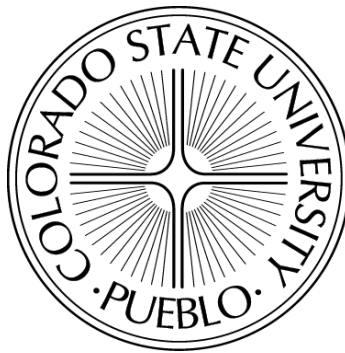


Colorado State University-Pueblo

Department of Social Work

BSW Practicum Manual

Revised June 2025



Colorado State University-Pueblo

Department of Social Work

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Accredited by the Council on Social Work Education

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I. INTRODUCTION & ACCREDITATION

The University

Colorado State University-Pueblo is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

Department of Social Work

The Department of Social Work BSW program is further accredited by the Council on Social Work Education (CSWE) and has maintained continuous accreditation since 1982.

Accreditation ensures students and employers that the CSU-Pueblo program has met the standards for undergraduate professional social work education as set forth by CSWE's Commission of Accreditation. Graduation from an accredited program enables students to obtain membership in the National Association of Social Workers (NASW); in some states, to become registered as a professional social worker; and may confer eligibility for advanced standing status in Masters of Social Work (MSW) programs.

Educational Purpose

Social Work majors are prepared as entry-level generalist social workers upon graduation with a BSW degree from Colorado State University-Pueblo. Our graduates are highly regarded by the social service community and are sought to fill the social work needs in the surrounding urban and rural communities of this region. Child welfare agencies are supportive and active in working with faculty and students in the IVE program. Many graduates of this program are administrators and practitioners in social service agencies throughout southeastern Colorado. A significant number of our graduates have continued their education beyond the BSW.

The academic classroom and practicum components of the social work program are designed to prepare the student for beginning level professional practice as a BSW social worker, as well as for graduate study. The purpose of our undergraduate curriculum is to prepare students for beginning professional generalist practice with individuals, families, groups, organizations, and communities.

The curriculum has been developed to support the mission of the Institution. It is consistent with the Educational Policy and Accreditation Standards (EPAS) established by the Council on Social Work Education.

Social Work Department Goals and Objectives

- Goal 1: prepare advanced social work practitioners with the ethical consciousness, cultural competence, and desire to be lifelong learners who give back to the profession of social work and enhance the global community in which we live;
- Goal 2: provide students with the necessary advanced skills in engagement, assessment, intervention, and evaluation in order to competently serve diverse

client populations at all levels of social work practice and across the lifespan utilizing the ecological perspective as a foundation; and

- Goal 3: prepare students to engage in policy practice, to advocate for social and economic justice, to serve diverse client systems of all sizes ethically and compassionately, and to engage in research in its many forms in order to better serve individuals, families, groups, organizations, and communities.

Generalist Perspective

Generalist social work practice gives a foundation of broad-based knowledge and skills that prepare the beginning-level practitioner to provide a full range of ethical interventions with diverse populations across client systems. It involves a holistic approach to populations with an emphasis on strengths, self-determination, and social justice.

Social workers are guided by the National Association of Social Workers *Code of Ethics*. Social workers must learn the difference between personal and professional values, and integrate the NASW *Code of Ethics* in their professional interventions. The Social Work department adheres to the NASW standards. You can find a copy of the NASW *Code of Ethics* (2022) at the end of this handbook.

II. SOCIAL WORK PRACTICUM INSTRUCTION PROGRAM

The Bachelor's of Social Work (BSW) Practicum Manual was developed for undergraduate social work faculty, advisors, students, liaisons, and agency practicum instructors. It provides essential information on educational objectives, policies, and procedures of the undergraduate practicum instruction program. This manual is a guide toward understanding the philosophy, definition, and rationale of social work practicum education.

Outlined in this manual are:

- The goals and objectives of practicum education
- The criteria utilized to process and facilitate the selection of agencies and Practicum Instructors who assist in the education of future social workers.
- The criteria to facilitate evaluation of students, placement agencies, and Practicum Instructors.
- Clarification of the roles and responsibilities of social work faculty, the University, agencies, Practicum Instructors, Practicum Liaisons, and students.

Definitions

- Practicum Coordinator
 - The CSU-Pueblo Practicum Coordinator is responsible for helping students secure placement, ensuring the agency has a valid Memorandum of Understanding to serve as an internship site, certifying agencies for placement, providing training to

Practicum Instructors and Liaisons, and coordinating issues that arise in placement in partnership with the agency and the Practicum Liaison.

- Practicum Liaison
 - The Practicum Liaison is a CSU-Pueblo faculty who teaches the Practicum Seminar course and conducts visits to the agency throughout the practicum placement. The Practicum Liaison is responsible for submission of seminar and placement grades, coordinating issues that arise in placement in partnership with the agency and Practicum Coordinator, ensuring the Learning Plan and Timesheets are completed correctly and in a timely manner, and providing training to Practicum Instructors.
- Practicum Instructor
 - The Practicum Instructor is a BSW or MSW, employed by the agency or designated to the role in an off-site capacity. The Practicum Instructor is responsible for weekly supervision of the student, the creation of the Learning Plan, evaluating the student's progress in placement, and meeting with the Practicum Liaison and student throughout the placement.
- Task Supervisor
 - This is a designated employee of the agency who may provide training to the student or allow them to shadow the Task Supervisor in day-to-day agency work. The Task Supervisor is designated by the Practicum Instructor or Coordinator, but does not provide educational supervision to the student nor can the Task Supervisor sign any of the placement documents. The Task Supervisor may be invited to attend practicum visits with the Practicum Liaison and Practicum Instructor.
- Title IV-E Coordinator
 - The Title IV-E Coordinator is a designated CSU-Pueblo faculty (usually the Practicum Coordinator) who works with students who have earned the Title IV-E Child Welfare Stipend. The Title IV-E Coordinator ensures the Title IV-E paperwork is completed, that stipends are disbursed, attends the Colorado Stipend Committee meetings monthly, coordinates with the State of Colorado Department of Human Services to ensure students are certified after graduation, answers specific questions about the Title IV-E Program and maintains continuous communication with students until they have completed the approved payback activities.

Practicum experience is a significant part of the preparation for professional practice. Generalist students are placed in an approved social service agency for 400 clock hours under the supervision of a qualified agency supervisor. This experience allows students an opportunity to apply knowledge, values, skills, and cognitive and affective processes learned in the classroom to real work situations. Students **must** enroll in the Seminar courses (SW 481 & SW 482) concurrently with the Practicum Placement courses (SW 488 & SW 489). Practicum is completed through a concurrent placement in the Fall and Spring semesters.

Employment-Based Practicum

To be considered for an employment-based practicum placement the following criteria must be met:

1. The student must have a Practicum Instructor different from an employment supervisor.
2. The agency must agree to plan for a successful completion of placement and to allow the student to fulfill the internship goals and requirements.
3. A formal letter from the agency outlining the implementation of items 1 and 2 must be submitted to CSU-Pueblo's Social Work Practicum Coordinator, who must approve the plan prior to placement.
4. In the event that a student is hired by the agency during the internship, the above criteria must be met and documented by a letter to the Practicum Coordinator.
5. Any placement that involves monetary compensation requires the agency to complete a paid agreement form with the university, and to agree to liability for the student during employment/ placement hours.

Practicum Seminar

The first semester of practice experience for students (Practicum I, SW 488) provides practical experience in a social work agency, institution, or community organization designed to complement the student's academic work and enable the student to learn to apply theory to actual social work situations. The student will have the opportunity to observe the social worker's role in the helping process, to have direct contacts with a variety of individuals, groups, and/or community resource workers, to learn beginning social work tasks, and to share experiences with other students in the Practicum I (SW 481) course. The student will be expected to develop a beginning awareness of his/her part in the helping process, perform at a minimal level the tasks to which he/she is assigned, and put into practice beginning social work skills. This course provides experiences for developing competence in linking people with resources, services, and opportunities within the context of a beginning understanding of human diversity in behavior and social environment. Students must complete 200 clock hours in placement under the supervision of a qualified agency supervisor. Students must be concurrently enrolled in and attend the Practicum I (SW 481) seminar.

