



Field Practicum Program Definition of Terms

The **DIRECTOR OF FIELD PRACTICUM** is responsible for the educational direction of the Field Practicum Program including selection and overall supervision of field agencies/organizations and instructors, placement of students, and the planning and implementation of the training for Field Practicum Instructors. The Director of Field Practicum implements the program, policy and curriculum. The Director of Field Practicum is also responsible for the orientation of students and Field Practicum Instructors and On-Site Supervisors to the goals, policies and procedures of the social work program. The

The **AGENCY/ORGANIZATION** will provide a community setting for the social work student to develop an appropriate level of practice competence. The Field Practicum Program utilizes agencies/organizations for placements that are able to meet the learning needs of the bachelor, foundation or advanced generalist student while meeting the goals and objectives of WSU School of Social Work. The orientation to the Field Practicum Program is available at least once per year. Agency Administrators are welcome to attend as they desire.

The **FIELD LIAISON** is a faculty member who teaches the practicum seminar class and provides linkage between the University and the field agencies/organizations. The Field Liaisons are responsible for the educational progress of the practicum students. They teach, evaluate and grade students' performance. The Field Liaison maintains contact with the Field Instructor and On-Site Supervisor, including one site visit per semester. The Field Liaisons will meet on a regular basis with the Field Practicum Administrators to discuss practicum issues or concerns.

EMPLOYMENT SITUATED PRACTICUM (ESP)

There are situations in which students are able to complete their practicum at their agency/organization of employment. The request for an employment situated practicum (ESP) must be approved by the Field Practicum Program. This request can be submitted by completing an Employment Situated Practicum Exceptions Form (Practicum disc).

The employer of the student must be in agreement for the student to be allowed to participate in practicum hours at the agency/organization. The student's employment supervisor may not be their Field Instructor or On-Site Supervisor. Like any other agency/organization, there must be an Affiliation Agreement with the University.

The hours in which the student is in practicum at the agency/organization must be spent doing tasks which are not part of his/her regular task duties or duties which have previously been performed.

The student is required to document their hours, and process with their Field Instructor the tasks they perform. The method of tracking hours should be mutually agreed upon by the student and Field Instructor or on the time sheet provided (Practicum disc).