

**Concordia University Wisconsin Ann Arbor  
Field Education Manual 2023 – 2024  
Bachelor of Social Work Program (BSW)**

*For I know the plans I have for you, declares the LORD, plans to prosper you and not to harm you, plans to give you hope and a future. Jeremiah 29:11*

**For Further Information and Assistance:**

**Department of Social Work**

## **Table of Contents**

**Concordia University 2023 – 2024**

**Department of Social Work Faculty and Staff**

**Administrative Assistant:**

---

**MSW Program Director:**

---

**BSW Program Director:**

---

**Director of Field Education/MSW Field Coordinator:**

---

**Faculty:**

---

---

---

*field of Social Work.*

*Signature Pedagogy of the*











**Competency #7 – Assess Individuals, Families, Groups, Communities, and Organizations**





## **Selection of Field Placement Agencies**







## **Selection of Field Instructors and Task Supervisors**



## **Off Site Supervisor**

*The Off-Site Supervisor must have a social work degree from a CSWE-accredited program and two years of post-social work degree practice experience.*

## **Supervision**







*within two weeks of absence*

***Agency Responsibilities***



*as they become evident*

*as soon*

***BSW Field Coordinator Responsibilities***





*Request to Change Field Placement*

**Request to Change Field Placement**

**Early Termination of a Field Placement**

X  
X  
X  
X

**EVALUATION**

**The Learning Contract**



**5 = Exceeds Expectations.**

**N/A = Not Applicable.**

*n/a*

## **Student Evaluation**

## **Termination from Field**

**students who receive a “B-” or lower in their field placement may be terminated from the program.**



*Automobile Insurance*

**Personal Safety**



## Appendices



## **Appendix A – Field Instructor Information Form**



**Appendix B – Application for Field Placement**

**Application for Field Placement  
BSW Program**

**. A signed legal agreement between CUW and the Field Agency will need to be completed indicating liability coverage by the Field Agency prior to approval of the placement.**

---

**APPENDIX C – STUDENT LEARNING CONTRACT & EVALUATION FORM**

**CONCORDIA UNIVERSITY WISCONSIN  
DEPARTMENT OF SOCIAL WORK**

**BACHELOR OF SOCIAL WORK (BSW)  
STUDENT LEARNING CONTRACT AND FIELD EVALUATION**

*(Student needs to complete 200 hours total per semester)*

**THE LEARNING CONTRACT**



**Competency Rubric for the Evaluation of Student Performance:**

**Rating Scale Criteria—5-Point Likert Scale**

*n/a*

**Please refer to the Field Manual for complete descriptions of the nine competencies.**

**COMPETENCY #1**

**Demonstrate Ethical and Professional Behavior**

Competency Behaviors	Student Behaviors	Score	Learning Activities	3
<b>A. Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of</b>	x  x			

In(s )28 (t)-2 omp0 0 1 43 Tr



research, and additional codes of ethics within the profession as appropriate to the context.				
<b>B. Demonstrate professional behavior; appearance; and oral, written, and electronic communication.</b>	x			
	x			
	x			
<b>C. Use technology ethically and appropriately to facilitate practice outcomes.</b>	x			
<b>D. Use supervision and consultation to guide professional judgment and behavior.</b>	x			
	x			

**Assessment of Dimensions**

Assessment—Please use the Likert Scale provided to assess student performance during the



**COMPETENCY #3**

**Engage Anti-Racism, Diversity, Equity, and Inclusion (A DEI) in Practice**

<b>Competency Behaviors</b>	<b>Student Behaviors</b>	<b>Score</b>	<b>Learning Activities</b>	<b>3</b>

A. Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and

nu700 (-)2 (c)9.20 (o6e f)-6.20 g80. (.) TJ 1 0 0 1 81.83 520.91980. (.44 0.47 -27.7ty ..919 Tm [

**FIELD INSTRUCTOR COMMENTS:**

**STUDENT COMMENTS:**

**COMPETENCY #4**

**Engage in Research Informed Practice and Practice Informed Research**

Cognitive/Affective Responses –	
---------------------------------	--

**EXAMPLES:**

**FIELD INSTRUCTOR COMMENTS:**

**STUDENT COMMENTS:**

**COMPETENCY #5**

**Engage in Policy Practice**

--	--	--	--	--

**Competency  
Behaviors**

**Student Behaviors**



<b>with clients and constituencies.</b>				
<b>Assessment of Dimensions</b>				
<b>Assessment—Please use the Likert Scale provided to assess student performance during the MIDTERM and FINAL EVALUATIONS in the following dimensions:</b>				
<b>Knowledge –</b>				

**Values –**

when assessing clients and constituencies.				
<b>B. Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.</b>	x			

**Assessment of Dimensions**

<b>Assessment—Please use the Likert Scale provided to assess student performance during the MIDTERM and FINAL EVALUATIONS in the following dimensions:</b>	
--	--

<b>Knowledge –</b>	
--------------------	--

<b>Values –</b>	
-----------------	--

<b>Skills –</b>	
-----------------	--

<b>Cognitive/Affective Responses –</b>	
--	--



Competency Behaviors	Student Behaviors	Score	Learning Activities	3
A. Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals.	x			
B. Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.	x			
<b>Assessment of Dimensions</b>				
Assessment—Please use the Likert Scale provided to assess student performance during the MIDTERM and FINAL EVALUATIONS in the following dimensions:				
Knowledge –				
Values –				

**FIELD INSTRUCTOR COMMENTS:**

**STUDENT COMMENTS:**

**COMPETENCY #9**

**Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

<b>Skills –</b>	
<b>Cognitive/Affective Responses –</b>	

**EXAMPLES:**

**FIELD INSTRUCTOR COMMENTS:**

**STUDENT COMMENTS:**

## **ADDITIONAL COMMENTS**

**Signatures**

**INITIAL LEARNING CONTRACT**

**MIDTERM**

# **FINAL**

**Please make sure that the:**

- x
- x
- x
- x



--	--	--	--	--






—





## Appendix E - Résumé Sample – BSW Graduate

Jane C. Doe

### Education

---

### Inter-Professional Education Certificate

X	
	O
	O
	O
X	
X	
X	
X	

**Jane C. Doe**

**Employment**

X  
O  
X  
O  
X

⋮  
⋮

**Professional Conferences**

X  
O  
X  
O  
X  
O

**First Thursday's Professional Lunch & Learn Seminars – Concordia University  
Department of Social Work**

X  
X  
X

**Appendix F – Department of Social Work Professional Readiness Checklist & Code of Conduct**

**Professional Readiness Checklist for Undergraduate Social Work Students**

**Markers of professional behavior include, but are not limited to, the following:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

## **Department of Social Work Student Code of Conduct**

---



x  
x

## **Appendix G – Student Acknowledgement Form**

**Department of Social Work**  
**Acknowledgement Form**



## Appendix H – Request to Change Field Placement

### Request to Change Field Placement Concordia University Wisconsin BSW Program

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

F00q7 611. 83(d)-4 (d)-9 (or)-1.am