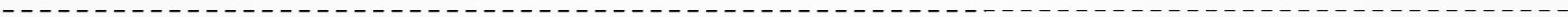




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# Welcome to the Agency Field Supervisor/Instructor Training!

The training will begin  
at 12:00pm CST



# Attendance and CEUs

Please type your name and email address

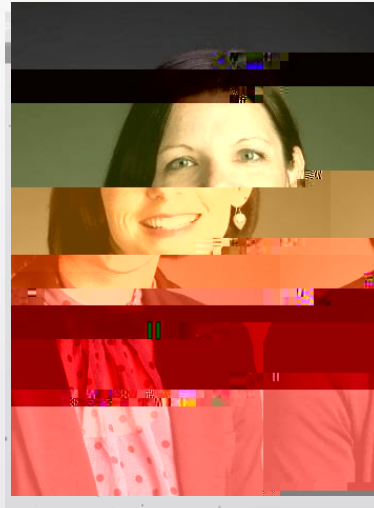


# Welcome from the Field Team!



**Robin Berinks, LCSW, ACSW**

**Director  
Field Education**  
812-465-1106 office  
or  
812-204-5848 cell  
[berinks@usi.edu](mailto:berinks@usi.edu)



**Sarah Wilderman, LCSW**

**Assistant Director  
Field Education**  
812-465-1147 office  
[s.wilderman@usi.edu](mailto:s.wilderman@usi.edu)

# OASAS

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## Online Advanced Studies in Addiction Science

100% online Post-Masters Certificate in  
Addiction Science

Designed for individuals with a Master of Social  
Work degree

For more information contact the MSW Program  
Director at [jay.dickerson@usi.edu](mailto:jay.dickerson@usi.edu).

# Online MSW – Coming Soon!!!

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USI's Social Work Department is developing an online MSW program

Anticipated Launch Date: **Summer 2024!**

For more information contact the MSW Program Director, Dr. Jay Dickerson at [jay.dickerson@usi.edu](mailto:jay.dickerson@usi.edu).

# Upcoming BSW Survey

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Social work is a pre-professional program and as educators, we want to collaborate with our community partners to ensure students are adequately prepared for field placement.

One of the foundational skill areas we are currently exploring is preparedness to complete client assessments.

After collaborating with many of you, some assignments were adapted to better prepare students in this area.

# Why are we doing this?

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## To Relieve Stress and Clarify Expectations

The mission of Field Education is to turn students' focus from the acquisition of knowledge to the application of knowledge.

In field, students are provided with opportunities to apply the social work knowledge and skills obtained in the classroom to actual practice situations.

When a student completes field, they should be ready to enter the profession.



We hope this training helps clarify expectations, and eliminate some of the stress that can be associated with Field Education.

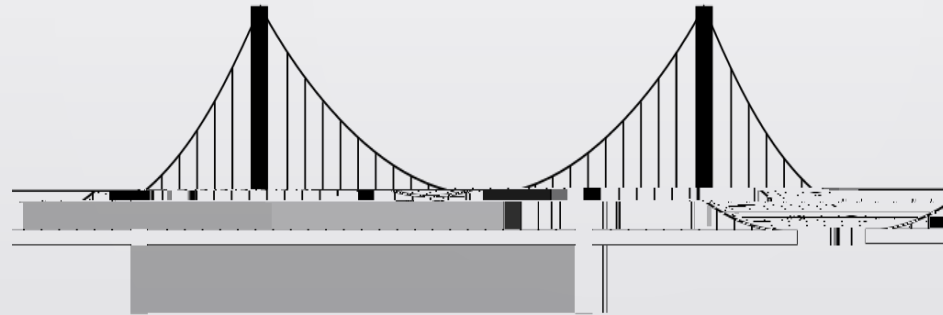
# Teaching Soon-To-Be Social Workers

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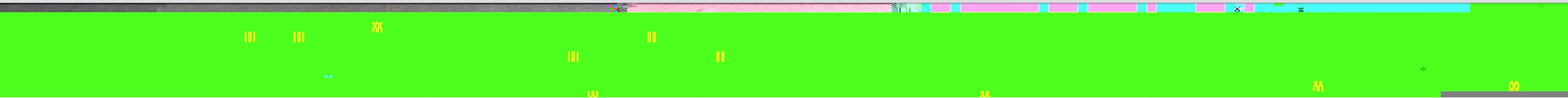


Agency Field Supervisors assist students in mastering competencies, knowledge, values, and skills that they have learned in the classroom to the practice setting

Help them  
learn to be  
Social  
Workers!



This involves  
creating learning  
opportunities for  
students to  
integrate theory and  
practice.





