

University of Nebraska at Omaha
Grace Abbott
School of Social Work

Practicum Manual

for the B.S.S.W. and M.S.W. Programs

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Students are expected to follow the most current edition located on the UNO GASSW Practicum website.

School of Social Work Mission Statement

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

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APPENDICES

Glossary of Terms, Nebraska Licensure

The UNO Grace Abbott School of Social Work generally uses the term “Practicum” to describe the student’s professional internship or field education. Throughout this manual you will read the word “practicum” as opposed to “field” however the meaning is the same. Additionally, the term “Practicum Instructor” is used to indicate the Practicum Supervisor either the Educational or Task Supervisor.

I. EDUCATIONAL COURSE OBJECTIVES OF THE PRACTICUM

The primary objective of practicum instruction is to provide individualized learning experiences in a variety of social work practice roles through which students can achieve competency in professional practice. The practicum experience is intended to enhance student learning within all areas of the school curriculum and to help students integrate the concepts and theories learned in the classroom.

- A. The Baccalaureate student at the end of their BSSW level practicum and the Foundation MSW student at the end of their MSW Foundation practicum should be able to:
1. Define, compare and contrast Social Work theories, and concepts in social work practice and its changes in application over time.
 2. Apply and practice the generalist social work perspective and skills when working with clients and families across the lifespan, within the agency structure and the community.
 3. Recognize and examine cultural issues in social work practice, demonstrating skill in working with diverse populations across the lifespan.
 4. Examine, interpret and demonstrate skill in applying social work values and ethics as they relate to social work practice, adhering to the NASW Code of Ethics.
 5. Practice and use effective oral and written communication within the agency system, including knowledge of and use of computer technologies.
 6. Utilize supervision to advance knowledge of social work theories and skills, and as an opportunity for self-understanding in relationship to the client, agency and community.
 7. Identify and critically analyze social policies, social justice and social change issues as they relate to social work practice with individuals, families and communities.
 8. Analyze, evaluate, discuss and apply research as it pertains to agency activities and/or projects.
- B. The Graduate MSW student at the end of their Advanced MSW practicum should be able to:
1. Identify and apply the generalist social work knowledge, values and skills to social work practice within the concentration practicum setting.
 2. Identify and explain how current advanced level social work knowledge and theories of human behavior and social systems apply to practice within the concentration practicum setting.
 3. Select, evaluate, and use appropriate intervention methods for bringing about change in individuals, families, groups, organizations, communities, and social policy.
 4. Describe and use knowledge of human diversity and culturally sensitive interventions in services for diverse individuals and populations across the life cycle as relevant to the concentration practicum setting.
 5. Identify and select multi-dimensional assessment methods appropriate for clients, services, and programs within the concentration practicum setting, with appropriate application of formal diagnostic classification when warranted.
 6. Identify and apply methods for counteracting oppression, advocating for clients, and promoting social justice.
 7. Demonstrate ability to work effectively in multi-disciplinary team settings using administrative, planning, and policy processes which are relevant to client issues, one’s

- own practice, services, and programs within the concentration practicum setting.
8. Analyze, discuss and apply social work values, ethics and legal mandates as it applies to complex situations seen in the concentration practicum setting and to the worker's own professional development.
 9. Describe advanced level social work practice, roles, and functions in relation to multi-disciplinary contexts and how they have evolved over time.
 10. Utilize supervision to self-evaluate, and to discuss the scientific basis for theory and intervention models as it applies to client issues and programs within the concentration practicum setting.
 11. Apply research methods to compile, analyze and evaluate information regarding the effectiveness of one's own practice and/or of programs, services and policies within the concentration practicum setting.

II. RESPONSIBILITIES OF PRACTICUM PARTICIPANTS

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

A. The School has the responsibility to:

1. Develop Practicum placements with quality supervision from appropriate Social Workers who will offer students learning experiences appropriate to the objectives set for their educational program level.
2. Recognize the agency's primary responsibility to clients.
3. Provide opportunities for further professional development of agency personnel in keeping with current assignments for student instruction.
4. Consult with agencies regarding the learning experiences available within the agency and the placement of students for their Practicum experience.
5. Furnish the agency with appropriate information about students' background of training and experience, (resume).
6. Orient students to the expectations inherent in a Practicum experience.
7. Evaluate agencies on their current usefulness in terms of meeting students' educational needs.
8. Terminate at any time Practicum placement of student or agency failing to meet educational requirements.
9. Provide faculty academic advisors to students throughout their educational program in relation to both academic and experiential learning, ensuring student Practicum learning is integrated with academic learning. The responsibility of that advisor includes:
 - a. Providing guidance in selection of the students' course of study including consultation regarding the semester(s) practicum study will occur.
 - b. Identifying and discussing areas that may be interfering with the students' educational progress.
 - c. Acting as the students' advocate when necessary.
10. Assign major responsibilities for administration of the Practicum Office to a faculty member designated as the Practicum Coordinator.
11. Prevent discrimination regarding race, color, national or ethnic origin, disability, age, gender, sexual orientation, class or religion.

The Practicum Office has responsibility for the following functions:

1. Recruit and review practicum settings and instructors.
2. Place students in appropriate practica:

- a. After consultation with the student and other persons as appropriate in each case, make final placement decisions for each student in the program.
- b. Provide orientation to students beginning Practicum on Practicum content and processes.
- c. Make changes in placement where appropriate.
3. Coordinate supervision of student practica:
 - a. Monitor all practicum placements. Where responsibility is delegated by the Practicum Coordinator to Faculty for Practicum liaison and/or educational supervision, support the Faculty in these roles.
 - b. After receiving recommendations and comments from the Practicum Instructor(s) and Faculty Liaison, make final grade determinations for all students in Practicum courses (SOWK 4410, 4420, 8160, 8170, 8400, 8410 and 8420)
4. Maintenance of community and professional relationships. Carries a major, but not exclusive, responsibility for building, maintaining and enhancing relationships between the School and the professional community:
 - a. Plan and implement Practicum Instructors' meetings, training, and Practicum Fairs.
 - b. Provide educational opportunities for Practicum Instructors within the resource capabilities of the School.
 - c. Provide ongoing support, guidance, and consultation about practicum structure and conflict resolution.
5. Consultation with the Practicum Committee:
 - a. Provide technical and administrative assistance to the committee.
 - b. Provide consultation to School committees regarding the Practicum component of the educational programs as it relates to other School, College, or University matters, regarding the linkage between educational programs and service programs in social work.
6. Develop and maintain necessary files and records related to agencies, Practicum Instructors, Practicum students and Faculty Liaisons.
7. Develop assignments for Faculty Liaisons and oversee the execution of these assignments. Notify all students and Practicum Instructors via e-mail or letter who their liaison is by the end of the first week of each semester (according to the Practicum calendar). This notification provides information on the liaison role, Learning Contract and visits to the agency.
8. Coordinate Practicum seminars required of all students enrolled in SOWK 4410 and 8160. Topics include but are not limited to: supervision, ethics, safety and boundaries.
9. Provide feedback to Faculty Liaisons regarding liaison evaluations completed by students and practicum instructors.
10. Appoint a sufficient number of Faculty to perform liaison services for each agency and student in practicum.
11. Perform other duties as assigned by the Director of the School of Social Work and accepted by the Practicum Coordinator.

The Faculty Liaison has the responsibility to:

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

2. Maintain channels of communication with students for the purpose of:
 - a. Coordinating practicum learning with students' total educational program.
 - b. Advising students in regard to problems experienced in practicum learning, which they cannot resolve through direct communication with Practicum Instructors.
 - c. Monitoring the student's progress of the Learning Contract.
3. Perform the following administrative tasks:
 - a. Visit each agency by approximately midpoint of each 256 hours of practicum, (i.e. 130/400 hours). Agencies being used for the first time, or where there is a possibility of problems, should be given first visit priority.
 - b. Keep Practicum Office informed of liaison activities by documenting and returning Agency Visit forms and completed learning contracts at the end of the assigned students' 256 or 512 hours. Immediately notify Practicum Office of any problems or concerns existing in the placements to which they provide liaison services.
 - c. Attend and participate in any Practicum Instructors' meetings.
 - d. Facilitate one of the Practicum seminars required for all first semester undergraduate and foundation level practicum students (students enrolled in SOWK 4410 and 8160).

