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Greetings Learners:

As your Field Education Director, I welcome you to social work education’s signature pedagogy, field education. Field education offers a rich opportunity to apply and demonstrate your social work knowledge, values, and skills in a real-world hands-on setting with individuals, families, groups, organizations and/or communities. With the ongoing support of the Field Education Office, you are provided virtual and onsite orientations, advising on selecting a site for your practicum, engaging field education seminars, and guidance to ensure preparedness for the social work practice experience.

The Field Education manual offers detailed information to help you prepare for the field education experience as well as insight on the field education criteria, the field education application, the steps to practicum site placement, and guidelines for operating in an effective, safe, and ethical manner.

Take time to read the manual in detail and as questions arise, please contact the Field Education Office, at any time, at MSWfield@capella.edu.

All the best!

Telvis M. Rich, EdD, MSW
Overview of Field Education

The Master of Social Work program’s curriculum, including the field education program, is guided by the Educational Policy and Accreditation Standards (EPAS, 2008) issued by the Council on Social Work Education. The purpose of field education is to provide the opportunity to apply social work knowledge, values, skills, and ethics in a supervised practice setting. As the signature pedagogy in social work education, field education is an important component in the Master of Social Work program encompassing the CSWE 10 Core Competencies and 41 Practice Behaviors in the foundation curriculum, and the 10 Core Competencies and 17 Advanced Practice Behaviors in the advanced curriculum.

Field education provides learners the opportunity to develop as a social work professional through the integration of theoretical and conceptual knowledge gained in the courseroom. The practice-oriented content presented in the courseroom provides the social work practice, leadership, and technology-related context that allows learners to develop and foster the social work knowledge, values, and skills essential to providing advanced generalist practice in one’s local community.

Purpose, Mission, and Goals of the Master of Social Work Program

Purpose
According to the Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards (EPAS), the purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work’s purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons.

Social work educators serve the profession through their teaching, scholarship, and service. Social work education—at the baccalaureate, master’s, and doctoral levels—shapes the profession’s future through the education of competent professionals, the generation of knowledge, and the exercise of leadership within the professional community. Capella University embraces CSWE’s stated purpose in its Master of Social Work and Doctor of Social Work programs.

Program Mission Statement
The mission of Capella University’s Master of Social Work program is to educate and prepare diverse adult learners to serve as innovative, 21st-century advanced generalist practitioners. We strive to develop professional social workers that will exemplify strengths-based and ecological perspectives, cultural competence, and ethical practice and emerge as leaders who use technology as an adjunct to practice. We aim for our graduates to further advance social work practice in service of their local communities, agencies, and organizations.

Program Goals
The Master of Social Work Program goals are derived directly from the program mission. Capella University’s social work program fulfills its mission through a competency-based curriculum that educates and prepares
competent and effective master’s level social work leaders for advanced generalist practice. The six program goals prepare learners who:

1. Conduct themselves as professional social workers that strive for continual professional development, exercise social work professional practice core values and ethical decision-making, practice personal reflection and self-correction, and demonstrate a commitment to life-long learning.
2. Apply leadership, critical thinking, and advanced engagement, assessment, planning, intervention, evaluation, termination, and follow-up skills to empower individuals, families, groups, organizations, and communities to identify and address problems, develop resources, and accomplish goals.
3. Understand the forms and mechanisms of oppression and discrimination and, therefore, advocate for social and economic justice for a diverse client population.
4. Apply advanced knowledge of human development and behavior in the social environment in their research-informed practice and practice-informed research.
5. Are effective leaders and change agents who engage in advanced practice and advocacy for human rights and social, economic, and cultural justice.
6. Develop and apply technology skills to promote innovative leadership and practice and the advancement of the social work profession.

The Core Competencies

According to the Council of Social Work Education (CSWE), the purpose of the social work profession is to promote human and community well-being. Your program embraces the CSWE recommendation of a competency-based education model as its curriculum design. Competencies are measurable practice behaviors that comprise knowledge, values, and skills. Your field education experience, the practicum, is designed to offer you the opportunity to integrate and apply the CSWE competencies in a real world local social work organization under the supervision of an experienced master-level social work. You are afforded the chance to demonstrate the 10 CSWE Core Competencies in practice with individuals, families, groups, organizations, and/or communities. Learners are expected to apply the 10 CSWE Core Competencies at the advanced generalist practice level upon graduation. The competencies are:

