



SOCIAL WORK FIELD PRACTICUM AND SEMINAR

SOWK 4870 & SOWK 4875

Course Information

Course: Social Work Field Practicum and Seminar

Semester: Fall 2026

Class Location: Auditorium Building 212

Class Meeting Day(s) & Time(s): Monday, 8am-10:50am

Instructor

Professor Name: Staci Mulcahy, LMSW, ACM-SW

Office Location: Chilton Hall Room TBD

Office Hours: By Appointment or Drop-in Hours

Drop-in Hours: (Changes to this will be posted on Canvas via announcement)

Monday 12:30pm – 2:30pm; Wednesday 2:00pm-4:00pm; Thursday 12:30pm-2:30pm

Preferred Method of Contact: Email

Email: staci.mulcahy@unt.

COURSE DESCRIPTION

SOWK 4870

Provides a forum in which students share experiences encountered in the field, discuss issues related to practice and service delivery systems, demonstrate application of research to practice, and integrate field and classroom learning.

SOWK 4875

Field practicum in a social agency. Includes direct and indirect service activities in a community agency or program related to previous course work. Refinement of applied skills and evaluation of social work practice in an applied setting.

COURSE MATERIALS

Students are encouraged to purchase/review LBSW licensing exam study materials - NOT REQUIRED

- LEAP Bachelor Study Options and Licensing Exam Preparation Services website.
<https://licensingprep.com/collections/bachelors>
- ASWB Practice Social Work Exam
- Pocket PREP Phone APP
- Phil Luttrell's Youtube Videos- more of LMSW and LCSW exams but a great resource

****A link to use to get an INTERNSHIP CORD to wear at graduation through the Career Center.**
<https://careercenter.unt.edu/students/internship-information.html>

METHODS OF INSTRUCTION

Timekeeping & Weekly Self-Assessment Logs

Students will complete all weekly logs on Canvas. There are three parts to the log: (1) documentation of weekly hours; (2) a description of work activities done each week (e.g. conducted psychosocial assessment, attended case staffing, co-facilitated Psychoeducational group, etc.); and, (3) specific log questions found in this syllabus that must be discussed with your Field instructor and then summarized online. The log question or questions listed each week on the syllabus are to be discussed with your Field Instructor during supervision time and then recorded as part of the log. Each log entry is worth 10 points and will be graded for total completion and quality of response. Students need to have all information entered for the previous week by **1:00pm on Sundays**. Late entries will affect your grade. Lack of appropriate detail will also result in point deductions.

On Campus Class Structure

The following is the tentative structure of the classes. Modifications will be made as warranted to accommodate special situations (guests, etc.)

1. Occasionally, guest speakers may be invited to class to present specific topics.
2. Small groups may be used. If they occur then a large portion of our sessions will be set aside for peer-to-peer “*check-in*.” You must fully participate during this process and openly share both your experiences in the field, as well as the emotional and personal impact of being in the field. In addition, while in the small groups, you will discuss assigned weekly topics. (Approximately 1 hour).
3. Toward the end of the semester, all students will conduct an Integrative Case Presentation. These will be done in person in front of a professional panel. This assignment will account for a significant portion of your field seminar grade.

COURSE POLICIES

Attendance

Attendance and Punctuality **COUNT** in this class!

Students are expected to attend all classes because this is a seminar class intended to supplement your field placement activities. Absenteeism will negatively impact your grade.

Absences may be excused only with documentation in accordance with UNT attendance policy 06.039 <https://policy.unt.edu/policy/06-039>. A tardy is defined as being more than 15 minutes late to class. I will take roll at the beginning of each class. If you come in after roll is taken, be sure to talk to me immediately after class so I can note that you are present. Regular attendance is expected, as is punctuality.

Academic Integrity

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. Academic dishonesty includes cheating, plagiarism, forging the signature of the instructor or of another student, fabrication, and/or facilitating or sabotaging the academic dishonesty of other students. Any suspected occurrence of academic dishonesty will be investigated and handled in accordance with UNT policy and procedures. The following academic penalties may be assessed at the instructor’s discretion upon determination that academic dishonesty has occurred. Admonitions and educational assignments are not appealable.

