



USC | School of Social Work

Social Work 586a Section #60484

Field Practicum

3 Units

“The best way to find yourself is to lose yourself in the service of others.”
Mohandas Gandhi

First Foundation Year Fall, 2014

I. COURSE PREREQUISITES

This course is a Foundation Year master's level Field Practicum course. Students are required to take this course concurrently with SOWK 587a Integrative Learning for Social Work Practice and SOWK 543 Social Work Practice with Individuals.

II. CATALOGUE DESCRIPTION

Supervised field placement to develop practice skills in working with individuals, families, groups, communities and organizations. Graded CR/IP/NC.

III. COURSE DESCRIPTION

Course Description

Field Practicum is the direct practice portion of the MSW program. It is a collaborative endeavor between the USC School of Social Work and urban and rural agencies located throughout the country with a high concentration in Southern California. It provides students the opportunity to practice social work skills under the supervision of a professional social worker and apply evidence-informed interventions in their work with individuals, families, groups, organizations, and communities.

The School of Social Work prepares students to enter their Field Practicum by engaging them in the following activities: Community Immersion, Field Education Orientation, and evidence-based intervention (EBI) training. Continuing support is provided to students through weekly Integrative Seminar classes and by a Field Faculty Liaison who serves as an educator and consultant for the internship experience. At semester end, the Field Faculty Liaison is responsible for assigning students a grade of Credit, In Progress, or No Credit based on recommendations from agency Field Instructors.

In collaboration with the School, agencies provide learning opportunities and resources for an effective educational experience for students. Field Instructors are professional social workers who guide and teach students how to apply social work practice, values and ethics in a professional setting. Field Instructors also collaborate with students to create and approve learning plans, discuss and give feedback on Reflective Learning Tools, complete and sign end-of-semester evaluations, and ensure paperwork is finished on time.

Students are expected to take an active role in their experiences through the use of three core learning processes: self-reflection, interaction, and risk-taking. This teaching method draws on Transformative Learning Theory which asserts that students develop integrative knowledge about self and others in a dynamic, multicultural society from multiple perspectives (Lee & Greene, 2003). A primary goal is to help students understand their own and others' cultural experiences, to challenge their preconceptions and stereotypes, and to develop an attitude of openness and flexibility in cross-cultural

interactions. As students explore their burgeoning professional role and identity, they will also be learning about assessment, documentation, and the informed application of EBIs.

Professional social work has developed core practice principles around several foundational concepts. Person-in-environment (P-I-E) teaches that client behavior “cannot be understood adequately without consideration of the various aspects of that individual’s environment (social, political, familial, temporal, spiritual, economic, and physical)” (Kondrat, 2011). Ecological systems theory suggests clients should be viewed “...contextually within the system of relationships that forms his or her environment” (Bronfenbrenner, 1968). This includes a “person’s maturing biology, his (*sic*) immediate family/community environment, and the societal landscape (that) fuels and steers his development” (Paquette & Ryan, 2001). Both P-I-E and systems theory provide context for more holistic bio-psychosocial assessments and EBIs than those that focus only on “changing an individual’s behavior or psyche...” (Kondrat, 2011).

The modern framework of Intersectionality urges practitioners to recognize and validate the intersection of numerous factors within a client’s life experiences, including “age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion sex, and sexual orientation” (Crenshaw, 1989; CSWE, 2008). Seen primarily through the lens of ethnicity, gender identity, race and sexual orientation, Intersectionality as a framework can help students validate client narratives of trauma, oppression, and discrimination (Crenshaw, 1989). EBIs such as Motivational Interviewing, Cognitive Behavioral Therapy (CBT), Problem-Solving Therapy and other client-centered approaches provide congruence with Intersectionality by focusing on affirming client narratives, practicing reflective listening, and eliciting change talk. These empowering theories and frameworks not only help students at the individual and group client level, but also set the stage for understanding how their work is linked to societal systems change.

Due to its direct practice component, Field Education is a natural setting for the advancement of translational science: taking research from the experimental to the applicable with a macro goal of influencing policy (Tufts University Clinical and Translational Science Institute, 2011). Each year, students in Field Practicum have the opportunity to implement research-influenced practices in multidisciplinary settings, thereby contributing to the direct application of EBIs and influencing the capacity of organizations to provide EBIs. Infusing USC School of Social Work Field Practicum with EBIs provides a translational link between research and practice, further solidifies a developing science of social work, and underscores Field Education as the “signature pedagogy” of social work.

IV. COURSE OBJECTIVES

Objective #	Objectives
1	Integrate classroom theories and concepts with direct practice social work in vulnerable community settings where the effects of poverty, discrimination and oppression are pervasive in an effort to bring about both individual and societal change
2	Connect behavioral science to practice by learning and applying evidence-based interventions (EBIs) such as Motivational Interviewing in internship placements
3	Enhance skills across the spectrum of culturally appropriate social work services, from engagement to assessment, goal-setting, intervention, evaluation, and termination
4	Develop professional use of self through observation of professional social workers, self-reflection, understanding of social work values, and implementation of those values in internship placements
5	Increase proficiency in the required Council on Social Work Education’s (CSWE) Ten Core Competencies as indicated in the Comprehensive Skills Evaluation

V. COURSE FORMAT / INSTRUCTIONAL METHODS

Field Education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the achievement of program competencies (Brooks, 2010). These competencies are articulated in the CSWE EPAs and make up the Comprehensive Skills Evaluation for Field Practicum. To prepare students for successfully achieving those competencies, a variety of instructional methods are utilized by both USC Field Faculty and agency Field Instructors.

Instructional methods consist of university-led trainings, activities, and guidance combined with community agency activities under the supervision of a designated Field Instructor, including hands-on

interactions with clients, shadowing opportunities, trainings, individual supervision, group supervision, guidance on proper documentation, crisis management responses, didactic instruction, and experiential exercises. Students may also develop a working relationship with site-based employees, known as Preceptors, who help guide them in day-to-day operations and many of the activities listed above.

