






















## Field Education Policies and Procedures

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**SWK 311**

**Social Work Academic Policies**

**Field Grading**

PURPOSE: To establish policy for field grading

SOURCES: School of Social Work Faculty Council

APPLICABILITY: All faculty and students, School of Social Work

POLICY: Field Grading

- A. Undergraduate field education is graded by use of letter grades. The field instructor makes a recommendation to the liaison who assigns a final grade.
- B. Graduate field education is graded by use of a “Y” (satisfactory), “I” (incomplete), or “E” (failure). The field instructor makes a recommendation to the liaison, who assigns a final grade.

See appendix 1 for a copy of the Evaluation of Student Performance in Field Education.

## SWK 313

### Social Work Academic Policies

#### Probation and Termination (Items B.2, B.4, & B.7 pertain to Field)

PURPOSE: To define probationary and unsatisfactory status and conditions for termination

SOURCE: School of Social Work Faculty Council

APPLICABILITY: All faculty and students, School of Social Work

POLICY: Probation and Termination

Termination:

A student shall be terminated from the program under any one of the following circumstances identified in a thru f:

- a. Failure to carry out the plan developed during a probationary semester.
- b. An E grade (failure) in the field practicum.
- c. GPA falls below 3.00 any semester after the completion of 18 or more credits of graded work (graduate students only).
- d. Lack of acceptance by three or more field agencies if, in the judgement of faculty and field staff, the placements can provide appropriate field experiences without undue inconvenience to the student.
- e. Lack of adherence to the standards specified in the policies and procedures in this manual.
- f. Lack of adherence to professional expectations and standards (see School of Social Work Academic Integrity and Professional Conduct Code - Section E, University Code of Conduct, NASW Code of Ethics, and CSWE Curriculum Policy Statement on file in the Director's office and with the Chairperson of the Committee on Academic and Professional Standards).

**SWK 701**

**Social Work Field Education**

**General Field Education Policies**

PURPOSE: To establish basic policies for field instructors

SOURCES: Field Manual

APPLICABILITY: All School of Social Work field instructors

POLICY: General Field Education Policies

1. All agency/community professionals who serve as Field Instructors for the School of Social Work shall be certified as Field Instructors.
2. Certification is necessary prior to placing a student in field placement.
3. Initial certification is awarded after completion of the Core Program. Continued certification is maintained after completion of one field instruction workshop annually. A selection of workshops planned by the Field Advisory Committee and delegated faculty/staff of the School of Social Work will be made available annually.
4. MSW practitioners who have served as field instructors with another School of Social Work for at least two years may receive certification after review by the Coordinator of Field Education.
5. Exceptions to the above stated policies must be processed by Field Staff and approved by either the Director of the BSW or MSW program.

**SWK 702**

**Social Work Field Education**

**Agency Affiliation Process**

**PURPOSE:** To establish procedures for agency affiliation with the School of Social Work

**SOURCES:** Field Manual

**APPLICABILITY:** All community agencies seeking affiliation

**POLICY:** Agency Affiliation Process

The School of Social Work seeks formal affiliation with public and private non-profit agencies whose policies and programs are consistent with the mission of the School of Social Work.

**Process:** The potential placement agency's capability to provide the setting, experiences, supervision and instruction is assessed by the field education office using the following procedures:

1. **Identification of Potential Placement:** Agency personnel, community persons, students and faculty may identify potential placements by contacting the field staff.
2. **Initial Agency Review:** The field education office reviews completed application materials.
3. **On-Site Visit:** The School of Social Work Field Coordinator will visit the agency to review the application materials and to assess the potential for student placements. An important factor to assess is not only whether the agency can provide the appropriate resources and learning opportunities required by the School, but also whether the School can respond to agency interests and needs in a reciprocal fashion.
4. **Field Instructor Training:** Each designated field instructor must complete the required field instructor certification training (8 hours) before approval.
5. **Agency Confirmation and Agreement:** The agency is notified of approval and a "Social Work School-Agency Agreement" form is forwarded for signature by the Agency Director.

(Continued)

## SWK 702

### Social Work Field Education

#### Agency Affiliation Process (continued)

After this process is completed, the agency enters "Affiliated" status with the School of Social Work. The following terms define Agency-School relationships:

1. Affiliated: Agency and School have reached an agreement which provides ongoing field placement opportunities.
  - a. Active: Affiliated agencies with current student placement
  - b. Inactive: Affiliated agencies with no current student placements
2. Pending: Agencies that are in the process of developing placement and negotiating an agreement with the School of Social Work.
3. Closed: Agencies that may have been placement sites at one time, but which, either through Agency, School or mutual request, are no longer affiliated with the School's field program.

## SWK 703

### Social Work Field Education

#### Criteria for Selection of Field Agencies

PURPOSE: To establish criteria for selection of field agencies

SOURCES: Field Manual

APPLICABILITY: All personnel seeking field agency affiliation

POLICY: Criteria for Selection of Agencies

Agencies are selected on their ability to give a student the opportunity to gain practical professional experience through directed instruction and supervision in activities and settings reflective of the Field Guidelines for each level of the School's educational program. The following criteria are used to assess the agency's capability to provide appropriate field placements.

