



GRADUATE

FIELD ORIENTATION

PART II

WELCOME TO FIELD

MSW Field Coordinator

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FIELD OVERVIEW

- Field education, the signature pedagogy for social work education
 - Provides an opportunity to demonstrate learning through practical experiences
 - Integrates classroom knowledge into "real world" situations
 - Development of professionalism, professional boundaries, and a teachable attitude.
 - Strengthening your skill-set in the four social work core areas: *Engage, Assess, Intervene, and Evaluate*



Field Orientation Part I

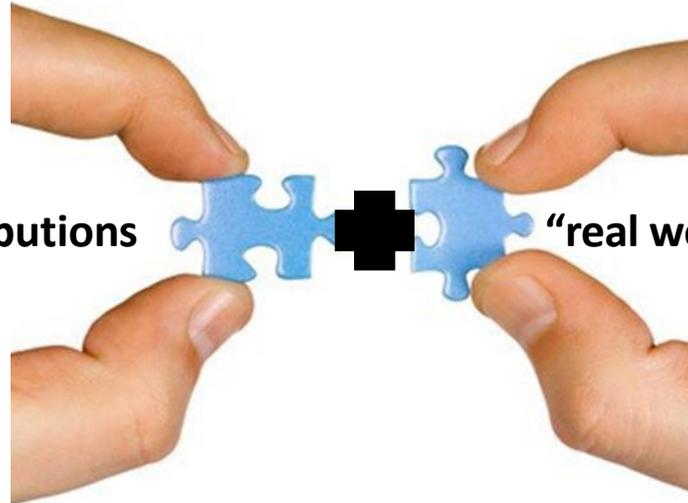
Review

Field Education Structure



Signature Pedagogy

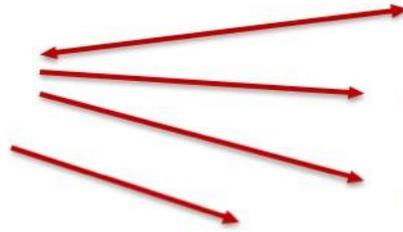
Theoretical & conceptual contributions



“real world” experiences



- **Designed**
- **Supervised**
- **Coordinated**
- **Evaluated**



- **Engage**
- **Assess**
- **Intervene**
- **Evaluate**

CORE
Social
Work Skills

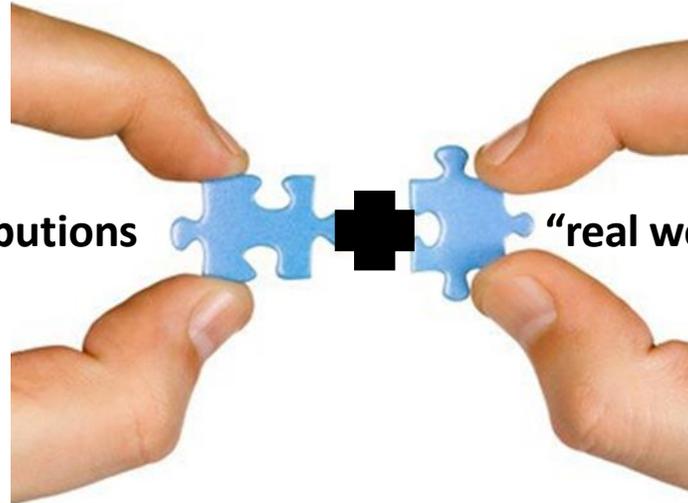
based on criteria by which students demonstrate achievement of program competencies.