# Agenda/Topics to Be Covered

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How We Place Students

Who's Who and Their Roles

Council on Social Work Education (CSWE)

Competencies and Practice Behaviors

Student Learning Plans (SLP)

If Problems Occur

Frequently Asked Questions (FAQs)

What's New

# Placing Students – NEW!!!

## During the Field Application Process:

Students review the list of agencies USI Social Work has agreements with.

Then rank their internship agency preferences from 1-5.

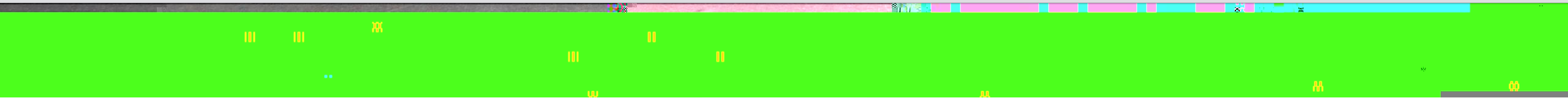
They are also asked what populations and setting they prefer gaining experience in.

The screenshot displays a web application interface for selecting internship agencies and preferences. The interface is divided into several sections:

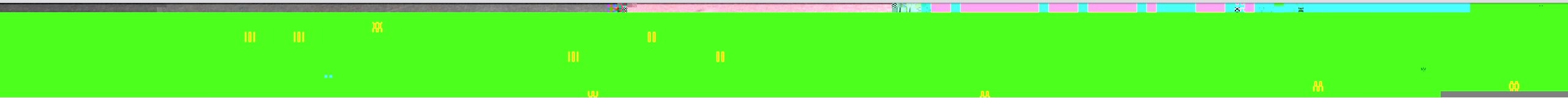
- Agency Selection:** A table lists agencies with columns for 'name', 'miles from', and 'zip code'. The table includes entries for 'Apex Behavioral Services' (Evansville, IN) and 'New Visions'. An 'Add' button is visible next to the 'Apex Behavioral Services' entry.
- Populations of Interest:** A section titled 'Populations of Interest: Check all that Apply' contains several checkboxes for selecting preferred populations, including 'Adults', 'Children', 'Mental Health', 'Domestic Violence', and 'Homeless'.
- Setting of Interest:** A section titled 'Setting of Interest: Check all that Apply' contains several checkboxes for selecting preferred settings, including 'Community-Based', 'Corrections', 'Faith-Based', 'K-12 School', 'Inpatient/Residential', and 'Outpatient'.

# Placing Students: Continued

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# Generalist Student:

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## BSW I & II and MSW I

Generalist practice is broadly defined.

This foundational field p|5|5|5|5|5|5|5|5| 217S mran|5|5|0.0000144|5|5|5|5|5|5|5|5|

# Advanced Clinical Student: MSW II

---

All USI MSW students complete a clinical field practicum.

The advanced clinical placement provides agency-based opportunities for clinical social work practice.

The focus of a clinical practicum is to provide students with opportunities to demonstrate CSWE's competencies L

# Student's Role

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Reflect on the tasks of the week

Explore any conflictual feelings

Exercise critical thinking skills

Focus attention to the Student Learning Plan (SLP), including CSWE Core Competencies

Master the NASW Code of Ethics

Be open to feedback

Set a mutually agreed upon schedule and stick to it

Facilitate communication between Faculty Field

Liaison/Instructor and Agency Field Supervisor/Instructor

# Faculty Field Liaisons

---

## Generalist

## Clinical

*Dr. Kathy Elpers, LCSW*

[kelpers@usi.edu](mailto:kelpers@usi.edu)

*Ms. Patty Loehr, LCSW, LCAC*

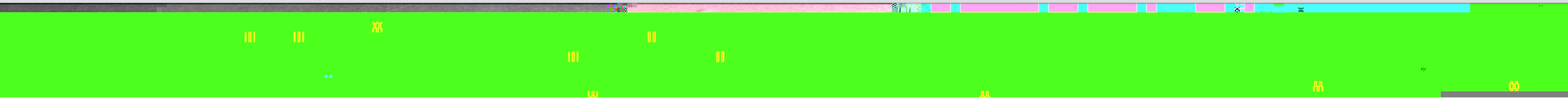
[loehr@usi.edu](mailto:loehr@usi.edu)

*Dr. Marie Opatrny Pease, LCSW*

[mopatrny@usi.edu](mailto:mopatrny@usi.edu)



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# Time Sheets

Your student(s)'s time will be tracked via Tevera this year.

The student will be responsible for completing the time sheet each week, capturing dates, times, and activities, including supervision.

