Saint Louis University
School of Social Work
MSW ABA and MS ABA
Field Education
Policy and Procedures Manual

2022-2023

SAINT LOUIS UNIVERSITY

SCHOOL OF SOCIAL WORK

Tegeler Hall
3550 Lindell Blvd.
St. Louis, MO 63103
314-977-2724

https://www.slu.edu/social-work/index.php

Field Page: https://sites.google.com/slu.edu/slu-school-of-social-work/field-education?authuser=0

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FIELD EDUCATION FACULTY AND STAFF

Wendy DuCasse, MSW, LCSW
Director of Field Education
Assistant Clinical Professor
Tegeler Hall, 216
(314) 977-2723
Wendy.DuCasse@slu.edu

Melania Nichols
Field Education Administrative Asst.
Tegeler Hall, 200E
(314) 977-2724
melaina.nicolas@slu.edu

Beth Barrett, MSW, LCSW, CDFT
Associate Clinical Professor
Field Liaison
Tegeler Hall, 305
(314) 977-2532
beth.barrett@slu.edu

Gabriel Carrillo, DSW, MSW
Associate Clinical Professor
Field Liaison
Tegeler Hall, 213
(314) 977-2717
gabriel.carillo@slu.edu

Kristi S. Richter, MSW, LCSW, CDFT
Director, MSW Program
Assistant Clinical Professor
Field Liaison
Tegeler Hall, 200
(314) 977-2738
kristi.richter@slu.edu

Heather Lewis, MSW, Ed.S., BCBA
Assistant Clinical Professor
Field Liaison
Assistant Director, Field Program
Tegeler Hall, 211
(314) 977-2712
heather.l.lewis@slu.edu

Jenny Deutsch, MSW, LCSW
Adjunct Assistant Clinical Professor
Field Liaison
Tegeler Hall, Room 215
(314) 977-3359
jenny.deutsch@slu.edu

Rachel Crowe, MSW, LCSW
Adjunct Assistant Clinical Professor
Field Liaison
Tegeler Hall, 215
(314) 977-3359
rachel.crowe@slu.edu

<u>OFF-SITE LIAISONS</u>

Melissa Morgan, MSW, LSCSW
Adjunct Field Liaison
SLU MSW @ Avila University
(816) 501-3650
Melissa.morgan@slu.edu

Sev Kolysko, MA, MSW, LICSW
Adjunct Field Liaison
SLU MSW @ Elms College
623-202-8243
Sev.kolysko@slu.edu

Jami Curley, PhD, MSW
Adjunct Field Liaison
SLU MSW @ Lourdes University
(419) 824-3708
Jami.curley@slu.edu

Keshan Williams, PhD, MSW, LSW, LCDCIII
Adjunct Field Liaison
SLU MSW@ Xavier University
(513) 642-9951
Kesha.williams.1@slu.edu

SAINT LOUIS UNIVERSITY
SCHOOL OF SOCIAL WORK
MSW PROGRAM
FIELD EDUCATION POLICY AND PROCEDURE MANUAL
2021-2022

I. INTRODUCTION

Welcome to Field Education! Many students report that field education is the "best part" of social work education. It is considered to be the "signature pedagogy" due to the uniqueness in which students are prepared to become professional social workers and/or behavior analysts. As part of the MSW degree (ABA concentration) or the MS ABA degree, students will complete different practica experiences based on their degree. "Practica" is a Latin word meaning "practical trainings." In the practica, students will have structured supervision contracts and learning agreements that focus on competencies needed for the generalist foundation (MSW only) and advanced practice (MSW and MS ABA). In developing competencies, students will have designated practice behaviors that include skill and knowledge development, as well as integration of social work and behavior analytic ethics. In the practica, the emphasis will be on skill development in micro, mezzo, and macro practice, while also having learning through practice behaviors in social policy, human behavior, research, cultural competence, and ethics.

The practicum experience involves supervision, training, and mentoring from a qualified MSW and/or BCBA Field Instructor in an approved social service agency or human service organization. In practica, students will provide social work services and function in masters level social work positions.

Students will have a supportive and helpful relationship for their practica as they work closely with a Faculty Liaison who has expertise in their area of advanced practice and concentration. The Faculty Liaison will help with the planning and preparation, designing of the contract, and learning agreement(s), visiting at mid-semester, and review work for the final evaluation and grade. In addition, the role is to facilitate quality practicum experiences and assist with any challenges. Further information on the practicum, the office of field education's policy and procedures, and other helpful information follow.

II. SCHOOL MISSION, GOALS, AND PROGRAM COMPETENCIES

The School's mission and goals, and the MSW Program competencies frame the education experience throughout the coursework and practica.

The School's mission: ***Saint Louis University School of Social Work prepares students for professional social work and applied behavior analysis practice with a commitment to social justice and the empowerment of vulnerable and oppressed populations. The School strives for a dynamic community of learning with excellence in teaching, research, and service.***

The goals of the School of Social Work are:

1. ***To use knowledge, values, and skills in generalist social work practice.***
2. ***To use knowledge, values, and skills in advanced social work and applied behavior analysis practice.***
3. ***To contribute to the advancement of knowledge of the professions.***
4. ***To use skills, talents, and time in pursuit of social justice in the community.***

III. MASTER OF SOCIAL WORK (MSW) AND MASTER OF SCIENCE (MS) APPLIED BEHAVIOR ANALYSIS (ABA) PRACTICUM COMPETENCIES

A. Generalist Foundation Competencies (MSW students only)

At the completion of the MSW generalist foundation courses and practicum, students will demonstrate the ability to:

1. Demonstrate ethical and professional behavior
2. Engage diversity and difference in practice
3. Advance human rights and social, economic, and environmental justice
4. Engage in practice-informed research and research-informed practice
5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations, and communities

(adopted from CSWE EPAS, 2015)

B. Advanced Practice Competencies

As delivered through the concentration coursework and practica, advanced practice competencies build on the generalist foundation curriculum. At the completion of the advanced practice coursework and practica, students will demonstrate the ability to:

1) Applied Behavior Analysis Concentration (for both MS ABA and MSW ABA students)

- Construct applied behavior analysis services within the context of responsible professional social work and behavior analysis codes of ethics.
- Demonstrate competent applied behavior analysis practice to social work and/or behavior analytic clients.
- Provide leadership in addressing social constraints that inhibit the expression of human fulfillment and human rights, especially regarding diverse and vulnerable populations.
- Design and evaluate applied behavior analysis services provided for social work and/or behavior analytic clients.

- Functionally analyze the behavior of social work and/or behavior analytic clients within their social context.
- Conduct all tasks on the BACB™ Task List Edition 5 to competency as defined in the supervision contract

2) Community and Organization Concentration

- Provide leadership in a variety of roles in community and organization practice.
- Uses codes of ethics and human rights principles to guide practice with communities and organizations.
- Approach community and organizational planned change using logical, scientific and theoretical frameworks.
- Demonstrate culturally competent practice with communities and organizations.
- Use research and professional expertise to improve practice with communities and organizations.

3) Clinical Concentration

- Demonstrate professional behavior consistent with social work values and ethics in clinical practice.
- Develop competence in working with diverse families and performing a bio-psycho-social-spiritual assessment.
- Use evidence-based social work practice process in clinical work with individuals, families, groups, and larger systems.
- Use policy practice approaches to advocate for social policies that enhance clients and clinical service delivery.
- Use research and clinical expertise to evaluate client, practice, and program outcomes.

IV. MSW ABA and MS ABA PRACTICUM CURRICULUM

A. Generalist Foundation Practicum–300 hours-SWRK 5821 (MSW Students only)

Description

The Generalist Foundation Practicum provides for skill development in generalist social work practice. The competencies and behavioral indicators focus on students gaining generalist skills through learning opportunities involving micro, mezzo and macro practice. This practicum serves as the basis for subsequent advanced practice concentration practica.