(the ability to do successfully & efficiently)



Signature Pedagogy

Theoretical & conceptual contributions



“real world” experiences



FIELD EDUCATION STRUCTURE AND EXPECTATIONS FOR MSW

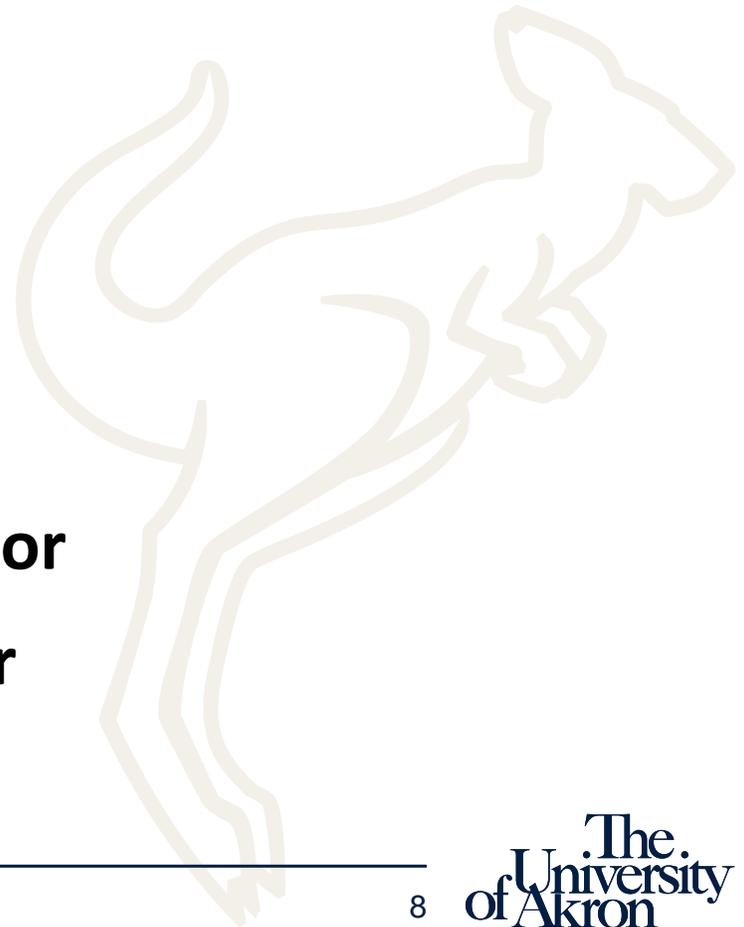
- Grade structure – Pass or Fail (Credit or No Credit)

- No Credit or Fail = repeat field education

- Credit = Pass

1 min hour of weekly supervision with field instructor

1 Required visit by Faculty Field Liaison per semester



FIELD EDUCATION STRUCTURE AND EXPECTATIONS FOR MSW

- Two consecutive semesters
- Generalist (Foundation) students
 - Must complete **200** hours per semester- **16** hours per week
- Specialist (Concentration) students
 - Must complete **250** hours per semester- **17** hours per week
- **3** credit hours per semester for field education

FIELD EDUCATION STRUCTURE AND EXPECTATIONS: GENERALIST (FOUNDATION) YEAR

- Two consecutive semesters
- Field begins at the start of the semester
- **Generalist (Foundation)-Full-time Student**
 - 1st year-1st placement
- **Generalist (Foundation) – Part-time Student**
 - 2nd year – 1st placement



FIELD EDUCATION STRUCTURE AND EXPECTATIONS: SPECIALIST (CONCENTRATION) YEAR

- **Two consecutive semesters**
- **Field begins at the start of the semester**
- **Specialist (Concentration)-Full-time Student**
 - 2nd year- 2nd placement
- **Specialist (Concentration) – Part-time Student**
 - 2nd year – 1st placement
- **Specialist (Concentration) Advanced Standing**
 - 1 year program – 1 field placement only



