



SWK 426: Field Instruction II

SEMESTER: Fall 2023

INSTRUCTOR INFORMATION

Instructor: Heather Molsbee

Office Location: Adjunct

Office Hours: By Appt. (Virtual)

University Email Address: Heather.Molsbee@tamuc.edu

Preferred Form of Communication: EMAIL

Communication Response Time: 48 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

Berg-Weger, M. and Birkenmaier, J. (2007). *The Practicum Companion for Social Work (4th Ed.)* Boston: Allyn & Bacon.

Publication manual of the American Psychological Association (2019) 7th ed.
Washington, DC: American Psychological Association

Software Required: **NONE**

Optional Texts and/or Materials: **NONE**

Course Description

Students enrolled in this course participate in an educationally directed field practice experience under supervision in a social service agency. Field II students this semester must complete the total hours remaining of fieldwork in the field agency. Students must attend a weekly university instructed seminar on campus, designed to help students process and understand field experiences. Prerequisites: SWK 422 and 425. Concurrent enrollment in SWK 424 and permission of the instructor is required. This course is restricted to Social Work majors.

Relationship to Other Courses:

Generalist Practice in the Field II provides curriculum to assist students in integrating the knowledge, skills and values taught in all social work courses previously taken including SWK 322, 325, 328, 329, 331, 340, 348, 350,370, 422, and 425 to apply in the field practicum setting. Students must be enrolled in SWK 424 Generalist Practice in the field and SWK 426 Field II concurrently.

PROGRAM GOALS:

1. Prepare students for competent and effective generalist social work practice with diverse client systems.
2. Provide students with a foundation of knowledge for professional development, graduate education and lifelong learning
3. Develop student capability to improve human service delivery systems and promote social justice
4. Socialize student to the profession of social work

Student Learning Outcomes

Council on Social Work Education (CSWE) requires a competency-based approach to identify and assess what students demonstrate in practice. In social work, this approach involves assessing students' ability to demonstrate the competencies identified in the educational policy. Listed below are the competencies and associated knowledge, skills, values and/or cognitive and affective processes that comprise the expected outcomes for this course.

	Activity/Assessment	Dimension
Competency 1: Students will demonstrate ethical and professional behavior.		
Students will make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context	Discussions	Values Cognitive Affective
Students will use reflection and self-regulation to manage personal values and maintain professionalism in practice situations	Discussion	Values Cognitive Affective
Competency 2: Students will engage in diversity and difference in practice.		
Students will apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels	Discussion Agency Presentation	Knowledge Skills Cognitive Affective
Students will apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies	Discussions	Values Knowledge Cognitive Affective

COURSE REQUIREMENTS

Minimal Technical Skills Needed

In this class you will utilize the Learning Management Systems (LMS) D2L for instructional and learning opportunities, submitting your assignments, participating in online synchronous and asynchronous discussions, accessing resources, and completing quizzes/tests. Additionally, knowledge and skills in using Microsoft Word PowerPoint and Outlook Email, If you have any issues with using the various systems or software, it is your responsibility to contact support services and to notify the instructor of the problem.

Instructional Methods

This course will be delivered via synchronous and asynchronous sessions via D2L and will consist of live class sessions, pre-recorded lectures, group engagement activities,

various assignments with some including experiential learning and practical application of the content areas. In addition, small lectures, discussion activities and workshops may be utilized to provide instruction during this course.

Student Responsibilities or Tips for Success in the Course

As a student in this course, you are responsible to engage in active learning and reaching out to the instructor if there are problems or challenges that is interfering in optimal learning. Communication is key when engaged in a fully online, virtual environment.

Expectations for success include:

1. Always demonstrate professional behavior, including demonstrating respect for instructor and peers; being open to feedback and guidance throughout this class and in the program.
2. Adhered to the School of Social Work and University student code of conduct, along with NASW Code of Ethics.
3. Begin reading the assigned text and supplemental readings as soon as possible, with a focus on completing all readings prior to engagement with instructor or peers.
4. Prepare to engage in live class sessions, discussions, and other activities so you can be a contributor as well as receiver of knowledge and skills.
5. Actively participate in engagement activities which will include live virtual class sessions, online discussions, and interactive learning opportunities -as this is vital for learning and success in both this course and the program.
6. Work ahead when possible, completing assignments ahead of due date so you are prepared to submit on the due date.
7. Sign into the D2L course multiple times during the week to access updated announcements or posted resources.
8. Check your university email daily. This is the official method of communication by the university, department, and instructor.
9. Be open and focused on the “process” and not the “product” as earning this degree requires time, effort, work and ultimately growth in knowledge, skills, abilities along with personal and professional attributes.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100% of total points

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Evaluation for course grades are according to the following formula:

Assessments

DUE DATES:

As social work students, you will have many deadlines in practice that you will be expected to meet. Many times, not meeting deadlines can result in having an adverse effect on your clients' lives. It can also result in termination in employment. The School of Social Work has an obligation to help you get into the habit of meeting those expectations now vs. later. Our goal for each of you is to be successful not only in this course, but also in the practice setting.

