), or during Winter Intercession, the student will be required to begin the entire period of the advanced field practicum course again (next Fall semester, next academic year) as curriculum states that 750B is a year-long course, including Fall and Spring semesters only.

Since the MSW program is administered on the concurrent model, students who withdraw or discontinue the field practicum sequence in the middle are also required to withdraw from the required concurrent practice course(s).

The student is required to start the SW 750B Advanced Field Practicum Course in the next Fall Semester sequence, by entering the SW 750B Advanced Field Placement Process again and adhering to the placement process by the required deadlines (January/February/ of the preceding year entering field in the Fall). Failure to do so will result in the student not being eligible for the SW 750B Field Practicum Course for the next academic year fall semester.

VII. Teaching Methods and School Course Policies

A. Course – Agency Practicum Hours Required

1. Each student shall complete 1,050 hours of field practicum during the course of the MSW program. (This total varies slightly for students enrolled in the Dual Degree Programs only – MSW/MPH and MSW/JD.) In the **SW 750B course, each student is required to complete 290 agency hours for the Fall Semester and 300 agency hours in the Spring Semester.**

2. **Students are required to complete a total of 290 agency hours consisting of: approximately 20 hours per week in the agency for a 15-week period in his/her assigned field practicum (dual degree students require 230 hours total consisting of 16 hours per week in assigned field practicum); and participation and skill level in the mandatory biweekly **Advanced Field Practicum Labs.****

Please note that for designated University Holidays, students will not be in their field practicum,

but are required to make-up the 20 hours per week. Also if the Agency designates specific Holidays where the agency is closed, and the student cannot attend, the student is required to make-up the 20 hours per week.

Refer to the General Field Education Calendar, page 2, for detailed information.

3. Field practicum hours are scheduled during normal agency hours of operation (8 am – 5pm); Monday through Friday in order to participate in professional experiences and receive required supervision. In accordance with School Policy, evening and weekend placements are not available, although a small portion of practicum hours may take place after regular hours (e.g., one-two evenings per week to meet with clients or attend professional community activities), provided there is appropriate professional supervision at the agency.

No less than a 4-hour block time will be scheduled at the agency on any given day. The field practicum agency will identify the days of the week, which are most appropriate for students to participate in learning experiences.

4. While enrolled in the 750B Course, each student is required to attend the mandatory Advanced Field Practicum Course Labs, scheduled on SDSU campus, meeting for 1.75, every other week. The labs do not count as part of the 20-hour per week requirement in the agency.

B. Attendance & Participation

1. Attendance in 750B Advanced Field Practicum, including supervision and Advanced Field Integrative Seminars must be punctual and regular. The student is expected to start the field practicum course on time and end the field practicum hours in accordance with the mandated University Semester periods.

The student is expected to comply with the normal working hours, personnel policies and practices of the field practicum agency in which they are placed.

2. In the case of unanticipated absence (illness or emergency), the student shall notify the field instructor immediately of the circumstances. Only the assigned Field Instructor can make arrangements and/or discuss the missed hours and the schedule for make-up. Failure to notify the field instructor could result in discontinuance of the student in the fieldwork placement, and a grade of "NO CREDIT".

If, due to an emergency, a student is unable to report to field, he/she must inform the Field Instructor, the appropriate agency personnel as well as the Field Faculty Instructor and the 750B course instructor, Professor M.W. Siegel immediately.

It is the student's responsibility to discuss attendance policies and procedures with his/her field instructor during the agency orientation.

The student will be responsible for make-up of any missed agency field hours, only with consultation with the Field Instructor. The Field Faculty must be fully informed about any irregularity in attendance at the field practicum. The student will not make-up missed hours during University Break Periods without the approval of the course instructor / the Field Education Coordinator.

3. Attendance and active participation at the Advanced Field Course Labs, during the year, are mandatory. Since the Labs represent and integrative group process experience for the

students, absences from labs should be avoided.

In the case of an unanticipated illness or emergency, the student is required to notify his/her assigned Field Faculty immediately. The Faculty may request written verification of the illness and/or emergency.

Please refer to the Supplemental Course Syllabus for the consequences and grading of students missing two SW 750A Advanced Field Labs during the 2007 Fall Semester.

Refer to School policies regarding student discontinuing the field practicum course prior to the end of the field course period – stated in Section VI “Grades” in this master syllabus.

