

Student Field Education Manual



Department of Social Work

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Introduction to Field Education at CSUF

Field Education, known as the “Heart of Social Work Education,” has been identified by the Council on Social Work Education (CSWE) as the signature pedagogy of the profession. What this means is that field is the place where the student has the opportunity to apply theory into practice. Here at CSU Fullerton, Field Education is seamlessly integrated into the fabric of the student academic experience.

The purpose of field education in social work is to provide the student with an interface between classroom theory and actual practice. The student is provided with opportunities to:

- Develop practice skills by applying classroom theory to real-life situations
- Determine which approaches work in practice and how they must be adapted to specific situations
- Understand the effect of the organizational context of professional practice while developing skills in agency-based social work
- Utilize relevant research to inform practice
- Learn to use supervision and consultation appropriately
- Begin to engage in self-assessment
- Develop a professional identity

The Social Work Department has forged a number of partnerships with community agencies to provide each student with a relevant field education experience. At each agency, qualified Field Instructors and/or Preceptors provide mentorship, guidance, and feedback to the student and the Faculty Field Liaison about the progress of the student.

In the pages that follow, the policies and procedures of the Field Education component of the Department of Social Work are outlined and explained. It is the focus of the Field Faculty to assist each student to be successful in their pursuit of the Master of Social Work degree and to produce competent, effective, and ethical social work practitioners.

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Admission to Field Education

Admission to the MSW Program is required to apply for the fieldwork component of the MSW degree. Once the student has been offered and has accepted admission into the CSUF MSW Program, the student will complete the Foundation Field Application on the Agency Student Partnership Network.

Admission to the MSW Program does not guarantee that the student will be assigned to a field placement. *The student must meet the criteria, field placement security background clearance, and be accepted by a field agency to complete the fieldwork requirement.* The criteria include, but may not be limited to:

- The ability to provide a clear background check, such as a LiveScan.¹
- Reliable transportation to, from and during the fieldwork day.
- Complete and pass required TB testing and/or health screens
- Willingness to accept the fieldwork agency assigned to the student.
- Ability to make alternative arrangements for other personal responsibilities (such as finances, childcare or other caretaking).
- Health status that does not cause frequent absences.
- Availability to interview with the assigned Agency.
- Understanding that social workers often make home visits and/or connect with clients in non-traditional settings.
- Understanding that social workers serve all clients and embrace diversity.
- Attendance at all Field Readiness Trainings days is mandatory.

Deficiencies in any of these areas above may result in the delay of the students' field placement or recommendation for disqualification from the MSW program.

Incoming 1st-year field students need to be available from June through the beginning of the fall semester for the field placement process. "Available" may mean by email, phone, and electronic conferencing or in person, depending on the situation and need.

All 1st-year field students begin their Field Education by attending Field Readiness Training. This is four-day mandatory training, is designed to give the student the information necessary to be successful in the fieldwork component of the MSW program. Students will be notified in advance regarding the mandatory dates of the Field Readiness Trainings.

This pre-placement training prepares and informs the student about:

- COVID-19 Safe Field Practice 8 hour training
- Social Work technology and telemental health
- CSWE competencies, Law & Ethics, and Confidentiality
- Mandated reporting responsibilities and dilemmas
- Psychological First Aid
- Suicide Risk and Warning signs

- Preparation for and use of supervision, field seminar, and evaluation of progress

Requirements for Completion of the Field Education Component of the MSW Degree

The Field Education curriculum consists of four Field Seminar courses: MSW 540, MSW 541, MSW 542, and MSW 543. These courses are each weighted as three units and include the fieldwork hours in the assigned Agency. A grade of “Credit” is required before enrolling in the next course in the sequence. While the courses are listed separately, field placement is continuous; the student should regard the Field Seminar and Fieldwork placement as an academic year. Each year the student will complete a minimum of 525 fieldwork hours (250 in fall, 275 in spring). By graduation, each student will have attained a minimum of 1050 hours of supervised experience. Field hour requirement is based on CSWE and CSUF accreditation agreement.

