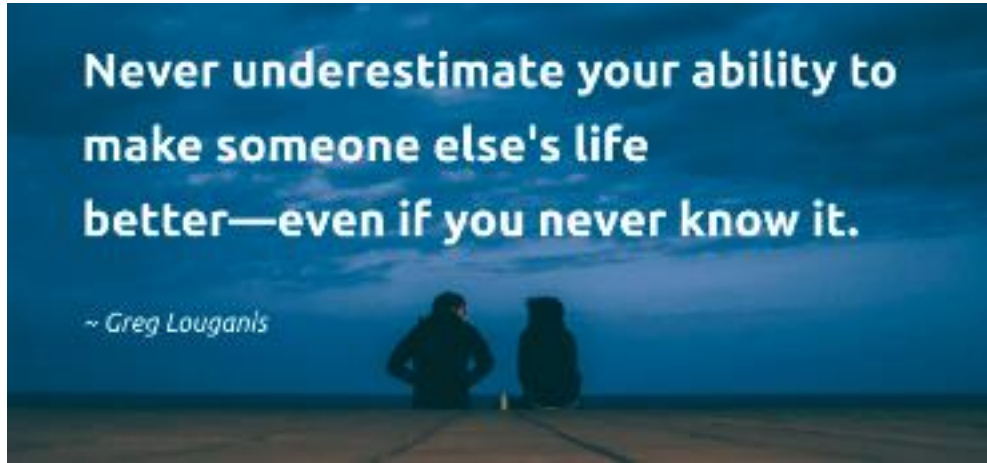


# SOCW 4140: Pre-Field Orientation

## Fall 2023



### Instructor Information

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**Instructor:**

Ericka Freeman, LCSW  
Associate Professor in Practice

**Office:**

College of Arts and Sciences (CAS) 152B

**Telephone Number:** 817-774-8420 (voice and text)

**Email Address (preferred method of communication):** [efreeman@uttyler.edu](mailto:efreeman@uttyler.edu)

**In-Person Office Hours:**

Tuesdays 12:30 – 2 p.m., 3 – 4 p.m.

Thursdays 9:30 a.m. – 2 p.m.

Other hours available by appointment only.

**Virtual Office Hours via Zoom:** By appointment only.

### Course Information

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**Section Information:**

SOCW 4140-001

**Time and Place of Class Meetings:** Thursdays, 2-2:50 p.m., CAS Room 210

**Course Overview:** The purpose of the course is to provide an orientation to the student's upcoming Field Practicum.

**Description of Course Content:** Students will examine ethical dilemmas and ethical decision making, Social Work Code of Ethics, professional behavior, organizational entry, use of supervision, and field instruction policies and procedures. Field instructors and students complete written learning agreements with identified tasks that permit measurement of student attainment of practice behaviors and competencies applied in agency settings. The purpose of the course is to provide an orientation to the student's upcoming Field Practicum.

Prerequisites: SOCW 2361, SOCW 2362, SOCW 2371, SOCW 3303, SOCW 3304, SOCW 3308, SOCW 3108, SOCW 3409, SOCW 4132, SOCW 4331.

**Student Learning Outcomes for SOCW 4140:**

Upon successful completion of this course, students will be able to demonstrate the following outcomes as progression in the noted areas of the nine Core Competencies established by the Council on Social Work Education (EPAS 2015):

The Council on Social Work Education requires that accredited social work programs follow the CSWE Educational Policy and Standards (EPAS) comprised of nine core competencies as follows:

1. Demonstrate Ethical and Professional Behavior
  2. Engage Diversity and Difference in Practice
  3. Advance Human Rights and Social, Economic, and Environmental Justice
  4. Engage in Practice-informed Research and Research-informed Practice
  5. Engage in Policy Practice
  6. Engage with Individuals, Families, Groups, Organizations, and Communities
  7. Assess Individuals, Families, Groups, Organizations, and Communities
  8. Intervene with Individuals, Families, Groups, Organizations, and Communities
  9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
- Articulate the implications of Social Work values and the NASW Code of Ethics for: interpersonal relationships with colleagues in the agency and with the field instructor; handling issues that may be perceived as unethical; and addressing conflicting ethical issues.  
**Competency 1**
  - Demonstrate the knowledge of interlocking and complex nature of culture and personal identity; recognition of diversity within and between groups, of human behavior in rural environments including strategies of cooperation, natural helping networks. **Competency 2**
  - Describe the extent to which a culture's structure and values may oppress, marginalize, alienate, or create or enhance privilege and power. **Competency 3**

