SEMINAR DESCRIPTION

Foundation Field Seminar (SW531) is a 1 credit required course that is offered concurrently with Foundation Field (SW515) in the first term of a student’s field placement. It meets over the course of the term as outlined in the attached schedule. There are 7 REQUIRED sessions that cover the core field content and 12 optional specialty sessions that are designed to enhance each student’s seminar experience.

The purpose of the seminar is to:

- Provide a mechanism for the integration of foundation course content.
- Expose students to a wide range of practice situations.
- Provide opportunities for discussion of field related issues.
- Provide opportunities for trouble shooting of pragmatic and procedural aspects of field instruction (e.g. field related paperwork including the Placement Verification Form and the Educational Agreement, Evaluation and Student Self-Assessment).
- Provide a forum for the development of the “professional self” and skills necessary to participate in professional consultation.

SEMINAR OBJECTIVES:

After completion of the course, students will be able to:

1. Understand their responsibilities and those of all of the major players (i.e. student, field instructor, field educator, field liaison, seminar instructor, and advisor) in the field instruction process.

2. Understand how to develop a professional Educational Agreement in consultation with the field instructor.

3. Demonstrate the ability to negotiate supervision in a proactive manner by:
   - Scheduling a weekly supervision time.
   - Engaging in supervision by being prepared to discuss practice issues and projects and learn how to effectively use an agenda.
• Demonstrate an understanding of basic problem solving techniques and how to apply these to field placement situations.
• Learn how to actively raise problems or issues of concern or seek clarification by focusing on and being invested in solutions.
• Being prepared to introspectively start to identify and subsequently share one’s strengths and weaknesses.

4. Engage and participate in the ongoing assessment and evaluation of their field placement performance.

5. Be familiar with the agency’s mission, population served, policies, procedures, relationship to the community, and be able to complete required agency documentation.

6. Be able to apply the National Association of Social Workers (NASW) Code of Ethics to their professional practice.

7. Recognize and assess the impact of multiculturalism and diversity in the field placement setting.

8. Begin to apply and integrate foundation course material with their fieldwork.

9. Consider joining NASW or another professional association.

**RELATIONSHIP OF THE COURSE TO FOUR CURRICULAR THEMES:**

• *Multiculturalism and Diversity* issues will be part of the field instruction experience and the field seminar will offer a context for the discussion of these issues. In particular, discussion will focus on demographic barriers between students, field instructors, other agency personnel, and agency clients and how to work with these differences. Access to services and discussion regarding populations “at risk” will be given attention.

• *Social Justice and Social Change* issues will be addressed by helping students to critically assess agency policy manuals and procedures and the impact of social forces on the setting and its clients. Relevant legislation and policies that seek to promote an egalitarian view will be reviewed and discussed. The role of social worker as a “change agent” will be reviewed and discussed. The field seminar will offer a forum for the discussion of these issues and related ethical dilemmas.

• *Promotion, Prevention, Treatment, and Rehabilitation* approaches will be addressed within the context of the field assignments and through supervision between the student and the field instructor. The field seminar will offer an opportunity to discuss, review, compare, and contrast alternative strategies.

• *Behavioral and Social Science Research* will provide the knowledge base and theory for the application of interventions and analytic methods being employed in the field. Relevant theories and outcomes regarding accountability, empirical validation of interventions and evaluation of practice will be discussed.
RELATIONSHIP OF THE COURSE TO SOCIAL WORK ETHICS AND VALUES:

Social work ethics and values will be addressed within the seminar as they pertain to the delivery of services and the formulation of agency policies and procedures. The NASW Code of Ethics will be used to inform students about professional conduct expectations and comportment as a social worker. Each social worker’s ethical responsibility to clients, to colleagues, in practice settings, as professionals, to the social work profession, and to the broader society as a whole will be reviewed. In particular, the seminar will provide a vehicle for the discussion of value laden issues and ethical dilemmas.

RESOURCES

The following texts are available in the SSW library and suggested for supplementary reading.

**Field Instruction Manual, pending revision September 2005 (on-line: www.ssw.umich.edu/ofi).**


ACCOMODATIONS

If you need or desire an accommodation for a disability, please let me know right away. Many aspects for this seminar including the assignments, the in-class activities and the way that the seminar of taught can be modified to facilitate your participation and progress throughout the term. The earlier you make me aware of your needs, the more effectively we will be able to use the resources available to us, such as Students with Disabilities, and the like. If you do decide to disclose your disability, I will (to the extent permitted by law), treat that information as private and confidential.