**REMINDER:** CSWE requires Field Instructors & Interns to meet for supervision on a weekly basis for a minimum of one hour

Once the student has completed the timesheet for the week, you will receive an email from Tevera. You will "approve" their weekly hours & supervision from this email.

The screenshot displays the Tevera time tracking system interface. At the top, there are fields for 'Site(s)', 'Field Instructor', and 'Program/Faculty/Staff'. Below these fields, there are sections for 'CUMULATIVE' and 'HOURS LOGGED'. The 'HOURS LOGGED' section includes a calendar view for the week of 01/24 to 01/30, 2022, and a table of activities. A red arrow points to a specific activity entry in the table.

# Task Instructor\*/ Supervisor's Roles

A Task Instructor/Supervisor is someone within the agency that the Agency Field Instructor/Supervisor assigns the intern to learn a specific skill or experience with a particular population.

Example



# Competencies (1 of 2)

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**Competency 1:** Demonstrate Ethical and Professional Behavior

**Competency 2:** Advance Human Rights and Social, Racial, Economic, and Environmental Justice

**Competency 3:** Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

**Competency 4:** Engage in Practice-Informed Research and Research-Informed Practice

**Competency 5:** Engage in Policy Practice

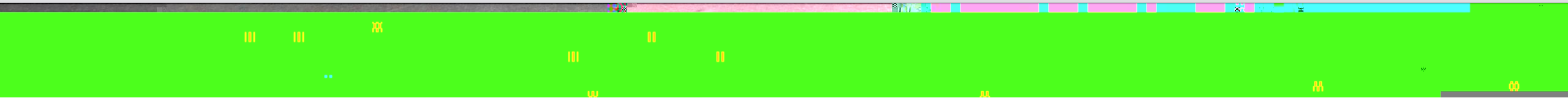






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The SLP reports students' comprehension of & ability to carry out CSWE's Competencies of Social Work practice.





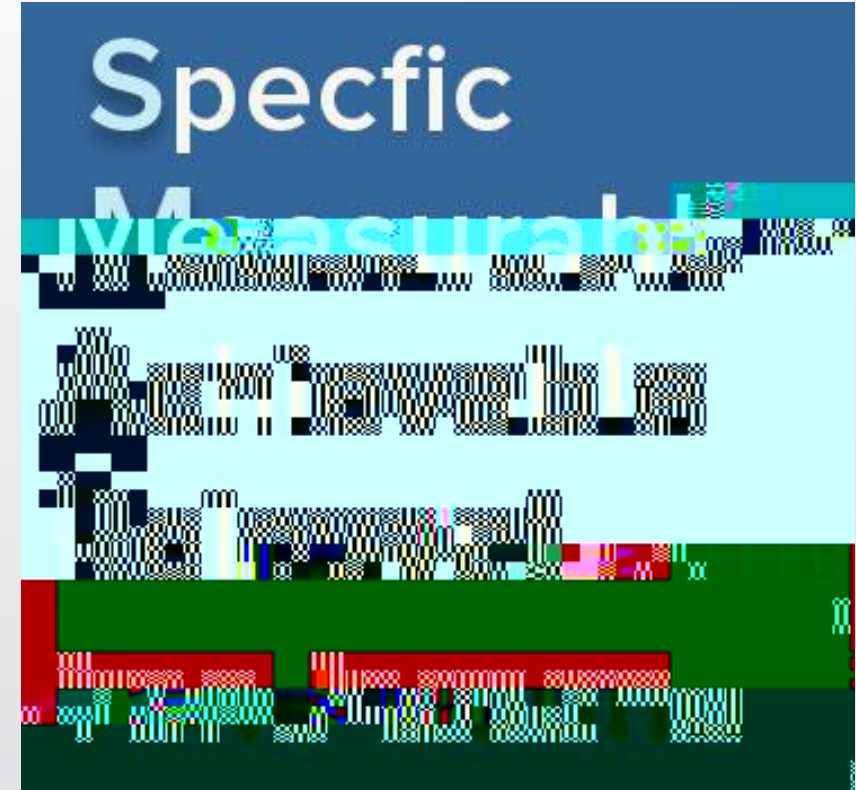
# Turning Competencies Into Behaviors

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When completing their SLP, the student needs to think about how to demonstrate mastery of the Core Competencies through behaviors carried out at your agency.

Students will write specific activities for each practice behavior

*These need to be S.M.A.R.T.!*





# Scoring the Student Learning Plan (SLP)



N/A	1	2	3	4	5
Not applicable as the student has not had the opportunity to demonstrate competency.	This practice behavior has				





# Scoring the Student Learning Plan (continued)

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Midterm: a simple *snapshot* of the intern's current progress

## Scores

Your intern is learning, therefore it is not uncommon to see 2s & 3s at midterm.

