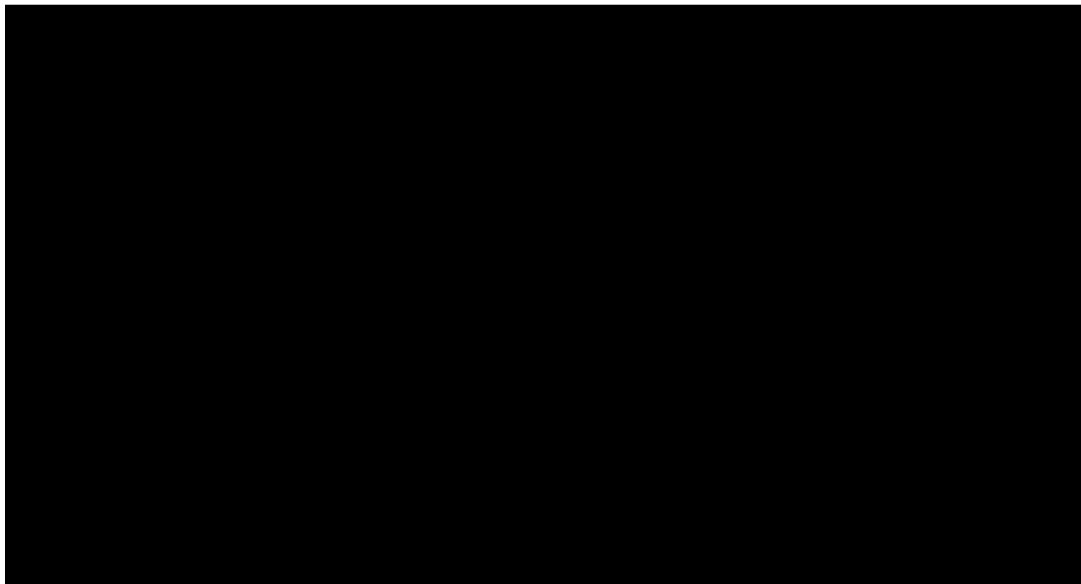


Saint Louis University
School of Social Work
MSW Field Education
Policy and Procedures Manual

2024-2025



Tegeler Hall, 200 East
3550 Lindell Blvd.
St. Louis, MO 63103
314-977-2724

<https://catalog.slu.edu/colleges-schools/social-work/social-work-msw/>

Table of Contents

Field Education Faculty/Staff	5
I. Introduction	6
II. School Mission, Goals, and Program Competencies	

VIII. Field Education Resource Materials	37
A. Field Education Canvas page	37
B. Field Education Website	37
C. Informatio/MCI62 Td()TT Td(7705 0 Td()Tj0.24 0 TdT(s)1hr(F)3ough(d 62 T12405 0 Td-()Tj-0.02	

FIELD

SAINT LOUIS UNIVERSITY
SCHOOL OF SOCIAL WORK
MSW PROGRAM
FIELD EDUCATION POLICY AND PROCEDURE MANUAL
2024-2025

I. INTRODUCTION

Welcome to Field Education! Many students report that field education is the best part of social work education. It is the “signature pedagogy” due to the uniqueness in which students are prepared to become professional social workers. As part of the MSW degree, students will complete 3 practica¹. “Practica” is a Latin word meaning “practical trainings.” In the practica, students will have structured learning agreements that focus on competencies needed for the generalist foundation and advanced practice. In developing competencies, students will have designated practice behaviors that include skill and knowledge development, as well as integration of social work ethics. In the practica, the emphasis will be on skill development in micro, mezzo, and macro practice, while also having learning through practice behaviors in social policy, human behavior, research, cultural competence, and ethics.

The practicum experience involves supervision, training, and mentoring from a qualified MSW Field Instructor

to social justice and the empowerment of vulnerable and oppressed populations. The School strives for a dynamic community of learning with excellence in teaching, research, and service.

