WEST VIRGINIA UNIVERSITY
EBERLY COLLEGE OF ARTS AND SCIENCES
SCHOOL OF SOCIAL WORK

SOWK 581 (7D8): Generalist Field Education Experience
SUMMER 2021

Credit Hours: 3; Part-Time Students (Summer-3 credits & Fall-3 credits)
Class Days/Time: Online Course
Class Location: WVU eCampus (http://ecampus.wvu.edu)
Instructor: Lindsey Rinehart, MSW
Office: Knapp Hall B8
Office Hours: By appointment
Contact Information: Lindsey.rinehart@mail.wvu.edu; office 304-293-6783

COURSE DESCRIPTION

Community-based generalist field placement and an integrative seminar. Students learn to apply generalist engagement, assessment, intervention, and evaluation skills. They develop an understanding of responding to social and human problems within a context of social work values and ethics, social justice, and affirmation of the human rights of diverse groups of people.

COURSE FORMAT/METHOD OF INSTRUCTION

This course includes an experiential generalist field internship at an approved agency setting. Students will also engage in online, interactive, reflective activities related to field practice that are equivalent to the seminars that are offered in the on-campus program. Students are expected to be prepared to discuss the scheduled topic(s) during the reflective activities using examples from their field placements.

This online course includes online modules and assignments. This course is completely asynchronous, which means that students are responsible for completing all course activities on their own time. Course activities and assignments include discussion board posts, Voice Threads, quizzes, group projects, and student-led activities. Students will be expected to complete all readings for each assigned module, to review the online modules in their entirety, and to complete the online assignments in accordance with the course calendar. The professor is available via email and to meet in person with students as needed. The course schedule is organized by module. All quizzes, discussion boards, Voice Threads, and other assignments are to be submitted online. Due dates are listed on eCampus as well as on the syllabus.

This is a web-based (on-line) course; students must access the course website at: http://ecampus.wvu.edu during the first day of the semester. WVU's OIT help desk is available for technical assistance and difficulties at ITSHelp@mail.wvu.edu, (304) 293-4444 or toll-free at (877) 327-9260. A self-help feature is also available at http:// it.wvu.edu/help.

Students should have reliable access to a computer and the Internet while taking this course. Students must also have a "back-up" plan should computer and/or Internet problems occur.

Students should access the getting started page for eCampus at:
http://idesign.wvu.edu/eCtutorial/

All student-professor interactions should take place primarily via e-mail using eCampus course e-mail tool. Regular course related emails received Monday – Thursday receive responses within twenty-four hours, or sooner. However, emails received Friday – Sunday may not receive a response within this timeframe. Email etiquette is significant and all emails must reflect professionalism.

If you would like to meet with the instructor in person, talk on the telephone or videochat, email the instructor to schedule a day/time.

LEARNING OUTCOMES*

Students who successfully complete this course will be able to:

1. Apply classroom-based knowledge, values, skills, and ethics within a community-based field education experience.

2. Engage in practice analysis and knowledge development through seminar reflection.

3. Utilize professional values, ethics and behaviors consistent with the Social Work profession Code of Ethics.

4. Develop professional identity as a social worker and a commitment to the continuing professional development.

5. Develop sensitivity, knowledge, and understanding of human needs and rights, social welfare issues, and approaches toward resolving social problems.

*The learning outcomes for this course address CSWE EPAS 2015 generalist Competencies 1, 2, 3, 4, 5, 6, 7, 8, & 9

 REQUIRED TEXTS/READINGS

- NASW Code of Ethics (2017)
- NASW, ASWB, CSWE, & CSWA Standards for Technology in Social Work Practice (2018)
- School of Social Work Field Handbook (2020)
- Policy and Procedures Manual of Field Placement Setting

RECOMMENDED READINGS

Larkin, S. (2018). *A Field Guide for Social Workers: Applying Your Generalist Training (1st edition)* Cincinnati: Sage Publications.

Poulin, J., Matis, S., & Witt, Heather (2019) *The Social Work Field Placement: A Competency-Based Approach.* New York, NY: Springer Publishing Company, LLC.

There are some additional readings for specific units. These are available on the course eReserves.

