



UNIVERSITY OF NEBRASKA AT OMAHA

GRACE ABBOTT SCHOOL OF SOCIAL WORK

Field Practicum Manual for the
BSSW and MSW Programs
COMPILED UNIVERSITY COMMUNICATIONS





University of Nebraska at Omaha
Grace Abbott
School of Social Work
Field Practicum Manual
for the BSSW and MSW Programs

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Students must follow the most current edition located on the UNO GASSW Field Practicum website.

Grace Abbott School of Social Work Mission Statement

The mission of the University of Nebraska at Omaha Grace Abbott School of Social Work is to educate students to become highly qualified social workers who serve people of all ages and influence the systems that affect them, to advance knowledge through teaching and research and to engage with diverse communities to promote socially just societies.

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UNIVERSITY OF NEBRASKA AT OMAHA
GRACE ABBOTT SCHOOL OF SOCIAL WORK
FIELD PRACTICUM



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The UNO Grace Abbott School of Social Work (GASSW) generally uses the term “Field Practicum” to describe the student’s professional internship or field education experience. Throughout this manual, you will read the word “field practicum” which signifies the students field education experience as defined by the Council on Social Work Education (CSWE). Additionally, the term “Field Practicum Supervisor” is used to indicate either the Educational or Task Supervisor.

According to the Council on Social Work Accreditation, the field practicum component to the school’s social work program is considered the “signature pedagogy” of student’s experience. The integration of theory into practice, e.g., academics to practicum, is paramount in the development of student to professional social worker. Field Practicum can be complex, and this manual is meant to assist the student in successfully navigating their field practicum experience.

I. Field Practicum Student Learning Outcomes (SLOs)

The structured field practicum program developed and implemented by the UNO GASSW Field Practicum Office, enables social work students at the undergraduate and graduate levels to experience social work practice in the community. At each social work program level, this is obtained through the following field practicum student learning outcomes.

A. BSSW Generalist Student Learning Outcomes

The BSSW student at the end of their field practicum should be able to:

1. Connect Social Work theories and concepts to social work practice and its changes in application over time regarding individuals, families, groups, organizations, and communities.
2. Apply the generalist social work perspective and skills when working with individuals across the lifespan, families, groups, organizations, and communities.
3. Apply culturally appropriate practices when addressing issues related to anti-racism, equity, diversity, and inclusion of practice.
4. Demonstrate skill in applying social work values and ethics as they relate to social work practice, adhering to the NASW Code of Ethics.
5. Administer effective oral and written communication, including knowledge of and use of technologies, with the client system, supervisors, and other professionals.
6. Utilize supervision to advance knowledge of social work theories and skills and as an opportunity for self-understanding in relationship to the client system, agency, and community.
7. Apply social policies regarding human rights; including social, racial, economic, and environmental justice issues as they relate to social work practice with individuals, families, groups, organizations, and communities.
8. Apply research as it pertains to agency activities and/or projects regarding individuals, families, groups, organizations, and communities.



B. MSW Generalist Student Learning Outcomes

The Generalist MSW student at the end of their field practicum should be able to:

1. Differentiate Social Work theories and concepts in social work practice and its changes in application over time regarding individuals, families, groups, organizations, and communities.
2. Demonstrate the generalist social work perspective and skills when working with individuals across the lifespan, families, groups, organizations, and communities.
3. Integrate culturally appropriate practices when addressing issues related to anti-racism, equity, diversity, and inclusion of practice.
4. Demonstrate skill in applying social work values and ethics as they relate to social work practice, adhering to the NASW Code of Ethics.
5. Implement effective oral and written communication, including knowledge of and use of technologies, with the client system, supervisors, and other professionals.
6. Incorporate supervision to advance knowledge of social work theories and skills and as an opportunity for self-understanding in relationship to the client system, agency, and community.
7. Critically analyze social policies regarding human rights; including social, racial, economic, and environmental justice issues as they relate to social work practice with individuals, families, groups, organizations, and communities.
8. Integrate research as it pertains to agency activities and/or projects regarding individuals, families, groups, organizations, and communities.

C. MSW Advanced Generalist Student Learning Outcomes

The Advanced Generalist MSW student at the end of their field practicum should be able to:

1. Adhere to the NASW Code of Ethics while applying advanced social work knowledge, values, skills as well as theories of human behavior, person-in-environment, and social systems to the practice setting.
2. Integrate supervision to process and self-evaluate relationships with the client system, agency, and community while advancing knowledge of social work theories and skills in the practice setting.
3. Manage effective oral and written communication, including knowledge of and use of technologies, with the client system, supervisors, and other professionals.
4. Recommend multi-dimensional assessment methods appropriate for individuals, families, groups, organizations, and communities served by the practice setting, with appropriate application of formal diagnostic classification when warranted.
5. Integrate knowledge of human diversity and culturally competent engagement practices with diverse individuals across the lifespan, families, groups, organizations, and communities.
6. Decide upon culturally sensitive intervention methods to bring about change in individuals, families, groups, organizations, communities, while considering the historical roots of current discrimination, oppression, and injustices.



7. Formulate methods for counteracting oppression, advocating for clients, the client system and promoting social justice to address issues related to anti-racism, equity, diversity, and inclusion of practice.
8. Compare social policies at the local, state, federal and global levels regarding human rights; including social, racial, economic, and environmental justice issues as they relate to social work practice with individuals, families, groups, organizations, and communities.
9. Choose valid and reliable research tools and methods to compile, analyze, evaluate, and inform practice with individuals, families, groups, organizations, and communities served by the practice setting.
10. Develop effective engagement skills for interprofessional collaboration to advance administrative, planning, and policy processes which are relevant to the practice setting.
11. Critically debate social work values, ethics, and legal mandates as they apply to complex situations seen in the practicum setting and to the worker's own professional development.
12. Construct approaches for evaluating needs, processes, and outcomes to improve program practices with individuals, families, groups, organizations, and communities.



II. Roles and Responsibilities of Field Practicum Participants

The GASSW has developed specific and clear criteria for selecting field practicum settings, placing students, assigning, and maintaining field practicum liaison contacts, supporting student safety, evaluating student learning and field practicum setting effectiveness. The Field Practicum Office employs a wide array of methods and checklists to ensure that all aspects of the complexity of field practicum development, instructor and liaison education and support, student safety, student evaluation, and adherence to the Educational Policy and Accreditation Standards (EPAS) competencies are followed.

A. UNO & Field Practicum Office Responsibility

The Field Practicum endeavor is a cooperative effort between the School, community agencies and their professional staff, and the students. If the endeavor is to be successful, it is important that the participants know and carry out their particular responsibilities as it relates to Field Practicum.

The School has the responsibility to:

1. Prevent discrimination regarding race, color, national or ethnic origin, disability, age, gender, gender identity, sexual orientation, class, or religion.
2. Assign each student an academic advisor who works with the student in developing a plan of study, with careful consideration regarding the timing of the student's field practicum.
3. Support community partnerships and provide opportunities for further professional development of agency personnel.
4. Support termination of the student's field practicum placement when the student or agency fail to meet the school's educational requirements.

The Field Practicum Office has responsibility for the following functions:

1. Recruit and maintain a community of professional relationships.
 - a. Develop Field Practicum placements with quality supervision.
 - b. Plan and implement Field Practicum Supervisors' meetings, trainings, and Field Practicum Fairs.
 - c. Provide educational opportunities for Field Practicum Supervisors.
 - d. Provide ongoing support, guidance, and consultation about field practicum structure and conflict resolution.



2. Place students in appropriate field practicum(s):
 - a. Consult with agencies regarding available learning experiences.
 - b. Consult with agencies regarding the placement of students for their Field Practicum experience.
 - c. After consultation with the student and other persons as appropriate in each case, the field practicum office makes the final placement decisions for each student in the program.
 - d. Orient students to the field practicum expectations, content, and processes.
 - e. Make changes in placement where appropriate.
3. Coordinate supervision of student field practicum(s):
 - a. Monitor all field practicum placements.
 - b. After receiving recommendations and comments from the Field Practicum Supervisor(s) and Field Practicum Faculty Liaison, make final grade determinations for all field practicum students.
4. Consult with the Field Practicum Committee.
5. Develop and maintain necessary files and records related to agencies, Field Practicum Supervisors, Field Practicum students and Field Practicum Faculty Liaisons.
6. Assign a Field Practicum Faculty Liaison to each field practicum student and agency/ Field Practicum Supervisor. Notify all students and Field Practicum Supervisors via e-mail who their liaison will be each semester.
7. Coordinate and instruct Field Practicum seminars required of all students enrolled in SOWK 4410 and 8160. Topics include but are not limited to supervision, ethics, safety, and boundaries.
8. Provide feedback to Field Practicum Faculty Liaisons regarding liaison evaluations.

B. The Field Practicum Faculty Liaison Responsibility

The Field Practicum Faculty Liaison has the responsibility to:

1. Maintain channels of communication with the agency and Field Practicum Supervisors for the purpose of:
 - a. Coordinating field practicum education with the School's total educational program.
 - b. Addressing student problems/issues regarding field practicum.
 - c. Designing innovative approaches to enrich students' field practicum learning with the Field Practicum Supervisor.
 - d. Assessing and documenting students' professional development and increasing competence.
 - e. Providing consultation in the development of contracts, evaluations and other processes related to field practicum education.



2. **Maintain channels of communication with students for the purpose of:**
 - a. **Coordinating field practicum learning with students' total educational program.**
 - b. **Advising students regarding problems experienced in field practicum learning, which cannot be resolved through direct communication with Field Practicum Supervisors.**
 - c. **Monitoring students' progress of the Learning Contract.**

3. **Perform the following administrative tasks:**
 - a. **Visit/virtually visit each agency by approximately midpoint of each 256 hours of practicum, (i.e., 130/400 hours).**
 - b. **Keep Field Practicum Office informed of liaison activities by documenting and returning Agency Visit forms at the end of the assigned students' 256 or 512 hours. Immediately notify Field Practicum Office of any problems or concerns existing in the placements to which they provide liaison services.**
 - c. **Facilitate Field Practicum seminars required for all generalist level field practicum students (i.e., SOWK 4410 and 8160).**

C. The Field Practicum Committee Responsibility

The Field Practicum Committee consists of the field practicum coordinator, field practicum specialists, two student representatives (undergraduate and graduate), faculty member(s) (appointed by the director of the school), and four-six community members who generally have experience as field practicum supervisors (appointed by the director of the school and at the recommendation of the Field Practicum Coordinator). The Director of GASSW serves as an ex-officio member of the committee.