C. Confidentiality and Professional Standards:

Students are expected to possess knowledge of University policies regarding academic and nonacademic misconduct, and all the information and policies contained in the SDSU School of Social Work Graduate Student Handbook. It is the responsibility of each student to abide by these policies, as well as the principles and ethics contained in the NASW Code of Ethics (1999). Students are expected to uphold, comply with and practice all NASW Code of Ethics, * social work values and laws which govern social work practice. The NASW Code of Ethics is designated as University Academic Standards in the School of Social Work.

Students are expected to maintain rules of confidentiality at all times, specifically pertaining to all clients, agencies, and their own personal information regarding field placement and professional growth discussed in the classroom. Refer to the “School Guidelines on Maintaining Client Confidentiality” as required, located on the field web pages, SDSU School of Social Web site. **Students are expected to safeguard the confidential nature of the treatment relationship and to observe strict adherence to all ethical principles and legal responsibilities of our profession.** Students are required to maintain professional eligibility for the internship at all times.

Students must meet the requirements set forth in the field curriculum, regardless of agency placement or assigned seminar. To meet these requirements, students are provided with a minimum of educational experiences under the supervision of their assigned field instructor. A description of the expected curriculum minimum required assignments are listed in the student’s SW 750B Advanced Field Practicum Syllabus and are specifically listed in the SW 750B Field Education Comprehensive Skills Evaluation.

Students must meet the same requirements set forth in the field curriculum, regardless of agency placement or assigned lab. Students are expected to review, understand and comply with the master and supplemental course syllabus and materials.

Students must possess: 1) sufficient emotional maturity as a professional; 2) ability to succeed in the field learning environment; and 3) maintain a professional manner consistent with their level of professional education. Deficiencies in any of these areas may result in immediate termination from the field practicum course; delay in future field placement, and/or a recommendation for disqualification from the MSW program.

VII. Course Outline

The following required course topics and issues are to be addressed throughout each of the Advanced Field Practicum Labs. The Labs will provide group process and interaction for the purpose of advanced skill development and growth, integration of practice skills and knowledge,

and student support, feedback, and evaluation.

The Administration Advanced Field Practicum Lab Objectives include, but are not limited to:

1. An overview and refresher on foundation year field practicum skills;
2. Focus on advanced administration level skill application, development, and training, utilizing small groups, role-playing, and live supervision, vignettes, exercises and reflection exercises;
3. Enhance, reinforce, and/or amplify what is being taught in advanced practice courses, SW 740 and SW 745 and;
4. Lab field faculty instructors will facilitate group process.

The Course Outline is subject to changes by the course instructor and field faculty instructor throughout the semester.

Cultural and Diversity competency, professional use of self, and professional reflection will themes infused through all Advanced Practicum Labs.

Advanced Field Practicum, Administration Labs	Skill Application and Topic of Discussion
Advanced Lab 1	Introduction and Overview of Course Curriculum / Requirements <ul style="list-style-type: none"> ▪ Learning objectives, process, and requirements for student and agency ▪ Course content and introduction to advanced practicum labs ▪ Purpose, goals, class norms, expectations, and assignments ▪ Supervision and Agency Orientation ▪ Student learning assessment and evaluation ▪ Learning plan for field practicum ▪ Skills self assessments (National Network for Social Work managers competencies) for use in developing the learning plan
Advanced Lab 2	Program design and evaluation <ul style="list-style-type: none"> ▪ Risk management and safety – student in practicum environment ▪ Review all of the agency's grants or contracts (or for government agencies, all program descriptions, objectives, and budgets). ▪ Critique the extent to which programs are designed using evidence-based practice, research, and best practices. ▪ For one program, conduct a systematic review of the literature and suggest program improvements based on your findings. ▪ Select one of the major programs in your agency, and use a logic model, including inputs, throughputs, outputs, and outcomes to describe or redesign a service delivery process. For outputs and outcomes, try to improve upon existing objectives. Develop some measurable objectives, which describe the client conditions at the termination of services. Develop a method to evaluate it, including measurement tools, processes, and analysis procedures.
Advanced Lab 3	Management information systems <ul style="list-style-type: none"> ▪ Review in detail the agency's management information system, including software applications and types of data collected. Interview an agency MIS specialist or information/knowledge manager if there is one. ▪ Propose to your field instructor improvements in the MIS which would better measure program outcomes, efficiency, cost effectiveness, and quality of services.
Advanced Lab 4	Budgeting <ul style="list-style-type: none"> ▪ Interview a budget specialist at your agency to learn about all funding