FIELD SUPPORTS

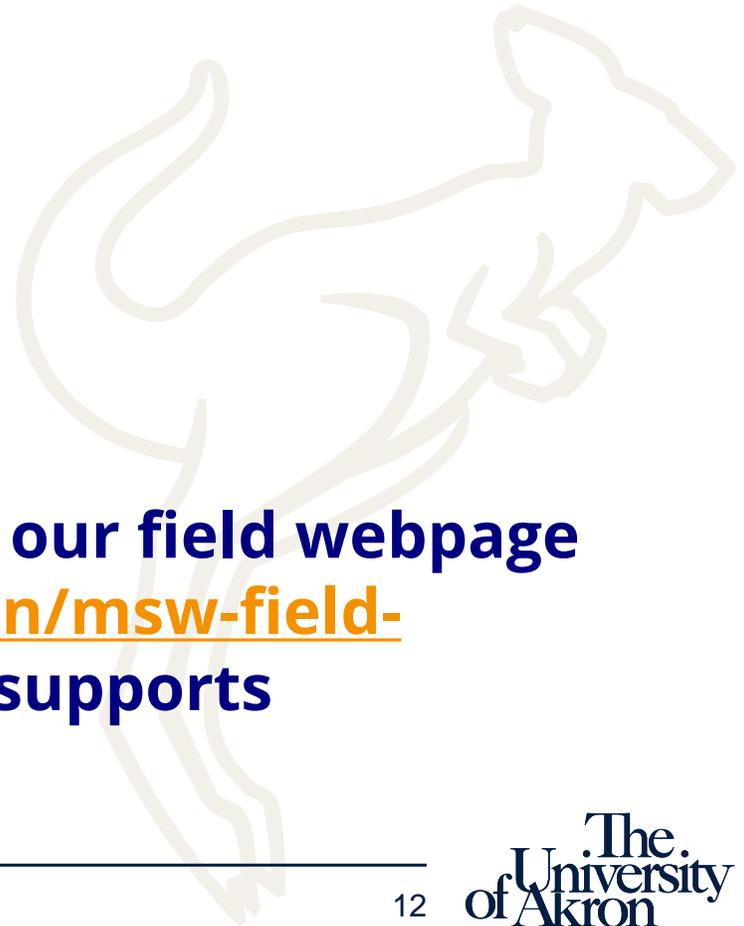
Background Checks/Fingerprinting

Immunizations/Tuberculin Skin Testing

Professional Liability Insurance

Social Work Trainee License

Please contact the MSW Field Coordinator and visit our field webpage <https://www.uakron.edu/socialwork/field-education/msw-field-forms.dot> for additional information of these field supports



FIELD EDUCATION TERMINOLOGY

Using the correct terminology improves communication between the university and the community

- Field a.k.a. Field Placement | Practicum | Internship | Clinicals – **Community Placement**
- Field Coordinator & Field Contacts - **University-based**
- Field Instructor a.k.a. Field Supervisor | Preceptor - **Agency based**
- Faculty Field Liaison = Liaison – **University-based**



Classroom *without* walls- *Field Education- Field Placements –Learn Courage Strengthen Compassion -Develop Competencies*





FIELD DOCUMENTATION

School of Social Work and Family Sciences



FIELD DOCUMENTATION

- Hours Log's
- Narrative Log's
- Achievement Measures of Field Education (AMFE)
 - Documentation of activities and strategies to learn skills across the nine social work competencies
 - Student baseline assessment
 - Student and Field Instructor semester assessment and evaluation of skill acquisition
- Tevera
 - The submission process for all Field Education documents is completed using a cloud-based platform called Tevera
 - Students will view a series of Tevera instructional videos in Part II of the field orientation in Brightspace



HOURS LOG

What is an Hours Log?

An hour's log is a tool used to document a student's weekly activities directly connected with developing competency in the identified Learning Activities in the AMFE tool. The hours log is the place to document the amount of time required to complete those tasks associated with moving from unskilled to competent practice.

Who completes the Hours Log?

The Hours logs are completed and signed by the student then routed for signatures in order from field instructor to then faculty liaison. If student also has a task supervisor, this person may review and sign as well.

When do I complete the Hours Log?

Each log covers four weeks of documentation of time. A student is to submit an Hours log to their field instructor every four weeks for a field instructor's signature.