All USC MSW students participate in a two-day faculty-led Community Immersion that exposes them to diverse communities where they may be working as student interns and professional social workers. Students also attend a Field Education Orientation where they learn about the School's requirements for Field Practicum. In addition, all incoming students will be trained in Motivational Interviewing prior to beginning internship or during the first six weeks of their first semester. The process of training students on EBIs will include the use of:

- Case vignettes
- Videos
- Role plays
- Structured small group exercises

USC Field Faculty Liaisons are assigned to oversee the progress of the students in their field placements, including consultation for students' Field Practicum assignments. Working on behalf of the School of Social Work, the Liaisons meet with students as needed to facilitate their placement experiences and schedule Field Instructor and student contacts each semester to ensure the quality of students' learning opportunities. The Liaisons also clarify School expectations and serve as consultant and mediator for student and agency-related conflicts.

Reflective Learning Tools are used to describe student interactions with clients, provide an opportunity for Field Instructor input, and influence future client contacts. A teaching plan known as the Learning Agreement will be developed collaboratively between students and their Field Instructors. At the end of the first semester, Field Instructors will complete the Comprehensive Skills Evaluation and recommend a grade to the Field Faculty Liaison.

As discussion and participation are an integral part of the learning process, students are expected to prepare for supervision and to come to internship ready to apply the best practices of social work with agency clients and systems. Internship days are generally Mondays and Wednesdays, although some variations may occur. The number of hours required in the field (16 hrs/week) includes at least one eight-hour day. By the end of the first semester, approximately 50% of the student's weekly hours are expected to be spent in direct client contact.

VI. STUDENT LEARNING OUTCOMES

Student learning for this course relates to all ten Social Work Core Competencies:

Social Work Core Competencies	SOWK 586a	Course Objectives
1 Professional Identity	*	45
2 Ethical Practice	*	145
3 Critical Thinking	*	1-5
4 Diversity in Practice	*	135
5 Human Rights & Justice	*	135
6 Research Based Practice	*	125
7 Human Behavior	*	135
8 Policy Practice	*	15
9 Practice Contexts	*	125
10 Engage, Assess, Intervene, Evaluate	*	1-3,5

* Highlighted in this course

The following table explains the highlighted competencies for Field Education, the related student learning outcomes, and the methods of assessment. Students are expected to demonstrate skill development in achieving these competencies.

Competencies/ Knowledge, Values, Skills	Student Learning Outcomes	Methods of Assessment
Professional Identity —Identify as a professional social worker and conduct oneself accordingly. Social workers competent in Professional Identity: <ul style="list-style-type: none"> ▪ Serve as representatives of the profession, its mission, and its core values. ▪ Know the profession's history. ▪ Commit themselves to the profession's enhancement and to their own professional conduct and growth. 	1. Advocate for client access to the services of social work. 1. Practice personal reflection and self-correction to ensure continual professional development. 1. Attend to professional roles and boundaries. 1. Demonstrate professional demeanor in behavior, appearance, and communication. 1. Use supervision and consultation.	Field Instructor: Student Observation and Regular Communication (includes Preceptor assessments also), Progress Notes, Reflective Learning Tools, Weekly Supervision, Learning Agreement, and Mid-Year Evaluation Field Liaison: Field Liaison Contacts (includes on-campus, virtual, and at placement agency)

Ethical Practice —Apply social work ethical principles to guide professional practice. Social workers competent in Ethical Practice: <ul style="list-style-type: none"> ▪ Fulfill their obligation to conduct themselves ethically and to engage in ethical decision-making. ▪ Are knowledgeable about the value base of the profession, its ethical standards, and relevant law. 	1. Recognize and manage personal values in a way that allows professional values to guide practice. 1. Make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics. 1. Apply strategies of ethical reasoning to arrive at principled decisions.	Field Instructor: Student Observation and Regular Communication (includes Preceptor assessments also), Reflective Learning Tools, Weekly Supervision, Learning Agreement, and Mid-Year Evaluation Field Liaison: Field Liaison Contacts (includes on-campus, virtual, and at placement agency)
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<p>Critical Thinking—Apply critical thinking to inform and communicate professional judgments.</p> <p>Social workers competent in Critical Thinking:</p> <ul style="list-style-type: none"> Are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. Use critical thinking augmented by creativity and curiosity. Understand that critical thinking also requires the synthesis and communication of relevant information. 	<ol style="list-style-type: none"> Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom. Analyze and utilize models of assessment, prevention, intervention, and evaluation. Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues. 	<p>Field Instructor: Student Observation and Regular Communication (includes Preceptor assessments also), Progress Notes, Reflective Learning Tools, Weekly Supervision, Learning Agreement, and Mid-Year Evaluation</p> <p>Field Liaison: Field Liaison Contacts (includes on-campus, virtual, and at placement agency)</p> <p>School of Social Work: EBI Training</p>
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<p>Diversity in Practice—Engage diversity and difference in practice.</p> <p>Social workers competent in Diversity in Practice:</p> <ul style="list-style-type: none"> Understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. Recognize that the dimensions of diversity reflect intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Appreciate that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. 	<ol style="list-style-type: none"> Recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power. Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups. Recognize and communicate understanding of the importance of difference in shaping life experiences. View self as learner and view clients as informants. 	<p>Field Instructor: Student Observation and Regular Communication (includes Preceptor assessments also), Reflective Learning Tools, Weekly Supervision, Learning Agreement, and Mid-Year Evaluation</p> <p>Field Liaison: Field Liaison Contacts (includes on-campus, virtual, and at placement agency)</p> <p>School of Social Work: Community Immersion</p>
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<p>Human Rights & Justice—Advance human rights and social and economic justice.</p> <p>Social workers competent in Human Rights & Justice:</p> <ul style="list-style-type: none"> Acknowledge that each person, regardless of position in society, has basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. Recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. Incorporate social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitably and without prejudice. 	<ol style="list-style-type: none"> Understand the forms and mechanisms of oppression and discrimination. Advocate for human rights and social and economic justice. Engage in practices that advance social and economic justice. 	<p>Field Instructor: Student Observation and Regular Communication (includes Preceptor assessments also), Reflective Learning Tools, Weekly Supervision, Learning Agreement, and Mid-Year Evaluation</p> <p>Field Liaison: Field Liaison Contacts (includes on-campus, virtual, and at placement agency)</p> <p>School of Social Work: Community Immersion</p>
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<p>Research Based Practice—Engage in research-informed practice and practice-informed research.</p> <p>Social workers competent in Research Based Practice:</p> <ul style="list-style-type: none"> Use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, policy, and social service delivery. Comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge. 	<ol style="list-style-type: none"> Use practice experience to inform scientific inquiry. Use research evidence to inform practice. 	<p>Field Instructor: Student Observation and Regular Communication (includes Preceptor assessments also), Reflective Learning Tools, Weekly Supervision, Learning Agreement, and Mid-Year Evaluation</p> <p>Field Liaison: Field Liaison Contacts (includes on-campus, virtual, and at placement agency)</p> <p>School of Social Work: EBI Training</p>
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<p>Human Behavior—Apply knowledge of human behavior and the social environment.</p> <p>Social workers competent in Human Behavior:</p> <ul style="list-style-type: none"> Are knowledgeable about human behavior across the life course; the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Apply theories and knowledge from the liberal arts to understand biological, social, cultural, psychological, and spiritual development. 	<ol style="list-style-type: none"> Utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation. Critique and apply knowledge to understand person and environment. 	<p>Field Instructor: Student Observation and Regular Communication (includes Preceptor assessments also), Progress Notes, Reflective Learning Tools, Weekly Supervision, Learning Agreement, and Mid-Year Evaluation</p> <p>Field Liaison: Field Liaison Contacts (includes on-campus, virtual, and at placement agency)</p> <p>School of Social Work: EBI Training</p>
<p>Policy Practice—Engage in policy practice to advance social and economic well-being and to deliver effective social work services.</p> <p>Social workers competent in Policy Practice:</p> <ul style="list-style-type: none"> Understand that policy affects service delivery, and they actively engage in policy practice. Know the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. 	<ol style="list-style-type: none"> Analyze, formulate, and advocate for policies that advance social well-being. Collaborate with colleagues and clients for effective policy action. 	<p>Field Instructor: Student Observation and Regular Communication (includes Preceptor assessments also), Weekly Supervision, Learning Agreement, and Mid-Year Evaluation</p> <p>Field Liaison: Field Liaison Contacts (includes on-campus, virtual, and at placement agency)</p> <p>School of Social Work: Community Immersion</p>
<p>Practice Contexts—Respond to contexts that shape practice.</p> <p>Social workers competent in Practice Contexts:</p> <ul style="list-style-type: none"> Are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice. Recognize that the context of practice is dynamic, and use knowledge and skill to respond proactively. 	<ol style="list-style-type: none"> Continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services. 	<p>Field Instructor: Student Observation and Regular Communication (includes Preceptor assessments also), Weekly Supervision, Learning Agreement, Mid-Year Evaluation</p> <p>Field Liaison: Field Liaison Contacts (includes on-campus, virtual, and at agency)</p>