SEMINAR EXPECTATIONS

As Seminar Instructor:

- I will come to class on time and be prepared to present and facilitate discussion on the course objectives.
- I will participate, as best I can, in the challenges presented by the class.
- I will strive to develop a safe and caring classroom environment.
- I will reflect on student feedback and apply it as appropriate.
- I will offer learning opportunities that will challenge the development of each student’s “professional self.”
- I will offer constructive feedback.
As Seminar Participant you will be expected to:

- Attend all required large and small Seminar group and all Break Out Seminar Sessions. Absences due to illness or personal emergency need to be communicated by telephone or E-mail to your assigned Seminar Instructor PRIOR to the seminar period whenever possible. ALL absences will require a make-up assignment to be determined by your Seminar Instructor.
- Arrive on time for every seminar.
- Arrive prepared and willing to actively participate in all seminar activities.
- Complete all assignments by the deadline.
- Help maintain a safe, caring and respectful environment in the classroom.
- Actively and appropriately give constructive feedback to classmates and the Seminar Instructor.
- Actively and appropriately receive constructive feedback from classmates and the Seminar Instructor.
- Be open to professional and personal growth.

WE ALL AGREE TO WORK TOGETHER TO CREATE A LEARNING ENVIRONMENT WHERE CONFLICT CAN BE MANAGED, EMOTIONAL RISKS TAKEN, AND POSITIVE LEARNING OUTCOMES REALIZED.

SEMINAR DESIGN

The design of the Foundation Field Seminar involves a large seminar group, a break out session group and optional specialty sessions.

∀ LARGE SEMINAR GROUP:

12:00 noon – 1:00 p.m.: Sessions I – VII (REQUIRED). All students meet as a large group in a large lecture hall to receive prescribed content. Students will be required to sign-in. See the schedule for the room assignment.

Session I: Getting Started: Nuts & Bolts - 9/6/05

A. Expectations
   1. Structure of sessions/syllabi/schedule
   2. Large Group meetings
   3. Seminar Break Out Sessions
   4. Optional Specialty Sessions
   5. Attendance
   6. Deadlines

B. Paperwork
   1. Introduction to the Educational Agreement
   2. Evaluation/Field Instructor Narrative/Self-Assessment Introduction
   3. Placement Verification Form
   4. Petition to Terminate Process/Form
   5. NASW Code of Ethics
   6. Using the WEB
C. Key Players/Roles
   1. Liaison Assignments/Rooms
   2. Paid Employment
   3. Relationship to Field Instructor/Ethical Issues
   4. Site Visits

Session II: Learning Agreement Development – 9/20/05
   A. Learning Objectives
   B. How to develop assignments
   C. How to develop goals: Personal & Professional
   D. Evaluation

Session III: The Heart of the Field Placement – 10/4/05
   A. Communication
   B. Problem Solving
   C. Learning Styles
   D. Developing Tolerance for Conflict
   E. Using Supervision

Session IV: Professional Development – 10/25/05
   A. Personal Comportment
   B. Mandatory Reporting/Duty to Warn
   C. Boundaries: Professional & Personal
   D. Use of Self
   E. Self Care

Session V: NASW Code of Ethics Workshop – 11/8/05
   A. Applying the Code of Ethics
   B. Identifying value conflicts
   C. Struggling with practice based ethical dilemmas

Session VI: Mandatory Seminar Section Check-in – 11/22/05
   A. Pending Deadlines/End of the term issues
   C. Evaluation: Field Instructor Narrative/Student Self-Assessment

Session VII: Wrap-Up – 12/6/05
   A. Last Check-in/Termination
   B. Seminar Sessions Evaluation

AFTER THIS SESSION, PLEASE JOIN US FOR A PIZZA LUNCH IN MCGREGOR COMMONS FROM 1:00 P.M. – 2:00 P.M. TO CELEBRATE THE END OF THE TERM!

❖ SEMINAR BREAK OUT SESSIONS:

1:00 p.m. – 2:00 p.m.: Seminar Break Out Sessions (REQUIRED). The large group will split up into their individually assigned seminar sections with the assigned Seminar Instructor in their assigned room in SSWB to individually discuss the lecture material and apply it to student’s specific field placement. A combination of focused conversation and open-ended discussions about field placements will be held. Class discussion requires all participants to review and openly discuss
examples from their field placement experiences and to participate in providing constructive feedback to colleagues and the Seminar Instructor. Attendance will be taken and these are Brown Bag if desired.

