

**West Chester University**  
**Graduate Social Work Department**  
**SWG 598: Advanced/Specialized Field Practicum III**  
**Syllabus, Fall 2018**

- I. Course Instructors** (various)
- II. Credit Hours:** 3 Graduate Credit Hours
- III. WCU, MSW Program Mission Statement, Goals, and Definition of the Concentration**

**Mission Statement**

The Graduate Social Work Department provides a quality, affordable and accessible Master of Social Work Degree in preparation for a career in an evolving, complex, technological, and global society. It prepares graduates who can think critically, communicate effectively, embrace diversity, practice ethically, respond to the needs of vulnerable and oppressed populations, are committed to human rights and social and economic justice, and are competent to practice with individuals, families, and communities.

**Program Goals**

- Provide a quality Master of Social Work Program in accord with the standards of the Council on Social Work Education and the PA State System of Higher Education.
- Prepare graduates to practice competently and ethically with individuals and families.
- Prepare graduates to think critically, communicate effectively, and engage research in the practice of social work.
- Prepare graduates to practice social work with a commitment to social and economic justice.

**IV. Definition of the Specialization**

Advanced Practice with Individuals, Families, and Communities is an approach to social work grounded in human rights and social justice.

Graduates of the West Chester University MSW Program are trained to work with individuals, families, and communities using strengths-based, research-informed and community-oriented assessment, intervention and evaluation skills to enhance resiliency, support recovery, and build capacity.

**V. Course Description**

SWG 598 is the second of two required Concentration-Year field practicum courses, each consisting of a structured field experience at an assigned practicum site for 18 hours per week during the academic semester. Included in the 18 hours is a mandatory 60-minute individual supervisory session with an approved Field Instructor, as well as at least 30 minutes of additional supervisory time in group or other settings. SWG 598 is taken concurrently with **SWG561: Advanced Practice I - Individuals**.

**VI. Theoretical Framework**

The West Chester University, MSW Program, strives to be on the cutting edge of theory-driven and research-informed practice. To this end, the program takes an integrative approach to social work practice with individuals, families and communities. This approach incorporates a number of theories, perspectives and models for practice with the various levels of social systems, depending on mutually identified strengths, needs, and goals. What is central to this approach is the importance of a collaborative relationship between the social worker and those served, building on strengths and working together to effect meaningful and socially just change. The theories and models incorporated include, but are not limited to: attachment theory, a developmental perspective, the ecological perspective, conflict theory, the empowerment perspective,

feminist theory, crisis theory, the risk/resiliency model, the social justice perspective, the social action model, social constructivist theory, social exchange theory, social learning theory, social systems theory, theories of social change, and the strengths perspective.

## **VII. Course Outcomes**

The WCU Graduate Social Work Department has adopted a competency-based, outcome performance approach to its curriculum consistent with the Educational and Policy Accreditation Standards (EPAS) of the Council on Social Work Education (CSWE, 2015). Competencies are measurable practice behaviors comprised of knowledge, values, skills, and cognitive/affective processes. Each course is designed to provide students the opportunity to develop and demonstrate certain core competencies. The following table lists the CSWE Competencies and Assignments that measure these expected outcomes. The Course Instructors will provide instructions for completing each assignment.

Assignment	Course Outcomes/ Competencies Measured	% of Grade
<b>Learning Agreement</b>	Competency 1: Demonstrate Ethical and Professional Behavior	<b>15</b>
<b>Participation in Classroom Discussions (SWG561) about Field</b>	Competency 1: Demonstrate Ethical and Professional Behavior Competency 2: Engage in Diversity and Difference in Practice Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	<b>15</b>
<b>Mid-Semester Evaluation</b>	Competency 1: Demonstrate Ethical and Professional Behavior Competency 2: Engage in Diversity and Difference in Practice Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice Competency 4: Engage in Practice Informed Research and Research Informed Practice Competency 5: Engage in Policy Practice Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	<b>20</b>
<b>Final Field Evaluation</b>  <i>The Faculty Field Liaison is responsible for determining a grade for the Final Field Evaluation. This grade is a combination of input from the Field Instructor and Student as well as the Faculty member's assessment of Student performance related to Field Practicum in the co-requisite Practice Class, SWG 561.</i>	Competency 1: Demonstrate Ethical and Professional Behavior Competency 2: Engage in Diversity and Difference in Practice Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice Competency 4: Engage in Practice Informed Research and Research Informed Practice Competency 5: Engage in Policy Practice Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	<b>50</b>

### VIII. Instructional Methodology

The teaching methods in this course will include lecture, large group discussion, and small group discussion, analysis of case materials, audio/visual aids, simulations, and group exercises for an active learning environment. Students will also be called upon to present their observations and scholarly analysis in experience with working with a group, organization, or community in formal presentations. Knowledge of the reading assignments is expected for class participation.