The goals of the School of Social Work are:

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

III. MASTER OF SOCIAL WORK (MSW) COMPETENCIES

A. Generalist Foundation Competencies

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

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

(adopted from CSWE EPAS, 2022)

B. Advanced Practice Competencies

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

1) Applied Behavior Analysis Concentration²³

- * Construct applied behavior analysis services within the context of responsible professional social work and behavior analysis codes of ethics.
- * Demonstrate competent applied behavior analysis practice to social work clients.

² Students pursuing the dual degree of MSW-MS ABA will follow criteria noted for clinical concentration as well as those requirements set forward in the ABA Field Handbook for ABA-specific students, regardless of degree.

³

- * Provide leadership in addressing social constraints that inhibit the expression of human fulfillment and human rights, especially regarding diverse and vulnerable populations.
- * Design and evaluate applied behavior analytic services provided for social work clients.
- * Functionally analyze the behavior of social work clients within their social context.

2) Community and Organization Concentration

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

3) Clinical Concentration

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

IV. MSW PRACTICUM CURRICULUM

A. Generalist Foundation Practicum—300hours-SWRK 5841(ABA—SWRK 5821)

Description

The Generalist Foundation Practicum provides for skill development in generalist social work practice. The competencies and behavioral indicators focus on students gaining generalist skills through learning opportunities involving micro, mezzo and macro practice. This practicum serves as the basis for subsequent advanced practice. For students in dual degree MSW-Clinical and MS ABA, the foundation experience will also include an introduction to behavior analytic practice..

Prerequisites

- 1) In order to enroll in SWRK 5841 (ABA- SWRK 5821), Professional Foundation Practicum, students must have previously completed:

SWRK 5750 - Social Work Practice with Individuals, Families and Groups

And completed or be concurrently enrolled in all other professional foundation courses⁴:

⁴ Note, students in the dual degree program for MSW Clinical Concentration and MS ABA or ABA concentrations should meet with their advisor to discuss the variation to this prerequisite.

SWRK 5702 - Social Policy
SWRK 5725 - Human Behavior and Environment
SWRK 5751 - Social Work Practice With Communities and Organizations

			<i>practicum or taken concurrently with the practicum)</i>
Concentration Practica Clinical Sites	Hospital: Acute Medical	All foundation courses and the appropriate courses indicated for student's concentration	SWRK 5755: Social Work Practice in the Health Field SWRK 5791: Pharmacology and Social Work SWRK 5735: Complementary Approaches to Healing in Social Work Practice

Hospital:
Psychiatric

All foundation courses
and the appropriate
courses indicated for
student's concentration

SWRK 5742:
Evidenced-based

c]TJ000 417 93.0 7
Community
Comm

			()Tjn S cial Work ()Tj-0.004
and	Hospic	All foundation courses and the appropriate courses indicated for student's concentration	SWRK 5745: Health SWRK 5786:

			Death, Dying, and Grief
	Rehabilitation: Acute Physical or Sub acute	All foundation courses and the appropriate courses indicated for student's concentration	SWRK 5755: Social Work Practice in the Health Field
	Community Health Center	All foundation courses and the appropriate courses indicated for student's concentration	SWRK 5734 Health and Human Behavior SWRK 5755: Social Work Practice in the Health Field
	Skilled Nursing Facility	All foundation courses and the appropriate courses indicated for student's concentration	SWRK 5745: Health and Mental Health Interventions with Older Adults SWRK 5755: Social Work Practice in the Health Field
	Home Health Agency	All foundation courses and the appropriate courses indicated for student's concentration	SWRK 5745: Health and Mental Health Interventions with Older Adults SWRK 5755: Social Work Practice in the Health Field
	Schools	All foundation courses and the appropriate courses indicated for student's concentration	SWRK 5720 School Social Work SWRK 5760: Behavior Interventions with Children & Adolescents SWRK 5808: Social Work, Education, & Individuals with Exceptionality
	Clinical/Therapy	All foundation courses and the appropriate courses indicated for student's concentration	SWRK 5741: Family Interaction Under Stress SWRK 5742: Evidenced-based Practice in Community Mental Health SWRK 5757: Foundations of Family Practice SWRK 5762: Clinical Diagnosis SWRK 5769: Marital/Couples Counseling