B. The Agency has the responsibility to:

1. Provide the setting and instruction, enabling students to have learning experiences appropriate to the objectives set for their educational program level, being mindful of student safety.
2. Keep the School informed by use of the Practicum Agency Profile about the nature of the learning experiences available for students. Update the School on any changes to agency or program information on a regular basis.
3. Recognize the School's primary responsibility for students' learning.
4. Assure that each Practicum Instructor has adequate time within his or her work schedule to fulfill the supervisory responsibilities.
5. Encourage the continued development of teaching competence of agency personnel selected for student instruction.
6. Facilitate Practicum Instructors' efforts to provide diverse and enriching learning opportunities for students' learning experiences within the agency or agency program.
7. Interpret the Practicum Instruction role to agency members, create a climate conducive to learning and facilitate the use of agency resources to help meet the students' learning needs.
8. Provide sufficient clerical services to meet students' practicum learning needs.
9. Provide sufficient physical facilities to serve students adequately, e.g., supplies, office space, furniture, telephone, computer, library, etc. Private space for interviews, conferences and group meetings must also be available.
10. Prevent discrimination regarding race, color, national or ethnic origin, disability, age, gender, sexual orientation, class or religion.
11. Incorporate students into agency milieu and, as much as possible, help them feel a part of the professional staff.
12. It is recommended that students be reimbursed for travel, supplies, and services (expenses incurred by the student for typing of reports or research services) when the student doing agency business incurs such expense.
13. Send representatives to the Fall and Spring Practicum Fairs organized by the School.

C. The Practicum Instructors (Educational and Task Supervisors) have the responsibility to:

1. Orient the Practicum student to the agency, including policies and procedures for agency programs and safety protocol.
2. Provide students individualized learning experiences in a variety of social work practice roles.

3. Participate in scheduled liaison visits.
4. Facilitate acquisition of generalist practice skills for the BSSW and MSW foundation level practicum students.
5. Facilitate acquisition of advanced clinical and advanced generalist social work practice skills for the MSW Advanced students.
6. Notify both student and faculty liaison if student's performance is inadequate, and specify in writing steps, which must be taken to rectify deficiencies in performance. See section on Evaluation Policy (section VI).
7. Recommend to the Faculty Liaison and Practicum Office the termination of the practicum assignment of students who do not demonstrate adequate capacity for social work practice in that agency.
8. Complete an evaluation of the Faculty Liaison at the completion of the student's 512 hours (emailed to Practicum Instructors at end of students' practicum).
9. Attend or complete on-line the Practicum Instructor Training, (mandatory for all first time practicum supervisors and encouraged every 3-5 years as information may change).

In addition, Educational Supervisors have the responsibility to:

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

D. Students have the responsibility to:

1. Use the practicum experience in a way that integrates practicum with their total social work learning.
2. Develop the Learning Contract within the first two weeks of Practicum, making sure to incorporate assignments that enhance the student's learning and contribute to the mission of the agency.
3. Put into practice agency policies and procedures. Direct violation of agency policy and procedures can result in serious consequences for the student and/or an academic level review on the student, (see <https://www.unomaha.edu/college-of-public-affairs-and-community-service/social-work/current-students/academic-policies-standards.php>). Incidents may be brought before the Practicum Committee and reviewed on a case-by-case basis.
4. Act in a professional manner as a representative of the agency in their contacts with clients and other persons in the community as well as with other agency personnel. This includes respecting confidentiality regarding client information.
5. Comply with agency administrative routines, including background checks, immunizations, record keeping, etc. The cost of any background checks or testing is the responsibility of the student.
6. Review safety procedures and policies of the agency with Practicum Instructor(s).

7. Discuss any problems/concerns with the Practicum Instructor(s), (Educational or Task Supervisors). This includes any agency policy or procedures with which they may take issue such as client rights, personnel rules, discrimination, etc. Students' line of communication in resolution of practicum problems is first, the Practicum Instructor, second the Faculty Liaison, third, the Practicum Coordinator, and fourth, the Director of the School.
8. Discuss appropriate method of contact and communication with Supervisor(s) outside of normal practicum hours.
9. Attend Practicum lab/seminars, which occur during the first semester of the generalist level Practicum (4410/8160). Practicum seminars contribute 14 hours toward the required 256 hours of practicum time for SOWK 4410/8160.
10. Document amount and type of time spent in practicum, i.e. direct vs. indirect hours, supervision hours.
11. Supply Educational Supervisor with copies of class syllabi and assignments sheets, if requested.
12. Prepare for supervisory conferences by submitting written materials ahead of time for supervisors to read and by being prepared to seek information or question concerns or interests they may have in regard to the practicum.
13. Complete the Student Evaluation of Practicum Placement Experience and the Student Evaluation of the Faculty Liaison information online at the end of the 512-hour Practicum course, i.e., SOWK 4420, 8170, 8410, or 8420.
14. Contact the Accessibilities Services Center (<http://www.unomaha.edu/student-life/inclusion/disability-services/index.php>) if accommodations are necessary.
15. If a student is hospitalized for any reason, including medical/mental health concerns, documentation must be obtained from an appropriate medical professional before returning to Practicum.
16. Follow the School Standards for Social Work Education (<http://socialwork.unomaha.edu>) and the NASW Code of Ethics (www.socialworkers.org/pubs/code) at all times while in Practicum.

E. The Practicum Committee

1. Membership: This committee is composed of the Practicum Office, diverse community members, Social Work Practicum Instructors, Faculty, MSW student representative(s) and BSSW student representative(s). The Director of the School of Social Work serves as an ex-officio member of this committee.
2. Specific responsibilities:
 - a. The purpose of the committee is to address issues of concern to practicum, review special requests forwarded by the Practicum Office and present practicum policy issues to the Executive Body of the School of Social Work for their endorsement.
 - b. The committee meets regularly during the fall and spring semesters.

III. CRITERIA AND PRACTICES FOR PRACTICUM AGENCIES' AND PRACTICUM INSTRUCTORS

A. Criteria for Selection of Practicum Agency

1. Attitude of an agency toward professional Social Work education: The following factors should be apparent in the agency's policies and standards:
 - a. Importance of education: Acceptance of social work practice competence acquired through formal professional education, which meets the current standards of the Council of Social Work Education located in the School's secretary's office.
 - b. Relation of an agency to education: Recognition that in professional social work, practicum instruction is an essential complement to academic instruction. Therefore, the agency should genuinely want to teach students and regard the practicum as an important part of its function.

- Further, there should be recognition that the educational relationship is mutually strengthening to the school, agency and profession.
- c. Responsibility of the school: Recognition that the public and the profession have created the School of Social Work and made it responsible for the educational function. The agency should recognize the School has a primary responsibility for professional education and also has commensurate authority.
 - d. Responsibility of the profession: Recognition that the National Association of Social Workers is the standard setting body for the profession and that the Council on Social Work Education is the standard setting body for social work education. The School and the agency share the responsibility for providing social work experiences commensurate with these standards.
2. Philosophy of the agency: The agency's commitment to service should be compatible with the values and ethics of the social work profession as stated in the NASW Code of Ethics (www.socialworkers.org/pubs/code).
 3. Structure and services of the agency:
 - a. The organizational structure of the agency should fit the function(s) of the agency and be available in written form.
 - b. The agency should have on record a clear and appropriate statement of its function, including objectives, areas of service and activity, and provision for revision of function in response to changing community needs.
 - c. Agency practice should meet standards generally accepted in its particular field.
 - d. Agency practice should incorporate the ethical standards of the social work profession.
 - e. The agency should perceive itself as part of and cooperate with the community service network.
 - f. The agency must have a service program large and varied enough to insure a continuous supply of learning experiences appropriate to the educational needs of students accepted for practicum. If necessary, with the approval of the Practicum Coordinator, the Practicum Instructor must be free to arrange additional learning experiences outside the practicum agency.
 - g. The agency must provide an appropriate plan for selection of service tasks to be suggested to Practicum Instructors for assignment to students, and also for reassignment of those tasks to permanent staff after students terminate practicum.
 4. Agency categories:
 - a. The School of Social Work categorizes agencies as either non-profit [public, governmental, church-related, 501 C (3)], or for-profit [private practice, non-governmental, not 501 C (3)], although some for-profit agencies may provide contracted services for non-profit agencies.
 - b. The School encourages placement in non-profit agencies; however, it recognizes that in some situations [rural settings, hospitals] practica in non-profit agencies may not be as available. Placement in a for-profit or private practice agency will be considered when no suitable or appropriate setting [according to School standards] is available in a non-profit agency. (If a non-profit and a for-profit agency have similar practicum placements, a stipend will not be the only deciding factor to determine placement. Also, in similar circumstances, known or previously used agencies will have preference over new agencies.)
 - c. For-profit or private practice agencies must meet all the criteria listed above and also the additional criteria listed below.
 1. The agency must be legally organized in some form such as a partnership or corporation.
 2. The agency must have a corporate board that meets and determines policy and has collective accountability for the practice of its staff. The board must include diverse community representatives as voting members and policy makers for the agency.
 3. The agency must have a policy and procedure manual and an organizational chart which is available for review by the Practicum Office.