1. Identify as a social worker and conduct oneself accordingly.
2. Apply social work ethical principles to guide professional practice.
3. Apply critical thinking to inform and communicate professional judgments.
4. Engage diversity and difference in practice.
5. Advance human rights and social and economic justice.
7. Apply knowledge of human behavior and the social environment.
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
9. Respond to contexts that shape practice.
10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and/or communities.
Field Education Components
Field education consists of practice and reflection components, in the form of a practicum and an accompanying field seminar, as illustrated below.
Field Education Orientation
The Field Education Office provides an orientation and ongoing practicum-related workshops to learners. You will attend an initial orientation in your first course via Adobe Connect and ongoing virtual workshops to prepare for field education. The orientation and workshops will be held at 7:30 pm Central Standard Time. The dates of the orientation and ongoing workshops will be announced in your courseroom. You are encouraged to pose questions during the orientation and workshops. In addition, you are provided an in-depth face-to-face field education orientation during your on-site residency where you will complete your Field Education Application with the support of faculty. If additional questions arise, you should email the Field Education Office at MSWfield@capella.edu.

The orientation provides the opportunity to:

1. Promote general consistency in your training with regard to social work practice.
2. Prepare you for successfully completion of all field education documentation.
3. Disseminate the most current information on field education guidelines, securing a practicum site and professionalism.

Practicum Placement
The Field Education Office works closely with you to identify an appropriate placement site in your local community. This process begins during your first course with the field education orientation. After attending the orientation, you will share the contact information of five local organizations where you have interest in conducting your practicum. This information should be shared in Section 1 of your Field Education Application. The Field Education Office reviews the list of organizations and provides support in securing a practicum site that meets the program and CSWE requirements. After a site has met the requirements, you are notified. Next, you will meet with the site administrator or site supervisor to formally interview for the practicum opportunity. You are officially assigned a practicum site, after the Field Education Office approves the site, the site agrees to have you serve as their social work intern and all required Field Education Application documents are approved.

Prior to practicum, learners must:
• Attend the Field Education Orientation in your first course
• Attend the required face-to-face residency. There are two residencies for learners enrolled in the Master of Social Work program and one residency for learners enrolled in the Master of Social Work-Advanced Standing program.
• Maintain good academic standing, according to University Policy 3.01.04
• Complete prerequisite courses
• Submit a completed Field Education Application packet and be approved for a practicum placement

Learners enrolled in the Master of Social Work program will complete the foundation field practicum and the advanced field practicum. Learners enrolled in the Master of Social Work-Advanced Standing program will complete the advanced field practicum only. The practicum, which is the internship experience, provides you the opportunity to apply the knowledge acquired in the courseroom in a local organization. Your practicum is supervised by a master’s-level social worker to support your learning and professional development as a social work intern.
### Steps to Practicum Placement

The table below outlines the steps to take before beginning your practicum.

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<thead>
<tr>
<th>Step</th>
<th>What</th>
<th>When</th>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Attend the online Field Education Orientation via Adobe Connect</td>
<td>MSW program learners (MSW5001)&lt;br&gt;MSW-Advanced Standing program leaners (MSW5012)</td>
<td>BEFORE: Read the Field Education Manual in preparation&lt;br&gt;AFTER: If you have questions, email the Field Education Office at <a href="mailto:MSWfield@capella.edu">MSWfield@capella.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>Complete Section 1 of the Field Education Application</td>
<td>MSW program learners: due by Week 4 (MSW5001)&lt;br&gt;MSW-Advanced Standing program learners: due by Week 4 (MSW5012)</td>
<td>Email your completed Section 1 to <a href="mailto:MSWfield@capella.edu">MSWfield@capella.edu</a></td>
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<tr>
<td>3</td>
<td>Attend the live Field Education workshops via Adobe Connect.</td>
<td>All learners are invited to attend each workshop. The workshop dates will be announced in your courseroom. Sessions are led by the Field Education Director.</td>
<td>If you are unable to attend the live workshops, please listen to recorded content.</td>
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<tr>
<td>4</td>
<td>Foundation Field Practicum Orientation at Residency</td>
<td>MSW program learners attend the face-to-face field education orientation (MSW-R5004)</td>
<td>Review and complete the Field Education Application. Discuss generalist practice skills. MSW learners update their Field Education Application for the advanced practicum experience with faculty support. MSW-Advanced Standing learners complete their Field Education Application with faculty support. All learners participate in an advanced generalist practice skills training and role-play.</td>
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<td></td>
<td>Advanced Field Practicum Orientation at Residency</td>
<td>All learners attend the face-to-face advanced orientation during your MSW-R5014 course residency.</td>
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<td>5</td>
<td>Practicum Site Interview</td>
<td>All learners: After reviewing Section 1 of your application, the Field Education Office will email your confirmation to conduct a site interview. Within 48 hours of receipt of the email, please contact the site to schedule your face-to-face professional interview.</td>
<td>The Field Education Office recommends that you review the Interview Tips Form and visit the Career Center, prior to scheduling your interview.</td>
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<tr>
<td>Step</td>
<td>What</td>
<td>When</td>
<td>Action Items</td>
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<tr>
<td>6</td>
<td>Submit Field Education Application and Checklist documents</td>
<td>All learners: Submit your completed application packet by Week 6 (MSW-R5014).</td>
<td>The Field Education Office and faculty work closely with you to complete the application and secure a qualified practicum site.</td>
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<tr>
<td>7</td>
<td>Placement Confirmation</td>
<td>All learners: The site administrator/supervisor offers a placement (sometimes pending background checks), the Field Education Office confirms the placement, and you accept the placement offer.</td>
<td>You complete required background check or screening documents, prior to beginning your practicum. If the site does not extend an offer, you work with Field Education and return to Step 5.</td>
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<td>8</td>
<td>Begin the Practicum</td>
<td>MSW program learners: Begin the two quarters of foundation practicum (MSW5026 &amp; MSW5026), followed by three quarters of advanced practicum (MSW5526, MSW5527 &amp; MSW5528) MSW-Advanced Standing program learners: Begin three quarters of advanced practicum (MSW5526, MSW5527 &amp; MSW5528)</td>
<td>Enjoy the experience!</td>
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Practicum