GRADING CRITERIA

This course is graded on a pass/fail basis. Students **must** achieve passing ratings on final field evaluations submitted by the field instructor (i.e. a rating of 3 ("consistently meets basic requirements of practice behavior") or higher) and **must** complete the following assignments that are evaluated by the faculty liaison.

1. **Field Participation:** Complete required 255 field hours: **at least 55 hours in summer** & **200 hours (or the balance of 255 hours)** in **fall.**

2. **Seminars:** In this online course, "seminars" are provided through equivalent online, interactive, learning activities such as module discussions, student-led discussions, Voice Thread activities, and group presentations. Additionally, three optional synchronous online sessions will be scheduled during each semester.

3. **Learning Contract:** Field instructor and student will develop a learning contract that lists the observable, placement-specific activities and tasks which will assist the student in meeting the practice   behaviors required to attain the Competency. We recognize flexible timing may be needed in developing the Learning Contract. Under normal conditions, the learning contract is expected to be completed during the first four weeks of the placement by the student, reviewed by the student and the field instructor, and submitted to the faculty liaison via Tevera. The learning contract is meant to be a "working" document, and should reflect any changes in programming, funding, organization, etc. which may occur at the site during the placement period and subsequent changes in tasks and activities.

4. **Field Hour Time Reports:** Students must document their field placement contact hours using the Monthly Time Report submitted through Tevera. Time Reports are due on the 5th of the month for the previous month.

5. **Monthly Field Activities and Reflection Log:** Students will submit a monthly Field Activities and Reflection log in Tevera. This assignment is due on the 5th of the month for the previous month (just like the monthly time report).

6. **Assessment:** There will be a formal, written Mid-term Assessment that will be due midway through placement and a Final Assessment at the conclusion of the field experience (end of fall semester). The same Generalist Field Assessment, located on the SSW Field Forms webpage, is used for both Mid-term and Final assessments, by both Students and Field Instructors. For both Mid-term and Final Assessments, the Student and the Field Instructor each complete a separate assessment and submit them through Tevera. The field instructor is asked to utilize ongoing and regular feedback throughout

the placement experience. It is essential that the mid-term assessment be honest and objective with sufficient detail to provide the student with an understanding of his/her strengths and weaknesses. The final assessment is to be completed in the same manner by the due date and submitted via Tevera. Assessment forms submitted without all of the required signatures, or past the deadline may result in a failing grade, thus delaying the student's forward progress, and/or graduation.

Additionally, four module quizzes will be given for summer 2021.

7. **Assignments:** Various assignments, which may include discussions, Voice Threads, journals, reflective learning exercises, critical incident reports, etc., will be assigned throughout the course and must be submitted electronically through eCampus and Tevera, as required by the instructor.

8. **Grades:** The field placement is graded with a Pass (P) or a Fail (F). When registering, students should register for a Grade, which will be the P or F. The foundation of the course grade is based on the learning contract agreed upon by the student, field instructor, and faculty liaison. It is determined by the level of performance of the student on the contracted assignments and competency expectations detailed in this syllabus. Field instructors rate the student's performance and the faculty liaison utilizes this assessment in assigning the final grade. Additionally, all online assignments must average a grade of 80% or better to be considered passing and 55 hours of field hours must be completed by the end of the summer semester, with the remaining of the 200 hours completed in the fall semester for a total of 255 hours. See individual assignment descriptions and rubrics for details.

INCLUSIVITY STATEMENT

The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion. If you are a person with a disability and anticipate needing accommodation in order to participate in this class, please advise me and make appropriate arrangement with the Office of Accessibility Services (304-293-6700). For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see http://diversity.wvu.edu.

ACADEMIC INTEGRITY

The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, I will enforce rigorous standards of academic integrity in all aspects and assignments of this course. For the detailed policy of West Virginia University regarding the definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions, please see the West Virginia University Academic Catalog at http://catalog.wvu.edu/undergraduate/coursecreditstermsclassification/#academicintegritytext. Should you have any questions about possibly improper research citations or references, or any other activity that may be interpreted as an attempt at academic dishonesty, please see me before the assignment is due to discuss the matter.

