



SOCW 4601/4602 Social Work Field Practicum I and II: BLOCK PLACEMENT

Spring 2024



Instructor Information

Instructor: Ericka Freeman, LCSW-S
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In-Person Office Hours:

Tuesdays 10-11 a.m. 1-5 p.m.

Other hours available by appointment only.

Virtual Office Hours via Zoom:

Tuesdays 1-2 p.m.

[Tuesday Zoom Time](#)

Meeting ID: 821 2486 2696

Passcode: 225255

[Thursday Zoom Time](#)

Meeting ID: 821 3119 9849

Passcode: 424511

Course Information

Credit Hours: 12 Credit Hours

Course Format: Face-to-Face in Field Agency Placement

Time and place of Class Meetings: N/A – Student will present at Field Agency for all classes.

Prerequisites:

SOCW 2361, SOCW 2362, SOCW 2371, SOCW 3303, SOCW 3304, SOCW 3308, SOCW 3108, SOCW 3409 SOCW 4132, SOCW 4331, SOCW 4310; SOCW 4333, SOCW 4334, SOCW 4335
SOCW 4140 (Pre-Field)

Course Overview: The purpose of the Practicum is to provide students with a structured educational experience in an approved social service agency with an approved field instructor based upon a written learning contract. The course content will reflect the Council on Social Work Education's (CSWE) requirements for accreditation.

Student Learning Outcomes for SOCW 4601:

Below are the Nine (9) CSWE Core Competencies established by the Council on Social Work Education (EPAS 2015). Each of the competencies is included as part of the field practicum learning contract. Upon successful completion of this course, students will be able to demonstrate all of the following:

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice Competency

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

Required Textbook and Other Course Material:

Freeman, E. and Kenney, R. (2021). The UT Tyler field practicum manual.

(Provided by instructor. NOT required to purchase.)

Field Placement Agency Handbook (if applicable).

Any other material supplied and required by Field Placement Agency.

Descriptions of Assignments:

Assignments are dependent on field agency requirements, with the agency field instructor being responsible for determining and explaining assignment specifics and due dates.

Each student is in Field Practicum beginning with first day of the fall semester and commencing with the last Friday before finals week. Students may begin their practicum two weeks prior to the start of the semester and may continue two weeks past finals week if the agency, field director, and student agree it is important for client continuity.

Students must complete a minimum of 420 hours in a field agency during their block Field Practicum*.

Each student must also successfully complete the goals/behaviors specified in their Learning Contract, as well as successfully complete all the specific behaviors listed in the Mid-Term Evaluation, including any corrective action provided during the evaluation.

**Disclaimer: The completion of the minimum time commitment of 420 hours for Field Block Placement does not ensure a passing grade. Achievement of the behaviors for each of the nine core competencies must be demonstrated.*

Grading Information

Assignment	Percentage
Learning Contract Completion	20%
Mid-Term Evaluation	20%
Final Evaluation	20%
Assignments at Field Practicum Agency	40%
Total	100%

Learning Contract DUE FEBRUARY 2, 2024:

The student must work with his/her/their assigned field instructor to complete the learning contract. Please reference the mock learning contract made during Pre-Field SOCW 4140 and enlist the assistance of the Field Director if questions arise. Students are responsible for completion of the contract (including required signatures) and submission of the contract to Canvas by the due date.

Each competency in the learning contract must have at least two executable goals assigned. At the end of the semester, a student must achieve a passing score (scored 0-10, with 10 meaning full completion of a goal and 0 meaning no attempt at completion of goal) on EACH Learning Contract goal.

Mid-Term Evaluation DUE MARCH 1, 2024:

The mid-term evaluation is an evaluative tool used by a student's agency to mark progress on the learning contract and pre-professional behavior. The mid-term evaluation is completed by the agency field instructor and task supervisor (if applicable) and reviewed with the student and the Field Director. Optimally, this happens in person or via Zoom or Teams. Once reviewed, the student is responsible for uploading the document to Canvas by the due date.

The Field Director will also reach out to the agency to schedule a time to meet, but students are encouraged to initiate the conversation with the field instructor. The name of the game is to learn!

A student must receive a minimum score of "3-Developing" on the mid-term evaluation. If a score of "3" is not earned, a performance improvement plan will be developed to help the student during the second half of the placement.

Final Evaluation DUE MAY 1, 2024:

A student must receive a minimum score of "4-Proficiency" on the final-term evaluation. The final evaluation is completed by the agency field instructor and task supervisor (if applicable) and reviewed with the student. *If necessary, a second meeting at final evaluation can occur, but is not required.*

Once reviewed, the student is responsible for uploading the document to Canvas by the assigned due date.

Written, Oral and Behavioral Assignments To Be Determined (TBD) by Field Practicum Agency:

All written assignments must be grammatically correct using APA style. Assignments with many grammatical errors, misspellings, and/or evidence of plagiarism will not receive a satisfactory grade.

All assignments will be due on the date as assigned by the field instructor.

Final Grade Assignment:**A = 90-100****B = 80-89*****C = 70-79****D = 60-69****F = Below 60**

**If a student earns below a B in Field Practicum Block, the student may be required to retake both sections 4601 and 4602. It is at the discretion of the Field Director and BSW Program Director, in accordance with the BSW handbook and CSWE accreditation standards.*

Make-Up Assignments:

Late assignments are strongly discouraged. It is up to the discretion of the field instructor and/or task supervisor if late assignments are accepted.

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

Expectations for Out-of-Class Study:

N/A. Class is considered the time spent in the Field Practicum Agency. If the field instructor, field director and student agree, agency assignments may be completed outside of scheduled field hours.

Attendance:

Students are expected to present at their assigned Field Practicum Agency prepared and engaged on each of their scheduled days. Scheduling is at the discretion of the assigned agency and agreed upon by the student prior to starting their practicum. Any absences should be scheduled by the student and approved in advance (if possible) by the field instructor/agency. Unplanned absences must follow agency protocol for notification and make up hours.

The Census Date for the semester is [January 29, 2024](#). This is the last day students may withdraw from the course without penalty.

Course Schedule

As the instructor of record 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. However, the completion of assignments, learning contract goals and mid-term evaluation will be determined by the agency field instructor. Any changes will be communicated in a timely manner through UT Tyler email.

The first day of the semester is Tuesday, January 16, 2024, and the last day is May 3, 2024. Students may remain in the field placement after May 3, for up to two weeks if agreed upon by field instructor/agency, field director and student.

Institutional Information

Please note: The following syllabus information is required by The University; however, topics such as COVID protocols, recording of sessions, and right to carry are governed by the Field Agency at which the student is placed.

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.

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](mailto:writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (903.565.5964), 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](mailto:uttyler@uttyler.edu) (903.566.7254)

