Field FAQ’s (Please refer to Field Manual found on UNLV School of Social Work Webpage: https://www.unlv.edu/socialwork/field-agency-forms)

A. Why is field education required for a BSW or MSW degree?

Field education is the “signature pedagogy” of social work education and affords students the opportunity to actively observe and experience social work practice, reflect on their experience, construct personal practice guidelines, and then practice these in a guided field setting experience while being supervised. The success of a student’s field education is dependent on the extent to which they are able to translate and synthesize material from the classroom setting to the field setting.

B. What is the difference in field education at the BSW, MSW Foundation, and MSW Concentration levels?

BSW and MSW Foundation students experience field at the foundation, or Generalist Practice level, learning to act as professional social workers, conducting research-informed practice and practice-informed research, engaging in policy practice, and learning how to assess, intervene, evaluate, and engage with diverse individuals, families, groups, communities and organizations. MSW Concentration students move to the Advanced Generalist practice level and are expected to demonstrate autonomy, leadership, and the ability to and solve more complex problems in their field placements. Students will be completing their practicum in the concentration of choice, Direct Practice or Management Community and Policy.

C. What is the schedule for field?

Please refer to the Field Calendar in this course that corresponds to your student’s first field semester.

D. How many hours of field does my student have to complete?

Each student must complete the required practicum hours to meet the field education requirement for each academic year. Please refer to Module Three in AFI Training and Field Manual.

E. Can students make up their own field hours?

No. Students must complete the required hours per semester.

F. Can a student choose to complete field hours during non-traditional hours (i.e. outside of a Monday-Friday workweek)?

No. These field options are very, very rare. A student may seek a placement that can provide non-traditional hours, or discuss this possibility with you, but these arrangements must be approved and supervised by you.
G. How often should I meet with my student for supervision?

CSWE accreditation standards mandate that you have one hour of weekly face-to-face supervision with your student.

H. Can I send my student out to work with other staff in the field?

Yes. At your discretion you may identify others in your agency to serve as "preceptors" and allow your student to shadow and work with others to broaden their experience and allow for a wide range of practice opportunities. At minimum you should have at least weekly supervision with your student and monitor their experiences against the Field Learning Contract.

I. Does UNLV insurance cover my student traveling to and from the placement and driving for the placement agency?

No. Students are responsible for transportation to and from the practicum site and assume the risks associated with transportation and parking. Students are not allowed to transport clients and may use an agency vehicle if the agency’s liability policies to drive agency vehicles include students. Students are expected to meet all agency requirements to operate an agency vehicle.

J. Can my student log extra hours each week and complete the field placement early?

No. In order to maximize the educational experience by balancing classroom and field experiences, students must be at the practicum site for 15 weeks of the semester.

K. How many of the CSWE competencies does my student have to demonstrate to be considered successful in the field placement?

Every student must demonstrate satisfactory mastery of ALL competencies by the end of each semester of the field placement. Students may fail 2 practice behaviors and still pass the minimum requirements for the Field Practicum.

L. How should I orient my student to the agency/programs?

You must provide or arrange for an orientation to the agency that explains policies, procedures, administrative structure, and responsibilities of the social work student. Refer to Module 3.

M. How should I structure the student's experience to practice all of the required social work competencies?

The Field Learning Contract is a good place to start. Use the social work competencies to identify activities and learning opportunities at your agency. Each student's learning
experience should be unique and can be adjusted to fit your organization and the student’s needs. Students are encouraged to enhance their learning by identifying agency needs and developing projects to propose and complete if approved.

N. What should I know about supervising a student with a disability?

Students with disabilities are encouraged to contact the Disability Resource Center (702-895-0866) as needed to identify and discuss accommodations. The Field Education Office will assist you during the practicum as needed.

O. Does my student have to follow all of my agency’s policies?

Yes, students are expected to follow ALL policies and procedures of your field agency.

P. Are students oriented to potential safety risks in the field?

Yes. Students are made aware of the risks associated with entering the field placement and choosing social work as a career and encouraged to always practice and maintain personal safety awareness. Each agency is also asked to address safety protocols at orientation for students.