4. The agency must have a physical structure, which includes offices, meeting rooms, secretarial services, etc., and the student must have space within the confines of this agency.
 5. For-profit agencies may be considered as special requests for practicum-in-place-of-employment. This is done on a case-by-case basis. However, these agencies may not be a part of our regular community partners listing.
- B. Criteria for Selection of Practicum Instructors (Educational/Task Supervisors)
1. Ability to:
 - a. Provide students with individualized learning experiences in a variety of social work practice roles through which they can achieve professional practice behavior by integration of social work knowledge, values, competencies and skills.
 - b. Place educational emphasis in the bachelor and MSW foundation practicums on students' acquisition of generalist practice skills.
 - c. Place educational emphasis in the MSW advanced level practicum on students' acquisition of advanced practice skills, including Dual Degree practica.
 - d. Enable students to use their skills and knowledge in a professional manner regarding their relationships with people.
 2. Qualification for selection:
 - a. All Educational Supervisors must hold a CSWE-accredited MSW degree. CMSW/LMHP certification/license is needed to supervise graduate students, and a MSW degree is needed to supervise undergraduate students. Persons with other advanced degrees who are experienced in human services may qualify as Task Supervisors when the CMSW/LMHP or MSW is not available for full time supervision of the student. The student must receive a minimum of one (1) hour formal supervision per week provided by the CMSW/LMHP (graduate) or MSW (undergraduate). Qualified Educational Supervisors must have a minimum two years social work experience.
 - b. Practicum Instructors must have had sufficient, successful experience to be comfortable, knowledgeable and skillful in social work practice.
 - c. There must be evidence of the professional functioning of the Practicum Instructors, they:
 - (1) Demonstrate quality professional skill in practice and that this practice has been in keeping with the objectives of practicum as outlined in Section I of this manual.
 - (2) Are identified with the agency of practice, plan to remain there throughout the next school year, have a degree of comfort as to their status in the agency and in the community, and are in substantial agreement with the agency's philosophy, function, policies and procedures.
 - (3) Have a strong conviction about the importance of professional education for social work.
 - (4) Have the ability to give and take comfortably in supervision and consultation, and to differentiate between supervision, consultation and providing treatment.
 - (5) Can organize work in keeping with the agency program and its administrative requirements.
 - (6) Act in accordance with the School's policies so practicum and classroom instruction can be coordinated.
 - d. Practicum Instructors must:
 - (1) Attend or complete the on-line Practicum Instructor Training prior to beginning first time supervision or if there has been a time gap of three - five years between the supervision of practicum students.
 - (2) Offer a minimum of one hour per week of uninterrupted time for supervision and be accessible for brief supervision as needed, (e.g. Educational Supervisor).

- (3) Enjoy teaching and have a capacity for teaching students to translate theoretical knowledge into professional practice.
 - (4) Respect students.
 - (5) Be able to create and sustain an educational milieu for supporting students' growth.
 - (6) Be able to inspire students to identify with ideals of professional service to people.
 - (7) Accept responsibility for the evaluative function of supervision/teaching.
 - (8) Be able to think analytically and conceptually.
 - (9) Be able to articulate knowledge.
 - (10) Be able to work cooperatively with the School.
3. Appointment of Task Supervisors: Task Supervisors are those agency professionals who may not be social workers, but can supervise the student on the day to day activities at the practicum agency. Task Supervisors are requested to attend the Practicum Instructor Training prior to supervising a student for the first time. If the Educational Supervisor is not housed at the practicum site, then the Task Supervisor may have an increased responsibility in supervising the student, and therefore must attend the Practicum Instructor Training or complete the online Practicum Instructor Training. Task Supervisors are not responsible for the one hour supervisory sessions with the student, but may hold meetings with the student and offer input as far as the student's practicum grade.

C. New Practicum Instructor Training

Professionals, and Practicum Instructors providing practicum instruction for the first time, or who have not provided practicum instruction for three – five years, are expected to attend one 4-hour seminar which is normally offered three times per year. (Notification of dates and times is the responsibility of the School after the Application for Practicum Instructor form is returned to the Practicum Office). The training for new practicum instructors may also be completed on-line through the UNO School of Social Work website.

The training seminar has the following objectives:

1. Understanding of the School's education program including practicum terminology, requirements, policies and procedures.
2. Understanding of procedures and methods related to practicum instruction, including completion of the Learning Contract and evaluation of student performance.
3. Understanding of appropriate practicum experiences, supervision, and social work ethics as they relate to the education level of a student.

If the beginning Practicum Instructor has not taken a course in supervision, he or she may take a course for credit or audit one offered by the School. Specific information on arrangements can be obtained by contacting the Grace Abbott School of Social Work.

D. Practicum Instructor's Workshops

The School of Social Work Practicum Office makes every effort to hold free workshops on various topics, including supervision related topics, throughout the academic year for Practicum Instructors. Social Work CEU's are given for attendance of these workshops.

IV. PRACTICES AND PROCEDURES FOR STUDENTS AND PRACTICUM INSTRUCTORS

A. Credit Hours and Prerequisites

Students in the BSSW program and at each level of the MSW program (Foundation and Advanced) are required to register for two courses of Practicum. Students will remain in the same agency for both courses of Practicum, for a total of 512 hours. Students are permitted to complete their Practicum in two

agencies only if they are in a Dual Degree Program. The courses, and their designated credits and prerequisites, are listed in following Tables:

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

Level	Course/Credits	Prerequisites
BSSW	SOWK 4410, Practicum I 5 Credits	<ul style="list-style-type: none"> • SOWK 3020 HBSE II (prior to) • SOWK 3350 Social Work Practice II (prior to) • SOWK 2120 Race, Class & Gender (prior to) • SOWK 4360 Social Work Practice III (prior or concurrent) • Permission of the Practicum Office
BSSW	SOWK 4420, Practicum II 5 Credits	<ul style="list-style-type: none"> • SOWK 4360 Social Work Practice III (prior or concurrent) • SOWK 4410 Social Work Practicum I (prior or concurrent)

**Table 2: Practicum Courses, Credit Hours, and Prerequisites
For MSW Foundation Program**

Level	Course/Credits	Prerequisites
MSW Foundation	SOWK 8160, Practicum I 3 Credits	<ul style="list-style-type: none"> • SOWK 8070 HBSE I (prior or concurrent) • SOWK 8090 Social Welfare Policy (prior or concurrent) • SOWK 8130 Generalist Practice I (prior or concurrent) • No Deficiencies in Research and/or Statistics • Permission of the Practicum Office
MSW Foundation	SOWK 8170, Practicum II 3 Credits	<ul style="list-style-type: none"> • SOWK 8080 HBSE II (prior or concurrent) • SOWK 8110 Institutional Oppression (prior or concurrent) • SOWK 8150 Generalist Practice II (prior or concurrent) • SOWK 8160 Social Work Practicum I (prior or concurrent)

**Table 3: Practicum Courses, Credit Hours, and Prerequisites
For Advanced MSW Program (students admitted Fall 2018 or after)**

MSW Program	Course/Credits	Prerequisites
Advanced Standing	SOWK 8400, Practicum I 3 Credits	<ul style="list-style-type: none"> • SOWK 8190 Research & Computer Applications (prior to) • SOWK 8220 Clinical Social Work with Individuals (prior to) • SOWK 8230 Social Work Practice with Groups (prior or concurrent) • One of the Following Courses: SOWK 8510, 8540, 8650, 8940 (prior or concurrent) • Permission of the Practicum Office
Advanced Standing	SOWK 8410, Practicum II 3 Credits	<ul style="list-style-type: none"> • SOWK 8400 Advanced Practicum I (prior or concurrent) • SOWK 8290 Health/Mental Health Practice (prior or concurrent) • One of the Remaining Following Courses: SOWK 8510, 8540, 8650, 8940 (prior or concurrent)
Advanced Standing	SOWK 8420*, Practicum III 1-3 Credits	<ul style="list-style-type: none"> • SOWK 8410 Advanced Practicum II (prior or concurrent) • Permission of the Practicum Office

**Table 4: Practicum Courses, Credit Hours, and Prerequisites
For Advanced Standing MSW Program (students admitted prior to Fall 2018)**

MSW Concentration	Course/Credits	Prerequisites
Clinical	SOWK 8400, Practicum I 3 Credits	<ul style="list-style-type: none"> • SOWK 8190 Research & Computer Applications (prior to) • SOWK 8220 Clinical Social Work with Individuals (prior to) • Two Advanced Clinical Practice Courses, choose from: SOWK 8230-8290 (prior to) • Permission of the Practicum Office
Clinical	SOWK 8410, Practicum II 3 Credits	<ul style="list-style-type: none"> • SOWK 8400 Advanced Practicum I (prior or concurrent) • Any Course from Plan of Study (prior or concurrent)
Advanced Generalist	SOWK 8400, Practicum I 3 Credits	<ul style="list-style-type: none"> • SOWK 8190 Research & Computer Applications (prior to) • SOWK 8220 Clinical Social Work with Individuals (prior to) • SOWK 8510 Personnel Administration & Supervision (prior to) • One of the Following Courses: SOWK 8250, 8540, 8560 (prior or concurrent) • Permission of the Practicum Office
Advanced Generalist	SOWK 8410, Practicum II 3 Credits	<ul style="list-style-type: none"> • SOWK 8400 Advanced Practicum I (prior or concurrent) • Another of the Remaining Following Courses: SOWK 8250, 8540, 8560 (prior or concurrent)
All MSW Advanced Concentrations	SOWK 8420*, Practicum III 1-3 Credits	<ul style="list-style-type: none"> • SOWK 8410 Advanced Practicum II (prior or concurrent) • Permission of the Practicum Office