**Master of Social Work Program (Foundation) Practicum.** Learners enrolled in the Master of Social Work program will complete a foundation field practicum and advanced field practicum under the supervision of an experienced master’s-level social worker. The foundation field practicum is designed as an applied integration of social work generalist practice, theory, knowledge, values, ethical orientation, and skill development in the social work profession under the supervision of an approved Field Supervisor. Learners will complete the practicum in a local organization in the foundation year of the program. The foundation field practicum is completed over two consecutive 10-week terms (MSW5025 and MSW5026). This is an opportunity for you to bring your coursework to life by demonstrating generalist practice skills with individuals, families, groups, organizations and/or communities in your local area.

After successful completion of the foundation field practicum experience, you will complete a second practicum, the advanced field practicum (MSW5526, MSW5527 and MSW5528) over three consecutive 10-week terms. The advanced field practicum allows you the opportunity to demonstrate new graduate-level learning with a different client population, tasks and site supervisor. You will have the opportunity to develop and foster advanced generalist practice skills in the advanced field practicum.

**Master of Social Work(Foundation) Field Seminar.** You will also enroll in the foundation field seminar courses (MSW5025 and MSW5026) that accompanies the field foundation practicum. The purpose of the field seminar is to bridge the generalist practice coursework to the foundation field practicum experience. The seminar is led by a program faculty, your field faculty liaison. During the seminar course, learners will examine and reflect upon the practicum experience, complete coursework to demonstrate competence of generalist social work practice.
and cultivate critical thinking skills. After successful completion of foundation field practicum and its accompanying foundation field seminar, you will enroll in the advanced field practicum and its accompanying field seminar courses (MSW5526, MSW5527, and MSW5528). In the advanced field seminar, you will participate in discussions on how you are applying advanced generalist practice in your practicum, complete assignments that demonstrate your competence of advanced generalist practice and demonstrate how leadership and technology are used in social work practice. In the foundation and advanced field seminars, your field faculty liaison will host live Adobe Connect sessions to engage you in discussion on social work best practices. The field faculty liaison will post the dates of the biweekly live sessions in the courseroom. The sessions will occur at 7:30 p.m., Central Standard Time.

**Master of Social Work-Advanced Standing Practicum.** Learners enrolled as advance standing will complete the Advanced Field Lab/Seminar (MSW5525) prior to beginning the advanced field practicum. The Advanced Field Lab/Seminar prepares you for the advanced field practicum experience with a review of advanced generalist practice, resume development, and interviewing skills. After successful completion of the MSW5525 course, learners participate in three consecutive 10-week terms of advanced field practicum (MSW5526, MSW5527, and MSW5528) in a local organization. In the practicum, you have the opportunity to integrate your advanced generalist practice coursework and previous social work experience in a real-world setting to develop your advanced generalist practice skills and knowledge under the leadership and supervision of an experienced master’s-level social worker in a local organization. The advanced field practicum provides you with the opportunity to demonstrate advanced social work knowledge, values, and skills with individuals, families, groups, organizations and/or communities.