1. Commitment to active participation as a partner in professional education for social work. This is a primary criterion and involves an acceptance of the NASW Code of Ethics, the basic objectives of the Mission of the School's educational program and a readiness to invest time and effort in the educational process. Cooperative planning is required by both the School and agency to facilitate the arrangements needed to enhance the student's learning.
2. Ability to provide the instructional staff, except as the School may be able to assign a faculty member to serve as field instructor for a student unit. It is expected that workloads may be adjusted for such staff in order to assure adequate time to meet the learning needs of students. The agency considering a partnership with the School should assess both its capability to assume the obligations involved and the advantages derived from the association. A substantial investment of interest and staff time is essential.

In addition, the following expectations are basic for every affiliation:

1. The agency's executive or a senior staff member should be assigned overall responsibility for development of the agency's participation in professional education and for liaison with the School.
2. The agency should be able to assure the availability of an appropriate variety, quality, and quantity of practice learning experiences with individuals, families, groups, organizations and communities.

(Continued)

**SWK 703**

**Social Work Field Education**

**Criteria for Selection of Field Agencies (Continued)**

3. The agency will be expected to assure the availability of records prepared by students for instructional and evaluative use at the School, subject to appropriate professional safeguards.
4. The agency will provide the physical facilities necessary to accommodate students. When possible these include desk space, a meeting room for seminar instruction where indicated, facilities for privacy in interviewing and tutorial instruction, resources for necessary travel including home visits, provisions for dictation and other essential clerical services. The School encourages agencies to provide accessibility to handicapped persons.
5. Other agency expectations regarding student transportation and the explanation of the difference between field instruction and employment are detailed under separate headings.
6. Whenever possible, agencies are encouraged to make available educational stipends.

The School has found certain practices to be educationally desirable and will plan with the agency where possible for implementation:

1. Placement of two or more students in the agency is desirable, and at least two students with each field instructor.
2. Continuity in affiliation with the School and in assignment of field instructors.
3. Opportunities for learning experiences with staff, social workers, and those from other disciplines.
4. Commitment of the agency to high standards of education and practice, as reflected by such standard setting organizations as the Family Service Association of America and the Child Welfare League of America.

**SWK 704**

**Social Work Field Education**

**Criteria for Selection of Field Instructors**

PURPOSE: To establish criteria for selection of field instructors

SOURCES: Field Manual

APPLICABILITY: All personnel seeking appointment as field instructors

POLICY: Criteria for Selection of Field Instructors

The School and Agency select field instructors who satisfy the following criteria:

1. MSW with two years experience and LMSW preferred.
2. For BSW supervision, a BSW with two years experience.
3. Employment at agency for at least six months prior to becoming a field instructor.
4. Agreement to participate in Field Institutes and Field Instructor Certification Training which are provided by the School for field instructors.
5. Interview with person to determine level of practice and interest in the education of social work students.

**SWK 705**

**Social Work Field Education**

**Expectation of Field Instructors**

PURPOSE: To establish expectations for field instructors

SOURCES: Field Manual

APPLICABILITY: All field instructors

POLICY: Expectation of Field Instructors

Field Instructors will be expected to:

1. Complete the required field instructor training which includes an orientation to the School's curriculum.
2. Develop a clear learning contract with the student about performance expectations. The expectations are to be stated in terms of behavioral learning goals, methods of achievement, and standards of measurement.
3. Provide instruction on a regular basis and a supervisory conference, ordinarily one hour a week.
4. Develop specific practice opportunities which will enable the student to fulfill the expectation of the learning contract.
5. Provide feedback to student, on an ongoing basis, as to performance.
6. Communicate to the student and to the field liaison about any unusual opportunities, conditions, or problems as soon as they are evident.
7. Involve the student in the preparation of the student performance evaluations during the semester.

**SWK 706**

**Social Work Field Education**

**Field Placement Procedures**

**8/18/86**

**3/15/89**

(Page 1 of 3)

PURPOSE: To establish field placement procedures

SOURCES: Field Manual

APPLICABILITY: All social work students going into the field

POLICY: Field Placement Procedures

Placement of field education students must adhere to the following criteria:

1. BSW:

- a. During the semester prior to enrollment in Field Instruction, the social work major will complete placement forms.
- b. The field staff reviews all forms and develops a placement plan requests, experience, interest and faculty knowledge of placements. The plan requires placement for each student in an agency that serves Southwestern populations including: Native Americans, Chicanos, African Americans, the urban and rural poor, dependent and neglected children, the disabled, women who are victims of poverty, discrimination and violence, and the aged.
- c. Students are notified of the recommended placement. They schedule a personal interview with the agency field instructor and then confirm if the placement is acceptable.
- d. If a placement is not acceptable to either the field instructor or the student, alternative placement will be recommended following the above procedure.
- e. According to the Policy on Probation and Termination, the School is obligated to recommend at least three potential placements.

(Continued)

**SWK 706**

**Social Work Field Education**

**Field Placement Procedures**

**8/18/86**

**3/15/89**

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2. MSW— Foundation Year (1st Year):

The foundation year requires that students be placed in private and nonprivate agencies that serve the special populations addressed in the School of Social Work's Mission Statement.