### VIII. Standards for Professional Behavior – In the Classroom, in the Field, and Beyond

Students are expected follow the Graduate Social Work Department's *Standards for Professional Behavior* at all times. The policy can be found on the Program's website:

<http://www.wcupa.edu/education-socialWork/gradSocialWork/curriculum.aspx>

Additionally, Students are expected to comply with the University's policies on Academic Integrity and Student Conduct, as outlined in the Graduate Catalog: <http://catalog.wcupa.edu/graduate/>

### X. Field Hours

The MSW Program publishes a Field Calendar each semester with specific dates pertinent to Field Practicum. Foundation/Generalist Students must complete 224 hours of Field Practicum over the course of each semester, and in accordance with the Field Calendar, averaging 16 hours per week. Concentration/Specialization Students must complete 252 hours of Field Practicum over the course of each semester, and in accordance with the Field Calendar, averaging 18 hours per week. A regular weekly schedule is negotiated with the Field Instructor and approved by the Field Liaison in the Learning Agreement at the beginning of the semester. Because these are required practicum hours, any days or hours that are missed for illness or other reasons must be made up. Hours should be made up during the semester at times negotiated with the Field Instructor. In certain circumstances, hours can be made up over breaks the Thanksgiving, Winter and Spring breaks with prior approval from the Field Instructor and the Field Liaison. Students are not permitted, however, to accumulate hours over breaks and end their field practicum early in the semester.

**Students are expected to keep records of their weekly practicum and supervision hours and submit them to the Faculty Field Liaison monthly once approved and signed by the Field Instructor. Falsification of Time Logs constitutes a violation of Academic Integrity. Field Logs forms can be found on the MSW Program website: <https://www.wcupa.edu/education-socialWork/gradsocialwork/fieldEducation.aspx#fieldDocs>**

Students with a field placement in a school setting should take the field placement school's fall, spring or holiday breaks rather than WCU's to avoid losing too many practicum days/hours.

Students with employment, caregiving, or other responsibilities who are unable to attend their regular field practicum hours per week may be eligible for an "extended" Field Practicum. The "extended" program allows Students in certain field sites to design a schedule that satisfies an average of 12 hours per week over a longer period of time. Proposals for the extended program must be formally submitted to and approved by the Director of Field Education prior to the start of the semester. They are then submitted to the Faculty Field Liaison and to the Field Instructor with the Learning Agreement. Refer to MSW website for details: <https://www.wcupa.edu/education-socialWork/gradsocialwork/fieldEducation.aspx#fieldDocs>

### XI. Attendance

Students are expected to attend Field Practicum regularly and arrive when expected, prepared to engage in the assigned tasks. Students must notify Field Instructors and any other pertinent individuals of their lateness or absence ahead of time. Failure to attend Field Practicum with regularity and punctuality will constitute a violation of the *Standards for Professional Behavior*.

Students are expected to attend Field Practicum Monday and Tuesday of Thanksgiving Week IF these are regularly scheduled days. Students are not expected to be at Field Practicum during the following times:

- Labor day
- Wed, Thurs or Fri of Thanksgiving Week
- Mon-Fri of spring break, (unless a school placement has different spring break dates)
- After the last day of the semester (assuming hours have been completed and unless a student is doing an approved “extended” field placement)

Clients are often best served when Students are available on a consistent basis. Students often choose to continue to work over the breaks, especially those in the second year of field practicum or who are in sites where this would be particularly important to client well-being.

If the University closes for inclement weather or other reasons, Students are still expected to attend Field Practicum unless the field site closes or delays opening, in which case Students are not expected to attend, but are expected to make up the field hours. If a Student feels that travel is unsafe, s/he must alert the Field Instructor and arrange to make up the hours at another time. The Student and the Field Instructor are encouraged to create a contingency plan for how the Student activities will be handled in the Student’s absence. Students are expected to attend Field Practicum regularly and arrive when expected, prepared to engage in the assigned tasks. Students must notify Field Instructors and any other pertinent individuals of their lateness or absence ahead of time. Failure to attend Field Practicum with regularity and punctuality will constitute a violation of the *Standards for Professional Behavior*.

## **XII. ACADEMIC & PERSONAL INTEGRITY**

It is the responsibility of each student to adhere to the university’s standards for academic integrity. Violations of academic integrity include any act that violates the rights of another student in academic work, that involves misrepresentation of your own work, or that disrupts the instruction of the course. Other violations include (but are not limited to): cheating on assignments or examinations; plagiarizing, which means copying any part of another’s work and/or using ideas of another and presenting them as one’s own without giving proper credit to the source; selling, purchasing, or exchanging of term papers; falsifying of information; and using your own work from one class to fulfill the assignment for another class without significant modification. Proof of academic misconduct can result in the automatic failure and removal from this course. For questions regarding Academic Integrity, the No-Grade Policy, Sexual Harassment, or the Student Code of Conduct, students are encouraged to refer to the Department Graduate Handbook, the Graduate Catalog, the *Ram’s Eye View*, and the University website at [www.wcupa.edu](http://www.wcupa.edu).