The second-semester practice experience (Practicum II, SW 489) provides opportunities for continuing the integration and application of knowledge, values, skills, and cognitive and affective processes in actual situations. The student is expected to gradually approximate the responsibilities of beginning agency staff members, develop a continuing awareness of his/her professional self, and increase awareness of his/her own values. Students are expected to develop a comprehensive knowledge of community resources and intervention skills common to social work practice at all levels and with various client populations. Again, students must complete 200 clock hours in placement under the supervision of a qualified agency supervisor and attend the Practicum II (SW 482) seminar.

The classroom instructor assigned to the Seminar also serves as the Liaison between the Social Work Program and students placed in the agency and the agency Practicum Instructor.

Dual Relationships

At no time will a student be placed in a situation where there is a dual relationship. This would include, for example, a placement where the student is related to or dating the agency director, social worker, or other employees, or in instances where the student is receiving services from the placement agency.

Integration between Curriculum and Practicum

Previously completed and/or concurrent classes, agency placements, and seminar groups allow the student to apply theoretical knowledge, and to engage in problem-solving with other students. In the classroom and in placement, the student integrates and applies social work knowledge, values, skills, and cognitive and affective processes in practice. This requires integration of knowledge from beginning social work courses through social work practice courses during the placement experience.

Integration between Practicum and the Profession

Continuous and intensive agency involvement provides students with an identity with the Social Work profession. Familiarization with routines and procedures gives the student a solid identification, a sense of belonging to the agency, profession, and delivery systems.

Each student has ongoing supervision from the Practicum Instructor and the Faculty Liaison to address a variety of issues and needs such as progress, obstacles to growth, and observations. These relationships give the student consistent opportunities for feedback and input on how he/she can work more effectively as a professional. Practicum Instructors are carefully screened and selected in accordance with criteria which comply with the standards of the Council on Social Work Education.

Objectives of Practicum Instruction

Upon completion of practicum instruction, the student will have developed skills in the following areas:

- A. Professional Development:** The practicum placement will foster actualization of the student's potential for assuming an advanced professional role in the relationship with clients; foster self-awareness and professional autonomy. The student will promote the understanding, application, and commitment to the values and ethics of the social work profession. The student should be able to demonstrate the ability to effectively examine his/her own practice behavior and move toward an advanced disciplined application of knowledge and use of self in the service of others.
- B. Knowledge of the Community:** The student should have advanced knowledge of the community and resources available. The placement will provide the student with an

opportunity to gain knowledge of their agency and the community served. Students should gain advanced knowledge of the various areas served, the population, culture and resources within the community.

- C. **Knowledge of the Agency Services:** The placement will provide an opportunity for the student to develop an advanced working knowledge of the agency's policies and procedures, its funding sources, organizational structure, services, regulations, intake and referral processes, case assignment planning, and recording procedures. The student should be able to interpret its agency services, policies, and procedures to clients, other professionals, and people in the community.
- D. **Application of Social Work Knowledge:** The student should be able to apply advanced social work knowledge in practice. Students should be able to utilize a social system's approach to understanding and working with client systems. Students should be able to utilize a biological, psychological and social-cultural perspective in practice. This includes the application of a strengths perspective from an advanced generalist approach. Students are expected to follow social work values and ethics.
- E. **Application of Theory:** Students should be able to apply biological, psychological, social and cultural theory to practice. This includes the advanced knowledge of human behavior and development from an environmental and cultural perspective. Students should be able to assess culturally appropriate theory to practice.
- F. **Application of Values and Ethics:** Students should be able to identify social work values and ethics. Students should perform their duties in a professional manner adhering to social work values and ethics. This includes maintaining the dignity and respect of their clients, community and agency staff. Students are expected to maintain confidentiality and follow the policy of the agency.
- G. **Application of a Biological, Psychological, Social, Cultural and Spiritual Perspective to Practice:** Students should be able to assess a client system from an advanced biological, psychological, social and cultural perspective. Cultural perspective should include a client's spiritual values and beliefs in practice.
- H. **Application of Human Behavior and Social Environmental:** Students should understand the ability to understand and assess client systems from an advanced human behavior and social environment perspective. Students will be expected to utilize ecomaps and genograms in practice.
- I. **Application of Social Work Practice Skills:** The placement will assist the student to improve advanced problem identification and solving, assessment, documentation, relationship and intervention and termination skills necessary for generalist social work practice. The student will be able to demonstrate the ability to communicate effectively,

both in verbal and written form, to conduct an interview, gather relevant data, provide an assessment, and identify problems with recommendations for generalist intervention. The student will be able to establish an advanced helping relationship with a range of diverse client systems, to include family, small groups and the community. The student should demonstrate the utilization of various practice skills needed to implement, develop and evaluate treatment programs.

- J. Application of Research and Evaluation:** Student should be able to utilize advanced research skills in the evaluation of their practice. This includes the ability to evaluate the effectiveness of intervention and utilize the information gathered to modify his/her practice style. Students should be able to assess their professional growth and evaluate their skill and knowledge development.
- K. Application of Diversity/Cultural Competency Skills:** Students will demonstrate an appreciation, understanding, and respect for human diversities. Students are expected to work professionally with diverse populations, assessing if the theory, method of assessment and intervention is culturally appropriate to the diverse client systems encountered. The program focuses on the diversity within the region with a focus on Chicanos/Chicanas.
- L. Effective Use of Supervision:** The placement will enable the student to become integrated into the agency staff, to develop professional working relationships with administrators, supervisors, service staff, clerical staff, and to demonstrate readiness to assume a staff position through his/her behavioral observance of agency staff policies.
- M. Application of Critical Thinking:** The placement will foster the student's ability to think analytically about clients, services, programs, and practice style. The student should be able to demonstrate an advanced ability to conceptualize a problem situation and delineate its critical dimensions, to gather relevant data, and to develop and implement and generalist intervention plan based upon a clear rationale for the selected intervention.
- N. Advocacy:** The placement will foster the student's potential for effectuating social change by encouraging analysis of agency functioning and service limitations, analysis of relevant social policies and their impact upon service delivery, and analysis of the social environment's impact upon specific target populations especially those that are at risk. The student should be able to effectively advocate for clients by demonstrating advanced knowledge of agency policies, service regulations and grievance procedures, sensitivity to the client's rights of self-determination and assert confidence in his/her ability to articulate the basis for advocacy.

- O. **Social Justice:** Students should be able to advocate for their clients and needed resources within their agency and community. Students are expected to maintain a commitment to social justice and human rights and dignity of people.
- P. **Social Policy and Agency Policy:** Students should have knowledge of University policy and social work placement procedures prior to enrollment in the social work internship. Students should be able to access agency policy and procedures. Students are expected to follow agency policy and utilize the proper chain of command protocol. Students must have knowledge of agency policy and procedures utilized to change policy. Students should be able to effectively identify and assess the impact of social policy on the agency and the population served. This includes the impact on client services.

Insurance Coverage for Placements

Under Colorado law, students in practicum placement have liability coverage based on maximum judgments as outlined in State law, currently \$150,000 per occurrence and \$600,000 per aggregate occurrence. All student activity approved by the host agency, placement instructors, or sanctioning group as part of placement is covered, except for "wanton and willful" neglect, irresponsibility, or inaction. To ensure that adequate liability coverage exists, the "Acceptance Contract for Placement" **must** be completed and returned to the Practicum Coordinator **prior to** the first week of placement.

Damages that may be awarded for any suit brought against a public agency (local, county, or state) are limited by the law. However, this is not the case with private agencies. For this reason, any student wishing placement in a private agency may be required by the agency to obtain additional malpractice insurance, if the agency's own liability insurance does not cover students. Purchase of private malpractice insurance will be at the student's expense, and the amount necessary will be determined by the policies of the individual agency. Students needing to purchase private malpractice insurance may do so through the National Association of Social Workers, the American Association of Marriage and Family Therapists or other professional groups and entities.