**Master of Social Work-Advanced Standing Field Seminar.** Learners in the advanced standing program will enroll in the advanced field seminar courses (MSW5526, MSW5527 and MSW5528). The advanced field seminars serve to bridge real-world experience with theories and conceptual frameworks presented in the courseroom. Through the seminar, you examine and reflect upon your experiences working in the social work profession where you are applying advanced generalist practice skills. In the advanced field seminar, you will participate in discussions on how you are applying advanced generalist practice, complete assignments that demonstrate your competence of advanced generalist practice and demonstrate how leadership and technology are used in social work practice. To support your professional development, your field faculty liaison will host live Adobe Connect sessions. Your field faculty liaison will announce the dates of the biweekly live sessions in the courseroom. The sessions will occur at 7:30 p.m., Central Standard Time.

**Whom to Contact?**
If questions arise related to your practicum site, please discuss them with your Site Supervisor.

For questions related to the courseroom, contact your Field Faculty Liaison.

For questions related to the field education process, contact the Field Education Office at MSWfield@capella.edu.
Integration of Courseroom and Field Education

MSW program learners attend two in-person residencies (MSW-R5004 and MSW-R5014) and MSW-Advanced Standing attend one in-person residency (MSW-R5014). A field education orientation is offered each residency. During the orientation, the field practicum process will be discussed, to include the Field Education Application and Learning Contract. The Learning Contract accentuates the connections between the theoretical and conceptual frameworks with the evidence-based practice models implemented in the Foundation and Advanced Field Practicums. For example, engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities (EPAS 2.1.10) requires you to identify relevant theories of human behavior, advanced generalist practices, and best practice interventions from the course room and apply them in their field practicum setting, the diverse client population, and local community. Further, you are expected to engage in discussions with your field faculty liaison in the field seminar course concerning your implementation of theory for assessment and treatment planning. You will use the supervision provided by their field faculty liaison as a means to enhance your practice knowledge, values and skills that may differ from textbook examples, cases, and scenarios.

In addition to the Field Practicum Learning Contract, there are other methods used to ensure the theoretical and conceptual frameworks with evidence-based practice models are integrated between the courseroom and practicum. Table 6 shows the additional methods used to connect the courseroom and practicum to foster the implementation of evidence-based practice.

### Integration of Courseroom and Field Education

<table>
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<tr>
<th>Field Component</th>
<th>Implementation</th>
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<tbody>
<tr>
<td>Syllabi in each Field Practicum</td>
<td>You are required to discuss and share a copy your syllabi with field supervisors to ensure the awareness of theoretical and conceptual frameworks and assignments presented in the courseroom.</td>
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</table>
| Field Seminar     | Foundation Field Seminars: MSW program learners participate in role-plays, discussions and complete assignments that emphasize generalist practice, theory, and evidence-based practice so learners can implement this content in their practicums. After completion of the Foundation Field Seminars, MSW program learners enter the Advanced Field Seminar.  
Advanced Field Seminars: MSW program and MSW-Advanced Standing learners practice the application of theories and conceptual frameworks presented in the advanced generalist social work curriculum. Learners can use the role-plays, discussions, and assignments to inform their evidence-based practice in their Advanced Field Practicum. |
| Two Virtual Site Visits | Field Faculty Liaisons seek feedback from you and your field supervisor on progress of the Field Practicum Learning Contract.  
Discuss and verify that theories (i.e. Ecological Systems, Social Learning and leadership theories) conceptual frameworks (Cultural Competence), generalist intervention model in the foundation field practicum and advanced generalist model in the advanced field practicum are being used. |
| Learner           | The field supervisor observes and documents your performance according to the Field |

In addition to the Field Practicum Learning Contract, there are other methods used to ensure the theoretical and conceptual frameworks with evidence-based practice models are integrated between the courseroom and practicum. Table 6 shows the additional methods used to connect the courseroom and practicum to foster the implementation of evidence-based practice.
## Field Component | Implementation
---|---
Evaluation | Practicum Learning Contract and share with you and field faculty liaison.
Field Practicum Learning Contract | You develop your learning contract in collaboration with your field supervisor to ensure the theories and conceptual frameworks presented in the social work curriculum and the CSWE Core Competencies are a part of your work goals. With the aid of the field supervisor, you demonstrate the CSWE Core Competencies in social work practice and document the dates of completion of each competency. The field faculty liaison reviews your learning contract and seeks to verify the use of the related theories, conceptual framework and CSWE Core Competencies with you and field supervisors.
Capstone Assignment | Foundation Field Practicum: During the Field Foundation 2 (MSW5026), you conduct a client assessment where you connect theory and practice using the 10 core competencies, 41 practice behaviors, social policy, professionalism, program evaluation, assessment and intervention, relevant theories and conceptual frameworks to implement evidence-based practice in the foundation field practicum and local community. In the Advanced Field Practicum 3 (MSW5528), you conduct research on a social issue that is presence in your local community and identified during your advanced field practicum. This assignment is the culminating assignment for Advanced Field Practicum. The assignment includes the Social Issues Proposal, Theory, and Procedures Presentation. In this assignment, you demonstrate how you have implemented your proposal, chosen theory and procedures to conduct your project. In addition, you reflect on your experiences as an advanced field practicum intern and offer recommendations for further insight to advanced social work practice in your chosen area of interest.