Prerequisites & Requirements

1) In order to enroll in SWRK 5821, Professional Foundation Practicum for the ABA concentration, MSW ABA concentration students [1]must have previously completed:

SWRK 5750 - Social Work Practice with Individuals, Families and

[1] Foundation practica is not required for MS ABA or poast-masters certificate students

Groups

And completed or be concurrently enrolled in all other professional foundation courses[2]:

SWRK 5725 - Human Behavior and Environment

SWRK 5751 - Social Work Practice with Communities and Organizations

2) The Generalist Foundation Practicum must be completed in an approved practicum site within a two-hour driving distance from the School of Social Work to enable the Faculty Liaison to conduct an on-site practicum visit for on-ground MSW students. Students may request consideration for sites outside of this parameter by reaching out the field director at least 3 months prior to the foundation semester beginning.

B. Advanced Practice Concentration Practica

Description

The concentration practica build on the generalist foundation for social worker degree-seekers and launches the experience for MS ABA students. Using the grid below, see the degree, pre- and co-requisites, and broad themes and expectations for each experience for individuals in the ABA program (MSW or MS ABA)[3].

Practicum Number	Description	Pre-/Co-Requisites	Total Hours	Supervision requirements	Degree Pathway
SWRK 5822/ABA 5826	Core concentration practica. These semesters, the student meets to competency every item on the CSWE Core competencies for two of these semesters as well as 1/3 of the tasks (per semester) listed BACB ™'s Task List Edition 5[4] for all three of the semesters.	**Pre-Requisite:** SWRK 5819 & 5821 (only MSW students) **Co-Requísite:** SWRK/ABA 5820 ABA Integrative Seminar SWRK/ABA 5746[5]	325	Social Work and Applied Behavior Analysis	MSW ABA; MS ABA
SWRK 5823/ABA 5827		**Pre-Requisite:** SWRK 5822/ABA2826 **Co-Requisite** SWRK/ABA 5830 ABA Integrative Seminar	325	Social Work and Applied Behavior Analysis	MSW ABA; MS ABA
SWRK 5824 / ABA 5828		**Pre-Requisite:** SWRK 5823/ABA 5827 **Co-Requisite** SWRK/ABA 5840 ABA Integrative Seminar	325	Applied Behavior Analysis	MSW ABA; MS ABA

[2] Note, students may have these courses waived if they are taken as undergraduates and have been approved by the SSW and the student is considered "advanced standing" or "accelerated".

[3] Information for Clinical and Community Concentrations can be found in the MSW Field Handbook.

[4] A few items have been added from previous BACB ™ task lists

[5] Due to certification requirements for the BACB™, no practicum hours may be accrued prior to the first class meeting, but they do not necessarily have to take this class in the same semester as the first practicum semester. More information on this is available around certification standards at BACB.com.

ABA 5116	In this semester, specifically, the student will advance their skills by targeting 5-10 tasks on the BACB™ Task List Edition 5 in the learning agreement by working with their supervisor to help define what they will need perform to reach specialization status. A secondary objective is to further develop (or maintain) skills met to competency in previous semesters.	**Pre-Requisite:** SWRK 5822-24/ABA 5828 **Co-Requisite** ABA 5115 ABA Integrative Seminar	325	Applied Behavior Analysis	MSW ABA; MS ABA
ABA 5118	In this semester, the student will target a social justice project and develop behavior analytic strategies to address issues impacting vulnerable populations.	**Pre-Requisite:** ABA 5116 **Co-Requisite** ABA 5117 ABA Integrative Seminar	200	Applied Behavior Analysis	MS ABA

V. ROLES, RESPONSIBILITIES AND EXPECTATIONS IN FIELD EDUCATION

A. Role of the Student

The School of Social Work uses a structured self-selection model for practicum selection. In consultation with the assigned Faculty Liaison, students are responsible for securing a practicum site. Students have a wide variety of choices in selecting their practica options from the school's approved practicum sites. Students initiate the practicum planning process by completing and submitting a "Request for Liaison" form to the Office of Field Education through the Field Education page on the School of Social Work Google site.

Students will be notified of their assigned Faculty Liaison via an email from the Field Education Director after their request has been approved. Students then contact their Faculty Liaison for a planning appointment. After consulting with the Faculty Liaison, students have the responsibility to follow-up with desired agencies and organizations to pursue setting up formal interviews with the professionals who serve as the contact persons for their agencies. The process is similar to a job search and employment interview. Students will need to have a professional résumé and cover letter ready for the process. Contacts can be made through emailing or telephoning the listed contact for the specific practica.

Prior to contacting and interviewing, students need to be able to articulate their interests in the practicum site, their desired learning experiences, and their career goals. Students should have researched the practicum site through reading their website or other on-line materials to have knowledge of what the agency's mission, programs, and services include. During the interview, the Field Instructors may ask about students' interests in completing a practicum at the agency, their learning style and needs for supervision, and previous volunteer or employment background that can provide some experience for the practicum. Students should also be prepared to ask questions that will provide information on learning experiences, preferred times for practica, and style of supervision. Students are then able to determine if the practicum is a "fit" for them if they

receive an offer. Students are free to have as many interviews or offers that they desire to locate a practicum. It is very important to be professional and respond to all offers. It may be that the student would like to have one practicum first and so they can negotiate with other offers to have a future practica.

The student's Faculty Liaison is available to provide additional resources or ideas in the process. Once a student has selected an offer, a Confirmation of Practicum form is submitted through a link provided by the student's Faculty Liaison. If the student has not confirmed his/her practicum site with the Faculty Liaison, practicum work hours may not be counted.

Students are required to submit their Supervision and Learning Agreements to their Faculty Liaison within three weeks of the beginning of each semester[6] (due dates provided both on the document and also announced via Seminar and Practicum Canvas pages). In addition, the student will download the "Practicum Log of Hours" form from the practicum course Canvas page to record their practicum and supervision hours. Students may choose to create their own logs, but it must include all requirements set forth by both fields (SW and ABA) should either certifying entity audit practicum hours. BACB™ requirements are also expected (e.g. completing monthly experience verification forms, final experience verification forms) and all specific requirements are set forth in the governing certification websites (bacb.com, abainternational.com).

Students are also expected to contact their Faculty Liaison as soon as any concerns should arise in the practicum.

Students are expected to follow the policies and procedures of the following:

- Office of Field Education
- Practicum Agency
- NASW *Code of Ethics* (students will sign a pledge of ethical conduct in their generalist foundation and advanced practice integrative seminars)
- BACB *Code of Ethics (*students will sign a pledge of ethical conduct in their integrative seminars)

B. Role of the Faculty Field Liaison

The Faculty Field Liaison (Faculty Liaison or Field Liaison) serves as the "professor" for the practicum courses. The Faculty Liaison is ultimately responsible for the grading of the practicum. The Faculty Liaison provides the on-going linkage between the student, agency, and school. The Faculty Liaison has the following key roles:

1) Planning: In planning, Faculty Liaisons meet and assist students in preparing and planning for practica through reviewing the practicum process, reviewing resumes, practicing interviewing skills, and providing referrals on possible practicum sites that meet the students interests and learning needs. The Faculty Liaison will also work with the Director of Field Education in approving any new practicum sites, Field Instructors, or place-of-employment practica. Faculty

[6] Hours for ABA may not be counted prior to the date the supervision contract is signed

Liaisons, along with the Director of Field Education, have the discretion to determine the readiness of a student for practicum.

2) Monitoring: In monitoring, the Faculty Liaison assists, reviews, and approves students' learning agreements. In addition, the Liaison is available to the student or Field Instructor at any time should concerns arise.
3) Evaluating: In evaluating, the Faculty Liaison will set up a mid-semester visit with the student, Task Instructor and Field Instructor to review the student's practicum experience and progress in meeting the learning agreement behavioral indicators. The Liaison visits primarily to support and advocate for a quality learning experience. In addition, the Liaison will be involved in any special concerns or performance issues that might arises and has the final responsibility of assigning a grade after reviewing the Field Instructor's ratings on the final evaluation and recommendation.

