THE UNIVERSITY OF TEXAS AT ARLINGTON
School of Social Work

Semester/Year: Summer 11-week 2020
Course Title: ADVANCED FIELD SPLIT I
Course Prefix/Number/Section: SOCW 5482 (formerly SOCW 6451)-012, 013
Instructor Name: Marie Salimbeni, Ph.D., LCSW, CAS
Faculty Position: Assistant Professor in Practice
Faculty Profile: marie.salimbeni@uta.edu
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Phone Number: N/A
Email Address: marie.salimbeni@uta.edu
Office Hours: By appointment
Day and Time of Class (if applicable): Online
Location: Online
Equipment: A laptop computer with webcam (including a microphone) and wireless capability or equivalent is required for all SSW classes.
Blackboard: https://elearn.uta.edu; Canvas: https://uta.instructure.com/

A. Description of Course Content
Practical application of social work skills in real world environment. Student is assigned to field agency to enhance and practice learned theories. This course is 240 hours of direct client contact in agency setting as provided by the Field Experience Office. Prerequisite: SOCW 5312 OR SOCW 5311 AND SOCW 5332 OR SOCW 5342 OR SOCW 5352 OR SOCW 5362.

B. Student Learning Outcomes
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
This course addresses all nine competencies detailed below.

### Competency 1: Demonstrate Ethical and Professional Behavior

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<tr>
<th>Aging</th>
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<tbody>
<tr>
<td>Demonstrate awareness of aging-related personal and professional values through self-reflection and self-regulation.</td>
<td>Practice active self-reflection and continue to address personal bias and affective responses to stereotypes to build knowledge, critical thinking skills and dispel myths regarding diverse mental health/substance abuse issues.</td>
<td>Strategically apply models for ethical decision-making, the NASW Code of Ethics, and relevant laws and regulations to critically recognize, analyze, and decipher ethical dilemmas in health care practices affecting individuals, organizations, and communities.</td>
<td>Understand the ethical standards and applicable laws and regulations that impact their work with groups, organizations and communities.</td>
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<tr>
<td>Select and incorporate ethical decision-making frameworks that integrate social work values.</td>
<td>Implement an effective decision-making strategy for deciphering ethical dilemmas specific to the multiple and diverse needs of families and children.</td>
<td>Exercise personal reflection and self-regulation to manage personal values and maintain professional demeanor in behavior; appearance; and oral, written, and electronic communication in direct and indirect connection to the delivery of services.</td>
<td>Critically evaluate and apply various ethical frameworks to community and administrative practice, research and policy.</td>
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<tr>
<td>Practice in a culturally competent manner that demonstrates recognition of and ability to utilize the principles included in the NASW Code of Ethics, evidence-based knowledge, and relevant legal and policy-related information.</td>
<td>Develop an action plan for continued growth including use of continuing education, supervision, and consultation.</td>
<td>Recognize the role of other health professions when engaging in inter-professional teams from a systems perspective approach in health care service delivery.</td>
<td>Understand the influence of their personal experiences and social identities in community and administrative practice and practice cultural humility to maintain professionalism.</td>
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<tr>
<td>Recognize structural social inequities, advocate within the health and social service communities and as members of interprofessional teams on behalf of older adults and their families.</td>
<td>Implement an effective decision making strategy using cognitive and affective processes and judgment for deciphering ethical dilemmas in mental health/substance abuse treatment.</td>
<td>Are knowledgeable about the history of community and administrative practice in the profession.</td>
<td>Are knowledgeable about the history of community and administrative practice in the profession.</td>
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<td>Value interdisciplinary collaborations.</td>
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<td>Understand the role of CAP practitioners both within the profession and as part of interdisciplinary teams.</td>
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<td>Seek out ongoing learning opportunities and practice ethical use of technology in all forms of communication.</td>
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### Competency 2: Engage Diversity and Difference in Practice

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### Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