		courses indicated for student's concentration	Programming SWRK 5798: Nonprofit Management SWRK 5799: Social Entrepreneurship SWRK 5828: Fundraising for Nonprofit Organizations
Additional Practice areas	Corrections/Justice system Intimate Partner Violence Addictions Global Veterans		SWRK 5729: Social Work Practice in Corrections SWRK 5711: Social Work and the Law SWRK 5744: Substance Abuse Interventions SWRK 5771: IPV: Contemporary Strategies for SW Practice SWRK 5703: International Social Work (Trips: India, Ghana, Cuba) SWRK 5705 Practice in Global Issues SWRK 5756: Clinical and Public Health Approaches to Working with Veterans and Military Families

V. ROLES, RESPONSIBILITIES AND EXPECTATIONS IN FIELD EDUCATION

A. Role of the Student

The School of Social Work uses a structured self-selection model for practicum selection. As such, regular communication with their Faculty Liaison throughout the practicum planning and practicum search phase is critical. It is the student's responsibility to check their SLU email regularly and respond to communications from their Faculty Liaison in a timely manner. The deadline for final confirmation of practicum for MSW students is set and communicated at the beginning of each semester; failure to meet this deadline can result in the delay of starting practicum. In the event that a student misses the deadline for confirming practicum, it is their responsibility to maintain weekly contact with their Faculty Liaison to apprise them of their progress in the process (contacting sites,

C. Role of the Practicum Agencies

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

- 1) Partner with the School of Social Work to provide quality practicum experiences for SLU students.
- 2) Adhere to

agency is required to provide permission and support for an outside MSW to a n

fulfills these roles through the following responsibilities:

- 1) Structure the

appropriate practicum using the section number of the assigned Faculty Liaison and the appropriate Integrative Seminar, when needed. Advisors also can help students to take courses that would best prepare them for the specific practicum they are planning.

VI. PRACTICUM REQUIREMENTS FOR DUAL DEGREE PROGRAMS

The practicum requirements for the six dual degree programs are described below:

- A. **Master of Social Work/Master of Applied Behavior Analysis (MSW/MS ABA)** Three of the practicum experiences that fulfill the degree requirements for both ABA and Social Work degrees will be shared. The focus of this shared practicum experience must address social work and behavior analytic activities. While activities can be shared, two learning agreements will be developed, one with each degree's specific language and certifying requirements for any experience with two supervisors.

- B. **Master of Social Work/Master of Public Health (MSW/MPH)**

One of the practicum experiences that fulfill the degree requirements for both the School of Social Work and the School of Public Health will be shared. The shared practicum can be any of the two concentration-level social work practica. The focus of this shared practicum experience must be in the area of social work and public health. All practica

e. c T * 0 T T J

practicum experience must be in the area of social work and ministry. The dual practicum will be enrolled in and monitored through the School of Social Work. Addenda to the students Learning Agreement and Evaluation have been jointly developed and approved by the School of Social Work and Aquinas Institute of Theology. The addenda integrate both ministry and social work concepts and are to be completed by the student and Field Instructor as a part of the ministry-focused practicum experience.

The goals of the Joint Practicum are:

- 1) To foster the student's professional identity as a minister through:
 - a. Sharing collaborative responsibility for ministry ministerial or social service professionals and with other staff or volunteer colleagues;
 - b. Relating pastorally and professionally to clients;
 - c. Balancing the demands of professional ministry with those of private life.
- 2) To foster personal accountability and integration as a minister through:
 - a. Dialogue and communication with staff members;
 - b. Careful and formal supervision;
 - c. Visitation from the Aquinas Institute Director of Field Education.