- a. During the summer prior to their enrollment in the School of Social Work, newly admitted students complete placement forms.
- b. The field staff reviews all forms based on student requests, experience, interest and faculty knowledge of placements. The plan requires placement for each student in an agency that serves Southwestern populations including: Native Americans, Chicanos, African Americans, the urban and rural poor, dependent and neglected children, the disabled, women who are victims of poverty, discrimination and violence, and the aged.
- c. Students are notified of recommended placement. They schedule a personal interview with the agency field instructor and confirm if the placement is acceptable.
- d. If a placement is not acceptable to either the Field Instructor or the student, alternative placement will be recommended following the above procedures.
- e. According to the Policy on Probation and Termination, the School is obligated to recommend three potential placements.

3. MSW— Concentration Placement (2nd Year):

Field placements for the second-year specialization will be arranged in accordance with the following procedures:

- a. January-February, each first-year student fills out an application for second-year field placement. The choices offered will be: (1) Direct Practice, (2) PAC-Administration, (3) PAC-Community Practice.
- b. Students review available information on agency placements supplied by the field office.
- c. Based on student requests and faculty experience and knowledge of placements, the Methods Sequences develop a second year placement plan. The field staff assist the sequence faculty.

(Continued)

**SWK 706**

**Social Work Field Education**

**Field Placement Procedures**

**8/18/86**

**3/15/89**

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3. MSW — Concentration Placement (2nd Year):

- d. Students will be notified of their placements and asked to schedule and complete a personal interview with their proposed second year field instructors. They will be asked to confirm whether or not this placement is acceptable.
- e. Field instructors will be notified by letter that students will be contacting them for an interview. They will be asked to confirm whether or not the student is acceptable to them. This process will be completed for most students by June 30th.
- f. During the summer preceding, second year placements all transfer students, and students who have changed concentrations will be placed between June 1st and August 15th. For returning students who have decided to change concentrations, all placements must be completed by September 15th. No changes will be made after this date except in extreme circumstances. The Sequence Chairs, the Field Staff and available sequence faculty will approve all second year placements during the summer, including changes made through September 15th.

***NOTE: The School recommends placements based on having screened agencies and students and making the best matches available. Students and agency field instructors accept the placement after an on-site interview of the student.***

**SWK 707**

**Social Work Field Education**

**Preparation for Practice Program**

PURPOSE: To establish the requirement to attend orientation

SOURCES: Field Manual

APPLICABILITY: All social work students going into the field

POLICY: Preparation for Practice Program — Orientation

All Undergraduate and First Year Foundation field students are required to attend Field Orientation which is generally scheduled for the first week of classes during the placement semester.

## SWK 708

### Social Work Field Education

#### Preparation for Practice: Content

PURPOSE: To define the content of Preparation for Practice

SOURCES: Field Manual

APPLICABILITY: Undergraduate & Foundation students participating in Preparation for Practice

POLICY: Preparation for Practice: Content

It is mandatory for all BSW and MSW to participate in the Preparation for Practice program prior to entry into their field placement.

#### Goals

1. To provide all senior year undergraduate and first year graduate students, full and part time, an orientation to the School of Social Work.
2. To provide for all senior year undergraduate and first year graduate students entering field a common preparation for beginning field practicum that will enable them to better understand and respond to the expectation of the placement agency.
3. The two day Preparation for Practice Program will provide students with an orientation to:
  - a. The School of Social Work and its Mission within the University and community.
  - b. The profession of social work.
  - c. Professional use of self: Colleagues & Peers.
  - d. The field practicum & multicultural practice
  - e. Safety and crisis intervention, recording, and relationship building skills.

**SWK 709**

**Social Work Field Education**

**Field Liaison Responsibilities**      **8/18/86**      **4/1/91**  
(page 1 of 3)

PURPOSE:                      To define field liaison responsibilities

SOURCES:                      Field Manual

APPLICABILITY:              All field liaisons

POLICY:                         Field Liaison Responsibilities

The field liaison is responsible for educational coordination between the School and the agency where field instruction takes place. Specifically, the field liaison carries five major functions:

1.      Communication between the School and the agency and field instructor. The field liaison shares curriculum developments and other information about the School and receives feedback on developments at the agency and in practice.
2.      Facilitation in the development of the field instructor in the role of educator. This development should assist in differentiating supervision from instruction and provide suggestions for educational activities.
3.      Assessment of the educational experience offered in the field placement. The liaison advises the School on the strengths and weaknesses of the field placement with respect to the quality of the learning experiences available.
4.      Planning the educational program in conjunction with the field instructor and the student.
5.      Evaluation of student progress in field instruction. The field liaison is involved in an on-going appraisal of student performance and is responsible for awarding and reporting the final grades.

## SWK 709

### Social Work Field Education

**Field Liaison Responsibilities**      **8/18/86**      **4/1/91**  
(page 2 of 3)

#### The Field Liaison and Field Instructor

The field liaison initiates conferences periodically with the field instructor. This is generally done at least three times per semester and relates to the planning, consultative and evaluative responsibilities of the field instructor. Additionally, the field instructor is encouraged to contact the field liaison whenever the need seems indicated. The field liaison is responsible for being available for such additional meetings throughout the semester.