**OPTIONAL SPECIALITY SESSIONS**

11:00 a.m. – 1:00 p.m.: 12 Optional Specialty Sessions: All seminar students are invited to participate in these sessions which will be held every Tuesday throughout the term (locations noted on the schedule). These are Brown Bag if desired.

Some of the Topics include:
- Safe Health Practices – 9/13/05
- Educational Agreement, Evaluation & Follow-up – 9/27/05
- Student Field Panel – 9/27/05
- Supervision, Communication, & Problem Solving -10/11/05
- Interactive Group Processing – 10/11/05 & 11/1/05
- Professional Development Issues – 11/1/05
- Teach-In Event – 11/15/05
- Evaluation of Field Seminar Focus Group(s) – 12/13/05

**SEMINAR REQUIREMENTS**

1. The satisfactory completion of this seminar will be determined by attendance, participation, and completion of all required assignments. This seminar will be graded as follows: S = Satisfactory, M = Marginal, and U = Unsatisfactory. Attendance at the large group seminars and small group break out sessions is mandatory.

2. Due to the fact that there is small number of required sessions, it is important that students attend in order to receive the content and be a part of the classroom discussions. If you are not able to attend the seminar for extenuating circumstances only, you are required to contact your Seminar Instructor as soon as possible. Only extenuating circumstances will be approved and all absences will result in additional make-up assignments.

**IMPORTANT DATES IN FIELD EDUCATION**

- Field Instruction Begins: September 8, 2005
- Placement Verification Forms Due To Field Liaison: September 21, 2005
- Educational Agreement Due To Field Liaison: October 5, 2005
- Fall Study Break: October 17–October 18, 2005
- Evaluations Due To Field Liaison: December 9, 2005
- Classes End: December 13, 2005
- Field Instruction Ends: December 20, 2005
ASSIGNMENTS
ALL ASSIGNMENTS MUST BE TYPED AND DOUBLE SPACED.

Assignment #1 (Due September 20, 2005)
Write a description about your agency which includes the following information:
- Mission statement and population served.
- Organizational Chart
- History of the agency (e.g. when was it founded, etc.).
- Identify all programs and services of the agency and specifically describe the program you are assigned to.
- Describe funding sources and legislative mandates
- How does the agency get client referrals? Are there demographic barriers?
- Are services accessible for “at risk” populations?
- What are the mandatory reporting policies?
- How is confidentiality protected?
- Describe staff (e.g. how many, credentials, ethnic mix, etc.).
- How has the agency changed over the past decade? (e.g. more/less staff or services, change in client groups, new location, new name, etc.)
- Assess the informal structure/systems that are operating in the organization.
- What beliefs/values seem to dominate? How do these fit with yours?
- Describe how you were oriented to the agency.
- Reflect on the type of cases or community problems that you will encounter during your field placement. Get on the internet and make a list of any appropriate resource material.
- Include any other pertinent information.

Assignment #2 (Due October 4, 2005):
- Ask to review a copy of your Field Instructor’s resume. What stands out to you in terms of the richness, diversity and special expertise? Do you see yourself having a similar resume in another eight to ten years? Why or why not.

Assignment #3 (Due October 25, 2005)
Assess at least one form that your agency uses such as an intake, an assessment, a progress note, release of information, treatment/service plan, discharge/termination or any other documentation form. Discuss when and how the form is used. Evaluate the form for the following:
- Does it reflect diversity and is it sensitive to socioeconomic, gender, and cultural differences?
- How does it capture the needs presented by the agency’s clients?
- Does it seem to be an effective tool? Why or why not?
- If you were to suggest revisions, what would those be?
For those of you in macro placement, choose a form, a process, report formats, grant applications, etc. applicable to your field agency.
- Consider sharing your work with your Field Instructor.

Assignment #4 (Due November 22, 2005)
Submit a brief description of a value dilemma that you have experienced or think could potentially develop in your field placement. Interview staff at your field placement and describe some of the ethical dilemmas that they have encountered over the years. Describe the process that you think should be used to address these dilemmas. What section of the NASW Code of Ethics applies?
**Assignment #5 (Due December 6, 2005)**

Agency Slot Description Review:
Now that you have experienced your first term in your field placement, go back to the OFI web page and review the slot list description for your agency. Please write a new description based on your experiences. Make sure the new description includes include the mission and the population served. Provide details about the opportunities that were available to social work students, and give a description of the kinds of activities/experiences/assignments that you were involved in. Also identify the social work skills that you developed. Briefly discuss what you think newly placed students should know about this organization and why this is a good field placement.

