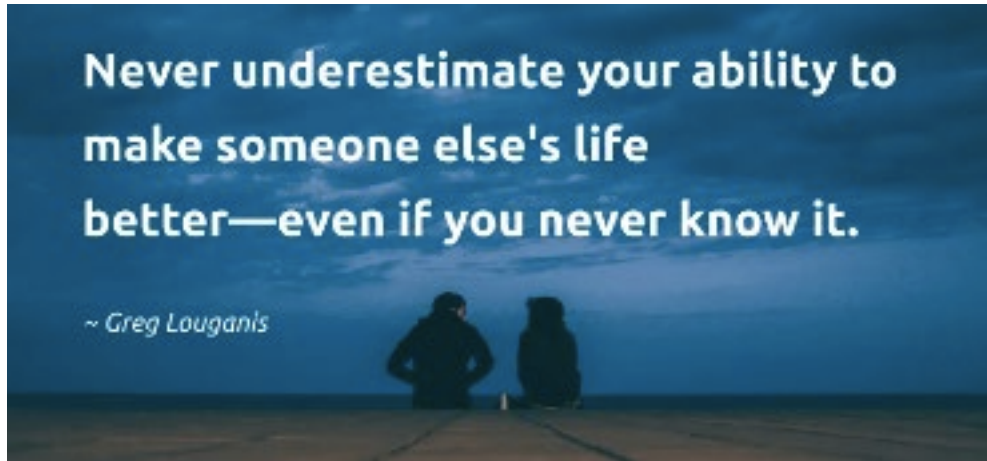


SOCW 4140: Pre-Field Orientation

Spring 2025



UTTyler™ **SOCIAL
WORK**

Instructor Information

Instructor:

Chloe Forehand, LCSW
Assistant Professor of Practice

Office:

College of Arts and Sciences (CAS) 143-A

Telephone Number: 903-730-3925

Email Address (preferred method of communication): cforehand@uttyler.edu

In-Person Office Hours:

Tuesdays: 9:30 am-11 am, 1:30pm-3pm

Thursdays: 9:30am-12pm

Virtual Office Hours via Zoom: By appointment only. I am happy to meet via Zoom—it usually works well for me, since I may be out in the field doing site visits at various points in the semester. Just email me and we can set up a time!

Other hours available by appointment only.

Course Information

Section Information:

SOCW 4140-001

Time and Place of Class Meetings: Tuesdays, 11:00 AM-12:00 PM BEP Bldg. Room 00215

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 2022):

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. Advance Human Rights and Social, Economic, and Environmental Justice
3. Engage in Anti-Racism, Diversity, Equity and Inclusion (ADEI) in Practice
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

Specifically, while this course addresses competencies 1-9, it mainly focuses on 1, 2,3, 6 and 9.

- 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

- Advance the rights for all clients, with advocacy for those experiencing the intersectionality of social, economic and environmental oppression. Social work students will utilize critical thinking skills to evaluate issues such as power distribution and privilege to promote justice

and reduce inequities for all clients at all levels of service within their field placement, including individual, family, group, organizational, and community levels. **Competency 2**

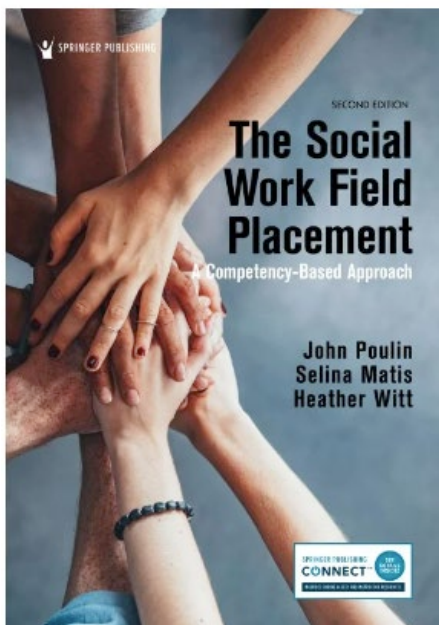
- Demonstrate the knowledge of interlocking and complex nature of culture and personal identity by the recognition of diversity within and between groups, identification of the complexity of racial biases for access to resources, initiate steps for advancing human rights, addressing human behavior in rural environments including strategies of cooperation and natural helping networks. **Competency 3**
- 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**

Required Textbook and Other Course Material:

Pulin, J., Matis, S., and Witt, H. (2023). *The social work field placement: A competency-based approach 2nd ed*, Springer Publishing Company.

ISBN: 9780826137524

(Relevant Chapters will be posted in Canvas)



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

Forehand, C. and Kenney, R. (2025). *The UT Tyler field practicum manual*.
(The e-link to the field manual is posted in class Canvas.)

Additional readings and videos will be posted on Canvas.