C. Role of the Practicum Agencies

Agencies and organizations that are approved as practicum sites for the School of Social Work have agreed to the following:

1) Partner with the School of Social Work to provide quality practicum experiences for SLU students.
2) Adhere to recognized standards and evidenced–based social work practice and be in good standing within the professional community.
3) Provide a BCBA and, if applicable, MSW degreed professional who is a staff member, board member, volunteer or officially affiliated with the agency that will provide supervision for the student.
4) Create a climate for student learning with a range of appropriate learning experiences for students.
5) Provide support and resources that enables the Field Instructor(s) to complete the St. Louis Collaborative's Field Instructor Certification Program within a two-year period.[7]
6) Regularly update collaborative on-line database (if applicable) for their agency and Field Instructors and provide the school with a signed affiliation agreement.

D. Role of Field Instructors

Field Instructors that are approved for field instruction for students have agreed to the following:

1) Partner with the School of Social Work to serve as a Field Instructor.
2) If applicable, verify that they have a Master of Social Work degree from a CSWE-accredited school by completion of a profile in the St. Louis Field Education Collaborative Database.
3) Verify that they have a BCBA and are approved to provide supervision
4) Verify that they have at least two years of successful practice in social work and/or ABA following their MSW and/or BCBA accrual
5) Verify their employment history at the agency for at least one year through the profile.

[7] Not required for BCBA supervisors

6) Serve as a teacher, mentor, and supervisor for students.
7) Meet with the student for a minimum of one hour per week of face-to-face supervision for social work, or meet the SLU and BACB requirements for supervision
8) Commit to completing the Field Instructor Certification Program as a new Field Instructor within a two-year period (not applicable for BCBA supervision).
9) Demonstrate ethical practice and be in good standing with the professional community.
10) Provide a quality learning experience appropriate to the student's level in practicum.
11) Assist in development and approval of the student's learning agreement.
12) Perform timely final evaluation and grade recommendation at the end of the student's practicum.
13) Contact the Faculty Liaison at anytime for concerns or resources.
14) Nominate students for "Outstanding Practicum Student" when indicated.
15) In the rare situation where the Field Instructor is not "affiliated" with the agency, the agency is required to provide permission and support for an outside MSW or BCBA to provide field instruction.

E. Field Instruction Certification Program for New MSW Field Instructors

Saint Louis University partners with Washington University in St. Louis, University of Missouri-St. Louis (UMSL) and Fontbonne University as members of the "St. Louis Field Education Collaborative." The Collaborative provides the on-going database of approved practicum agencies and Field Instructors and provides orientation and advanced education sessions for Field Instructors to become "Certified Field Instructors." This training is designed to provide an on-going focus on the provision of quality field instruction for students in the St. Louis metropolitan and nearby communities. All newer Field Instructors (since 2007) are required to complete these sessions within a two-year period. http://www.fieldedu.com/

F. Role of Task Instructors (MSW) or Secondary Supervisors (BCBA)

A Task Instructor is an agency-based professional who has a master's degree in another field or has a Master of Social Work, but is not yet eligible to serve as the MSW Field Instructor. Task Instructors serve as day-to-day supervisors and, in conjunction with a MSW Field Instructor, will assist and approve the learning agreement, participate in the mid-semester visit, and perform the final evaluation. Task Instructors are also invited to the St. Louis Field Education Collaborative's orientation and education sessions, but are not required to attend.

A secondary supervisor for the ABA task list is a supervisor who has read and agreed to the requirements of a secondary supervisor and who provides supervision and feedback for less than 50% of the supervision experience.

G. Role of the Director of Field Education

The Director of Field Education is responsible for the development, management, and evaluation of the practicum operations of the School of Social Work. The Director

fulfills these roles through the following responsibilities:

1) Structure the practicum program in concert with the School's mission and Curriculum.
2) Arrange for notification to students and Field Instructors of the time frames and deadlines for requesting and confirming practicum placements and for submitting a learning agreement with the Field Instructor.
3) Assign Faculty Liaisons to students for the planning, monitoring, and evaluation phases of practicum.
4) Support and monitor the activities of the Faculty Liaisons.
5) Participate with the St. Louis Field Education Collaborative for the orientation and educational programming, along with administration of the database.
6) Relate to community agencies affiliated with the School of Social Work as practicum sites.
7) Promote the development of and approval of new practicum sites.
8) Monitor the quality of learning experiences offered by practicum sites.
9) Oversee the development of policies and practices for practicum operation.
10) Serve as a member of relevant school committees such as program assessment.
11) Serve as voting member of the BSSW and MSW Program Committees.
12) Approve practicum placements at the student's place of Employment.
13) Review and supervise revision of practicum forms including learning agreements and evaluation instruments.
14) Assure that the practicum program meets BACB and CSWE guidelines.
15) When appropriate, pursue financial resources to support students in practica.
16) Network with local and national field education programs within schools of social work.
17) Oversee Google docs, Canvas, & on-line practicum management system.
18) Perform other duties as required to assure the smooth operation of the Practicum.

H. Role of the Field Education Advisory Committee

The Field Education Advisory Committee reviews and advises the Office of Field Education on issues related to practicum policies, to include site and Field Instructor criteria, evaluation of students and Field Instructors and Integrative Seminar content. Membership, appointed by the Director, includes: the Director of Field Education, Faculty Liaisons, one tenure-track faculty member, Field Instructor representatives from the BSSW program and each of the MSW advanced practice concentration areas and a minimum of one student representative each from the BSSW and MSW programs. The Field Education Advisory Committee meets a minimum of one time each semester and reports its ongoing work to the appropriate curriculum committees.

I. Role of the Faculty Advisors

The Faculty Advisor provides a supportive role to the field education component of the student's curriculum. The MSW or MS ABA Advisor assists MSW students in registering for the appropriate practicum using the section number of the assigned Faculty Liaison and the appropriate Integrative Seminar, when needed. Advisors also can help

students to take courses that would best prepare them for the specific practicum they are planning.

VI. PRACTICUM REQUIREMENTS FOR DUAL DEGREE PROGRAMS

The practicum requirements for the five dual degree programs (listed below) are described in the MSW Field Handbook. Note: The MSW ABA program is not a dual degree, rather it is a dual-credentialling program, however the student is earning an MSW degree only, not a second degree.

- **A.** Master of Social Work/Master of Public Health (MSW/MPH)
- **B.** Master in Social Work/Master of Arts of Pastoral Studies (MSW/MAPS)
- **C.** Master of Social Work/Master of Public Administration (MSW/MPA)
- **D.** Master of Social Work/Master of Arts, Deaconess Studies (with Concordia Seminary)
- **E.** Master of Social Work/Master of Divinity Studies (with Concordia Seminary)
- **F.** Master of Social Work/Master of Theology (with Concordia Seminary)
- **G.** Master of Social Work/Juris Doctorate (SLU School of Law)

VII. GENERAL PRACTICUM POLICIES AND PROCEDURES IN THE MSW PROGRAM

A. Eligibility for Practicum

MSW ABA or MS ABA students must meet the course prerequisites (as described above) and not be on admission, academic expectations, or professional competence probation in order to enroll in practicum courses. Students who believe they will be getting off probation at the end of a semester can request and plan a practicum, but will not be able to complete it unless they are officially removed from probationary status. Faculty Liaisons along with the Director of Field Education have the discretion to determine the readiness of a student for practicum.

B. Hours Required for Practicum

Students in the Applied Behavioral Analysis concentration (MSW ABA or MS ABA) are required to complete 300 clock hours in the MSW foundation practicum and 325 clock hours for Practicum I, II, III, IV concentration practica. MS ABA students taking Practicum V are required to complete 200 clock hours. The student is required to complete a minimum of 10 hours/week at his/her/their practicum site. The minimum duration of a practicum is 11 weeks. The maximum time allowed for the completion of a practicum is 20 weeks. The maximum numbers of hours that a student can accrue is 30/week. The student must be engaged in the practicum at least three weeks/month.