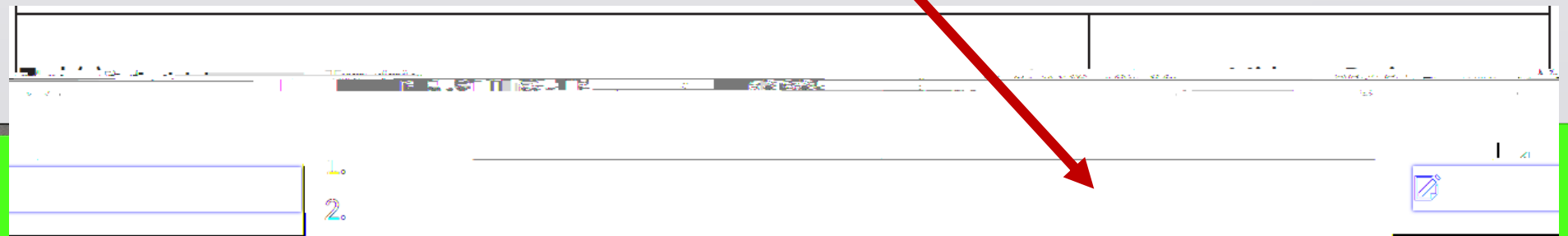
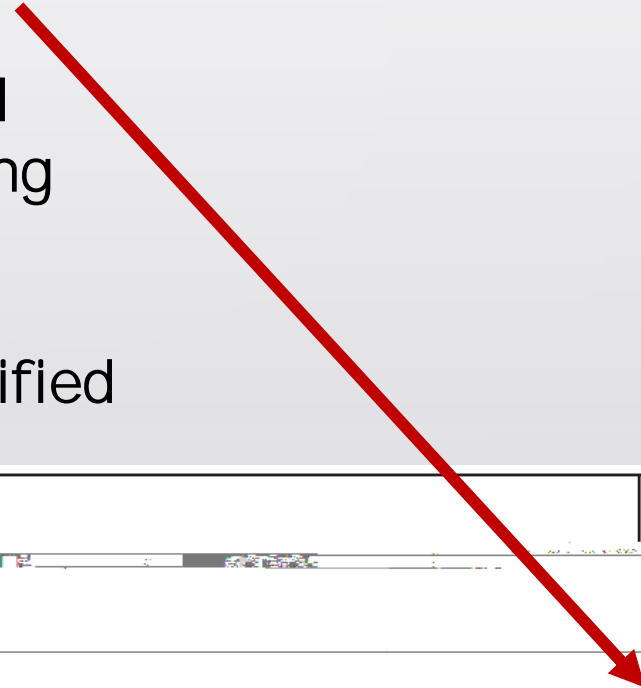
A 5 would mean they are ready to be a beginning social worker

If there are any N/As at midterm, address them

Make a plan to accomplish that goal  
OR change the behavior to something that can be accomplished to master that competency

