

Field Education Plan for Disruption of Field Placement Activities

Field Education Strategies for Remote Competency Development

The University of Utah College of Social Work has developed plans to address temporary disruption to students' social work field placements due to local, state, national or public health emergencies or events. If students are advised/required by their field agency, the university, and/or the local, state or federal government to restrict travel and stay home, or if safety concerns warrant a temporary disruption in field placement, students should immediately consult with BOTH their field instructor within the agency AND their College of Social Work Practicum Coordinator.

If all parties approve of the development of alternative work plans, then the student should begin to develop a plan to fulfill practicum expectations and learning objectives. The following contract should be completed before the student begins any alternative work plans:

Contract for Completion of Alternative Learning Activities

Student Name: _____ Field Instructor Name: _____

Agency Name: _____ Date: _____

On _____ [date], I _____ [student name] will begin utilizing alternative learning activities in order to fulfill practicum expectations and hours. I will be utilizing the activities checked below. I agree to spend _____ [hours] per week on these activities. While I am completing these activities, I will / will not [pick one] work at the agency's physical location. I agree to check in with my field instructor every _____ [specify increment: daily, weekly, etc.].

If the field instructor is asking for the student to complete the learning activities in a specific order, then that expectation should be described here:

Student Signature: _____

Field Instructor Signature: _____

Learning Activities to be Utilized by the Student

In efforts to fulfill the student's hour requirements and educational competencies during temporary field placement disruption, these alternative field learning activities can be completed remotely or off site.

We ask that students and field instructors work together to identify alternative learning activities. Please check the boxes of the activities the student will plan on completing and the number of hours the activity will take.

Competency 1: Demonstrate Ethical and Professional Behavior

- ☐ Utilize and develop plan for field supervision using Zoom or other teleconferencing applications that are HIPAA compliant.
 - **Total # of hours:** _____
- ☐ Appropriate and timely use of email and communication during uncertain times.
 - **Total # of hours:** _____
- ☐ Develop new work plan, including due dates, for written products to be submitted to field instructor while working remotely.
 - **Total # of hours:** _____
- ☐ Select a standard in the NASW Code of Ethics. Reflect in writing on differences or points of tension between the Code and agency policy/procedure and/or services.
 - **Total # of hours:** _____
- ☐ Read literature on the Code of Ethics and write a summary about how it applies to social work practice.
 - **Total # of hours:** _____
- ☐ Review ethics-related case study identified by FI/TS or field faculty, OR reflect on personal experience regarding ethical quandary in field and respond in writing to factors that must be considered.
 - **Total # of hours:** _____
- ☐ Review history of NASW Code of Ethics. Reflect on its evolution to address gaps. Identify specific areas where gaps remain.
 - **Total # of hours:** _____
- ☐ Review an ethical decision making model (sample: <https://www.naswma.org/page/100/Essential-Steps-for-Ethical-Problem-Solving.htm>) and use this to analyze an ethical dilemma from your agency.
 - **Total # of hours:** _____
- ☐ Identify Ted Talks, YouTube videos and podcasts related to social work practice. Write about personal reactions and how your learning applies to agency ethical and professional practice.
 - **Total # of hours:** _____

Competency 2: Engage Diversity and Difference in Practice

- ☐ Write a self-reflection that identifies and discusses your own sources of privilege and power. How may these sources influence the ways you engage with client systems.
 - **Total # of hours:** _____
- ☐ Apply a diversity and difference in practice lens through research and writing to current projects.
 - **Total # of hours:** _____
- ☐ Read and write a reflection on current literature related to diversity and difference.
 - **Total # of hours:** _____
- ☐ Write a reflection looking at how your own intersecting identities impact your work and relationships within the field agency and with client/community groups being served. How will you work with clients you over identify with? How will you work with clients you don't identify with at all?
 - **Total # of hours:** _____
- ☐ Review the NASW Code of Ethics standards related to oppression, discrimination and marginalization. Suggest improvements.
 - **Total # of hours:** _____
- ☐ In writing, identify the unique cultural composition of the client population served by the agency. Identify ways in which the agency meets the needs of the client population and identify how this could be improved.
 - **Total # of hours:** _____
- ☐ Research, identify, and complete an online training focused on a population served by the agency. Identify how this information could be used to better advocate for the needs of this population in practice.
 - **Total # of hours:** _____
- ☐ Identify Ted Talks, YouTube videos and podcasts related to social work practice. Write about personal reactions and how your learning applies to diversity and difference in practice.
 - **Total # of hours:** _____

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

- ☐ Complete writing assignment about strategies that promote social justice and human rights considering agency mission and practice.
 - **Total # of hours:** _____
- ☐ Create list of ways the agency could advocate for social, economic, environmental justice and human rights in the agency's work.
 - **Total # of hours:** _____
- ☐ Review advocacy agency websites that you would like to learn more about and write a summary of how their work could impact the work completed by your agency.
 - **Total # of hours:** _____
- ☐ Research a human rights issue of interest and write a summary how human rights organizations are working to ameliorate the condition.
 - **Total # of hours:** _____

- ☐ Identify Ted Talks, YouTube videos and podcasts related to social work practice. Write about your personal reactions and how your learning applies to advancing human rights.
 - **Total # of hours:** _____

Competency 4: Engage in Practice-Informed Research and Research-Informed Practice