HOURS LOG

Does the Hours Log require signatures?

Yes. Each student's field instructor, the student, and the faculty liaison will need to place their signature on each set of hours logs.

When are signatures required?

Each agency may work differently. However, each student should sign their hours logs every four weeks. Field instructors and liaisons will sign after they review and approve the log.

The university requires hours log at specific dates/time frames as documented on the field calendar. However, all students must submit every four (4) weeks. *(See field calendar for when hours logs are due to the university)*

What goes into the Hours Log?

- The exact amount of time at your field placement: Including time in field (called time at site) and supervision hours each week.
- If students use Holiday (specific national holiday when field agency is closed) or sick hours, these must be documented on the hours log on the date in which they are used and indicated as "time at site." Students then use the accompanying narrative log to specify that time was used due to the holiday or student illness.

NARRATIVE LOG

What is a Narrative Log?

A narrative log is a tool used to document a student's weekly activities directly connected with developing competency in the identified Learning Activities in the AMFE tool. The narrative log is the place to document the specifics activities each week that are related to the learning activities associated with moving from unskilled to competent practice.

Who completes the Narrative Log?

Narrative logs are completed and signed by then student then routed for signatures in order from field instructor then to faculty liaison. If student also has a task supervisor, this person should review and sign as well.

When do I complete the Narrative Logs?

Each log covers four weeks of documentation of activities completed in field. A student is to submit a Narrative log to their field instructor every four weeks for a field instructor's signature.

NARRATIVE LOG

Do the Narrative Logs require signatures?

Yes. Each student's field instructor, the student, and the faculty liaison will need to place their signature on each set of narrative logs.

When are signatures required?

Each agency may work differently. However, each student should sign their hours logs every four weeks. Field instructors and liaisons will sign after they review and approve the log.

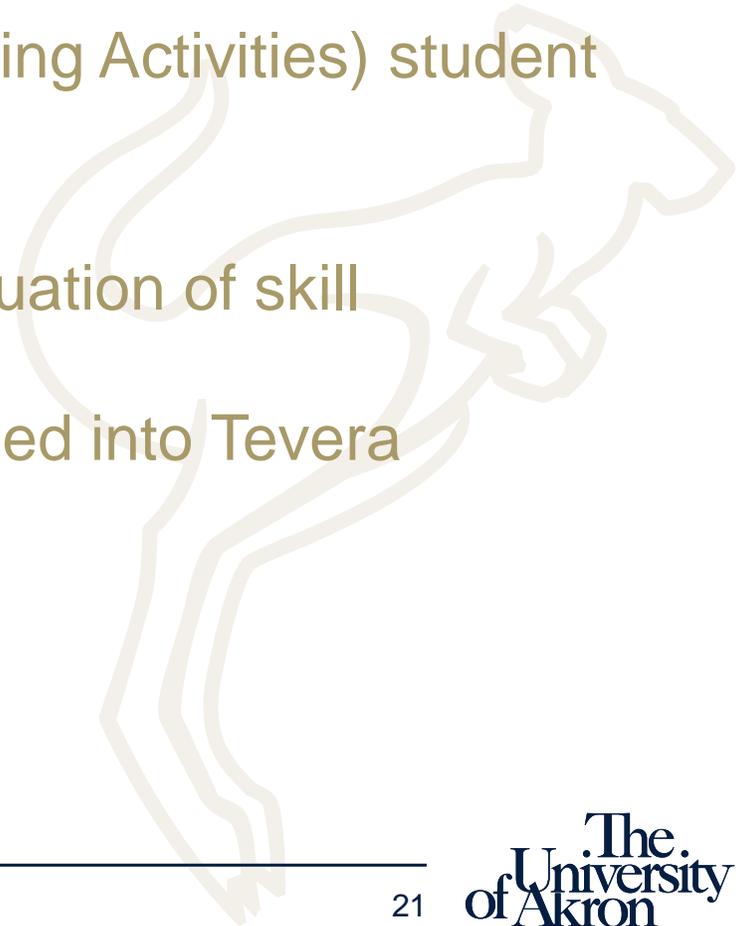
The university requires narrative logs at specific dates/time frames as documented on the field calendar. However, all students must submit every four (4) weeks. *(See field calendar for when hours logs are due to the university)*

What goes into the Narrative Log?