In addition to on-site practicum activities, five hours each week conducting research or practice with an ABA faculty member is required while enrolled in practicum. A one-hour lab meeting may also be required, for a total of 6 hours weekly practicum time. This time commitment is included within the practicum hour requirement. This research practicum is based on need and if there are no active projects or all projects are full, a research practicum will not be required. Active practicum expectations will be

announced via the Practicum and Seminar Canvas page for ABA programs.

Students must receive distinct and separate supervision for each field (social work, applied behavior analysis) they are practicing. While the supervisor may be the same person, time should specifically be reserved for reflection and evaluation of the work completed for each respective field practiced. The following parameters are set forward for each field:

ABA/BCBA Supervision Activities:

- Supervisee (student) and ABA supervisor(s) will meet at least (collectively) 6 times every month for a minimum of 10% of the total hours spent in practicum for each month where practicum occurs.
- Supervisor(s) agree(s) to provide specific feedback *at least* ***once monthly*** to supervisee on performance in ***supervisee-client interaction***; this may be conducted via web-camera, videotape, videoconferencing, or similar means in lieu of the supervisor being physically present.
- The responsible supervisor meets with the supervisee minimally **once weekly** (with the occasional exception[8]) outside of client interactions to discuss projects, receive feedback on unrestricted hours, etc. Once weekly meetings should range 30 minutes-2 hours, preferably 1 hour or more.
- All parties agree to protect the time and space for supervision, by keeping to agreed appointments and the time allotted. Privacy will be respected, and interruptions avoided. Any party requiring a variance in schedule will notify the other party at the earliest possible time of variance to determine an appropriate time to reschedule.
- Supervision may be conducted in a small group for no more than half of the total supervised hours, per BACB standards. The rest of the hours of supervision must be conducted as direct one-to-one supervision.

MSW Supervision Activities:

- Supervisee and supervisor(s) will meet at least once weekly for one hour in a 1:1 setting.
- If the student is completing a research practicum, they must review these activities with their MSW supervisor to ensure they maintain social work practices within this experience.

C. Counting of Hours While "On Call"

When the practicum involves the student to be "on call," and carry a cell phone, the student may only count the time that she/he is actually engaged in client work and paperwork associated with the client interaction. Students should keep careful records of their time spent on-task while "on call." Students should always have a supervisor or staff member available for consultation while "on call."

D. Total Practicum Hours

[8] If there are more than 3 cancellations, the supervisee or supervisor should call the faculty liaison

MSW Degrees:

- Students in the Clinical and Community & Organization concentrations are required to complete a total of 900 clock hours of practica.
- Students in the Applied Behavioral Analysis concentration must complete 1300 clock hours of practica.
- A student may receive advanced standing for the professional foundation practicum based on prior undergraduate achievement in a CSWE-accredited social work program.
    - Students receiving advanced standing credit for their BSSW practicum complete two practica (600 hours), rather than three (900 hours) with the exception of students in the Applied Behavioral Analysis program, who will complete 1300 hours. Note: after four semesters of practica, students will receive 1300 hours of the 1500 BACB ® required experience hours. Students may work additional hours within their semesters, or work up to 200 hours additional following graduation, to complete these remaining hours.

MS ABA Degree:

- Students in the Applied Behavior Analysis concentration must complete 1500 clock hours of practica.

E. Two-Semester Concentration Practica

Across the 4-5 different semesters of practicum for MSW ABA or MS ABA students, it is recommended that they use at least 2 sites and/or 2 different Field Instructors/supervisors. Please plan with your Liaisons to ensure the best possible learning experience. MSW Students are required to take their two-semester concentration practica at one site for social work competencies.

Block practica are offered occasionally in other MSW concentrations, but are not available for MS ABA or MSW ABA students.

F. Recording Practicum Hours

Students must record their hours and learning activities at practicum on the "Practicum Log of Hours" form made available on the Practicum or Seminar Canvas pages. The Log of Hours must specify time spent in activities and also distinguish supervised and unsupervised time, type of supervision, restricted and unrestricted time and other details set forth by the BACB as well as SLU's standards. These include, but are not limited to, considering what time does and does not count. Examples of activities for which students would <u>not</u> be able to count their hours include meals taken out of agency, traveling to and from the practicum site, and after-hour social events associated with the practicum. Practicum hours may be counted for time conducting research or working on projects that is performed off-site, but must be limited to 30 hours or less of the 300 hours required for one practicum. In addition, any off-site work must have products or an outcome related to a learning objective (See "Off-Site Practicum Activities" section below) and be approved by the Field Instructor. <u>If the student has not confirmed his/her practicum site with the Faculty Liaison, hours may not be counted.</u>

G. Academic Credits

For successful completion of practica and seminar experiences, the following credits will be designated for students in MSW ABA concentration or MS ABA degree-seeking program:

Course	Course Title	Credit hours earned
SWRK 5821	Generalist Foundation Practicum	2
SWRK 5819	Foundation Integrative Seminar	1
SWRK5822/ABA 5826	ABA Practicum I	2
SWRK/ABA 5820	Integrative Practice Seminar I	1
SWRK 5823/ABA 5827	ABA Practicum II	2
SWRK/ABA 5830	Integrative Practice Seminar II	1
SWRK 5824/ABA 5828	ABA Practicum III	2
SWRK/ABA 5840	Integrative Practice Seminar III	1
ABA 5116	ABA Practicum IV	2
ABA 5115	Advanced Clinical Research and Practice Seminar	1
ABA 5118	ABA Practicum V	1
ABA 5117	Advanced Clinical Research Competency Seminar	1

Students in Com/Org Concentration Practicum or Clinical Concentration Practicum should refer to the School of Social Work Field Handbook located on the SSW Google Site.

H. Practicum Enrollment Options

It is highly recommended that students enroll in SWRK 5821 Generalist Foundation Practicum I after completing the following generalist foundation courses: SWRK 5750 Social Work Practice with Individuals, Families, and Groups, SWRK 5751 Social Work with Communities and Organizations, SWRK 5702 Social Policy, and SWRK 725 Human Behavior and the Social Environment. This provides strong integration for being concurrently enrolled in advanced practice courses. <u>It is required that the generalist foundation practicum be completed before the first 18 credit hours in the program are completed.</u>

A **concurrent practicum** consists of one practicum during the semester completed in no less than 10 weeks and no more than 20 weeks. This flexibility in the duration of the practicum equates to approximately 15-30 hours/week in the Fall, Spring, or Summer.

Students may begin the practicum two weeks prior to the beginning of the semester and extend the practicum two weeks following the end of the semester for a total of 20 weeks. Arrangements that deviate from this policy must be arranged prior to the start of the practicum by the Faculty Liaison. Students enrolling in their first semester of concentration practicum for ABA may not begin to accrue hours prior to their first time sitting in their ABA concentration classes (e.g. Principles and Concepts, Measurement and Design, Behavior Assessment, etc.). If you're unsure of which of those classes are considered acceptable, please ask your field liaison.

Students in the ABA program must have a signed supervision contract with their BCBA supervisor in addition to the considerations stated above.

I. Practicum Orientation

Students will have up to three orientations to Field Education. The first will be a part of the day-long, new student orientation. A second, more in-depth orientation, will occur in the first foundation course, SWRK 5750 (Social Work Practice with Individuals, Families and Groups). Additional practicum information also occurs during the SWRK 5819 Foundation Integrative Seminar. For MS ABA students, advanced standing or accelerated MSW students, as MSW students will receive further orientation within the first class of the SWRK 5820 Concentration Integrative Seminar.

