

Northeastern State University
College of Social and Behavioral Sciences
Social Work Department
Tahlequah, OK

PRACTICUM 1 - REQUIRED PAPERS

Student Log (Due Weekly):

Students will keep a log of each day's activities and experiences (Refer to Practicum Manual). A log must be completed for any date in which the student accrues time towards the required 220 hours (regardless of the amount of time). Submit weekly in seminar and file in the portfolio when returned from the faculty liaison/seminar instructor.

Practicum Hours Form:

Students are expected to maintain a running total of hours in the practicum agency on the Practicum Hours Form (Refer to Practicum Manual). This form is kept in the student's portfolio and a copy is attached to the Final Student Performance Evaluation which is submitted at the end of the semester.

Requirements: Seminar Papers

Papers should include a cover sheet/Title Page, body of the paper, and a bibliography, if appropriate to cite relevant literature. All sections of the paper should be stapled in the upper left hand corner. Papers are to be typed, double spaced, #12 font and uniform 1" margins. APA style and guidelines should be utilized. Papers should be grammatically correct, comprehensive and clearly written. The length of the paper will be determined by individual faculty. Use headings as required if required in the assignment. If accepted late, the paper will receive a reduced grade. Variations in expectations may be made by individual instructors.

Paper 1: Agency Analysis and Class Presentation (Due: set by liaison)

Research your placement agency and cover the information requested in each of the headings and sub-headings in the attached outline. In your research you may interview your field instructor or other agency employees, read policy and procedures manuals, and/or other agency literature and materials to gather the needed information. Findings from each student's agency analysis will be included in a formal paper submitted to the faculty liaison and also shared in a scheduled oral presentation. **Refer to the handout regarding the requirements for this paper. Use all headings.**

Paper 2: Use of Supervision with references (Due: set by liaison)

Use the following eight sections as marginal headings. Discuss and explain each section in your paper. Some sections will require critical analysis and research of existing literature. Include a bibliography with a minimum of **three (3) current references** and include citations in the text of

the paper:

1. Definitions of supervision
2. History of supervision in social services
3. The general objectives and functions of supervision
4. The purpose and nature of the supervisor/supervisee relationship.
5. The knowledge and skills needed to be a competent supervisor.
6. A picture of the “life of a supervisor” in your agency by discussing their roles and responsibilities.
7. Discuss your field instructor. What is their style of supervision? What position in the agency hierarchy does your supervisor occupy? What supervisory or other tasks do they perform?
8. How do you, as a student, prepare for and utilize supervision.

Paper 3: Ethical Dilemmas Exercise (Due: set by liaison)

Read each of the **three attached vignettes** and apply the principles of confidentiality. First, describe what you would do in the situation. After recording what you would do, consult with your field instructor and ask for their recommendations in each of the three situations. After seeking consultation and supervision from your field instructor indicate what you would do in each of the three situations. In a final paragraph summarize the differences in the two approaches and any additions to what you described initially.

Paper 4: Diversity Assignment (Due: set by liaison)

At this point in the semester students should have had a number of experiences with clients from diverse groups. These experiences may have been in the form of observations, direct contact, and or other interactions. From your practicum experiences complete the **attached diversity assignment**.

AGENCY ANALYSIS
Seminar Paper #1

The Agency Analysis assignment is an important part of the student's orientation to their placement agency. This required paper and presentation has the additional purpose of exposing students to the actual functioning and structure of a human services organization. This outline is a guide. As a guide it is not exhaustive and students may need to adapt it to their agency.

PAPER: See requirements on page one for structure and style. Use the topical outline as marginal headings for the paper. Students should interview agency employees, research agency policy manuals, and read other agency materials and professional literature to complete the assignment.

ORAL PRESENTATION: The student is expected to present their analysis at a regularly scheduled seminar session. The Faculty Liaison will assign the date and time for the oral report. This will be a formal presentation to the seminar group in the form of an overview of the information included the written paper. The student is expected to obtain written materials from the agency, including brochures, pamphlets, charts, and/or other handouts.

I. PURPOSE OF AGENCY:

What is the official purpose or mission of the Agency?
What social problems is the agency structured to alleviate?
Attach a copy of the Mission Statement of the agency.

II. AGENCY HISTORY:

How, when, and why was the agency organized?
By whom was the agency organized?
Important factors influencing starting of the agency and
changed within the agency?
Has the purpose/mission of the agency changed over
time?
Compare the present structure of the agency with the starting agency design?

III. AGENCY FUNDING:

Describe the primary source of funding for the agency (public, private-nonprofit,
private-for profit)?
Does the agency have multiple sources of funding?
Are federal or state monies involved? If so what is the formula for the match,
including any local funds?