- The specific details of activities you completed each week at your field placement: Including activities completed in field, any trainings/conferences attended and what was learned as well including what was covered and planned during supervision hours each week. A student should have no less than 6-9 sentences for one week reflecting the detailed activities so it can be clearly connected with the established learning activities.

ACHIEVEMENT MEASURE OF FIELD EDUCATION (AMFE)

- The AMFE is used to capture the following:
 - Documentation of activities and strategies (Learning Activities) student will complete over the course of two semester's
 - Student baseline assessment
 - Student and field instructor assessment and evaluation of skill acquisition following each semester in field
 - The AMFE is an excel document at that is uploaded into Tevera



ACHIEVEMENT MEASURE OF FIELD EDUCATION (AMFE)

Learning Activities

- Student Learning Activities is part of the AMFE tool used to document the learning plan for each student. This plan is divided into specific behaviors under each of the nine (9) competencies. The Learning Activities in the AMPFE tool serve as a written contract approved by the field instructor/agency, faculty liaison/university and the social work student detailing what opportunities need to happen to ensure that the student develop the emerging level competencies required of all graduating social work students.
- During the first month of placement, Student and Field Instructor collaborate to generate a minimum of **ONE (1)** Learning Activity for each social work Behavior, for a grand total of at least 31 Learning Activities.
- Learning Activities should be written in a format that is **SMART = Specific, Measurable, Attainable, Relevant, Timely**

ACHIEVEMENT MEASURE OF FIELD EDUCATION (AMFE)