Students who have received a “No Credit” in any field seminar will not be enrolled in the next sequence field course. For example, if a student receives a “No Credit” in MSW 540, the student will not be enrolled in MSW 541 and would be required to repeat MSW 540 before enrolling in MSW 541. The student will be required to repeat the “No Credit” course, which would be offered the following academic year, providing the student is in good academic and ethical standing to practice. The student who is not in good academic standing or possibly not ethically able to practice will be referred to the Student Status Review Committee to determine the most appropriate course of action, including the student’s fitness for the social work profession.

All students will be assigned to a Faculty Field Liaison and must register for that faculty’s field section(s). The student will remain with the same Faculty Field Liaison for the academic year (MSW 540, 541 & 542, 543). Students will wait to register until the field course has been assigned. Once assigned, the student will receive an email stating which Field Seminar course to register into. The department will apply permissions on each Field Seminar class to eliminate the possibility of registering for the wrong course. Any student who registers for the incorrect course will be required to change their Field course as well as their entire schedule.

MSW 540 and MSW 541 are the Field Seminars that comprise the Foundation Year. The Foundation Year is considered a generalist social work concentration designed to give each student a thorough grounding in social work practice, policy, diversity, research, and human behavior. The student will demonstrate professional and ethical behavior, engage in diverse practice, demonstrate the advancement of human rights, understand practice informed research, utilization of policy in practice, and the practice skills of engagement, assessment, intervention, and evaluation of practice. Students will internalize the social work values and principles and begin to demonstrate the ability to think critically by applying theory to observation and practice. The assigned fieldwork agency provides the student with the practice experience in which to implement these concepts and apply the CSWE nine competencies.

MSW 542 and MSW 543 are the Field Seminars that comprise the Concentration Year. The Concentration Year is the advanced year in which the student will take policy and practice classes within their chosen Concentration (Child Welfare Services, Community Mental Health, or Aging). In addition, the assigned fieldwork agency will provide the student with the opportunity to advance and hone their practice skill set with a specialized population.

In the Concentration year, student will continue to develop their professional and ethical behavior, engage in diverse practice, demonstrate the advancement of human rights, understand practice informed research, utilization of policy in practice, and the practice skills of engagement, assessment, intervention, and evaluation of practice. Students will internalize the social work values and principles and begin to demonstrate the ability to think critically by applying theory to observation and practice. The assigned fieldwork agency provides the student with the field practice in which to implement these concepts and apply the CSWE nine competencies.

The major requirements for completion of the Foundation and Concertation Field Education Component include:

- Attendance at all days of Field Readiness Training
- Complete Field Readiness required training
- Demonstrates the ability to master Council Social Work Education nine competencies with passing scores on the Learning Agreement Comprehensive Skills Evaluation
- A grade of "Credit" in all four Field Seminar courses
- Completion of seven process recordings per semester
- Submission and presentation of the Field Capstone Portfolio each semester
- Completion of two years of field experience with a minimum accrual of 1050 hours of experience, based on CSWE and CSUF accreditation agreement.

Field Placement Process

Foundation Year Placement

Upon admission to the MSW Program, the student will be contacted by the Directors of Field Education regarding application to the Field Education component of the degree. The student will log-in to the online student portal and go to TITANIum Communities; the student will enter the **MSW Foundation Field Practicum** Community. Step-by-step directions and PowerPoints will guide the student through the information for our field program. ASPN (Agency Student Partnership Network) is the database where students complete the field application, submit their resumes, and upload a professional photo of themselves. Once completed, the student will be admitted into the field program, and the placement process will begin.

During the Foundation year, students focus on core competencies such as developing a professional identity, interviewing skills, assessment, case management, information dissemination and resources,

application of theory, critical thinking, and judgment. As such, these are transferable skills, and the student will be assigned to an agency that is the best fit for the student to master these skill sets.

A variety of things are considered in matching students with field placement. Those include, but are not limited to:

- Where the student resides during the academic year, every effort is made to match the student with an agency within a reasonable commute.
- Previous experience
- Language skills
- Compatibility with the Agency and the Field Instructor
- Agency able to offer the student learning opportunities that challenge the student to grow professionally

It is emphasized that the department will match the student to an agency, but the student will need to **interview and be accepted by the Agency**. Should the student not be accepted by the Agency, due to inadequate interviewing skills and/or unacceptable background screenings, the student will need to meet with the Student Field Director before another field placement is assigned. While every effort will be made to place students in a field agency, it is the responsibility of the student to present themselves maturely, professionally, and appropriately in the interview to secure the placement. The student should not interpret that there is a guarantee of field placement. Students who do not meet the criteria for field placement will not be able to complete the requirements for field and may be disqualified from the admission to our MSW program.