Evaluation of the student's performance in the field placement is a mutual responsibility of the field instructor and the field liaison. The field instructor, as the person engaged in day-to-day teaching and supervision, carries out continuous assessment of the student's progress, and shares this with the student. The field liaison, however, has ultimate accountability for the field instruction grade, and therefore, must keep informed about the student's progress.

The field liaison serves as an educational consultant to the field instructor and as such reviews the student's records to help in the assessment of the student's learning; evaluates the integration of theory and practice; and appraises the overall quality of performance. In addition, the field liaison assesses the student's use of staff meetings and conferences, visits to other agencies, attend appropriate community activities, participates in committee meetings and utilization of consultative services. At the end of the semester, the field instructor is responsible for submitting to the liaison an evaluation of the student's performance (strengths and weaknesses) in field instruction. This evaluation provides the basis for grade awarded.

In the role of providing communication between the School and the agency, the field liaison provides the field instructor with information on policies, procedures, and requirements of the School as well as general classroom content and information on curriculum matters pertinent to the student's educational experience. This individualized assistance and information supplements the content of general school meetings and discussion groups related to field instruction. The field instructor, in turn, informs the field liaison about pertinent development in the agency and in practice.

The field liaison also offers consultative services to the field instructor on the content of field learning and is available to the agency administration for such interpretation, discussion and review.

**SWK 709**

**Social Work Field Education**

**Field Liaison Responsibilities**      **8/18/86**      **4/1/91**  
(page 3 of 3)

The Field Liaison and the Student

The field liaison has responsibility for evaluation of the student's overall performance. The end of semester written evaluation provided by the field instructor is shared with the student in conference. The liaison will discuss the evaluation with the student in conjunction with granting the grade. These evaluations are placed in the student's permanent record. Coordination with the student's advisor may be called for.

Specifically, the liaison will:

1. Insure that the students within their assigned agencies are involved in the high quality education that our curriculum defines.
2. Assist the field instructor in the development of the field learning contract.
3. Fulfill the school/agency contract by visiting their assigned agencies on a Regularly-scheduled basis and interpret curriculum and policy implementations for the student and the agency.
4. Fulfill the responsibilities for liaison activities as described in the Field Manual.
5. Forward to the Field Office the student learning contract and the plan for implementation within six weeks of the beginning of each semester.
6. Insure that the student is informed at mid-semester of their performance according to the contract.

**SWK 710**

**Social Work Field Education**

**Student Responsibilities 8/18/86**

PURPOSE: To define student responsibilities related to field education

SOURCES: Field Manual

APPLICABILITY: All students in field education

POLICY: Student Responsibilities

The student is expected to take the initiative in the assigned placement actively seek the types of practice experiences which will enable her/him to develop and expand professional skills.

General:

It is expected that the student will meet the following requirements:

1. Adherence to the NASW Code of Ethics.
2. Adherence to the attendance policies as established by the School.
3. Regular attendance at required seminars, if applicable.
4. Regular and prompt attendance at conference with the field instructor.
5. Recognition of the need for strict confidentiality in and use of information gained during work in the agency.
6. Recording of practice hours in the agency.

**SWK 710-01  
Student Responsibilities  
Social Work Field Education**

**Insurance**

PURPOSE: To define expectations for insurance

SOURCES: Field Manual

APPLICABILITY: All students in field education

POLICY: Insurance

The student is responsible for acquiring and maintaining health and accident and automobile insurance. Student health insurance is available through the University. Professional liability insurance is available through the National Association of Social Workers for student members and non members. Arizona State University, by action of the Board of Regents, covers all students who are properly placed and supervised under its self insurance program for purposes of professional liability.

*Please be advised that although the University provides liability coverage for you while you are in field, the liability insurance **does not** provide any coverage for your automobile even if you are using it for field related activities. Nor does the liability insurance provide any health/medical coverage if you become ill or sustain an injury in the field.*

8/18/86

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**SWK 710-02**

**Social Work Field Education**

**Hours            8/18/86**

PURPOSE:            To define expectations for hours in field education

SOURCES:            Field Manual

APPLICABILITY:    All students in field education

POLICY:              Hours

Students are responsible for observing regular agency working hours. A minimum of 480 hours of practicum experience per academic year is required by Arizona State University in order to adequately meet standards set by the Council of Social Work Education. The agency should keep records to enable it to certify a specific number of practice hours for students at the end of the semester.

**SWK 710-03**

**Social Work Field Education**

**Compensatory Time            8/18/86**

PURPOSE:                    To establish requirements for taking compensatory time from field

SOURCES:                    Field Manual

APPLICABILITY:            All students in field education

POLICY:                        Compensatory Time

Occasionally the student's field responsibilities may require work during non-regular hours. This may be treated as overtime, for which compensatory time to be taken promptly will be given. It may not be saved in order to shorten the semester or enable the student to leave early for vacation.

**SWK 710-04**

**Social Work Field Education**

**Field Days 8/18/86**

PURPOSE: To identify policy for field days

SOURCES: Field Manual

APPLICABILITY: All students in field education

POLICY: Field Days

Field days are assigned by the University in conjunction with class schedules. To allow for scheduling of classes, students must be free to attend classes on the days that are not assigned to the field. Field days may be arranged by mutual agreement of agency and student only if they cause no conflict with class schedules or other school requirements.