The Field Practicum Committee has the responsibility for both graduate and undergraduate field practicum program-related policies. The purpose of the committee is to assist in field practicum program development, address issues of concern regarding field practicum, review special requests forwarded by the Field Practicum Office and present field practicum policy issues to the Faculty Staff Roundtable of the GASSW for their endorsement. The committee meets regularly during the fall and spring semesters.



D. The Agency Responsibility

The selection of agencies and field practicum supervisors is a critical component in educational planning. The GASSW carries the responsibility for determining agency and field practicum supervisor suitability for student training and works closely with interested agencies and potential field practicum supervisors in this process.

An extensive set of policies, criteria, and procedures for selecting field practicum agencies is detailed below. In establishing and maintaining affiliation with field practicum agencies, the GASSW is guided by educational standards and criteria designed to ensure quality field practicum education. The following criteria are used in the selection of agencies:

Philosophy of the agency: The agency's commitment to service should be compatible with the values and ethics of the social work profession as stated in the National Association of Social Work (NASW) [Code of Ethics](#).

Structure and services of the agency:

- a. The organizational structure of the agency should be available in written form.
- b. The agency should have a clear and appropriate statement of its function, including objectives, areas of service and activity.
- c. Agency practice should meet the standards generally accepted in its particular field.
- d. Agency practice should incorporate the ethical standards of the social work profession.
- e. The agency should perceive itself as part of and cooperate with the community service network.
- f. The agency must ensure a continuous supply of learning experiences appropriate to the educational needs of students accepted for field practicum.
- g. The agency must provide an appropriate plan for selection of service tasks to be suggested to Field Practicum Supervisors for assignment to students.
- h. The agency must provide an appropriate plan for reassignment of those tasks to permanent staff after students terminate their field practicum.



Agency categories: The GASSW categorizes agencies as either nonprofit (public, governmental, church-related, 501(c)(3)), or for-profit (private practice, non-governmental, not 501(c)(3)), although some for-profit agencies may provide contracted services for nonprofit agencies.

- a. The GASSW encourages placement in nonprofit agencies; however, it recognizes that in some situations (rural settings, hospitals) field practicum in nonprofit agencies may not be as available. Placement in a for-profit or private practice agency will be considered when the Field Practicum Office determines no suitable or appropriate setting is available in a nonprofit agency. If a nonprofit and a for-profit agency have similar field practicum placements, a stipend will not be the only deciding factor to determine placement. Also, in similar circumstances, known or previously used agencies may have preference over new agencies).
- b. For-profit or private practice agencies must meet the criteria listed above and these additional criteria:
 - 1) The agency must be legally organized in some form such as a partnership or corporation.
 - 2) The agency must have a corporate board or entity that meets and determines policy and has collective accountability for the practice of its staff. The board must include diverse community representatives as voting members and policymakers for the agency.
 - 3) The agency must have a policy and procedure manual and an organizational chart, which is available for review by the Field Practicum Office.
 - 4) The agency must have a physical structure, which includes offices, meeting rooms, administrative services, etc., and the student must have space within the confines of this agency. Remote field practicum placements may be considered by special request and input from the Field Practicum Committee.
 - 5) For-profit agencies may be considered as special requests for a field practicum-in-place-of-employment. This is done on a case-by-case basis. However, these agencies may not be a part of our routinely used agencies.
 - 6) If the above criteria are not met, a general request may be reviewed by the Field Practicum Committee to determine if the agency is suitable as a field practicum site.



An Agency Profile must be filled out by each new agency, prior to a student beginning their field practicum with the field practicum setting. Through this profile, information is gathered regarding the agency, its location, contact information, mission statement, various programs, types of activities available to students, populations served, and supervision provided. The Agency Profile contains a checklist of items students at each level may have the opportunity to do. Prior to a student's placement, the Field Practicum Office makes every effort to visit / virtually visit each new agency site, meet with potential Field Practicum Supervisors and/or agency contacts, and tour the agency.

E. Field Practicum Supervisor Responsibility

Field Practicum Supervisors proficient in supervision possess the following qualities:

1. Demonstrate respect for students and their learning styles
2. Have a desire to supervise and mentor students
3. Think analytically and conceptually
4. Articulate knowledge

Additionally, Field Practicum Supervisors must have permission from their agency to provide supervision to field practicum students.

The Field Practicum Supervisors (Educational and Task Supervisors) have the responsibility to:

1. Orient the Field Practicum student to the agency, including policies and procedures for agency programs and safety protocol.
2. Provide students individualized learning experiences in a variety of social work practice roles.
3. Participate in scheduled liaison visits.
4. Facilitate acquisition of generalist practice skills for the BSSW and MSW Foundation level field practicum students.
5. Facilitate acquisition of advanced generalist and specialized social work practice skills for the MSW Advanced students.
6. Notify both student and Field Practicum faculty liaison if student's performance is inadequate, and specify if applicable in writing steps, which must be taken to rectify deficiencies in performance.
7. Recommend to the Field Practicum Faculty Liaison and Field Practicum Office the termination of field practicum students who do not demonstrate adequate capacity for social work practice in that agency.
8. Complete an evaluation of their experience with the Field Practicum Office and Field Practicum Faculty Liaison at the conclusion of the student's 512 hours (emailed to Field Practicum Supervisors at end of students' placement).
9. Attend or complete on-line the Field Practicum Supervisor Training, (mandatory for all first-time field practicum supervisors and encouraged every 3-5 years as information may change).



In addition, Educational Supervisors have the responsibility to:

1. Provide students a regularly scheduled one-hour, weekly conference time in addition to informal supervision.
2. When possible, coordinate field practicum teaching with classroom teaching by using class syllabi and assignments made available to the Educational Supervisor by the student.
3. Discuss with student any concerns regarding student's behavior, attitudes or other factors, which may be interfering with student's professional development. This should be done as soon as possible after the problem is first observed and corrective help and suggestions given. If satisfactory progress does not occur, the Field Practicum Faculty Liaison should be consulted.
4. Ensure that regular communication is taking place between the Educational and Task Supervisors, particularly in those cases where the Educational Supervisor is not located at the Field Practicum site.
5. Ensure follow through of Learning Contract.
6. Provide a written evaluation of the student when the student has been at the agency for 130 hours (In-progress evaluation), 256 hours (first graded evaluation) and 512 hours (second graded evaluation).
7. Complete a Field Practicum Grade Evaluation Form at the conclusion of each 256 hours, review and discuss evaluation with student. Evaluations are due to the Field Practicum Office within two weeks of the 256 hour and 512 hour mark.

F. The Field Practicum Student Responsibility

Students have the responsibility to:

1. Use the field practicum experience in a way that integrates field practicum with their total social work (academic) learning.
2. Develop the Learning Contract within the first two weeks of their Field Practicum, making sure to incorporate assignments that enhance the student's learning and contribute to the mission of the agency.
3. Put into practice agency policies and procedures. If a student's behavior is in violation of agency policy and procedures, a field practicum/student action plan may be completed and/or a student review meeting may be held to resolve the issue, (see [Student Handbook](#)).
Resolution may include termination from the student's field practicum and/or from the social work program.
4. Act in a professional manner as a representative of the agency in their contacts with clients and other persons in the community as well as with other agency personnel. This includes respecting confidentiality regarding client information and client safety.
5. Comply with agency administrative routines, including background checks, immunizations, record keeping, etc. The cost of any background checks or testing is the responsibility of the student. If a student does not wish to complete the agency required background checks and/or immunizations, then the student may opt to not accept the placement.



6. Review with Field Practicum Supervisor(s) the agency's safety procedures and policies. Follow all guidelines and policies related to safety as instructed.
7. Review, understand and follow the agency chain of command if issues arise.
8. Discuss any problems/concerns with the Field Practicum Supervisor(s), (Educational or Task Supervisors). Students' line of communication in resolution of any problems is first, the Field Practicum Supervisor, second the Field Practicum Faculty Liaison, third, the Field Practicum Coordinator, and fourth, the Director of the School.
9. Discuss appropriate method of contact and communication with Field Practicum Supervisor(s) outside of normal practicum hours.
10. Attend Field Practicum lab/seminar, which occur during the first semester of the generalist level Practicum (i.e. 4410/8160).
11. Document amount and type of time spent in field practicum, i.e. direct vs. indirect hours, supervision hours.
12. Supply Educational Supervisor with copies of class syllabi and assignments sheets, if requested.
13. Prepare for weekly one-hour educational supervision as directed by Field Practicum Supervisor(s).
14. Meet with the Field Faculty Liaison and Field Practicum Supervisor(s) for a minimum of 2 field practicum visits at 130 hours and 400 hours.
15. Follow up with Field Practicum Supervisor(s) to ensure all evaluations are in on time (i.e. within 2 weeks of assigned timeframe).
16. Complete the Student Evaluation of Field Practicum Placement Experience online at the end of the 512-hour Field Practicum course.
17. Contact the [Accessibilities Services Center](#) if accommodations are necessary.
18. Contact the Accessibilities Office (or the Field Practicum office or Field Practicum Faculty Liaison as appropriate) if hospitalized for any reason, including medical/mental health issues to identify and follow proper procedures before returning to their Field Practicum placement or resuming field practicum hours.
19. Follow the [GASSW Student Handbook](#) at all times while in Field Practicum.
20. Follow the [NASW Code of Ethics](#) at all times while in field practicum,



III. Field Practicum Prerequisites

A. BSSW Generalist Field Practicum Prerequisites

Students in the BSSW program are required to register for two courses of Field Practicum. Students will remain in the same agency for both courses. Each course requires 256 clock hours of Field Practicum, for a total of 512 hours. Students must meet all academic prerequisites and other field practicum requirements to begin their field practicum.

