

BSW

A Professional Program
at Colorado State University
Pueblo

SIGN IN FOR THIS ORIENTATION
HERE:

<https://docs.google.com/spreadsheets/d/1cPMRcJBfBTRMXkg7J5sCCtcE8mtv2rxjtF2xW1Ejn2I/edit?usp=sharing>

**Just open the link, input name and
email address; no need to save as it is
a live google drive document

Orientation Recording

A recording of this presentation by BSW Field Coordinator on 10/21/2021 can be found here:

<https://youtu.be/EqGIxKBIKOI>

Definitions to Know:

Field Coordinator

General oversight of field program; works with students to find placements

Field Liasion

CSUP instructor who is with you each week in your seminar class

Field Instructor/Supervisor

Designated social work supervision at field agency

Learning Plan

Document where field activities and supervisor feedback are shared

Task Supervisor

Non-social work supervision in an agency

Field Agency

CSUP approved agency where students complete required field hours

Title IV-E

Stipend program for students interested in pursuing work in child welfare

Tevera

Online learning management system for tracking learning plans, timesheets, and contracts



STUDENT RESPONSIBILITIES:



Access and learn more about
our program here:

<https://www.csupueblo.edu/social-work/index.html>



ACCESS, READ, AND UNDERSTAND YOUR FIELD PLACEMENT MANUAL ☺

Field practicum information, the field manual, and a link for easy access to Tevera can be found here:

<https://www.csupueblo.edu/social-work/field-practicum.html>

NEXT STEPS:

Download or print your copy of the Field Manual
on the CSUP website:

1. Go to the CSUP Social Work page
2. Select “Field Practicum”
3. Scroll to the bottom of the page and click the BSW Field Manual

(Copies of all required application materials are also located under the Field Practicum page, as well as in the manual)

FIELD PROCESS & REQUIREMENTS

1. Complete all program requirements (BSW classes/Admission guidelines)

2. Register for Tevera, through a link that will come to your school email (\$203)

3. BSW: Obtain written/electronic approval from advisor to participate in field

Use approved form in Tevera

4. Apply for field through to Tevera by February 7th, before scheduling an interview with the Field Coordinator

5. Schedule an interview with Field Coordinator by

February 7th, 2022

If you do not receive an invite to Tevera via school email (may go to junk) by November 19th please let Marisa know ASAP

What about the Field Placement??

During the interview with the field coordinator you will describe your ideal placement, future goals, and overall experiences thus far.

The BSW Field Coordinator will work to help you find an agency for which you may take a field placement, or you can suggest one of your own

Once you are notified of a tentative placement, you must reach out to the agency to set up an interview. If the agency accepts you, and you agree on placement, a contract must be signed via Tevera by the student and site supervisor, or the field placement is not secure. An additional contract is completed between the university and the agency.

“It is the student’s responsibility to secure a field placement prior to the semester of enrollment. The Field Coordinator will make a reasonable effort to assist the student in securing a placement. It is not the Field Coordinator’s responsibility, nor is it the responsibility of the Social Work Department or the University, to obtain a placement for the student. “ (Department of Social Work, Field Manual, p. 33, 2018).

It is also the student’s responsibility to fulfill obligations to the agency and field placement to successfully complete practicum. This includes any required background checks and drug tests.

FIELD PLACEMENT STRUCTURE & HOURS

Fall/Spring, 16 weeks, 15-16 hours per week, and begins each fall semester and runs through the spring semester.

Days/hours arranged between student and agency

Field seminar class weekly

Placement is not guaranteed! Not following CSUP Social Work Department and agency policies and expectations can and will result in a removal from the agency/field program. If this were to occur, you will be counseled out of the social work program and profession.

QUESTIONS SO
FAR?

Nine CSWE Competencies

1. Students will demonstrate ethical and professional behavior
2. Students will engage diversity and difference in practice
3. Students will advance human rights and social and economic justice
4. Students will engage in practice-informed research and research-informed practice
5. Students will engage in policy practice
6. Students will engage with Individuals, Families, Groups, Organizations, and Communities
7. Students will assess individuals, families, groups, organizations, and communities
8. Students will intervene with individuals, families, groups, organizations, and communities
9. Students will evaluate practice with individuals, families, groups, organizations, and communities

WHAT YOU CAN EXPECT IN FIELD:

- Client contact

Learn through engagement

- Training opportunities

Agencies and in class

- Organizational Culture

Gain an understanding of various contexts in which we work and how we work within them

- Networking

Meet and work collaboratively with various people, agencies, and disciplines

- Professional growth

Gained through experience in class and in the field

- Learning Curve

Be prepared to learn! None of us knows everything and we can learn from everyone and everything.