J. Practicum Planning

Each practicum must be requested on the Field Education page of the School of Social Work Google site, using the "Request for Practicum" link. Each practicum must also be confirmed, via the "Confirmation of Practicum" link provided by the Faculty Liaison in the **preceding** full semester prior to beginning a practicum. Deadlines for confirmations will be established by the Office of Field Education. During the orientation process, students will be provided with information regarding access to the School of Social Work Google site. Students will be required to update their résumés, develop a cover letter, and review interviewing skills in pursuing a practicum. Faculty Liaisons, along with the Director of Field Education, have the discretion to determine the readiness of a student for Practicum. <u>If student has not confirmed his/her practicum site with the Faculty Liaison, hours may not be counted.</u>

K. Evening and/or Weekend Practica

Students who need evening and weekend practica hours due to employment or other responsibilities benefit from starting the practicum planning process as early as possible in the semester preceding the intended practicum. Some sites offer evening and weekend hours in addition to day hours for practicum learning opportunities. However, fewer agencies offer solely evening and /or weekend hours supervised by an eligible Field Instructor than those that offer day hours or a combination of day and evening/weekend hours. Students are encouraged to explore the extent to which their schedule can be flexible and to share their schedule constraints with their Faculty Liaison in the planning process.

MSW and ABA supervision must be available during this time, although the supervisors does not need to be at the site every hour that the student completes hours. However, some staff must be available on site for student consultation when the student is completing hours.

L. Integrative Practice Seminars

Students enrolled in practicum in any program within the ABA program must enroll concurrently in the respective Integrative Seminar. The seminars meet four or five times throughout the semester for three hours each session.

The purpose of the seminar courses is to provide an opportunity for students to integrate theoretical constructs and information gained in the classroom with the application of social work and behavior analytic practice. In addition, the seminars are designed to:

1) Provide additional integration of coursework and daily practice;
2) Enhance student's knowledge and skill base through peer sharing;
3) Provide a supportive opportunity for students to de-brief on practice challenges.

SWRK/ABA 5820 ABA Integrative Seminar will be a letter grade, while all corresponding practicum courses and subsequent seminars will earn a S/U grade.

M. Request for Extension of Due Date for Learning Agreement

The Learning Agreement is due three (3) weeks from the start of the semester according to a deadline established by the Office of Field Education, regardless of the start date for a practicum. If more time is needed, a "Request for Extension of Due Date for Learning Agreement" form must be completed and submitted to the Faculty Liaison. Students who fail to complete and turn in the form risk losing credit for hours completed at the practicum after the fourth week. The forms are located on Field Education page on the School of the Social Work Google site.

N. Problems in Practicum/Termination of Practicum

Students and/or Field Instructors are to contact their Faculty Liaison should a problem or serious concern arise in the course of the practicum. Depending on the situation, the Faculty Liaison may arrange a special meeting and/or develop an additional plan or agreement, if necessary. Such a situation may occur as a result of agency or field instructor related challenges, such as insufficient resources and/or experiences to provide for an adequate learning experience; agency restructuring; field instructor leaving agency or not able to provide field instruction; or an unresolvable "lack of fit" between the student and field instructor.

Additionally, a termination will result from a student being asked to leave the agency or receiving an "Unsatisfactory" for the practicum semester based on the final evaluation average falling below a "3" and/or performance or professional competence issues. Students are not to leave their practicum until they have discussed the situation with their Faculty Liaison. The Faculty Field Liaison will work with and gather information from the student and field instructor to determine the course of action. The courses of action may include placement of the student in a new field agency or with a new field instructor. If the situation involves issues of performance, professional competence, or ethical violations, then the termination could result in an "Unsatisfactory" grade for the practicum and/or referral to the Student Affairs Committee (see MSW Student Handbook for further details). In this case, the student would have to repeat the practicum and the 300 practicum hours required.

In the event that the termination is due to factors not related to the student, then the student and faculty liaison will determine the number of hours that can be counted at the

next practicum. This determination would also require the agreement of the new site and field instructor.

O. MSW Practicum at Private Practice

Sites that may be identified as private practice are approved on a case-by-case basis and need to demonstrate that they serve diverse populations, including at-risk, low-income, and those challenged by a full range of mental health issues (if applicable). In addition, these sites also need to be using a variety of therapeutic or practice methods to provide services to low-income populations for MSW students in their foundation practicum. For students in their concentration semester, therapeutic practice can be more focused and discussed with the Field Liaison. Students must always be identified as students in these settings during foundation practica. Private insurance may not be billed for student time during the foundation practica and discussed with the Field Liaison when in concentration semesters. Under Illinois state law, Medicaid may be billed for student services while under supervision during the foundation practicum.

P. Extended Leave from a Practicum

Students experiencing significant health or personal challenges and feel they cannot complete their practicum as planned, should consult with their Faculty Liaison to handle the situation in a professional manner. Students may not "take a break" from their practicum without Faculty Liaison approval. Students experiencing personal issues that prevent them from completing their courses as well as practicum should also contact the Director of the MSW Program. An official "extended leave" form must be completed. Faculty Liaisons along with the Director of Field Education have the discretion to determine the readiness of a student for Practicum.

Q. Grading

Grades for the practica courses include Satisfactory and Unsatisfactory. Practica grades do not figure into the cumulative GPA. However, an "unsatisfactory" would count as an F per the grading policies in both the MSW and ABA Program. The Field Instructor completes the final evaluation to include the ratings of practice behaviors and professional behaviors. The Field Instructor recommends a grade of "satisfactory" or "unsatisfactory." The Faculty Liaison has the final authority for the grade and is responsible to enter it in the Banner system once the final evaluation and time log are reviewed.

Criteria for both must be met in order for the practicum semester to receive a "satisfactory" grade. Below are the criteria for each course:

SWRK	ABA Criteria	MSW Criteria
SWRK 5822/ABA 5826	• 30/35 Task List Edition 5 tasks must earn a score of "4" or better. • The remaining five tasks may have a score of "3". • Any task in addition to those met to the above mentioned criteria may have a score of "1", "2" or "3" with no penalty. • Professional Behaviors: 6 of the 8 must earn a score of a "4" or "5". The remaining 2 may earn a score of a "3", but students should have meetings with their supervisors for how to improve this performance.	an average score of less than 3.00 on a student's final practicum evaluation results in an "unsatisfactory."

SWRK 5823/ABA 5827	• 30/35 Task List Edition 5 tasks must earn a score of "4" or better. Tasks must be different from previous semesters. • The remaining five tasks may have a score of "3". • Any task in addition to those met to the above mentioned criteria may have a score of "1", "2" or "3" with no penalty • Professional Behaviors: 6 of the 8 must earn a score of a "4" or "5". The remaining 2 may earn a score of a "3", but students should have meetings with their supervisors for how to improve this performance.	an average score of less than 3.00 on a student's final practicum evaluation results in an "unsatisfactory."
SWRK 5824 / ABA 5828	• 30/35 Task List Edition 5 tasks must earn a score of "4" or better. Tasks must be different from previous semesters. • The remaining five tasks may have a score of "3". • In semester 3, 4 and 5, all tasks on the last must maintain a "3" or higher. • Professional Behaviors: 6 of the 8 must earn a score of a "4" or "5". The remaining 2 may earn a score of a "3", but students should have meetings with their supervisors for how to improve this performance.	NA
ABA 5116	• The identified targets of 30 tasks outlined on the Learning Agreement must "meet expectations" by the definitions written. • Professional Behaviors: 6 of the 8 must earn a score of a "4" or "5". The remaining 2 may earn a score of a "3", but students should have meetings with their supervisors for how to improve this performance.	NA
ABA 5118	• The identified targets built into the project outlined on the Learning Agreement must "meet expectations" by the definitions written. • Professional Behaviors: 6 of the 8 must earn a score of a "4" or "5". The remaining 2 may earn a score of a "3", but students should have meetings with their supervisors for how to improve this performance.	NA

If a student is unable to complete practicum hours during the regular semester hours due to extenuating circumstances, the Faculty Liaison has the discretion to approve an extended period of time for the student to complete practicum. This request must be approved by the site/Field Instructor and discussed with the Faculty Liaison prior to the end of the semester. If the Faculty Liaison approves extended time, a grade of "In Progress" (IP) will be submitted when grades are due. The "IP" grade will be changed to "satisfactory" or "unsatisfactory" upon completion of the practicum per the process stated above.

R. Practicum Start Date

Students should arrange a practicum start date with the site.