ATTENDANCE POLICY

As this is an online course, attendance is measured via the completion of the online assignments and discussions. Students are responsible for completing the assigned readings, reading the online modules, and completing discussions and online assignments on their own time within the outline of the course calendar. All assignments are due by the dates and times specified on the eCampus website.

CLASS PARTICIPATION

One of the keys to success in an on-line course is regular and active participation. Since the traditional structure for participation in face-to-face class meetings is missing in an on-line course like this one, increased responsibility falls to each student to structure their own time and participation in ways that are consistent with the expectations of mature professional behavior. Students must logon, begin the course and participate during the first two days of the beginning of the semester.

Regular participation in course-related activities is expected in ways described elsewhere in the schedule section and related course outline. Students are encouraged to login to the course at least twice a week to check for announcements, to review information and communicate with others in the discussions and to complete assignments.

Descriptions of course activities elsewhere in this syllabus identify ways to participate in the course, the incentives for this participation, and avenues to reach out for assistance when needed.

For extreme circumstances that necessitate your short-term absence, such as a death in the family or hospitalization, contact the Office of Campus and Community Life at 304-293-5611. The Office of Campus and Community Life will notify your instructors of imminent absence in situations if you are unable to do so.

INCOMPLETE GRADES

Please see the Graduate Catalog to determine if you qualify for a grade of Incomplete at the end of the term.

SEXUAL MISCONDUCT

West Virginia University (WVU) does not tolerate sexual misconduct, including harassment, stalking, sexual assault, sexual exploitation, or relationship violence [BOG Policy 44]. It is important for you to know that there are resources available if you or someone you know needs assistance. You may speak to a member of university administration, faculty, or staff, but keep in mind that they have an obligation to report the incident to the Title IX Coordinator. If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the Carruth Center, 304-293-9355 or 304-293-4431 (24-hour hotline), and locally within the community at the Rape and Domestic Violence Information Center (RDVIC), 304292-5100 or 304-292-4431 (24-hour hotline).

LATE ASSIGNMENTS

All assignments should be submitted via the links on the eCampus website or via Tevera. All assignments are due *no later than* the end of the day (11:59 PM) on the due date. Anything turned in after that date will be considered late and will lose points accordingly.

ASSIGNMENTS

Introductory Voice Thread   **6 points**
(EPAS Competency 1)
Instructions for the content of the Introductory Voice Thread are in eCampus. Students are required to post an introduction as well as at least two thoughtful responses to peers' posts to get full credit.

Module Discussion Board Posts   **30 points**
(EPAS Competencies 1, 2, 3, 4, 5, 6, 7, 8 & 9)
In each module, students are asked to respond/post using the eCampus Discussion Board regarding various discussion questions on topics related to that week's module. Examples include discussing a particular topic of interest or responding to a video that was included in that week's module. Students are required to post an initial response as well as at least two thoughtful responses to peers' posts to get full credit. An initial response must be posted to view others' threads. Discussion board posts and required responses are worth 7.5 points each.

Module Presentation Reflections: **16-22 points**
(EPAS Competencies 1, 2, 3, 4, 5, 6, 7, 8 & 9)
In each module, 1-2 students will provide a reflection on how a concept from the course content relates to their field placements. A brief Voice Thread presentation with 2-6 information slides and relevant content are expected. All students will provide thoughtful comments on all Voice Threads. Students presenting Voice Threads are expected to facilitate discussion by responding to student and instructor questions or feedback.

Voice Thread Presentation posts are worth 10 points
Comments to other classmates Voice Thread Presentations are worth 4 points each
7 total presentations (besides the one you present, 7X4) = 28 points for course, 12-16 points per semester

Monthly Field Activities and Reflection Log: **10 points**
(EPAS Competencies 1, 2, 3, 4, 5, 6, 7, 8 & 9)
Each monthly field activities and reflection log is worth 10 points (for summer you will only complete this about July – due August 5)

Learning Contract Draft: **20 points**
(EPAS Competencies 1, 2, 3, 4, 5, 6, 7, 8 & 9)

Final Learning Contract: **30 points**
(EPAS Competencies 1, 2, 3, 4, 5, 6, 7, 8 & 9)

Student Led Reflective Discussions (eCampus):   ==8-16 points==
(EPAS Competencies 1, 2, 3, 4, 5, 6, 7, 8 & 9)

Each student will be assigned a time to initiate one student led reflective discussion via the eCampus discussion board during the course. Additionally, all students must actively participate in all student-led reflective discussions started by their peers.