- Demonstrate the knowledge and skills to evaluate social programs with regard to the needs of groups served and cultural relevance. **Competency 4**
- Discuss ways that social work students in practicum settings can advocate for policies that advance the social well-being of agency clients. **Competency 5**
- Apply critical thinking skills within the context of professional social work practice to inform and communicate professional judgments in preparation for direct client contact. **Competency 6**
- Identify the characteristics of constructive use of supervision to problem-solving issues that may occur in the practice setting regarding engaging, assessing, intervening, and evaluating with clients at the micro, mezzo, and macro levels. **Competencies 6-9**
- Demonstrate the professional knowledge and skills to define, design, and implement strategies to enhance the well-being of persons from diverse groups. **Competencies 2, 8**

Specifically, while this course addresses competencies 1-9, it mainly focuses on 1, 2, 6 and 9.

#### **Required Textbook and Other Course Material:**

Pulin, J., Matis, S., and Witt, H. (2019). *The social work field placement: A competency-based approach*, Springer Publishing Company.

ISBN: 978-0-8261-7552-6



**NOTE:** This textbook will also be utilized in SOCW 4241, Practicum Seminar.

Freeman, E. and Kenney, R. (2021). *The UT Tyler field practicum manual*.  
(Provided by instructor. NOT required to purchase.)

Additional readings and videos will be posted on Canvas.

## Descriptions of Assignments:

### **In-Class Activities: Preparing for Field (20% Final Grade)**

Students are highly encouraged to be present for all scheduled classes. Students cannot earn points toward the Preparing for Field portion of their final grade if they are not present.\* Each class will contain a practical application to the week's reading assignment and course material, such as interviewing skills, professionalism, use of supervision, and benefits and considerations of the field practicum learning environment.

**\*PLEASE NOTE:** Each student is allowed up to one (1) absence without grade reduction penalty. Each absence after the first (1<sup>st</sup>) absence will result in a 10-point reduction in Preparing for Field grade per absence. (e.g. absence #2 = 90, absence #3=80, etc.) In addition, it is important for students to come to class prepared to take part in class .

### **Exploring Field Practicums (30% Final Grade)**

Students will begin their practicum experience journey by exploring field agency opportunities. During exploration, students will identify biases, gaps in cultural competencies, understanding of the Social Work Code of Ethics, and strengths of self. In addition, students will consider time management skills, self-care, and any obstacles that may exist prior to successfully entering their field practicum. Students will submit the following, each worth 6% of the Exploring Field Practicum's grade:

- Letter of Intent to Enter Field Practicum
- Application for Field Practicum
- Social Work Self Inventory

Students will schedule the following, each worth 6% of the Exploring Field Practicum's grade:

- Interview with any prospective field agencies
- Meeting with UT Tyler BSW Field Director to confirm placement selection and approval

Assignment specifics for submissions, including due date(s), are found under the "Assignments" link in Canvas and will be presented during class.

### **Developing the Learning Contract (50% Final Grade)**

In preparation for their field practicum placement, students will develop a learning contract that identifies learning opportunities, tasks and behaviors that align with social work core competencies. learning contract, as well as an example contract, are provided to the student by the instructor. Contract specifics, including due date(s), are found under the "Assignments" link in Canvas and will be presented during class.

## Grading Information

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### Grading:

Assignment	%
<b>In-Class Activities: Preparing for Field</b>	<b>20</b>

<b>Exploring Field Practicums</b>	<b>30</b>
<b>Developing the Learning Contract</b>	<b>50</b>
<b>Total</b>	<b>100</b>

All written assignments must be grammatically correct using APA style. Assignments with many grammatical errors, misspellings, and/or evidence of plagiarism (e.g., high Unicheck score) will not receive a satisfactory grade. All written assignments will be due on the date listed on the course schedule.

Ten points will be deducted for late assignments.

**No assignment will be accepted after five days late.**

90 and Above =A

80 - 89.9 = B

70 -79.9 = C

60 - 69.9 = D

Below 60 =F

A grade of incomplete will not be given for this class.