Who is responsible for generating funding for the agency (board, director, financial officer, etc)?

Describe efforts that are made to secure funding.

IV. SERVICES:

What services are provided by the agency?

Are other community agencies providing similar services?

How are the services of the agency coordinated with other related agencies in the community?

Are social work services the primary services of the agency?

What methods are used by agency personnel in the provision of services?

V. TARGET POPULATION:

Describe the clientele served by the agency.

What are the eligibility requirements for services?

When and how are services terminated?

Geographic area served or other requirements for services (who is excluded?).

VI. AGENCY STRUCTURE:

Describe the organization of the agency and **attach a copy of an organization chart of the agency.**

How are agency policies formulated?

Describe how policy changes and interpretations are communicated to staff.

What levels of personnel are utilized by the agency (administrative, middle management, supervisory, line staff, support staff)?

How is staff hired and dismissed?

Discuss salaries and fringe benefits.

Are training programs available to staff?

VII. SOCIAL WORKER ROLE:

What are the various social work roles and responsibilities found in the agency?

What does your field instructor do?

What profession is primarily responsible for the operation of the agency (Do social workers make most of the management decisions?)?

What level of credentials and/or SW training is required?

VIGNETTE ONE

An adult client confides in you about a mutual genital exploration with an 11 year old boy. There have been no complaints from the boy or from his parents. There is no evidence that such behavior was engaged in except for the information supplied by your client. Is there a need for you to document what the client told you? Remember, there is possibility that someone else will be reading this file.

✓ As a practicum student, I would . .

✓ After discussing this with my field instructor, I would . .

✓ Summarize the difference in the two approaches

VIGNETTE TWO

At a hospital setting, in a medical team conference, you are discussing a case of a 24 year old woman who is undergoing tests to determine the cause of and treatment for her inability to become pregnant. Prior to going to college, you knew the patient when she was 16 or 17 years old. You remember that at that time she had several VD infections. The patient recognizes you. She does not want her past to be disclosed and ask you to keep the information confidential.

✓ As a practicum student, I would . .

✓ After discussing this with my field instructor, I would . .

✓ Summarize the difference in the two approaches

VIGNETTE THREE

You were late in handing in case notes and related forms for a client's case to your practicum instructor. You did the recording at home and did not have time to take it to the office. You decided to fax the material to your agency. You discover the next day that the material was never received, so you fax it again. This time your field instructor receives it but calls you urgently to meet with her. You have kept all client name and identifying information throughout the material. The material was with you and others could have read the material. There is no indication where the first fax may have went or who may have received it. What went wrong? Have you failed to maintain confidentiality of your clients? What do you do and what should happen?

✓ As a practicum student I would . .

✓ After discussing this with my field instructor, I would . .

✓ Summarize the difference in the two approaches

Diversity Assignment
Seminar Paper 4

1. Using the prompts below as your starting point describe the diverse groups with which you have had experience this semester in practicum.

“Through my fieldwork I have had an opportunity to observe or interact with individuals representing the following “

socioeconomic groups

ethnic/racial groups

minority groups

religious or belief systems

sexual orientation and gender

region of the country

age groups

Client populations/problem areas

2. Review and reflect upon what you have listed above. How do people being served within your agency differ from one another? Explain and describe.
3. List and describe how the people being served in you agency differ from you.
4. Identify the various groups or cultures that you need to learn more about in order to work knowledgeably and sensitively with you agency’s clients.
5. Develop a reading list that will enable you to learn more about these groups and cultures during your remaining field experience. List below a least five current professional books or journal articles that you will read to enhance your understanding of the populations with which you are working. List the full bibliographic reference, using APA style.

PORTFOLIO REQUIREMENTS

Practicum 1 and 2

Students will maintain a portfolio of course related materials which are generated as the semester progresses. The portfolio should be a three-ring binder. The various sections listed below should be separated by divider pages, with tabs. The portfolio should be taken to supervisory conferences with the field instructor. The portfolio should also be available for review by the faculty liaison during agency visits, individual student conferences, or at other times upon request.

The portfolio should contain the following:

1. Memo of Agreement.
2. Educational Contract.
3. Practicum Hours Form (cumulative hours) for current semester.
4. Student Logs for the current semester for each day or part of day spent in practicum or practicum related activities approved by the field instructor.
5. Evaluations: Midterm and Final Student Performance Evaluation for the current semester.
6. Weekly Field Instructor-Student Conference Check List for the current semester (if used during conference with the field instructor).
7. Seminar papers (Four) for the current semester.
8. Copies of any other written materials which demonstrates attainment of course objectives.
9. Verification of liability insurance coverage.