**Table 5: Practicum Courses, Credit Hours, and Prerequisites
For MSW Dual Degree Programs**

Dual Degree	Course/Credits	Prerequisites
MSW/MPA** Social Work/ Public Administration	SOWK 8400, Practicum I 3 Credits	Prerequisites for Social Work portion of Practicum: <ul style="list-style-type: none"> • SOWK 8190 Research & Computer Applications (prior to) • SOWK 8220 Clinical Social Work with Individuals (prior to) • SOWK 8510 Personnel Administration & Supervision (prior to) • One of the Following Courses: SOWK 8250, 8540, 8560 (prior or concurrent) Permission of the Practicum Office
MSW/MPA Social Work/ Public Administration	SOWK 8410, Practicum II 3 Credits	Prerequisites for Public Administration portion of Practicum: <ul style="list-style-type: none"> • SOWK 8400 Advanced Practicum I (prior or concurrent) • PA 8100 Advanced Management & Leadership for Public & Nonprofit Professionals (prior to) • PA 8050 Intro to Public Administration (prior to) PA 8090 Organizational Theory & Behavior (prior to)
MSW/MPH*** Social Work/ Public Health	SOWK 8400, Practicum I 3 Credits	<ul style="list-style-type: none"> • SOWK 8190 Research & Computer Applications (prior to) • SOWK 8290 SW Practice in Health/Mental Health (prior to) • CPH 500, CPH 504, CPH 506 (prior to) • Two of the Following Course Options: SOWK 8510 or CPH 539; SOWK 8540; SOWK 8650 or CPH 566 (prior to) • SOWK 8940 or CPH 565 (prior or concurrent) Permission of the Practicum Office

Dual Degree	Course/Credits	Prerequisites
MSW/MPH Social Work/ Public Health	SOWK 8410, Practicum II 3 Credits	Practicum hours completed toward SOWK 8410 will not be counted until the student's Supervisory Committee approves the capstone project proposal <ul style="list-style-type: none"> • SOWK 8400 Advanced Practicum I (prior or concurrent) • One of the Remaining Course Options: SOWK 8510 or CPH 539; SOWK 8540; SOWK 8650 or CPH 566 (prior or concurrent) • One of the Remaining Courses: SOWK 8940 or CPH 565 (prior or concurrent) • CPH 580 (prior or concurrent)
MSW/MCRCJ**** Social Work/ Criminal Justice	SOWK 8400, Practicum I 3 Credits	<ul style="list-style-type: none"> • SOWK 8190 Research & Computer Applications (prior to) • SOWK 8220 Clinical Social Work with Individuals (prior to) • One of the Following Courses: SOWK 8250 or 8230 (prior or concurrent) • One of the Following Courses: SOWK 8510, 8540, 8560 (prior or concurrent) • CRCJ 8010 or CRCJ 8020 (prior or concurrent) • Permission of the Practicum Office
MSW/MCRCJ Social Work/ Criminal Justice	SOWK 8410, Practicum II 3 Credits	<ul style="list-style-type: none"> • SOWK 8400, Advanced Practicum I (prior or concurrent) • One of the Remaining Courses: SOWK 8230 or 8250 (prior or concurrent) • One of the Remaining Courses: SOWK 8510, 8540 or 8560 (prior or concurrent)

*Graduate students in the advanced level have one option to increase time and credits spent in Practicum. The one option is to take Advanced SW Practicum III (SOWK 8420) for one to three credit hours (one credit hour is 85 hours), which must be used as a general elective in the Student's Plan of Study. The amount of time required in practicum for three credit hours is 256 hours. This course can be taken at the same Practicum site in which the Advanced SW Practicum I and II courses are located or in a different agency or setting. Students wishing to consider the above options need to consult with their academic advisor in order to incorporate the extra practicum credit into their MSW academic plan. The maximum number of credits that can be taken in advanced level practicum is nine credits.

**The MSW/MPA Dual Degree Program is a unique program consisting of 57 credit hours. Practicum consists of 512 hours which may or may not be in the same agency. Two hundred fifty-six (256) hours are required in an advanced level Social Work (direct service) setting, and 256 hours are required in a Public Administrative (indirect service) setting. If a student wants to seek Nebraska licensure, extra direct service hours may be taken and the optional SOWK 8420 utilized, if necessary. Either the Social Work or Public Administration portion of practicum may be completed first, but practicum must be taken concurrently (part time) over two consecutive semesters or in block (full time) during one semester. Before the Public Administration portion (indirect service) of practicum is taken, the core Public Administrative courses (PA 8100, 8050, 8090) must be completed.

***MSW/MPH Dual Degree Program is a unique program consisting of 57 credit hours. Students enrolled in the MSW/MPH Practicum will complete 512 hours of Practicum which may or may not be at the same agency. Two hundred fifty-six (256) hours are required in an advanced level Social Work setting, and 256 hours are required in a Public Health setting. If a student wants to seek Nebraska licensure, extra direct service hours may be taken and the optional SOWK 8420 utilized, if necessary. Either the Social Work or Public Health portion of practicum may be completed first, but practicum must be taken concurrently (part time) over two consecutive semesters or in

block (full time) during one semester. Before the Public Health portion of practicum is taken, students must have the required courses and Supervisory Committee approval of their capstone project. The capstone project must meet the requirements of the MPH program and must be completed by the end of the second practicum (SOWK 8410).

****MSW/MCRCJ Dual Degree Program is a unique program consisting of 57 credit hours. Practicum consists of 512 hours which may or may not be at the same agency. Two hundred fifty-six (256) hours are required in an advanced level Social Work setting. If the student has completed a MSW Foundation Practicum in a Criminal Justice related setting, then the other 256 hours may or may not be in a Criminal Justice setting. If the student has not previously completed their MSW Foundation Practicum in a Criminal Justice related setting, then the other 256 hours are required in a Criminal Justice setting. If a student wants to seek Nebraska licensure, extra direct service hours may be taken and the optional SOWK 8420 utilized, if necessary. Either the Social Work or Criminal Justice portion of practicum may be completed first, but practicum must be taken concurrently (part time) over two consecutive semesters or in block (full time) during one semester.

B. MSW Advanced Standing, MSW Advanced and Dual Degree Programs

MSW Advanced Standing students complete the majority of their core courses prior to enrolling in their advanced practicum. The core courses prepare students in areas of direct service with individuals and groups, and/or health/mental health practice as well as indirect services with health/mental health policy, research, and social work planning and/or leadership. The Dual Degree Programs are apart from the MSW Advanced Standing Program as there are separate core course requirements for each Dual Degree program. If students are interested in specializing in one of these Dual Degree programs, they need to consult with their academic advisor. Specific requirements for each concentration are also listed on the School's website: www.unomaha.edu/socialwork.

**1. MSW Advanced Standing Clinical Social Work Practice Concentration
(for students admitted prior to fall 2018)**

The Clinical Social Work Practice Concentration prepares students to provide direct health and mental health services to individuals and families across the lifespan. This concentration is also designed to prepare students to use standardized assessment and diagnostic tools, to identify health and mental health issues, to design appropriate treatment plans, and to take the clinical licensing exam required in Nebraska.

**2. MSW Advanced Standing Advanced Generalist Social Work Practice Concentration
(for students admitted prior to fall 2018)**

The Advanced Generalist Social Work Practice Concentration refers to a combination of clinical and administrative/policy/advocacy knowledge, values, and skills. This concentration is recommended for students who intend to practice in rural and underserved areas, where there is a need for social workers with both clinical and administrative skills. It is required for students who select the dual MSW/MPA degree, because the combined course requirements prepare students for administrative positions regardless of whether or not they plan to practice in rural and underserved areas. Finally, it is recommended for students who are interested in combining clinical and administrative practice. As a result, the Advanced Generalist Social Work Practice program objectives are intentionally more related to larger systems levels while the Clinical Social Work Practice program objectives are more related to individuals, families, and small groups.

**3. MSW Advanced Program
(for students admitted fall 2018 or after)**

The Advanced Standing Program refers to a set of knowledge, values and skills which prepare students to provide direct health and mental health services to individuals and families across the lifespan. This program is designed to prepare students to use standardized assessment and diagnostic tools, to identify health and mental health issues, and to create appropriate treatment plans. This

program is also designed to prepare students to practice administrative social work in terms of planning, research and leadership. Students graduating from the MSW Advanced Program will be prepared to take the clinical licensing exam required in Nebraska.