Transportation

The University's insurance coverage does not cover a student's automobile liability. Therefore, the Department of Social Work does not permit students to transport clients in their personal vehicle or in an agency vehicle. The program does not require a student to own a vehicle; however, students must be able to transport themselves to and from the practicum agency in order to complete their placement hours.

Life and Work Experience

The Department of Social Work does not accept life experience and/or previous work experience for academic credit. This includes social work classes, practicum, and any social work course that requires volunteer experience."

Courtesy Supervision

A student may be enrolled in another university, yet be taking classes and internship through Colorado State University-Pueblo's Social Work Program. The arrangement must start with the initiating program's Practicum Coordinator. The initiating program's Coordinator will ensure the student's prior approval and eligibility before the official agreement is established.

Arrangements will be made between the CSU-Pueblo Practicum Coordinator and a similar representative from the initiating institution. The CSU-Pueblo Practicum Coordinator will inform the selected agency regarding the courtesy arrangement.

The student must meet the following requirements to be eligible for this arrangement:

- Student is prepared for practicum.
- Student is prepared to complete the expectation of social work practicum seminar and practicum.
- Student agrees to complete the minimum number of practicum hours regardless of whether their program requires fewer hours. Arrangements will be made if the other institution requires additional hours.
- Student completes all necessary paperwork.
- Student ensures enrollment in their university's social work program's practicum classes.
- Student ensures proper insurance coverage.
- Student will attend the concurrent seminar course for practicum.

III. ELIGIBILITY

The Practicum Coordinator is required to make a reasonable effort to assist students in securing a placement. The social work student, **not the University nor the Social Work Program**, is ultimately responsible for being eligible and retaining a placement under the direction of the Practicum Coordinator. Students unable to obtain acceptance into an approved placement after three attempts to successfully complete a practicum will not be awarded the degree and are advised to change to a major for which they can meet degree requirements.

Students need to be aware that virtually all agencies approved as practicum placements now require background checks and drug and alcohol testing at the student's expense. Any criminal history may exclude a student from obtaining a placement based on individual agency policies, not University or Department of Social Work policies.

Student Eligibility

To be eligible for placement a student must:

- Have senior-level standing and have earned at least 90 credit hours;
- Have a cumulative grade point average of 2.5 or better in the social work major courses and possess a minimum cumulative grade point average of 2.0;

- Submit an application and student resume
- Complete all other required courses for the social work degree and all core social work courses except SW324, SW492, SW499, and practicum sequence.
- Have fulfilled the University's institutional requirements;
- Have a recommendation for practicum from your social work advisor;
- Secure final approval from the Practicum Coordinator;
- Submit an approved agency document;
- Identify the title of agency and acceptance contract for placement;
- Pass the background check or screening the agency requires.
- Proof of valid medical insurance

Students will be ineligible for Social Work 489 (Placement II) and Social Work 482 (Seminar II) if they do not successfully pass either Social Work 488 (Placement I) and Social Work 481 (Seminar I). This includes incompletes.

Student Ineligibility: Non-acceptance into Placement

An incomplete application will cause a delay due to lack of available placements in the student's assignment to an agency. The following may result in non-acceptance into the practicum and seminar:

- Student with "conditional status" will not be allowed to enroll in placement or seminar courses.
- Student has not attained senior level status and does not possess the 90 credit hour requirement and/or class requirements have not been met.
- Student has not received a recommendation from his/her social work advisor.
- Student does not have the minimum Grade Point Average (GPA).
- Student has not submitted a complete practicum application.
- Student has violated social work values and/or NASW *Code of Ethics*.
- Student cannot secure an approved agency.
- Student cannot pass the background check or screening which the agency requires.
- Student will be ineligible for placement if they have not successfully completed all social work course requirements needed for practicum. This includes incompletes.

IV. PRACTICUM INSTRUCTION PROCEDURE

Process

1. The Social Work Practicum Coordinator schedules a mandatory orientation meeting with prospective students in the fall semester prior to entry into the placement. At this meeting, students learn how to obtain the Social Work Practicum Manual and the Social Work Placement Application. The Practicum Coordinator will announce the due date for the Social Work Placement Application.

2. The social work student is expected to read the Manual and follow protocol, as well as review the criteria for eligibility.
3. The student is required to schedule a meeting with his/her assigned social work advisor. At this meeting, the social work advisor reviews the student's status and assesses his/her eligibility for placement. The advisor provides the student with written authorization identifying eligibility or ineligibility for placement. The Practicum Coordinator will not review any application without the social work advisor's authorization.
4. The student submits the Placement Application and advisor's authorization through Experiential Learning Cloud, the online system used by the CSU Pueblo Social Work Department to track hours and learning plans, by the designated due date.
5. Upon submission of the Placement Application the student is responsible for reaching out to the Practicum Coordinator to set up a placement meeting.
6. At the individual meeting, the Practicum Coordinator will review the application with the student, identify educational needs, learning experiences, and occupational plans. The Practicum Coordinator identifies, with the student, prospective sites for placement and then makes a tentative match between the student and the agency.
7. The Social Work Practicum Coordinator initiates the selection and approval of agencies and Practicum Instructors based on the student's interest, and then informs the potential Practicum Instructor that the student will request an initial contact and interview with them.
8. The student is notified of the tentative placement. The student contacts the agency for a placement interview and provides the agency with a copy of their resume and application prior to the interview.
9. If the student and the agency agree to the placement, the student is officially placed at the agency. The agreement requires an Acceptance Contract, which is secured by the Practicum Coordinator. The student, authorized agency representative, and the Practicum Coordinator sign the Acceptance Contract. This **must be signed prior** to the student beginning placement.
10. If the student and/or the agency does not agree to the placement, the matter is referred to the Placement Coordinator for another agency match.
11. It is the student's responsibility to secure a placement prior to the semester of enrollment in SW 481 and SW 488. The Practicum Coordinator will make a reasonable effort to assist the student in securing a placement. **It is not the**

Practicum Coordinators' responsibility, nor is it the responsibility of the Social Work Department or the University, to obtain a placement for the student. The Practicum Coordinator will make three placement attempts with a student. A placement attempt includes an offer of any approved agency; even if the student declines that placement it will be counted as one attempt. If a student cannot secure a placement after three placement attempts, the student, the Practicum Coordinator, and the Department Chair meet to discuss terminating the placement process.

12. The student must fulfill the expectations of the placement and successfully complete the practicum. If the student is unable to successfully complete the practicum, the student may be advised to withdraw from the program and find a major for which he/she can fulfill the degree requirements.

Selection of Agencies and Practicum Instructors for Placement

Students in practicum instruction are placed in public, private non-profit, and private for-profit human service agencies. The Practicum Coordinator will meet with agency representatives, as well as visit agencies, to review policies and expectations and ensure the safety and learning of all students. The Practicum Coordinator and an authorized representative from the agency can then negotiate a working relationship based on the criteria defined below. If a working relationship is successfully negotiated by the Practicum Coordinator and the agency representative, a "**Memorandum of Agreement**" is signed by the Practicum Coordinator and an appropriate agency representative. The agreement must be signed prior to the student entering placement.

Criteria for Selection of a Placement Agency

1. The availability and assignment of an approved Practicum Instructor with the time, motivation and commitment to social work student education.
2. Administrative support for Practicum Instruction activities as demonstrated by:
 - a. Granting the Practicum Instructor the necessary time for teaching and supervising student(s).
 - b. Providing the student with physical facilities and materials necessary for him/her to function as a professional. These include desk space, facilities for privacy in interviewing and tutorial instruction, reimbursement for agency-related travel, and provision of essential clerical services
 - c. Providing agency sanction for student responsibility for clientele.
 - d. Providing opportunities for students to gain generalist practice experience with individuals, families, groups, organizations, and communities.
3. The opportunity for students to gain practice experience with client systems, including persons from diverse ethnic, racial, and cultural heritages and from age, gender, socioeconomic status different from his/her own background. Practicum Coordinator

meets with agencies and discusses available opportunities for students to determine these areas can all be met.