<p>Engage, Assess, Intervene, and Evaluate—Engage, assess, intervene, and evaluate with individuals, families, groups, organizations and communities.</p> <p>Social workers competent in the dynamic and interactive processes of Engagement, Assessment, Intervention, and Evaluation apply the following knowledge and skills to practice with individuals, families, groups, organizations, and communities.</p> <ul style="list-style-type: none"> Identifying, analyzing, and implementing evidence-based interventions designed to achieve client goals Using research and technological advances Evaluating program outcomes and practice effectiveness Developing, analyzing, advocating, and providing leadership for policies and services Promoting social and economic justice 	<p>1. Engagement:</p> <ul style="list-style-type: none"> * Substantively and affectively prepare for action with individuals, families, groups, organizations, and communities. * Use empathy and other interpersonal skills. * Develop a mutually agreed-on focus of work and desired outcomes. 	<p>Field Instructor: Student Observation and Regular Communication (includes Preceptor assessments also), Progress Notes, Reflective Learning Tools, Weekly Supervision, Learning Agreement, and Mid-Year Evaluation</p> <p>Field Liaison: Field Liaison Contacts (includes on-campus, virtual, and at placement agency)</p> <p>School of Social Work: EBI Training</p>
	<p>1. Assessment:</p> <ul style="list-style-type: none"> * Collect, organize, and interpret client data. * Assess client strengths and limitations. * Develop mutually agreed-on intervention goals and objectives. * Select appropriate intervention strategies. 	
	<p>1. Intervention:</p> <ul style="list-style-type: none"> * Implement prevention efforts that enhance client capacities. * Initiate actions to achieve organizational goals. * Help clients resolve problems. * Negotiate, mediate, and advocate for clients. * Facilitate transitions and endings. 	
	<p>1. Evaluation: Critically analyze, monitor, and evaluate interventions.</p>	

VII. COURSE ASSIGNMENTS, DUE DATES & GRADING

Assignment	Due Date	% of Final Grade
EBI Training in Motivational Interviewing	First Semester	10%
Reflective Learning Tools (due weekly) & Reflective Learning Tool Log (due Unit 15)	Units 1-15	30%
Learning Agreement	Unit 9	20%
Development of Competencies	Unit 15	40%

*****All field practicum hours must be completed to pass this course. In order for students to receive credit (CR) they need to receive a minimum of 83% on assignments and must complete a minimum of 224 hours of internship for the first semester of the Foundation Year. (Partial credit for this requirement will not be given.)**

Each of the major assignments is described below.

Assignment 1: Evidence-Based Intervention (EBI) Training

Complete training in Motivational Interviewing and submit the certificate of completion to the Field Liaison. This training is scheduled to be completed in the first eight weeks of the semester and will equip students to apply an EBI at their Field Practicum site.

Due: Students must present a certificate of completion to their Field Liaison within the first eight weeks of the first semester.

This assignment relates to student learning outcomes 9-11, 15, 20-22, & 26-29.

Assignment 2: Reflective Learning Tools

Complete and submit weekly Reflective Learning Tools (RLTs) (a minimum of 10/semester) to the Field Instructor. The Reflective Learning Tool Log needs to be completed on a regular basis and signed by the Field Instructor as verification that the requirements have been met. There are multiple Reflective Learning Tool forms available at the following link: <http://sowkweb.usc.edu/master-of-social-work/MSW-degree/field-education/forms>.