SLP practice behaviors can be modified if needed

## General





# Scoring the Student Learning Plan (continued)

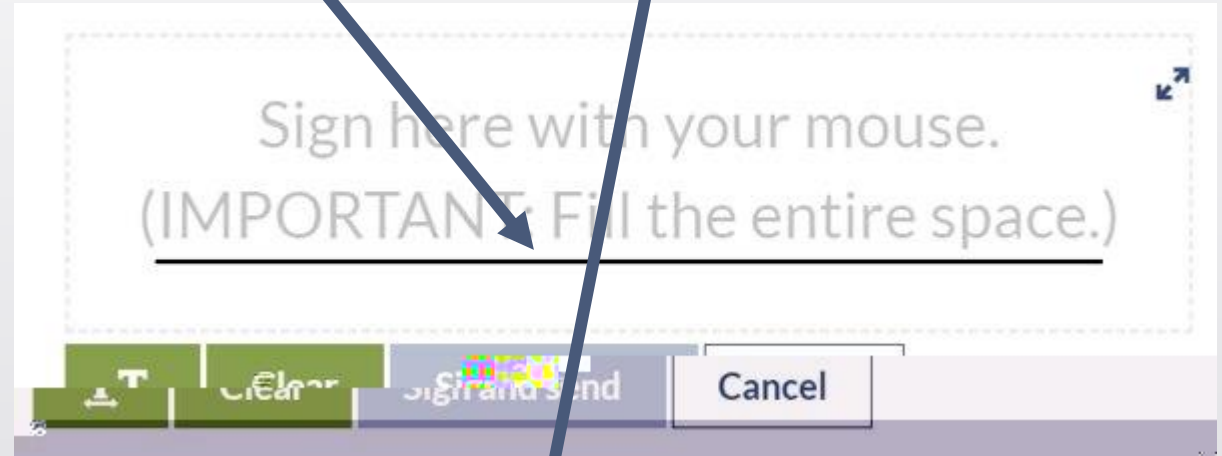
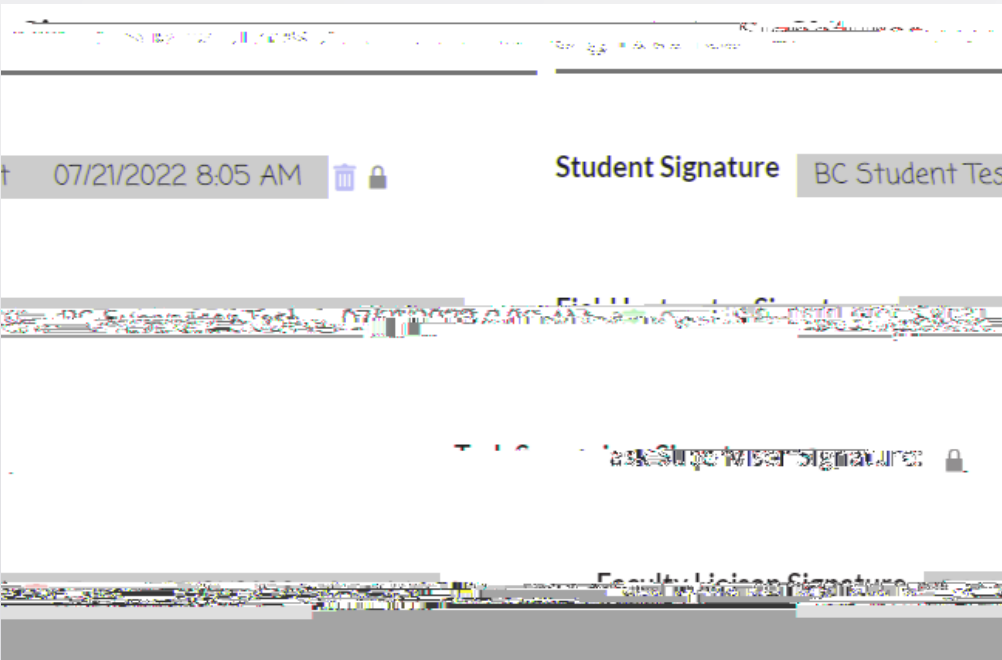
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Final

# Signatures are extremely important!

All Signatures will be Collected via Tevera. When Your Signature is Required, You Will Receive an Email.

This can be done with your mouse or password.



*Signatures make this document valid!*



# Grades

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The USI Faculty Field Liaison has the responsibility of assigning a grade for the course. The grade that is assigned will be based on:

Intern logs/journals

Ethical and professional behavior

Synthesizing course work and practice (seminar participation, assigned papers, as well as other assignments)

The Faculty Field Liaison's overall evaluation of the student's performance in placement in conjunction with the Agency Field Supervisor's evaluation.

*Your input is valuable and desired!*

# If Problems Occur, We are here to help

---



Meet with the student to address concerns

It is best to identify them early

Address them directly and honestly

Most students will correct any issue(s) once it is addressed in supervision

Document the area(s) where students need to make changes

*See Field Manuals for More Details:* <https://www.usi.edrely>

# Some reasons for concern may include...

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## Unsatisfactory Performance

1. Violating agency policies, recordkeeping, attendance, tardiness, confidentiality, etc.
2. Inability to cooperate in the learning process with field instructors/supervisor and/or professional colleagues
3. Inability to meet learning expectations

## Unethical Conduct

1. Physical or verbal assaults
2. Violation of the University alcohol and drug policy
3. Sexual misconduct
4. Any violation of the NASW Code of Ethics.

See Field Manual for Complete List.