## Evaluation of Competency
You are evaluated through various measures during the practicum experience to support the development of your social work knowledge, values, and skills. The Field Supervisor and Field Faculty Liaison contribute to your evaluation. The Field Faculty Liaison has sole responsibility for reviewing and assigning a grade for the Foundation Field Practicum 1 and 2 (MSW5025 and MSW5026) and Advanced Field Practicum 1, 2, and 3 (MSW5526, MSW5527 and MSW5528) academic courses.

The Field Supervisor uses the following for evaluation purposes:

- Your self-reflection on the Learning Contract
- Direct observation
- Weekly supervision and ongoing consultation
• Process recordings
• Biopsychosocialspiritual Assessment
• The Learning Contract end-of-quarter evaluation

The Field Faculty Liaison uses the following for evaluation purposes:

• The Learning Contract evaluation from your self-reflection
• Field Supervisor’s end of quarter evaluations in the Learning Contract
• Discussions and activities in the field seminar courseroom
• Direct observation during the two virtual field site visits
• Ongoing consultation with you and Field Supervisor
• Field Seminar assignments as outlined in the syllabi

Grading Policy
Letter grades are the default grading option for the Foundation and Advanced Field Practicums. You must remain in good academic standing to enter and complete the field education portion of the degree program. If you earn a grade lower than a B in a field practicum, the Field Education Director and faculty will provide advising to support you and to evaluate program fit.

The Foundation Field Practicum 1 and 2 (MSW5025 and MSW 5026) and Advanced Field Practicum 1, 2, and 3 (MSW5526, MSW5527 and MSW5528) are academic courses with courseroom activities, discussions and assignments where the Field Faculty Liaison assigns grades. The grades are based on the following:

• Satisfactory completion of all field education seminar courseroom assignments
• The Field Supervisor’s evaluation of your performance as documented in the Learning Contract and end of quarter evaluation
• Active participation in the courseroom activities, discussions, and live Adobe Connect sessions

For more information on Capella’s grading policy and procedures, see University Policies 3.04.07 Grading, 3.04.08 Incomplete Grades, and 3.04.09 Appealing a Grade.

Assessments
The academic benchmark for both the foundation field practicum (MSW5025 and MSW5026) and advanced field practicum (MSW5526, MSW5527 and MSW5528) course assignments is the achievement of a final grade of 80% or higher on assessments.

In the Foundation Field Practicum 2 (MSW5026), MSW program learners complete a final project demonstrating understanding and application of the 41 practice behaviors. The Field Faculty Liaison evaluates the integrative project through a comprehensive rubric.

In the Advanced Field Practicum 3 (MSW5528), MSW program and MSW-Advanced Standing learners complete a final advanced generalist practice final project demonstrating advanced knowledge, values and skills through the use of the 17 advanced practice behaviors. The Field Faculty Supervisor evaluates the final project with the use of a comprehensive rubric.
Foundation Assessments

Social Work Education Assessment Project (SWEAP) Foundation Curriculum Assessment Instrument (FCAI). The FCAI provides a measure of how well a program’s curriculum prepares learners for practice by measuring knowledge and values; this assessment does not measure skills. It is designed to be used by you as you enter a social work program and again at the time of exit, with the explicit purpose of testing for knowledge gained throughout the program’s curriculum. The instrument consists of 64 multiple-choice questions organized into the following curricular areas: practice, human behavior and social environment, policy, research, ethics and values, diversity and social and economic justice. 80% of learners will answer 52 or more of the 64 questions correctly on the post-test. This instrument provides you with a pre-post test in the foundation year. This measure is used for internal evaluation and continuous program improvement only.

Social Work Education Assessment Project (SWEAP) Foundation Field/Practicum Placement Instrument (FPPIA) Assessment Benchmark. The Field Supervisor assesses all practice behaviors during your field education practicum. The 41 foundation practice behaviors are measured in Foundation Field Practicum 1 and 2 (MSW5026 and MSW5026). The Benchmark for each of the two foundation practicums (200 hours each) is 80%, receiving a rating of 5 out of 9 on the SWEAP Measure. The assessment is completed within the last two weeks of the practicum in the courses MSW5025 Foundation Field Practicum 1 and MSW5026 Foundation Field Practicum 2.