4. The agency's support of the educational focus of placement instruction by granting time for supervisors to attend conferences, seminars, or workshops on practicum education sponsored by the Social Work Department.
5. The agency's adherence to social work values and the NASW *Code of Ethics*.
6. The agency's adherence to a policy of non-discrimination regarding disability, gender, age, religion, racial/ethnic background, sexual orientation and veteran status.

Criteria for Selection of Practicum Instructors

Agency Practicum Instructors must have:

1. A Bachelor's degree in social work from an accredited school of social work with a minimum of two years post BSW experience. The practicum coordinator may not make an exception to the educational requirement for Practicum Instructors, but may place a student at the agency if a faculty member or a community professional social worker with the appropriate credentials assumes the responsibility for providing the social work education focus to the practice experience. In that case, the agency will be responsible for providing a task supervisor. The agency Practicum Instructor or Task Supervisor must be able to bridge the student's academic learning to the student's placement experience.
2. Social work practice competence, skill in teaching and supervision, and a commitment to social work education.
3. Social work licensure and/or membership in the National Association of Social Work are desirable.
4. Submission of a resume onto the practicum instructor's Experiential Learning Cloud profile, as well as filling out and completing the resume verification form. This form asks if the instructor has a BSW or MSW, how many years of experience, and signs off that the information is correct and truthful. Both documents are permanently stored in the supervisor account and can be accessed by social work department administrators such as the Chair, Practicum Coordinator, and Practicum Liaisons.

Discontinuance of Practicum Instruction Site

Practicum education sites will be discontinued for the following reasons:

1. The agency or the Practicum Instructor demonstrates a lack of commitment to social work education.

2. Agency non-compliance with non-discrimination and/or ADA policies of the university.
3. Substandard supervision.
4. Lack of supervision.
5. Limited practicum education learning opportunities.
6. Using the practicum education student to compensate for agency workload caused by lack of staff resources or staff vacancies.
7. Non-compliance with agency/student learning agreement.
8. Agency or Practicum Instructor violation(s) of the NASW *Code of Ethics*.

V. SPECIFIC RIGHTS AND RESPONSIBILITIES

Agency Responsibilities

1. Interview a prospective student and accept or reject the student. An authorized agency representative must sign the student acceptance sheet.
2. Identify a Practicum Instructor and grant the Practicum Instructor the necessary time to fulfill their teaching responsibilities.
3. Grant the Practicum Instructor time for consultation meetings with social work faculty and time to enhance their knowledge of practice instruction by attending conferences, institutes, and workshops on practicum teaching sponsored by the Social Work Program.
4. Consider students for placement without respect to race, ethnic, origin, gender, sexual orientation, age, religion, disability (unless the student is not able to function in the agency setting), or political belief.
5. Provide the student with opportunities to gain practice experience with individuals, families, groups, community organizations, and policy-making bodies.
6. To provide physical facilities and materials necessary for the student to function as a professional. These include desk space, facilities for privacy in interviewing and tutorial instruction, reimbursement for agency-related travel, and provision of essential clerical services.

7. Allow the student access to case files, recordings, board meetings and minutes, and other materials that can substantially enhance the student's practice experience.
8. Provide agency sanction for the student to carry caseload responsibilities.
9. Utilize the Experiential Learning Cloud software for supervision.

Agency-Based Practicum Instructor Responsibilities

1. Submit a professional resume and an agency description.
2. Participate in the selection of students through interviews and assessment of students referred by the Practicum Coordinator.
3. Establish and sign the "Student Agency Learning Contract" with the student. This document identifies learning goals and assignments commensurate with the educational objectives for practicum instruction.
4. Orient the student to the agency (including agency policies, procedures, services, intake procedures, case assignments, planning and referral processes, sources of funding, administrative structure, and linkage to other agencies).
5. Provide the student with weekly supervisory conferences.
6. Provide the student with evaluative feedback about his/her progress toward achieving competency as a beginning-level practitioner.
7. Provide time to meet together with the Faculty Liaison and student.
8. Sign weekly time sheets.
9. Provide the Social Work Department with two evaluative reports of the student's performance, once at the end of the fall semester and once at the end of the spring semester.
10. Participate in practicum instruction conferences and workshops sponsored by the Social Work Department.
11. Home visits: Students should not complete independent home visits without first completing appropriate training, shadowing, and supervised visits and feels comfortable to proceed independently. Agencies must submit a safety plan for students conducting home visits independently within the first three weeks of the placement.

Student Responsibilities

1. Pay for background checks or other agency fees, if required. The university does not require background checks or financially assist in obtaining them.
2. Observe the agency's schedule for working hours.
3. Participate in formulating a "Student Agency Learning Contract" with the Practicum Instructor. The learning contract identifies specific goals, learning objectives and assignments.
4. Act as a mature professional at the assigned agency.
5. Apply the NASW *Code of Ethics* as criteria for determining professional conduct and standards of practice.
6. Develop professional work habits in the completion of agency assignments.
7. Attend and actively participate in weekly conferences with the Practicum Instructor.
8. Enroll in and successfully complete the practicum instruction seminar(s) held during the course of Placement I and II. As a part of class assignments complete weekly timesheets, a Learning Plan and Evaluation for each semester of practicum identifying how each CSWE competency is being performed during internship. This will be evaluated by the Practicum Instructor.
9. Seminar attendance is required and takes priority over non-mandatory placement activities. Additional attendance policies follow class syllabi. Absences that fall under Disability Services or Office of Institutional Equity accommodations, or university sanctioned events, are not counted provided that the correct documentation and communication has been completed.
10. Students who are out of compliance with seminar class requirements or practicum hours for more than two weeks may not count hours completed in their placement until back in compliance per the practicum liaison.
11. Make advance preparations for case responsibilities when absent for University vacations.
12. Prepare to make up time to attain 400 hours when the agency is closed for a holiday or any other reason.

13. Participate in the placement evaluation conferences with the Practicum Instructor and Faculty Liaison.
14. Seek assistance from the Faculty Liaison if the student encounters problems in the placement.
15. Arrange with the agency Practicum Instructor for the termination or orderly transfer of cases or projects before leaving the agency.
16. Complete a student evaluation of the practicum experience at the end of the placement. If a student changes placement, they must submit an evaluation on both agencies. (Final grades for placement will not be recorded until the student's evaluation of their placement experience is returned to the Practicum Liaison.
17. Complete the BSW Survey and SWEAP evaluation.
18. For the Title IV-E program, students are responsible for attending the regional training as scheduled by the Colorado Department of Human Services and completing the Transfer of Learning (TOL) Checklist in a timely manner.
19. Utilize the Experiential Learning Cloud software for all practicum tasks and assignments.

University and Social Work Program Responsibilities

1. Assign a social work faculty member as Practicum Coordinator to manage the practicum program.
2. Assign a social work faculty member as Faculty Liaison.
3. Evaluate the preparation of the social work student with regard to academic and theoretical knowledge, values, skills, and cognitive and affective processes needed to experience a successful placement and be a contributing member of the agency.
4. Allocate sufficient faculty resources, travel reimbursement, time, and planning.
5. Allocate funds to publish the practicum manual, which is essential to a well-integrated practice experience.

Practicum Coordinator

The Practicum Coordinator has primary responsibility for administering policies governing the practicum instruction program established by the University and Social Work Department.