The following table outlines the courses, and their designated credits and prerequisites for the BSSW student:

Table 1: Field Practicum Courses, Credit Hours, and Prerequisites For BSSW Generalist Program

Level	Course/Credits	Clock Hours	Prerequisites
BSSW	SOWK 4410, Generalist Field Practicum I 5 Credits	256 Hours	SOWK 3020 HBSE II (prior to) SOWK 3350 Social Work Practice II (prior to) SOWK 2120 Race, Class & Gender (prior to) SOWK 4360 Social Work Practice III (prior or concurrent) Permission of the Field Practicum Office
BSSW	SOWK 4420, Generalist Field Practicum II 5 Credits	256 Hours	SOWK 4360 Social Work Practice III (prior or concurrent) SOWK 4410 Social Work Field Practicum I (prior or concurrent)

B. MSW Generalist (Foundation) Field Practicum Prerequisites

Students in the MSW Generalist (Foundation) program are required to register for two courses of Field Practicum. Students will remain in the same agency for both courses. Each course requires 256 clock hours of Field Practicum, for a total of 512 hours. The following table outlines the courses, and their designated credits and prerequisites for the MSW Generalist (Foundation) student:



Table 2: Field Practicum Courses, Credit Hours, and Prerequisites For MSW Generalist (Foundation) Program

Level	Course/Credits	Clock Hours	Prerequisites
MSW Generalist (Foundation)	SOWK 8160, Generalist Field Practicum I 3 Credits	256 Hours	SOWK 8070 HBSE I (prior or concurrent) SOWK 8090 Social Welfare Policy (prior or concurrent) SOWK 8130 Generalist Practice I (prior or concurrent) Permission of the Field Practicum Office
MSW Generalist (Foundation)	SOWK 8170, Generalist Field Practicum II 3 Credits	256 Hours	SOWK 8080 HBSE II (prior or concurrent) SOWK 8110 Institutional Oppression (prior or concurrent) SOWK 8150 Generalist Practice II (prior or concurrent) SOWK 8160 Social Work Generalist Field Practicum I (prior or concurrent)

C. MSW Advanced Generalist Field Practicum Prerequisites

Students in the MSW Advanced Generalist program are required to register for two courses of Field Practicum. Students will remain in the same agency for both courses. Each course requires 256 clock hours of Field Practicum, for a total of 512 hours. Students must meet all academic prerequisites and other field practicum requirements to begin their field practicum.

Advanced Generalist MSW students should plan to take their advanced field practicum within the last 1-2 semesters of their academic program and have no more than 12 credit hours left on their plan of study before beginning their field practicum placement. Additionally, students in the MSW Advanced Generalist program must have a minimum of one full semester between the time their Generalist (Foundation) MSW field practicum ends and the start of their Advanced Generalist MSW field practicum. Students are permitted to complete their Field Practicum in two agencies only if they are in a Dual Degree Program.



The following tables outline the courses, and their designated credits and prerequisites for the MSW Advanced Generalist student:

**Table 3: Field Practicum Courses, Credit Hours, and Prerequisites
For Advanced Generalist MSW Program**

Level	Course/Credits	Clock Hours	Prerequisites
Advanced Generalist	SOWK 8400, Advanced Generalist Field Practicum I 3 Credits	256 Hours	SOWK 8190 Research & Computer Applications (prior to) SOWK 8230 Social Work Practice with Groups (prior or concurrent) SOWK 8290 Health/Mental Health Practice (prior or concurrent) No more than 12 credit hours left to complete MSW degree Completed 1 full semester (6 credit hours) since finishing Generalist Field Practicum (if applicable) Permission of the Field Practicum Office
Advanced Generalist	SOWK 8410, Advanced Generalist Field Practicum II 3 Credits	256 Hours	SOWK 8400 Advanced Field Practicum I (prior or concurrent) SOWK 8290 Health/Mental Health Practice (prior or concurrent)
Advanced Generalist	SOWK 8420,* Advanced Generalist Field Practicum III 1-3 Credits	1 Cr = 85 Hours 2 Cr = 170 Hours 3 Cr = 256 Hours	SOWK 8410 Advanced Field Practicum II (prior or concurrent) Permission of the Field Practicum Office

*Advanced Generalist students may take SOWK 8420 Advanced Generalist Social Work Field Practicum III for one to three credit hours as an elective. Students devote 85 hours in their placement for one credit hour, 170 hours for two credit hours and 256 hours for three credit hours. They may remain in the same field practicum setting as Advanced Generalist Social Work Field Practicum I and II, or they may be placed in a different field practicum setting. To consider this option, students consult with the Field Practicum Office and their academic advisor. The maximum number of credits a student can take in advanced level field practicum is nine credits.



D. MSW Advanced Generalist Dual Degree Prerequisites

Students in the MSW Advanced Generalist program are required to register for two courses of Field Practicum. Each course requires 256 clock hours of Field Practicum, for a total of 512 hours. Dual Degree students have the option to complete their Field Practicum in two agencies depending on their interests. Students must meet all academic prerequisites and other field practicum requirements to begin their field practicum.

If a dual degree student wants to seek Nebraska licensure, extra direct service hours may be taken by enrolling in SOWK 8420 with permission.

The following table outlines the courses, and their designated credits and prerequisites for the MSW Advanced Generalist Dual Degree student:

Table 5: Field Practicum Courses, Credit Hours, and Prerequisites For MSW Dual Degree Program with Public Administration

Dual Degree	Course/ Credits	Clock Hours	Prerequisites
MSW/MPA** Social Work/ Public Administration	SOWK 8400, Advanced Generalist Field Practicum I 3 Credits	256 Hours	SOWK 8190 Research & Computer Applications (prior to) SOWK 8230 Social Work Practice with Groups (prior or concurrent) SOWK 8290 Health/Mental Health Practice (prior or concurrent) No more than 12 credit hours left to complete MSW degree Completed 1 full semester (6 credit hours) since finishing Generalist Field Practicum (if applicable) PA 8100 Advanced Management & Leadership for Public & Nonprofit Professionals (prior or concurrent) Permission of the Field Practicum Office
MSW/MPA Social Work/ Public Administration	SOWK 8410, Advanced Generalist Field Practicum II 3 Credits	256 Hours	SOWK 8400 Advanced Generalist Field Practicum I (prior or concurrent) SOWK 8290 Health/Mental Health Practice (prior or concurrent)



Table 6: Practicum Courses, Credit Hours, and Prerequisites For MSW Dual Degree Program with Public Health

Dual Degree	Course/Credits	Clock Hours	Prerequisites
MSW/ MPH*** Social Work/ Public Health	SOWK 8400, Advanced Generalist Field Practicum I 3 Credits	256 Hours	SOWK 8190 Research & Computer Applications (prior to) SOWK 8230 Social Work Practice with Groups (prior or concurrent) SOWK 8290 Health/Mental Health Practice (prior or concurrent) No more than 12 credit hours left to complete MSW degree Completed 1 full semester (6 credit hours) since finishing Generalist Field Practicum (if applicable) CPH 500 Foundations of Public Health (prior or concurrent) Permission of the Field Practicum Office
MSW/ MPH*** Social Work/ Public Health	SOWK 8410, Advanced Generalist Field Practicum II 3 Credits	256 Hours	SOWK 8400 Advanced Generalist Field Practicum I (prior or concurrent) SOWK 8290 Health/Mental Health Practice (prior or concurrent)



Table 7: Field Practicum Courses, Credit Hours, and Prerequisites For MSW Dual Degree Program with Criminology and Criminal Justice

Dual Degree	Course/ Credits	Clock Hours	Prerequisites
MSW/ MCRCJ**** Social Work/ Criminal Justice	SOWK 8400, Advanced Generalist Field Practicum I 3 Credits	256 Hours	SOWK 8190 Research & Computer Applications (prior to) SOWK 8230 Social Work Practice with Groups (prior or concurrent) SOWK 8290 Health/Mental Health Practice (prior or concurrent) No more than 12 credit hours left to complete MSW degree Completed 1 full semester (6 credit hours) since finishing Generalist Field Practicum (if applicable) CRCJ 8010 Nature of Crime or CRCJ 8020 Seminar in Administration of Justice (prior or concurrent) Permission of the Field Practicum Office
MSW/MCRCJ Social Work/ Criminal Justice	SOWK 8410, Advanced Generalist Field Practicum II 3 Credits	256 Hours	SOWK 8400, Advanced Generalist Field Practicum I (prior or concurrent) SOWK 8290 Health/Mental Health Practice (prior or concurrent)

**The MSW/MPA Dual Degree Program consists of 57 credit hours. Field Practicum is 512 hours which may or may not be in the same agency. Two hundred fifty-six (256) hours are required in an advanced level Social Work (direct service) setting, and 256 hours are required in a Public Administrative (indirect service) setting.

***MSW/MPH Dual Degree Program consists of 57 credit hours. Field Practicum is 512 hours which may or may not be at the same agency. Two hundred fifty-six (256) hours are required in an advanced level Social Work (direct service) setting, and 256 hours are required in a Public Health setting. Before the Public Health portion of field practicum is taken, students are encouraged to obtain approval from their Supervisory Committee regarding their capstone project.

****MSW/MCRCJ Dual Degree Program consists of 57 credit hours. Field Practicum is 512 hours which may or may not be at the same agency. Two hundred fifty-six (256) hours are required in an advanced level Social Work setting. Two hundred fifty-six (256) hours are required in a Criminal Justice setting, provided the student has not previously completed their MSW Generalist (Foundation) field practicum in a Criminal Justice setting (if applicable). Either the Social Work or Criminal Justice portion of field practicum may be completed first.



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IV. The Field Practicum Process - 3 Steps

Field Practicum placements are set up through a three-step process and made by means of a series of consultations involving the student, academic advisor, Field Practicum Office, and agency staff. The purpose of these consultations is to ensure student readiness for field practicum and to ensure that the students' educational needs are met. Academic advisors help students decide when in their course of study to take field practicum, making sure prerequisites for field practicum courses are fulfilled. Special needs, career interests, past experiences, and professional readiness are considered when determining field practicum placements.

The three-step practicum process includes:

- 1) Passport to Field Practicum orientation modules,
- 2) Field Practicum Fair, and
- 3) Field Practicum Advisement

● Students begin the three-step field practicum process at least one semester prior to when they plan to begin their field practicum placement.

● Students planning to begin field practicum in the Spring semester will begin the field practicum process in the prior Fall semester. Students planning to begin field practicum in the Summer or Fall semester will begin the field practicum process in the prior Spring semester.

Emails will be sent out notifying students of the process early in the Fall and Spring semesters. Additionally, field practicum information will be posted on the GASSW website and sent via the GASSW monthly email blast.

Step 1: Passport to Field Practicum Orientation Modules

All students taking field practicum are required to complete the Passport to Field Practicum orientation modules offered during the prior semester before starting their field practicum. The Passport to Field Practicum orientation modules include specific guidelines for a successful placement, including instructions, reference materials, activities, and short quizzes. Students are required to complete activities such as the Agency Exploration assignment and a self-assessing professional development assignment, among others.

The Passport to Field Practicum orientation modules must be completed in full by the due date of the Field Practicum Agreement Form. The due date of the Field Practicum Agreement Form is discussed with the student in Field Practicum Advisement and posted on Canvas each semester.