**SWK 710-05**

**Social Work Field Education**

**Holidays 8/18/86**

PURPOSE: To define policy for holidays

SOURCES: Field Manual

APPLICABILITY: All students in field education

POLICY: Holidays

Students are allowed those holidays observed and allowed by both the agency and the School. Students may observe other religious holidays, but these are treated as absences to be made up. Some agencies may specify hours beyond those required by School policy as a contingency of placement; such requirements must be mutually understood and accepted prior to placement.

**SWK 710-06**

**Social Work Field Education**

**Absences 8/18/86**

PURPOSE: To define policy for absence from the field

SOURCES: Field Manual

APPLICABILITY: All students in field education

POLICY: Absences

Students are expected to telephone the field instructor at the beginning of the field day to report illness or any other emergency requiring absence during the student's field time.

Absence which exceeds two consecutive field days should be reported by the field instructor to the field liaison. It is the student's responsibility to make arrangements for the make up of missed time by the end of the semester, or at some other period by special arrangement with the field instructor.

**SWK 710-07**

**Social Work Field Education**

**Transportation 8/18/86**

PURPOSE: To define expectations for students transportation to the field

SOURCES: Field Manual

APPLICABILITY: All students in field education

POLICY: Transportation

Students are responsible for transportation to and from the agency. However, unless prevented by law or agency policy, it is expected that the agency assume the expenses for all agency delegated activities that include travel. The School of Social Work does not reimburse students for field travel expenses.

**SWK 711**

**Social Work Field Education**

**Placement Policies**

**8/18/86**

PURPOSE: To establish responsibility for monitoring of student compliance with field policy

SOURCES: Field Manual

APPLICABILITY: All students in field education and field instructors

POLICY: Placement Policies

Placement policies apply to all students in field education in social work. It is important that all field instructors be aware of these policies, support them, and inform the field liaison if any exceptions are anticipated.

**SWK 711-01**

**Social Work Field Education**

**Time and Days in the Field                      8/18/86                      4/1/91**

PURPOSE:                      To define days in the field and required hours

SOURCES:                      Field Manual

APPLICABILITY:              All students in field education

POLICY:                      Time and Days in the Field

The curriculum at the ASU School of Social Work is concurrent, i.e., students are enrolled in class and field education simultaneously. Students petitioning a curriculum exception for a block placement must complete the methods courses at the appropriate level prior to enrolling in the field.

Student time in the field is as follows:

1. BSW Foundation - Sixteen hours per week for two semesters, usually Monday-Wednesday or Wednesday-Friday. Undergraduate students also attend a 2 hour field seminar held by the academic faculty on campus during the field placement. In some instances, students may be asked to be available for evening or weekend assignments. Total hours: 480.

Summer block placements are generally available to undergraduates and last for eight weeks, 4 days per week. Total hours: 240.

2. MSW Foundation - Sixteen hours per week for two semesters. In some instances, students may be asked to be available for evening or weekend assignments. Total hours: 480.

Summer Block - 40 hours/week for 12 weeks.

Part-time students, provisional students and students who have approved curriculum variance forms on file may enroll in a summer block field experience.

3. Concentration - Sixteen hours per week for two semesters. Where appropriate, summer block field placements may be arranged. Total hours: 480.

**SWK 711-02**

**Social Work Field Education**

**Duration of Placement                      8/18/86**

PURPOSE:                      To define expectations for duration of placement

SOURCES:                      Field Manual

APPLICABILITY:              All students in field education

POLICY:                      Duration of Placement

Each placement, BSW and MSW level, is assumed to be for two consecutive semesters in one agency placement.

Student request for change in placement once the placement has begun will be considered only if there are unresolvable issues in the placement that inhibit the student's learning opportunities.

**SWK 711-03**

**Social Work Field Education**

**Early Termination of Placement**

**8/18/86**

PURPOSE: To define policy for early termination of placement

SOURCES: Field Manual

APPLICABILITY: All students in field education

POLICY: Early Termination of Placement

Because it is very difficult to develop an adequate learning experience for a student in a new placement in mid-semester or mid-year, requests for changes of placement must involve active participation of the field liaison to indicate faculty support in educational planning.

Requests by Students:

1. The field liaison must be informed immediately if an issue develops that potentially affects a student's continued placement.
2. Field liaison/student/field instructor conference to resolve problem/issue.
3. If the issue is not resolved, students must submit a written request to the field liaison describing the reason for the request and the steps taken to resolve the issue.
4. The field liaison forwards request to the Program Field Coordinator and appropriate sequence chair with a recommendation.
5. After review and in consultation with the Field Coordinator and, if necessary, the liaison, the Sequence chair approves or disapproves the request. The Field Coordinator will communicate the decision to liaison, student and agency and; (a) develops new placement for student if request is approved; or (b) follows through on problem resolution with liaison, student and field instructor if request is denied.