Advanced Assessments

Capella Advanced Field Practicum Placement Assessment Instrument (CAFPPAI) Assessment Benchmark. The Field Supervisor assesses all advanced practice behaviors during your field education practicum. The 17 advanced practice behaviors are measured in Advanced Field Practicum 1, 2 and 3. The Benchmark for each of the three advanced generalist practicums (200 hours each) is 80%, receiving a rating of 5 out of 9 on the Advanced Field Practicum Placement Measure. The Field Education Assessment is listed in Standard M.2.0.4. This is completed within the last two weeks of the practicum in the courses MSW5526 Advanced Field Practicum 1, MSW5527 Advanced Field Practicum 2, and MSW5528 Advanced Field Practicum 3.
Learner Expectations

There are basic expectations for learners participating in the field practicum. These include meeting the courseroom requirements for each term of your practicum, collaborating with field supervisor and/or task supervisor to the development the your Learning Contract, following the Capella University academic calendar, and completing 200 hours in each term of the practicum.

Capella University’s Department of Social Work also expects learners to abide by the National Association of Social Workers (NASW) Code of Ethics, to be proactive learners and participants, to conduct themselves professionally, and to adhere to the policies and best practices of both Capella University and their practicum site.

NASW Code of Ethics

The National Association of Social Workers Code of Ethics is intended to serve as your guide to the everyday professional conduct of social workers. You have the responsibility to be familiar with the NASW Code of Ethics. It is expected that you, field supervisors, and field faculty liaisons abide by the Code of Ethics. A copy of the Code of Ethics can be downloaded from the NASW website located at: http://www.naswdc.org/pubs/code/code.asp.

According to the National Association of Social Workers (NASW), professional ethical standards are the cornerstone of the social work profession, and social worker professionals have a duty to apply such standards in practice. The NASW Code of Ethics offers the values, principles, and standards to guide professional social work conduct. You are obligated to adhere to the Code of Ethics in your practicum experiences.

The NASW Code of Ethics serves six purposes:

1. To identify core values on which social work’s mission is based.
2. To summarize broad ethical principles that reflect the profession’s core values and establishes a set of specific ethical standards that should be used to guide your social work practice.
3. To help you identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. To provide ethical standards to which the general public can hold the social work profession accountable.
5. To socialize practitioners new to the field to social work’s mission, values, ethical principles, and ethical standards.
6. To articulate standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct.

You are expected to demonstrate the six values of the Code of Ethics in practice during your practicum:

- Service
- Importance of Human Relationships
- Social Justice
- Integrity
- Dignity and Worth of the Person
- Competence
Join NASW
You are encouraged to join the NASW while enrolled in the Master of Social Work Program. The National Association of Social Workers (NASW) offers learner membership while you are enrolled in the Master of Social Work program. NASW is the largest membership organization of professional social workers and learners in the world, with 132,000 members. For more information on membership and its many benefits visit http://www.socialworkers.org.

Professional Requirements and Safety Practices

Hold Liability Insurance. You are required to purchase and maintain professional liability insurance during your practicum. Proof of professional liability insurance must be submitted with your Field Education Application. As a member of NASW, you can obtain liability insurance at a discounted annual rate. The required limits of liability are $1 million occurrence and $5 million aggregate. For more information and to begin the online insurance application process, click on the “Learners” tab at www.naswassurance.org/pli/ . After completion of the online insurance application, the insurance company will email the proof of insurance document to you. This document can be used proof of professional liability coverage.

Prepare for Background Checks. You should be aware that practicum sites might require the completion of a criminal history check that may be a state or national clearance. Additionally, the practicum site may require a Central Registry check to determine if you have ever been adjudicated in a civil court for abuse and neglect of a child or a vulnerable adult. Further, you may be required to take and pass a drug test. The cost of the background checks and drug testing may be covered by the practicum site, or may be an expense you will occur. Capella University and the Master of Social Work Program do not cover these costs.

Understand Mandated Reporting and Duty to Warn. Federal and state laws cover the mandatory reporting of the suspected abuse or neglect of children or vulnerable adults and the duty to warn if a client is considered harmful to himself, herself, or others. The field supervisors are responsible for educating you with regard to these laws, along with the procedures to share any client concerns. During the practicum, you are not required to be the primary mandated reporter while functioning as an intern. This role is reserved for the field supervisor who is responsible for ensuring that all practicum site policies, regulations, laws, and ethical obligations are followed. You can assist and should have exposure to situations that involve mandatory reporting and duty to warn.

Practice Safety in Practicum. The Field Education Office takes safety very seriously. The Field Education Director provides ongoing safety trainings for learners. The trainings are offered in live Adobe Connect workshops and during the face to face field education orientation at your residency.