<table>
<thead>
<tr>
<th>Description</th>
<th>Practice</th>
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<tbody>
<tr>
<td>Appraise their own values related to diversity in aging.</td>
<td>Understand how the human experience shapes diversity and difference and how they are valued influences the social, cultural, political and economic arenas.</td>
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<td>Analyze how diversity and oppression impact older adults and families.</td>
<td>Understand how the intersections of different and multiple factors (i.e. age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status) are culturally valued place different social groups in positions of power and privilege or oppression in different contexts and time.</td>
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<tr>
<td>Address the cultural and spiritual histories, values, and beliefs of older adults and their families.</td>
<td>Are knowledgeable of all forms and mechanisms of discrimination and oppression and the effects on diverse populations.</td>
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<td>Defend the impact of structural inequalities and the value of diversity among older adults as part of their roles on interprofessional teams and in organizations and communities.</td>
<td>Understand and are aware of how diversity and difference are culturally valued influence decision-making in public policy, human service management and community development.</td>
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<tr>
<td>Understand and can apply the relevant cultural, class, gender, race, age, disability, and other diversity issues to enhance the well-being of children and families from a strengths perspective.</td>
<td>Demonstrate cultural competence, cultural humility and skill to engage social groups (populations) in decision making related to advocacy, policy development, human services, and community development to advance social change and the wellbeing of the people.</td>
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</table>

Practice self-awareness and self-regulation to manage the influences of personal bias and values, including but not limited to age, class, color, culture, disability and ability, gender identity, religion, and immigration status in working with diverse populations in connection with the delivery of health care services. Recognize and respect different values related to health and health care beliefs. Promote diversity and equity in health and health care service delivery amongst diverse populations, particularly persons who are vulnerable, oppressed, or living in poverty.

Engage in continuous self-reflection on personal bias and values to respond with equity and inclusiveness.
### Competency 4: Engage in Practice-informed Research and Research-informed Practice

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<tr>
<td>Engage older adults, their caregivers, and other constituencies to become aware of their rights to available resources and how they relate to social, economic, and environmental inequities.</td>
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<td>Participate in system changes at all levels to promote well-being for and among older adults.</td>
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<td>Empower individuals and groups within local communities, including older adults themselves, to advocate for social, economic, and environmental justice for all older adults and their caregivers.</td>
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<td>Engage with groups, organizations, and geographical and non-geographical communities in ways that respect and advance fundamental human rights and social, economic, and environmental justice.</td>
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<td>Engage with client systems taking into account global effects on local issues and the reverse.</td>
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<td>Advocate for health care as a human right and will utilize health-related practices that promote health equity and reduce health disparities.</td>
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<td>Draw from knowledge of CAP theories and strategies to promote equity in the distribution of goods and services and to protect civil, political, environmental, economic, social, and cultural rights of individuals and groups.</td>
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<td>Recognize the stigma and shame associated with “family dysfunction.”</td>
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<td>Recognize disparities in the distribution of resources across families.</td>
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<tr>
<td>Use cognitive and affective processes to understand the range of physical and mental health/substance abuse disease course and recovery issues associated with social stigma and marginalization of persons with mental health/substance abuse diagnoses and psychiatric disabilities, and incorporate them in their assessment and intervention.</td>
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<td>Describe the distribution and determinants of mental health/substance abuse and identify health disparities.</td>
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<td>Understand how issues of social, economic, and environmental justice influence individual’s rights to health and health care, and how their own perspectives and privilege may influence their delivery of services in health-related practice settings.</td>
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<td>Draw from knowledge of CAP theories and strategies to promote equity in the distribution of goods and services and to protect civil, political, environmental, economic, social, and cultural rights of individuals and groups.</td>
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Understand and build knowledge central to maximizing the well-being of older adults and their caregivers.

Adopt, modify, and translate evidence-informed practices that are most appropriate to particular aging-focused practice settings and populations.

Use advanced strategies to search, appraise, and select for application the most up to date evidence and evolving practice guidelines in the assessment and interventions with children and families.

Develop effective models, programs, policies, and interventions and assess their effectiveness using valid and reliable assessments for identifying family problems, risks and protective factors, vulnerability and resilience factors and consequences for different family groups and family members.

Use advanced cognitive and affective processes to search, appraise, select for application the most up to date evidence and evolving practice guidelines in the assessment and interventions with mental health/substance abuse clients.

Develop effective models, programs, policies and interventions and assess their effectiveness.

Use valid and reliable assessments for identifying client problems, risk and protective factors, vulnerability and resilience factors, and consequences for various individuals and groups.

Demonstrate an understanding of the role of evidence-based practice and practice-informed research in promoting health equity and reducing health disparities.

Engage in critical analysis and apply it appropriately in health related settings to assess and intervene with individuals and families in health care settings.