Due: Reflective Learning Tools are due weekly to the Field Instructor and the signed Reflective Learning Tool Log is due on the last field day of the first semester (Unit 15) to the Field Liaison along with the Comprehensive Skills Evaluation. A minimum of 10 RLTs must be completed in a timely in order to pass this course. The Reflective Learning Tool Log will be checked monthly for continued timely progress throughout the semester.

This assignment relates to student learning outcomes 2-8, 11-15, 19-22, & 26-29.

Assignment 3: Learning Agreement

Complete and submit the Learning Agreement portion of the Foundation Year Learning Agreement and Comprehensive Skills Evaluation form and ensure that it is submitted electronically to the Field Liaison. Completed in collaboration with the Field Instructor, the Learning Agreement requires the student to:

- Describe the agency and the community
- Develop a time management plan
- Clarify Field Education assignments
- Assess self-awareness
- Address expectations for supervision with Field Instructor
- Ensure that the Field Instructor teaching plan is filled out by Field Instructor
- Complete, sign and date the Orientation Checklist
- Develop learning activities for the Core Competencies (in collaboration with Field Instructor)
- Sign and date the agreement

Due: Within six weeks of beginning Field Practicum (Unit 9 for on-ground program).

This assignment relates to student learning outcomes 2-5, 11-15, & 26.

Assignment 4: Development of Competencies

For Credit in this assignment, students will:

- Demonstrate skills in the CSWE Ten Core Competencies as listed in the Comprehensive Skills Evaluation portion of the Foundation Year Learning Agreement and Comprehensive Skills Evaluation. The form is available at the following link: <http://sowkweb.usc.edu/master-of-social-work/MSW-degree/field-education/forms>.
- Complete a self-assessment (suggested activity) by rating themselves on the first semester Comprehensive Skills Evaluation and submitting it to the Field Instructor.
- Review and discuss the first semester Evaluation completed by the Field Instructor, who makes the grade recommendation. If satisfied that the content accurately reflects progress, students sign in the space indicated.*

- Ensure that the completed Evaluation is submitted electronically to the Field Liaison.
- Complete required number of Field placement hours (16/week).**

Due: Student and Field Instructor will complete the Mid-Year Evaluation and submit electronically to the Field Liaison by Unit 15 [12/5/14] along with the signed Reflective Learning Tool Log.

This assignment relates to student learning outcomes 1-29.

**If there are issues that are unresolved, discuss with your Field Instructor and if needed, contact your Field Liaison.*

***Required hours in Field Practicum for the first semester include 16 hours of Community Immersion, eight hours of Field Orientation, and eight hours of EBI training, with the remaining hours gained at the field agency. Students will not receive a Credit in this course if they do not complete the required hours. If discussed in advance and arranged with the Field Instructor, students are allowed eight (8) hours per semester for religious holidays. Students may take the equivalent of one eight (8) hour sick day per semester as long as they notify the Field Instructor in a timely manner. Make-up hours for time missed must also be discussed with the Field Instructor. Any attendance issues that arise should be addressed with the student's Field Liaison. Record keeping of required field hours is a joint responsibility of the student and the Field Instructor. To the fullest extent possible, students are expected to observe the agency attendance and time schedule policies. However, Field Practicum is a class and students must adhere to the Practicum start and end dates as well as important Field Education activities and events in the USC Field Calendar. If the agency is closed on a non-University holiday, the student is expected to make up this time. The Field Calendar is available at: <http://sowkweb.usc.edu/master-of-social-work/MSW-degree/field-education/forms>.*

Course grades will be based on the following:

In order for students to receive credit (CR) they need to receive a minimum of 83% on assignments and must complete a minimum of 224 hours of internship for the first semester of the Foundation Year.

Assignment Grades		Final Grade	
Credit	83% or above	Credit	83% or above
No Credit	82% or below	No Credit	82% or below

VIII. REQUIRED AND SUPPLEMENTARY INSTRUCTIONAL MATERIALS & RESOURCES

Recommended Textbook

Garthwait, C. L. (2011). *The social work practicum a guide and workbook for students* (6th ed.). Boston, MA: Pearson Education.
(Instructor Note: With MySocialWorkLab package. The custom ISBN#: 1256342122.)

Additional recommended readings are available online through electronic reserve (ARES) or through the links provided in the unit descriptions. The textbook has also been placed on reserve at Leavey Library.

References











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- University of Southern California School of Social Work. Field Education website: <http://sowkweb.usc.edu/master-of-social-work/MSW-degree/field-education>

Course Overview

Unit	Topics	Assignments
1	 Community Immersion and Field Orientation  Participate in series of events and activities designed to prepare students for Field Practicum <ul style="list-style-type: none"> ➤ Attend two-day Immersion with School Faculty and all-day Orientation by Field Faculty 	
2	 Evidence-Based Intervention (EBI) Training  Train in EBIs to prepare for client engagement in agency <ul style="list-style-type: none"> ➤ Present Certificate of Completion to Field Liaison 	
3	 Orientation to Agency, Community and Field Instructor  Participate in agency-run MSW intern orientation <ul style="list-style-type: none"> ➤ Begin completing Orientation Checklist in Learning Agreement 	
4	 Learning Social Work Roles in Internship Agency  Observe and shadow social work professionals in action at agency <ul style="list-style-type: none"> ➤ First Reflective Learning Tool due to Field Instructor 	
5	 Direct Service Cases Begin  Practice intake skills with clients assigned by Field Instructor or Preceptor <ul style="list-style-type: none"> ➤ Set timeline for completion of Learning Agreement ➤ Reflective Learning Tool due to Field Instructor 	