	<p>sources and fiscal reporting requirements.</p> <ul style="list-style-type: none"> ▪ Using a program in your agency, identify direct and indirect costs. Compute unit costs for one program output and cost effectiveness for one program outcome. ▪ Review administration process recordings.
Advanced Lab 5	<p>Contracting</p> <ul style="list-style-type: none"> ▪ For one contract or grant currently in effect at your agency, identify each item as cost reimbursement, performance, or capitated. For public sector internships, try to locate a contract in effect for a CBO related to your program for this analysis.
Advanced Lab 6	<p>Human resource management</p> <ul style="list-style-type: none"> ▪ Role-play a performance appraisal session using the agency's performance appraisal format. ▪ Role-play a discipline meeting using the agency's discipline process.
Advanced Lab 7	<p>Diversity and discrimination</p> <ul style="list-style-type: none"> ▪ Review agency data on demographics and other characteristics of clients and communities served by the agency. With your field instructor, critiques the agency's effectiveness in responding to client and community needs. ▪ Observe and critique interactions in the agency that relate to diversity and discuss how these do or do not enhance the valuing of diversity and furthering cultural competence. ▪ Review agency documents to learn about the agency's values, programs, policies, and/or procedures regarding diversity and discrimination. ▪ Interview a sampling of staff to identify agency strengths and challenges related to diversity.
Advanced Lab 8	<p>Values and ethics / Preparation for winter recess</p> <ul style="list-style-type: none"> ▪ Review and critique any formal agency statements of organizational values. Suggest improvements. ▪ Review and critique any formal agency ethics guidelines or policies. Suggest improvements. ▪ Evaluations ▪ Transferring or updating project tasks for winter break

IX. Bibliography


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Hepworth, D. H., Rooney, R. H., Rooney, G. D., Strom-Gottfried, K., & Larsen, J. A. (2006). *Direct social work practice: Theory and skills* (7th ed.). Pacific Grove, CA: Brooks/Cole.

Royse, D., Dhooper, S., Rompf, E. (2007). *Field instruction: A guide for social work students*. (5th ed.). Boston, MA: Pearson, Allyn and Bacon.
M. W. Siegel 2007

Appendix A – 750B Course Requirements

 SAN DIEGO STATE UNIVERSITY	<p>School of Social Work Field Education 5500 Campanile Drive San Diego, CA 92182-4119 Phone: (619) 594-6865 Fax: (619) 594-5991 www.socialwork.sdsu.edu/field</p>	<p>MSW II -Advanced Year, Administration</p> <p>SW 750B - Curriculum Course Requirements</p> <p>2007-2008</p>
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Brief Overview – Refer to Course Master and Supplemental Syllabi.

Field Instruction	Field Education is an integral part of the MSW program curriculum. Each yearlong field course includes <u>two major components: the practicum agency internship and the practicum school-based labs.</u> It provides the social work student with an opportunity to integrate and apply course theoretical knowledge and engage in social work practice in a community-based agency setting with supervised field experience.
Supervision	Minimum of 1 hour per week of <u>formalized individual, face-to-face</u> supervision by Field Instructor. Regularly scheduled.
Agency Field Practicum Hours*	<p><u>Fall Semester:</u> Approximately 20 agency hours per week for 15 weeks. Agency practicum hours = 290 hours.</p> <p><u>Spring Semester:</u> 20 agency hours per week for 15 weeks. Agency practicum hours = 300 hours. SW 750B total practicum agency hours = 590 hours.</p> <p>Student shall be in internships a minimum of 4-hours at a time. No weekend availability.</p> <p>*Refer to course calendar and attendance policies for holidays, university break periods, student illness, etc.</p>
Advanced Field Practicum Labs	<p>Fall and Spring Semesters – Bi-weekly labs held. 8 Advanced Field Labs for each semester.</p> <p>School-based Labs are taught by field faculty and will focus on skill application, development, and training, utilizing small groups, role-playing, vignettes, and exercises.</p>
<p>Practice Expectations Caseload/ Activity Expectations</p> <p>Students receive administration project assignments within Weeks 2 to 4 in Fall Semester.</p> <p>Field Instructor is responsible for assigning all projects / activities to meet course requirements.</p>	<p>16 - 18 hours are in administration assignments only.</p> <ul style="list-style-type: none"> ❖ Involvement in assessment of a community/organizational problem using needs assessment methodologies. ❖ Involvement in at least one model of macro practice (e.g. organizational management, community development, planning & evaluation, social action, social reform, evaluative research, collective capacity building, partisan model, etc.). ❖ Social Administration – Leadership. Involvement in visioning; change management; strategy and planning; organization and design; culture management; community collaboration; and ethics and values. ❖ Social Administration – Management. Involvement in program design; financial management; information systems; human resource management; program evaluation; project management; and diversity. ❖ Involvement in development & management of core administrative functions including: planning; budgeting; staffing; data systems; personnel; resource development; program design; and leadership. ❖ Involvement in developing intra/interorganizational relationships around networking or coalition building. ❖ Participation in a variety of committees/tasks forces/ program planning activities within field practicum. ❖ Serve as an agency representative. ❖ Involvement in analysis of agency policies & programs to assess service delivery, administrative structure, etc. ❖ Assume primary responsibility for development & implementation of a special project. ❖ Assess issues such as values & ethics, diversity, organizational life cycles,