Students who apply and are accepted into the CalSWEC-IV-E stipend program will be placed by the Cal-SWEC Project Coordinator in an appropriate public child welfare agency or community-based child welfare agency.

Concentration Year Placement

For the Concentration Year, students will select five recommendations of agencies they would like to interview for their second-year placement. The students' agency selections must be appropriate for their Concentration. Field Directors will review the students' recommendations to determine if it matches the students' Concentration, ASPN profile, and Agency requirements. Field Directors will determine the three interviews for each student. Each student will be required to attend the two-hour Concentration Year orientation in January if they plan on being placed for their concentration year placement. Student who does not attend the orientation may not be placed due to not being informed of the procedures for second-year placement. The field department does not offer a make-up session for this orientation.

Cal-SWEC Placement

Child Welfare students (including Cal-SWEC) will be placed in public child welfare agencies or agencies that serve foster youth. Mental Health Concentration students will be placed in agencies that provide

mental health and health-related services to all age groups. Aging Concentration students will be placed in agencies that provide services for older adults and their families/caregivers. The considerations are similar to those of the Foundation Year; however, students will have some input into the best type of agency to assist them to complete their skill sets as entry-level social work practitioners.

Students will be required to attend a mandatory Concentration Field Placement meeting in January. This meeting will discuss the second-year placement process and the requirements for the field. Students will be required to complete the Concentration field application, submit their updated resumes in the ASPN (Agency Student Partnership Network). Once completed, the student second-year placement process will begin.

Field Agencies

MSW program has numerous agencies in several surrounding counties that meet the learning criteria for an MSW student intern. Each Agency has a Memorandum of Understanding (MOU) with CSUF and a Certificate of Coverage for General Professional Liability. Each agency has a trained Field Instructor to assist the student intern in their field practice. Agencies are selected based on the professional MSW experience of the nine competencies offered to each student. Students are not to contact agencies to seek internship experience without prior consent from the field directors. Student who are interested in obtaining experience from an agency that does not have an MOU with CSUF are to contact the field directors so they may establish the appropriateness of the agency and student experience.

Field Instructors

Each student will have a Field Instructor to facilitate their learning process in the field. At the end of each semester, Field Instructor completes the CSE and determines how the student has progressed in each of the nine competencies. Field Instructors approve the students' weekly field hour log, Process Recording log, and the Learning Plan. In addition, Field Instructor provides weekly supervision and feedback on the students' process recordings.

Selection of Field Instructors for students has the primary responsibility for supervising students in their agency sites, including developing learning assignments, providing regular supervision, and evaluating mastery of field learning goals. Qualified field instructors must meet the following criteria:

- Field Instructors are required to have an MSW from an accredited Social Work program and be two years of post-masters experience.
- Completed a Field Instructor Training that is specific to having MSW interns at their Agency
- The field instructor's professional philosophy, goals, and objectives must be consistent with those of the social work profession.
- Field instructors must have demonstrated competency in their area(s) of practice, as indicated by holding a master's degree from an accredited school of social work

- If the field instructor does not have a social work degree, the field education program seeks to provide expanded professional supervision of students in the following ways:
 - Designation of a social work mentor if such a person is available. The mentor must meet the criteria of a social work degree who is willing to meet regularly with the student to expand and further their social work perspective and experience.
- The field instructor must demonstrate a commitment to his/her own professional development. Such commitment may be indicated by professional affiliations, participation in continuing education courses, workshops, and seminars in order to enhance and update practice skills, community involvement and leadership, innovation in service delivery, etc.
- The field instructor must be willing and able to devote sufficient time to:
 - Participate in the student's educational program by reviewing curriculum materials.
 - Plan student learning experiences consistent with the objectives of the social work program.
 - Provide the student with appropriate, regularly scheduled supervision for all activities in which he/she is involved.
 - Confer at stated intervals with the appropriate faculty field liaison.

