



COLLEGE OF ARTS AND SCIENCES
LAMAR UNIVERSITY
Social Work

SOCIAL WORK 4100 - PROGRAM FIELD PRACTICUM PACKET

Fall 2019

LAMAR UNIVERSITY COLLEGE OF ARTS AND SCIENCES

DEPARTMENT OF SOCIOLOGY, SOCIAL WORK AND CRIMINAL JUSTICE

**P.O. BOX 10026
Beaumont, Texas 77710
(409) 880-7771
lori.wright@lamar.edu**

Dr. Lynn Maurer, Dean, College of Arts and Sciences

Dr. Stuart Wright, Chair Department of Sociology, Social Work & Criminal Justice

Dr. Ginger Gummelt, Director, Social Work Program

Lori Wright, LCSW, Director of Field Interns

SOWK 4100 – FIELD PREPARATION ACKNOWLEDGEMENT FORM

SOWK 4100 is required of all students. This course is the planning platform for the student internship: SOWK 4321/4324. Therefore, it is **MANDATORY** that all students attend **ALL** sessions of the SOWK 4100 class the semester before they will be placed in field in the SOWK 4321/4324 sequence.

If a student completes SOWK 4100 and subsequently does not enroll in the field segment (SOWK 4321/4324) for any reason, the student is still required to attend ALL sessions of the next offering of SOWK 4100 class in order to be eligible to attend the field segment (SOWK 4321/4324) at a later time. IF the student attends field (SOWK 43321/4324) in a later year, the student must audit the SOWK 4100 class immediately prior to the semester they plan to enter the field segment (SOWK 4321/4324).

In this case, the student will be allowed to audit the SOWK 4100 class and will not be required to officially register and pay for the class. HOWEVER, the student **MUST** attend all sessions of the SOWK 4100 class.

Students who DO NOT attend the SOWK 4100 class, either by paying and officially enrolling or by auditing, WILL NOT be allowed to enter the field placement classes and **WILL NOT** be placed in a field agency setting.

Students are expected to complete approximately 40 field practicum hours per week in order to obtain the required 400 hours. The spring semester is several weeks longer than the summer session, so spring interns have a little extra time to complete their hours and can work 32-40 hours per week (as approved by the Field Supervisor). Summer semester is approximately 10 weeks long, so it is crucial that summer interns plan to work a full 40 hours per week. Most agencies will allow students to begin placement approximately 2 weeks prior to the start of the semester to provide ample time to obtain required hours.

CLASSROOM POLICIES:

1. Attendance is mandatory.
2. Use of cell phones, iPads, and laptops is prohibited.
3. Students who enter late or leave early must be seated at the back of the classroom so as to not disturb presentation given by instructor or representatives of local field agencies.
4. Please review Lamar University policies on absences, death of a family member, or cell phone use in the classroom

I understand and agree to the above information and classroom policies.

Student Signature

Date

BSW & BSW PRE-MAJOR INFORMATION FOR FIELD ENTRY

The Bachelor of Social Work (BSW), which prepares students for entry-level professional social work practice, will be awarded upon completion of 120-121 credit hours of the courses listed on the degree plan. If you transferred here as a junior or senior or came as a freshman or sophomore, you will be classified as a pre-major until you take the 4100 course. At that time, you must complete the checklist below to be reclassified as a major in Social Work.

Checklist for Pre-major requesting Social Work Major Status:

- You are enrolled in the Field Preparation (SOWK 4100) seminar (1 credit hour).
- You have completed both SOWK 2361 and SOWK 2371 Intro courses.
- You have completed SOWK 3310 (Practice I) and SOWK 3330 (Practice II).
- You have completed all required volunteer hours in Intro, Practice I, and Practice II.
- Transcript with 2.5+ GPA documented.
- Completed criminal background check authorization.

SOCIAL WORK INTERN DECLARATION

I, _____, declare that as a social work intern, I have read, understand, and will follow the tenets of the NASW Code of Ethics. I further declare that I am committed to the practicum phase of my BSW curriculum, and will abide by the relevant policies and procedures outlined in the Lamar University Social Work Program's Field Manual, as well as the Lamar University Social Work Student Handbook. I will also abide by the policies and procedures of my assigned field agency as outlined by my agency field instructor. I agree to keep all client information fully confidential.