1. *Admonition.* The student may be issued a verbal or written warning.
2. *Assignment of Educational Coursework.* The student may be required to perform additional coursework not required of other students in the specific course.
3. *Partial or no credit for an assignment or assessment.* The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.
4. *Course Failure.* The instructor may assign a failing grade for the course.

Communication Expectations

The primary tool the instructor will use to communicate with students is the 'inbox' available in the Canvas learning management system. Canvas will be used to address personal concerns or questions and may also be used to contact other students in this course. Students are responsible for ensuring that they receive notifications in Canvas regarding course information in a timely manner. The default is the students' UNT email account. Students may choose to add additional email addresses or change their default email to receive notifications of course information (see Canvas Guide). Students also have the option of using direct emails.

Professional etiquette extends to all types of communication with your instructor and/or field instructor. Written communication, including email, is a permanent record and so it is important to use care about how you make requests, ask questions, or express concerns. Slang (*e.g.*, Hey, Yo) and texting abbreviations should be avoided. The use of profanity is not permitted.

Any type of communication—verbal or written—is most likely to achieve the intended result when it is polite or courteous. Please note that communication can be polite even if there is some type of conflict involved. Instructors may choose not to respond to emails or other forms of communication that is perceived as insulting, disrespectful, or unprofessional.

Contact the Instructor regarding your personal concerns or course related issues. The instructor will try to respond to your emails in a reasonable timeframe (typically within three business days if possible). The methods used to provide you with feedback include emails, assignment feedback, and grades. We are typically not available on weekends/holidays. Feel free to reach out as needed.

Emergency Notifications & Procedures

UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all currently enrolled students. Please make certain to update your phone numbers at <https://my.unt.edu/>. In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Course Evaluation

The Student Perception of Teaching (SPOT) is required for all classes at UNT. We are very interested in the feedback we get from students, as we work to continually improve our teaching. The SPOT survey will be made available to you at the end of the semester, providing you with a chance to comment on how this class is taught. Please visit my.unt.edu and fill out the evaluation form when it is available.

ACADEMIC SUPPORT & STUDENT SERVICES

Succeed at UNT

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find support. Take control. Be prepared. Get involved. Be persistent. To learn more about campus resources and information on how you can achieve success, go to succeed.unt.edu.

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)

- [UNT Care Team \(https://studentaffairs.unt.edu/care\)](https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services \(https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry\)](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling \(https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling\)](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

The Suicide and Crisis Lifeline: 988

The Lifeline offers free services 24/7. Call or Text 988

Chat 988lifeline.org

TTY users, use your preferred relay service or dial 711 or 988

Crisis Text Line: 741-741

The text line offers free services 24/7. Text Help to 741-741

Trevor Project: Call 866-488-7386 or text 678-678

Additional Student Support Services

- [Registrar \(https://registrar.unt.edu/registration\)](https://registrar.unt.edu/registration)
- [Financial Aid \(https://financialaid.unt.edu/\)](https://financialaid.unt.edu/)
- [Student Legal Services \(https://studentaffairs.unt.edu/student-legal-services\)](https://studentaffairs.unt.edu/student-legal-services)
- [Career Center \(https://studentaffairs.unt.edu/career-center\)](https://studentaffairs.unt.edu/career-center)
- [Counseling and Testing Services \(https://studentaffairs.unt.edu/counseling-and-testing-services\)](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Food Pantry \(https://deanofstudents.unt.edu/resources/food-pantry\)](https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- [Academic Resource Center \(https://clear.unt.edu/canvas/student-resources\)](https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center \(https://success.unt.edu/asc\)](https://success.unt.edu/asc)
- [UNT Libraries \(https://library.unt.edu/\)](https://library.unt.edu/)
- [Writing Lab \(http://writingcenter.unt.edu/\)](http://writingcenter.unt.edu/)

Disability Accommodations

In accordance with university policies and state and federal regulations, UNT is committed to full academic access for all qualified students, including those with disabilities. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality

of educational access for people with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide the student with an accommodation letter to be hand delivered to the instructor to begin a private discussion regarding the student's specific needs in the course.

Students may request accommodation at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Every semester, students must obtain a new letter of accommodation, and they must meet with each faculty member prior to implementation in each class.

Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to request that students discuss such letters during their designated office hours to protect the privacy of the student.