Thank you for understanding and your willingness to take the first step toward your own success.

Assessments w/ points

SWK 426 Assignments

(Lack of participation or not meeting deadlines will result in a letter grade deduction)

1. Time Sheets and Field Journal – due weekly on TK20 and D2L. **10 points**
2. Schedule – Due Week 2 in TK20. **5 points**
3. Self-ID Form: Due Week 2 in D2L. **(APPENDIX A) 10 points**
4. Initial Learning Contract – Due Week 3 in TK20. **15 Points**
5. Discussion exercises – due on alternating weeks during semester in D2L. **10 Points**
6. Agency Presentations – Begin on Week 3. **10 points**
7. MID-TERM AUDIT FORM DUE- Week 7 **(APPENDIX B) 5 points**

THESE COMBINED ITEMS ARE VALUED AT 65 POINTS

Final evaluations – conducted over zoom. Students are not required to attend but are welcome to according to schedules.

All Evaluations of Student, Field Instructor and Field Placement – Week 13.

FINAL AUDIT FORM DUE- Week 15

THESE COMBINED ITEMS ARE VALUED AT 35 POINTS

Attending Field Seminar

Each student enrolled in the field practicum is assigned a faculty field liaison from the social work faculty. The function of the faculty field liaison is to monitor the progress of the student in the field practicum, and to assist the student in the integration of classroom learning, theory, and field practicum application of content. Class assignments will be made; completions of the required assignments are considered when evaluating the student's progress.

The field liaison faculty assigns the final grade for the student in the field practicum. This grade is based on the recommendation of the field practicum instructor (the agency- based field instructor) as well as the direct observations of the faculty field liaison.

Each faculty field liaison member is expected to visit electronically with the student and the student's field practicum agency a minimum of two times during the semesters, or as needed on problematic issues.

All students enrolled in the field practicum are required to meet with the faculty field liaison and other students in a weekly field seminar meeting. The format of the seminars is left to the faculty field liaison, within the following guidelines:

- Field seminar course is scheduled to meet face to face during a scheduled time.
- All students are required to attend the seminar.

The purpose of the seminar includes:

- Orientation to field practicum expectations and record keeping.
- Updates on practicum requirements or conditions.
- The opportunity for students to raise and share questions regarding the field practicum, assignments, and expectations.
- The opportunity for students to share with other students their learning experience in the field practicum; to begin the practice of peer consultation on professional problem solving; and to offer support and input to fellow students.
- Offer each student a chance to orient peers to their agency, its location, purpose, and procedures.
- Offers a chance to familiarize students and faculty with the services and referral

- Processes of the field agency and resources available for unique aspects of a rural and/or urban environment.
- Offers the student and agency mutual exposure to facilitate identifying future employment interests and opportunities.
- Allows agency field students to demonstrate or discuss their approaches to the design and practice of field learning. Allows faculty field liaison to observe students in a variety of professional learning settings.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor via email. Instructor will respond to email queries within two business days.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

If you have any questions or are having difficulties with the course material, please contact your Instructor via email. Instructor will respond to email queries within two business days.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

School of Social Work and Council on Social Work Education Specific Policies

Course Engagement

Final Evaluation and Grade Depends on both Classroom attendance and Participation

Inadequate participation or lack of required time commitment in each class significantly affects students' grades. No matter the course venue, students must engage in a comparable amount of time. Expectations of both Face-to-Face classes and those with Online components include time spent reading and studying course material.

To earn a level of competency within a specific course, students must demonstrate both mastery of content and active engagement.

Mastery of content areas is evidenced by successful completion of course assignments such as written papers, group project deliverables, tests/quizzes and other tangible products designed by instructors to evaluate knowledge and skills.