Practicum Coordinator Responsibilities

1. Administer the quality of the practicum instruction program and recommend policy to the social work faculty.
2. Maintain a current Practicum Manual.
3. Select practice agencies in accordance with the "Guidelines for the Selection of Placements."
4. Maintain an active list of approved practicum agencies.
5. Collect and maintain documents from practicum agencies and instructors. Documents include agency descriptions and Practicum Instructor's resumes.
6. Ensure that the approved agencies and instructors meet the accreditation requirements.
7. Orient agencies to CSU-Pueblo's Social Work and the Practicum instruction programs.
8. Plan and schedule an annual conference on practicum instruction for all practicum personnel (one in Pueblo and one in Colorado Springs).
9. Provide Practicum Instructors with information about the Social Work Program, including curriculum, policies, procedures, goals, and expectations for student performance.
10. Plan and conduct an annual orientation for students entering practicum each fall semester.
11. Ensure students meet minimum qualifications for placement.
12. Provide Practicum Instructors with a summary of the student's education, experience, and particular interests at the beginning of the placement process.
13. Ensure assignment of Practicum Instructors with primary teaching responsibility for students in the setting.
14. Approve and assign students to a placement setting.
15. Ensure necessary documentation has been completed prior to the student starting placement (i.e., "Acceptance Contract" and "Memorandum of Understanding").
16. Assess the quality of practicum instruction provided to each student through evaluations. Each cohort will be evaluated through a Practicum Liaison evaluation of

the agency and practicum instructor, a student evaluation of the agency, and an agency evaluation of the social work department practicum education.

17. Aid in the final arbitration of problems and conflicts which arise in the placement.
18. Assess and approve the appropriateness of a student change of Practicum Instructor or placement.
19. Collect data and resources for evaluation.
20. Review, approve, and arrange courtesy supervision in accordance with CSU-Pueblo's Social Work Department and requesting University.
21. Practicum Instructors in the Title IV-E Program are responsible for ensuring the Transfer of Learning (TOL) checklist is completed by the student.

Faculty Liaison

A member of the Social Work faculty is assigned to consult with Practicum Instructors in every agency in which a student is placed. The Faculty Liaison meets periodically with Practicum Instructors to review and approve specific learning objectives and assignments and to facilitate the educational goals of the practicum instruction program. The Faculty Liaison may also meet periodically with student and Practicum Instructors when deemed necessary.

Faculty Liaison Responsibilities

1. Work collaboratively with Practicum Instructor to ensure the educational focus and academic integrity of placement instruction.
2. Meet with the Practicum Instructor and student to facilitate the formulation of a student learning contract with the agency.
3. Meet with Practicum Instructor at least two times during the semester (one meeting may be via teleconference, video conference, or email) to review student's learning assignments and progress toward fulfilling the practicum instruction course requirements. Additional contact may be needed to resolve concerns.
4. Strengthen and support the Practicum Instructor's placement teaching skills.
5. Facilitate resolution of problems or conflicts between the student, Practicum Instructor, and/or agency.
6. Collaborate with Practicum Instructors in the evaluation of the student's performance at the end of Social Work 488 and Social Work 489.

7. Assign students a recommended grade on the learning plan and evaluation in collaboration with the Practicum Instructor, who will then submit the final grade for placement instruction to the registrar's office.
8. Secure the necessary evaluation documentation for the Social Work Department.
9. Keep the Practicum Coordinator informed regarding developments in the placement which impact administration of the practicum instruction program.
10. Make a recommendation about continuing or discontinuing placement in the agency or continuing or discontinuing Practicum Instructor participation to the Practicum Coordinator.
11. Utilize the Experiential Learning Cloud software for liaison responsibilities.
12. In situations where the agency has students do independent home visits the liaison will facilitate safety and policy discussions about this during the first site visit.

VI. SCHEDULE OF PLACEMENT HOURS

The student is expected to begin hours the first week of classes and the student is not allowed to complete any hours prior to this designated time. Students are expected to work 14-15 hours per week and complete 400 clock hours at the agency over two academic semesters. Students are not permitted to work holidays that the university is closed, or to complete hours during the long holiday break from December to January, without permission from their Practicum Liaison and Coordinator.

The precise scheduling of hours (days and times) may vary according to the agency's needs, client's schedules, and opportunities for student learning experiences. The student's schedule is arranged between the student and agency Practicum Instructor. The agency Practicum Instructor approves the final schedule but must ensure the student can earn at least 200 clock hours of placement per semester. The agency Practicum Instructor and the Faculty Liaison should be aware of the student's assigned days and hours. Students need to be supervised; therefore, it is highly unlikely that a student will be able to secure a placement on weekends and/or evenings.

On-call hours are not allowed to be counted toward total hours without prior approval from the Practicum Liaison. Only hours where tasks completed, work done, etc are counted towards hours unless otherwise arranged between liaison, student, and practicum instructor.

In the event of a change in placement, the student must complete 80% of the 400 clock hours in the agency where the student successfully completes placement. Only 20% of the time will be counted toward a new agency. This requirement may be waived at the discretion of the Practicum Coordinator and the Social Work Department Chair.

Child Welfare Stipend Recipient Hours:

Students who have been awarded the Child Welfare Stipend are required to complete the state child welfare training, if they have not already done so, concurrently with their placement. The time spent at this training counts towards the hours that they are required to complete, and the schedule for these dates and times will be available to students at the start of the school year. Students are responsible for sharing these details with supervisors and arranging their schedule accordingly.

VII. ABSENCE FROM PLACEMENT

In the case of illness or other **extraordinary** circumstances necessitating absence, the student is expected to notify the agency Practicum Instructor and Faculty Liaison about the reason for the absence and expected date of return. The student must arrange to make up missed time in order to complete the 400-hour requirement. Students are entitled to regularly scheduled University vacations and holidays. In the event that the agency may have a holiday not recognized by the University, it is the responsibility of the student to arrange with the agency Practicum Instructor to make up the hours missed. The student needs to consider client and agency needs for continuity of service in the case of a planned absence and make arrangements for coverage with the approval of the Practicum Instructor. Exceptions are arranged through a mutual agreement between the student and the Practicum Instructor. In the event of an extended absence, the Faculty Liaison needs to be aware of the absence and the plan to make up hours.

VIII. STUDENT EVALUATION

Student evaluation is a continuous process and an important component for professional development. The purpose of the evaluation of students in practicum instruction is threefold:

1. Provide the student with an assessment of his/her competencies in the knowledge, values, skills, and cognitive and affective processes for professional practice;
2. Give the student encouragement, guidance, and motivation to continue his/her professional growth; and

3. Provide the school and the student with a written record of the student's performance for purposes of granting credit and recommendations for beginning level social work practice.

The student, the agency Practicum Instructor, and the Faculty Liaison must participate in the formal evaluation process. The "Student-Agency Learning Contract" and the evaluation provided by the Social Work Program are used as the basis for evaluation.

CSU PUEBLO EVALUATION

Evaluation of the CSU Pueblo Social Work program is a continuous process and an important component for program development. The purpose of the Placement Instructor's Evaluation of the CSU-Pueblo Program is to collect important information from stakeholders regarding the program's ability to effectively prepare students for beginning level social work practice. Practicum instructors with active placements should complete the Practicum Instructor's Evaluation of the CSU-Pueblo Program at the end of the academic year. This evaluation should be given to the Practicum Liaison at the same time as the final student evaluation (at the end of SW489). Practicum Instructors can also mail or email the form to the Practicum Coordinator.

IX. AGENCY CONCERNS

If the agency is dissatisfied with a student's performance, the procedure to be followed is:

1. Immediately bring the issue to the student's attention in an effort to resolve the problem.
2. When appropriate, the agency Practicum Instructor should work with the student to modify the learning contract so that the agency's expectations are stated in constructive behavioral terms.
3. If the student's performance does not adequately improve using the above procedures, the agency Practicum Instructor should immediately contact the Faculty Liaison to determine what corrective action should be taken.
4. The Practicum Coordinator should be notified if any violations of the NASW *Code of Ethics*, unexplained absences, performance issues and/or violations of agency policy constitute grounds for terminating the student from the practicum.