For additional information, visit the Office of Disability Accommodation (ODA) in 1800 Chestnut St. Suite 102 & 115 or their website at <http://disability.unt.edu>. You may also contact the ODA office by phone at 940.565.4323 or email disability@unt.edu. Specific information on UNT's policies related to disability accommodation is available at <http://policy.unt.edu/policy/18-1-14>.

Please note that disability accommodation is not retroactively applied to the start of the course. Accommodations in the course becomes effective after the student has delivered an official accommodation letter from UNT's ODA.

Survivor Advocacy

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) have experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs:

<http://deanofstudents.unt.edu/resources> 0. UNT's Student Advocate can be reached through

e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students office at 940-565-2648. You are not alone. We are here to help.

Requests to Drop

We want you to succeed in this class and at UNT. If you are concerned about your progress in the course, or believe you need to drop for other reasons, it is important that you contact the instructor as soon as possible. We want to make sure that dropping the course is your best or only option.

There are consequences to dropping classes that extend beyond losing your invested time, money, and effort. Dropping one or more classes may make you ineligible for financial aid. There are also limits on the number of courses you can drop. You can learn more about this at <http://registrar.unt.edu/registration/dropping-class>.

If you absolutely must drop the course, after the 12th class day for fall or spring semesters, students must first submit a completed [Request to Drop Class](#) form to the Registrar's Office. Students who drop during this timeframe will receive a grade of W. You will not be allowed to drop after this date and will receive a grade based on work completed. Per university policy a WF will no longer be assigned as a grade. If you have any questions, please call the Registrar's Office at 940-565-2378 or stop by the Eagle Student Services Center Room 147.

Requests for an Incomplete

Students must meet specific criteria to be eligible to receive an incomplete in a course. Review of these guidelines on UNT's Incomplete Grade policy is available at <http://registrar.unt.edu/grades/incompletes>.

Students may request a grade of incomplete ("I") only if they meet all of the following conditions:

- The request occurs on or after completing $\frac{3}{4}$ for the course;
- The student is passing the course;
- There is a justifiable and documented reason beyond the control of the student (*e.g.*, serious illness or military service) for not completing the course on schedule; and,
- The student has the approval of the instructor and the department chair.

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class, and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via video conference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

ASSIGNMENTS

Assignments and Make-up Policy

Late assignments will not be accepted in this class, including weekly logs. There will be no exceptions so please pay attention to due dates on this syllabus. Students are responsible for ensuring they have a reliable Internet connection.

Field Instructor and UNT Faculty Roles

While you are enrolled in the seminar and practicum classes, you will be supervised by at least three individuals: the agency field instructor, the UNT seminar instructor, and field coordinator. They will work together to evaluate you on social work competencies as well as professionalism. While the agency field instructor may recommend your final grade, the ultimate responsibility for the grade rests with UNT faculty. Your grades for these classes will consider several sources of information regarding your performance at the practicum and in the seminar. The sources and the weight these components have on your final grade for SOWK 4870 & 4875 are noted on the syllabus.

Hours Required

You must complete and document a minimum of 400 hours in the field (as verified by your field supervisor). You are expected to work in your agency for a minimum of 25-28 hours per week for 15 weeks.

You may NOT finish your practicum early, and you should have all your hours completed before the week of finals.

COURSE OVERVIEW AND ASSIGNMENTS

Please note that the Professor for this course has the option to revise or alter the course syllabus at any time.

IMPORTANT DUE DATES & ASSIGNMENTS- SOWK 4870	Points	Due Dates
<u>Weekly Logs (15)</u> Weekly Self-Assessment Logs: You are expected to be an active participant in class. In addition, the completion of a weekly log of student activities, questions, and supervision is required as	300 Points	Weekly