Use of Employment Agency as a Fieldwork Site

Student wants to use his/her place of employment during their regular working hours as a field education site for internship. The following criteria are required:

1. Student is employed no less than 32 hours per week.
2. Student has permanent employment status, has passed the agency probationary period, has received satisfactory performance evaluations/reviews, and is in good standing with the agency.
3. The agency will pay for the student's field practicum internship responsibilities and duties.
4. An MSW Field Instructor with 2 or more years of experience, preferably at a supervisory level in the agency, who is **not the student's** employment supervisor, will provide field instruction in accordance with the CSUF MSW Program's curriculum and policies for the student's field practicum. NOTE: the field instructor is required to be on-site during the student's field hours.
5. The student's internship roles, responsibilities, assignments, etc. will have a clear delineation from his/her regular employment and will be in accordance with CSUF MSW Program's field curriculum and course requirements. This will be written and established in the student's "Field Practicum Internship at Employment Site" application.
6. The field practicum will occur during sustained periods of time during the student's work week, Monday through Friday only, in a minimum of 4 hours at a time, in a different program, service area or unit, and preferably in a different location.

7. The “Field Practicum Internship at Employment Site” application is completed by the student and submitted by the required due date in the field placement process timeline with the required signatures.
8. Student will provide copies of his/her satisfactory job performance evaluation(s).
9. If the application is approved and granted, the student is aware that the use of the employment site for field practicum is for one year only. Title IV-E students in the Irvine program wishing to explore this possibility must consult with the Cal-SWEC Title IV-E Project Coordinator.

If the employment situation does not meet ALL of the criteria listed above, the student does not qualify for a field practicum internship at his/her employment site. Students are advised to consult with the Director of Field Education before completing the application.

Completing the “Field Practicum Internship at Employment Site” application does not guarantee approval of utilizing the employment site for internship. All “Field Practicum Internship at Employment Site” applications must be approved by the Directors of Field Education and submitted by the due date.

Field Education Roles

Faculty

Directors of Field Education- are responsible for the overall administration and oversight of the Field Education component of the MSW program. Identifies and contracts with agencies to provide student field placements; provides Field Instructor training; serves as the lead on Field Faculty team; provides students with guidance and mentorship in developing social work skills and identity; maintains congruence of Field Education component with CSWE standards; arbitrator of field issues as they arise.

Faculty Field Liaison- instructs the Field Seminar class; serves as a liaison between student and the field agency; monitors and evaluates student progress in mastering field competencies; provide the student with guidance and mentorship in developing social work skills and identity.

Field Placement Agency

Field Instructor- agency employee with MSW degree from a CSWE accredited school of social work; serves as a mentor and teacher for the student placed in the agency; provides supervision, guidance, and feedback regarding student performance and progress.

Preceptor- agency employee who may or may not possess the MSW degree, who is assigned to teach the student the day-to-day work of the agency; interacts with the Field Instructor to monitor student progress and assign learning opportunities appropriate to the student.

Field Education Policies and Procedures

1. Attendance:
 - a. Students are expected to attend all Field Readiness Trainings, assigned field hours and attend Field Seminar classes

- b. Absence procedures:
 - i. Notification of the absence to both the Faculty Field Liaison and the Field Instructor/Preceptor as soon as the absence is anticipated. Student needs to call and email Field Liaison and Field Instructor to provide information regarding the absence.
 - ii. Providing documentation of the legitimacy of the absence, if asked
 - iii. Demonstrate professionalism by following the above procedures
- c. All absences from the Field placement **must be made up** in a timely manner
- d. Absences must be appropriate (illness, family emergency)
 - i. Students who skip field hours and/or Field Seminar to attend to other coursework or personal pleasure will be referred to the Director of Field Education.
- e. Not following this attendance policy or procedures demonstrates a lack of professionalism and violation of our NASW Code of Ethics.

2. Field Hours

Each student is required to complete a minimum of 1050 fieldwork hours during the course of the MSW Program. Fall semester requires 250 field hours and the Spring semester is 275 field hours for 525 hours each year. Field hour requirement is based on CSWE and CSUF accreditation agreement. Student may reach field hour's requirements prior to the end of the semester but are required to continue to attend their field placement.