I further understand that activities and/or behaviors on my part that violate the above-mentioned policies could possibly lead to my expulsion from the Lamar University Social Work Program and/or the social work field practicum.

Signature (Social Work Intern)

Date

Copy: Agency Field Instructor

MINIMAL REQUIREMENTS FOR STUDENT PARTICIPATION IN FIELD PRACTICUM

To be eligible for Field Practicum, students must have a grade of “C” or better in all social work courses which are required in order to enroll in the Field Practicum courses, and must have:

Completed the following courses:

- SOWK 2361 – Introduction to Social Work
- SOWK 2371 – Survey of Social Welfare
- SOWK 3300 – HBSE I
- SOWK 3310 - Practice I
- SOWK 3320 – HBSE II
- SOWK 3330 – Practice II
- SOWK 3340 – Policy
- SOWK 3350 – Macro Practice
- SOWK 4380 – Research
- SOWK 4100 – Special Topics Seminar for Field

Completed or concurrently taking:

- SOWK 3360 – Promoting Social Justice (if taking online)
- SOWK 4320 – Seminar(s) or other online electives

Must be a SOWK Major in good standing:

- GPA > 2.5 in Social Work courses AND
- GPA > 2.5 overall
- Must be approved by Field Director
- Must have completed the University’s core curriculum
- Any exception must be approved by the student’s academic committee (Program Director, SOWK faculty advisors)

I acknowledge that I am aware of the above requirements for admission into SOWK 4321 and 4324. I acknowledge that I WILL NOT be allowed to enroll in SOWK 4321 and SOWK 4324 if I do not meet all the requirements outlined above.

Student Name (print): _____

Signature: _____

Date: _____

Field Director: _____

Date: _____

PROSPECTIVE FIELD STUDENT QUESTIONNAIRE

Client groups I am comfortable with: _____

Client groups I am not comfortable with: _____

Issues/problem areas I am comfortable dealing with: _____

Issues/problem areas I am not comfortable dealing with: _____

I am most concerned about learning: _____

I am particularly good at: _____

I struggle with: _____

I want/need to know more about: _____

One thing others say I do very well is: _____

One thing others say I need to work on is: _____

I was recently challenged by: _____

POTENTIAL FIELD PLACEMENT OPPORTUNITIES (2020)

Student Name: _____

Internship Semester and Year: _____ Spring 2020 _____ Summer I&II 2020

- Baptist Behavioral Health
- Baptist Hospital
- Buckner Foster Care
- Buckner TRAIL / FYI
- Catholic Charities – Disaster Relief/Emergency Assistance
- Compassion Hospice
- Congressional Hispanic Caucus Institute (*Washington, DC - application required*)
- CPS (*stipend placement – summer only*) *students must complete application process*
- Communities in Schools
- Franklin House North
- Garth House
- Hospice Plus
- IEA (*spring or summer / potential stipend placement – summer only*)
- ITEX
- Juvenile Probation
- LU Strong
- Social Security Administration
- Some Other Place
- Spindletop MH and/or IDD (*potential stipend placement – 2.75 GPA requirement*)
- Texas A&M Agrilife Extension Service
- Victim's Assistance
- Women and Children's Shelter
- Other (please specify): _____

Requirements to register for SOWK 4321/SOWK 4324 and to begin field placement:

- Complete and submit resume to Field Director.
- Complete and submit Field Information Packet to Field Director.
- Join NASW as a student member.
- Obtain student liability insurance coverage through NASW membership.
- Submit proof of NASW membership and student liability insurance to Field Director.
- Do **NOT** contact any agency about an internship until given permission by Field Director.

**LAMAR UNIVERSITY SOCIAL WORK PROGRAM
FIELD PRACTICUM PLACEMENT PREFERENCE FORM**

Please complete the following questionnaire for Field Practicum I & II courses (SOWK 4321 & 4324).