part of the weekly supervision process. The logs will all be done electronically on the class Canvas site.		
<u>Self-Care Journal(4)</u> Social work practice can bring moments of growth, connection, stress, uncertainty, and emotional complexity. The Self-Care Journal provides space for you to reflect on your field practicum experiences while intentionally attending to your well-being and developing professional identity. Self-care and reflection can take many forms. Entries may include journaling, drawing, photography, music, poetry, quotes, mindfulness, movement, time in nature, gratitude, or other activities that are meaningful to you. There is no expectation of artistic ability or a “right” way to complete your journal. The goal is intentional reflection and engagement in self-care. Submission Format: Each entry should document one self-care or reflective activity and include a brief reflection connecting the experience to your field practicum, well-being, and/or professional growth. Upload a picture or representation of your entry and a brief description to the Undiscussion Board by the designated due date. Seminar Integration: You may be invited to share aspects of your Self-Care Journal during field seminar discussions. Sharing and discussion provide opportunities to learn from one another, normalize the importance of self-care in social work practice, and explore how field experiences can impact personal well-being and professional growth. A Way to Think About Your Journal: Think of your Self-Care Journal as a space to pause, process, and reflect. Rather than simply documenting what happened in field, the journal encourages you to consider how your experiences are affecting	100 Points	August 30 September 27 October 25 November 15

you, what you are learning about yourself as a developing social worker, and what practices help you remain grounded and supported in the work (Capous-Desyllas & Bromfield, 2018)		
<u>Learning Contract</u> You are required, with the assistance of your field instructor, to identify activities and objectives related to the competencies and practice behaviors listed in the syllabus to be accomplished during your practicum. The activities should be <u>doable</u> and <u>measurable</u> activities such as completing an intake interview independently, writing a summary of a board meeting, etc. The contract should also address the structure and parameters of the practicum.	100 Points	Uploaded by Sunday September 13th 11:59 pm
<u>Résumé and Mock Interview</u> To complete this assignment, (1) attend the presentation in class on Week 5; (2) Construct a résumé based on the presentation; (3) Schedule an appointment for a mock interview at the Career Center. <u>Our assigned day is March 2nd.</u> See the instructions on Canvas. <i>Bring a hard copy of your resume to your scheduled mock interview;</i> (4) Upload a final resume that is fully edited based on feedback received at your mock interview.	100 Points	MOCK INTERVIEW TBD

Integrative Case Presentation Project

From mid-term through the end of the semester, all students will complete an Integrative Case Presentation possibly in front of a panel consisting of at least one assigned faculty member. The objective of this assignment is for the student to demonstrate their ability to holistically integrate and apply social work knowledge, skills, and values to practice situations in a purposeful, intentional and professional manner. Students must also demonstrate their competence is informed by cognitive and affective processes that include the student's ability to think critically, manage affective reactions, and appropriately exercise judgment in unique practice situations (CSWE). Students will present information using the planned change process as it applies to a client or client system within their field practicum. Within this process, students should demonstrate their aptitude in all nine competencies established by the Council on Social Work Education (CSWE) as well as the corresponding integrative dimensions.

See the oral presentation outline instructions included on Canvas for more detail.

Presentation Format: Students will give a 15 to 20-minute presentation that will include all elements found below. It is imperative you adhere to the 20-minute guideline. The student should plan to use PowerPoint (bring 3 copies) when describing the various components of the presentation to assist the panel in conceptualizing the student's work with the client. The panel will have 5 to 10 minutes to ask the student questions regarding their work with the client and their knowledge of the social work profession. Students will be asked to leave as the panel evaluates the students' competency and readiness for social work practice.

Treat your presentation as if you are a representative of the agency presenting information to professionals from other

300
Points

Students will
sign-up for dates
during the second
half of the semester

agencies. Include references and cite sources for your presentation (APA). A grading guide is posted on Canvas.		
<u>Final Evaluation</u> You will get your FI a copy of the Final Evaluation Schedule a time to complete the final with your Field Instructor and make sure you take time to sit down and discuss it, so you understand their assessment of your progress. An electronic copy of the evaluation instrument can be found on Canvas. Be sure to save or print the evaluation before you obtain a copy for your records. *Midterm Evaluation is due March 8th. Since the grades for this and your final evaluation are combined, you won't receive a grade for this per se. However, if it is not uploaded by the deadline with the signatures, 20 points will be deducted from the overall score on the final evaluation.	100 Points	Final EVAL uploaded to Canvas by Friday 12/4
Total	1000 Points	

GRADING AND ASSESSING YOUR WORK

Overall course grades will be assigned based on:

- A 895-1000
- B 795- 894
- C 695-794
- D/F Below 695 OR Termination from Field. See BSW Manual.