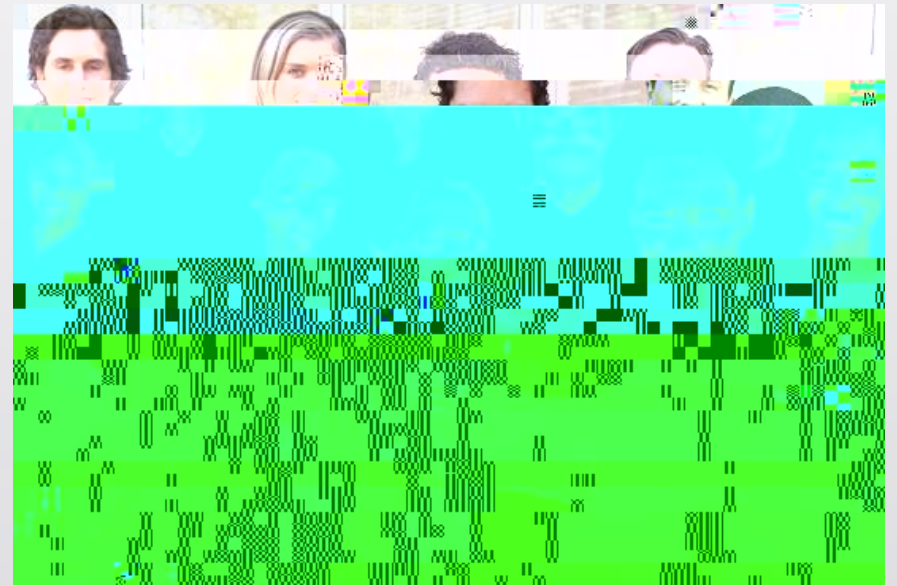
# Promoting Professional Qualities and Priorities



We have a responsibility to educate students, but we also have a responsibility to the clients we serve and to the Social Work Profession.

As field supervisors you can help us ensure our profession is the strongest it can be.

Ask yourself, would you hire this person?



We want to help these interns move from student to professional.

# Frequently Asked Questions (FAQs)

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## How many hours does the student need to complete?

BSW I (Fall): a minimum of 150 (~10-12 hrs/wk)

BSW II (Spring): a minimum of 300 (~20-22 hrs/wk)

MSW I (Summer): a minimum of 425 (~33-35 hrs/wk)

MSW II (Fall and Spring): a minimum of 600 total  
at least 300 each semester (~20-22 hrs/wk)



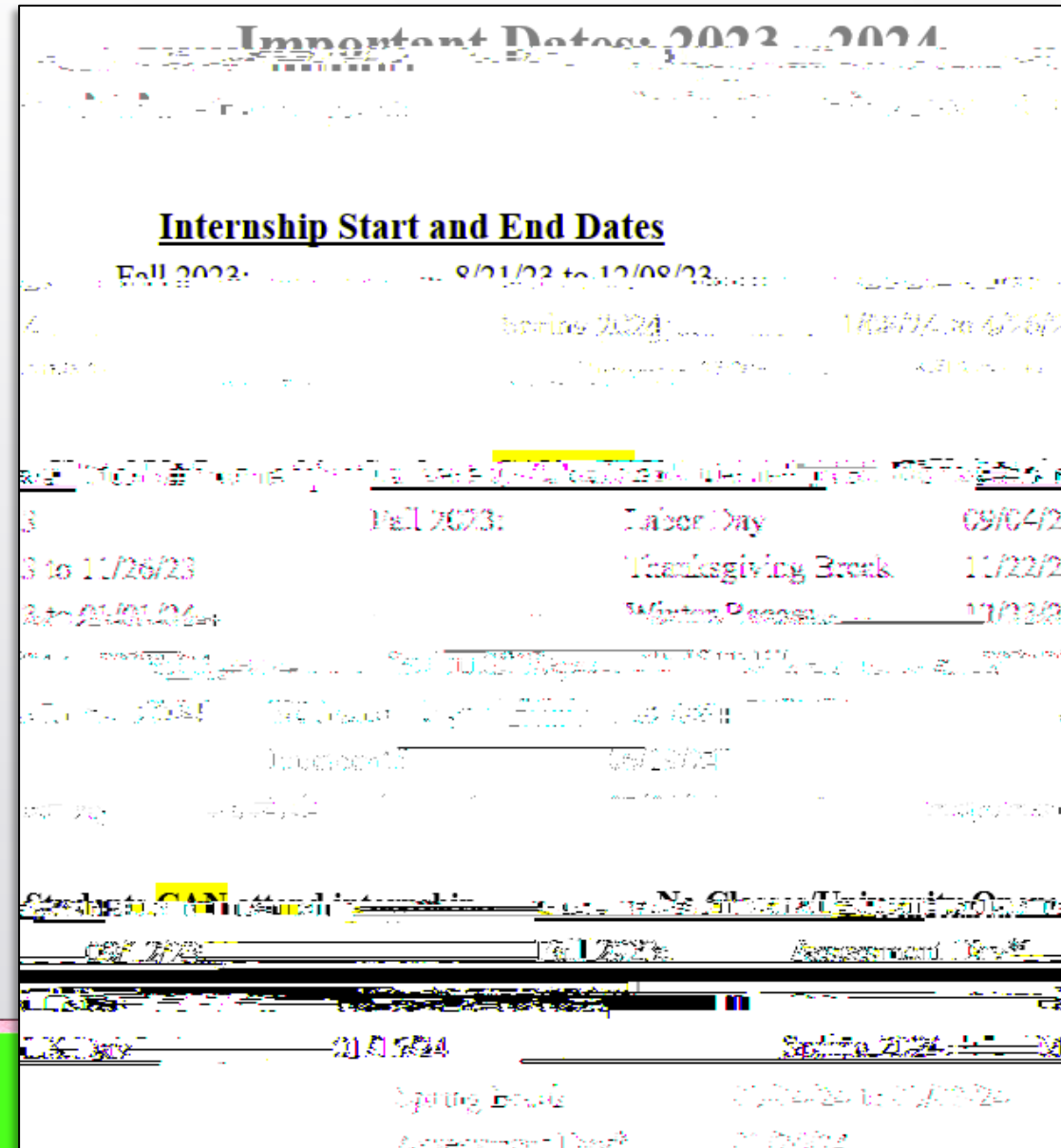
# FAQs (continued)