We suggest you share this information with your Field Instructor to see if the agency is interested in utilizing the new description for the School of Social Work’s Office of Field Instruction web-based slot list.
<table>
<thead>
<tr>
<th>DATE</th>
<th>WHAT</th>
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<tbody>
<tr>
<td>09/06/05</td>
<td><strong>SESSION I: GETTING STARTED &amp; NUTS &amp; BOLTS</strong></td>
<td>12:00 noon – 1:00 p.m. Large Seminar Group</td>
<td>182 Dennison 501 East University</td>
<td>Peterson &amp; Erickson</td>
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<td></td>
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<td>1:00 p.m. – 2:00 p.m. Seminar Break Out Sessions (Brown Bag)</td>
<td>Go to your assigned Seminar Instructor’s room (see list)</td>
<td>Seminar Instructors</td>
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<tr>
<td>09/13/05</td>
<td>Optional Specialty Sessions</td>
<td>11:00 a.m. – 12:00 noon</td>
<td>McGregor Commons</td>
<td>Kuester</td>
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<td>Option 1: Safe Health Practices</td>
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<td>Option 2: TBA</td>
<td>12:00 noon – 1:00 p.m. (Brown Bag)</td>
<td>McGregor Commons</td>
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<td>09/20/05</td>
<td><strong>SESSION II: LEARNING AGREEMENT DEVELOPMENT</strong></td>
<td>12:00 noon – 1:00 p.m. Large Seminar Group</td>
<td>182 Dennison 501 East University</td>
<td>Clark</td>
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<td>Assignment #1 Due</td>
<td>1:00 p.m. – 2:00 p.m. Seminar Break Out Sessions (Brown Bag)</td>
<td>Go to your assigned Seminar Instructor’s room</td>
<td>Seminar Instructors</td>
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<td>09/27/05</td>
<td>Optional Specialty Sessions</td>
<td>11:00 a.m. – 12:00 noon</td>
<td>SSWB 2752</td>
<td>Clark</td>
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<td>Option 3: Educational Agreement, Evaluation &amp; Follow-up</td>
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<td>Option 4: Student Field Panel</td>
<td>12:00 noon – 1:00 p.m. (Brown Bag)</td>
<td>SSWB B-684</td>
<td>Voshel &amp; Kuester</td>
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<td>Placement Verification Forms Due 9/21/05</td>
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<td>10/04/05</td>
<td><strong>SESSION III: THE HEART OF THE FIELD PLACEMENT</strong></td>
<td>12:00 noon – 1:00 p.m. Large Seminar Group</td>
<td>182 Dennison 501 East University</td>
<td>Vanderwill</td>
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<td>Assignment #2 Due</td>
<td>1:00 noon – 2:00 p.m. Seminar Break Out Sessions (Brown Bag)</td>
<td>Go to your assigned Seminar Instructor’s room</td>
<td>Seminar Instructors</td>
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<td>Educational Agreements Due 10/5/05</td>
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<td>10/11/05</td>
<td>Optional Specialty Sessions</td>
<td>11:00 a.m. – 12:00 noon (Brown Bag)</td>
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<td>Voshel</td>
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<td>Option 5: Supervision, Communication &amp; Problem Solving</td>
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<td>Option 6: Interactive Group Processing</td>
<td>12:00 noon – 1:00 p.m. Open Small Group Discussion Time (Brown Bag)</td>
<td>SSWB 3752</td>
<td>Peterson &amp; Vanderwill</td>
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<tr>
<td>10/18/05</td>
<td>FALL STUDY BREAK</td>
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<td>10/25/05</td>
<td><strong>REQUIRED</strong> Session IV: Professional Development</td>
<td>12:00 noon – 1:00 p.m. Large Seminar Group</td>
<td>182 Dennison 501 East University</td>
<td>Kuester Seminar Instructor</td>
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<td>Assignment #3 Due</td>
<td>1:00 p.m. – 2:00 p.m. Seminar Break Out Sessions (Brown Bag)</td>
<td>Go to your assigned Seminar Instructor’s room</td>
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<td>11/01/05</td>
<td>Optional Specialty Sessions</td>
<td>11:00 a.m. – 12:00 noon (Brown Bag)</td>
<td>SSWB 3816</td>
<td>Kuester</td>
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<td>Option 7: Professional Development Issues Follow-up</td>
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<td>SSWB 2752</td>
<td>Clark &amp; Voshel</td>
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<td>Option 8: Interactive Group Processing</td>
<td>12:00 noon – 1:00 p.m. Open Small Group Discussion Time (Brown Bag)</td>
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<td>11/08/05</td>
<td><strong>REQUIRED</strong> Session V: NASW Code Of Ethics Workshop</td>
<td>TBA (will be between 12 Noon – 2:00 p.m.)</td>
<td>182 Dennison 501 East University</td>
<td>Voshel &amp; all OFI Instructors</td>
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<td>11/15/05</td>
<td>Optional Specialty Session</td>
<td>11:00 a.m. – 1:00 p.m. (Brown Bag)</td>
<td>McGregor Commons</td>
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<td>Option 9: TEACH-IN EVENT TBA</td>
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<td>11/22/05</td>
<td><strong>REQUIRED</strong> Session VI: Mandatory Seminar Section Check-In</td>
<td>12:00 noon – 1:00 p.m. (Brown Bag)</td>
<td>Go to your assigned Seminar Instructor’s room</td>
<td>Seminar Instructor</td>
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<td>Assignment #4 Due</td>
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<td>11/23/05</td>
<td>THANKSGIVING RECESS STARTS AT 5:00 P.M.</td>
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<td>11/29/05</td>
<td>Optional Specialty Sessions</td>
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<td>Option 10: TBA</td>
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<td>Option 11: TBA</td>
<td>12:00 noon – 1:00 p.m. (Brown Bag)</td>
<td>McGregor Commons</td>
<td>TBA</td>
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<td>12/06/05</td>
<td><strong>REQUIRED</strong> Session VII: Seminar Wrap-up</td>
<td>12:00 noon – 1:00 p.m.</td>
<td>Go to your assigned Seminar Instructor’s room</td>
<td>Seminar Instructor</td>
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<td>Assignment #5 Due</td>
<td>1:00 p.m. – 2:00 p.m.</td>
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<td>All Invited</td>
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<td>PIZZA LUNCH</td>
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## Foundation Field Seminar (SOCWK 531) Schedule – Fall 2005