Step 2: The Field Practicum Fair

The Field Practicum Fair is sponsored by the UNO Grace Abbott School of Social Work each Fall and Spring semester. Students planning to take field practicum are required to attend the Field Practicum Fair. The Fair provides an opportunity where both students and agency representatives have a chance to meet, talk and learn what each can offer the other. Date, time, and location information is available on the GASSW website. Students living out side of the Omaha area, who are not on campus the day of the Field Practicum Fair, may complete an Agency Exploration assignment in lieu of attending the fair. Students within the Omaha area who are unable to attend the fair due to a conflict, must contact the Field Practicum Coordinator.

Please note: Field Practicum placements are not made at the Field Practicum Fair. Specific information regarding approved field practicum agencies is available through the UNO Grace Abbott School of Social Work website. Students are encouraged to review the list of field practicum agencies in their website Planning Packets and on the Agency Partners listing prior to attending the Field Practicum Fair.

Step 3: Field Practicum Advisement

Field Practicum Advisement is held during the semester before students begin their field practicum placement. There is no Field Practicum Advisement during the summer semester. Therefore, students who plan to begin field practicum in the spring semester, must go through Field Practicum Advisement in the fall. Students who plan to begin field practicum in the summer or fall semester, must go through Field Practicum Advisement in the spring.

Students sign up for a time and meet with their Field Practicum Advisor to discuss Field Practicum options as outlined in their Passport to Field Practicum Orientation modules. During Field Practicum Advisement, discussion of the student’s resume and preparedness for Field Practicum are taken into consideration before sending out letters of inquiry to agencies. A maximum of two letters of inquiry will be sent out to agencies at any given time. If a student is pursuing a Special Request, no letters of inquiry will be sent.

Students have 2 weeks after Field Practicum Advisement ends to connect with the Field Practicum Office to begin the advisement process for their field practicum. Students who have missed the Field Practicum Advisement window must wait for the next Field Practicum Advisement period to be set up for their field practicum placement.

1. Interviewing Conduct

Students are expected to utilize professional interviewing skills when applying for a field practicum position with the agency. As a resource, UNO Academic Career and Development Center (ACDC) has the “Big Interview” to assist with interviewing skills as well as other [career development resources](#).



Community partners often communicate with the Field Practicum Office regarding placement openings, potential students and the student’s professional behavior and academic readiness. The Field Practicum Office works hard to maintain positive relations with community partners in order to have a variety of placement options available for practicum students.

If the Field Practicum Office or the GASSW receives more than two complaints of unprofessional interviewing skills or unprofessional behavior regarding a student during any part of the field practicum process (including the Field Practicum Fair), the Field Practicum Office will discontinue the search for a placement, and a Student Action Plan or Review Meeting will take place. Based on the student’s past performance and review history, the Field Practicum Office will determine the type of meeting to be held or recommend the student’s termination from the GASSW program if necessary.

2. Agreement Form

The Field Practicum Agreement Form is a contract between the agency and UNO GASSW regarding the student’s field practicum placement. It is the student’s responsibility to ensure the Field Practicum Agreement Form is filled out correctly and submitted to the Field Practicum Office by the identified date. No placement will begin without the student’s Field Practicum Agreement Form first being on file with the Field Practicum Office.

The UNO Grace Abbott School of Social Work’s relationship with its community partners is paramount to the success of the Field Practicum Program. Therefore, students who have interviewed and accepted a placement with an agency, and who have turned in a completed, signed Field Practicum Agreement Form to the Field Practicum Office, must honor that commitment to the agency. Implicit in this contract is an expectation that all three parties [the school, the student, and the agency] will keep the signed agreement. Exceptions to this policy may exist when keeping the commitment would present a hardship on the student, (i.e., death in the family, medical and mental health issues).

Final approval of the field practicum placement is an educational decision and is retained by the Field Practicum Office.

3. Professional Behavior

Professional behavior is significant to Field Practicum and goes beyond completing assignments. Development of Social Work professional skills involves critical thinking and demonstration of competencies to include both academic and behavioral indicators. In addition to successful completion of academic prerequisites, students will be evaluated by faculty members regarding their professionalism in the classroom.



Students who fail to meet expectations regarding professional behavior will be requested to improve their demonstration of professionalism prior to being considered for a field practicum placement.

Students should seek assistance to address any personal issues, which may interfere with professional and academic performance. A self-assessing professional development assignment will be used to assess the student’s professionalism prior to and throughout the student’s placement. Students should refer to the GASSW Student Handbook for guidelines regarding professional behaviors for social workers as well as [resources available to students](#).



V. Special Requests In Field Practicum

All special requests are made to the Field Practicum Office and are acted on by the Field Practicum Committee. The Field Practicum Committee meets monthly during the Fall and Spring semesters and must approve all special requests (i.e., practicum in place of employment, practicum out-of-region, or general request). The process for submitting a special request is:

- 1) Meet with your Field Practicum Advisor to discuss your special request
- 2) Submit all information to the Field Practicum Office no later than two weeks prior to the Field Practicum Committee meeting during the semester prior to the student's field practicum start date [e.g., submit information in spring for a summer or fall start, submit information in the fall for a spring start]
- 3) The request must be approved, and all conditions met before the placement may begin
- 4) Students will be informed by phone or in writing/email of the decision regarding the proposed field practicum as soon as possible after the Field Practicum Committee has met and reviewed the special request

A. Field Practicum at Place of Employment

The School does not encourage field practicum in the student's place of employment; however, requests may be considered provided the student has not received academic credit for another field practicum in the same setting. The request will be considered only if the agency can be approved according to the School's criteria for field practicum agencies or is already an approved agency.

Students requesting to complete their field practicum at their place of employment must create a voice over power point which includes the information listed below. The power point and all supporting documents must be submitted to the Field Practicum Office no later than two weeks prior to the Field Practicum Committee meeting during the semester prior to the student's field practicum start date. The Field Practicum Committee meets in September, October, November, February, March, and April. The Field Practicum Committee does not meet in December or January or during the summer.

The following items must be met in order to apply for a field practicum at the student's place of employment:

- 1) The specific reason for the special request including rationale for completing the field practicum at the student's place of employment as opposed to any other agency
- 2) A statement of long-range professional and practice goals specifying how they relate to the proposed field practicum
- 3) A description of former social work employment, volunteer experiences and field practicum. Include a current resume.



- 4) Proof that the agency of employment meets the general guidelines for the Grace Abbott School of Social Work found in the Field Practicum Manual. Identify if the agency is an agency the Field Practicum Office has worked with in the past or a new agency. If the agency is new, a meeting will be held with the student, the Field Practicum Office, and the proposed supervisors to discuss the student's special request. Additionally, the Agency Profile must be completed and on file with the Field Practicum Office.
- 5) A current job description with a chart specifying actual assignments and the student's role. If the student has been employed nine (9) months or less and their current responsibilities meet the requirements of the School, no change in responsibilities is needed. However, if the student has been employed for more than nine (9) months, field practicum assignments must be different from current responsibilities. Therefore, both the current and proposed job descriptions are needed in the chart.
- 6) If the student has been employed longer than nine (9) months, there must be different supervision from the current position. If the student has been employed less than nine months, the student's current supervisor may provide the weekly educational supervision, provided the supervisor meets the requirements of the Field Practicum Office and the field practicum supervision is distinct from the student's employment supervision.
- 7) The Educational and Task Supervisor(s) must have completed the Application to be a Field Practicum Supervisor and gone through the Field Practicum Supervisor Training prior to the student beginning their field practicum hours.
- 8) A completed Field Practicum Learning Contract that contains a clear, succinct statement, which show how the proposed placement meets the School's requirements for specific field practicum levels.
- 9) The student's proposed field practicum work schedule vs their employment schedule
- 10) A completed Field Practicum Agreement Form

Once the Field Practicum Office has reviewed the special request power point and supporting documents, the information is forwarded to the Field Practicum Committee for review. The Field Practicum Committee will meet to discuss the student's special request and a final decision will be made regarding whether the student's request has been approved. If approved, all field practicum policies will apply.

B. Field Practicum Out of the Region

Students who would like to complete their Field Practicum out-of-region are encouraged to begin the Field Practicum process one year prior to their Field Practicum start date. The definition of a Field Practicum-Out-of-Region is a placement in an area where the student does not normally reside and/or where the Field Practicum Office typically does not have field practicum sites. Check with the Field Practicum Office to verify if your proposed field practicum meets criteria for out of the region.



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In order to meet particular student needs, a special request for field practicum out of the region may be considered provided the student has not received academic credit for another field practicum in the same setting.

Students must create a voice over power point which includes the information listed below. The power point and all supporting documents must be submitted to the Field Practicum Office no later than two weeks prior to the Field Practicum Committee Meeting during the semester prior to the student's field practicum start date. The Field Practicum Committee meets in September, October, November, February, March, and April. The Field Practicum Committee does not meet in December or January or during the summer.

The following items must be met in order to apply for a field practicum out of the region:

- 1) The specific reason for the special request including rationale for completing the field practicum out of the region
- 2) A statement of long range professional and practice goals specifying how they relate to the proposed placement
- 3) A description of former social work employment, volunteer experiences and field practicum. Include a current resume
- 4) Proof that the agency meets the general guidelines for the Grace Abbott School of Social Work found in the Field Practicum Manual. Identify if the agency is an agency the Field Practicum Office has worked with in the past or a new agency. If the agency is new, the Agency Profile must be completed and on file with the Field Practicum Office
- 5) A completed Field Practicum Learning Contract that contains a clear, succinct statement that shows how the proposed placement meets the School's requirements for specific field practicum levels.
- 6) A completed Field Practicum Agreement Form

Additional Requirements for Field Practicum Out-of-Region Include:

- 1) The student is responsible for locating an agency, possibly through an accredited School in the proposed area, and bringing this to the attention of the Field Practicum Office. If requested, the Field Practicum Office may assist the student by giving the locations of accredited Schools.
- 2) All new agencies must fill out the Agency Profile
- 3) There must be an available form of communication with a Field Practicum Faculty Liaison via Zoom, Skype or other face-to-face technological venue through which visits can be held.
- 4) The student is responsible for obtaining the names, titles, addresses, phone numbers and e-mails of appropriate contacts of professional social workers and field practicum supervisors willing to take a field practicum student.



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- 5) All new Field Practicum Supervisors must complete the Application to be a Field Practicum Supervisor and the online Field Practicum Supervisor Training prior to the student beginning their field practicum hours
- 6) The student must show that they are able to finance a field practicum out of the region with all the accompaniments, (transportation, housing, food, etc.)
- 7) The student is responsible to keep in contact with the Field Practicum Office by journaling weekly and e-mailing their journals to the Field Practicum Office
- 8) The student must follow any additional University requirements for completing field practicum outside the United States

The Field Practicum Office will contact the agency and the proposed field practicum supervisor(s) to affirm their willingness to provide supervision according to the UNO GASSW field practicum policies and to answer any questions the proposed site may have. If problems occur, the Field Practicum Office will consult with the agency and/or supervisor(s) to resolve the situation.