X. STUDENT CONCERNS

Protocol for resolving student concerns is:

1. Discuss the problem constructively with the agency Practicum Instructor.

2. If the situation or problem cannot be resolved at the agency level, the student should contact the Faculty Liaison. The Faculty Liaison will meet with the student and the agency Practicum Instructor.
3. If the problem continues, the Faculty Liaison will discuss the situation with the Social Work Practicum Coordinator. At this point, a meeting may be scheduled with the student, agency Practicum Instructor and/or director, Faculty Liaison, and Practicum Coordinator.
4. Should a decision to terminate the student occur, the student, the Practicum Instructor and the faculty liaison will hold a joint meeting and complete and sign the "Termination of Practicum" form. Students who do not follow this grievance process may not be allowed to enter a new placement.

If the student remains dissatisfied with the problem resolution, they may initiate a formal grievance through the University Student Grievance Procedure.

XI. TERMINATION

Practicum

Students may be terminated from placement for the following reasons:

- Student is unable to secure a placement by the third week of classes and placement.
- Student has been refused or terminated from three different agencies.
- Student violates social work values and/or NASW Code of Ethics.
- Student fails to complete SW481 and/or SW488.

Termination from an agency may affect the ability to secure another placement and to complete the BSW degree.

Social Work Program

In accordance with professional and University standards, students may be denied acceptance or be withdrawn from the program or practicum for either academic or behavioral reasons.

Academic Requirements

By University policy, students are required to maintain a minimum cumulative grade point average of 2.0 for graduation. For Social Work core and other required courses, a minimum GPA of 2.5 is required. Each course designated with an SW prefix and each non-social work course required for the major must be completed with a minimum grade of C.

Behavioral Requirements

Behaviors which may result in non-acceptance into the program, practicum, or withdrawal from the social work program may include, but are **not limited to**, the following:

1. Serious or repeated violations of the *NASW Code of Ethics*;

2. Violation of CSU-Pueblo's academic dishonesty policy or Student Code of Conduct;
3. Unprofessional social work conduct;
4. Demonstrated unwillingness or inability to use supervision;
5. Personal problems that seriously and consistently interfere with the conscious and professional use of self in a helping relationship;
6. Inability to accept an appropriate evaluation from supervisors or refusal to modify one's professional behaviors as requested;
7. Inappropriate or disruptive behavior toward colleagues, faculty, staff or peers;
8. Consistent failure to demonstrate the interpersonal skills necessary to form effective professional relationships on all levels;
10. Misuse of agency materials, including client records;
11. Violations of NASW *Code of Ethics* through inappropriate use of social media

Behaviors identified as inappropriate will be discussed between the Faculty Liaison, Practicum Instructor, Practicum Coordinator, and the student. In the event of a termination from the program or placement, the student may appeal the decision. The student may request a meeting with the Social Work Department Chair and submit in writing a request for re-evaluation of the termination and provide reasons for the reassessment of termination.

Students also have the opportunity to appeal decisions through the due process procedures available through the University.

XII. PRACTICUM PROBLEM-SOLVING AND GRIEVANCE PROCEDURES

Proper procedures must be followed if a student experiences any difficulty or becomes dissatisfied with their practicum. Students who do not follow these procedures will not be permitted to enter a new placement in the event of a termination from an agency.

Problem solving and grievance process:

1. Discuss the problem constructively with the agency Practicum Instructor.

2. If the situation or problem cannot be resolved at the agency level then attempt to resolve the problem with the social work Faculty Liaison. The Faculty Liaison will meet with the student and agency Practicum Instructor.
3. If the situation cannot be resolved at the agency level the Faculty Liaison will discuss the situation with the social work Practicum Coordinator. At this point, a meeting may be scheduled with the student, agency instructor and/or director, Faculty Liaison, and Practicum Coordinator.
4. If a satisfactory solution cannot be achieved, the student may elect to meet with the Social Work Department Chair, Faculty Liaison, and Practicum Coordinator.
5. The agency-based Practicum Instructor and/or the agency director may elect to drop the student from the placement. If circumstances dictate, the student may be allowed to switch to another agency.
6. If a satisfactory solution cannot be achieved after the above steps have been taken, the student may seek remedy through the University student grievance procedure.



XIII. FORMS

All forms are to be completed in Experiential Learning Cloud.

Admission to Practicum Checklist

Student Name: _____

Advisor Name: _____

PID: _____ Cumulative GPA: _____ Social Work GPA: _____

The following checklist is to be completed by the student and the academic advisor. It is part of the “practicum readiness process.” This process includes ensuring prerequisite courses are completed, that your GPA is appropriate for placement (see manual), and that the student is professionally ready for placement.

TASK	INITIAL IF COMPLETED
Student tasks:	
1. Fill out the placement application	
2. Schedule a placement application appointment with your SW advisor	
Advisor tasks (check for completion):	

3. Institutional requirements completed (Math, English, Humanities, History, Social Science, Science and Technology). If not, describe plan:

4. *Non-social work requirements completed (Biology, Intro to Psychology, Intro to Sociology, Chicano Studies, Women's Studies, Statistics, and Political Science or Economics). If not, describe plan:

5.*All required social work courses completed (SW100, SW201, SW202, SW205, SW225, SW301, SW310, SW320, SW322, SW323, 324, SW350).

6. Check cumulative and social work GPA (at least 2.5)

***if the student is not ready for placement the advisor will help the student make a plan in order to prepare for placement; student may not progress to placement if these items are not complete.**

Once this process is completed and the Practicum Coordinator accepts your application, you are in the placement process. This means the Practicum Coordinator will begin to actively seek a placement for you. This does not guarantee a placement. You are responsible for contacting the practicum coordinator to schedule a meeting to start this process once this advising form and your application are completed.

Advisor Signature:

Student Signature:

COLORADO STATE UNIVERSITY – PUEBLO SOCIAL WORK DEPARTMENT

Placement Application Instructions

Procedure

Students should begin planning for placement during their junior year and are encouraged to discuss placement with their advisor during pre-registration. Application for placement is due at the designated date announced by the Practicum Coordinator.

After completing the application for placement, the student must make an appointment with their adviser to discuss the information in the application and obtain the advisor's written recommendation for placement. The student must submit the completed application and resume to the Practicum Coordinator. Upon submission the student must contact the Practicum Coordinator and arrange an appointment. During this meeting, the student's learning objectives and career goals are reviewed to determine potential placement options.

The Practicum Coordinator will review the applications and make a tentative assignment upon the following considerations:

- Agency commitment to social work education and availability of opportunities to work with individuals, families, groups, and communities;
- Student's past experiences and preference for a particular agency or client population;
- Social work advisor's recommendation for student's enrollment for placement;
- Advisor's recommendation of an agency for the student;
- Number of agencies available in a given semester; and
- Availability and expertise of agency-based Practicum Instructor.

The practicum coordinator then forwards the student's application and resume to the agency representative and/or prospective agency Practicum Instructor. The student arranges a personal interview with the agency representative and/or Practicum Instructor. After the agency visit, the agency and student indicate acceptance of the placement by signing the "Acceptance Contract for Placement" and return two copies to the Practicum Coordinator. Except in cases of extraordinary circumstances students are expected to accept the placement assignment.

**COLORADO STATE UNIVERSITY – PUEBLO
SOCIAL WORK DEPARTMENT**

Practicum Placement Application

I. Demographic Information

Name _____

Date of Application _____ PID # _____

Address _____

Permanent Address _____

E-mail _____

Telephone _____ Telephone (message) _____

Social Work Advisor _____

Projected graduation _____

II. Academic Preparation

- _____ Institutional requirements have been completed
- _____ General educational requirements completed
- _____ Social work requirements completed
- _____ Student is accepted in the Social Work Program unconditionally (copy of letter attached)
- _____ Social Work Advisor's recommendation for student placement
- _____ Copy of transcript attached
- _____ Copy of graduation planning sheet attached

Please check the social work requirements you have completed. If you have not completed a course, but are currently enrolled or will enroll concurrently with your placement, please indicate in the space provided the semester and year you will take the course(s).