Q. What is the purpose of the Field Seminar class?

The Field Seminar is a mandatory core component of the field education. It provides an integrative process where students have the opportunity to discuss their learning experiences, examine the connection of the classroom material to practice, and reflect on their own personal and professional development.

R. What is the Field Learning Contract?

The Field Learning Contract outlines how practice opportunities are provided for the student to demonstrate the identified core competencies and practice behaviors that are required by the Council on Social Work Education.

S. How does my student track and report their field hours?

Students will submit the Field Timesheets to their Agency Field Instructor to submit to the Field Liaison by 5 pm every Monday. Field timesheets capture both, the current and cumulative total of hours the student has spent in the field setting each week.

T. What is the Site Visit?

Each field semester you will have 2 scheduled on-site meeting with your student and their Field Liaison to assess the placement and address any issues. For Fall Semester 2020 the site visits may be a virtual meeting via platforms such as google meets, zoom or WebEx.
U. How do I evaluate my student?

You will complete the midterm evaluation and the final evaluation to provide input to your student and their Field Liaison about the student’s performance according to the competencies and practice behaviors.

V. What criteria are used to calculate my student’s final grade?

Evaluation will be based on a variety of criteria designed to allow the student to demonstrate mastery of course objectives. These include accomplishment of Learning Contract tasks, the Field Practicum Evaluation, the Experiential Journal, Field Practicum Time Sheet, and other written assignments, as well as classroom participation in the field seminar.

Specific criteria for grading are as follows:

1. **Class Attendance and Participation:** 25 points
   - Attendance (12.5)
   - Participation (12.5)
2. **Learning Contract:** 10 points
3. **Field Practicum Time Sheet:** 15 points
4. **Experiential Journal:** 15 points
5. **Field Practicum Evaluation (Midterm and Final):** 35 points
   - Midterm (15)
   - Final (20)

W. Can my student change placements if they are not satisfied with the field experience?

No. Placement changes are never made simply for student preference. If a student experiences challenges in the placement, they must follow the process outlined in the applicable BSW or MSW Field Education Program Manual to document and report concerns, and request a placement change if appropriate.

Placement changes occur very rarely, and usually only as the result of serious and irreconcilable problems. In any case of a concern and/or the need to change a placement, there is a possibility that the student will fall behind on the completion of the field hours, which must be made up to successfully complete the field placement requirement. If a student is terminated from their practicum, they must meet with the student of concern committee and receive permission to find an alternative practicum site.

X. What are students told to do if they have problems in the field placement?

Students are encouraged to handle concerns directly on their own in the field placement, by discussing the issue with the Agency Field Instructor and if necessary involve the Field
Liaison and Field Education Office as needed. They are provided with appropriate problem-solving steps in the BSW & MSW Field Education Program Manuals.

Students who feel like their placement agency is not a good fit for them are encouraged to use the opportunity as a learning experience and seek supervision and support from you and the Field Liaison to consider their personal values against the issues they are identifying in the agency.

Y. What if my student gets sick or has an emergency during field?

Students who experience illness or other barriers to completing field hours must still complete all required hours to pass the field course. Students are instructed to follow you and your agency’s expectations for notification of this, and inform the Field Liaison as soon as possible so that a plan may be made to make up missed hours.

Z. Can I offer my student a job?

If you are interested in hiring your student before the end of the field placement, the student must immediately notify and submit a “Petition for Practicum at Place of Employment” form to the Field Education Office. Approval is dependent upon how the agency plans to provide experiences for the student during the field hours that are significantly different from normal work hours, activities, and duties, and are overseen by a different supervisor. Students are unable to use their job as their practicum.

AA. What happens if I leave the agency while my student is still in field?

Please notify the Field Liaison about the change and provide information about a plan to support the student’s continued placement, with an identified alternate Agency Field Instructor. In turn, the Field Liaison will notify the Field Education Office who will explore options for continuing or changing the placement if needed. Every effort will be made to keep the student in the current placement, if possible.