6	 Becoming Familiar with Legal and Ethical Issues <ul style="list-style-type: none"> ▼ Learn agency protocols regarding mandated reporting laws and the appropriate use of consultation ▼ Understand confidentiality parameters in the agency <ul style="list-style-type: none"> ➤ Reflective Learning Tool due to Field Instructor
7	 Beginning Phase Skills with Clients <ul style="list-style-type: none"> ▼ Practice goal-setting and authentic, empathic, and cross-cultural communication with clients <ul style="list-style-type: none"> ➤ Reflective Learning Tool due to Field Instructor
8	 Creating a Professional Social Work Identity <ul style="list-style-type: none"> ▼ Begin to develop professional value base and understanding of therapeutic relationship <ul style="list-style-type: none"> ➤ Reflective Learning Tool due to Field Instructor ➤ Signed Learning Agreement, including Orientation Checklist and learning activities embedded in evaluation section of document, due to Field Liaison
9	 Developing Clinical Case Management Skills <ul style="list-style-type: none"> ▼ Build skills to accurately assess client needs, link to resources, monitor progress, and provide timely follow-up <ul style="list-style-type: none"> ➤ Reflective Learning Tool due to Field Instructor ➤ Field Liaison contacts take place through Unit 15
10	 Change-Oriented Work with Clients <ul style="list-style-type: none"> ▼ Incorporate middle phase skills into work with clients and set second semester macro project timetable <ul style="list-style-type: none"> ➤ Reflective Learning Tool due to Field Instructor
11	 Increasing Participation with Agency and Field Instructor <ul style="list-style-type: none"> ▼ Expand involvement in supervision and increase knowledge of agency programs and functions <ul style="list-style-type: none"> ➤ Reflective Learning Tool due to Field Instructor
12	 Exploring Economic and Social Injustice <ul style="list-style-type: none"> ▼ Examine how your work with clients connects to overall economic and social justice efforts at your agency <ul style="list-style-type: none"> ➤ Reflective Learning Tool due to Field Instructor
13	 Enhancing Change-Oriented Skills <ul style="list-style-type: none"> ▼ Expand variety of clients and treatment modalities and further develop middle phase skills <ul style="list-style-type: none"> ➤ Reflective Learning Tool due to Field Instructor
14	 Termination Preparation and Self-Assessment <ul style="list-style-type: none"> ▼ Ensure Field Instructor and clients are prepared for planned absence <ul style="list-style-type: none"> ➤ Complete Comprehensive Skills self-assessment ➤ Reflective Learning Tool due to Field Instructor
15	 Completion of First Semester and Mid-Year Evaluation <ul style="list-style-type: none"> ▼ Confirm client coverage during planned absence and set learning goals for second semester <ul style="list-style-type: none"> ➤ Comprehensive Skills Evaluation due to Field Liaison ➤ Reflective Learning Tool due to Field Instructor
NO INTERNSHIP DURING STUDY DAYS OR FINAL EXAMINATIONS	

Course Schedule—Detailed Description

Guidelines for Field Practicum

The USC School of Social Work places MSW students in thousands of internships nationally and internationally in a variety of different settings: health, mental health, public child welfare, schools, etc. This syllabus serves as a general set of expectations for our students and their Field Instructors in these internships. However, given the challenges of standardizing direct social work practice, a variety of experiences within these guidelines is expected. Therefore, it is recommended that all stakeholders involved in SOWK 586a Field Practicum utilize the following units as best practice guidelines.

Unit 1: Community Immersion and Field Orientation

Topics

- Participate in activities designed to prepare students for Foundation Year Field Practicum
- Tasks:
 - ▼ Attend all-day Foundation Year Field Orientation to better understand the Field Education program, including roles expectations, responsibilities and entitlements
 - ▼ Participate in two-day Community Immersion (occurs the week before classes start) led by Policy Faculty that exposes students to community agencies working with clients from specific geographic areas

This Unit relates to course objectives 3, 4, & 5.

Recommended Readings

Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp. 5-8, Practicum-Related Strengths: A Workbook Activity). Boston: Pearson Education Inc.

Gelman, C.R., & Lloyd, C.M. (2008). Pre-placement anxiety among foundation-year MSW students: A Follow-Up Study. *Journal of Social Work Education*, 44(1), 173-183.

University of Southern California. Academic Calendar. Retrieved on 8-21-2013 from http://www.usc.edu/academics/classes/term_20141/calendar.html

University of Southern California School of Social Work Field Manual. Retrieved on 1-27-2012 from: <http://sowkweb.usc.edu/master-of-social-work/MSW-degree/field-education/forms>, pp. 1-15

Unit 2: Evidence-Based Intervention (EBI) Training

Topics

- Participate in Motivational Interviewing training (continued support to occur in Integrative Seminar throughout the Foundation Year)
- Confirm names and identities of Field Practicum support network: Academic Advisor, Field Instructor, Field Liaison, Preceptor (if applicable), and Integrative Seminar instructor
- Tasks:
 - ▼ Review EBI training manual prior to scheduled training
 - ▼ Attend EBI training and submit *Certificate of Completion* to Field Liaison

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp. 15-16, Clarifying Expectations: A Workbook Activity). Boston: Pearson Education Inc.

Raines, J. (2004). Evidence-based practice: School social work: A process in perspective. *Children and Schools*, 26(2), 71-84.

University of Southern California School of Social Work Field Calendar. Retrieved from: <http://sowkweb.usc.edu/master-of-social-work/MSW-degree/field-education/forms>, pp. 1-4

University of Southern California School of Social Work Field Manual. Retrieved on 1-27-2012 from: <http://sowkweb.usc.edu/master-of-social-work/MSW-degree/field-education/forms>, pp. 15-25

Wahab S. (2005). Motivational interviewing and social work practice. *Journal of Social Work*, 5, 45-60.

Unit 3: Orientation to Agency, Community and Field Instructor First Week of Field Placement

Field Practicum begins the Wednesday after Labor Day for on-ground students

Topics

- Participate in agency-run MSW intern orientation and, if applicable, establish Preceptor relationship
- Start to review and develop skills as described in CSWE's Ten Core Competencies
- Understand student role as learner and Field Instructor role as teacher in Field Practicum
- Develop educational relationship with Field Instructor by exploring expectations, discussing teaching and learning styles, and setting field instruction schedule for one (1) hour per week
- Tasks:
 - ▼ Attend agency orientation and learn about agency's mission, service, structure, community served, and role in the community
 - ▼ Begin development of Learning Agreement in conjunction with Field Instructor

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

- Black, J. E., Maki, M. T. & Nunn, J. A. (1997). Does race affect the social work student-Field Instructor relationship? *The Clinical Supervisor*, 16(1), 39-54.
- Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp. 25-26, Planning to Learn: A Workbook Activity). Boston: Pearson Education Inc.
- Jordan, K. (2006). Beginning supervisees' identity: The importance of relationship variables and experience versus gender matches in the supervisee/supervisor interplay. *The Clinical Supervisor*, 25(1/2), 43-51.