- a. Foundation year students attend field 16 hours per week.
- b. Concentration year students attend field from 16 – 24 hours per week, based on agency requirements. Students are informed of the agency field hour requirement.
- c. Fieldwork hours must be scheduled in accordance with the Field Instructor. Day and times the student is to attend field will be directed and approved by the Field Instructor.
- d. Students are to complete a weekly field hour log to track field experience. Students are required to have their Field Instructor sign the field hours log weekly and submit the log to the field liaison monthly. Field Hours Log is available on the MSW website and on your TITANium.
- e. MSW program has a Field Calendar to guide the student on the weekly field hours requirement. The Field Calendar is available on the MSW website and on your TITANium.

3. Campus Holidays, Fall and Spring Break:

- a. Students are to attend Field placement on all assigned days unless the Agency is closed
- b. Campus Holidays are indicated on the Field Calendar and other campus publications
- c. Most campus holidays coincide with the holidays observed by the field agency, however, should the Agency be open when the campus is closed, the student may attend the field hours rather than make the time up later.
- d. Students must be sure to distinguish the difference between a Campus Holiday closure versus days when there are no classes, but the University is open (usually noted on the

University calendar as a “recess”). If the University is open, even though classes may not be in session, the student is expected to provide service hours to their assigned Agency

- e. Student field placement continues during Fall and Spring break. Students are to attend field placement during Fall and Spring break unless the agency/school is closed.
4. Professionalism
- a. Students are expected to abide by the National Association of Social Workers Code of Ethics at all times. Any violation of the following may lead to dismissal from the MSW program:
 - i. Social Workers Ethical Responsibilities to Clients
 - ii. Social Workers Ethical Responsibilities to Colleagues
 - iii. Social Workers Ethical Responsibilities in Practice Settings
 - iv. Social Workers Ethical Responsibilities as Professionals
 - v. Social Workers Ethical Responsibilities to the Social Work Profession
 - vi. Social Workers Ethical Responsibilities to Broader Society
 - b. Students are expected to abide by the Council of Social Workers Education nine competencies at all times. Not meeting the expectations of the following competencies may lead to dismissal from the MSW program:
 - i. Intern demonstrates ethical and professional behavior
 - ii. Intern engages diversity and difference in practice
 - iii. Intern advances human rights, social, economic and environmental justice
 - iv. Intern engages in practice-informed research and research-informed practice
 - v. Intern engages in policy informed practice
 - vi. Intern engages with individuals, groups, organizations, and communities
 - vii. Intern assesses individuals, families, groups, organizations, and communities
 - viii. Intern intervenes with individuals, families, groups, organizations, and communities
 - ix. Intern evaluates practice with individuals, families, groups, organizations, and communities
 - c. Students are expected to maintain confidentiality, as defined by law, statute, agency policy and/or our Code of Ethics both inside and outside of the assigned field agency
 - d. MSW program maintains a zero-tolerance policy for any violation of confidentiality
 - i. Violations include verbal, written breaches outside of appropriate venues
 - ii. Posting of inappropriate information on social media sites constitutes a gross violation of confidentiality and NASW Code of Ethics
 - iii. Zero tolerance means that breaches of confidentiality on the part of the student will result in referral to the Student Status Review Committee with a recommendation for dismissal from the program
 - e. Students are expected to behave as adult learners, demonstrating respect for instructors (faculty and agency) and fellow students
5. Transportation

- a. Students **must** have reliable transportation in order to successfully complete the Field Education component of the degree
 - b. This also means that students must maintain a current and valid driver's license, vehicle accident and liability insurance
 - c. Students with documented disabilities which prohibit driving and registered with the Office of Disability Support Services will be afforded reasonable accommodation as provided by law
6. Field Course Work
- a. Students are required to complete seven process recordings per semester. Students are to complete a process recording weekly in field and submit it to their field instructor for reflection and feedback. Students will keep a process recording log and submit it to their field liaison.
 - b. Students are to complete a weekly field hour log to track field experience. Students are required to have their Field Instructor sign the field hours log weekly and submit the log to the field liaison monthly. Field Hours Log is available on the MSW website and on your TITANIum.
 - c. The first month in field placement, students are required to complete a Learning Agreement. Learning agreements are approved by the Field Instructor and submitted to the Field Liaison. Students are responsible for identifying agency opportunities for learning and documenting those as goals in the Learning Agreement.
 - d. End of each semester, students is evaluated by their Field Instructor using the Comprehensive Skills Evaluation (CSE). CSE is completed at the end of each semester.
 - e. The student will submit and present an Academic portfolio to the Faculty Field Liaison that demonstrates how the student has internalized and demonstrated each of the nine competencies.
 - f. Students who are habitually late with assignments or who put forth minimal effort on assignments will be considered not to be progressing in ethics and professionalism and will be downgraded on the Comprehensive Skills Evaluation and may be referred to the Director of Field Education
 - g. In the Fall semester, each seminar class will develop a Social Work Month macro project and be involved in planning activities that will be implemented in the Spring semester during the month of March.
 - h. Other field assignments will be outlined in each field seminar syllabi
7. Malpractice Insurance
- a. CSUF covers each with Professional Liability Insurance, as the student remains in good practicum and academic standing.
 - b. University shall ensure that each student in the program, is covered during the term of this Agreement by the Professional Liability Insurance
 - c. University will provide evidence of a student's professional liability coverage to Agency as the agreement is between the agency and the University. University shall name Agency as an additional insured under Student's General Liability Coverage.