- Biases

Learn about your own implicit biases and the biases of others and who they intersect

- Triggers

Learn to identify and recognize your own and others' triggers, and how to work through them

STUDENTS IN THE BSW FIELD PROGrAM ARE CONSIDERED PROFESSIONALS

10 CHARACTERISTICS OF PROFESSIONALISM:

1. APPEARANCE: having a neat, clean, and context appropriate dress and hair style
2. DEMEANOR:politeness, confidence
3. RELIABILITY: turning in assignments on time, being prepared and ready for field/class, punctuality
4. COMPETENCE: doing your part to become knowledgeable about the field, classroom, community, and the issues with which you work. Research, Practice, and Policy are fundamental pieces of being a competent social worker.
5. ETHICS: becoming familiar with and seeking supervision when needed on the NASW Code of Ethics in the areas of: (1)Ethical responsibilities to clients, (2) Ethical responsibilities to colleagues, (3) Ethical responsibilities in practice settings, (4) Ethical responsibilities as professionals, (5) Ethical responsibilities to the field of Social Work, and (6) Ethical responsibilities to the broader society.

10 CHARACTERISTICS OF PROFESSIONALISM (continued):

6. MAINTAINING POISE: ability to keep poise even in difficult situations, ability to stay calm and factual, assertive communication is acceptable, passive aggressive and aggressive behavior is not.
7. PHONE ETIQUETTE: Identify yourself with full name, agency name and title when applicable. Be polite and do not dominate conversations.
8. WRITTEN CORRESPONDENCE: Keep letters and emails brief, structured, to the point and polite. Use spell-check and do not write in all capitals.
9. ORGANIZATIONAL SKILLS: Keep yourself and your work organized.
10. ACCOUNTABILITY: You are accountable for any actions you make at all times. Do not blame others, learn from situations and move on. Your education will be what you put into it. Give your best effort in all situations, if you need help communicate early .

SAFETY IN THE FIELD:

Home Visits

- Planning/Pets/Self-Disclosure/Awareness of Surroundings

Office Safety

- Set up and Location/Alarms/Emergency Protocols/Weapons

Technology

- Personal social media, email, and mobile devices

SAFETY IN THE FIELD CONTINUED

:

Driving clients

- CSUP Social Work students are NOT allowed to transport clients

Insurance

- Provided through the university
- Liability/Workers Comp

Covid-19

Complete the SAFETY PLAN with supervisor &
Keep a copy of the Disruption Plan

Changes:

Some flexibility may be offered for individual situations

This will be explained in more detail during field onboarding, and changes will be shared with students as they occur.

Safety:

Know and follow agency and state guidelines

There are no fully online placements at the BSW level

You will be required to do a field placement during COVID if you are in the program

CSUP & the majority of field placements mandate the vaccine

QUESTIONS?

RESOURCES/THINGS TO REMEMBER

- Professional clothing (Interview)
Pack Pantry/Career Closet
Second Hand stores
- Childcare
- Employment Opportunities/Paid field placements
- Background check, Fingerprints, Vaccinations, 1st Aid/CPR

RESOURCES for YOU:

Pack Pantry: (food and clothing)

<https://www.csupueblo.edu/pack-pantry/>

Handshake: (job recruitment, apply to jobs/field)

<https://www.csupueblo.edu/career-center/students/career-student.html>

Code of Ethics: (NASW, 2017)

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

Mental Health: (on campus- telehealth, free)

<https://www.csupueblo.edu/counseling-center/index.html>

Physical Health: (on campus)

<https://www.csupueblo.edu/student-health-services/index.html>

Title IV-E Child Welfare Stipend

Scholarship program for students who are interested in pursuing a career in child welfare

- *Must complete field placement in child welfare
- *Must work in child welfare for a minimum of one year after graduation, or
 - will be required to pay back the funds provided through the stipend
- *Must attend fundamental classes during first semester of field
- *Stipends typically cover 80% of tuition for one year
- *Interviews and recipient selection will take place in early Spring 2021
- *Applications will be available by December
- *Required courses:

Application deadline: January 24th, 2022

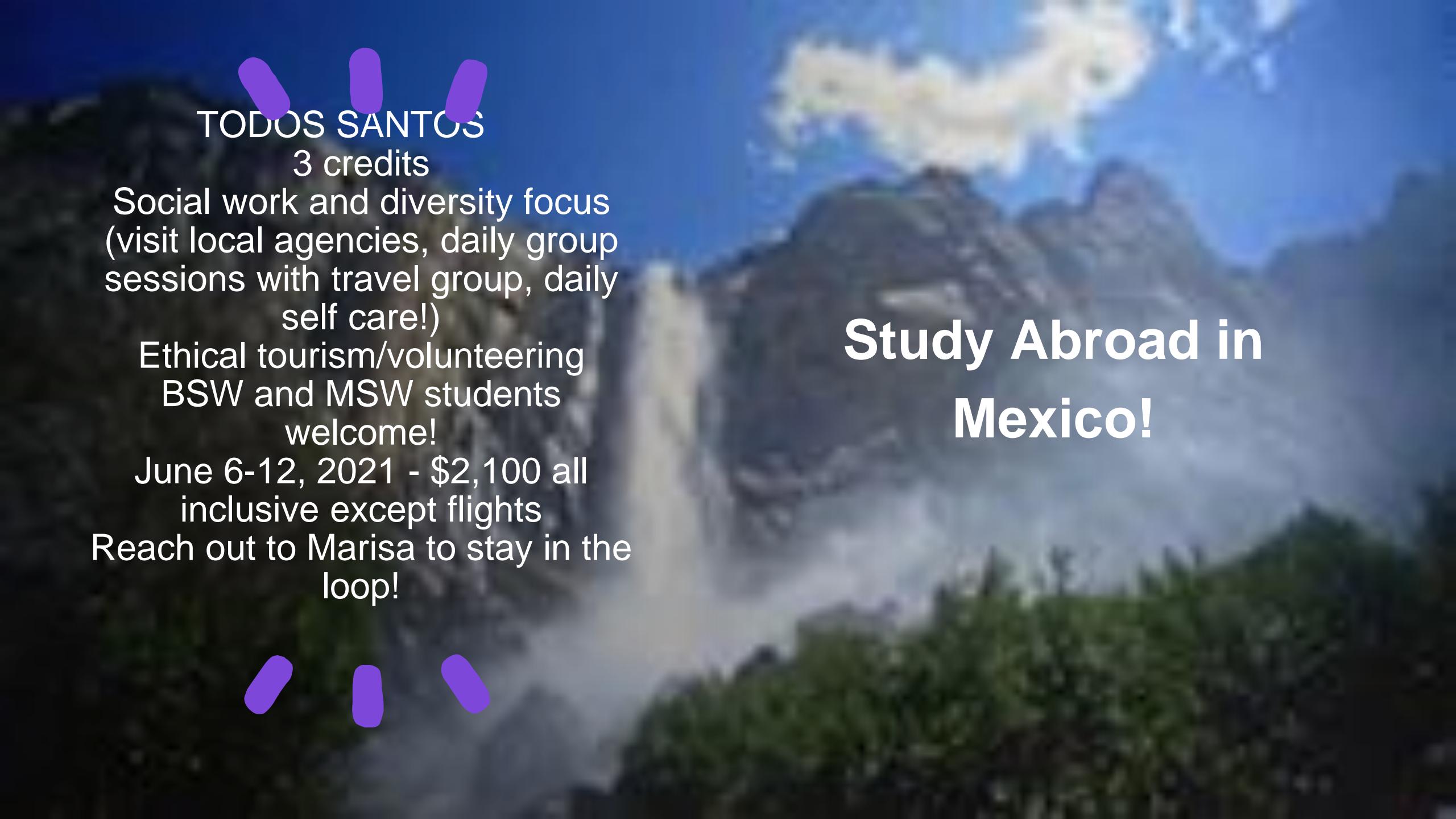
More info: <https://www.csupueblo.edu/social-work/title-IV-E-child-welfare-stipend.html>

QUESTIONS?

References:

Department of Social Work, (2018). Colorado State University Pueblo: Department of Social Work Field Manual. https://www.csupueblo.edu/social-work/_doc/msw-field-manual-2018.pdf

Mason, G. (2016, September 16.) *The ten characteristics of professionalism*. Linked in. <https://www.linkedin.com/pulse/10-characteristics-professionalism-greg>

A blurred background image of a volcano with a large plume of smoke and ash rising into a blue sky. The volcano is dark and rocky.

TODOS SANTOS

3 credits

Social work and diversity focus
(visit local agencies, daily group
sessions with travel group, daily
self care!)

Ethical tourism/volunteering
BSW and MSW students
welcome!

June 6-12, 2021 - \$2,100 all
inclusive except flights

Reach out to Marisa to stay in the
loop!

Study Abroad in Mexico!