Unit 4: Learning Social Work Roles in Internship Agency Week 2 of Field Placement

Topics

- Explore social work roles in agency and identity as a social work student – expectations, values and responsibilities
- Observe client interviews by clinical staff in preparation for first interview
- Understand the agency mission and how it impacts services provided by the agency
- Understand risk factors and strategies for minimizing risks in carrying out agency functions both in the agency and in the community served by the agency
- Tasks:
 - ▼ Continue work on Learning Agreement, including sections on self-awareness
 - ▼ Create Reflective Learning Tool based on observations and/or interactions with clients and submit to Field Instructor

This Unit relates to course objectives 3, 4, & 5.

Recommended Readings

- Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp. 34-35, Practicum Agency Information: A Workbook Activity). Boston: Pearson Education Inc.
- Messinger, L. (2004). Out in the field: Gay and lesbian social work students' experiences in field. *Journal*

of *Social Work Education*, 40(2), 187-205.

University of Wisconsin-Madison School of Social Work. (n.d.). *Criteria for Graduate Field Education in Treatment Settings*. Madison, WI: University of Wisconsin-Madison.

Unit 5:	Direct Service Cases Begin 3 of Field Placement	Week
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Topics

- Start direct practice opportunities equaling at least two (2) hours per week, with specific attention to developing a diverse client caseload
- Utilize EBI principles and techniques to engage and develop rapport with clients
- Practice skills needed in the beginning phase of treatment, including interviewing clients, conducting psychosocial assessments, creating collaborative written contracts, developing client-identified goals, and involving clients in selecting appropriate interventions
- Consult with the Field Instructor on the selection of appropriate interventions
- Share information, examine concerns and explore learning experiences in weekly supervision
- Tasks:
 - ▼ Continue work on Learning Agreement in collaboration with Field Instructor
 - ▼ Create Reflective Learning Tool and submit to Field Instructor

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp. 45-46, Using Supervision for Learning: A Workbook Activity). Boston: Pearson Education Inc.

Mumm, A.M. (2006): Teaching social work students practice skills. *Journal of Teaching in Social Work*, 26 (3-4), 71-89

Unit 6:	Becoming Familiar with Legal and Ethical Issues Week 4 of Field Placement
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Topics

- Understand agency guidelines regarding mandated reporting laws
- Learn assessment protocols for suicidality, homicidality, and grave disability; agency-approved processes to assess the need for hospitalization; and Tarasoff reporting requirements
- Learn confidentiality parameters of the agency, the social work profession and the law regarding child abuse and neglect, dependent adult abuse and neglect, danger to self, and danger to others
- Establish guidelines with Field Instructor on the appropriate use of consultation in the mandated reporting and confidentiality circumstances listed above
- Tasks:
 - ▼ Continue work on Learning Agreement in collaboration with Field Instructor
 - ▼ Create and submit Reflective Learning Tool

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp. 56-57, Reducing the Risk of Harm: A Workbook Activity). Boston: Pearson Education Inc.

Stacey, L. & Strozier, A.L. (2001). The relevance of personal therapy in the education of MSW students. *Clinical Social Work Journal*, 29 (2), 181-195

Unit 7: Beginning Phase Skills with Clients Week 5 of Field Placement

Topics

- Further develop beginning phase skills of direct practice:
 - Validate clients' cultural contexts through use of cross-cultural communication
 - Utilize authentic and empathic communication
 - Employ eco-systems and strengths-based models (Hepworth, et al, 2010)
- Maintain accurate, timely, and well-written case notes and other agency paperwork
- Participate in bi-weekly group supervision, if applicable, for a minimum of one (1) hour to include case conferencing, discussions, role plays, and didactic presentations
- Tasks:
 - ▼ Submit finished Learning Agreement to Field Liaison
 - ▼ Create and submit Reflective Learning Tool

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

- Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., p. 151, Values, Ethics, and Your Practicum: A Workbook Activity). Boston: Pearson Education Inc.
- Hepworth, D.H., Rooney, R.H., Dewberry Rooney, G., Strom-Gottfried, K., & Larsen, J.A. (2010). *Direct Social Work Practice: Theory and Skills*. (8th ed., pp. 3-22 & 54-78). Belmont, CA: Brooks/Cole, Cengage Learning.

Unit 8: Creating a Professional Social Work Identity Week 6 of Field Placement

Topics

- Begin to develop professional value base, apply social work values to ethical dilemmas, learn professional role, understand professional relationships, and respect client self determination
- Utilize EBI principles and techniques in beginning phase of treatment
- Recognize the interplay between agency needs, client needs, and community resources
- Continue to develop relationship with Field Instructor in weekly supervision times and, if applicable, Preceptor by sharing information and bringing concerns; clarifying expectations for student, Field Instructor, and Preceptor roles; and exploring learning experiences
- Tasks:
 - ▼ Continue work on Learning Agreement, with particular emphasis on identifying learning activities to meet the CSWE Ten Core Competencies
 - ▼ Create and submit Reflective Learning Tool

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

- Council on Social Work Education. (2008) Educational Policy & Accreditation Standards and Handbook. Retrieved on 12/14/2011: <http://www.CSWE.org/Accreditation/2008EPASDescription.aspx>.
- Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp.129-132, Diversity in Client Behavior: Situations to Discuss). Boston: Pearson Education Inc.