It is imperative to understand that social workers work in a vulnerable profession where violence in the lives of individuals, families, groups, organizations and communities are current realities. Safety is the responsibility of you, the Field Supervisor, Practicum Site, Task Supervisor, Field Faculty Liaison and Field Education Office.

Before you begin your practicum, you should read and be familiar with general safety policies and procedures outlined in the Safety in Field Education Practicum form. As an intern, refrain from engaging in assignments in which there is a feeling of risk. If you are concerned about personal safety, the Field Supervisor should be
contacted immediately. If the concern is not fully addressed by the Field Supervisor, you should discuss the persisting concern with the Field Faculty Liaison. Your safety is the primary concern of Capella University.

**Know the Rules for Home Visits.** You can engage in home and community visits only in the presence of the approved Field Supervisor or Task Supervisor. You are prohibited from conducting any visits alone. Transporting clients is strictly prohibited. You are expected to document all off-site activities in your e-Journal. If there are questions concerning the transport of clients and conducting of home or community visits, you and/or field supervisor should discuss your field faculty liaison.

**Academic Policies and Best Practices**

**Agreement with Practicum Site**

**Affiliation Agreement.** The affiliation agreement is the official document outlining the educational arrangement between your practicum site and Capella University. The practicum site is expected to provide you a safe, supportive and engaging learning experience. Capella University provides the official affiliation agreement to the practicum site for review and their administrator’s signature. A practicum site that desires to make an addendum to the agreement will require more discussion with the Master of Social Work Program and the Capella University legal department. The Field Education Office must receive the signed affiliation agreement before you can begin the practicum experience. The Field Education Office works with the practicum site to secure the signed document. Ideally, a practicum site will review, sign and return the agreement within 3 days of your site interview to ensure timely placement in the site. The agreement can be submitted via email to the Field Education Office at www.MSWfield@capella.edu.

**Field Education Termination.** It is expected that you remain in the assigned field practicum to complete the field education experience. When a concern arises, you and Field Supervisor are expected to discuss the concerns during the weekly one-hour supervision meeting. As additional consult is needed, you and/or Field Supervisor should discuss the concern with the Field Faculty Liaison for best options and direction to support a positive learning experience for you. The Field Education Director should be contacted if the concern is not successfully resolved. While rare, a change in practicum site department or new practicum site may be an option when a concern may adversely impact the overall learning experience.

**Employment and Work Experience**

**Prior Experience.** The Capella MSW program does not grant academic credit for life and/or previous work experience. Experiential credit will not be awarded for practicum or courses.

**Employment-Based Practicum.** An employment-based practicum is an opportunity for you to complete the field education practicum in your current workplace setting where new graduate-level learning can occur to meet the social work practice goals outlined in your Learning Contract. The practicum responsibilities, duties, and work must be different from your regular position duties. This usually is accomplished with the practicum site assigning you to a different department, unit or area, providing an opportunity to work with a different client population, using different documentation, allowing the opportunity to work with different staff and employing different community supports than those used in your regular employment responsibilities. The practicum site must be able to support a reduction in your regular work activities so that the time required for the practicum experience can be added to your schedule.
You may be considered for an employment-based practicum, if the following is met:

1. You are currently employed at the practicum site and the site meets the requirements necessary for practicum sites as determined by Master of Social Work Program and the Council on Social Work Education (CSWE).
2. The practicum site is able to provide educational opportunities that are clearly different from your employment responsibilities.
3. The practicum site is supportive of you completing the practicum experience in your place of employment by providing new graduate level learning assignments.
4. Provide a masters-level social worker with at least 2 years of post-master’s degree practice experience to serve as the Field Supervisor. The Field Supervisor cannot be a current supervisor of your employment.
5. Offer assignments that will support the development and demonstration of social work knowledge, values, and skills.
6. Reduction in regular work responsibilities to support your reassignment to new graduate learning opportunities within the practicum site.
7. Time to complete assigned practicum assignments.

You must submit the Employment based Practicum Form with the Field Education Application.

**Work Schedule and Hours**

If you are a working adult, it is imperative that you negotiate your current work hours, prior to beginning your practicum. The practicum hours usually are during regular weekly business hours and require you to be available Monday-Friday. It is rare to have a practicum site offer evenings or weekend hours. Similar to negotiating work hours to allow time for your practicum, you will need to discuss and negotiate your practicum site work hours with your site supervisor to ensure you can complete the required hours on time.