- d. Students that travel as a part of the student's internship assignment shall maintain personal automobile liability insurance and current Driver's License.
8. Field expenses such as travel, mileage, training, parking, background clearances, and physical exams/tests are the responsibility of the student and are not reimbursed by the University.
9. Student Assumption of Risk and voluntary election to participate in field:
 - a. STUDENT is voluntarily participating in the ACTIVITY at this time in order to satisfy that requirement as expeditiously and quickly as possible, notwithstanding the COVID-19 pandemic.
 - b. STUDENT is aware of the risks associated with the pandemic which includes but are not limited to physical or psychological injury, pain, suffering, contagiousness, illness, temporary or permanent disability, economic or emotional loss, and/or death.
 - c. STUDENT understands that these injuries or outcomes may arise from STUDENT's own or other's actions, inaction, or negligence.
 - d. STUDENT expressly and without qualification agrees to assume, and does assume, sole responsibility for all risks, known or unknown, relating to the COVID-19 pandemic associated with or attributable to the ACTIVITY
 - e. In connection with the fulfillment of STUDENT's clinical requirement, STUDENT was offered the option of (a) delaying clinical training during the COVID-19 pandemic; (b) clinical training conducted virtually or online if permitted by licensing or accrediting bodies; or (c) clinical training conducted on-site at a health care facility
 - f. Students who understand the legal consequences of releasing the University of liability have completed and submitted the COVID-19 Student Acknowledgement & Release of Liability form (C19-SARL) to the SW department prior to attending field placement
 - g. Student may revoke the C19-SARL and opt-out of their field placement.
 - i. Student will meet with the field liaison and field directors to determine a remote learning plan for the student to complete the field placement.
 - ii. Student past accrued field hours will determine if the student was able to meet their learning plan of the nine competencies based on their CS Evaluation.

Evaluation of Student Progress and Grading

Each of the four Field Seminar classes (MSW 540, MSW 541, MSW 542, and MSW 543) is graded on a Credit/No Credit scale. This type of grading is conducive to allowing the student to challenge their professional growth and progress without fear of affecting the overall GPA. It is expected that students will make mistakes in field and will learn and grow without fear of reprisal.

The standard for earning a grade of Credit for the Field Seminar (includes the field placement as the "lab") is outlined in the course syllabi and reprinted here:

The grade will be based on the student's performance on the planned assignments. Specific determination of grades rests with the faculty field seminar course instructor, in consultation with the agency field instructor, and is based on the following criteria:

1. Student's level of performance, attendance, and participation at the agency fieldwork site as well as in the fieldwork class seminars;
2. Successful and timely completion of all required assignments involving the fieldwork agency and the classroom seminar;
3. Quality of the student's performance as reflected in the written evaluations and at meetings with the site supervisor and/or faculty instructor; and
4. Suitability of student's performance and character for the social work field in accordance with the ethical and professional standards of the Council on Social Work Education.
5. Completion of 7 process recordings each semester
6. Completion of the required field hours for each semester
7. Professional presentation of the Learning Portfolio with the nine competencies each semester
8. Demonstrates Professional behavior with clients, peers, faculty and other professionals

The student's performance and skill level will be evaluated and assigned a rating:

0 = Intern has not yet met the expectations in this area, and there is not much evidence that the expectations will be met in the near future

1 = Intern has not yet met the expectations in this area, but there is evidence that the expectations will be met in the near future

2 = Intern understands the concept and is beginning to demonstrate the skill in this area, however, intern's performance is uneven

3 = Intern understands the concept and has consistently met the expectations in this area

4 = Intern demonstrates a high level of skill development and has exceeded expectations in this area

The rating scale above will be applied, using the Comprehensive Skills Evaluation, by both the agency Field Instructor and the Faculty Field Liaison.