Students may begin the practicum two weeks prior to the beginning of the semester and extend the practicum two weeks following the end of the semester for a total of 20 weeks. Arrangements that deviate from this policy must be arranged prior to the start of the practicum by the Faculty Liaison. Students enrolling in their first semester of concentration practicum for ABA may not begin to accrue hours prior to their first time sitting in their ABA concentration classes (e.g. Principles and Concepts, Measurement and Design, Behavior Assessment, etc.). If you're unsure of which of those classes are considered acceptable, please ask your field liaison.

Students in the ABA program must have a signed supervision contract with their BCBA supervisor in addition to the considerations stated above.

S. Appropriate Activities

While in practicum, students should be engaged in activities commensurate to their social work program and level of training and should avoid activities expressly prohibited by their programs. Behavior analytic activities should be checked with their supervisor as well as reference the BACB for ideas and activities that are acceptable. Questions regarding appropriate practicum activities can be directed to the Faculty Liaison.

T. Prohibited Activities

If students are in settings at which staff restrain clients, students must be paired with a staff member with the ability to restrain. Permission may be considered for students only after a direct meeting with the supervisor, field liaison, student, and if warranted, another representative from the site or University. Without this formal meeting and subsequent determination of permission (and parameters thereof), the use of restraint is expressly prohibited as a practicum activity.

The distribution of medication of any kind is prohibited in practicum. If students are in a setting at which social workers routinely distribute medication and they are asked to distribute, the Faculty Liaison should be contacted.

U. Activities Undertaken with Caution

Students who are required to transport clients for practicum activities should clarify liability issues with their personal auto insurer and their practicum site. Students are required to have at least the current amount of automobile insurance required by state law. If an accident occurs in a student vehicle, the student's insurance would be the primary insurance, and the student would be responsible for the deductible. The University provides secondary insurance.

V. Agency Reimbursement for Student Services

Students shall follow agency policy regarding the collection of fees and accepting gifts. While in foundation practicum, students may not personally keep any fees charged for their services. All revenue must be turned over to the practicum agency. Students cannot take Missouri Medicaid or private insurance clients, but can work with clients who pay on a sliding fee scale or for whom the practice receives a non-Medicaid grant for services. Illinois agencies may select to bill Illinois Medicaid for MSW student-provided services while under supervision. For students in ABA concentration practicum or MS ABA practicum should meet with their Field Supervisor regarding reimbursement for practicum work.

W. Agency Policies

Students are required to comply with the rules and policies of the practicum site, insofar as they pertain to the student's activities while at the practicum site.

X. Off-Site Practicum Activities

Students may have up to 30 hours of off-site hours related to work for their practicum. Appropriate off-site activities include library or internet searches, writing or designing work, or data collection/analyses. These hours must be recorded as off-site on the time

log and approved by the Field Instructors.

In addition, students may count attending related practicum meetings, conferences, lobby days, special lectures or trainings as practicum hours as long as the Field Instructor approves. Students are encouraged to attend coalition or community-based events for a stronger learning experience.

Y. Supervision Contract Deadline

Also required by the BACB, this document maps out the specific expectations of both parties for each semester the student/supervisee is in practicum. There are activities and requirements that align with the BACB, as well as SLU-specific requirements. This must be signed by the BCBA supervisor and student prior to the accrual of any hours and must be reviewed and signed *each new semester* and uploaded to Canvas. This must be completed by both MSW ABA and MS ABA students.

Since different semesters have different themes/goals, it's critical that students pay attention to the titles of the documents they're completing.

Z. Learning Agreement(s) Deadline

Learning Agreements are the central focus for students in developing practice behaviors and developing competence for both social work and applied behavior analysis. These are important as they are the basis for the practicum final evaluation, record your experiences, and focus your activities to provide the integration with the curriculum.

MS ABA students will complete one Learning Agreement with their supervisor while MSW ABA students complete a different Learning Agreement for social work and applied behavior analysis, for a total of two documents. The Faculty Liaison must receive learning agreements by the 3rd week of each semester. Hours may not be counted past the due date unless a Learning Agreement or an Extension form has been completed.

AA. Criminal Records

Students should inform the Director of Field Education of any information regarding felony convictions and/or other information that may impact the student's ability to secure and complete a practicum. The School of Social Work does not require or conduct criminal background checks on students. If the program is aware of criminal convictions or other pertinent information, the student will be asked to sign a release of information authorizing the program to verify the criminal history, discuss this information with approved practicum sites and provide verification of the record to the agency at which the student is confirmed to complete her/his practicum experience.

Conviction of a criminal offense does not necessitate barring an individual from becoming a social worker or from making a major contribution to society. Applicants for admission to the School of Social Work will be evaluated on the basis of their overall qualifications. Students should be advised, however, that a criminal conviction could prevent him/her from completing practicum in some agency settings.

BB. Criminal Background Check

Practicum sites may require criminal background checks on students before they are allowed to begin their practicum. The Joint Commission on Accreditation of Healthcare Organizations requires any student completing a practicum or internship at a healthcare facility (to possibly include mental health agencies, long term care facilities, and other non-hospital settings) to have a criminal background check prior to acceptance and starting their hours. Depending on the type, number, and other factors, completion of a criminal background check can require as long as six weeks. For many agencies, **students will not be allowed to start until they have this on file at the agency.** If not done in advance of the intended start date, a significant delay could occur.

The criminal background check may be conducted through the Human Resource Department of the practicum site, as the department may have these procedures in place for prospective employees and volunteers. The cost of background checks conducted through agencies for students may either be paid by the agency or the student may be responsible for the cost. If the agency is unable or unwilling to conduct the check, the student will be responsible for securing and paying for the criminal background check.

Students can obtain a background check through University resources. The University has a centralized service for conducting background checks for students from all schools and colleges. Students can access the criminal background check application process directly at https://www.slu.edu/registrar/services/background-checks.php. There are three types of background checks with varying prices:

1) Missouri and FBI (includes all other 49 states);
2) Health Care and Education Registry Search; and
3) a combination of the above.

For more information, contact Felicia Echols, Coordinator of the Office of Clinical Education Compliance, at (314) 977-6636 or fechols@slu.edu **.**

Drug Test

Some practicum sites require drug testing. For a fee, drug testing can be obtained at the Student Health Services, Marchetti Towers (East). For more information, call (314) 977-2323.

CC. Verification of Health Records

Students are responsible for any verification of health records, proof of immunizations or a Tuberculosis test that is required by a practicum site. Since students are required to submit this document to SLU Student Health Services, they can obtain a copy from them as well as obtain any new testing required.

DD. Lobbying Activities

Students who engage in formal lobbying activities as a part of the practicum experience should discuss with the Field Instructor and her/his Faculty Liaison the issue of registering as a lobbyist with the appropriate governmental entity. If the student and Field Instructor determine that registration is appropriate, the student must register as a

lobbyist with the practicum agency (not Saint Louis University). It is the responsibility of the student and the agency to comply with all laws and regulations relevant to lobbying.

EE. Sharing Sensitive Information

The Office of Field Education and the Faculty Liaisons will not share any sensitive information without the student signing a release of information. The Faculty Liaison may share relevant or helpful information to a Field Instructor or practicum agency such as student name and that they will be contacting for an interview, level and/or concentration, and semester desired. Generally, Faculty Liaisons encourage and assist students in being able to share any sensitive information themselves directly to Field Instructors. Faculty at the school are bound by FERPA (Federal Educational confidentiality guidelines) so cannot respond to all questions posed by outside field persons (including family members). Faculty can share information with a student's adviser.