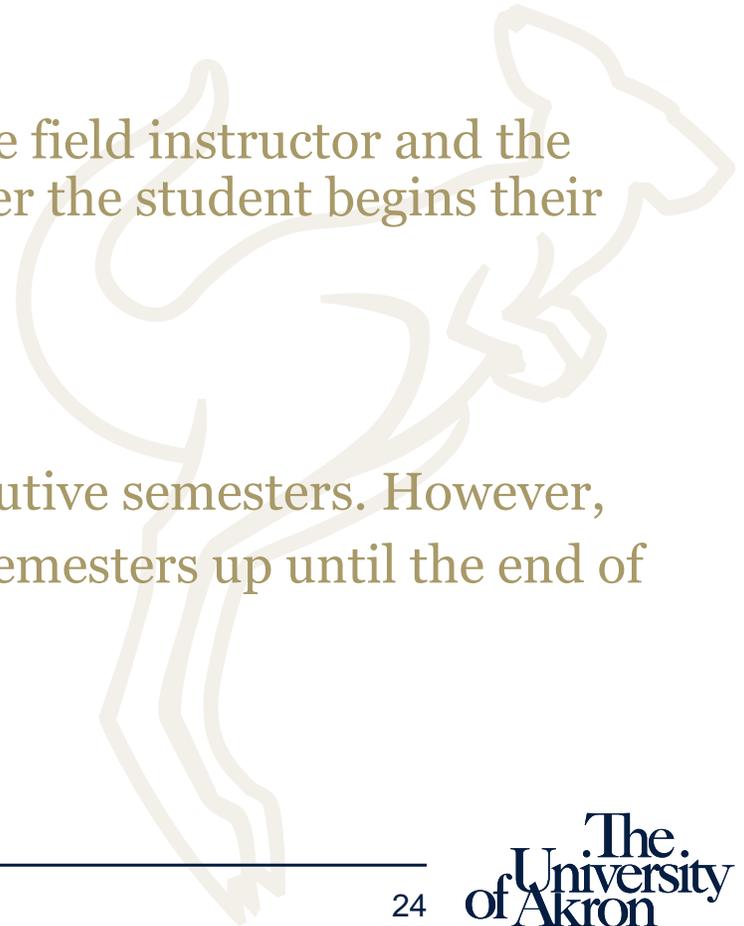
Learning Activities Continued

- Each learning activity must address one of the four dimensions - **Any learning activity can be written with a focus on any Dimension, but a minimum of 4 learning activities must be written for each Dimension. 4 Learning activities = Knowledge (K); 4 learning activities = Values (V); 4 learning activities = Skills (S); and 4 learning activities = Cognitive/Affective Processes (C/A).** Remaining learning activities may be written within any Dimension. Dimensions are: Knowledge (K), Values (V), Skills (S), and Cognitive/Affective Processes (C/A)
- **This is explained further in the document tutorial, within the AMFE instruction guidelines, and on the field webpage.**

ACHIEVEMENT MEASURE OF FIELD EDUCATION (AMFE)

Learning Activities Continued

- **When do I complete the Learning Activities?**
 - Students should have a completed (agreed upon by both the field instructor and the student) plan within the first four weeks of the first semester the student begins their field experience. *See Field Calendar for exact due date.*
- **How often do I create the Learning Activities?**
 - Each AMFE tool covers an entire academic year, two consecutive semesters. However, Learning Activities can be revised any time during the two semesters up until the end of the fourth week of the second semester.



ACHIEVEMENT MEASURE OF FIELD EDUCATION (AMFE)

Learning Activities Continued

- **How do I use this Learning Activities?**
 - Students will review this plan to ensure that they have opportunities to develop the identified social work skills. This plan is also used by both the student and the field instructor, in conjunction with the student evaluations, to determine how well you, the student, are growing and developing.
- **How do I create my customized Student Learning Activities?**
 - Meet with field instructor and discuss your interests and then listen to your field instructor describe the opportunities available at the agency.
 - Read the how-to guide to complete the AMFE.
 - Begin to create your Learning Activities in the first week- it takes time and should take time!

ACHIEVEMENT MEASURE OF FIELD EDUCATION (AMFE)

Student Baseline Assessment

- **Complete by the end of the first four (4) weeks of the semester field begins and concurrently, if needed, with the finalization of the learning activities.**
 - As placement begins, Students in conjunction with their Field Instructors are invited to reflect on each social work Behavior (31) distributed among nine (9) Competencies
 - Students and Field Instructors should jointly assess the student's current level of capability of each Behavior using the scale above (1-4, or X)
 - The score should be placed in the light green Baseline column, replacing the "o's".
 - Students and field instructors should strive to candidly rate their capabilities by considering past classroom performance, feedback, and self-awareness
 - The Baseline Assessment, when complete, will assist the Field Instructor in better understanding the Student's strengths and challenges, and help the Student in developing Learning Activities for Field

ACHIEVEMENT MEASURE OF FIELD EDUCATION (AMFE)

Student and Field Instructor Mid-point and End-point Evaluation

- **MIDPOINT FORMATIVE ASSESSMENT AND GRADE RECOMMENDATION - Complete within the last two weeks of the first semester**
 - Student and Field Instructor will independently score the Student's level of performance for each social work Behavior, in the appropriate blue column. To do so, replace the "0" with an X, or a number 1 - 4, referencing the scale above
- **AMFE-E: ENDPOINT SUMMATIVE ASSESSMENT AND GRADE RECOMMENDATION – Complete within the last two weeks of the second/final semester**
 - Student and Field Instructor independently score the Student's demonstrated level of competence for each social work Behavior in the appropriate peach column. Do so by replacing the "0" with a number between 1-4.
 - Important Note: X cannot be used on this ENDPOINT assessment, as the Student should have completed all Learning Activities, providing enough data for a final achievement score for each Behavior.
- The AMFE instructional guide provides additional guidance on completing midpoint and endpoint evaluations.