Additionally, the Social Work Profession is built upon human interactions and building human relationships – which is defined as engagement. Engagement is defined as meaningful involvement in interactions with instructor, peers, outside stakeholders as appropriate (such as contacting a social worker to interview for a required assignment). Within the classroom setting, whether virtual or F2F, students must actively participate in 80% of engagement activities as outlined by individual instructors. These activities may include, but are not limited to participation in live, synchronous virtual classes, attending a Face-to-Face course when appropriate, interacting with peers in posted discussions and collaborating in group interactive projects.

Students must meet standards for content mastery on tangible assignments and meet the threshold of active engagement of the time set during a semester by the instructor.

Instructors are experts in each course content area and set the standards for students to meet for successful completion of the course.

Student Conduct

Students preparing to become professional social workers must adhere to the *University Code of Conduct*, *Department Code of Conduct* and *National Association of Social Workers' (NASW) Code of Ethics*.

Department Code of Conduct

"Faculty have the authority to request students who exhibit inappropriate behavior to leave the class/lab/internship practicum or to block access to online courses and may refer offenses to the [Academic and Professional Issues Committee (API)] or to the Department Head. More serious offenses by be referred to the University Police Department and/or the Judicial Affairs Office for disciplinary action" (Student Guidebook p 35)

Social Work students conduct themselves in an ethical and professional manner. Closely linked with professional recognition is the social worker's compliance with the profession's ethical standards. It is imperative for professional social workers to be competent and ethical in practice if the profession is to maintain the public trust. It is essential that each social work student gain a thorough understanding of the ethical principles that guide practice and actively demonstrate in behavior, both in and out of the classroom. Student conduct is to reflect the tenets of *NASW Code of Ethics* (located at <https://www.socialworkers.org/pubs/code/code.asp>) on the NASW website: <https://www.socialworkers.org>

University Code of Conduct located in the *Student Guidebook* at <http://www.tamuc.edu/campuslife/documents/studentGuidebook.pdf> (pp 34- 66). On the University Website under Campus Life Documents

To become aware of university policies related to student academic and behavioral expectations for students refer to the Guidebook

COURSE OUTLINE / CALENDAR

Course Meets Face to Face each week for 2 clock hours of the Fall Semester at the scheduled time to discuss and review the students performance an progress in their individual internship locations.

APPENDIX A

Self-ID Form

Student's Info:

Student's Name:
Contact Phone #:
Alternative Phone #:
Contact Email:
CWID:

Agency Info:

Agency Name:
Address:
Phone #:
Supervisor's Name:
Supervisor's Phone:
Supervisor's Email:

If person other than supervisor providing your 2 hours a week supervision:

Name:
Phone #:
Email:
Relationship to agency:

APPENDIX B (Week of 10/16/23)

TK20 REVIEW, Agency input and Field Liaison assessment of performance.

Time Sheets and Field Journal – due weekly on TK20 and D2L. **10 points**
How many are uploaded?

Schedule – Due Week 2 in TK20. **5 points**
Completed on Time? Yes No

Self-ID Form: Due Week 2 in D2L. **(APPENDIX A) 10 points**
Completed on Time? Yes No

Initial Learning Contract – Due Week 3 in TK20. **15 Points**
Completed on Time? Yes No

Discussion exercises – due on alternating weeks during semester in D2L. **10 Points**
Participated in Discussions on (date_____)

Agency Presentations – Begin in Week 3. **10 points**
Presentation completed Yes No Scheduled on (date_____)

MID-TERM AUDIT FORM DUE- Week 7 **(APPENDIX B) 5 points**
Completed on Time? Yes No

SWK 426 Field Seminar II Course Schedule

Week 1-	8/28	Review TK20 and secure all updates with Placement.
Week 2	9/4	LABOR DAY
Week 3	9/11	NO Class (BSW TOWN HALL TUESDAY 9/12 COMMERCE)
Week 4	9/18	Learning Plans Due
Week 5	9/25	Review TK20 updates and Time Sheets/ Discuss Ethical Decision Making
Week 6	10/2	ZOOM/Review with Career Services
Week 7	10/9	Job Interview/Resume/Career Planning
Week 8	10/16	Guest Speakers SWK Careers
Week 9	10/23	MSW Programs and Choices
Week 10	10/30	Review TK20 updates and Time Sheets/Social Work Rules
Week 11	11/6	Use of social media/web-based search tools
Week 12	11/13	Legal/Judicial/Sanctions related to practice rules.
Week 13	11/20	Final Review TK20 updates and Time Sheets
Week 14	11/27	Final Evaluation week w/ FI and review of Field
Week 15	12/4	Completion of TK20 Binders/ Submission/evals
Week 16	12/11	Wrap-up with all final documents.