Once the Field Practicum Office has reviewed the special request power point and supporting documents, the information is forwarded to the Field Practicum Committee for review. The Field Practicum Committee will meet to discuss the student's special request and a final decision will be made regarding whether the student's request has been approved. If approved, all field practicum policies will apply.

VI. The Field Practicum Learning Contract

The Learning Contract is the single most important document for the student in their field practicum. The Learning Contract is the student's "Road Map" and outlines the activities a student intends to do while completing their field practicum placement. It informs the Field Practicum Office what activities the student will be doing, provides accountability so all parties are aware what the student will be doing in their field practicum and thereby minimizes any possibility of misunderstandings. In addition, the completed Learning Contract enables the student to plan their time at the agency accordingly.

Students known to plagiarize any or all parts of the Learning Contract and turn in the document as their own, regardless if the Learning Contract was given to the student by the Supervisor, will be requested to complete a Student Action Plan and/or participate in a Review meeting. If a supervisor offers a student a previously completed Learning Contract, the student may review the document, but then is expected to return the document back to the supervisor and complete their own work.



In Practicum courses, the use of Artificial Intelligence (AI) tools or technologies is strictly prohibited for the development of the Learning Contract. Students are expected to discuss with their supervisor(s) what they would like to experience in their practicum, types of activities they are interested in, and the potential practicum assignments supervisors would like the student to complete. Students should rely upon the use of their own critical thinking skills and individual effort to complete the Learning Contract. The use of AI, including but not limited to language models, automated writing services, data analysis tools, and other AI-powered resources, is not permitted to develop the Learning Contract. Any instances of AI-generated content or unauthorized assistance will be considered a violation of academic integrity and subject to disciplinary actions as outlined in the student handbook. Students are encouraged to demonstrate their comprehension, creativity, and problem-solving skills through their own original work without the aid of AI technologies

A. BSSW & MSW Generalist (Foundation) Programs

BSSW and MSW Generalist (Foundation) students complete Generalist Field Practicum I & II at one agency. Therefore, one Learning Contract is created for the total 512 hours completed at the agency. A copy of the student’s proposed Learning Contract must be submitted to the Field Practicum Office two weeks after the start of the student’s placement. The Field Practicum Office will review the student’s Learning Contract, and may suggest changes or additions, with a copy being resubmitted once the updates are incorporated. The BSSW and MSW Generalist level field practicum courses should provide opportunities for direct and indirect practice experiences that involve different types and sizes of human systems. Students must complete assignments in each of the following Learning Contract Goal areas:

- (1) Agency/Systems Framework
- (2) Social Justice & Social Policy
- (3) Research & Evaluation
- (4) Engagement & Assessment
- (5) Intervention
- (6) Ethics & Professionalism

There are five objectives for each Learning Contract Goal. Students must identify a minimum of 3-5 specific, measurable and time centered activities they plan to complete in their field practicum to meet each objective.

If the student is applying for a special request, then the Learning contract is due when the student submits their special request proposal paperwork for review.



B. MSW Advanced Generalist & Dual Degree Programs

MSW Advanced Generalist students complete Advanced Generalist Field Practicum I & II at one agency. Therefore, one Learning Contract is created for the total 512 hours completed at the agency.

Dual Degree students in our MSW Advanced Generalist program may complete 512 hours at one agency, completing one Learning Contract. Alternatively, dual degree students may opt to complete 256 hours in a social work setting and 256 hours in a public administration, public health or criminal justice setting depending on the dual degree program. Two Learning Contracts are completed if the student is at two separate agencies (i.e., Learning Contract for social work portion and Learning Contract for MPA, MPH or MCRCJ portion).

A copy of the student's proposed Learning Contract must be submitted to the Field Practicum Office two weeks after the start of the student's practicum. The Field Practicum Office will review the student's Learning Contract, and may suggest changes or additions, with a copy being resubmitted once the updates are incorporated.

The MSW Advanced Generalist level field practicum courses should provide opportunities for direct and indirect practice experiences that involve different types and sizes of human systems. Students must complete assignments in each of the following Learning Contract Goal areas:

- (1) Agency/Systems Framework
- (2) Social Justice & Social Policy
- (3) Research & Evaluation
- (4) Engagement & Assessment
- (5) Intervention
- (6) Ethics & Professionalism
- (7) Advanced Generalist Practice

There are five objectives for each Learning Contract Goal. Students must identify 3-5 specific, measurable and time centered activities they plan to complete in their field practicum to meet each objective.

If the student is applying for a special request, then the Learning contract is due when the student submits their special request proposal paperwork for review.



VII. Evaluation In Field Practicum

Students are evaluated three times throughout their 512 hours in their field practicum:

1. 130 Hour In Progress Evaluation (non-graded),
2. 256 Hour Grade Evaluation, and
3. 512 Hour Grade Evaluation

In addition to these formal evaluation mechanisms, informal verbal evaluations take place in the weekly, one-hour supervisory conferences with the Educational Supervisor as well as in day-to-day contacts between the student and the Field Practicum Supervisor(s).

Please note: Academic credit for life experience and previous work experience will not be given, in whole or in part, in lieu of the field practicum or of courses in the professional foundation areas.

A. Non-Graded Evaluation

The GASSW provides a non-graded evaluation tool to be used by the Field Practicum Supervisor to assess the student's progress early in the practicum. Additionally, Field Practicum Supervisor(s) are encouraged to have conversations during supervision or other similar type meetings in order to offer routine feedback regarding the student's progress in their field practicum.

1. 130 Hour In Progress Evaluation

The 130-Hour In-Progress Review is a non-graded evaluation and a brief review of the student early in placement. The purposes of this progress review are to:

- a. Assess progress on attaining goals and objectives stated in the Learning Contract
- b. Identify strengths and growth areas of students' knowledge, values, skills, and competencies
- c. Determine whether students' performance meets expectations for their educational level
- d. Determine if the student's skill development is progressing in their field practicum placement
- e. Determine if the student is meeting the expectations of the agency and if the agency is meeting the expectations of the field practicum program

If the student's skill performance is not acceptable or there are concerns in areas of the student's performance, the Field Practicum Supervisor(s) must specify, in writing, what the student needs to do to bring their performance up to an acceptable standard and must inform the Field Practicum Faculty Liaison immediately of any problem areas. The Field Practicum Supervisor(s) must provide a signed copy of the 130-Hour In-Progress Review to the Field Practicum Faculty Liaison and the student.



B. Graded Evaluations

The GASSW provides an evaluation tool based on the Learning Contract and EPAS competencies to be used by the Field Practicum Supervisor to assess student learning. Field Practicum Supervisors are trained in the use of this tool prior to supervising students. Field Practicum Supervisors are responsible for giving a suggested grade to the Field Practicum Office; the GASSW Practicum Coordinator assigns the final grade.

Grades are due within the first two weeks following the completion of each 256 hours. If this is not possible, students must contact the Practicum Coordinator as soon as possible. Specific processes for submitting grades are available in the student's Field Practicum Planning Packet and on the School's website. The evaluation process is also reviewed during liaison visits with the student and Field Practicum Supervisor(s) prior to the submission of the suggested grade.

The Field Practicum Supervisor should indicate on the Evaluation Tool the suggested grade level of performance at 256 hours and at 512 hours. Grades are A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. The level of performance and grading scale is located on the Field Practicum Evaluation Tool. The grade recommendation is generally the grade submitted by the Practicum Coordinator, assuming there have been no problems during the student's placement. In field practicum courses, a student must receive a grade of B or higher. If a student receives a grade in field practicum that is lower than a B, the Practicum Coordinator will notify the student's Academic Advisor and either the GASSW Program Chair or the BSSW Coordinator. A Student Action Plan and/or Review meeting will be held.

The levels of the rating scale in the Field Practicum Evaluation Tool describe expectations for a student in training, with the understanding that a student may be at various stages of development of professional behaviors and skills in each area. The scale shown in the following table is used to evaluate students in their field practicum setting.



Field Practicum Student Grading Scale

Rating	Level of Performance	Description of Performance	Letter Grade	Definitions
5	Consistently exceeds effort / performance requirements / competency	Student's effort, knowledge, skill ability and achievements are consistently above expectations as established on the Learning Contract.	A+= (4.91-5.0) A= (4.60-4.90)	Superior/ Outstanding
4	Fully meets effort/ performance requirements / competency	Student's effort, knowledge, skill ability and achievements fully meet expectations as established on the Learning Contract	A-= (4.17-4.59) B+= (3.76-4.16)	Above average/ Proficient
3	Partially meets effort/ performance requirements/competency	Students effort, knowledge, skill ability and achievements are sometimes below expectations as established on the Learning Contract	B= (3.35-3.75) B-= (2.92 - 3.34)	Average/ Satisfactory
2	Rarely meets effort / performance requirements / competency	Student's effort, knowledge, skill ability and achievements are often below expectations as established on the Learning Contract.	C+=(2.51-2.91) C=(2.10-2.50) C-=(1.67-2.09)	Below average/ Below Standard
1	Does not meet effort / performance requirements/ competency	Student's effort, knowledge, skill ability and achievements are consistently below expectations as established on the Learning Contract	D+=(1.26-1.66) D=(.85-1.25) D-=(.01-.84) F=(0)	Failing

The evaluation of students' field practicum performance is a necessary, continuous process engaged in by both students and the agency Field Practicum Supervisor(s). All evaluations are based on:

- The Field Practicum Learning Contract, which has been completed by the student under the direction of the Field Practicum Supervisor(s) and reviewed by the Field Practicum Office; and
- The Field Practicum Supervisor's recommended letter grade based on the grading scale in the Field Practicum Grade Evaluation Tool. Students are invited to become familiar with this form early in their field practicum and at intervals throughout the placement as it will be the basis for their semester grade.

1. The 256 Hour Grade Evaluation

The grade evaluation at the completion of 256 hours is based on the Learning Contract. The Field Practicum Supervisor must rate the student's progress toward activities established on the Learning Contract, write comments in each goal area, review and discuss the evaluation report with the student as part of the supervisory process.



2. The 512 Hour Grade Evaluation

The grade evaluation at the completion of 512 hours is based on the Learning Contract. The Field Practicum Supervisor must rate the student's progress toward activities established on the Learning Contract, write comments in each goal area, review and discuss the evaluation report with the student as part of the supervisory process.