Name: _____ L#: _____

Address: _____

Phone: _____ Email: _____

Expected date of graduation: _____

Identify agencies and/or client population(s) you are most interested in working with (homeless, elderly, children and families, hospital, hospice, mental health, substance use/abuse, criminal/juvenile justice, crisis intervention, etc.):

- Preference #1: _____
- Preference #2: _____
- Preference #3: _____

Please indicate any special challenges, needs, concerns etc. (*criminal history, transportation issues, child care, need to take a class while in field, etc.*) **to be considered when making placement decisions:**

Are you applying for the Title 4 Child Welfare Stipend (summer placement)? _____ Yes _____ No

When do you anticipate completing field placement? _____ Spring 2020 _____ Summer I & II 2020

*Your preferences will be used to invite agency representatives to class to discuss the nature of social work practice in their agency. **Students are expected to attend these classes** in order to view the presentations and make educated decisions about where they might want to complete field placement.*

NOTE: It is **MANDATORY** that you have procured malpractice insurance by **November 1, 2019 for Spring 2020 field placement** and **April 1, 2020 for Summer 2020 field placement**. There will be no exceptions. Malpractice insurance is only available to members of NASW, therefore you **MUST** join NASW to apply for the insurance. **NO INSURANCE = NO PLACEMENT.**

Social service agencies routinely conduct criminal background checks on volunteers/interns/employees. **If you have a criminal history, you may still qualify for field placement (although your options may be limited), but you must initiate a private/confidential conference with Instructor as soon as possible.**

LAMAR UNIVERSITY SOCIAL WORK PROGRAM POLICY FOR CRIMINAL BACKGROUND SCREENING

National and community social work agencies which provide practicum/internship opportunities for social work students increasingly require social work programs to conduct criminal background checks before placing students into internship placements.

Purpose

Criminal background pre-screening is designed to facilitate the internship process of social work students. The placement process requires that students are matched with agencies that will facilitate the field learning process for the student. Agencies increasingly require that the Lamar Social Work faculty become aware of any issues that might be necessary in the internship placement process. This awareness covers issues such as student interest in fields of practice (children, adults, medical, developmental disabilities, etc.) as well as personal issues pertinent to the individual student. These student idiosyncratic issues range from a spectrum of student issues: personal disability, lack of transportation, necessity of coordinating child care, or coordinating Lamar classes with the internship process, to cite just a few individual student circumstances.

While not all agencies categorically preclude social work student interns based upon past criminal background issues, most community social work agencies demand that their potential social work interns be pre-screened by the Lamar Social Work Faculty. Agencies require frankness about their employees and interns' criminal backgrounds.

Process

Criminal background checks will be performed by field placement agencies. Most agencies will not allow a student to enter an internship program if the student's criminal background demonstrates any record of violence. Registered sex offenders are not permitted to enter internships.

Students must give permission for their prospective field agencies to conduct a criminal background check on them. Students who do not grant this permission will not be allowed to enter the social work internship/practicum classes (SOWK 4321 & SOWK 4324). A student who is convicted of a criminal offense while enrolled in the program must report the conviction to the Program Director within three days of conviction. The term conviction for these purposes includes probated sentences and deferred adjudications. If the student is in the Field Preparation class (SOWK 4100) or in one of the social work internship/practicum classes (SOWK 4321 & SOWK 4324) the student must report the conviction to the Social Work Program Field Director as well as the Social Work Program Director within three days of conviction.

LAMAR UNIVERSITY SOCIAL WORK PROGRAM
ACKNOWLEDGEMENT OF POLICY FOR CRIMINAL BACKGROUND SCREENING

My signature below indicates that I have read the above policy on Criminal Background Screening and have been provided a copy of it. This form provides my irrevocable consent for the results of the criminal background screening to be released to my prospective field placement agency and the Lamar University Social Work Department.

My signature below provides my consent to release my criminal background screening to my internship/practicum agency and Lamar University Social Work Department for the purpose of arranging my field placement.

I understand that I have the authority to grant or deny permission for this release.

I also understand that declining to grant this permission may exclude me for consideration for field placement. Further, I understand that declining this permission will revoke my standing as a social work major in the Lamar Social Work Program.

I understand that having a criminal history will not necessarily prevent me from securing a field placement, but that it is likely to limit choices of agencies where I will be eligible to complete my field placement.

My signature below indicates that I am aware that I am responsible for the cost of the criminal background screening if it is not provided by my field agency.

Signature

Date

Printed Name