(Continued)

**SWK 711-03**

**Social Work Field Education**

**Early Termination of Placement**  
(Continued)

**8/18/86**

Requests by Agency:

1. The field liaison is notified immediately by agency if an issue develops that jeopardizes the student's continued placement.
2. Field liaison/student/field instructors conference. If placement is jeopardized because of student behavior, the field liaison will facilitate the process of developing specific behavioral expectations the student must meet if the placement is to be continued. A 2-3 week period of time will be specified during which the student must meet the expectations.
3. Second field liaison/student field instructor conference. The plans in the previous conference will be evaluated. If the student has met the expectations may be formulated or the placement may be terminated.

Credit for Hours Worked

If the student withdraws from enrollment in the field course, no credit for hours completed will be applied to the next enrollment in field. If the student changes agency placement and leaves the former placement in good standing, the liaison may recommend up to 40 hours credit be applied to the 240 hours/semester hours requirement. Recommendations should be forwarded in writing to the Field Coordinator.

**SWK 711-04**

**Social Work Field Education**

**Repeating Placements 8/18/86**

PURPOSE: To define policy for repeating placements

SOURCES: Field Manual

APPLICABILITY: All students in field education

POLICY: Repeating Placements

It is the policy of the School of Social Work that students do not continue in one agency for two year-long placements. This policy applies to BSW graduates who enter the MSW program and MSW first-year students entering the second year.

## SWK 712

### Social Work Field Education

#### Using Employment for Field Education (Work Variance)

PURPOSE: To define policy for using employment for field education

SOURCES: Field Manual

APPLICABILITY: All students who are requesting a work variance

POLICY: Using Employment for Field Education

1. Student request for the use of employment for field education.
2. Education Plan
  - a. Supervision: name and qualifications of supervisor
  - b. A completed “Proposed Field Learning Activities at Place of Employment” form must be submitted with proposal.
  - c. Relation between employment and education: description and relationship between planned learning experiences and student's regular work assignments.
3. The Agency clearly states that the student’s field education requirements will be ensured by the agency.

#### Decision on Requests

The basis for a decision regarding an exception to field instruction and employment policy will be the protection and assurance for the student of a quality education. The content expectation of each semester of field instruction as outlined in the field manual will be used to measure the appropriateness of the student's request. A recommendation will be made by the Coordinator of Field Education to the BSW or MSW Program Coordinator, whichever is appropriate, who make the final decision in consultation with the program committee.

See appendix for *Request For Using Employment For Field Education (Work Variance Request)*.

**SWK 714**

**Social Work Field Education**

**Requesting a Variance**  
(Curriculum Variance)

**8/18/86**

**4/1/91**

PURPOSE: To define policy for requesting a variance

SOURCES: Field Manual

APPLICABILITY: All students who are requesting field variance

POLICY: Requesting a Variance

The School of Social Work has established a curriculum structure within which the policies of the Field Practicum are clearly delineated. Any variance to these policies must be requested by the student. Review and action will be taken by the Coordinator of Field Program and the respective program coordinators.

Specific Process for Request and Review:

1. The initial request shall be submitted by the student to the Field Coordinator in written form 30 days before the onset of the placement. The request should include all specific commitments, requirements, and stipulations related to the specific policy exceptions as stated in the Field Manual.
2. The Field Coordinator shall verify data through discussion with the student and significant others, then make a recommendation to the appropriate program committee.
3. The request and recommendation shall be submitted to the above designated group for review and action.
4. The Field Coordinator shall immediately notify the student of the decision regarding the variance request.

**SWK 715**

**Social Work Field Education**

**Resolution of Field Education**

**8/18/86**

**4/1/91**

PURPOSE: To establish procedures for resolving field problems

SOURCES: Field Manual

APPLICABILITY: All student and field instructors

POLICY: Resolution of Field Education

The following procedure should be followed in the event of a problem in the field.

1. The student and field instructor attempt to resolve the problem together. If this is not successful, they inform each other of their intention to seek additional help.
2. The student/field instructor should contact the field liaison for discussion of the problem. If the liaison person is not readily available, the appropriate field coordinator for the component should be contacted.
3. If the problem is not resolved in a manner that is mutually acceptable, the Coordinator of Field should be contacted for additional help.
4. The Coordinator of Field may refer the issue to the Field Sub-Committee. Ultimate responsibility for problem resolution lies with either the BSW or MSW Program Coordinator depending on student level.
5. Summary documentation should be maintained at each level of involvement in the problem-solving process.

In this process, it is most important that open communication be maintained. The field instructor and student share responsibility for identifying and dealing with problems as soon as they become evident.

**SWK 716**

**Social Work Field Education**

**Sexual Harassment**

- PURPOSE:** To resolve complaints of sexual harassment
- SOURCE:** School of Social Work Field Manual (also see ASU Policy on Sexual Harassment ACD-402, revised 07/17/91)
- APPLICABILITY:** Field Instructors, any personnel or client, other agency employee, or student with client
- POLICY:** Sexual Harassment

The following procedures shall be followed in the event that charges of sexual harassment are raised while a student is in field.