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<tbody>
<tr>
<td>12/13/05</td>
<td>Option 12: Focus Group(s) Evaluation</td>
<td>11:00 a.m. – 1:00 p.m. (Brown Bag)</td>
<td>McGregor Commons</td>
<td>TBA</td>
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<tr>
<td>9/21/05</td>
<td>Placement Verification Forms Due</td>
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<td>10/5/05</td>
<td>Educational Agreements Due</td>
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<td>12/09/05</td>
<td>Evaluations Due</td>
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<td>12/13/05</td>
<td>Last Day of Classes</td>
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<td>12/20/05</td>
<td>Last Day of Field</td>
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### Seminar Instructor

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<thead>
<tr>
<th>SEMINAR INSTRUCTOR</th>
<th>ROOM ASSIGNMENT</th>
<th>E-MAIL</th>
</tr>
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<tbody>
<tr>
<td>Clark, G. Warren</td>
<td>SSWB 2752</td>
<td><a href="mailto:clarkw@umich.edu">clarkw@umich.edu</a></td>
</tr>
<tr>
<td>Erickson, Margaret</td>
<td>SSWB 1804</td>
<td><a href="mailto:merick@umich.edu">merick@umich.edu</a></td>
</tr>
<tr>
<td>Kuester, Oliva</td>
<td>SSWB 3816</td>
<td><a href="mailto:oakuster@umich.edu">oakuster@umich.edu</a></td>
</tr>
<tr>
<td>Peterson, Stacy</td>
<td>SSWB 3752</td>
<td><a href="mailto:stacyk@umich.edu">stacyk@umich.edu</a></td>
</tr>
<tr>
<td>Vanderwill, Bill</td>
<td>SSWB 2816</td>
<td><a href="mailto:wmvand@umich.edu">wmvand@umich.edu</a></td>
</tr>
<tr>
<td>Voshel, Betsy</td>
<td>SSWB B-684</td>
<td><a href="mailto:voshele@umich.edu">voshele@umich.edu</a></td>
</tr>
</tbody>
</table>