**Foundation Field Practicum Hours.** Learners enrolled in the Master of Social Work program will complete Foundation Field Practicum 1 and 2 (MSW5026 and MSW5026). This generalist practice practicum requires a total of 400 hours in an approved practicum site. The foundation field practicum consists of two consecutive 10-week terms with 200 hours of practicum experience required in each term. A typical work schedule consists of 20 hours with one hour allocated to direct supervision time with your Field Supervisor. You should collaborate with your site supervisor to determine your weekly schedule. After completion of the foundation field practicum, you will enter the advanced field practicum. Foundation field practicum hours that may have been missed, for any reason, must be made up prior to end of the current term.

**Advanced Field Practicum Hours.** Learners that have successfully completed the Foundation Field Practicum and learners enrolled in the Master of Social Work-Advanced Standing program will complete the Advanced Field Practicum 1, 2 and 3 (MSW5526, MSW5527 and MSW5552). Your advanced practicum experience is a total of 600 hours and must be completed in an approved advanced practicum site. The advanced field practicum consists of three consecutive 10-week quarterly terms with 200 hours of advanced practicum experience required in each term. Learners should collaborate with the Field Supervisor to develop the practicum work schedule. A typical work schedule consists of 20 hours with one hour allocated to direct supervision time with
the Field Supervisor. Advanced field practicum hours that may have been missed, for any reason, must be made up prior to end of the current term.

**Time Log.** You should record the daily practicum hours completed on your Time Log. You and your site supervisor should review your time log during your supervision time and sign the document. The Time Log must be submitted to the Field Faculty Liaison by Friday in Weeks 2, 4, 6, 8, and 10. If there are any questions concerning time log, you should contact your field faculty liaison immediately. The time log is your official documentation of your practicum hours.

**Early Completion of Field Education Practicum.** The Master of Social Work Program requires learners to remain in the practicum for the 10-week term. If minimum practicum hours are completed prior to the end of the current quarter, you are expected to remain in the practicum site until the end of the current term. This allows the work to continue with individuals, families, groups, organizations and/or communities and to honor the agreement with the practicum site to provide a learning experience through the end of the academic term.

**Holidays and Absences.** The foundation and advanced field practicums are academic courses and you are expected to observe the academic calendar. Holidays and absences (i.e. sickness or personal concerns) are not counted as practicum hours. Any practicum hours missed must be made up prior to end of the current term. You are expected to adhere to the practicum site’s guidelines for reporting absences. Any questions concerning absences should be directed to your site supervisor.

**Rights and Responsibilities**

**Disability Services.** Capella University recognizes and fulfills its obligations under the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008, the Rehabilitation Act of 1973 and similar state laws. Capella University is committed to provide reasonable accommodations to qualified learners with disabilities in University programs and activities. Learners with disabilities are provided equal access while maintaining the integrity of the University's academic standards. Information about Capella’s disability services may be found at the iGuide web page: [https://campus.capella.edu/web/disability-services/home](https://campus.capella.edu/web/disability-services/home).

**Privacy.** The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of your education records. The law applies to all institutions that receive funds under an applicable program of the US Department of Education.

You are required to adhere to HIPAA (Health Insurance Portability and Accountability Act of 1996, Public Law 104-191) regulations regarding the privacy of client information outside of the practicum site. Unless you have the client’s written permission, confidentiality must be strictly maintained when discussing or writing about clients in the courseroom and assignments.

**Professional Conduct**

As Capella University MSW learners, you are expected to make a personal commitment to the goals of the Master of Social Work program and maintain professionalism in the courseroom and in the practicum. You should engage in culturally competent practice and employ strengths-based perspective in the courseroom and in the practicum.
Follow Site Expectations. When working at the practicum site, you should adhere to the practicum site code of conduct, hours of operation, guidelines, and holiday and closing policy. You are expected to maintain the confidentiality of practicum sites documents and client information.

Dress Professionally. Professionalism is paramount in preparing for your practicum. You should prepare early for the practicum experience by acquiring professional attire. You are expected to discuss the dress code with the Field Supervisor during the practicum site interview and comply with the guidelines. Your Field Supervisor has the right to send you home, if your attire is deemed inappropriate for the practicum site.

Use Discretion with Personal Devices. To maintain an engaging and productive learning environment, the Field Education Office suggest that you refrain from the use of personal emails, telephone calls, text messages and social media during your practicum. Personal communication devices should not interrupt any professional activities in the practicum site. You should consult with your Field Supervisor on the use of technology and other communication devices and adhere to the practicum site policies. For more information on workplace best practices, professional interviews, and professional attire, please visit the Career Center at https://campus.capella.edu/web/career-center/home.

Secure Transportation. You have sole responsibility for your transportation to and from the practicum site. Based on the availability of approved practicum sites, you may be required to drive up to two hours one way to the approved practicum site.