**A. Complaint:**

1. Made directly to Coordinator of Field Education, or
2. Made to School of Social Work Director, or
3. Made to Student Life or EO/AA

**B. Investigation Process:**

1. Interview with the complainant
  - a. The procedure will be explained
  - b. Complainant provides alleged charges in writing
2. An interview will be conducted with the alleged perpetrator
3. Interview all involved parties; e.g., field liaison, field instructor, other interns, client

**C. Types of Action which may be taken:**

1. No foundation to the complaint found; no record of alleged charges maintained
2. Some foundation of sexual harassment found but unable to substantiate
  - a. Warning letter sent to the alleged perpetrator
  - b. Copy of letter placed in student or agency file

(Continued)

**SWK 716**

**Social Work Field Education**

**Sexual Harassment**  
(Continued)

C. Types of Action which may be taken (Continued):

3. Solid foundation for the charge

a. If charge is against agency personnel:

- (1) Reassignment of student to different field instructor or different agency with no penalty to student
- (2) Discontinuation of use of agency unless corrective action is taken by immediate supervisor of accused

b. If charge is against student:

- (1) Complaint is referred to the Standards Committee for investigation and possible action

**ACD 402**

**Social Work Field Education**

**Sexual Harassment**

(page 1 of 5)

**PURPOSE:** To announce and publicize the university's policy on sexual harassment.

**SOURCES:** 20 United States Code 1681-33 (1980)  
42 United States Code 2000e (1980)  
Student Code of Conduct

**APPLICABILITY:** University Employees and Students

**POLICY:** Sexual Harassment

The university prohibits sexual harassment by employees and students and will not tolerate sexual harassment that unlawfully interferes with an individual's work or educational performance or unlawfully creates an intimidating, hostile, or offensive working, learning, or residential environment.

Violations of this policy may result in disciplinary action up to and including termination for employees, and in sanctions including suspension or expulsion for students. Violations of this policy by persons who are not employees or students of the university are subject to sanction under the *Student Code of Conduct* or the Rules for the Maintenance of Public Order as they may be adopted and amended by the Arizona Board of Regents.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. This policy shall be implemented and interpreted in accordance with the First Amendment Guidelines attached to the University's Campus Environment Team policy (available in the University Office of General Counsel and in the Office of Equal Opportunity/Affirmative Action [EO/AA]). Questions about this policy may be directed to the Office of EO/AA and the Student Life offices at ASU Tempe and ASU West.

## ACD 402

### Social Work Field Education

#### Sexual Harassment

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#### **Violations of Policy**

The following conduct shall constitute violation of this policy:

- making sexual advances or requesting sexual favors if submission to or rejection of such conduct is the implicit or explicit basis for imposing or granting terms and conditions of employment or education at the university
- making sexual advances, requesting sexual favors, or otherwise discriminating on the basis of gender in a manner that unlawfully creates an intimidating, hostile, or offensive working, residential, or educational environment at the university or that otherwise unlawfully interferes with an individual's work or educational performance
- engaging in any sexual contact against a person who has not given consent or committing any act of sexual assault, public sexual indecency or sexual abuse against a person who has not given consent, if the act is committed on university property or in connection with any university-sponsored event or activity
- acting, recommending action, or refusing to take action in a supervisory position in return for sexual favors, or as a reprisal against a person who has rejected, reported, filed a complaint regarding, or been the object of sexual harassment
- or
- disregarding, failing to investigate, or delaying investigation of allegations of sexual harassment to the extent that action, reporting, or investigation is appropriate or required by one's supervisory position.

#### **Confidentiality**

The university shall protect the confidentiality of the identities of and statements made by parties and witnesses involved in a sexual harassment report or complaint to the extent permitted by law and to the extent that continued protection does not interfere with the university's ability to investigate allegations of misconduct brought to its attention and to take corrective action.

#### **Amorous Relationships**

In recognition of interests in privacy and free association, university policy does not prohibit fully consensual amorous relationships. Even an apparently consensual amorous relationship, however, may lead to sexual harassment or other breaches of professional obligations, particularly if one of the individuals in the relationship has a professional responsibility toward or is in a position of authority with respect to the other, such as in the context of instruction, advisement, or supervision. Due to the power difference, it may be difficult to avoid the appearance of favoritism or to assure a truly consensual relationship. Amorous relationships may result in conduct that amounts to sexual harassment or that violates the professional duties of even-handed treatment and maintenance of an atmosphere conducive to learning or working.

## ACD 402

### Social Work Field Education

#### Sexual Harassment

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In light of these serious risks, every individual in a position of authority should take great care not to abuse that power in personal relationships. Specifically, if involved in an amorous relationship with someone over whom he or she has supervisory authority, the individual must remove himself or herself from any participation in recommendations or decisions affecting evaluation, employment conditions, instruction, or the academic status of the other person in the relationship, and must inform his or her immediate supervisor of the action taken.

#### **Violations of Law**

Employees and students may be accountable for sexual harassment under applicable local, state, and federal law as well as under university and Arizona Board of Regents' policies. Disciplinary action by the university may proceed while criminal proceedings are pending and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

#### **Procedures**

An employee or student alleging sexual harassment may report the harassment or officially file a complaint. Allegations of sexual harassment must be made in good faith. The complainant shall determine which procedure(s) shall be used to address the allegation. Time frames identified in the following procedures may be extended for good reason, such as when classes are not in session or upon mutual agreement by the parties to the report or complaint.