**Make-Up Assignments:**

Late assignments are strongly discouraged. There will be 10 points (total) deducted for each late assignment. No assignment will be accepted after 5 days following the due date.

It is the student's responsibility to ensure that work is completed on time and submitted correctly.

**Expectations for Out-of-Class Study:**

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 3 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for field placement schedule, etc.

**Attendance:**

Engaged and timely participation in all assignments constitutes "attendance" for purposes of this course.

The Census Date for the semester is [September 1, 2023](#). This is the last day students may withdraw from the course without penalty.

**Course Schedule**

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As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. Any changes will be communicated in a timely manner through UT Tyler email and announcement(s) in Canvas.

This course is organized by modules. Each module begins on a Sunday, at 12 a.m., and ends on the following Sunday, at 11:59 p.m. Any assignment due in a module must be submitted by the corresponding Sunday.

<b>Module</b>	<b>Class Dates</b>	<b>Topics</b>	<b>Required Readings</b>	<b>Assignments Due/ Date</b>
1	8/24	The Field Placement Process	Syllabus, Chapter 1 UT Tyler BSW Field Manual	
2	8/31	Safety during Field	Chapter 1, pp 8-11 NASW Guidelines for Social Worker Safety	<b>Letter of Intent to Enter Field Practicum (Due 9/3)</b>
3	9/7	Evaluating Your Professional Competencies	Chapter 2	
4	9/14	The Learning Contract	Chapter 2, pp 35- 39 UT Tyler BSW Field Manual	<b>Application for Field Practicum (Due 9/17)</b>
5	9/21	Using Supervision to Guide Professional Development And Behavior	Chapter 3 UT Tyler BSW Field Manual	
6	9/28	What Not To Wear: Evolving from student to pre-professional	Journal Article: <i>Dress Like Me: An Exploration of Rural Graduate Social Work Attire</i>	
7	10/5	Using Self Reflection and Self-Regulation to Promote Well-Being Through Self-Care	Chapter 4, pp 69-78	
8	10/12	Self-Care, continued	Chapter 4, pp 79 - 91	
9	10/19	Biases versus Preferences: How can I Exercise Cultural Humility During Field?	Online resource "Unconscious Bias" Online resource "What is Cultural Humility?"	<b>Social Work Self Inventory (Due 10/15)</b>
10	10/26	Engaging Diversity and Difference in Practice	Chapter 7	
11	11/2	Building Relationships And Interprofessional Collaboration	Chapter 5	
12	11/9	Demonstrating Professional Behavior in Oral, Written, And Electronic Communication	Chapter 6	<b>Learning Contract (Due 11/12)</b>
13	11/16	Demonstrating Professional Behavior, continued	Online article: "Managing Expectations in a Social Work Field Placement: How Mindset Took Me From Disappointment to High-Profile Press Event"	<b>Interviews with Prospective Agencies (Completed by 11/19)</b>
14	11/23 (no class)	Thanksgiving Break	No readings assigned	<b>Enjoy your break!</b>
15	11/30	What else do I need to know? Student-driven Q&A	No readings assigned	

16	12/7 (no class)			<b>Individual Meeting with Field Director (Completed by 12/8)</b>
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## **Institutional Information**

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### **Covid-19 Information for Classrooms and Laboratories at UT Tyler**

Please visit the University's web page for the most up-to-date protocols:  
<https://www.uttyler.edu/coronavirus/>

### **Recording of Class Sessions**

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

### **UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### **Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

### **Campus Carry**

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

### **UT Tyler a Tobacco-Free University**

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### **Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are

available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waiver through Financial Aid State-Mandated

### **Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application.

The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

### **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor)



must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

### **Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

### **Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
  - copying from another student's test paper;
  - using, during a test, materials not authorized by the person giving the test;
  - failure to comply with instructions given by the person administering the test;
  - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
  - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
  - collaborating with or seeking aid from another student during a test or other assignment without authority;
  - discussing the contents of an examination with another student who will take the examination;
  - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
  - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
  - falsifying research data, laboratory reports, and/or other academic work offered for credit;
  - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
  - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or

obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

- iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

### **UT Tyler Resources for Students**

- [UT Tyler Writing Center](#) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [UT Tyler Tutoring Center](#) (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](#) (903.566.7254)