4. Dual Degree Practica

a. MSW/MPA Dual Degree: Social Work and Public Administration Practicum draws on the concept of an advanced generalist practice that requires advanced level skills in both direct and indirect methods applicable to a variety of human service or public agencies, urban and non-urban settings. The specific objectives build on the knowledge and skills of the liberal arts perspective, the social work foundation, and the content of the public administration course work. Practica hours will be divided evenly between direct practice and indirect practice, i.e. 256 hours Social Work Practicum and 256 hours Public Administration Practicum. Licensure in the State of Nebraska requires 300 Direct Service hours so adjustment by adding SOWK 8420 can be made to meet the educational requirements of the student.

b. MSW/MPH Dual Degree: Social Work and Public Health Practicum draws on the concept of an advanced generalist practice that requires advanced level skills in both direct and indirect methods applicable to a variety of human service and public health agencies, urban and non-urban settings. This program prepares students to provide the range of advanced social work services and assume leadership in the public health sector to promote and protect physical and mental health. The focus is on population-based services, prevention, collaboration, strategies and policies grounded in basic science. For Practicum, students following this dual degree program will complete one semester of MSW Advanced Practicum (256 hours) and one semester MSW Public Health Practicum (256 hours). Licensure in the State of Nebraska requires 300 Direct Service hours so adjustment by adding SOWK 8420 can be made to meet the educational requirements of the student.

c. MSW/MCRCJ Dual Degree: Social Work and Criminology/Criminal Justice Practicum draws on the concept of an advanced generalist practice that requires advanced level skills in both direct and indirect methods applicable to a variety of human service and criminal justice venues, urban and non-urban settings. This program prepares students to provide the range of advanced social work services within the criminal justice sector, promoting collaboration between the Social Work and Criminal Justice System in order to better serve the client/inmate. The focus is on mental health and substance abuse assessment, treatment and prevention, in addition to re-entry services including employment, housing, and follow up services. This program will also expose students to macro issues related to the criminal justice system including: public safety, programing for inmates, and the judicial system. For Practicum, students following this dual degree program will complete one semester of MSW Advanced Practicum (256 hours) and one semester MSW Criminology/Criminal Justice (256 hours). Licensure in the State of Nebraska requires 300 Direct Service hours so adjustment by adding SOWK 8420 can be made to meet the educational requirements of the student.

C. Procedure for Practicum Placement of Students

1. General considerations:

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

PLEASE NOTE:

The UNO Grace Abbott School of Social Work's relationship with its community partners is paramount to the success of the Practicum Program. Therefore, students who have interviewed and accepted a practicum with an agency, and who have turned in a completed, signed Practicum Agreement Form to the Practicum Office, must honor that commitment to the agency. The Practicum Agreement Form is a contract, not just between the student and the agency, but also between The Grace Abbott School of Social Work and the agency. Implicit in this contract is an expectation that all three parties [the School, the student and the agency] will keep the signed agreement. Exceptions to this policy may exist when keeping the commitment would present a hardship on the student, (i.e. death in the family, medical and mental health issues).

Dropping Practicum is the same as dropping any other Social Work course, therefore if a situation arises that prohibits you from fulfilling your commitment:

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

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

- b. Final approval of the practicum placement is an educational decision and must be retained by the Practicum Office. In order to ensure an in-depth experience and development of competencies as well as a better chance for supervisors to assess students' learning needs, both courses at each level of practicum (total 512 hours) are to be completed at the same agency, (unless the student is in one of the Dual Degree Programs). Additional factors affecting choice of practicum may include:
- (1) The educational level of the students: Senior undergraduates and foundation level graduate students require a placement that will provide experiences appropriate to generalist practice (see Section V, B. Generalist Level Practica). Advanced Level students require a setting demanding a higher level of skill, knowledge, competencies, and educational experience (see Section V, C. Advanced Graduate Level Practica).
 - (2) The type of services the agency provides: Some agencies specialize in clinical services appropriate for students interested in direct/clinical practice, while other agencies provide advanced generalist experiences such as planning and coordination, administration, research, and social and political action/advocacy. Many agencies provide experiences in both.
 - (3) The quality of supervision an agency can offer: The School will only place students with agencies able to provide a weekly, one-hour supervisory session with a MSW supervisor (for undergraduate students) and CMSW/ LMHP supervisor (for graduate students). In some circumstances, supervision may be provided by a professional social worker that is a consultant and not a regular staff member of the agency.
 - (4) Practica time frames: Students deciding to do a block (full time) placement may find some agencies cannot accommodate them because of the type of services provided. For instance, agencies providing ongoing counseling services usually do not take block placements. Other agencies, such as hospitals, will prefer block placements to the concurrent (part time) model of placement.
 - (5) Geographic location preferred by the students: Students living outside the Greater Omaha Metropolitan Area may secure placements in agencies in their own communities if agencies meeting the School's criteria are available.

- (6) Agency of BSSW or MSW Foundation practicum: Students are not permitted to complete their Advanced Level MSW practicum at the same agency as their generalist level practicum, (i.e. BSSW or MSW Foundation). Practicum is a unique educational experience and students are encouraged to diversify their learning/resume and exposure to supervision styles.
- (7) Specific requirements regarding the Learning Contract Practicum Tasks and Competencies are reviewed during Practicum Orientation and are included in the student's Practicum Planning Packet (requirements can be viewed on the School's website under Practicum forms: www.unomaha.edu/socialwork and in the Practicum Manual under section V).
2. The Practicum Process:
- a. Practicum Orientation: All students taking practicum are required to attend an orientation offered during the semester before starting practicum. The orientation will include an introduction to the Practicum Manual, review of the Practicum Planning Packet, instructions on how to develop a Learning Contract and other information necessary for a successful practicum.
 - b. The Practicum Fair is sponsored by the Grace Abbott School of Social Work each Fall and Spring semester. Students expecting to take practicum are required to attend the Practicum Fair. The Fair provides an opportunity where both students and agency representatives have a chance to meet, talk and learn what each can offer the other. Date, time and location information is available at the School. Students living outside of the Omaha area who are not on campus the day of the Practicum Fair, may complete an Agency Exploration assignment in lieu of attending the fair.

Please note: Practicum placements are not made at the Practicum Fair. Specific information regarding approved practicum agencies is available through the Grace Abbott Schools of Social Work website. Students are encouraged to review the list of practicum agencies on the website prior to attending the Practicum Fair.
 - c. Practicum Advisement is held during the semester before starting practicum. Students individually meet with Practicum staff to discuss Practicum options. During Practicum Advisement discussion of the student's resume and preparedness for Practicum are taken into consideration before sending out letters of inquiry to agencies. A maximum of two letters of inquiry will be sent out to agencies at any given time. If a student is pursuing a Special Request no letters of inquiry will be sent out.

Please note: Agency personnel often communicate with the Practicum Office regarding placement openings, potential students and the student's professional behavior and academic readiness. The Practicum Office works hard to maintain positive relations with our community partners in order to have a variety of placement options available for practicum students. If the Practicum Office or the GASSW receives more than two complaints of unprofessional interviewing skills or unprofessional behavior regarding a student during any part of the practicum process (including the Practicum Fair), the Practicum Office will discontinue the search for a practicum placement. A Level Review will take place. Based on the students past performance and level review history, the Practicum Office will determine the type of review, or the student may be recommended for termination from the GASSW program.
3. Special Request Practica:
- All special requests are made to the Practicum Office and are acted on by the Practicum Committee. The Practicum Committee meets monthly during the Fall and Spring semesters and must approve all special requests (e.g. practicum in place of employment and practicum out-of-region).