The CSUF Department of Social Work Field Faculty utilize the NASW Code of ethics to evaluate student's appropriateness for the profession in Social Work and have high standards for the delivery of quality services to clients, agencies, and communities. The Field Seminars and Field Placement are performance-based courses, and students will be evaluated according to *demonstrated learning* of the nine competencies. The rubric for grades, based on internalization and demonstration of the nine competencies is as follows:

1. A grade of "CR" reflects the student who is performing as expected for the Foundation Year (Level 1 and 2) or Concentration Year (Level 3 and 4). There is a normal process of development through the field experience where the student demonstrates the ability to incorporate the feedback of the Field Instructor and Faculty Field Liaison into their performance, form relationships with clients, and seek appropriate interventions while integrating theory into their practice. The student will have no absences from the field agency or will have made up absences due to illness, emergency, etc. Likewise, the student

- will have regularly attended and actively participated in the Field Seminar.
2. A grade of “NC” reflects the student who is not performing within the level of expectation for the Foundation Year (Level 1 and 2) or Concentration Year (Level 3 and 4). Examples would include the student whose performance in the field agency does not meet the expectations of the master’s level social work expectation and/or with frequent absences that have not been made up before the end of the semester, causing the student to be severely delayed in skill development. No field hours will be credited to the student with a No Credit. This student will not be allowed to progress to the next field sequence, may be allowed to repeat the course in the next academic year, and/or may be referred for a Student Status Review (see Student Handbook and Field Manual).

Students’ who have received a “No Credit” in any field seminar will not be enrolled in the next sequence field course. For example, if a student receives a “no credit” in MSW 540, the student will not be enrolled in MSW 541 and would be required to repeat MSW 540 prior to enrolling in MSW 541. The student will be required to repeat the “No Credit” course, which would be offered the following academic year, providing the student is in good academic and ethical standing to practice. No field hours will be credited to the student with a No Credit. The student who is not in good academic standing or possibly not ethically able to practice will be referred to the Student Status Review Committee to determine the most appropriate course of action, including the student’s fitness for the profession.

ACADEMIC PROBATION (CSUF Graduate students Manual)

A student enrolled in a graduate degree program will be placed on academic probation if either the graduate grade-point average (all graduate classes) or the Study Plan grade-point average (counting only classes on the Study Plan) falls below 3.0.

- Master’s degree and DNP* students will be allowed two further semesters on academic probation before being subject to disqualification.
- A graduate student may also be placed on probation for reasons other than graduate and/or Study Plan grade-point average. This is known as administrative-academic probation. The reasons for this may include repeated withdrawal, failure to progress toward an educational objective, non-compliance with an academic requirement, failure to demonstrate a level of professional competence or fitness commensurate with the standards of the student’s discipline, or inappropriate behavior as defined in the Student Bill of Rights and Responsibilities and in the Academic Dishonesty.
- Students will remain on administrative-academic probation contingent upon conditions required for their continuing in the program. The Office of Graduate Studies maintains a list of students on probation and subject to disqualification.
- Student on academic probation will attend an Academic Support Meeting or an Academic Support Meeting to determine if the student is appropriate to move forward with field practicum.

Resolution of Problems in Field Placement

The MSW Field Education Program is committed to helping students obtain optimum practice and skill building experience in their field placements. Performance issues, personal and educational, occasionally surface in the field placement. Both students and Field Instructors are encouraged to have open, direct and ongoing communication with the Director of Field Education and/or Faculty Field Liaison so that any difficulties are identified early, and a plan of action can be initiated. Issues/problems in field education can generally be categorized as one or more of the following as per the Social Work Handbook for Students:

- Situational: chronic transportation difficulties, illness, personal crisis, unreliable child care, etc.
- Environmental: lack of adequate opportunity provided by the agency to accomplish learning objectives, little or unsatisfactory field instruction, a personality conflict between the student and the Field Instructor or other agency personnel, etc.
- Field Performance: unsuccessful completion of projects or tasks assigned, lack of ability or motivation to learn social work skills, unable to utilize feedback effectively, difficulty completing tasks/field paperwork in a timely manner, not meeting the Learning Plan goals, etc.