*Support* - Students who need academic support are expected to take advantage of the University’s Writing Center services, including on-line and in-person tutorials:

West Chester campus: [http://www.wcupa.edu/\\_academics/writingcenter/](http://www.wcupa.edu/_academics/writingcenter/).

Philadelphia campus: <https://wcupa.mywconline.com/>

Course instructors are also available during office hours for additional help with course assignments or content.

## **XIII. FIELD PRACTICUM POLICIES**

As outlined in the Graduate Catalog, the following policies apply to all students in Field Practicum: <http://catalog.wcupa.edu/graduate/education-social-work/social-work/#policiestext>

### **Grading**

Students in the MSW Program must earn a B or better in all **field practicum courses**. Any grade of B- or lower in a field practicum course must be repeated with remediation. Only one field practicum course may be remediated and a grade of B or better is required before continuing on to the next field practicum course.

### **Placement Referral**

If an MSW student is referred to three field placements and not accepted due to unprofessionalism, the program reserves the right to suspend the placement process. The student may reapply for field placement in the next academic year.

#### **Field Dismissal**

Students who are dismissed from field by their placement agency for violations of Academic Integrity may immediately receive an F for the course, be removed from field and dismissed from the Graduate Social Work Program.

#### **XIV. STUDENTS WITH DISABILITIES**

If you have a disability that requires accommodations under the Americans with Disabilities Act (ADA), please present your letter of accommodations and meet with me as soon as possible so that I can support your success in an informed manner. Accommodations cannot be granted retroactively. If you would like to know more about West Chester University's Services for Students with Disabilities (OSSD), please visit them at 223 Lawrence Center. The OSSD hours of Operation are Monday – Friday, 8:30 a.m. – 4:30 p.m. Their phone number is 610-436-2564, their fax number is 610-436-2600, their email address is [ossd@wcupa.edu](mailto:ossd@wcupa.edu), and their website is at [www.wcupa.edu/ussss/ossd](http://www.wcupa.edu/ussss/ossd).

#### **XV. REPORTING INCIDENTS OF SEXUAL VIOLENCE**

West Chester University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator, Ms. Lynn Klingensmith. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy. Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at the webpage for the Office of Social Equity at <http://www.wcupa.edu/admin/social.equity/>.

#### **XVI. EMERGENCY PREPAREDNESS**

All students are encouraged to sign up for the University's free WCU ALERT service, which delivers official WCU emergency text messages directly to your cell phone. For more information, visit [www.wcupa.edu/wcualert](http://www.wcupa.edu/wcualert). To report an emergency, call the Department of Public Safety at 610-436-3311.

All students are encouraged to sign up for PASSHE's E2Campus free alert service, which delivers official PASSHE emergency text messages directly to your cell phone. For more information, visit <http://passhecentercity.org/e2Campus.php>. To report an emergency, call the Main Lobby/Security Desk at (215) 238-9777 - ext. 177.

#### **XVII. Self-Care**

Social work is field where professionals may experience “secondary trauma” or “burnout” due to the high stress levels related to listening to stories of hardship and oppression. Topics in social work classes may be relevant to an experience a student has survived in their own life. Each student is encouraged to involve themselves in healthy activities outside the classroom (i.e., talking with a trusted friend, exercise, crafts, photography, etc.). Students who find themselves overwhelmed with any issues addressed in class are encouraged to speak with the instructor, their advisor, and/or to seek assistance from the WCU Counseling & Psychological Services (<http://www.wcupa.edu/SERVICES/stu.cou/>). Philadelphia campus students may contact Counseling & Psychological Services directly.

#### **XVIII. Texts**

Required: N/A

Recommended: N/A

Required and supplemental readings may be posted on D2L or may be retrieved via the EBSCO Host database on the WCU library site.

### **XIX. Evaluation & Grading**

A letter grade will be assigned based on performance in the course, according to the following scale:

<b>Grade</b>	<b>Quality Points</b>	<b>Percentage Equivalents</b>	<b>Interpretation</b>
A	4.00	100-93	Superior graduate attainment
A-	3.67	92-90	
B+	3.33	89-87	Satisfactory graduate attainment
B	3.00	86-83	
B-	2.67	82-80	
C+	2.33	79-77	Attainment below graduate expectations
C	2.00	76-73	
C-	1.67	72-70	
F	0	< 70%	Failure

D grades are not used.

Refer to the Graduate Catalog for description of NG (No Grade), W, & other grades:

<http://catalog.wcupa.edu/graduate/academic-policies-procedures/grade-information/>

Refer to the Graduate Catalog for official MSW Program Policies here:

<http://catalog.wcupa.edu/graduate/education-social-work/social-work/#policies>

### **XX. Assignment of NG**

All work must be completed by the end of the semester. Students will not be assigned a “No Grade” to finish incomplete work without prior, written permission such as an approved Extended Hours Plan. Further, all NG grades must be converted to final grades students may take the next Field Practicum course.