~~5/16/2014 10:22 (5) 023/0101(5) D. W. 024(5) 0334 (2) (a) 40028(5) 008~~

hours/week at their practicum site. The minimum duration of a practicum is 11 weeks. The maximum number of hours that a student can accrue is 30/week, unless the student is completing two practica within the same semester. The maximum time allowed for the completion of a practicum is 20 weeks. (Please see Practicum Enrollment Options below).

* Students in the Applied Behavioral Analysis concentration (MSW ABA) are required to complete 300 clock hours in the MSW Foundation Practicum and 350 clock hours for Practicum I, II, and III, and 225 hours for Practicum IV Concentration, for a total of 1275 for Concentration Practicum I-IV. The student is required to complete a minimum of 10 hours/week at their practicum site. The minimum duration of a practicum is 11 weeks. The maximum time allowed for the completion of a practicum is 20 weeks. The maximum number of hours that a student can accrue is 30 per week. The student must be

E. Two-Semester Concentration Practica

Students are required to take 3 practica, 300 hours each. It is recommended that they use at least 2 sites and/or 2 different Field Instructors. Please plan with your Liaisons to ensure the best possible learning experience. Advanced standing students will complete 2 practica, 600 hours total, at one site. Students completing a specialization are required to take their two-semester concentration practica at one site. Students in Applied Behavior Analysis will take four concentration practica for 350 hours each semester (Practicum I, II, III) or 225 hours each semester (Practicum IV) in addition to the foundation practica. For at least the semesters that students receive MSW supervision, practicum students must remain at the same site, but following this, students may consider completing hours at different sites, which is strongly encouraged.

A block practicum (i.e., two practica in the same semester) can also satisfy this

5843 2nd Clinical Concentration Practicum).

Three credit hours are granted for the successful completion of SWRK 5833 (2

and Groups). A special orientation will be required for advanced standing students to attend. Additional

O. MSW Practicum at Private Practice

Sites that may be identified as private practice are approved on a case-by-case basis and need to demonstrate that they serve a diverse populations including at-risk, low-income, and those challenged by a full range of mental health issues. Sites would likely be approved if the practice offers pro bono or sliding scale fee structure. In addition, these sites also need to be using a variety of therapeutic or practice methods to provide services to low-income populations. Students must always be identified as students in these settings. Private insurance may not be billed for student time⁹. Under Illinois state law, Medicaid may be billed for student services while under supervision.

P. Extended Leave from a Practicum

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

Q. Grading

Grades for the practica courses include Satisfactory and Unsatisfactory. Practica grades do not figure into the cumulative GPA. However, an “unsatisfactory” would count as an F per the grading policies in the MSW Program. The Field Instructor completes the final evaluation to include the ratings of practice behaviors and professional behaviors. The Field Instructor recommends a grade of “satisfactory” or “unsatisfactory.” The Faculty Liaison has the final authority for the grade and is responsible for entering it in the Banner system once the final evaluation and time log are reviewed. An average score of less than 3.00 on a student’s final practicum evaluation results in an “unsatisfactory” for all MSW supervision. Dual and ABA concentration students must meet the requirements or/also of the ABA final evaluation, which is articulated in both the supervision contract and ABA Learning agreement.

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

R. Practicum Start Date

⁹ Students in ABA concentration experiences should meet with their field liaison to discuss variations to this rule depending on activities and place of employment status.

Students should arrange a practicum start date with their practicum site. Students may begin the practicum as early as two weeks prior to the start of a semester; students' start dates must be confirmed with the student's Faculty Liaison, regardless of whether they're starting early or starting at the beginning of the semester. Students must also be aware that an early start means their Learning Agreement due date also moves up; their new Learning Agreement due date is the third Friday following their practicum start date. Students in the Applied Behavior Analysis program must have sat through their first class in their first semester. After that, students may start practicum earlier.

S. Appropriate Activities

While in practicum, students should be engaged in activities commensurate with their social work program and level of training and should avoid activities expressly prohibited by their programs. Questions regarding appropriate practicum activities can be directed to the Faculty Liaison.