FF. Safety and Security of Student in Practicum

Safety of students in field is a priority for the Office of Field Education. While the University does not wish students to be protected from the realities of professional practice, immersing students in the realities of practice can also expose them to safety and security risks. The University and practicum agencies must partner to reduce risks to students in practicum. Many practicum students have safety and security concerns as they enter the field practicum. If not addressed, concerns about personal safety can significantly impact learning opportunities in the practicum. Field Instructors and practicum sites, when applicable, should:

1) Discuss safety and security matters with students at the placement interview or at the outset of the practicum. Information about the prevalence of or potential for violence while conducting practicum activities should be relayed to the student.
2) Explain and enforce agency safety protocols with students, including building and office security, emergency procedures, management of violent clients and home visit safety procedures (NOTE: students are expected to follow agency rules regarding the necessity of home visits and home visit protocol).
3) Provide a tour of the surrounding neighborhood or areas in which the student may work and address concerns students may have regarding work in the community.
4) Allow students to observe staff engaged in the work for which the student is preparing.
5) Allow students to be observed while engaged in learning activities.
6) Link students with agency-provided security resources (e.g., safety training, cellular telephones, beepers).

The following types of activities warrant special concern and, therefore, should be discussed with the Faculty Liaison and the student prior to the assignment:

1) Transportation of clients in the student's private vehicle;
2) Transportation of a client with a recent history of violent behavior;
3) Treatment of a client with a history of violence toward the staff;
4) Work in the agency at times when or in areas where other staff is not present.

Any incident or injury involving the student should be reported immediately to the Faculty Liaison.

GG. Paid Practicum

While agencies are not required to financially compensate students for practicum, the Office of Field Education encourages organizations and agencies to provide funds when possible. It is important for the Faculty Liaison to know of these arrangements as the educational experience is still primary before an employment status.

Possible funding sources for practicum include:

1) Agency general revenue or grant funds—Some agencies have included stipend funds for practica in grant proposal budgets. Other agencies have allocated stipend funds for students in their annual budgets or used personnel funds if the student fills in for a staff member on leave. If an agency relies on student labor to fulfill specific duties and would like to have students each semester, offering a stipend can be a very effective incentive in recruitment efforts.

2) Government funding—Within government agencies, a variety of governmental funding options may be made available for training stipends. For example, students working within the Veterans Administration, the Missouri Division of Family Services, AmeriCorps and Vista programs have received stipends from government funding sources. Other state and local agencies may elect to use discretionary funds.

3) University-secured funding—The University or School of Social Work at times obtains funding through grants that can provide a student stipend in practica. As these opportunities are available, they are posted in the E-newsletter.

4) Practicum at Place-of-Employment—If a potential practicum exists at a student's place of employment and would entail new and appropriate learning for the student, practicum credit may be earned at the agency with specific arrangements. An additional possibility for a paid practicum exists if the student works at a practicum site. Some students are able to successfully negotiate the completion of practicum activities while on work time within a social service agency. Place-of-Employment practica need to be individually negotiated with the Office of Field Education.

HH. Place-of-Employment Practica

Students employed in a social service setting may have the option to complete their concentration practicum commitment at their places of employment. In order to broaden the learning experience, a practicum completed at a student's place of employment requires:

1) The practicum roles be:
   a. different from regular employment;
   b. new learning;
   c. appropriate to student's level of social work training.

2) A Field Instructor that:
   a. meets all of the usual requirements for a Field Instructor;
   b. a person other than the student's employment supervisor.

3) Student will discuss possible place-of-employment opportunity with the Faculty Liaison and initiate the completion of the "Place-of-Employment" form. The completed form is agreed upon and signed by the student, Field Instructor, employment supervision, Faculty Liaison, and Director of Field Education. Student will negotiate an outcome from the experience (e.g., project, log, etc.) with the Field Instructor and Faculty Liaison.

The practicum arrangement must be approved by both the Faculty Liaison and the Director of Field Education.

II. Liability Coverage

The practicum agency may have established policies regarding liability coverage for student travel and practice. As these policies vary within the community, students are strongly encouraged to address and clarify these issues prior to the acceptance of a practicum. Saint Louis University provides up to $1,000,000 in professional malpractice insurance coverage for each occurrence. Students may also elect to purchase individual malpractice coverage at their own expense through the National Association of Social Workers Insurance Trust (800/638-8799 ext. 387) or another insurance carrier. Students may contact any Faculty Liaison for more information about individual coverage options. The University can provide verification to the agency of such coverage.

The University does not provide automobile liability coverage. **Students who will be using their personal vehicle for agency business should negotiate automobile coverage with the agency at the time of the interview.**

JJ. Reimbursement to Agency

Students are responsible for reimbursing the practicum agency should any loss, damage or breakage of equipment be caused by the student's misuse of equipment.

KK. Distance Practicum

MSW ABA and MS ABA students may consider practicum experiences that are out of the greater St. Louis area, away from their home community and/or in some cases outside the United States. Students interested in a distance practicum are strongly encouraged to begin to work on this possibility **two semesters in advance** of the planned semester, as distance practicum arrangements involve more time to plan than traditional, local practica. The assigned Faculty Liaison will work with interested students to generate possible sites of interest and potential supervisors. Students are strongly encouraged to consider many factors in their decision to complete practica abroad, such as language skills, knowledge of culture, health and safety issues and professional goals.

Students interested in completing a practicum away from the St. Louis area or away from their home community must ensure the following:

1) The student has successfully completed the Foundation practicum in a setting that is within three hours driving distance from Saint Louis University to ensure an site visit completed in person by their assigned Faculty Liaison (if applicable);

2) The proposed practicum site and Field Instructor meet the usual requirements as a practicum site and Field Instructor in their home community (specified earlier);
3) All other usual requirements for a concentration practicum are fulfilled;
4) Arrangements have been made with the Faculty Liaison and the International Student Center (when appropriate) to complete all of the required documents for the student, practicum site and the Field Instructor;
5) Upon completion of the international practicum, when possible, the student will arrange a de-briefing meeting with the student and Faculty Liaison.

LL. Ethics Statement

All students in practicum must sign a statement that they understand they must comply with the NASW *Code of Ethics* and BACB's Ethics code for behavior analysts during their practicum. The Ethics statements will be discussed and signed during the student's first foundation and concentration level Integrative Seminars. Both ethical codes will be available on the School of Social Work website as well as in Integrative Seminar and Practicum pages.

MM. Health Insurance Portability and Accountability Act of 1996 (HIPAA)

All students are **required** to complete a HIPAA training prior to beginning their first practicum. This requirement can be fulfilled in three ways:

1) submission through the Field Education Office of written documentation, signed, on letterhead, that a HIPAA training has previously been completed;
2) completion of a university sponsored HIPAA training; or
3) completion of a University-sponsored on-line HIPAA training.

Students are not allowed to begin practicum until this requirement is complete. For more information, students may contact the Office of Field Education for more information at (314) 977-2724.

NN. Harassment Policy

Students are not to experience any harassment in the course of practicum. However, if it should occur, the student should contact the Field Instructor and Faculty Liaison immediately. Faculty Liaisons will follow the University's Harassment policy (https://www.slu.edu/general-counsel/institutional-equity-diversity/pdf/harassment-policy.pdf) in handling any reported harassment issues that occur in practicum. In addition, the student should contact the Field Instructor and Faculty Liaison immediately in the event of harassment so agency policy can be followed as well.

OO. Compliance with the Americans with Disabilities Act

The Americans with Disabilities Act (ADA) of 1990 extends and implements civil rights protections for disabled individuals on the basis of race, color, age, religion, sex, sexual orientation, national origin, veteran status or disability. Students requiring an accommodation related to a disability should contact the University Office of Disability Services to document the disability. The student is encouraged to inform the agency of the accommodations needed in the interviewing phase of practicum selection. In addition, the Faculty Liaison, as professor of record, will receive a copy of the accommodations. Students cannot request accommodations in the practicum agency without having

registered with the SLU office of Disability Services.

PP.Academic Credit for Life or Previous Work Experience

In accordance with Council on Social Work Education policy, academic credit for life experience, volunteer experience, and/or previous work experience cannot be granted in in lieu of the field practicum courses. The BACB does not accept field experience prior to the onset of courses.

Saint Louis University does not accept previous fieldwork towards practicum hours, even if the student has taken a different ABAI/BACB approved university course and collected formal supervision hours at a site previous to entering the program.