3. The Grading Process

The method and timing of the oral discussion of the Grade Evaluation Tool differs, based on the style of the Field Practicum Supervisor and the needs of the student. The essential point is that students read the evaluation and have an opportunity to discuss it with the Field Practicum Supervisor(s). The student's signature on the Field Practicum Grade Evaluation Tool is required as evidence they have read it.

Should a student disagree with the Field Practicum Supervisor's evaluation after discussion, the student may present their comments in a written addendum to the Field Practicum Grade Evaluation Tool. Both the Grade Evaluation Tool prepared by the Field Practicum Supervisor(s) and the addendum by the student are signed by both parties to indicate these statements have been discussed with each other.

The Field Practicum Supervisor prepares and signs the Grade Evaluation Tool and submits it by email to the Field Practicum Office within two weeks after the completion of 256 hours and 512 hours with the agency. Students should retain copies of their graded Evaluation Tool. It is the student's responsibility to ensure the grade is turned in to the Field Practicum Office at the appropriate time frame.

Students who have a grievance regarding a field practicum grade, must first speak with their Field Practicum Faculty Liaison and then the Practicum Coordinator. If the meeting does not yield a satisfactory agreement, the student should arrange a meeting with the BSSW or GASSW Program Chair (depending on the student program) and follow the GASSW Student Handbook, (see [School's website](#)).

4. Termination in Field Practicum

Due to the unique and complex nature of field practicum, when a student is terminated from their field practicum, the Field Practicum Office will make case-by-case decisions in consultation with the Practicum Coordinator, the GASSW Program Chair or BSSW Coordinator and the Academic Advisor. Students who are terminated and/or receive a grade of "F" in Field Practicum will have a Student Review Meeting /Student Action Plan to determine next steps and/or the student's status within the social work program and university. If the student has previously had a Student Review Meeting, a Field Practicum Advancement Meeting will be held to determine if the student is eligible to continue in the Grace Abbott School of Social Work program.



5. Grade Appeals

Students who do not receive a passing grade in field practicum or feel their grade evaluation is arbitrary or capricious, may appeal their grade by following the Grace Abbott School of Social Work Student Handbook guidelines for grade appeals. Graduate students may appeal their grade through the graduate college for reinstatement only after appealing to the Grace Abbott School of Social Work first as directed by the Student Handbook guidelines, (see [School's website](#)).

6. Evaluation of the Field Practicum Experience

At the end of the total 512 hours in field practicum, students will have an opportunity to evaluate their field practicum experience, the field practicum agency, and their Field Practicum Faculty Liaison. Students will be emailed an Evaluation of the Field Practicum Experience near the end of their 512 hours in their placement. Students are encouraged to complete the evaluation to offer feedback about their placement to the Field Practicum Office.

Field Practicum Supervisors will receive an Evaluation of their experience near the end of the student's 512 hours with the agency. Field Practicum Supervisors are encouraged to complete the evaluation. The Field Practicum Office reviews feedback in order to improve the GASSW Field Practicum program.



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VIII. Field Practicum Particulars

A. Supervision In Field Practicum

1. Educational Supervisor

The type of Field Practicum Supervisor who is responsible for meeting with the student a minimum of one hour per week, assists the student in incorporating academic studies into Field Practicum experiences, completes necessary paperwork, and is responsible for the student's suggested grade. Educational Supervisors must attend the Field Practicum Supervisor Training prior to supervising a student for the first time.

Students must meet with their identified Educational Supervisor for a minimum of one hour per week throughout their practicum in order for their hours to count. If the Educational Supervisor is unavailable for the scheduled weekly supervision at any point during the student's practicum, and there is no other qualified social worker available at the agency, the student should contact their Field Practicum Faculty Liaison for supervision.

If the student is a BSSW student, then the Educational Supervisor must be a MSW with two years of social work experience or a LCSW, LICSW, LISW or a Licensed Master Social Worker.

If the student is a MSW Generalist (Foundation) or MSW Advanced Generalist student then the Educational Supervisor must be a LCSW, LICSW, or a LISW with two years social work experience post MSW degree.

2. Task Supervisor

The type of Field Practicum Supervisor who is responsible for teaching and transmitting knowledge to the student regarding the day-to-day tasks at the agency. The Task Supervisor may be from any discipline, i.e., psychology, counseling, nursing, etc. Students may or may not have a Task Supervisor depending on their field practicum placement.

Task Supervisors must attend the Field Practicum Supervisor Training prior to supervising a student for the first time. If the Educational Supervisor is not located at the field practicum site, then the student must have a Task Supervisor, who therefore, may have an increased responsibility in supervising the student. Task Supervisors are not responsible for the one-hour supervisory sessions with the student but may hold meetings with the student and offer input as far as the student's field practicum grade.

B. Field Practicum Hours

1. Record of Field Practicum Hours

Students are required to keep a Record of Field Practicum Hours to document time spent at their placement. The Record of Field Practicum Hours spreadsheet can be located on the GASSW website (www.unomaha.edu/socialwork), or online in the student's Field



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Practicum Planning Packet. Categories listed on the worksheet include documentation of direct and indirect hours as well as weekly one-hour supervisory sessions. Students must share the Record of Field Practicum Hours with their Field Practicum Supervisors and their Field Practicum Faculty Liaison for periodic review to ensure they are on track with their required hours. The Record of Field Practicum Hours is submitted at the end of the student’s 512 hours.

2. Block/Full Time & Concurrent/Part Time Field Practicum Hours

Students are required to complete a minimum of 512 hours of field practicum for each social work program level: Generalist (BSSW & MSW Foundation), and MSW Advanced Generalist. Therefore, MSW students who begin their educational program at the Generalist (Foundation) level and continue to the Advanced Generalist level will complete two 512-hour field practicum experiences; MSW Generalist (Foundation) field practicum + Advanced Generalist MSW field practicum totaling 1,024 field practicum hours.

Students may choose a block/full-time format (32-40 hours per week) or a concurrent/part-time format (16-20 hours per week). There is no variation of these two formats. Students choosing the block/full-time format complete the full 512 hours in one semester. Students choosing the concurrent/part-time format complete 512 hours over two semesters. See chart below:

Type of Practicum	Hours	Semesters
Block / Full Time	32-40 hours per week	1
Concurrent / Part Time	16-20 hours per week	2

While students have the choice of a block or concurrent field practicum, one model may work best for a particular agency. Many hospitals or short-term, crisis-type agencies prefer the block/full time format, while most agencies specializing in counseling and other clinical-type services prefer the concurrent/part time format. Some agencies will take students utilizing either model. The Field Practicum Office can help students in making this decision.

3. Direct & Indirect Field Practicum Hours

Students are responsible for keeping track of time spent in their field practicum placement. Field Practicum Supervisors share responsibility for reviewing the student’s time spent in field practicum. Agencies should not expect students to extend their time beyond the 512 hours, unless there is a need for students to bring some part of their performance up to standards, or the student requests the additional time. Requests to exceed 512 hours must be discussed with the Field Practicum Faculty Liaison and approved by the Field Practicum Office. Students must keep a Record of Field Practicum Hours, which tracks their time spent in their placement.



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In general, any completion of field practicum activities from home including readings, research or other field practicum related activities does not count toward field practicum hours. However, there may be circumstances (i.e., COVID, medical issues) that would permit students to complete field practicum activities from home. These circumstances should be discussed with the Field Practicum Office for approval.

The Field Practicum Office differentiates between direct and indirect hours in the students' field practicum setting as shown in the following table. For a complete listing of what constitutes Direct and Indirect Hours in field practicum, please refer to the handout on direct hours in the Field Practicum Planning Packet materials or contact the Field Practicum Office.

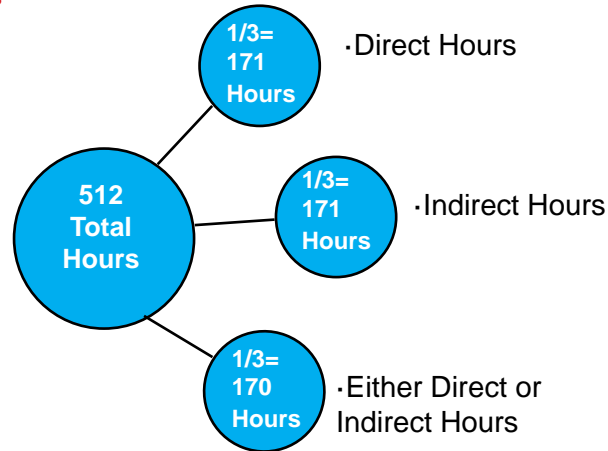
Table of Direct and Indirect Hours	
Direct Hours	Indirect Hours
Face-to-face, phone, and other contacts that support the provision of direct services/interventions for clients or client systems, such as:	Time spent at the field practicum agency gaining knowledge and skill in:
Case management Crisis services Assessment Individual client sessions Couples and family sessions Client group sessions Client centered staff/team meetings Personal advocacy and brokering	Agency policy, procedures, and orientation Professional trainings and conferences Networking Strategic planning and budgeting Research and evaluation Program development Organizing for social and political action Documentation

4. Minimum Field Practicum Hour Requirements

All field practicum students are required to obtain a minimum of one-third (171 hours) of their total field practicum hours in direct practice, and a minimum of one-third (171 hours) of their total field practicum hours in indirect practice. The remaining one-third of their required hours can be in either category of direct or indirect practice depending on the student's interest and availability at the field practicum setting (Figure #1). This policy ensures students engage in field practicum activities, which will prepare them for generalist social work practice, and allows students to identify, engage in, and develop skills related to their area of interest (e.g., micro vs. macro) depending on their field practicum setting.



Figure #1 Direct and Indirect Hours



5. Direct Hours for Nebraska State Licensure

MSW Advanced Generalist students often obtain roughly two-thirds of their total hours in direct practice due to the Nebraska state mandate requiring social workers to have a minimum of 300 direct hours of MSW field practicum experience under the supervision of a LCSW to qualify for their provisional license in the state of Nebraska.

6. Field Practicum Days, Evenings & Weekends

A “Field Practicum day” is defined similar to an “agency administrative working day.” Students are required to work a consistent weekly schedule in field practicum throughout each semester. The student’s weekly field practicum schedule must be indicated on the cover page of the student’s Learning Contract. Students may work partial days if their schedule is approved by their Field Practicum Supervisor and the Field Practicum Office.

Students are encouraged to be at their field practicum site/agency for increments of no less than three (3) – four (4) hours per day. Additionally, students are required to work at least one-third (1/3) of their total weekly field practicum hours between the hours of Monday – Friday 7am-7pm.

