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|  <p>College of Health and Human Services School of Social Work</p> | <p>School of Social Work Field Education 5500 Campanile Drive San Diego, CA 92182-4119 Phone: (619) 594-6865 Fax: (619) 594-5991 https://socialwork.sdsu.edu/field/</p> | <p>MSW II – Administration and Community Development Advanced Field Practicum Year SW 755 Overview Curriculum Course Requirements 2023 - 2024 Academic Year</p> |
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Overview – Refer to Course Master and Supplemental Syllabi.

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| <p>Field Instruction</p> | <p>Field Education is an integral part of the MSW program curriculum. Each year-long field course includes <u>two major components: the practicum agency internship and the practicum school-based field seminars</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.</p> |
| <p>Supervision</p> | <p>Minimum of 1 hour per week of <u>formalized individual, face-to-face</u> supervision by Field Instructor. Regularly scheduled.</p> |
| <p>Agency Field Practicum Hours*</p> | <p><u>Fall Semester and Spring Semester:</u> 20 agency hours per week for 15 weeks each semester. Agency practicum hours = 300 hours per semester. SW 755 total practicum agency hours = 600 hours.</p> <p>*Refer to field education course calendar and attendance policies for holidays, university break periods, student illness, etc.</p> |
| <p>Advanced Field Practicum Seminars</p> | <p>Fall and Spring Semesters – Bi-weekly field seminars held. 8-9 Advanced Field Practicum Seminars for each semester.</p> <p>School-based field seminars 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>Minimum of 16 hours in administration and community development assignments:</p> <ul style="list-style-type: none"> ❖ Assessment of a community/organizational issue using needs assessment and asset mapping methodologies. ❖ Extensive involvement in at least one model of macro practice (i. e., administration, community development). ❖ Management: strategic planning, program design; proposal/resource development; entrepreneurial initiatives; marketing; financial management; information systems; human resource management; program evaluation; project management; and diversity. ❖ Developing intra/interorganizational relationships around networking or coalition building. ❖ Participation in a variety of committees/tasks forces/ program planning activities, including serving as an agency or unit representative. ❖ Analysis of agency policies, programs, systems, and processes (e.g., a management audit) with reference to effectiveness and best practices standards. ❖ Exposure to agency processes and systems regarding ethics and values. ❖ Primary responsibility for development & implementation of a special project. ❖ Attend and participate in administrative meetings. <p>Administration Students: Exposure to and involvement with</p> <ul style="list-style-type: none"> - agency leadership models and styles - vision setting and implementation - organizational change processes and activities - organizational culture dynamics - organizational learning processes - supervision <p>Community Development Students:</p> <ul style="list-style-type: none"> - Facilitate stakeholder meetings with the community regarding volunteer opportunities; community outreach needs and action involving the community within areas they define as "in need". - Meet one-on-one with community residents to find out what they feel the community's needs are, what their strengths are and how the agency and community can benefit from each other. - Coordinate local advocacy by introducing residents to others working on the same issue and facilitate meetings between the two. - Coordinate social change efforts within church and neighborhood groups. - Develop relationships with small non-profits and resident-run associations. - Develop long-term plan and strategic efforts to incorporate community involvement into planning and goals of organization. - Coordinate with other local non-profits and San Diego organizations to develop funding |

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| | <p>opportunities and facilitate a work plan for the neighborhood.</p> <ul style="list-style-type: none"> - Develop agency protocol for engaging the community in organizational decisions. - Conduct research and gain measurable outcomes providing data for improvements in quality of life among community members. - Work with residents to implement community change (i.e. lack of sidewalks, graffiti). - Work with residents and business owners in the revitalization of the community as a whole. - Develop local community leaders to play active role in agency and community leadership opportunities .General Internship Administration: 3- 4 hours per week includes supervision, staff meetings, projects and conferences, etc. |
| Assignments | <ul style="list-style-type: none"> ▪ Learning Plans / Educational Contracts; ▪ Student Orientation Check List; ▪ Administration Process recordings; ▪ Field Faculty-Agency-Student Site Visit; ▪ Administrative facilitation of practicum seminars; ▪ Student Self Assessment / Evaluation Review in Comprehensive Skills Evaluation; ▪ Comprehensive Skills Evaluations. <p>Refer to course syllabus and comprehensive skills evaluation for detailed requirements. NOTE: All forms are completed electronically via IPT. http://socialwork.sdsu.edu/field/instructor-resources/ipt-tutorial/</p> |
| Advanced Administration-Community Development Practice | <p>This advanced social work administration-community development field practicum consists entirely of administration and community development content, activities, assignments, training, and supervision.</p> <p>The student is expected to achieve competence in a large volume of macro practice activities, projects, and assignments, utilizing administrative and community development knowledge acquired in classes and the practicum site and to develop increased insight and understanding of agency, organization, community, and client systems, reflecting the core-learning areas in the SW 755 Advanced field practicum curriculum.</p> <p>Refer to course syllabus for objectives, competencies, and requirements.</p> |
| Advanced Field Practicum Objectives | <p>In the advanced field practicum, students will be required to (but not limited to), demonstrate the ability to: Build on the foundation of knowledge, values, and skills achieved during the first year / foundation year of generalist practice.</p> <ul style="list-style-type: none"> ▪ Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender identity and expression, marital status, national origin, race, religion, sex, and sexual orientation. ▪ 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 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. ▪ Describe and critique the agency's governance structure, and planning systems, including Board policies, strategic plans, goals, objectives, timelines, and implementation strategies. ▪ Understand the agency's structure, functions and outcomes of major programs. ▪ Design or improve key aspects of the agency's or program management information system. ▪ Assist in developing and writing a grant proposal. ▪ Analyze agency and/or program data with reference to goals and objectives to determine program effectiveness, and cost effectiveness. ▪ Describe and assess the agency's policies, strategies, and programs to enhance social and economic justice for the client populations. ▪ 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 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. ▪ 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. |

2011 - M.W. Siegel, Course Instructor/Macro Task Group