Unit 9: Developing Clinical Case Management Skills Week 7 of Field Placement

Topics

- Begin to understand and apply clinical case management skills:
 - Accurately assess clients' needs
 - Identify strengths and resources sensitive to clients' geographic living areas, cultures and ethnicities, and intersectional factors
 - Link or refer clients to resources and monitor progress (Deweese, 2006)
 - Infuse confidentiality throughout process
 - Follow-up with consistent, thorough, and timely contacts
- Increase direct practice opportunities that differ from initial assignments in ethnicity, gender, socio-economic status, age, sexual orientation, religion, and/or treatment issues, equaling four (4) hours per week of direct practice by Unit 9
- Begin termination process and preparation for coverage of clients during the semester break
- Task:
 - ▼ Create and submit Reflective Learning Tool
 - ▼ Submit completed Learning Agreement with signatures to Field Faculty Liaison

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

Saari, C. (1989). The process of learning in social work. *Smith College Studies in Social Work*, 60(1), 35-48.

Saleebey, D. (2010). *Strengths Perspective in Social Work Practice*. (6th ed.) pp. 108-121. Boston: Allyn & Bacon.

Unit 10: Change-Oriented Work with Clients Week 8 of Field Placement

Topics

- Begin development of change-oriented (middle phase) skills in work with clients:
 - Plan and implement EBI interventions and goal attainment strategies
 - Integrate advanced skills such as additive empathy, interpretation, and confrontation
 - Utilize and enhance support systems (i.e., family, peer, school or work networks)
 - Link micro and macro practice, including advocacy, social action, and policy analysis
 - Recognize and overcome obstacles to change (Hepworth, et al, 2010)
- Discuss aspects of transference or countertransference with Field Instructor, including feelings and behaviors, triggers and vulnerabilities, and their place in normal, professional development
- Develop awareness of importance of macro practice and begin discussing Integrative Seminar macro project (due in SOWK 587b) options, including the specifics of the assignment and a projected time table
- Utilizing consultation, feedback loops, and client self-reporting, begin to evaluate the effectiveness of interventions with clients and make appropriate modifications
- Task:
 - ▼ Create and submit Reflective Learning Tool

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

Burkard, A.W., Know, S., Hess, S.A., & Schultz, J. (2009). Lesbian, Gay, and Bisexual Supervisees' Experiences of LGBT Affirmative and Nonaffirmative Supervision. *Journal of Counseling Psychology*, 56(1), 176-188.

Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp. 96-104, including The Problems and Needs Addressed by Your Agency: A Workbook Activity). Boston: Pearson Education Inc.

Unit 11: Increasing Participation with Agency and Field Instructor Week 9 of Field Placement

Topics

- Attend agency staff meeting, professional development opportunities or trainings and expand understanding of agency program functions and requirements
- Participate more actively in individual and group supervision sessions by identifying boundary conflicts within a professional relationship, discussing transference and countertransference issues, and participating in case presentations, discussions, and roles plays
- Recognize the relationship between self-care and emotional and physical well-being
- As needed, discuss with Field Instructor, Preceptor or Field Faculty Liaison how to balance competing demands on time inherent in the MSW program
- Tasks:
 - ▼ Create and submit Reflective Learning Tool

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

Birkenmaier, J. & Timm, T. (2003). Feedback in practicum: Givin' it and takin' it. *The New Social Worker*, 10(1), 13-15.

Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp. 77-80, Agency Analysis: A Workbook Activity). Boston: Pearson Education Inc.

Unit 12: Exploring Economic and Social Injustice Week 10 of Field Placement

Topics

- Examine how your work connects with overall economic and social justice efforts at your agency and with the client population as a whole
- Continue discussion of Integrative Seminar macro project by looking at agency gaps in service
- Increase direct practice opportunities that expands the complexity of client issues and treatment plans, equaling six to eight (6-8) hours per week of direct practice by Unit 12
- Continue to improve communication and interviewing techniques; further develop skills of assessment, treatment planning, and service delivery; and introduce family or group modality
- Task:
 - ▼ Create and submit Reflective Learning Tool

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

Council on Social Work Education. (2008) Educational Policy & Accreditation Standards and Handbook. Retrieved on 12/14/2011 from: <http://www.CSWE.org/Accreditation/2008EPASDescription.aspx>.

Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp. 107-116, including Social Policy Analysis: A Workbook Activity and pp. 205-215). Boston: Pearson Education Inc.

Unit 13: Enhancing Change-Oriented Skills Week 11 of Field Placement

Topics

- Increase proficiency of change-oriented (middle phase) skills in work with clients:
 - Identify patterns, themes, and defense mechanisms within the therapeutic process
 - Differentiate content from process in interviews
 - Explore how to integrate theory with practice
 - Understand the purposeful use of self
- Review termination issues and impact on clients and agency of planned absence, including any issues related to holiday season
- Discuss expectations regarding client outcomes with Field Instructor and, if applicable, Preceptor; re-evaluate treatment approaches; and make necessary changes
- Task:
 - ▼ Create and submit Reflective Learning Tool, expanding its utility by sharing and risking more actively and openly for the purposes of evaluation and learning

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

- Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp. 176-177, Social Work as Planned Change: A Workbook Activity). Boston: Pearson Education Inc.
- Mishna, F., Antle, B. Reghr, C. (2002). Social work with clients contemplating suicide: Complexity and ambiguity in the clinical and ethical and legal conversations. *Clinical Social Work* 30(3), 265-279.

Unit 14: Termination Preparation and Self-Assessment Week 12 of Field Placement

Topics

- Ensure that clients, Preceptor and Field Instructor are prepared for planned absence
- During field instruction, discuss the utilization of research-informed tools and techniques
- Apply ending phase skills to appropriate cases, including addressing termination and its implications, reviewing progress, identifying unresolved issues, and providing referrals
- Evaluate effectiveness of EBIs by measuring progress of clients toward short-term and long-term goals as identified in their treatment plans
- Continue group supervision with discussion, role play, and didactic presentations
- Tasks:
 - ▼ Prepare for first semester Comprehensive Skills Evaluation meeting with Field Instructor by independently completing the Comprehensive Skills Evaluation form
 - ▼ Create and submit Reflective Learning Tool

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

- Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp. 179-195, including A Self-Evaluation of Your Practicum Performance: A Workbook Activity). Boston: Pearson Education Inc.
- Gelman, C.R. (2009). MSW Students' Experience with Termination: Implications and Suggestions for Classroom and Field Instruction. *Journal of Teaching in Social Work*, 29(2), 169-187.