When an agency’s workday extends to evenings and weekends, and the student would like to take advantage of those hours, the following must occur:

- a. Students must spend time at the agency during the day to experience the normal functioning of the agency and be available for any staff, treatment team meetings, client referrals, etc. held during the day, see table below.
- b. Students must continue to have the one hour per week supervision from a qualified Educational Supervisor.
- c. An agency-designated supervisor must be present at all times during field practicum hours on evenings and weekends, (i.e., Task or Educational Supervisor).



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- d. Students are not to be on call 24 hours and carry beepers or agency cell phones after their scheduled field practicum hours.
- e. Students must have a meaningful role in the agency.
- f. Student’s weekly field practicum schedule must be completed on the Learning Contract and approved by the Field Practicum Office.
- g. Students are to keep the Field Practicum Office aware of any schedule changes.
- h. Students must complete their field practicum hours at the field practicum agency. Exceptions include attending a workshop or a training for the agency, or visiting other agencies for the purpose of networking, and home visits done with co-workers. Field Practicum Supervisors and students must submit in writing and receive approval from the Field Practicum Office any other assignments taking place outside the agency or field practicum site. Field Practicum assignments completed at home will be considered homework, and therefore will not count as field practicum time. Exceptions may exist due to circumstances outside of the student’s or agency’s control, (i.e., COVID, medical issues).

The following tables outline the minimum amount of time students must work at an agency during the hours of 7am – 7pm Monday – Friday depending on whether the student is completing a Concurrent/Part time or Block/Full time field practicum placement:

CONCURRENT/PART TIME:

One-third of the student’s weekly field practicum hours must be completed Monday - Friday 7am to 7pm. Hours must be completed in at least 3-4 hour increments.

Total Number of Weekly Field Practicum Hours	Total Number of Hours Must Be Done M-F 7am -7pm
16 hours/week	*5 hours/week M-F 7am-7pm *Hours must be done all at the same time
17-19 hours/week	6 hours/week M-F 7am-7pm
20 hours/week	7 hours/week M-F 7am-7pm

BLOCK/FULL TIME:

One-third of the student’s weekly field practicum hours must be completed Monday - Friday 7am to 7pm. Hours must be completed in at least 3-4 hour increments.

Total Number of Weekly Field Practicum Hours	Total Number of Hours Must Be Done M-F 7am -7pm
32-34 hours/week	11 hours/week M-F 7am-7pm
35-37 hours/week	12 hours/week M-F 7am-7pm
38-40 hours/week	13 hours/week M-F 7am-7pm



7. Absences from Field Practicum, Change in Hours, Holidays & Medical Leave

Continuity of service to clients is important and will be considered if it is necessary for the student to be absent from their field practicum placement. Absences caused by illness or other reasons except educational workshops or conferences, are not counted toward required time and must be made up. Professional conferences or workshops may count toward field practicum time, if approved by the Field Practicum Supervisor.

Students are required to keep a consistent weekly field practicum schedule throughout each semester in their placement. If the student is completing a concurrent/part time field practicum, their weekly schedule may change at the end of the semester due to course scheduling. Students are requested to notify their Field Practicum Faculty Liaison if there is a change in their weekly field practicum schedule. The Field Practicum Office must preapprove changes in the student's weekly field practicum schedule that are not due to the semester break.

- A) **Vacations:** Vacations may be taken while in Field Practicum only if approved by the Field Practicum Supervisor(s) and Field Practicum Office. Other necessary time off must be pre-approved by the agency and the Field Practicum Office.
- B) **Holidays:** If a student is scheduled to work on a holiday, and the agency is open, the student must keep their weekly field practicum schedule or discuss with their Field Practicum Supervisor(s) if a change is necessary. If the student is scheduled to work on a holiday, and the agency is closed, the student must make up the hours not worked due to the holiday.
- C) **Hospitalizations:** If a student is hospitalized for any reason, including medical/mental health concerns, the student should connect with the Accessibility Services Center to identify proper procedures before returning to their field practicum placement.
- D) **Other:** Students are expected to discuss with their supervisor(s) time away from the agency to attend Field Practicum Seminar/Lab.

C. Placement Changes & Withdrawal from Field Practicum

Field Practicum is designed to be an educational learning experience for students. However, there may be situations where the field practicum and the student are not a good match. In those cases, the Field Practicum Office will look at all factors impacting the student's placement and decide on the course of action. Students are not permitted to leave an agency placement due to type of work, population served, or other reasons which may be worked out with the assistance of the Field Practicum Faculty Liaison.



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Although students are expected to complete both field practicum courses in the same agency, if the student and/or agency present sound reasons to the Field Practicum Office, a change of placement may occur at the completion of the first course. However, careful consideration should be made before requesting such a move.

Students requesting a change in their Field Practicum Agency need to consult with their Field Practicum Faculty Liaison and the Field Practicum Office. The Field Practicum Office will consider all factors and make the final decision. Time spent in the first field practicum may or may not be transferred into the next placement. Consultation with the Field Practicum Committee may be sought in these situations, and the following criteria will be taken into consideration:

- a. The learning environment of the field practicum student
- b. The number of hours the student has completed
- c. The party initiating the move or change in field practicum placement
- d. The School, agency and/or student's attempts to resolve issue

Dropping Field Practicum is the same as dropping any other Social Work course, therefore if a situation arises that prohibits a student from fulfilling their commitment, students must:

1. Contact the Field Practicum Office
2. Contact their Academic Advisor
3. Contact the agency only after arrangements have been made with the Field Practicum Office
4. Disenroll in Field Practicum (if applicable)

Cases will be dealt with on an individual basis and discussed with the Field Practicum Committee when necessary.

D. Student Safety in Field Practicum

Safety in field practicum may not be in the forefront of the student's mind when beginning their field practicum. However, it must be considered as students embark on their new role with the agency and the population they may or may not be familiar with. Safety videos are available on Passport to Practicum and should be viewed by students prior to beginning their field practicum placement. During their Field Practicum, students are encouraged to spend time with supervisors discussing the Field Practicum Safety Checklist found online in the Field Practicum Planning Packet, to ensure they are knowledgeable and prepared regarding agency safety and protocol. Students may also review the University's policies and procedures regarding [student safety](#).



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The Field Practicum Office has a few policies regarding safety in field practicum:

- No home visits without a supervisor or coworker accompanying the student; exceptions include when students are completing their field practicum at their place of employment.
- No transporting clients: exceptions include when students are completing their field practicum at their place of employment
- No driving agency vehicle: exceptions include when students are completing their field practicum at their place of employment

E. Agency Records

Students are reminded to exercise strict confidentiality when handling agency clinical records and to follow all agency policies and procedures regarding confidentiality. Students are not permitted to keep client records or documentation on their personal computer. All client documentation must be kept at the agency. The Field Practicum Supervisor must first clear any client centered agency-related identifiable information used in class.

As a part of the Learning Contract, students are required to keep a weekly field practicum journal to process experiences, activities, and events. Students are requested to refrain from using identifying client information when journaling.

F. The Field Practicum Faculty Liaison

Students will have a Field Practicum Faculty Liaison throughout their time in their field practicum placement; the primary role of the Field Practicum Faculty Liaison is to support the student. The Field Practicum Faculty Liaison is a member of the UNO GASSW Field Practicum Office and is available to the student and the Field Practicum Supervisor(s) at the agency to answer questions or mediate any problems and offer encouragement during the time the student is in their field practicum placement.

The Field Practicum Faculty Liaison makes a minimum of two (2) visits, virtually or in person, to meet with the student and the Field Practicum Supervisor(s); one at approximately 130 and the other at approximately 400 hours during the student's placement. The Field Practicum Faculty Liaison is available for more visits as needed or requested by the student or Field Practicum Supervisor(s). The Field Practicum Faculty Liaison is also available for supervision with the student in the occasional absence of the student's Educational Supervisor.

G. Field Practicum Lab/Seminar

Students enroll in Field Practicum Lab/Seminar their first semester of field practicum. The Field Practicum Lab/Seminar is required of all undergraduate students (SOWK 4410) and generalist (foundation) level MSW students (SOWK 8160). Field Practicum Lab/Seminar is a series of seven, two-hour seminars. The seminars are counted as 14 indirect hours toward the required 256 hours of the field practicum course.

Field Practicum Lab/Seminar is synchronous and held remotely for BSSW student and



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asynchronous for MSW Generalist students (Foundation). Students are notified in writing, typically via e-mail, of the date and time of the labs/seminars at the beginning of each semester. The labs/seminars are led by a member of the Field Practicum Office and give students a chance to share and analyze field practicum experiences; to discuss issues and ethical dilemmas confronted in practice, as well as issues related to supervision, safety, and boundaries. Students' field practicum should begin at least two weeks prior to the start of Field Practicum Lab/Seminar to allow enough time at the agency to complete seminar assignments. The Field Practicum Lab/Seminar assignment matrix is located in the student's Practicum Planning Packet and outlines requirements of the Field Practicum Lab/Seminar. Students who do not attend, participate or complete related Field Practicum Lab/Seminar assignments may have their first field practicum grade lowered as Field Practicum Lab/Seminar is a requirement of Generalist Social Work Field Practicum I.

H. Accommodations In Field Practicum

Students who have a disability and use accommodations in the classroom, are encouraged to make an appointment with the [Accessibilities Services Center](#), phone (402) 554-2872, H & K 104, as soon as reasonably practicable prior to the first day of the placement in the field to ensure that reasonable accommodations can be made for the field practicum placement.

In addition to accommodations in the classroom, the Accessibility Services Center (ASC) helps coordinate accommodations for students with disabilities at any practicum, internship, service learning experience or other field placement. Students requiring such an accommodation should speak with an ASC representative early in the site selection process. Students must make an appointment with the ASC, phone: (402) 554-2872, e-mail: unoaccessibility@unomaha.edu, well in advance of the placement to ensure that reasonable accommodations can be made for the placement.

IX. Other Administrative Field Practicum Policies

A. Liability Insurance

The University of Nebraska provides insurance covering all students who are required by their concentrations to provide services to clients. Agencies needing assurance that students are covered can request a copy of the letter from the Field Practicum Office. Students are encouraged to obtain additional liability insurance coverage through NASW NE Chapter for a minimal fee.

B. Discrimination & Sexual Harassment

The University has a policy regarding discrimination and sexual harassment. It applies to all students in field practicum. A statement of the policy is located on the UNO website [Discrimination and Sexual Misconduct Policies](#).

C. Transportation



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Unusual or excessive travel or other expenses should be reimbursed partially or totally by the agency. Students will be expected to follow agency policy regarding transportation for self and others during work hours. Students are not permitted to transport agency clients or drive an agency vehicle unless the student is completing their field practicum at their place of employment. Students who may be completing their field practicum at their place of employment and are transporting agency clients in their vehicles are advised to check with their personal insurance agency policies pertaining to this practice as well as ascertain the extent of their automobile liability insurance. Safety issues and policies must be reviewed by the agency with students.