- ☐ Review peer-reviewed research and write evaluation of articles that inform agency's practice.
 - **Total # of hours:** _____
- ☐ Continue research and literature reviews pertaining to current field projects.
 - **Total # of hours:** _____
- ☐ Develop focus group question or survey instruments related to a need in the agency.
 - **Total # of hours:** _____
- ☐ Develop research questions that emerge from work with the client system and agency setting. Discuss with Field Instructor and or Field Faculty member and identify resources that inform (or answer) the research question.
 - **Total # of hours:** _____
- ☐ Research potential grant opportunities and/or prepare aspects of a grant application.
 - **Total # of hours:** _____

Competency 5: Engage in Policy Practice

- ☐ Review agency policies with suggestions/recommendations where appropriate (e.g., agency safety policies, diversity and inclusion policies, policies related to the use of social media, utilization of technology, etc.)
 - **Total # of hours:** _____
- ☐ Explore local, state and federal policies that impact organization and/or the affected community, write summary.
 - **Total # of hours:** _____
- ☐ Write a policy brief.
 - **Total # of hours:** _____
- ☐ Review relevant laws and policies affecting the clients and communities served by your agency.
 - **Total # of hours:** _____
- ☐ Write a letter to the editor about a policy issue impacting your agency.
 - **Total # of hours:** _____
- ☐ Complete an analysis of a political candidate's plans for policy change.
 - **Total # of hours:** _____
- ☐ Read social work voting toolkit (<https://votingissocialwork.org/#>) and develop a plan for implementation within the agency.
 - **Total # of hours:** _____

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

- ☐ Attend meetings via videoconference.
 - **Total # of hours:** _____

- ☐ Reflect in writing about how personal experiences, beliefs and identities impact your relationships in field.
 - **Total # of hours:** _____
- ☐ Plan and participate in remote meeting, support group, or other intervention.
 - **Total # of hours:** _____
- ☐ Utilize teleconferencing applications, which meet agency requirements regarding HIPAA and/or confidentiality standards, to meet with clients.
 - **Total # of hours:** _____
- ☐ Review literature related to culture and cultural humility and write about how it impacts your work in the agency and how services are delivered.
 - **Total # of hours:** _____

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

- ☐ Research assessment instruments used by agencies who offer similar services.
 - **Total # of hours:** _____
- ☐ Create an assessment instrument (survey, focus group questions, interview questions) to better understand community/client needs.
 - **Total # of hours:** _____
- ☐ Review case study for strengths, challenges and systemic factors impacting the clients and/or client group.
 - **Total # of hours:** _____
- ☐ Teleconference with various service providers, participating in resource mapping, and develop a list of resources for clients with services offered, referral process, etc.
 - **Total # of hours:** _____

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

- ☐ Review effectiveness of evidence-based practice models and discuss ways that model could be implemented in field placement agency.
 - **Total # of hours:** _____
- ☐ Review case study for strengths, challenges and systemic factors impacting the intervention and or implementation of the intervention.
 - **Total # of hours:** _____
- ☐ Identify and complete on-line training modules and provide the following:
 - certification of completion
 - a short written reflection
 - a presentation to disseminate knowledge gained
 - **Total # of hours:** _____
- ☐ Develop trainings that will benefit the agency (e.g, Student orientation and onboarding materials, social work ethics, treatment innovation, etc.).
 - **Total # of hours:** _____

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

- ☐ Assess agency process for seeking client feedback and make recommendations for improvement.
 - **Total # of hours:** _____
- ☐ Review literature on termination of relationships within the workplace setting (with agency staff, community partners, clients, etc.).
 - **Total # of hours:** _____
- ☐ Think about and plan discussions for terminations with task groups, community members/clients, and agency staff considering current circumstances.
 - **Total # of hours:** _____
- ☐ In writing, identify the structures in place for evaluating the agency's outcomes. Compare and contrast this evaluation mechanism with structures in place for similar agencies (in other counties, states, countries).
 - **Total # of hours:** _____

Field Instructors may come up with other activities or trainings, in addition to the ones listed on this page. Any additional activities may be listed here, along with the target number of hours for each activity:

- ☐ _____
 - **Total # of hours:** _____
- ☐ _____
 - **Total # of hours:** _____
- ☐ _____
 - **Total # of hours:** _____
- ☐ _____
 - **Total # of hours:** _____

Confidentiality and the Use of Technology

All students must comply with relevant laws, regulations, ethical standards, and organizational policies to ensure the confidentiality of clients. While each agency should develop their own protocols around the use of technology and confidentiality, the following best practices should be followed by all students:

- Take reasonable steps to maintain appropriate boundaries when using personal phone numbers or other electronic communication. For example, consider temporarily hiding your caller ID when making outgoing calls to clients.

- Position web cameras so that others can only see your face- all visible confidential data should be removed from camera view.
- Conduct all sensitive conversations in a private space. Be mindful of the potential for family members or bystanders to overhear any portion of your discussions.
- Link to Code of Ethics: <https://www.socialworkers.org/about/ethics/code-of-ethics/code-of-ethics-english>

Note of Acknowledgement and Appreciation:

An expression of thanks to the University of Michigan School of Social Work, University of North Carolina School of Social Work, University of Denver School of Social Work, and Ohio State University who assisted in the development of this policy by sharing their plans and protocols for disruption in field placement activities.