

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

PRACTICUM II - REQUIRED PAPERS

Student Log (Due: Weekly)

Students will keep a log of each days activities and experiences. A log is required for each day in which hours are accumulated towards the minimum of 220 hours that are required. Submit logs weekly in seminar.

Practicum Hours Form:

Students are expected to maintain a cumulative total of hours spent in the practicum agency using the Practicum Hours Form found in the Practicum Manual. The Practicum Hours Form is available for review upon request and submitted with the Final Student Performance Evaluation.

Required 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. If accepted late the paper will receive a reduced grade. Variations in these requirements may be made by individual instructors (faculty liaisons).

Paper #1 and Related Activities (Due: set by liaison)

Interview Role Play Activity - Student participate in two role play activities, one as a social work student and another as a client. The purpose of the activity is to demonstrate generalist social work skills such as establishing rapport, interviewing and gathering data, assessing and making plans, and termination. The role play will be video taped and later viewed by the seminar group. Interview skills will be assessed and critiqued. For the written requirements and expectations for this assignment see the separate handout.

Paper 2 and Class Presentation (Due: set by liaison)

Case Analysis - Complete and write a biopsychosocial (**including an ecomap and genogram**) assessment of one of your clients (individual). With the approval of your agency, and the client, you should use all available sources of information to write the assessment (ie. existing case record(s), referral sources, and an interview(s) with the client. Use the following Case Analysis outline to guide your data gathering and to write the report. Include all the headings in the outline in the written assessment.

Paper 3 (Due: set by liaison)

Critical Analysis - This assignment has two parts: **1. ISSUE:** Select a client, agency, or professional practice issue from your practicum that you have dealt with or observed this semester this semester. Write a critical analysis of the issue. Your critical analysis should include a summary of the key points of the issue, arguments and evidence for and against the issue, your position and reasoning, and your conclusions. **2. ARTICLE:** Select and critically analyze a current article on the issue you have selected. What is the author's thesis? What position do they take on the issue. Evaluate the data which are presented. Present your analysis of the article and conclusions.

Paper 4 (Due: set by liaison)

Process Recordings: This assignment requires the student to complete one full process recording of an interaction with an assigned client. The following process recording guide is to be use in this assignment. In the reaction section students should focus on their **developing self awareness and conscious use of self**. When reviewing and reflecting on the interaction students should note awareness of their feelings, perceptions of how the client perceives them, use of personal information, and skill level.

Generalist Social Work Skills Role Play Activity

Student Assignment:

Develop a case situation involving an interview with a CLIENT and the use of generalist social work skills. **Any role play interview with someone other than a client (ie. a relative or other collateral) must be approved by the instructor.**

The case scenario should be related to your placement agency and your role as a social work student.

Another student will be assigned by the instructor to play your client. Each student will play themselves as a student social worker and will also play a client for another student.

Interview:

The interview will be "expedited" (about 15 minutes) and will be completed during seminar. The interaction should involve the use of two or more generalist social work skills. In the interview students should cover establishing rapport, the purpose of the session, plans for further contact, summary of the session, and termination of the interview.

The role play activity will be video taped and also observed by the seminar group. The role play should not be scripted or rehearsed. After all interviews are completed the videos will be viewed and each student will critique their interview and complete an assessment form. Students will also receive assessment forms from other members of the seminar group and the instructor.

Written Assignment (2 pages max):

Two week before the role play exercise the student will submit (2 copies) of a brief summary of the following:

1. Overview - Set the stage for the interview. Briefly explain the purpose of the interview, presenting problem(s), and location of the interaction (office, clients home).
2. Social worker role: In a short paragraph explain your role, who you are, and your responsibilities.
3. Client: Describe your client's appearance, personality, culture, SES, household and living arrangements, etc. If the person to be interviewed is someone other than your client you must also include a description of that person, their attitude, relationship to the client, purpose of interview, etc

A copy of the written summary will be given to the student playing the client. As you plan to play the client think about the interview and try to place yourself in the client's situation. The client will have only the brief overview and will need to "ad-lib" most of the responses during the role play. Do not make it too easy on the interviewer but also do not make it too difficult.

CASE ANALYSIS with Client Contract

Objectives: The written case analysis and oral presentation are a critical part of the unit on generalist social work practice in the practicum setting. In addition to demonstrating the use of generalist social work skills this required paper and class presentation enables the student to link course objectives to a specific client situation.