D. Cell Phones & Electronic Communication

Students may not engage in personal use of their cell phone during field practicum hours. The school recommends students discuss appropriate cell phone/electronic communication with their Field Practicum Supervisors. Each agency has different protocol regarding cell phone/electronic communication and students are expected to adhere to the agency policies. Students may not carry beepers, be on call or carry an agency cell phone for the agency outside of set field practicum hours. If the agency would like the student to be on call, special permission must be obtained through the Field Practicum Office. The request must be signed by the student and Field Practicum Supervisor. The request will then be reviewed by the Field Practicum Office.

E. Social Media

The use of social media and networking has become an increasingly important method to stay connected and communicate with people. Students are expected to adhere to the following communication criteria while involved in the Field Practicum experience, (i.e., Field Practicum Fair, Field Practicum Orientation, Field Practicum Advisement, interviewing with Field Practicum agencies, and completing Field Practicum hours at the agency):

*No derogatory language should be used, including via technological media when discussing client or Field Practicum related issues, (i.e., a defamatory, offensive, harassing, disruptive, derogatory, racial, or ethnic slur; a comment/image that would offend on the basis of race, gender, gender identity, national origin, sexual orientation, religion, age, political beliefs, disability, or any other category protected by law).

In addition, students are expected to follow the agency policies and guidelines regarding communication with clients via e-mail, telehealth, and phone use, including cell phone use, and texting, (correspondence via phone may need to be utilized in cases of client emergencies in order to ensure message is reaching individual).

Infractions to these policies will be dealt with on a case by case basis and could result in the



student being removed from Field Practicum or the Social Work Program. In addition, appropriate sanctions may be imposed by the Grace Abbott School of Social Work.

1. Cell Phones

- a) Students are encouraged to refrain from use of loud music and slang language when establishing their voice messaging system or when leaving a message for agency co-workers or other professionals. (Students may not receive a call back if their message is unprofessional)
- b) The student must follow agency guidelines and protocol regarding cell phone use, texting, etc. during Field Practicum time, (including driving to and from appointments for Field Practicum). The school requires no personal cell phone use during field practicum time; however cell phone use is permitted during identified breaks when clients are not present or as directed by the Field Practicum Supervisor(s)
- c) Students should refrain from taking photos of clients or sending photos to clients via cell phone
- d) Engaging in sexually explicit behavior via cell phone, or engaging in illegal or gambling behavior via cell phone is forbidden while in Field Practicum

2. Computer Use

- a) Students should use their UNO email account in their correspondence with the Field Practicum Office and the field practicum agency
- b) Refrain from using provocative or inappropriate language when establishing their e-mail address
- c) Students are encouraged to watch their use of grammar, spelling and punctuation when sending e-mails; be professional
- d) Students must refrain from engaging in sexually explicit behavior via computer or engaging in illegal or gambling behavior via computer
- e) Students should refrain from using agency computers for personal use and personal use of computers on field practicum time

3. Facebook, Twitter (X), etc.

- a) Personal use of any social media and internet browsing should not take place during Field Practicum time. Exceptions are use of internet to complete research or other agreed upon activities for their placement
- b) Facebook, Twitter (X), and other forms of social media should not be used to discuss Field Practicum experiences or Field Practicum relationships, i.e., with clients, co-workers, supervisors, etc.
- c) Students should not be “friends” with clients on Facebook, Twitter (X), and other forms of social media
- d) Students are encouraged to use good judgment when uploading private information, photos, or videos on Facebook or other internet/social media sites, i.e. no client photos (confidentiality issues) or “party photos” (ethical issues)



Dual relationships should be avoided when possible. The Field Practicum Office reserves the right to prohibit a student from interning at an agency where issues of dual roles, or other conflicts of interest may be problematic.

G. UNO Code of Conduct

The UNO Code of Conduct will be followed at all times while students are in their field practicum placement. Students are expected to maintain the highest standards of ethical conduct pertaining to academic course work, professional practice, and research activity. Any breach in ethical conduct shall be subject to disciplinary action, regardless of the student’s prior or current academic performance. As stated in the [Code of Conduct](#).

H. Student Statutory Leave

Students may be called for mandatory community services such as jury duty, testifying, etc. Students should contact the Field Practicum Office within five days of receiving the written notice from the city, state, or federal government. The policy on student statutory leave can be found here: [Civil Leave \(Statutory Leave\)](#).

I. NASW Code of Ethics

Students are expected to comply with university policies at all times including the [NASW Code of Ethics](#) policies and procedures identified in the Field Practicum Manual, as well as agency policies. A breach of the NASW Code of Ethics by a student while in field practicum may result in a Student Action Plan or Student Review Meeting, up to and including termination from their field practicum and/or the program.

X. Glossary of Field Practicum Terms

Advanced Generalist MSW Program: The Advanced Generalist MSW Program refers to a combination of clinical and administrative/policy/advocacy knowledge, values, and skills. This program allows students flexibility in designing their educational program to address social service delivery system needs for advanced knowledge and skill in both direct and indirect practice.

BSSW Program: The BSSW program is the generalist undergraduate educational program which emphasizes basic social work knowledge, values and skills preparing students for a generalist social work position.

BSSW Student: A student in the Generalist Undergraduate Program at the UNO Grace Abbott School of Social Work.

Block/Full Time Field Practicum: Students complete 32-40 hours per week over one semester.



Direct Hours/Services: These include face-to-face and other contacts that support the provision of direct services/interventions for clients or client systems. Examples are case management, crisis services, assessment, brokering, personal advocacy, and education, counseling, or therapy in various formats (individual, couple, family, group, etc.), aftercare and follow-up. The student should complete a minimum of one-third (171) hours in direct client services during their total 512 hours in their field practicum. A complete listing of Direct and Indirect hours is included in the students Field Practicum Planning Packet.

Dual Degree Programs: Three Dual Degree Programs are offered by the UNO Grace Abbott School of Social Work (MSW/MPA, MSW/MPH, MSW/MCRCJ). These dual degree programs consist of 57 credit hours.

- The MSW/MPA program prepares students to provide a variety of advanced direct and indirect social work services and assume leadership in the public service sector, specifically administrative and policy work with governmental units and non-profit organizations.
- The MSW/MPH program prepares students to provide the range of advanced social work services and assume leadership in the public health sector to promote and protect physical and mental health, with a focus on population-based services, prevention, collaboration, and strategies and policies grounded in basic science.
- The MSW/MCRCJ program prepares students to provide the range of advanced social work services within the criminal justice sector, promoting collaboration between the Social Work and the Criminal Justice System in order to better serve the client/inmate populations.

Field Practicum hours will be divided evenly between direct practice and indirect practice, i.e., 256 hours Social Work Field Practicum and 256 hours in Public Administration, Public Health, or Criminology/Criminal Justice Field Practicum.

Educational Supervisor: The type of Field Practicum Supervisor who is responsible for meeting with the student a minimum of one hour per week, assists the student in incorporating academic studies into Field Practicum experiences, completes necessary paperwork, and is responsible for the student's suggested grade. If the student is a BSSW student, then the Educational Supervisor can be a MSW with two years of social work experience or a LCSW, LICSW, LISW or a Licensed Master Social Worker. If the student is a MSW Generalist (Foundation) or MSW Advanced Generalist student then the Educational Supervisor must be a LCSW, LICSW, or a LISW with two years social work experience post MSW degree.

EPAS Standards: Educational Policy and Accreditation Standards put forth by the Council on Social Work Education (CSWE); the UNO Grace Abbott School of Social Work accrediting body.

Field Practicum Advancement Meeting: A special meeting that may include the following: Practicum



Coordinator, GASSW Program Chair or BSSW Coordinator, MSW or BSSW Academic Advisor, and student. The purpose of the meeting is to address issues when a student has experienced a termination in their Field Practicum or other significant Field Practicum related difficulties.

Field Practicum Faculty Liaison: The individual employed by UNO Grace Abbott School of Social Work who is available to the student and the Field Practicum Supervisor(s) at the agency to answer questions or mediate any problems during the time the student is placed at the agency. The Field Practicum Faculty Liaison makes a minimum of two (2) visits, virtually or in person, (typically at 130 & 400 hours) to meet with the student and the Field Practicum Supervisor(s) but is available for more visits as needed or requested by the student or Field Practicum Supervisor(s).

Field Practicum Supervisor: Either the Educational or Task Supervisor.

Indirect Hours/Services: These include assignments that provide knowledge of agency policy and procedures; supervision and staff management. Examples are work on task groups and staff development, staff meetings, training, and conferences; planning process including assessment of community problems/needs; developing and implementing plans and programs; administration such as committee/board work and communication, policy issues, accountability, budgeting, etc.; organizing for social and political action; other agency research and client notes, documentation, or paperwork. The student should complete a minimum of one-third (171) hours in indirect services during their total 512 hours in field practicum. A complete listing of Direct and Indirect hours is included in the students Field Practicum Planning Packet.

MSW Advanced Generalist Student: A student who has their BSSW and returns to obtain their master's degree in Social Work or a student who has completed the MSW Generalist (Foundation) program.

MSW Generalist (Foundation) Program: The MSW Generalist (Foundation) program is our first year MSW educational program which emphasizes basic social work knowledge, values and skills preparing students for the Advanced Generalist MSW program.

MSW Generalist (Foundation) Student: A student who has a bachelor's degree in another field and is returning to school to obtain their master's degree in Social Work. This student will take core Social Work courses before moving into the Advanced Generalist Master's Program.

Task Supervisor: The type of Field Practicum Supervisor who is responsible for teaching and transmitting knowledge to the student about the day-to-day tasks at the agency. The Task Supervisor may be from any discipline, i.e., psychology, counseling, nursing, etc. Students may or may not have a Task Supervisor depending on the agency and if the Educational Supervisor is on site.

Nebraska Licensure: Students who wish to qualify for Nebraska licensure must have 300 clock hours of



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tasks supporting direct client services that encompass mental health services under the supervision of a licensed MSW, (e.g., LCSW, LICSW). In order to meet this requirement, students may need to have as much as two thirds of their field practicum assignments focused on direct services. If necessary, up to 100 of these hours may be met by direct client services provided during the UNO Social Work graduate generalist (foundation) level field practicum (SOWK 8160 and 8170). The Grace Abbott School of Social Work makes every effort to hold information seminars regarding Nebraska Social Work Licensing regulations 1-2 times per academic year.