ACHIEVEMENT MEASURE OF FIELD EDUCATION (AMFE)

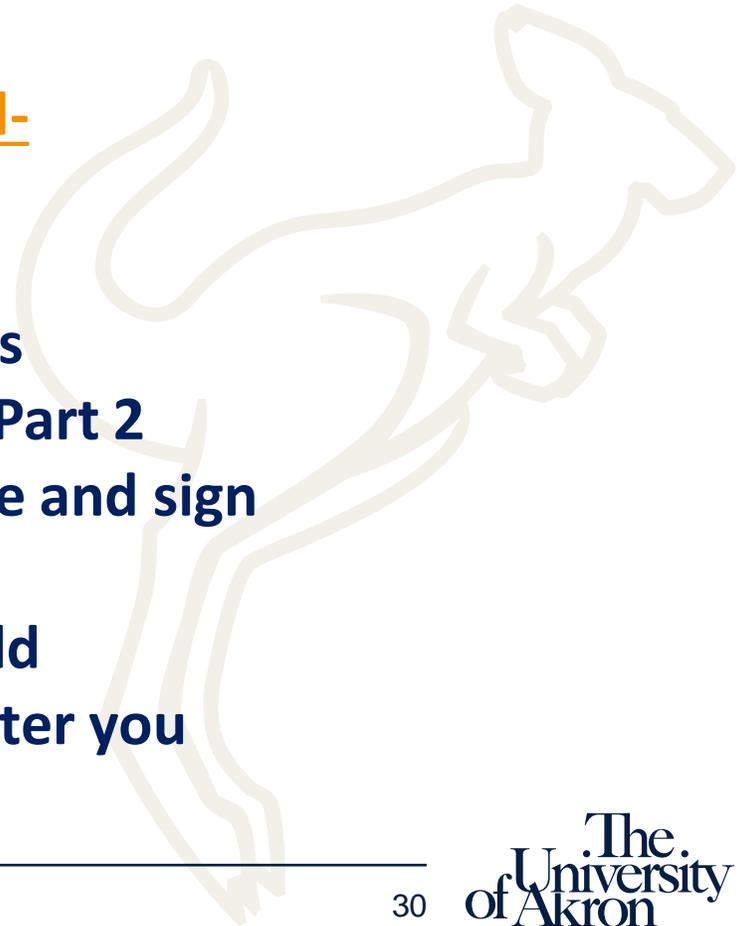
- AMFE and Tevera
- At present, the AMFE tool must be uploaded into Tevera after the baseline, midpoint, and endpoint evaluations – Three uploads total.
 - There will be assignments in Tevera for each upload

TEVERA

- Please watch the Tevera “how to” videos in Part II of the Brightspace Field Orientation
- There is a one-time fee of \$203 (\$195 plus \$8 processing fee).
- Students who have paid the fee previously (as undergraduate or foundation year graduate learners in our program) DO NOT have to pay again.
- Those who need to pay must pay this fee prior to beginning field.
- Students will be notified when they are able to register for Tevera. You will receive a separate email about registering and paying for this when you are registered.
- <https://uakron.tevera.app/#/logon>

Online Field Documentation Activity

- Now it is time to practice completing field documentation
- Go to the field education webpage
<https://www.uakron.edu/socialwork/field-education/>
- Locate your program (MSW)
- Select Orientation Pre-Placement Activities
- Complete the Online Experiential Activity Part 2
- Once the activity is complete, please locate and sign the Signature Page for Part 2 Orientation
- Submit the signature page to the MSW field coordinator prior to the start of the semester you begin field



School of Social Work Website

- www.uakron.edu/socialwork/

Field Education

- <https://www.uakron.edu/socialwork/field-education/>

MSW Field Education & Forms

- <https://www.uakron.edu/socialwork/field-education/msw-field-forms.dot>

Questions? Ask your field contact person.