T. Prohibited Activities

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

U. Activities Undertaken with Caution

Physical Restraint

In the event that a student's practicum placement is within a setting and with a population where physical restraint may be needed, practicum students may assist in limited instances and only if:

- the practicum student is the only person available to assist
- the client is in immediate risk for harm
- the practicum student is fully trained in the formal, person-centered behavior management/ de-escalation program utilized by the organization

Training in verbal de-escalation and approved physical restraint techniques is provided at the expense of the organization/agency/practicum site and must include real-time practice; virtual training will not fulfill this training requirement .

If students are asked to assist with the physical restraint of a client when they are not fully trained or when their certification has lapsed, they should refrain from doing so, and the Faculty Liaison must be notified. In the event the Faculty Liaison is not available, the student should then contact the Director of Field Education.

Transporting Clients

community-based events for a stronger learning experience.

Y. Learning Agreement Deadline

Learning Agreements are the central focus for students in developing practice behaviors and developing competence. These are important as they are the basis for the practicum final evaluation, record your experiences, and focus your activities to provide the integration with the curriculum. Students are encouraged to write in full sentences, proofread, and to be sure that the activity is appropriate for the designated practice behavior. The Faculty Liaison must receive Learning Agreements in Tevera by the Friday of the 3rd week of each semester or the third week of practicum, whichever comes first. Hours may not decrease the amount of learning

through agencies for students may either be paid by the agency or the student may be responsible for the cost. If the agency is unable or unwilling to conduct the check, the student will be responsible for securing and paying for the criminal background check.

Drug Test

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

BB. Verification of Health Records

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

CC. Lobbying Activities

Students who engage in formal lobbying activities as a part of the practicum experience should discuss with the Field Instructor and their Faculty Liaison the issue of registering as a lobbyist with the appropriate governmental entity. If the student and Field Instructor determine that registration is appropriate, the student must register as a lobbyist with the practicum agency (not Saint Louis University). It is the responsibility of the student and the agency to comply with all laws and regulations relevant to lobbying.

DD. Sharing Sensitive Information

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

EE. Safety and Security of Student in Practicum

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

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

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

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

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

FF. Paid Practicum

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

Possible funding sources for practicum include:

- 1) Agency general revenue or grant funds—Some agencies have included stipend funds for practica in grant proposal budgets. Other agencies have allocated stipend funds for students in their annual budgets or used personnel funds if the student fills in for a staff member on leave. If an agency relies on student labor to fulfill specific duties and would like to have students each semester, offering a stipend can be a very effective incentive in recruitment efforts.
- 2) Government funding—Within government agencies, a variety of governmental funding options may be made available for training stipends. For example, students working within the Veterans Administration, the Missouri Division of Family Services, AmeriCorps and Vista programs have received stipends from government funding sources. Other state and local agencies may elect to use discretionary funds.

- 3) University-secured funding—The University or School of Social Work at times obtains funding through grants that can provide a student stipend in practica. As these opportunities are available, they are posted in the E-newsletter.
- 4) Practicum at Place-of-Employment—If a potential practicum exists at a student’s place of employment and would entail new and appropriate learning for the student, practicum credit may be earned at the agency with specific arrangements. An additional possibility for a paid practicum exists if the student works at a practicum site. Some students are able to successfully negotiate the completion of practicum activities while on work time within a social service agency. Place-of-Employment practica need to be individually negotiated with the Office of Field Education.

GG. Place-of-Employment Practica

Students employed in a social service setting may have the option to complete up to two semesters of practicum at their place of employment. In order to broaden the learning experience, a practicum completed at a student’s place of employment requires:

- 1) The practicum roles be:
 - a. different from regular employment for up to 20 hours per week with employer approval;
 - b. new learning;
 - c. appropriate to the student's level of social work training.