Have an understanding that their own personal beliefs or biases may influence interpretation of or translation of research.

Understand the value of, and need for, basing their practice in science, including both theory and methods.

Assess the quality of research according to rigorous standards and judge its applicability to particular social, economic, and cultural contexts.

Seek out research across many disciplines to broaden their knowledge base.

Are conscientious users of research, they also add to the body of knowledge for others by evaluating their practice and participating in research efforts.

<table>
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<tr>
<th>Competency 5: Engage in Policy Practice</th>
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<td>Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities</td>
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**Educate key stakeholders on how policy for an aging society relates to human rights and social, economic, and environmental justice, from the local to the international level.**

Advocate for policies across all levels to enhance service delivery to promote well-being among all older adults and constituencies.

Communicate to stakeholders the implication of policies and policy change in the lives of children and families.

Advocate for policies that advance the social and economic well-being of children and families.

Use cognitive and affective processes to communicate to stakeholders the implication of policies and policy change in the lives of people with mental health/substance abuse concerns.

Use cognitive and affective processes to advocate for policies that advance the social and economic well-being of people with mental health/substance abuse concerns.

Understand that human rights and social justice, as well as social welfare and services, are mediated by policy implementation at the federal, state, and local levels.

Understand the history and current structures of health policies and services, the role of policy in health service delivery, the social work role in policy development and implementation within health care practice settings at the micro, mezzo, and macro levels and will actively engage in policy practice to affect change within those settings.

Recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect health policy and are knowledgeable about policy formulation, analysis, implementation, and evaluation.

Are versed in the myriad impacts of policy on well-being.

Assess policy (at any level) for its impacts on human rights, social and economic justice, and access to services.

Develop and advocate for policies in accord with social work values.

Implement policies in accord with social work values, seeking to express social work values in organizational routines.
Establish and maintain strong relationships with older adults and their constituencies for the purpose of working toward mutually agreed on goals.

Plan engagement strategies and interventions based on understanding of older adults’ diverse life courses, strengths, challenges, and contexts.

Assess and engage individuals, families, groups, organizations, and communities in health care settings and within the context of a culturally-informed, personal relationship and competent social work practice.

Value principles of relationship building and inter-professional collaboration to facilitate empathic engagement with clients, constituencies, and other social workers and health care professionals.

Incorporate legal and ethical guidelines when engaging with individuals, families, groups, organizations, and communities.

Use interpersonal skills to engage children and families in a collaborative therapeutic relationship.

Use strategies informed by cognitive and affective processes to establish a sense of safety for a collaborative therapeutic relationship.

Assess and engage individuals, families, groups, organizations, and communities in health care settings and within the context of a culturally-informed, personal relationship and competent social work practice.

Value principles of relationship building and inter-professional collaboration to facilitate empathic engagement with clients, constituencies, and other social workers and health care professionals.

Incorporate legal and ethical guidelines when engaging with individuals, families, groups, organizations, and communities.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities
Conduct assessments that incorporate a strengths-based perspective, person/family-centered focus, and resilience while recognizing aging-related risk.

Develop, select, and adapt assessment methods and tools that optimize practice with older adults, their families, caregivers, and communities.

Use and integrate multiple domains and sources of assessment information and communicate with other professionals to inform a comprehensive plan for intervention.

Use multidimensional bio-psycho-social-spiritual assessment tools.

Assess the quality of interactions between family members within their social environment.

Compare and assess the various etiology and interventions relevant to children and families.

Describe the structure of the DSM-V and conduct an assessment informed by cognitive and affective processes using the DSM-V criteria and structure.

Understand theories of human behavior in the social environment and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies in health settings.

Uphold legal and ethical guidelines in the assessment of diverse clients and constituencies and value inter-professional collaboration.

Use multidimensional bio-psycho-social-spiritual tools to conduct assessment of individuals, families, and groups in health practice settings and utilize assessment data to inform appropriate intervention goals and strategies.

Utilize assessment tools and strategies to understand needs, strengths, relevant factors and promising approaches to work with groups, organizations and communities.

Apply macro theories including systems theory and conflict theory to collect and analyze the data.

Utilize this assessment within a participatory framework to determine goals and objectives of partnerships with groups, organizations and communities.