- ☐ Biology 100 Human Biology or equivalent
- ☐ CS 101 Intro to Chicano Studies or CS 230 Chicano: Social and Psychological Study
- ☐ Economics or Political Science Course
- ☐ Psychology 100 Intro to Psychology
- ☐ Sociology 100 Intro to Sociology
- ☐ Women's Studies Course

- ☐ SW 100 Intro to Social Work
- ☐ SW 201 Human Behavior and Social Environment I
- ☐ SW 202 Human Behavior and Social Environment II
- ☐ SW 205 Social Welfare in the United States
- ☐ SW 210 Social Work Statistics/or other statistics courses
- ☐ SW 225 Social Work Policies & Procedures (on-line course)
- ☐ SW 310 Social Work Theory
- ☐ SW 320 Human Diversity in Practice
- ☐ SW 322 Social Work Intervention I / Individuals
- ☐ SW 323 Social Work Intervention II / Groups and Families
- ☐ SW 324 Social Work Intervention III / Organizations and Communities
- ☐ SW 350 Social Welfare Policy
- ☐ SW 492 Social Work Research

Please identify courses from other departments that are relevant to the type of placement you are requesting.

III. Other Involvement

If the answer to any of the following questions is "yes," provide an explanation.

During the semester of your placement will you be involved in any of the following programs?

- A. Off campus employment: Yes ☐ No ☐
(Identify hours, days and place/s of employment)_____
- B. University work-study program: Yes ☐ No ☐
(Identify hours, days and department)
- C. University financial aid, grant or stipend obligations: Yes ☐ No ☐
- D. Provide a copy of your proposed schedule for placement; include your class, placement, and work schedule. Students are required to attend the practicum seminar during the semesters in which they are placed for three hours a week

IV. Practicum Placement Preference

The matching of students with placements is primarily based upon the availability of a social worker. Students must be supervised by a social worker Practicum Instructor who possesses a Master's or Bachelor of Social Work from an accredited social work program and has a minimum of two years experience.

Criteria for selection of placements will depend on the eligibility of the agency and Practicum Instructor. Other areas identified in the decision will include the range of learning assignments within the agency, the agency's support for educationally directed

practice experience, and the feasibility of identifying a Practicum Instructor with the time and motivation for supervision. As much as possible, the student's preferences will be considered when making placement assignments.

Please be advised that **most placement agencies require** a background check and fingerprinting, which may include, but is not limited to, criminal and child abuse investigations at the local, state and federal levels. In addition, placement agencies may also require drug testing for prospective interns. Contact the Practicum Coordinator for additional information or clarification.

- A. List the (types of settings where you would prefer to do your placement. (e.g., social services, hospitals, residential childcare facility, nursing home, etc.)
- B. List the types of client systems with whom you would like to gain practice experience (e.g., children, adolescents, adults, elderly, families, minorities, etc.)
- C. Please explain the reason/s for your selection of the above-named client systems and settings.
- D. List your special strengths and skills that qualify you for the placement you are requesting.
- E.
- F. Language skills. (English, Spanish, Italian, German, etc.)
Identify the languages:

Are you fluent in your language skills?

Include the following areas: Speaking / Writing / Reading

- F. Describe the kind of supervisory environment in which you feel you would function best.
- G. What kind of climate is necessary in a placement in order for you to learn? What do you expect from a supervisor?
- H. List any problems that might affect your placement (i.e., time availability, transportation, disabilities). Please refer to the requirements of the Americans with Disabilities Act if you have identified a disability and elicit the documentation required. Submit a copy to the Practicum Coordinator.

**COLORADO STATE UNIVERSITY - PUEBLO
SOCIAL WORK DEPARTMENT**

Agency Description

Agency _____ Telephone _____

Address _____

Agency Director (Name and Title) _____

Agency Instructor (Name and Title) _____

Telephone _____

E-mail address: _____

Fax number: _____

Brief Agency Description: Identify areas of practice: education, health, medical, legal, school, family, etc.

• Supplemental agency description materials or brochure enclosed: Yes No

• Agency hours: daytime _____ evening _____ weekend _____

• Student requires personal transportation: YES ☐ NO ☐

• Miles from CSU-Pueblo campus _____

• Student will be reimbursed for travel YES ☐ NO ☐

• Stipends or grants available for students (work-study, tuition assistance, etc.)

Yes ☐ No ☐ (Please provide information)

• Other requirements: (Background check, drug and alcohol testing, child registry, etc.)
Indicate cost to student and/or if the agency provides this service.

-
- Other benefits: (insurance, workmen's compensation, etc.) _____
-

Agency Services and Interventions: (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Individual Services | <input type="checkbox"/> Policy Experience |
| <input type="checkbox"/> Family Services | <input type="checkbox"/> Program Development Experience |
| <input type="checkbox"/> Group Service | <input type="checkbox"/> Research and Evaluation |
| Experience | |
| <input type="checkbox"/> Community Experience | <input type="checkbox"/> Diversity Experience |
| <input type="checkbox"/> Organizational Experience | <input type="checkbox"/> |
| Other: _____ | |

Skills the Student will develop: (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Engagement skills | <input type="checkbox"/> Follow-up skills |
| <input type="checkbox"/> Assessment skills | <input type="checkbox"/> Evaluation skills |
| <input type="checkbox"/> Planning and contracting skills | <input type="checkbox"/> Professional documentation skills |
| <input type="checkbox"/> Intervention and monitoring skills | <input type="checkbox"/> Presentation skills |
| <input type="checkbox"/> Termination skills | <input type="checkbox"/> Other: _____ |

Maximum number of students accepted at one time: _____

COLORADO STATE UNIVERSITY - PUEBLO

SOCIAL WORK DEPARTMENT

Acceptance Contract For Placement

This contract establishes a relationship between the agency, the student and the University for the purpose of placing a student intern under the supervision of the agency. The description of the social work program and the responsibilities of agency, Practicum Instructor, student and Faculty Liaison are outlined in the BSW Practicum Manual.

In brief, these responsibilities are:

For the Practicum Coordinator: To establish a Memorandum of Understanding with the authorized agency representative and facilitate the coordination between the student and the agency. Provide training for agency representatives.

For the agency: To identify a Practicum Instructor and grant him/her the necessary time to fulfill teaching responsibilities that provide the student with opportunities to gain social work practice experience with individuals, families, groups, community organizations and policy-making bodies.

Name of Student _____

Telephone _____

Address _____

Name of Agency _____

Telephone _____

Address _____

Assigned Agency Practicum Instructor _____

(must have BSW or MSW, + 2 years experience)

Highest Degree Attained _____

Do you have an active Experiential Learning Cloud account? ☐ Yes ☐ No

Beginning Date _____ Projected Termination Date _____

Termination is at the completion of 400 hours

Agency Representative Signature and Date _____

Student Signature and Date _____

Practicum Coordinator and Date _____

Complete four copies: retain one for student file, one to the agency file, and return two copies to the Practicum Coordinator, Colorado State University - Pueblo, Social Work Department, Pueblo, CO 81001

DEPARTMENT OF SOCIAL WORK
COLORADO STATE UNIVERSITY - PUEBLO
WEEKLY STUDENT TIME SHEET

STUDENT NAME: _____ **WEEK #:** ____ **DATE:** _____

This time sheet must be turned in to the faculty liaison each week via Experiential Learning Cloud. Since these forms document your required attendance in practicum they will be kept in your official student file. Each form must be signed and dated by you and your agency instructor. Any absences need to be approved by your instructor along with your plan for making up the missed required hours. This form should indicate absences, approval and make-up plan.