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

If a student has a special practicum request of any kind or a request for approval of a practicum in place of employment, the following information listed below must be provided. The request forms are located at the Practicum Office and on the Grace Abbott School of Social Work website. The packet of required information must be submitted to the Practicum Office no later than one week prior to the Practicum Committee Meeting during the semester prior to the student's practicum start date. Students who would like to complete their Practicum out-of-region are encouraged to begin the Practicum process one year prior to their Practicum start date. See the School's website under Practicum forms: www.unomaha.edu/socialwork

a. Special request process:

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

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

- 1) The specific reason for the special request
- 2) A statement of long range professional and practice goals specifying how they relate to the proposed practicum
- 3) A description of former social work employment, volunteer experiences and practica. (A current resume will suffice)
- 4) Proof that the agency of employment meets the general guidelines for the Grace Abbott School of Social Work found in the Practicum Manual. Identify if the agency is an agency the Practicum Office has worked with in the past or a new agency. If agency is new, the Agency Profile must be completed and on file with the Practicum Office
- 5) A current job description with specifics of actual assignments and role of student. If the student has been employed nine (9) months or less and their current responsibilities meet the requirements of the School, no change in responsibilities is needed. However, if the student has been employed for more than nine (9) months, practicum assignments must be different from current responsibilities. Therefore both the current and proposed job descriptions are needed
- 6) If the student has been employed longer than nine (9) months, then there must be different supervision from the current position. The Educational and Task Supervisor(s) must have completed the Application to be a Practicum Instructor and gone through the Practicum Instructor Training
- 7) A completed Practicum Learning Contract that contains a clear, succinct statement that shows how the proposed practicum meets the School's requirements for specific practicum levels. (See Practicum Manual, Section V)
- 8) A completed Practicum Agreement Form

c. Special request for practicum out-of-region: The following items must be met in order to apply for a practicum out of the region

- 1) The specific reason for the special request
- 2) A description of former social work employment, volunteer experiences and practica. (A current resume will suffice)
- 3) A statement of long range professional and practice goals specifying how they relate to the proposed practicum
- 4) Proof that the agency meets the general guidelines for the Grace Abbott School of Social Work found in the Practicum Manual
- 5) A completed Practicum Learning Contract that contains a clear, succinct statement that shows how the proposed practicum meets the School's requirements for specific practicum levels. (See Practicum Manual, Section V)
- 6) A completed Practicum Agreement Form

Additional Requirements for Practicum Out-of-Region Include:

- 1) The student is responsible for locating an agency, possibly through an accredited School in the proposed area and bringing this to the attention of the Practicum Office. If requested, the Practicum Office may assist the student by giving the locations of accredited Schools.
- 2) There must be a Faculty Practicum Liaison willing to make liaison visits to the student or there must be an available form of communication with a Faculty Practicum Liaison via skype or other face to face technological venue through which visits can be held.
- 3) The student is responsible to obtain the names, titles, addresses, phone numbers and e-mails of appropriate contacts of professional social workers willing to take a practicum student
- 4) The student must show that he/she is able to finance a practicum out of the region with all of the accompaniments, (transportation, housing, food, etc.)
- 5) The student is responsible to keep in contact with the Practicum Office by journaling weekly and e-mailing his/her journals to the Practicum Office
- 6) The student must follow any additional University requirements for completing practicum outside the United States

The Practicum Office will make phone contact with the agency and local School of Social Work to ascertain that requirements can be met and affirm their willingness to provide a practicum and supervision for the student. If problems occur, the Practicum Office will consult with the local Faculty Liaison to resolve the situation and, if necessary, before making a decision concerning the continuation of the practicum.

4. Placement changes:

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

Although students are expected to complete both practicum courses in the same agency, if students and/or agencies present sound reasons to the Practicum Office, a change of placement may occur at the completion of the first course.

Students and/or agencies may request a change of practicum placement. However, careful consideration should be made before requesting such a move. Students requesting a change in their Practicum Agency assignment need to consult with their Faculty Liaison and the Practicum Office. The Practicum Office will consider all factors and make the final decision. Time spent in the first practicum may or may not be transferred into the next placement. Consultation with the Practicum Committee may be sought in these situations, and the following criteria will be taken into consideration:

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

D. Practicum Seminar/Lab

Students enrolled in their first semester of practicum (i.e. BSSW seniors, SOWK 4410 or MSW Foundation students, SOWK 8160) are required to attend a series of seven, two-hour seminars. The seminars are counted as 14 indirect hours toward the required 256 hours of the practicum course. The seminars are led by a member of the faculty or faculty liaison and give students a chance to share and analyze practicum experiences; to discuss issues and ethical dilemmas confronted in practice, as well as issues related to supervision, safety and boundaries. Students are notified in writing, typically via e-mail, of the date, time, and location where the seminars are held at the beginning of each semester, including the summer sessions. Students' practicum should begin at least two weeks prior to the start of Practicum Seminar to allow enough time at the agency to complete seminar assignments.

Students living outside the Omaha/Council Bluffs area may be permitted to complete Practicum Seminar/Lab online if offered. Permission of the Practicum office and a permit from the student's Academic Advisor must be given prior to the student enrolling in an online section of Practicum Seminar.

E. Practicum Time Frames: Concurrent (Part time) and Block (Full time)

Essentially there are two ways of completing Practicum. One is the concurrent model (part time) in which students enroll in one practicum course during a semester and spend 16-20 hours per week in the practicum setting. This is followed by a second practicum (16-20 hours per week) the next semester in the same agency. Students who opt for completing Practicum as a block model (full time) will complete two practicum courses in one semester, spending 32-40 hours per week in the same agency.

While students have the choice of a block or concurrent practica, one model may work best for a particular agency. For instance, many hospitals or short-term, crisis-type agencies prefer the block format, while most agencies specializing in counseling and other clinical-type services will take only students who will be in the agency over an eight or nine month period (i.e. concurrent format). Some agencies will take students utilizing either model. The Practicum Office can help students in making this decision. In emergencies, adaptations of these two models are possible, but it is not recommended that less than sixteen hours a week be spent in practicum unless unusual circumstances exist.

Practicum is offered year round. Students may enroll for practicum courses in the Fall, Spring and/or Summer sessions. To complete a block (full time) practicum in the summer, it is necessary for students to begin practicum as close to May 1st as possible, to meet the required 512 hours by mid-August.

F. Practicum Days

Each of the 5 credit undergraduate courses (SOWK 4410 & 4420) and the 3 credit graduate courses (SOWK 8160, 8170, 8400, 8410) require a minimum of 256 hours per course. Thus, a BSSW student will have 512 hours of Practicum upon completion of the program. Two-year graduate students (MSW

Foundation Level Students) will have completed a minimum of 1,024 hours upon earning a MSW degree, [i.e. 512 hours for MSW Foundation Practicum and 512 hours for MSW Advanced Practicum]. All Advanced Level students will have completed undergraduate social work practica equivalent to the first year of the two-year MSW program before entering the Advanced Level program. Social Work 8420 is an optional practicum course at the MSW advanced level and may be taken for 1-3 credits where 1 credit equals 85 hours in practicum, 2 credits equals 170 hours in practicum and 3 credits equals 256 hours in practicum.

Nine credits of advanced level practica are the maximum amounts allowed within the present curriculum requirements.

A "Practicum day" is defined similar to an "agency administrative working day." Students may work partial days as long as their schedule is approved by their Practicum Instructor and the Practicum Office. Students are encouraged to be at their practicum site/agency for increments of no less than four (4) hours per day. Additionally, students are required to work at least half of their practicum hours during the hours of Monday – Friday 8am-5pm/9am-6pm. When an agency's work day extends to evenings and weekends, and the student would like to take advantage of those hours, the following must occur:

- a. Students must spend time at the agency during the day to experience the normal functioning of the agency and be available for any staff or treatment team meetings held during the day.
- b. Students must continue to have the one hour per week supervision from a qualified Educational Supervisor.
- c. An agency designated supervisor must be present at all times during practicum hours on evenings and weekends.
- d. Students are not to be on call 24 hours and carry beepers or agency cell phones after their scheduled practicum hours.
- e. Students must have a meaningful role in the agency.
- f. Student's weekly practicum schedule must be completed on the Learning Contract and approved by the Practicum Office.
- g. Students are to keep the Practicum Office aware of any schedule changes.
- h. Students must complete their practicum hours at the practicum agency. Exceptions include attending a workshop or a training for the agency, or visiting other agencies for the purpose of networking, and home visits done with co-workers. Practicum Instructors and students must submit in writing and clear with the Practicum office if there are other assignments taking place outside the agency or practicum site.

G. Absences from Practicum

Continuity of service to clients is always considered if it is necessary to be absent from practicum. Absences caused by illness or for other reasons except educational workshops or conferences are not counted toward required time and have to be made up. No vacations may be taken while in Practicum unless approved by the Practicum Instructor(s) and Practicum office. Other necessary time off must be pre-approved by the agency and the Practicum office. If a student is hospitalized for any reason, including medical/mental health concerns, documentation must be obtained from an appropriate medical professional before returning to Practicum.

Professional conferences or workshops may count toward practicum time, if approved by the Practicum Instructor, but may be limited, if time spent away from the agency is excessive. Students are expected to discuss their time away from the agency to attend Practicum Seminar/Lab. The Practicum Seminar/Lab is required of all undergraduate students and foundation level MSW students is counted as fourteen hours toward completion of the beginning semester of practicum hours, (i.e. SOWK 4410 and SOWK 8160).

H. Accountability of Time

Students and Practicum Instructors share responsibility for keeping track of time spent in practicum. Agencies should not expect students to extend their time beyond the 512 hours, unless there is a need for students to bring some part of their practicum up to standards (in which case there needs to be a written agreement), or the student requests the additional time. This should be discussed with the Faculty Liaison and approved by the Practicum office. Students must keep a Record of Practicum Hours which tracks their time spent in practicum, (see section J. Record Requirements).