Should any of these issues occur, the Director of Field Education, the Faculty Field Liaison, the student and the Field Instructor will discuss and design an appropriate corrective action plan and a timeframe for said plan. In the case of environmental issues, the Director may change the field placement of the student. Should the student fail to make the necessary improvements or other concerns arise, a Student Status Review will be scheduled (see Social Work Handbook for Students).

A student ***may be removed*** from a field placement for the following reasons (see Social Work Handbook for Students for Code of Conduct):

- Repeated tardiness at the agency setting and/or tardiness without notification.
- Repeated absences from the agency setting and/or absence without notification.
- Repeated change in scheduled hours without approval.
- Field Instructors concern over attitudinal, behavioral or ethical considerations that bring into question the student's fitness for the profession of social work. This involves maintaining social functioning that allows for effective participation in the academic and practicum requirements of the program. Social functioning refers to the student's ability to cope with the demands generated by their interaction with their environment.
- Impairment in social functioning and/or occupational functioning may be exhibited by a single discrete episode that clearly violates the University's expectations for student conduct or the NASW Code of Ethics, state regulations defining professional misconduct, or by a pattern of recurring behavior which may include, but not limited to the following:
 - a. Consistently unable or unwilling to carry out departmental or practicum responsibilities.
 - b. Exhibits provocative behavior such that the behavior alienates the student from others disrupts class or meetings or the flow of work in the practicum agency or results in repeated complaints from the field instructor, students, faculty, or others in the academic or practicum environment or related agencies.

- c. Frequent misinterpretation or misrepresentation of others' communications or behaviors.
- d. Displays erratic, disorganized, incoherent, or unpredictable behavior.
- e. Lacks insight or is unable to perceive the negative consequences of own behavior.
- f. Is disoriented to person, place, or time, such that the school or practicum responsibilities cannot be carried out.
- g. Displays intoxication or impairment at the University or practicum agency, due to abuse of alcohol or a psychoactive substance or misuse of prescription medication.
- h. Displays behavior that results in a consensus among faculty and/or field practicum personnel that the student would present a clear threat to others upon entering the professional field of social work practice.
- i. Commits an act that violates state or federal law and compromises the student's fitness for the profession of social work.
- j. Engages in unprofessional or inappropriate behaviors within the field, classroom, community or electronic/social media settings that intentionally or unintentionally put clients at risk or violate client's rights as specified by the NASW Code of Ethics and/or field agency policies.

DISQUALIFICATION (CSUF Graduate students Manual)

The associate vice president for academic programs (or designee), in consultation with the student's graduate program adviser, will disqualify a:

- master's student who is on probation if the student does not, or cannot, raise the Study Plan and graduate grade-point average to 3.0 by the completion of the second regular semester following the semester in which the grade-point average fell below the minimum 3.0 standard.
- DNP* student who is on probation if the student does not, or cannot, raise the Study Plan and graduate grade-point average to 3.0 by the completion of the second regular semester following the semester in which the grade-point average fell below the minimum 3.0 standard. Additionally, a grade of less than B- in six or more units will result in dismissal from the DNP program.

If a student's grade-point average becomes so low that it cannot be raised to 3.0 within the prescribed limits of coursework, the student will be disqualified from the graduate degree program.

Students placed on probation for reasons other than grade-point average will be disqualified if:

1. the conditions for removal of administrative-academic probation are not met within the period specified;
2. the student becomes subject to academic probation while on administrative-academic probation; or
3. the student is removed from administrative-academic probation and subsequently becomes subject to administrative-academic probation for the same or similar reasons as originally placed on probation.

- Disqualification removes a student from graduate standing and prevents further enrollment in university courses (except through Extension).
 - A student who has been disqualified from a master's degree program may not apply for readmission to that program for one calendar year.
4. Students who are disqualified from CSUF must immediately terminate with their field agency.

Please refer to the **Student Status Review** section in the **Program Student Handbook** for information regarding student rights should removal from field placement occur.