Work together with their constituencies to select the best strategies to accomplish the goals and objectives based on their assessment, formal and informal knowledge of all partners, and priorities of the group, organization and community.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

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<tr>
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8
| Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities |
|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| **Aging** | **Children & Families** | **Mental Health & Substance Abuse** | **Health** | **Community & Administrative Practice** |
| Plan and conduct evaluations to continuously improve programs, policies, and practice impacting older adults and their caregivers. | Contribute to the theoretical knowledge base in the area of children and families through practice-based research, and use evaluation of the process and/or outcomes to develop best practices with children and families. | Contribute to the theoretical knowledge base in the area of mental health/substance abuse through practice-based research, and use evaluation of the process and/or outcomes to develop best practices informed by cognitive and affective processes. | Integrate sources of knowledge—including but not limited to, public health, health disparities, inter-professional, and social work theories and research, input from constituencies, and broader societal trends—within evaluation processes. | Value the importance of evaluation in interventions with groups, organizations and communities and understand the role of evaluation in advancing efficient, effective, and policy-relevant interventions. |
| Use and translate evaluation outcomes to enhance the effectiveness and sustainability of programs, policies, and practice for an aging society. |  |  |  | Distinguish between micro-level and macro-level evaluation, and apply macro-level theories to critically appraise both quantitative and qualitative evaluation methods. |

For the purposes of Quality Matters Certification, the following course objectives apply:

1. Demonstrate ethical and professional behavior in the field and among peers, clients and supervisors as evidenced through evaluations and self-reflection.
2. Apply knowledge of diversity and differences in the field to build effective and appropriate rapport with clients, peers and colleagues.
3. Demonstrate through practice how you can advance human rights and social, economic, and environmental justice.
4. Conduct practice-informed research and engage in research-informed practice.
5. Engage in policy informed practice to effectively advocate for the needs of clients and organizations.
6. Apply theories, concepts and evidence based best practices to effectively engage with individuals, families, groups, organizations, and communities.
7. Apply theories, concepts and evidence based best practices to effectively assess individuals, families, groups, organizations, and communities.
8. Apply theories, concepts and evidence based best practices to effectively intervene with individuals, families, groups, organizations, and communities.
9. Evaluate programs, policies, and practice to improve practice with individuals, families, groups, organizations, and communities.

C. Required Textbooks and Other Course Materials

MSW Field Policy Manual - available on UTA SSW Office of Field Education Website.

NASW Code of Ethics – available on website [https://www.socialworkers.org](https://www.socialworkers.org)

Required texts and other materials will be assigned by the agency-based Field Instructor. These may include agency operating procedures manuals, federal and/or state policies, research and other materials relevant to the agency services and population served.

D. Additional Recommended Textbooks and Other Course Materials

Additional readings and other course materials are available online.

E. Descriptions of Major Assignments and Examinations

This course is only comprised of Field practicum. A passing grade will only be assigned if the following are achieved:

1. A minimum of 240 hours at the assigned agency must be completed by the end of the semester
2. All documentation for Field must be completed by the end of the semester

Agency Information Verification Form (5 points) - Complete the agency verification form. This form will provide the professor with the necessary information about your agency and also ensure you have all the necessary information to begin your placement. Please type the form and ensure to complete all sections.

Learning Contract (20 points) - Students will work with their Field Instructors to complete the learning contract. The learning contract provides the objectives student must meet while in their placement. Students should not complete learning contracts on their own, if this happens please contact your professor right away. Please ensure that there are new tasks under each objective and very limited repeats. You must have at least one new task under each objective. Please type the form and ensure to complete all sections.

Weekly Supervision Logs (15 points) - Students need to complete a supervision log for each week in the semester during their weekly supervision. For instance, in Fall and Spring semesters students need 15 supervision logs for the number of weeks in the semester, but in Summer semesters students need 11 supervision logs for the number of weeks in the semester. Supervision logs should be completed and signed each week during weekly supervision with your Field Instructor.

If weekly supervision is missed during a week, then a supervision log needs to be completed that states the reason why supervision was missed. During the next supervision time, the log should be signed. Students should not miss more than 3 weekly supervisions in a given semester.

Midterm Evaluation & Midterm Conference Call (10 points) - Field Instructors will complete a midterm evaluation based on student’s progress to date. Student and Field Instructor will speak with the professor regarding the student’s progress and review the midterm evaluation.
**Student Field Evaluation (20 points)** - Students will complete an evaluation of their Field Agency, Field Instructor and professor.