I. Record Requirements

Students are responsible to the UNO Grace Abbott School of Social Work and the agency for a current record of their practicum activities, and therefore are required to complete a Record of Practicum Hours worksheet. This record of student activity should be made available to the Faculty Liaison enabling student activity and progress to be evaluated. Practicum Instructors are encouraged to review this record periodically throughout the student's practicum. The worksheet is provided to the student by the Practicum office or is available on the website. Categories listed on the worksheet include documentation of direct and indirect hours as well as weekly one hour supervisory sessions. The Record of Practicum Hours is submitted at the end of the student's 512 hours. See the School's website under Practicum forms: www.unomaha.edu/socialwork.

The handling of all agency clinical records is on a confidential basis and students must comply with the agency's practice. The agency supervisor must clear any agency-related identifiable information used in class if applicable. Individual client identity must be avoided in all cases.

Students are also responsible for the prompt, accurate preparation of statistical reports required by the agency. Student recordings must be kept up-to-date and available to the Practicum Instructor.

J. Direct vs. Indirect Hours

Approximately one third (171 hours) of the practicum assignments should be in direct services to clients; one third (171 hours) should be in indirect services; and the remaining one third may be flexibly assigned to include additional direct or indirect services or a combination of both. Direct hours include time spent with the client either face-to-face or via phone, time spent with family members of client if there is a release of information, and time spent advocating for clients to other professionals. Indirect hours include readings, documentation, attending administrative meetings, strategic planning and program development. Completion of practicum activities from home including readings, research or other practicum related activities does not count toward practicum hours. For a complete listing of what constitutes Direct and Indirect Hours in practicum, please refer to your handout on direct hours in the Practicum Planning Packet or contact the Practicum office.

K. Evaluation of Practicum by Students

At the completion of each practicum placement, students will complete a Student Evaluation of the Practicum Placement Experience. This evaluation allows for the student to rate and comment on the practicum agency, the practicum instruction, and the practicum assignments. This evaluation will be emailed to students near the end of their 512 hours in practicum and must be completed in order for the student's final grade to be posted. Students are encouraged to provide feedback to the Practicum Instructor(s) and the agency regarding their practicum experience, as this may prove to be valuable information for Practicum Instructor(s) to have in supervising future students. The Practicum office will keep this information on file at the School to be used as feedback to the agencies as necessary.

L. Faculty Liaison Evaluation

At the end of the student's practicum, both the student and the Practicum Instructor(s) should complete an evaluation of the Faculty Liaison. Students and Practicum Instructor(s) will be emailed the evaluation near the end of the student's practicum. Students and Practicum Instructor(s) who may have been assigned two Faculty Liaisons over a concurrent practicum will have an opportunity to complete an evaluation on both Faculty Liaisons. The evaluation must be completed by the student in order for the student's final grade to be posted. The Practicum office will keep this information on file at the School to be used as feedback to Faculty Liaisons as necessary.

V. THE LEARNING CONTRACT & ASSIGNMENTS FOR STUDENTS IN PRACTICUM

A. The Learning Contract

The Learning Contract is probably the most important single document for the student in practicum. We refer to the Learning Contract as the "Road Map" in the student's practicum because it outlines the activities a student intends to do while completing their 512 hours in practicum. It also informs the Practicum office what activities the student will be doing in practicum, provides accountability so all parties are aware what the student will be doing in practicum and thereby minimizes any possibility of misunderstandings. In addition, the completed Learning Contract enables the student to plan their time at the agency accordingly.

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

Students known to plagiarize any or all parts of the Learning Contract and turn in the document as their own, regardless if the Learning Contract was given to the student by the Supervisor, will receive a Level Review meeting. If a supervisor offers a student a previously completed Learning Contract, the student is expected to explain to the supervisor this is considered plagiarism and therefore unacceptable to the Practicum office. Students must complete their own work in practicum.

B. BSSW and MSW Foundation: Generalist Level Practica

1. Rationale and educational framework:

The foundation or generalist level practicum courses are a required part of the undergraduate BSSW program and the first year of the two-year MSW program. The two sets of practicum courses, SOWK 4410 & 4420 for undergraduates and SOWK 8160 & 8170 for foundation graduate students, are essentially equivalent in purpose and content. The goal of the generalist level in both programs is to produce social work practitioners who can perform at the beginning level of professional practice and to provide a basis upon which students can later build more specialized knowledge and skills. The core Social Work courses at the undergraduate level and those in the foundation level graduate program can be reviewed on the School's website: www.unomaha.edu/socialwork

Course Objectives and Content:

Course objectives are linked to BSSW and MSW Foundation Program Objectives and are evaluated by measuring the student's accomplishments of the assignments. The generalist level courses are designed to give students a broad understanding of the common base of social work practice. This includes a study of human systems, policy development and implementation, and basic processes that are part of each change effort regardless of setting or the relational system in which the social worker is intervening. An important aspect of the courses is education in the values and professional ethics that underlie and guide social work practice.

2. Expectations:

The generalist level practicum courses should provide opportunities for direct and indirect practice experiences that involve different types and sizes of human systems. Students are expected to complete assignments in each of the following Social Work Categories: (1) Agency/Systems Framework, (2) Communication, (3) Assessment, (4) Intervention, (5) Research & Evaluation, (6) Professional Conduct, Values, & Ethics, and (7) Performance as Learner. Additional assignments may also be included however assignments must include experiences in both direct practice and indirect practice. (See Section K, Direct vs. Indirect Hours).

3. Assignment Guidelines for Generalist Practica:

- a. Tasks and activities should be utilized for their educational value, including those at the participant-observer level. It is possible that students will assume major responsibilities for some service delivery while remaining at the participant-observer level of other opportunities. Assuming major responsibility implies the task performance can be evaluated. The student should have the opportunity to complete tasks and activities in the following objectives throughout the required 512 hours in their generalist practicum:

Goal 1: Agency/Systems Framework for Generalist Practice

1. Understand and follow agency orientation materials and relevant sections of the agency's policy and procedure manual.
2. Attend and participate in agency staff meetings
3. Identify, engage in, and document indirect services on behalf of clients (brokering, advocacy, systems change, planning, etc.).
4. Analyze policies, procedures, and social justice issues that affect populations served by the agency.
5. Network with/contact other agencies and professionals.

Goal 2: Communication Skills

6. Practice communication with clients.
7. Practice oral communication with co-workers, supervisor, and other professionals.
8. Practice written communication with co-workers, supervisors, and other professionals.
9. Maintain client records/files in accordance with agency standards.
10. Use empathy and nonjudgmental interviewing skills to assess social functioning and social support.

Goal 3: Assessment Skills

11. Conduct initial intake/screening/assessment interviews with clients.
12. Utilize the results of a multidimensional assessment to match client's needs to agency services.
13. Adapt interviewing methods to assess client's pertinent areas of diversity (cultural, ethnic, racial, class, religion, age, gender, sexual orientation, disability, lifestyle).
14. Be aware of standardized assessment and diagnostic tools that are appropriate for the client population.
15. Develop clear, timely, and appropriate service or care plans with measurable objectives.

Goal 4: Intervention Skills

16. Implement case management services with clients.
17. Provide direct services to individuals, or families, and groups/maintain caseload.
18. Provide direct services to groups with a treatment, educational or developmental purpose.
19. Work with diverse clients (cultural, ethnic, racial, class, religion, age, gender, sexual orientation, disability, lifestyle).

20. Advocate on behalf of clients with agencies and other professionals to help clients obtain quality services.

Goal 5: Research & Evaluation Skills

21. Participate in agency research/program evaluation project(s).
22. Evaluate the effectiveness of practice and programs in achieving intended outcomes for the clients.
23. Identify and read professional literature pertinent to client and services, and apply to practicum experience.
24. Read and understand agency statistics and reports on clients served, services provided, and/or outcomes.
25. Identify, examine, and/or evaluate measurement tools utilized by the agency.

Goal 6: Professional Conduct, Values, Ethics

26. Examine and apply the NASW Code of Ethics to the practicum setting.
27. Handle stress effectively by using supportive appropriate self-care and developing supportive relationships with colleagues, peers, and others.
28. Discuss with supervisor personal issues/obstacles that impact the student's agency performance.
29. Exhibit knowledge of how one's values, attitudes, beliefs, emotions and past experiences affect thinking, behavior, and relationships.
30. Show willingness to receive and accept feedback and supervision in a positive manner, as well as use such feedback to enhance professional judgment.

Goal 7: Performance as Learner

31. Read and discuss with the supervisor relevant articles, journals, or books that apply to the practicum setting.
32. Discuss all cases with supervisor/participate in supervisory sessions.
33. Discuss theories of human behavior and integration of classroom course content to practicum experiences with supervisor.
34. Discuss theories of intervention with supervisor.
35. Exhibit sufficient knowledge of social work and clarity of thinking to process information and apply it to appropriate situations in the practicum setting.

- b. Students in Practicum I (SOWK 4410 & 8160) must attend Practicum Seminar/Lab course (See section IV, E. Practicum Seminar/Lab).