## When can the students intern?

Students can earn internship hours when the university is open and when they have supervision.

## When is the University closed?

Scheduled closings are listed here. However, please note that if the university closes for an unexpected reason, such as weather, students *cannot* accumulate internship hours.



The screenshot shows a document titled "Important Dates 2023-2024" with a table of dates and events. The table is partially obscured by a redacted area. The visible text includes:

Important Dates 2023-2024	
Fall 2023:	8/21/23 to 12/09/23
Spring 2024:	1/22/24 to 4/26/24
Fall 2023:	Labor Day 09/04/23
Fall 2023:	Thanksgiving Break 11/22/23
Fall 2023:	Winter Recess 11/23/23
Spring 2024:	Spring Break 03/24/24 to 04/01/24
Spring 2024:	Assessment Week 04/22/24 to 04/26/24

# FAQs (continued)

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## What if my intern does not complete all their necessary hours?

Students may continue to obtain their full number of hours during finals. However, the goal is for them to have all their hours completed before finals week. Please contact the USI Faculty Field Liaison if this issue arises.

## Is the student allowed to attend any events or agencies outside of the one they are interning at?

Yes, we encourage students to gain a diverse experience. We also encourage them to attend trainings and visit other agencies, while gaining field hours, *if* approved by the agency. (This may assist students with obtaining all their required hours.)



# FAQs (continued)

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## What are the BSW Agency Field Instructor/Supervisor qualifications?

Hold a BSW degree from an accredited school of social work

Have an LBSW, LSW, or LCSW

Have at least two years post BSW experience and one year in current position

Be certified by USI Field Education

## What are the MSW Agency Field Instructor/Supervisor qualifications?

Hold an MSW degree from an accredited school of social work

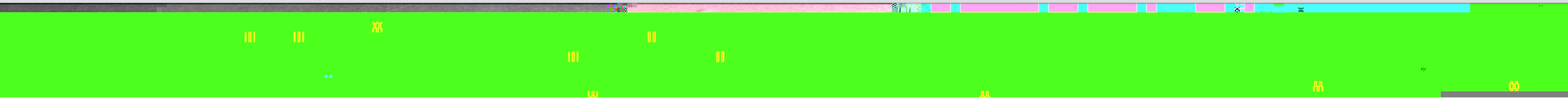
Have an LCSW

Have at least two years post MSW experience and one year in current position

Be certified by USI Field Education



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# FAQs: Agency vs. USI Policy

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## USI Policy

The university does not currently require flu shots or covid vaccinations, but they are encouraged.

USI policy is subject to change depending on climate and we will continue to follow any recommended CDC guidelines in the best interest of student safety.

## Agency Policy

If your agency requires any of the above, and/or other requirements such as TB or drug testing, students must follow agency health and safety policies to intern with you.

Expect the Unexpected and Plan for It! (as much as possible 😊)

# What's New: P4P

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## Pay for Placement (P4P)

### Why?:

Hosting an intern requires additional time and energy, but once they are trained, many interns perform productive work similar to paid employees.

Modern students have more financial responsibilities than in the past.

Various Approaches: Paid Internship, Stipend, Agency of Employment, Grants

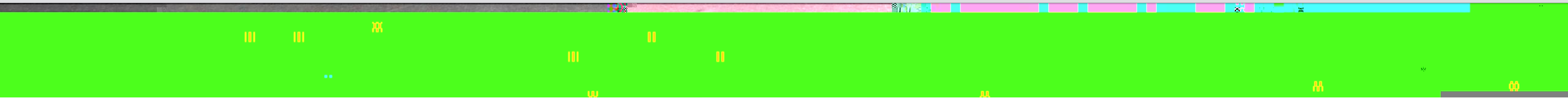
Benefits: Creates a more Vested Interest and Placement Competition





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Any Additional  
Questions?