QQ. Mandated Reporting

As emerging social work professionals, our expectation is that students adhere to the NASW *Code of Ethics* and *Ethics Code for Behavior Analysts* report incidents of suspected neglect or abuse; however, we recommend students discuss these situations with their Field Instructors to gain full appreciation and knowledge of the reporting process. It is also recommended that students familiarize themselves with individual State Laws (where they are completing practicum and/or where they intend to practice after graduation) that determine who is a mandated reporter:
https://www.childwelfare.gov/ and
https://dss.mo.gov/cd/pdf/guidelines_can_reports.pdf.

If a student suspects any form of child or elder abuse or neglect, they should inform their Field Instructor immediately. The school prefers that the Field Instructor in conjunction with the student make the mandated reporter call. This will be important as the student may have left the practicum before the investigation is completed.

RR. Conflict of Interest

Students may not complete practicum in settings in which they have a family member who is a staff member (including owner of the agency), board member, current volunteer, or any other significant dual relationship. For further discussion, see Faculty Liaison.

VIII. FIELD EDUCATION RESOURCE MATERIALS

A. Field Education Bulletin Board - The following information and materials are available from the Field Education Bulletin Board located on the second floor hallway of the School of Social Work and on the School of Social Work Google Site:

1) Practicum Opportunities—announcements of new and current practicum opportunities;
2) practicum due dates;
3) general practicum announcements.

B. Field Education page on the School of Social Work Google Site – Information available on the above site:

1) Office of Field Education Contact information
2) practicum requirements, policies and related information;
3) link to the Field Education Collaborative Searchable Practicum Website;
4) link: https://sites.google.com/a/slu.edu/schoolofsocialwork/field-education/field-education

C. Information Through E-mail

Students will have a great deal of communication with their Faculty Liaison and practicum Field Instructors through their SLU Email accounts.

IX. OFFICE OF FIELD EDUCATION RESOURCES AND FUNCTIONS

A. Field Education Curriculum Committee

The Field Education Curriculum Committee is comprised of full-time and adjunct Field Education Liaisons. The committee oversees and approves policy related to Field Education, consults with the appropriate curriculum committees, notifies and if appropriate, seeks approval from, the School Assembly of policy changes relevant to the curriculum.

B. Practicum Competencies and Behavioral Indicators

The responsibility for authoring and approval of modifications to field education learning objectives is shared between committees charged with overseeing curriculum and the Office of Field Education. Input for and approval of modifications must be gained from both prior to the implementation of the objectives. For the Office of Field Education, the Field Education Committee provides input and approval for any changes to practica.

X. SUPERVISION AND EVALUATION SUGGESTIONS

Supervision is a vital part of a successful practicum learning experience. Students can suggest the following to their Field Instructors as way to plan for a strong practicum learning experience.

1) **<u>Orientation and Introductions</u>**

   A formal or informal orientation should include an introduction to:

   a. setting – physical facilities, parking, schedule, personnel, dress code, etc.
   b. policies and procedures – documentation, service delivery, reimbursement, communications, etc.
   c. agency and community resources
   d. introductions to staff, volunteers, professionals and support staff.

   While orientation usually occurs most intensively during the first one or two weeks of placement, some types of orientation can be spread over the semester, such as sessions on the nature of specific presenting problems, background on pertinent client issues and other programs with which the student is not intimately involved.

2) **Regularly scheduled, private supervisory conferences for at least one hour per week (MSW and ABA) of the 10% required supervision time (ABA)** Individual supervision sessions should be carried out as regularly scheduled sessions. Some flexibility to change the time is, at times, necessary; however, it is helpful to have a prearranged time to which the student and Field Instructor can be held accountable.

3) **Supervision available as needed** – Frequent, impromptu supervision during the initial phases of the field placement is especially critical to the success of the field placement for many students. If the Field Instructor is not personally available, another staff member can be designated to respond to questions that must be answered immediately. Secondary ABA supervisors should have met criteria for supervision if any of their time is being charted.

4) **Clear supervision and work expectations** – Students, Field Instructors and agencies benefit from clear supervision and work expectations. While some Field Instructors expect students to prepare for and bring an agenda to the supervision session, others prefer to structure the time for the student. The expectations for the quality of work variety widely among Field Instructors as well. Students benefit from very clear expectations that are communicated at the beginning of their practicum and reiterated if and when expectations change. Some of this is addressed for ABA supervision via the supervision contract, but format, style and other elements should be discussed.

5) **Immersion into work as early as possible in the placement** - The student should move from reading about the agency and observing others to actually practicing social work and behavior analysis as quickly as possible. For example, starting with assigning a piece of a larger assignment to the student that can be completed along with another staff member is a helpful beginning experience. This is particularly important for meeting the ABA tasks to competency, given their requirement for direct practice.

6) **Exposure to relevant and varied learning experiences -** The competencies and practice behaviors for a student's practicum, explicated in the supervision contract and Learning Agreements, depend upon the degree sought, concentration and level of practicum. However, all students benefit from both breadth and depth of learning experiences. The Faculty Liaison may also be a helpful resource as to possible practicum learning activities. Students should be engaged in work activities consonant with professional social work and should not be involved in work unrelated to practicum competencies and practice behaviors. For example, students should not be primarily observing, filing or engaged in other clerical duties that do not require a professional degree and are unrelated to their learning objectives.

7) **Documentation -** The student should be responsible for some recording in official agency records and utilize computers, when possible. The content, style

and frequency will vary with each setting. Students benefit from this exposure, as documentation is required in virtually all areas of social work and behavior analytic practice.

8) **Feedback -** Evaluative feedback to the student should be balanced and address positive points and areas in which further growth is needed. Students benefit from immediate, balanced feedback as well as ongoing verbal and written feedback throughout the practicum. Field Instructors are encouraged to use a variety of evaluative strategies, which may include (but are not limited to): direct observation, audio/video recording, process recording, third party reports and written materials.

9) **Coordination and evaluation** - The student, Field Instructor and Task Instructor (if applicable) should be involved in the learning agreement, site visit and evaluation processes. The student, Field Instructor and Task Instructor and/or Secondary Supervisor(s) (if applicable) should maintain a copy of the Supervision Contract, both Learning Agreements, Monthly Experience Verification Forms, the Final Experience Verification Form, and Evaluation for their records. The student should also receive a copy of any other written performance evaluations that may be completed by the agency. Evaluative feedback should be discussed with the student to enable clarification and mutual agreement.

10) **Relevant reading –** Reading relevant, peer-reviewed literature is required for MS ABA and MSW ABA students for the ABA portion of practicum. For social work, time can also be allotted during field placement for reading. Reading includes materials that relate to work in the agency (i.e., activity on an individual case, group/community issues, legislative issues affecting clients, etc.) as well as journal articles, etc.

11) **Community events** - Students are encouraged by faculty to explore the possibility of attending workshops and special events in the community that are related to field placement as part of their practicum. This must be negotiated between the student and the agency and can be included as practicum hours if it meets social work and behavior analytic guidelines.

12) **Addressing problematic behavior or performance issues of the student** – Behavior and/or performance problems that interfere with practicum activities do occasionally occur with students. If problems do occur, field instructors are strongly encouraged to take the following steps:
    a. Gather and document pertinent information to present to the student concerning the problematic behavior or performance issue that interferes with achieving the learning objectives.
    b. Present the information to the student as soon as possible.
    c. If possible, provide the student with specific suggested actions or steps that can lead to increased professional performance.

d. Allow the student adequate time to attempt to rectify the situation. Provide honest, balanced feedback to the student on the progress of changes.
e. If the problem persists, document the continuation of the problem. Indicate, in writing, to the student that the continuation of the behavior or performance issue is problematic and the consequences that will result if changes do not occur. Contact the Faculty Liaison and send a copy of the documentation.
f. Any time during this process, the Faculty Liaison may be brought in for help and support with developing a course of action and evaluation measures.

Students and Field Instructors are encouraged to talk with the Faculty Liaison throughout the practicum. As a general rule, the Faculty Liaison will not initiate a discussion with the Field Instructor about a problem a student is facing until the student has first discussed the issue with the Field Instructor and feels the problem is still unresolved.