	<p>and organizational change technologies.</p> <ul style="list-style-type: none"> ❖ Attend and participate in administrative meetings.
Assignments Required	<ul style="list-style-type: none"> ▪ Learning Plans / Educational Contracts; ▪ Student Orientation Check List; ▪ Internship Logs (FF instructor option); ▪ Administration Process recordings; ▪ Field Faculty-Agency-Student Site Visit; ▪ Student Self Assessment and Evaluation Review; ▪ Comprehensive Skills Evaluations. <p><i>Refer to course syllabus and comprehensive skills evaluation for detailed requirements.</i></p>
Advanced Administration Practice	<p>This advanced social work administration field practicum consists entirely of administration content, activities, assignments, training, and supervision.</p> <p>The student is expected to gain experience with a larger volume of macro practice activities, projects, and assignments, utilize management, needs assessment, and supervision models, develop increased insight and understanding of agency, organization, community, and client systems in the Administration Concentration, reflecting core-learning areas in the SW 750B Advanced field practicum curriculum.</p> <p><i>Refer to course syllabus for objectives, competencies, and requirements.</i></p>
Advanced Field Practicum Objectives	<p>In the advanced field practicum, students will be required to (but not limited to), demonstrate the ability to:</p> <ul style="list-style-type: none"> ▪ Build on the foundation of knowledge, values, and skills achieved during the first year / foundation year of generalist practice. ▪ Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation. <i>Field Instructors will provide assignments that differ from student.</i> ▪ Understand, respect and integrate social work values, NASW Code of Ethics, and legal issues regulated by and associated with social work practice and the profession. ▪ Understand and is knowledgeable in policies and procedures of the agency's human resource management system, including hiring, supervision, and performance appraisal, discipline, rewards, confidentiality, affirmative action, and benefits programs. ▪ Use organization systems theory and contingency theory to describe agency dynamics. ▪ Demonstrate knowledge and critique the agency's governance structure, e.g. strategic planning, goals, objectives, and timelines, and implementation strategies. ▪ Understand the agency's structure, functions and outcomes of major programs.

	<ul style="list-style-type: none">▪ Design or improve key aspects of the agency's or program management information system.▪ Assist in developing and writing a grant proposal.▪ Analyzes agency and/or program data with reference to goals and measurable objectives to determine program effectiveness, and /or cost effectiveness.▪ Describe and assess the agency's policies, strategies, and programs to enhance social and economic justice for the client populations' served and collaborative partnerships.▪ Assists in the design and development of a new program or the refinement of an existing program, including proposal development and/or project implementation.▪ Demonstrates a leadership role in a small or large task force, or other project such as a change implementation, in-service training, grant proposal, etc.▪ Use communication skills and supervision in social work practice and professionally function within the structure of organizations and service delivery systems.▪ Demonstrate knowledge and critique the agency's governance structure, e.g. strategic planning, goals, objectives, and timelines, and implementation strategies.▪ Describe the agency's financial management system including major funding sources and their requirements, agency and/or program budgets, budget development, and monitoring mechanisms such as audits, agency annual reports.
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