Additionally, by allowing a Place-
oym t o Tw (-)

HH. Liability Coverage

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

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

II. Reimbursement to Agency

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

JJ. Distance/International Practicum

MSW students are encouraged to consider practicum experiences that are out of the greater St. Louis area, away from their home community and/or outside the United States. Students interested in an international practicum are strongly encouraged to begin to work on this possibility two semesters in advance of the planned semester, as international practicum arrangements involve more time to plan than domestic practica. The assigned Faculty Liaison will work with interested students to generate possible sites of interest. Students are strongly encouraged to consider many factors in their decision to complete practica abroad, such as language skills, knowledge of culture, health and safety issues and professional goals. The School has developed sites in several countries, and will work closely with students to match opportunities with student interest, skills, knowledge and professional goals. Faculty Liaisons will also work closely with students to prepare for a semester abroad, and may make recommendations about courses, readings, and other independent work prior to the international practica.

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

- 1) The student has successfully completed the Foundation practicum in a setting that is within three hours driving distance from Saint Louis University to ensure an site visit completed in person by their assigned Faculty Liaison;
- 2) The proposed practicum site and Field Instructor meet the usual requirements as a practicum site and Field Instructor in their home community (specified earlier);
- 3) All other usual requirements for a concentration practicum are fulfilled;

- 4) Arrangements have been made with the Faculty Liaison and the International Student Center (when appropriate) to complete all of the required documents for the student, practicum site and the Field Instructor;
- 5) Upon completion of the international practicum, when possible, the student will arrange a de-briefing meeting with the student and Faculty Liaison.

KK. Ethics Statement

All students in practicum must sign a statement that they understand they must comply with the NASW *Code of Ethics* during their practicum. The Ethics Statement will be discussed and signed during the student's first foundation and concentration level Integrative Seminars. The *Code of Ethics* is available on the School of Social Work website. See Appendix A of this handbook for a copy of the Ethics Statement. Students in the ABA concentration will also be asked to review and agree to comply with the BACB's *Ethics Code for Behavior Analysts*.

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

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

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

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

MM. Harassment Policy

Students are not to experience any harassment

registered with the SLU office of Disability Services.

OO. Academic Credit for Life or Previous Work Experience

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

PP. Mandated Reporting

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

http://www.childwelfare.gov/systemwide/laws_policies/statutes/manda.cfm and
https://dss.mo.gov/cd/pdf/guidelines_can_reports.pdf.

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

QQ. Conflict of Interest

Students may not complete practicum in settings in which they have a family member who is a staff member (including owner of the agency),

- 3) Supervision available as needed – Frequent, impromptu supervision during the initial phases of the field placement is especially critical to the success of the field placement for many students. If the Field Instructor is not personally available, another staff member can be designated to respond to questions that must be answered immediately.
- 4) Clear supervision and work expectations- Students, Field Instructors and agencies benefit from clear supervision and work expectations. While some Field Instructors expect students to prepare for and bring an agenda to the supervision session, others prefer to structure the time for the student. The expectations for the quality of work vary widely among Field Instructors as well. Students benefit from very clear expectations that are communicated at the beginning of their practicum and reiterated if and when expectations change.
- 5) Immersion into work as early as possible in the placement The student should move from reading about the agency and observing others to actually practicing social work as quickly as possible. For example, starting with assigning a piece of a larger assignment to the student that can be completed

- 9) **Coordination and evaluation** - The student, Field Instructor and Task Instructor (if applicable) should be involved in the learning agreement, site visit and evaluation processes. The student, Field Instructor and Task Instructor (if applicable) should maintain a copy of the Learning Agreement and Evaluation for their records. The student should also receive a copy of any other written performance evaluations that may be completed by the agency. Evaluative feedback should be discussed wof c 1Pb12(e)4 (l)-2 (d)-10 (I)he sen

3.0 Definitions

This section defines academic integrity and articulates the conduct and standards considered as having violated this policy. More than one violation may apply.

Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. The University and wider academic community are built on shared values and norms of behavior, including honesty, fairness, and responsibility. Applying academic integrity to one's work entails practicing honesty and fairness towards others, taking responsibility for learning, and following the conventions of scholarship. The University is responsible for awarding credit for honestly conducted work, and students are responsible for demonstrating academic integrity by practicing the following:

- Using information, text, images, and all other materials incorporated into academic work appropriately, according to copyright and privacy laws.
- Acknowledging the source of information whether taken from another person, artificial intelligence, or other technology.
- Conducting

approval/support.

Cheating is the use of unauthorized assistance to gain an

enhance skills, problem-solving, and a deeper understanding of academic integrity issues.

Conflict of Interest is any interaction with a student(s), faculty, or staff involved in the Academic Integrity adjudication process that could directly and significantly affect one's responsibilities on the Academic Hearing Panel.

4.0 Responsibilities of Members of the Community

Creating a learning environment in which high standards of academic integrity are valued requires the efforts of everyone in the University community.

Retaliation or bias by or against any community member for exercising their rights or responsibilities under this Academic Integrity Policy is prohibited and may result in sanctions as deemed appropriate by the University.

Faculty (and instructors of record) are responsible for adhering to high standards of academic integrity in their own teaching and professional conduct; sharing relevant parts of the policy on their syllabi and assignments (e.g., an explicit statement on use of artificial intelligence and/or other technology); explaining key terms and discipline/course specific academic honesty norms to students; and following procedures for reporting and adjudicating possible violations both in and out of their academic unit. Furthermore, faculty are encouraged to create assignments that minimize academic dishonesty through clear expectations and to help create an environment where academic integrity is uppermost. Participation in formal academic hearings is expected as appropriate.

Students are responsible for adhering to university standards of academic integrity and seeking clarification from their instructors when they are uncertain if a behavior is in violation of this policy, helping to create an environment in which academic integrity is respected, and reporting violations of the policy to instructors, department chairs, or

advisors.

5.0 Reporting and Adjudication Procedures for Allegations of Violations of Academic Integrity

Confidentiality applies to all aspects of the proceedings and all University students, faculty, and staff who are subject to this policy. Each case of academic dishonesty, names of student(s), facts, comments, and material information should remain confidential. Disclosure of this information is limited to the Academic Hearing Panel and those University officials for each case who have a need to know the information in connection with discharging their official duties and responsibilities. Violation of this confidentiality clause may result in sanctions as deemed appropriate by the University.

Every effort will be made to complete the Academic Integrity process within 60 University business days of initial reports.

- Incidents that impact graduation may require an expedited time frame.
- Incidents that impact course registration that dictates curricular progression scaffolding may require an expedited time frame.

- Hearing parameters:
 - The Academic Hearing Panel Hearing may be conducted in-person or virtually.
 - The hearing may not be recorded.
 - The accused student's participation in the hearing is compulsory. If participation results in absence from a course, the University Authorized Absence Policy applies. If the student fails to attend the scheduled hearing, they are subject to a referral to the Office of Student Responsibility. A student's lack of participation in the hearing does not prevent the Academic Hearing Panel from determining responsibility. A student's lack of participation does not constitute a presumption of responsibility.

- o If the student is found not responsible:
 - § The DAI will inform the student of the process findings. *
 - § The DAI will inform the instructor of the findings. *
 - § The DAI will collaborate with the instructor to reverse any sanctions that may have been applied. *
 - § The DAI will inform the Associate Dean of the student's academic home if applicable. *
 - § The DAI will inform the Department Chair/Director of course and of student's major if applicable. *
 - § The DAI will destroy all case materials for students found not responsible. *
- The Academic Integrity Incident Report, supplemental materials, findings, and sanction(s) are entered into the University database of confidential and permanent records.

Maintenance of records (see the University Policy of Maintenance of records at records (<https://www.slu.edu/provost/policies/academic-and-course/policy-records-management-and-retention.pdf>)

The current policy supersedes all previous versions. Academic units (as specified in the Scope section above) are expected to follow the Reporting and Adjudication Procedures for Allegations of Violations of Academic Integrity described above.

~~560/F&G/MC(DT) 2(5)-1 (c)-[~~