Descriptions of Assignments:

In-Class Activities: Preparing for Field (25% 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 (1st) 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 (50% 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 10% of the Exploring Field Practicum's grade:

- Pre-Field Questionnaire
- Upload Liability Insurance
- Learning Contract Practice
- Interview with any prospective field agencies
- Meeting with UT Tyler BSW Director Chloe Forehand 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 as a Professional (25% Final Grade)

In preparation for their field practicum placement, students will complete two, self-discovery assignments: 1) a social work self-inventory and 2) a podcast human rights reflection. Additional instructions, including due date(s), are found under the "Assignments" link in Canvas and will be presented during class.

Grading Information

Grading:

Assignment	%
In-Class Activities: Preparing for Field	25
Exploring Field Practicums	50
Developing as a Professional	25
Total	100

All written assignments must be grammatically correct using APA style. Assignments with many grammatical errors, misspellings, and/or evidence of plagiarism (e.g., high TurnItIn 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

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 January 27th, 2025. This is the last day students may withdraw from the course without penalty.

Course Schedule

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.

Module	Class Dates	Topics	Readings	Assignments Due/Date
Getting Started	1/14	Getting Started with Field Experience	Syllabus, UT Tyler BSW Field Manual	
1	1/21	Field Placement Process and Tevera	Chapter 1 UT Tyler BSW Field Manual	
2	1/28	Assignments and Time Tracks in Tevera	Chapter 3	Pre-Field Questionnaire Due in Tevera by 2/2
3	2/4	Safety During Field	NASW Guidelines for Social Worker pdf	
4	2/11	The Learning Contract and Using AI	UT Tyler BSW Field Manual section on Learning Contract	Learning Contract Practice Due by 2/16
5	2/18	Supervision	Chapter 4 UT Tyler BSW Field Manual section on supervision, pp 10, 12,29, 30	
6	2/25	Self-Reflection and Self-Regulation	Chapter 4 UT Tyler BSW Field Manual section on supervision, pp 10, 12,29, 30	Social Work Self-Inventory Due 3/2
7	3/4	Ethical and Professional Behavior	Chapter 6 Journal Article: <i>Dress Like Me: An Exploration of Rural Graduate Social Work Attire</i> Journal Article: <i>Managing Expectations</i>	Podcast Reflection Due 3/9
8	3/11	Social Justice in Field		
	3/18			No Class, Spring Break!
9	3/25	Refresher: Notes and Documentation		
10	4/1	Refresher: Interview Skills		Final Deadline to Complete Placement Interviews Due 4/6
11	4/8	Refresher: Student Choice		Schedule Meeting with Field Director

12	4/15	Meetings with Field Director		Meetings with Field Director
13	4/22	Meetings with Field Director		Meetings with Field Director All Pre-Field Forms Due in Tevera by 4/27

Institutional Information

Withdrawing from Class

Students may withdraw (drop) from this course using the Withdrawal Portal. Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully read the implications for withdrawing from a course and the instructions on using the Withdrawal portal.

Texas law prohibits students from dropping more than six courses during their entire undergraduate career*. The six courses dropped includes those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance.

*CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the Tuition and Fee Refund Schedule. CAUTION #2: All international students must check with the Office of International Programs before withdrawing. All international students are required to enroll full-time for fall and spring terms. CAUTION #3: All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. CAUTION #4: All veterans or military-affiliated students should consult with the Military and Veterans Success Center. * Students who began college for the first time before 2007 are exempt from this law.*

Artificial Intelligence (AI) Use Policy

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

For this course, SOCW 4140:

AI is permitted only for specific assignments or situations, and appropriate acknowledgment is required.

This course has ONE specific assignment (The Learning Contract) where artificial intelligence (AI) tools (such as ChatGPT or Copilot) are permitted and encouraged. When AI use is permissible, it will be clearly stated in the assignment directions, and all use of AI must be appropriately acknowledged and cited. **Otherwise**, the default is that AI is not allowed during any stage of an assignment.

Students are not permitted to use AI for any other assignment in this course.

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average. The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

Grade Appeal Policy

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the 08/2024 rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

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 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 the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

Military Affiliated Students

UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The Military and Veterans Success Center (MVSC) has campus resources for military-affiliated students. The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Students on an F-1 Visa To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the Student Conduct and Discipline policy in the Student Manual Of Operating Procedures (Section 8).

FERPA

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in University Policy 5.2.3. The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities

This course follows the practices related to Excused Absences for University Events or Activities as noted in the Catalog.

Absence for Religious Holidays

This course follows the practices related to Excused Absences for Religious Holy Days as noted in the Catalog.

Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the [Pregnant and Parenting Self-Reporting Form](#)

Campus Carry

We respect the right and privacy of students 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>.

Student Resources

For a complete listing of all student resources available at UT Tyler, please visit this link in our course's Canvas:

<https://uttyler.instructure.com/courses/42722/pages/student-resources-2>