# Today's CEUs

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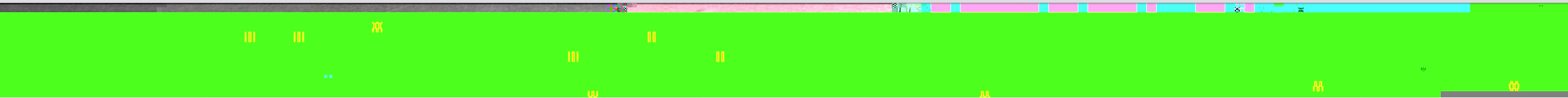
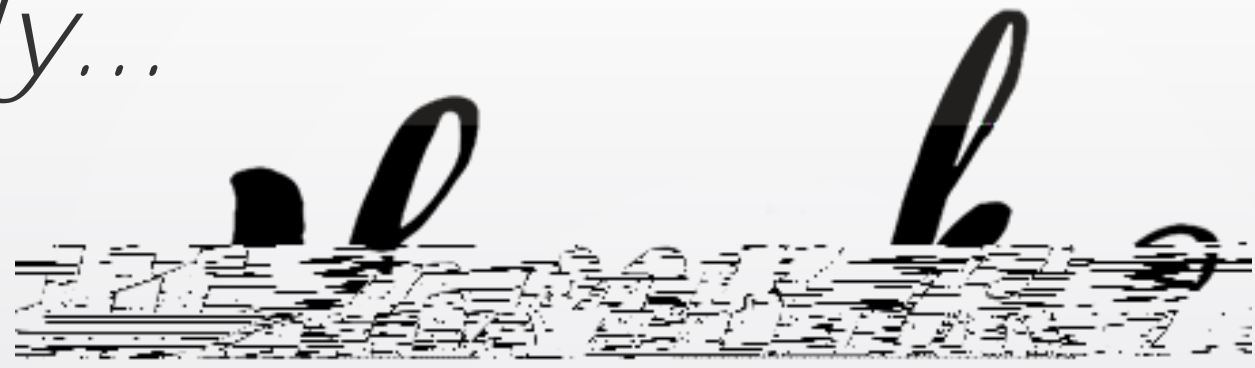
To receive your 1.5 CEUs for participating today, please email Rita Brunner at [rbrunner@usi.edu](mailto:rbrunner@usi.edu)

Once she receives your email, she will verify your attendance with our records, email you a short survey, and send you your earned CEUs via email

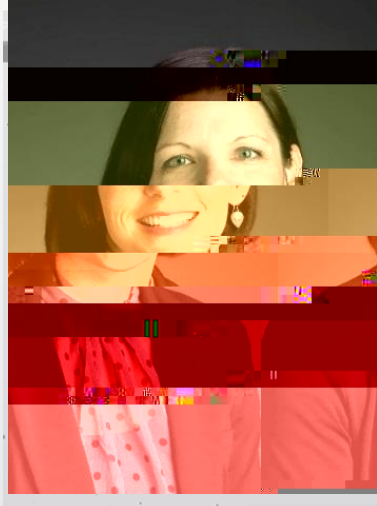
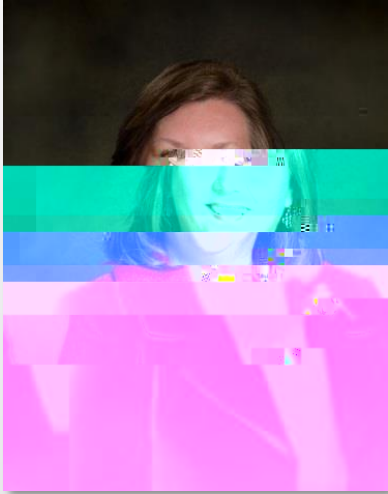


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*Lastly...*



# Contact the Field Education Team for questions!



**Director**  
**Field Education**  
812-465-1106 office  
or  
812-204-5848 cell  
[berinks@usi.edu](mailto:berinks@usi.edu)

**Assistant Director**  
**Field Education**  
812-465-1147 office  
[s.wilderman@usi.edu](mailto:s.wilderman@usi.edu)

**Field Education**  
812-465-7114 office  
[Socialwork.field@usi.edu](mailto:Socialwork.field@usi.edu)



# References

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Council on Social Work Education (CSWE): <http://www.cswe.org/>

Munson, C. E., & Munson, C. E. (2002). *Handbook of Clinical Social Work Supervision*. Binghamton, NY: Haworth Social Work Practice.

<http://www.salisbury.edu/socialwork/FieldTraining/StudentSupervision/StudentSupervision.swf>. (n.d.).