EPAS#	LEARNING ACTIVITY	M	T	W	TH	F	S	SUN	TOTAL HOURS
2, 5	Review agency, agency materials, policies, community setting								
4	Research/critical analysis of practice setting/agency mission								
1,2,5	Practicum Instruction/meeting with Task Supervisor								
5,7	Team/Staff Conferences								
9	In-Service Activities, Training								
1,2	Case Management Activities								
4,5,6,7	Observation Activities								
1,4,5	Agency/Professional Contacts								
1,2,6	Engage WITH Individuals, Families, Groups, organizations and communities								
1,2,3,7	Assessment with individuals, families, groups, organizations and communities								
1,2,3,8	Engagement and intervention with individuals, families, groups, organizations and communities								
4,9	Evaluation of Practice Activities								
1,2, 3	Professional Reflections (ethical issues, matters of social justice and client system advocacy)								
	Total columns each week								

TOTAL CUMULATIVE HOURS _____

COMMENTS: (also include any other activities not reflected in above)

STUDENT SIGNATURE: _____ **Date:** _____

PRACTICUM INSTRUCTOR SIGNATURE: _____ **Date:** _____

This form is provided on the Experiential Learning Cloud site. Students will complete this form on that site.

Colorado State University-Pueblo
BSW - Faculty Rating Form for Practicum Readiness -- **PREDICATE**

Applicant Name _____

Reviewer Name: _____

Characteristic	0	1	2
Professional Attitude	creates conflict, disrupts class, uses derogatory or demeaning language, academic misconduct	occasionally interrupts others, cooperative, accepts feedback grudgingly	mindful of others, reflects on feedback, encourages others to respect each other
Responsibility (attend class, arrive on time, complete work, prepared for class, etc.)	multiple absences, multiple tardies, unprepared, incomplete or missing work	present most of the time, usually on time, somewhat prepared, work is satisfactory	no absences or tardies, work is completed and timely, well-prepared for class
Emotional Maturity	unable to control emotional reactions, unable or unwilling to resolve personal issues, unable to discuss difficult topics effectively	has personal issues but is working on them, controls emotions enough to engage in discussion of difficult topics, seeks professional help, if needed	mature and reasonable engagement in topic, personal issues do not interfere with Performance
Diversity and Social, Economic, and Environmental Justice	is not open to seeking social, economic, and environmental justice for all people	is open to seeking social, economic, and environmental justice for all people	understands privilege and the mechanisms of oppression
Integrated Skills and Knowledge	does not actively try to attain social work practice competencies	is working on gaining competencies	is competent in some areas and wants to work on others
Communication	unable to express self clearly in oral or written form, little evidence of desire to improve	expresses self clearly in oral and written form, seems somewhat reluctant to try again	excellent oral and written communication skills, wants to improve
Treats Information Confidentially	discloses clients' names or other confidential information, passes on information about peers or instructor, self-disclosed inappropriately	self-discloses appropriately, does not pass on information from class to others, does not talk about peers or instructors	self-discloses only when applicable, keeps information confidential, reminds others about confidentiality
Ethical Speech and Behavior	violates any section of the <i>NASW Code of Ethics</i> , lying, cheating, or plagiarizing, does not hold social work values	no ethics violations, no academic misconduct, owns mistakes	abides by ethics, referring to them, as needed; work is impeccable; assumes responsibility for behaving ethically with social work values in place
TOTALS			
		GRAND TOTAL	

Additional Technical Standards: "With or without reasonable accommodation, student..."	YES	NO
possesses sufficient motor and sensory functions to attend class and complete practicum?"		
possesses reasoning, analysis, and synthesis abilities?"		
is able to problem-solve?"		
is able to perform proper assessments, prioritize interventions, and measure client outcomes?"		

COLORADO STATE UNIVERSITY – PUEBLO

DEPARTMENT OF SOCIAL WORK

TERMINATION OF PLACEMENT

This form is to be completed by the **Agency Practicum Instructor** when a termination of practicum is occurring either within a semester or at the end of the semester if the student will not be completing the hours or the agreement confirmed for the practicum. A copy of this form will be filed in the student's practicum file.

STUDENT NAME _____

PID _____ SEMESTER _____

INTEGRATIVE SEMINAR _____

PRACTICUM SITE _____

PRACTICUM INSTRUCTOR _____

TASK INSTRUCTOR (If applicable) _____

FACULTY LIAISON _____

NOTIFIED PRACTICUM COORDINATOR? _____

Number of hours Student Completed at this site: _____

1. Briefly describe the reason for termination of this practicum. If appropriate, please include a brief summary of the student's and agency practicum instructor's perspective.
2. Is this site terminating the student? Yes _____ No _____ if yes, please describe the reasons that the student is being terminated.

3. Is the student terminating from the site? Yes X No if yes, please describe the reasons that the student is terminating.
4. Please describe the steps taken by the student, Practicum Instructor and/or Faculty Liaison to handle the challenges that arose.

I have read and understand this document.

Student

date

Liaison/Instructor

date

Practicum Coordinator

date

Cc: Student Practicum/ file
Agency file _____

Practicum Instructor Evaluation of CSU Pueblo Social Work Program

We would like your opinion regarding the preparation for practice that our students receive, as well as other programmatic issues. We value your collaboration with us in having our students receive the best possible practicum experience they can have. Thank you for your time, for sharing your wisdom with our students, and for your support of our program.

1. If you were to identify one strength in our students' preparation for entry level BSW work, what would that be?

2. Did you face any challenges in making sure to address the 9 competencies and 28 practice behaviors that we must measure? If so, what were your challenges? How did you address them?

3. What suggestions do you have for changing our program, including our documents, in any way?

4. What recommendations might you have for curriculum strengthening, such as a greater emphasis on writing skills, readiness for practice, etc.?

5. What sort of communication do you prefer: email, telephone, person-to-person?

6. Regarding your future involvement with our program, in addition to serving as a practicum instructor, would you like to be an advisory board member, serve as a reviewer of student work, serve as an interviewer/evaluator during admissions, or other types of involvement?

7. Did the faculty liaison meet your expectations? If not, what would you have liked?

8. Did the Practicum Coordinator meet your expectations? If not, what would you have liked?

Date: _____

Signature: _____

XIV.

Colorado State University-Pueblo Policies:

Family Educational Rights and Privacy Act of 1975
Grade Change Policy and Academic Appeal Procedure
Sexual Harassment Policy
Discrimination, Protected Class Harassment, and Retaliation

Grievance Procedures

Student Instructional/Programmatic Grievances

The following grievance procedures must be followed if a student experiences difficulties with a faculty member:

1. Discuss the problem constructively with the classroom instructor.
2. If the situation or problem cannot be resolved at this level, the student may elect to meet with the Social Work Department Chair.
3. If a satisfactory solution cannot be achieved, the student may elect to meet with the College of Humanities and Social Sciences Dean.
4. If a satisfactory solution cannot be achieved after the above steps have been taken, the student may seek a resolution through the University student grievance procedure.

XV.

CSWE Educational Policy and Accreditation Standards and Code of Ethics

**Commission on Accreditation
Commission on Educational Policy
20122**

Educational Policy and Accreditation Standards

Developed by the Council on Social Work Education (CSWE) Commission on Educational Policy

[**2022 CSWE Educational Policy and Accreditation Standards**](#)

XVI.

NASW Code of Ethics

The NASW Code of Ethics is a set of standards that guide the professional conduct of social workers. The 2021 update includes language that addresses the importance of professional self-care. Moreover, revisions to the Cultural Competence standards provide more explicit guidance to social workers. All social workers should review the new text and affirm their commitment to abide by the Code of Ethics. Also available in Spanish.

- The first Section, "Preamble," summarizes the social work profession's mission and core values.
- The second section, "Purpose of the NASW Code of Ethics," provides an overview of the Code's main functions and a brief guide for dealing with ethical issues or dilemmas in social work practice.
- The third section, "Ethical Principles," presents broad ethical principles, based on social work's core values, that inform social work practice.
- The final section, "Ethical Standards," includes specific ethical standards to guide social workers' conduct and to provide a basis for adjudication.

[**NASW Code of Ethics**](#)