Starting discussion – 10 points X 1 = 10
Participating in other discussions – 2 points X 3 or 4 = 6-8

Module Quizzes   **40 points**
(EPAS Competencies 1, 2, 3, 4, 5, 6, 7, 8 & 9)

10 points X 4 = 40

Total points available =160-174 ==(varies by student depending on timing of module presentation and student led discussion)==

Optional Synchronous sessions:
Participation in synchronous sessions is optional but encouraged. Extra credit points of 5 points per session are available.

Field Assessments:
A mid-term assessment and final assessment will be due in the fall semester of this course,

GRADING
This is a pass/fail course. A passing grade is contingent on receiving 80% of points available from assignments/assessments and 65 hours in field placement by 8/7/20.

Total points available = ==160-174==
Pass: 80% of 162-180 points = ==128-140== + 55 hours in field
Fail: Less than 80% of points ==(127-139)== and/or less than 55 hours in field

COURSE SCHEDULE

Students will complete field hours, as approved by the agency field instructor and the School of Social Work field faculty member, on a weekly basis.

<u>Summer</u>

Module #1 (May 17 – June 8)
    a) Orientation to Generalist field
    b) Preparing for field practice
    c) Social Work competencies
    d) Professional Identity as a Social Worker

Module #2 (June 9 – June 22)
   a) Safety in the Field
   b) Social Work Ethics

Module #3 (June 23 – July 13)
   a) Use of Supervision/Consultation
   b) Technology Standards
   c) Learning Contract

Module #4 (July 14 – August 3)
   a) Documentation
   b) Generalist Roles

Fall

Module #5
   a) Effective Communication and Conflict Resolution
   b) Managing Ethical Dilemmas in Practice

Module #6
   a) Policy Practice
   b) Role of Advocacy

Module #7
   a) Ethical Boundaries
   b) Addressing Issues of Diversity and Difference in the Field

Module #8
   a) Organizational Analysis
   b) Evaluating Outcomes in Practice

Module #9
   a) Ending with Clients/Transitioning to Advanced Field
   b) Evaluating Professional Growth

APPENDIX: COURSE CALENDAR

Summer 2021 - DATE DUE	ASSIGNMENT OR ACTIVITY
5/17/21	Summer semester starts
5/25/21	Introductory VoiceThread Due
5/31/21	Memorial Day Holiday
6/1/21	VoiceThread Presentation #1 Due
6/8/21	eCampus Discussion #1 closes Voice Thread Discussion #1 closes Student Led Discussion closes Module 1 Quiz Due HIPAA Certificate Due
Week of 6/8/21 TBD	Optional synchronous session #1
6/15/21	VoiceThread Presentation #2 Due
6/22/21	eCampus Discussion #2 closes Voice Thread Discussion #2 closes Student Led Discussion closes Module 2 Quiz Due
6/28/21-7/2/21	Begin field placement
7/5/21	Independence Day Holiday Monthly Time Sheet Due (June)
Week of 7/6/21 TBD	Optional synchronous session #2
7/6/21	VoiceThread Presentation #3 Due
7/13/21	eCampus Discussion #3 closes Voice Thread Discussion #3 closes Student Led Discussion closes Draft Learning Contract Due Module 3 Quiz Due
Week of 7/27/21 TBD	Optional synchronous session #3
7/27/21	Final Learning Contract Due VoiceThread Presentation #4 Due
8/3/21	eCampus Discussion #4 closes VoiceThread Discussion #4 closes Student Led Discussion closes Module 4 Quiz Due
8/5/21	Monthly Time Sheet Due (July) Monthly Activities and Reflection Log Due (July)
8/7/21 – 8/17/21	SEMESTER BREAK - MAY BE USED TO MAKE UP HOURS AS NEEDED