Unit 15-16: Completion of First Semester and Mid-Year Evaluation Week 13-14 of Field Placement

Topics (**Thanksgiving Holiday is Nov. 26 - 28: No Field Practicum on those days**)

- Finalize preparation for internship recess with Field Instructor and Preceptor, including a review of the impact your planned absence may have on clients, self and the agency
- Support agency's efforts to collect outcome data
- Finalize plan for Integrative Seminar macro project by identifying the topic and the assessment tools needed
- Set learning goals for second semester
- If not already working with a group, develop a plan for groups to start in second semester
- Tasks:
 - ▼ Complete hours required for first semester (16hrs/week)
 - ▼ Review, sign, and submit first semester Comprehensive Skills Evaluation to Field Liaison
 - ▼ If needed to finish requirements, create and submit Reflective Learning Tool

This Unit relates to course objectives 1, 2, 3, 4, & 5.

Recommended Readings

Garthwait, C. L. (2011). *The Social Work Practicum A Guide and Workbook For Students* (6th ed., pp. 202-203, Merging Self and Profession: A Workbook Activity). Boston: Pearson Education Inc.

Williams, A.B. (1997). On parallel process in social work supervision. *Clinical Social Work Journal*, 24(4), 425-435.

STUDY DAYS / NO CLASSES OR INTERNSHIP

12/6-12/17/14

FINAL EXAMINATIONS (NO INTERNSHIP)

12/6-12/17/14

University Policies and Guidelines

IX. ATTENDANCE POLICY

Students are expected to attend every class and to remain in class for the duration of the unit. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. Students are expected to notify the instructor by email (-----) of any anticipated absence or reason for tardiness.

University of Southern California policy permits students to be excused from class for the observance of religious holy days. This policy also covers scheduled final examinations which conflict with students' observance of a holy day. Students must make arrangements *in advance* to complete class work which will be missed, or to reschedule an examination, due to holy days observance.

Please refer to Scampus and to the USC School of Social Work Student Handbook for additional information on attendance policies.

X. STATEMENT ON ACADEMIC INTEGRITY

USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. *SCampus*, the Student Guidebook, contains the Student Conduct Code in Section 11.00, while the recommended sanctions are located in Appendix A: <http://www.usc.edu/dept/publications/SCAMPUS/gov/>. Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: <http://www.usc.edu/student-affairs/SJACS/>.

Additionally, it should be noted that violations of academic integrity are not only violations of USC principles and policies, but also violations of the values of the social work profession.

XI. STATEMENT FOR STUDENTS WITH DISABILITIES

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. *Please be sure the letter is delivered to the instructor as early in the semester as possible.* DSP is located in STU 301 and is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776.

XII. EMERGENCY RESPONSE INFORMATION

To receive information, call main number (213)740-2711, press #2. "For recorded announcements, events, emergency communications or critical incident information."

To leave a message, call (213) 740-8311

For additional university information, please call (213) 740-9233

Or visit university website: <http://emergency.usc.edu>

If it becomes necessary to evacuate the building, please go to the following locations carefully and using stairwells only. Never use elevators in an emergency evacuation.

Students may also sign up for a **USC Trojans Alert** account to receive alerts and emergency notifications on their cell phone, pager, PDA, or e-mail account. Register at <https://trojansalert.usc.edu>.

UNIVERSITY PARK CAMPUS		ACADEMIC CENTERS	
City Center	Front of Building (12 th & Olive)	Orange County	Faculty Parking Lot
MRF	Lot B	San Diego	Building Parking Lot
SOWKC	Lot B	Skirball	Front of Building
VKC	McCarthy Quad		
WPH	McCarthy Quad		

Do not re-enter the building until given the “all clear” by emergency personnel.

XIII. STATEMENT ABOUT INCOMPLETES

The Grade of Incomplete (IN) can be assigned only if there is work not completed because of a documented illness or some other emergency occurring after the 12th week of the semester. Students must NOT assume that the instructor will agree to the grade of IN. Removal of the grade of IN must be instituted by the student and agreed to be the instructor and reported on the official “Incomplete Completion Form.”

XIV. POLICY ON LATE OR MAKE-UP WORK

Papers are due on the day and time specified. Extensions will be granted only for extenuating circumstances. If the paper is late without permission, the grade will be affected.

XV. POLICY ON CHANGES TO THE SYLLABUS AND/OR COURSE REQUIREMENTS

It may be necessary to make some adjustments in the syllabus during the semester in order to respond to unforeseen or extenuating circumstances. Adjustments that are made will be communicated to students both verbally and in writing.

XVI. CODE OF ETHICS OF THE NATIONAL ASSOCIATION OF SOCIAL WORKERS (OPTIONAL)

Approved by the 1996 NASOWK Delegate Assembly and revised by the 2008 NASOWK Delegate Assembly [<http://www.socialworkers.org/pubs/Code/code.asp>]

Preamble

The primary mission of the social work profession is to enhance human wellbeing and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual wellbeing in a social context and the wellbeing of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. “Clients” is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- Service
- Social justice
- Dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

XVII.COMPLAINTS

If you have a complaint or concern about your Field Practicum or your Field Instructor, please discuss it first with your Field Instructor. If you feel you cannot discuss it with your Field Instructor, please contact your Field Liaison. If you do not receive a satisfactory response or solution, contact Marleen Wong, Assistant Dean of Field Education, at marleenw@usc.edu and/or Dr. Paul Maiden, Vice Dean and Professor of Academic and Student Affairs, at рмаiden@usc.edu. Or, if you are a student of the VAC, contact June Wiley, Director of the Virtual Academic Center, at (213) 821-0901 or june.wiley@usc.edu for further guidance

XVIII.TIPS FOR MAXIMIZING YOUR LEARNING EXPERIENCE IN THIS COURSE (OPTIONAL)

- ✓ Be mindful of getting proper nutrition, exercise, rest and sleep!
- ✓ Attend Field Practicum on your assigned days.
- ✓ Complete required assignments by the due date.
- ✓ Come to supervision prepared to be involved in your own learning process.
- ✓ If you do not understand something, ask your Field Instructor, Preceptor and/or Field Liaison.
- ✓ Keep up with the requirements of Field Practicum.

Stay ahead of expectations - avoid procrastinating or postponing work on assignments.