PAPER: See requirements above. All marginal headings and subheadings should be used.

ORAL PRESENTATION: Students are expected to present their case study at a regularly scheduled seminar session. The faculty liaison will assign the date and time for the oral report. This will be a formal case presentation to the seminar group, approximately 15 minutes in length. The case should be **deidentified** and changed to protect the confidentiality of the information.

SUGGESTED CASE ANALYSIS OUTLINE

Refer to: Cournoyer, B. (1996). The Social Work Skills Handbook, 2nd ed. Brooks/Cole Publishing, Pacific Grove, CA.

- I. Description
 - A. Relevant client information
 1. Name/Address/Phone number
 2. Date of Birth
 3. Social Security Number
 4. Source of income
 5. Name/relationship/ages of other household members
 6. Other relevant information

- II. Referral Information
 - A. Source of referral, date, relationship to client, etc.
 - B. Process by which referral was made
 - C. Problem(s), issues, and/or concerns as viewed by the person making the referral
 - D. Other relevant collateral data

- III. Client, Family/Household, and Community System
 - A. Description of client system
 - B. Description of family and household system (**Attach genogram of clients family/household**)
 - C. Description of clients social/ecological (community) system (**attach an ecomap**)
 - D. Strengths and resources

- IV. Presenting Problem(s) and Initial Goals
 - A. Client's perception of the problem(s) and goals
 - B. Identify differences, if any, between client's and referent's perception of the problem(s)/issues
 - C. Client's efforts to address the Problem

- V. Social History and current social circumstances
 - A. Developmental

- B. Personal and Familial
- C. Medical/Physical
- D. Psychological/emotional
- E. Educational
- F. Employment/vocational training
- G. Recreational
- H. Religious/spiritual
- I. Prior psychological or social services, additional information, if appropriate
- J. Critical Incidents
- K. Sexual
- L. Drug and alcohol
- M. Other

VI. Tentative Assessment

- A. Person
 - 1. Client's view of self, abilities, strengths, etc
 - 2. Client's mood and emotional state
 - 3. Assess appropriateness of clients developmental stage and psychosocial development
 - 4. Competence to complete developmental tasks
 - 5. Assess risk to well-being of client and others
- B. Family/Household/Primary Social System
 - 1. Assess problem in relation to the family/household system's identity and structure
 - 2. Assess the problem in relation to the dominant emotional climate within the system
 - 3. Assess the system in terms of it's life cycle phase
- C. Environment
 - 1. Assess the problem in relation to environmental resources
 - 2. Assess cultural/ethnic group as a resources
- D. Brief summary restating the case assessment

VII. Contract

- A. Problem(s)
 - 1. Client-defined problems
 - 2. Worker-identified problems
 - 3. Agreed upon problems needing work
- B. Final Goals of services including, time frames and measurements
- C. Plans
 - 1. Summary of agreed upon approach and differential roles of client and worker
 - 2. Client's tasks or action steps
 - 3. Social worker's tasks or action steps
- D. Plans for evaluation progress and reassessment of approach
- E. Plans for termination of services

PROCESS RECORDING GUIDE

Client

Date of Interaction

I. Purpose of Interview

(Briefly describe the purpose and goal(s) of the interaction)

II. Observations

(The students observations and general impressions of the physical and emotional climate of the interview. Include a description of the clients appearance and demeanor)

III. Content

(Record the interview verbatim. Students should list their feelings, reactions and responses as they occurred during the interview. The field instructor and liaison provide feedback)

Field Instructor
(feedback)

Interview
(verbatim)

Student
(reactions)

IV. Post Interview Assessment

(Students record their impressions of the interaction. Was the goal(s)/purpose of the interview met? Students should also include an overall assessment of their level of knowledge and skills, awareness and mastery of their own feelings, motivation, etc.)

V. Student Social Workers Role and Skills

(Discuss and assess the various roles played and skills used by the student during the interview)

VI Plan

(Summarize plans and goals for next interaction, if any)

PORTFOLIO REQUIREMENTS

Practicum 1 and 2

Student 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 conference, or upon request.

The portfolio should contain the following:

1. Memo of Agreement.
2. Educational Contract for current semester.
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 completed by the field instructor).
7. Seminar papers for the current semester (4).
8. Copies of any other written materials which demonstrates attainment of course objectives.
9. Verification of liability insurance coverage.