#### **Filing a Report of Sexual Harassment**

An individual who believes that he or she is or has been the victim of sexual harassment as prohibited by this policy may report the conduct to any or all of the following:

- the academic or administrative official(s) responsible for the unit(s) involved
  - the immediate supervisor of the alleged harasser if the alleged harasser is an employee
  - the Student Life Office (ASU Tempe, 480-965-6547 or ASU West, 543-8130) if the individual making the report or the alleged harasser is a student
- or:
- the Office of EO/AA (ASU Main, ADM B171, 965-5057; TDD 965-0471). (The university Title IX coordinator is the director, EO/AA.)

## ACD 402

### Social Work Field Education

#### Sexual Harassment

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The recipient of the report will have a meeting with the alleged harasser or may request the director/designee, EO/AA to conduct the meeting. The meeting shall include: alerting the alleged harasser to the perception of the impact of his or her behavior, providing the individual with a copy of the ASU sexual harassment policy, encouraging attendance at one of ASU's sexual harassment workshops, and encouraging greater awareness of behaviors which may lead to perceptions of sexual harassment.

Before having this meeting, all administrative officials must consult with the director, EO/AA or his or her designee. The meeting must be conducted within 15 days of the receipt of the report.

#### **Filing a Complaint of Sexual Harassment**

Employees and students may officially file an informal or formal complaint with the Office of EO/AA. The complainant may decide whether the complaint will be handled under the informal or formal resolution process. The complainant may also change an informal complaint to a formal complaint at any time. If the alleged harasser or the complainant is a student or student organization and the alleged conduct occurs on university property, a complaint may be filed with the Student Life Office (ASU Tempe or ASU West). The initial complaint must be filed within 120 days after the individual knows or has reason to know of the alleged harassment or the failure to take appropriate action.

#### **Office of EO/AA Complaint Procedures**

##### **Informal Complaint**

This process does not require the complainant to file a written complaint and involves reaching a voluntary resolution of the complaint within 60 days of the receipt of the complaint. This process requires identification of the complainant and the allegation(s) to the respondent within seven days of the receipt of the complaint. It may involve an investigation, interviewing witnesses, and review of materials provided by one or both parties to the complaint. With the consent of the complainant, it may also involve resolution by a settlement agreement developed in lieu of or as a result of an investigation.

##### **Formal Complaint**

This process requires submission of the EO/AA Complaint Form (available from the Office of EO/AA, ADM B113). The complaint will be shared with the respondent within seven days of receipt, and a written response is required from the respondent within 15 days of his or her receipt of the complaint. This process may involve an investigation, interviewing witnesses, and review of material provided by one or both parties to the complaint.

## ACD 402

### Social Work Field Education

#### Sexual Harassment

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The formal complaint process will result in a report with resolution recommendations submitted to the provost/vice president over the respondent within 90 days of receipt of the complaint by the Office of EO/AA. The provost/vice president will accept, reject, or modify the recommendations and will provide written notification to the parties within 15 days of the report.

Complete complaint procedures are identified in the “Procedures for Resolving Complaints of Unlawful Discrimination.” A copy of these procedures is available in the Office of EO/AA.

#### **Board on Equal Opportunity Complaint Procedures**

If the complaint is not resolved to the complainant’s satisfaction through the Office of EO/AA processes, the complainant may request review by the ASU Board on Equal Opportunity (BEO). The complainant must complete and file a Request for Hearing form (which is available in the Office of EO/AA) with the chair of the BEO within 15 days after receipt of notification from the Office EO/AA that the resolution process is completed. Faculty may file a complaint directly with the BEO by submitting the Request for Hearing form to the chair of the Clearinghouse Committee within 30 days of the occurrence of the actions that form the basis of the complaint. If the BEO determines that the grievance falls within its jurisdiction, the hearing process will be initiated and completed within 90 days after the complaint was received by the BEO. Summer, vacation, holiday, and other academic leave periods are excluded from the 90 day period. The BEO will submit a written report to the president who will provide a written decision to accept, reject, or modify the recommendations to the parties within 15 days of receipt of the report. The BEO will proceed under the procedures of university policy, “Board on Equal Opportunity” which is available in the Office of EO/AA.

#### **Student Code of Conduct and Student Disciplinary Procedures**

When the sexual harassment complaint involves a student or student organization, a complainant may file a complaint by submitting a written referral stating the facts of the alleged harassment to the Student Life Office (ASU Tempe or ASU West). The Student Life Office may investigate, review documents, and/or interview witnesses as part of the resolution process. The Student Life Office shall determine whether a policy violation has occurred and determine any sanctions to be imposed within 60 days of the receipt of the referral.

#### **Filing External Complaints**

In addition to or as an alternative to the procedures set forth above, employees and students may file a complaint with an appropriate external investigatory agency, such as the Arizona Attorney General’s Office, the Equal Employment Opportunity Commission, or the Office of Civil Rights of the Department of Education. Many agencies require that the complaint be filed within 180 calendar days of the last act of harassment or discrimination; the Equal Employment Opportunity Commission requires that the complaint be filed within 300 calendar days of the last act of harassment or discrimination.