**Online Field Writing Webinar (10 points)** - Professional Writing for Field is a presentation specific to Field and professional writing. Students will view the presentation and provide 4 take-aways they learned and will apply during their Field practicum.

**Final Field Packet Submission (20 points)** - Students must have the fully completed originals of the following documents:

1. End of Term Paperwork Checklist
2. Learning Contract
3. Weekly Supervision Logs
4. Timesheet

Students should keep a copy of all documents for their records as well. A course grade cannot be assigned until the final evaluation, student evaluation and the completed final field packet is submitted.

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<tr>
<th>Assignments</th>
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<tr>
<td><strong>Field Assignments</strong></td>
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<tr>
<td>Agency Information Verification Form</td>
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<tr>
<td>Learning Contract</td>
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<tr>
<td>Weekly Supervision Logs</td>
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<tr>
<td>Midterm Evaluation &amp; Midterm Conference Call</td>
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<tr>
<td>Student Field Evaluation</td>
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<tr>
<td>Online Field Writing Webinar</td>
<td>10</td>
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<tr>
<td>Final Field Packet Submission</td>
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<td><strong>Field Assignments Total</strong></td>
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**F. Attendance**

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients. As the instructor of this section.

I expect students to check Canvas and their MyMav e-mails daily for this on-line course.

**G. Grading**

Students your final field grade is determined not only by the course work you complete, but also from the
suggested grade you receive on your final evaluation from your Field Instructor. Please see the updated grading scale below:

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<td>Online Field Writing Webinar</td>
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<td>Final Evaluation</td>
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<tr>
<td><strong>Field Assignments Total</strong></td>
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Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

**H. Make-Up Exams**

There are no make-up exams in this class. Late assignments must be approved, with good reason, in advance by instructor. E-mail for permission BEFORE the due date.

**I. Course Schedule**

**Note to Instructors - Please see Field Calendar online for due dates.**

<table>
<thead>
<tr>
<th>Module</th>
<th>Topics</th>
<th>Required Readings/Assignments Due</th>
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</table>
| **Module 1** | Orientation to Field  
-Review required documents (weekly supervision logs, timesheet, learning contract)  
-Field Roles and Terminology (field instructor, task supervisor, field liaison/instructor, field advisor) | Read Syllabus  
Review Field Manual  
**Due: 6/12/20**  
Complete Supervision Log. |
| **Module 2** | Role of Intern at Agency  
-Present info on agency  
-Tasks  
Professional Behavior & Ethics  
-dress       -respect  
-hygiene      -boundaries  
-attitude     -email etiquette  
Safety  
-Home visits  
-Transporting clients  
-When in doubt | Online Discussion #1: Introduce Yourself/ Meet & Greet. Describe your agency/program; include name, location, and purpose of agency.  
**Due: 6/19/20**  
Agency Information Form  
Complete Supervision Log. |
| Module 3 | SW Ethical Principles as a Guide to Practice:  
- Personal vs. Professional Values  
- Ethical dilemmas working with a client  
- Tolerating ambiguity  
- Strategies of ethical reasoning for ethical decision-making. | Learning Contract. Maintain for your records to be submitted at the end of the semester. | **Due:** 6/26/20  
**Complete Supervision Log.** |
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| Module 4 | Effective Communication Skills in Field  
Effective Use of Supervision:  
- Preparedness  
- Accepting feedback  
- Goal = Learning | **Due:** 6/26/20  
**Complete Supervision Log. Professional Writing for Field – Online Webinar** |
| Module 5 | Diversity and Social, Economic, and Environmental Justice in Field  
- How are you advancing social, economic and environmental justice at the agency? | **Due:** 7/3/20  
**Complete Supervision Log.** |
| Module 6 | Policy and Practice (micro/macro)  
- Look at policies that drive agency purpose in practice | Online Discussion #2:  
**Due:** 7/3/20  
**Complete Supervision Log.** |
| Module 7 | Stress, burnout, self-care  
- Overload  
Review and Reflection  
- Self-assessment | **Due:** 7/10/20  
**Midterm Conference Calls – as scheduled.**  
**Complete Supervision Log.** |
| Module 8 | The Planned Change Process (a.k.a. Helping Process) (micro, mezzo, macro)  
- Engage  
- Assessments: Human Behavior and the Social Environment (HBSE) | **Due:** 7/10/20  
**Midterm Conference Calls – as scheduled.**  
**Midterm Evaluations**  
**Complete Supervision Log.** |
| Module 9 | The Planned Change Process (a.k.a. Helping Process) (micro, mezzo, macro)  
- Intervention – research informed practice; practice informed research. | **Due:** 7/17/20  
**Complete Supervision Log.** |
| Module 10 | The Planned Change Process (a.k.a. Helping Process) (micro, mezzo, macro)  
- Evaluation & Termination | Online Discussion #3:  
**Due:** 7/17/20  
**Complete Supervision Log.** |
| Module 11 | The Planned Change Process (a.k.a. Helping Process)  
- Wrap-up (micro, mezzo, macro) | **Due:** 7/24/20  
**Complete Supervision Log.** |
| Module 12 | Leadership in Social Work | **Due:** 7/31/20  
**Complete Supervision Log.** |
Module 13  |  Endings in Field Education  |  Review requirements for Field Packet Submission.  
| | | **Due: 8/6/20**  
| | | Complete Supervision Log.