Assignment	Point Value	Percentage
Agency Learning Contract	100	10%
Weekly Supervision Logs	300 (15 X 20 points)	30%
Self-Care Journal	100 (4 X 25 points)	10%
Professional Resume/Interview	100	10%
Oral Case Presentation	300	30%
Midterm and Final Evaluations	100	10%
Total	1000	100%

Failure to provide the Midterm and Final Evaluations, verification of required practicum hours, or a PASSING rating in field will result in failing 4875. Remember that 4870 and 4875 are co-requisite courses therefore if you fail one, you fail both courses.

COURSE OUTLINE, READINGS AND ASSIGNMENTS

This calendar represents current course plans. Plans may need to change to enhance the learning opportunities.

Dates	Topic	Assigned Content
Week 1: August 17	Meet in CHILTON 240 Introduction to Field and Seminar: Getting Started Professor Middleton will join us What does capstone mean? Learning Contract Introduction All things Field Q&A	Placement starts Tuesday 8/18 Weekly Logs Due EVERY SUNDAY by 1pm
Week 2: August 24	Building Professional Relationships; Setting Boundaries and Surviving Field Practicum <i>Deeper in the Learning Contract and Smart Goals</i>	Due: Self-Care Journal: Journal #1 Sunday August 30th 11:59pm Weekly Logs Due EVERY SUNDAY by 1pm
Week 3: August 31	Teamwork- your Supervisor and you- Supervision Styles	Weekly Logs Due EVERY SUNDAY by 1pm
Week 4: September 7	No Seminar Class – Labor Day Holiday ONLINE week Theoretical Frameworks	Due: Learning Contracts uploaded by Sunday September 13th 11:59 pm Weekly Logs Due EVERY SUNDAY by 1pm
Week 5: September 14	Résumés & Interview Prep and Professionalism Guest Speaker Career Center Presentation	Watch for information on Canvas to book your Mock Interview via Handshake. Weekly Logs Due EVERY SUNDAY by 1pm

Week 6: September 21	NASW Code of Ethics	Due: Self-Care Journal #2 Sunday September 27 th 11:59pm Weekly Logs Due EVERY SUNDAY by 1pm
Week 7: September 28	Meet in CHILTON 240 Integrative Case Presentation Discussion Guest Speaker Jennifer Middleton, Field Coordinator	Due Weekly Logs Due EVERY SUNDAY by 1pm
Week 8: October 5	Advocacy and Policy Professional Licensure and Networking	Due: Midterm Evaluation uploaded to Canvas by Sunday October 11 th 11:59 pm Weekly Logs Due EVERY SUNDAY by 1pm
Week 9: October 12	Strengths Assessment – ONLINE	Due: Weekly Logs Due EVERY SUNDAY by 1pm
Week 10: October 19	Strengths Presentation Guest Speaker: Jennifer Middleton, Field Coordinator Mock Interviews will also take place at the Career Center	Due: Self-Care Journal #3 Sunday October 25 th at 11:59pm Weekly Logs Due EVERY SUNDAY by 1pm
Week 11: October 26	Burn Out and Self Care Termination	Due: Weekly Logs Due EVERY SUNDAY by 1pm

Week 12: November 2	8:00 am – 11:00 am We will be in CHILTON 240 Case Presentations in class and Check Ins	Due: Weekly Logs Due EVERY SUNDAY by 1pm
Week 13: November 9	8:00 am – 11:00 am We will be in CHILTON 240 Case Presentations in class and Check Ins	Due: Self Care Journal #4 Sunday November 15, 11:59pm Weekly Logs Due EVERY SUNDAY by 1pm
Week 14: November 16	AFTERNOON 12:00 pm- 3:00 pm We will be in CHILTON 274 Case Presentations in class and Check Ins	Due: Weekly Logs Due EVERY SUNDAY by 1pm
Week 15: November 23	Thanksgiving Break- No Seminar Class NO LOG DUE	
Week 16: November 30	Chilton 240 Start 9:00am Combined sections- end of year celebration! Course wrap up	Due: Final Evaluation uploaded to Canvas by Friday 12/4 11:59pm. Complete FINAL Log with Final Hours Due SUNDAY by 1pm Friday 12/4 LAST DAY of placement.