Module 14  |  Finalize Field Paperwork. Field Final Evaluations  |  **Due: 8/13/20**  
| | | Complete Supervision Log.  
| | | Final Evaluation by Field Instructor.  
| | | Final Evaluation by Student.  
| | | Please complete your Course Survey sent to you via email. Your input is appreciated.

Module 15  |  Field Packet  |  **Due: 8/13/20**  
| | | Complete Supervision Log.  
| | | Submit Field Packet.  
| | | All field paperwork with original signatures. Include all documents below:  
| | | *Checklist...must be included.  
| | | *Learning Contract SIGNED,  
| | | *15 SIGNED supervision logs, and  
| | | *SIGNED time sheet with hours logged.  
| | | Maintain copies for your records.

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.

J. 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 three hours (for each hour of class or lecture per week) of their own time in course-related activities, including reading required materials, completing assignments, preparing for assignments and exams, and reviewing online content, etc.

K. Grade Grievances


L. Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at [http://www.uta.edu/universitycollege/resources/index.php](http://www.uta.edu/universitycollege/resources/index.php).

The IDEAS Center (2nd Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

The UT Arlington School of Social Work community is committed to and cares about all of our students. If you
or someone you know feels overwhelmed, hopeless, depressed, and/or is thinking about dying by suicide or harming oneself or someone else, supportive services are available. For immediate, 24-hour help call MAVS Talk at 817-272-TALK (817-272-8255). For campus resources, contact Counseling and Psychological Services (817-272-3671 or visit http://www.uta.edu/caps/index.php) or UT Arlington Psychiatric Services (817-272-2771 or visit https://www.uta.edu/caps/services/psychiatric.php) for more information or to schedule an appointment. You can be seen by a counselor on a walk-in basis every day, Monday through Friday, from 8:00 AM to 5:00 PM in Ransom Hall, Suite 303. Getting help is a smart and courageous thing to do - for yourself and for those who care about you.

M. Librarian to Contact

The Social Sciences/Social Work Resource Librarian is Brooke Troutman. Her office is in the campus Central Library. She may also be contacted via E-mail: brooke.troutman@uta.edu or by phone: (817)272-5352 below are some commonly used resources needed by students in online or technology supported courses: http://www.uta.edu/library/services/distance.php

The following is a list, with links, of commonly used library resources:
Library Home Page.............. http://www.uta.edu/library
Subject Guides..................... http://libguides.uta.edu
Subject Librarians................. http://library.uta.edu/subject-librarians
Course Reserves................... http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Tutorials................... http://library.uta.edu/how-to
Connecting from Off-Campus..... http://libguides.uta.edu/offcampus
Ask a Librarian..................... http://ask.uta.edu

N. Drop Policy

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/aao/fao/).

O. Disability Accommodations

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral
health problems and make positive changes in their lives.

P. Non-Discrimination Policy

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

Q. Title IX Policy

The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titleix@uta.edu

R. Academic Integrity

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/. Faculty are encouraged to discuss plagiarism and share the following library tutorials http://libguides.uta.edu/copyright/plagiarism and http://library.uta.edu/plagiarism/

S. Electronic Communication

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

T. Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/
U. Student Feedback Survey

At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

V. Final Review Week

For semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.