C. MSW Advanced (Standing): Advanced Graduate Level Practica

1. Rationale and Educational Framework:

Advanced level practica are SOWK 8400, 8410 and 8420. The goal of the advanced practica is to provide individualized professional experience in advanced direct and indirect social work practice. SOWK 8410 builds upon opportunities provided and competence achieved in SOWK 8400. SOWK 8420 is optional and provides a third advanced practice opportunity for those students who would like to refine or obtain additional direct or indirect practice skills.

Core Social Work classes are required at the Advanced Standing graduate level. Students should consult with their academic advisor to identify a plan of study, including prerequisites and timing of enrolling in the practicum courses. Additionally, students may elect to pursue one of our Dual Degree Programs including MSW/MPA, MSW/MPH, or MSW/MCRCJ. The required courses for the Advanced Standing Program and our Dual Degree Programs can be reviewed on the School's website: www.unomaha.edu/socialwork

2. Course Objectives and Content:

The Advanced Standing courses are designed to offer students an in depth understanding of social work practice in a mixed setting where clinical experiences are combined with broader macro experiences. This includes a thorough study of therapeutic models, clinical interventions, and DSM diagnostic criteria and a thorough study of diverse topics such as program planning, budgeting, grant writing and supervision. Course objectives are linked to the overall MSW program objectives and are evaluated by measuring the student's accomplishments of the assignments.

3. Expectations:

Students are expected to complete assignments in each of the following Social Work categories: (1) Agency/Systems Framework, (2) Communication, (3) Assessment, (4) Intervention, (5) Research & Evaluation, (6) Professional Conduct, Values, & Ethics, (7) Performance as Learner, (8) Clinical Practice, and (9) Administration/Policy/Advocacy Practice. Additional assignments may also be included, however assignments must include experiences in both direct practice and indirect practice. (See section K, Direct vs. Indirect Hours).

Please note: Students wanting to obtain their Social Work Licensure in the state of Nebraska must complete 300 hours of direct service in practicum under the appropriate supervision. (See Glossary, Nebraska Licensure).

4. Assignment Guidelines for Advanced Standing Practicum:

Students in the Advanced Standing program complete advanced generalist core courses prior to enrolling in practicum. These prerequisite core courses may vary depending on the student's plan of study and area of interest. If the student is in one of our Dual Degree Programs, prerequisite courses are specific to the dual degree program. (See Section IV, A for Credit Hours and Prerequisites).

Tasks and activities should be utilized for their educational value, including those at the participant-observer level. It is possible that students will assume major responsibilities for some service delivery while remaining at the participant-observer level of other opportunities. Students in the Advanced Standing program are expected to observe and shadow Practicum Instructor(s) engaging in clinical work prior to completing clinical type activities on their own. Students at this level are also expected to take the lead on a research and evaluation project which may benefit the agency in some way. Assuming major responsibility implies the task performance can be evaluated.

Because of the complexity of the program, the list of assignments is extensive. The student should have the opportunity to complete tasks and activities in the following objectives throughout the required 512 hours in their Advanced Standing Practicum:

Goal 1: Agency/Systems Framework for Advanced Practice

1. Understand and follow agency orientation materials and relevant sections of the agency's policy and procedure manual.
2. Attend and participate in agency staff meetings
3. Identify, engage in, and document indirect services on behalf of clients (brokering, advocacy, systems change, planning, etc.).
4. Analyze policies, procedures, and social justice issues that affect populations served by the agency.
5. Network with/contact other agencies and professionals.

Goal 2: Communication Skills

6. Practice communication with clients.
7. Practice oral communication with co-workers, supervisor, and other professionals.

8. Practice written communication with co-workers, supervisors, and other professionals.
9. Maintain client records/files in accordance with agency standards.
10. Use empathy and nonjudgmental interviewing skills to assess social functioning and social support.

Goal 3: Assessment Skills

11. Conduct initial intake/screening/assessment interviews with clients.
12. Utilize the results of a multidimensional assessment to match client's needs to agency services.
13. Adapt interviewing methods to assess client's pertinent areas of diversity (cultural, ethnic, racial, class, religion, age, gender, sexual orientation, disability, lifestyle).
14. Be aware of standardized assessment and diagnostic tools that are appropriate for the client population.
15. Develop clear, timely, and appropriate service or care plans with measurable objectives.

Goal 4: Intervention Skills

16. Implement case management services with clients.
17. Provide direct services to individuals, or families, and groups/maintain caseload.
18. Provide direct services to groups with a treatment, educational or developmental purpose.
19. Work with diverse clients (cultural, ethnic, racial, class, religion, age, gender, sexual orientation, disability, lifestyle).
20. Advocate on behalf of clients with agencies and other professionals to help clients obtain quality services.

Goal 5: Research & Evaluation Skills

21. Participate in agency research/program evaluation project(s).
22. Evaluate the effectiveness of practice and programs in achieving intended outcomes for the clients.
23. Identify and read professional literature pertinent to client and services, and apply to practicum experience.
24. Read and understand agency statistics and reports on clients served, services provided, and/or outcomes.
25. Identify, examine, and/or evaluate measurement tools utilized by the agency.

Goal 6: Professional Conduct, Values, Ethics

26. Examine and apply the NASW Code of Ethics to the practicum setting.
27. Handle stress effectively by using supportive appropriate self-care and developing supportive relationships with colleagues, peers, and others.
28. Discuss with supervisor personal issues/obstacles that impact the student's agency performance.
29. Exhibit knowledge of how one's values, attitudes, beliefs, emotions and past experiences affect thinking, behavior, and relationships.
30. Show willingness to receive and accept feedback and supervision in a positive manner, as well as use such feedback to enhance professional judgment.

Goal 7: Performance as Learner

31. Read and discuss with the supervisor relevant articles, journals, or books that apply to the practicum setting.
32. Discuss all cases with supervisor/participate in supervisory sessions.
33. Discuss theories of human behavior and integration of classroom course content to practicum experiences with supervisor.
34. Discuss theories of intervention with supervisor.
35. Exhibit sufficient knowledge of social work and clarity of thinking to process

information and apply it to appropriate situations in the practicum setting.

Goal 8: Clinical Practice

36. Prepare case conceptualization, including theoretical perspective, DSM/ICD diagnosis, and treatment plans.
37. Provide face-to-face brief counseling with direct services as part of crisis intervention to individuals, families, and/or groups.
38. Provide planned short-term and ongoing counseling/therapy to individuals and families.
39. Lead/co-lead therapy or psycho-educational group.
40. Prepare formal written evaluation of practice with at least one (clinical) case, including case assessment, methodology, outcomes, and recommendations.

Goal 9: Administration/Policy/Advocacy Practice

41. Assess agency and/or community needs, programs and policies
42. Formulate proposals, programs and policies that address social problems, human needs and social justice issues.
43. Participate in public relations and fundraising efforts.
44. Develop professional management and supervisory skills, including advocacy and leadership skills.
45. Evaluate the implementation and outcomes of policies and programs.

VI. EVALUATION OF STUDENTS IN PRACTICUM
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A. Grading Responsibilities

The following information about the grading system at the Grace Abbott School of Social Work is applicable to practicum courses. PLEASE NOTE: Academic credit for life experience and previous work experience will not be given, in whole or in part, in lieu of the field practicum or of courses in the professional foundation areas.

In practicum courses, a student must receive a grade of “B” or higher. If a student receives a grade in practicum that is lower than a B, the Practicum office will notify the Program Chair who will then set up a Review to determine the student’s status in the program, up to and including a dismissal from the program (see “Academic Policies and Standards for Social Work Education” on the School’s website: www.unomaha.edu/socialwork).

Grades are due within the first two weeks following the completion of each 256 hours in Practicum. If this is not possible, students must contact the Practicum office as soon as possible. Specific processes for submitting grades are available in the student’s Practicum Planning Packet or on our website, and should be reviewed with the Educational Supervisor prior to submitting the grade. See “Procedures for Submitting Practicum Grade” on the School’s website under Practicum Instructor Materials: www.unomaha.edu/socialwork.

1. The Practicum Instructor should indicate on the Grade Evaluation Tool the suggested grade level of performance at 256 hours and at 512 hours. Grades are: A+, A, A-, B+, B, and F. The level of performance and grading scale can be found on the Practicum Instructor Grade Evaluation Tool. The grade recommendation is generally followed when there have been no problems during the practicum. The Practicum Coordinator makes the final decision regarding the student’s grade.
2. In Progress (IP): Practicum does not use incomplete (I) as a grade. When students have done satisfactory work, but have been unable to complete essential work including the required number of hours in practicum, their work may be indicated as unfinished in the course by use of the grade "IP" (in progress). This is used because practicum is not within the same time limits as the regular

classroom. In-Progress grades may be given any semester as practicum can be taken any semester. An In-progress grade will be given automatically by the Practicum Coordinator for grades not received by the University's grading deadline each semester. If a second semester passes and a regular grade has not been recorded by the Practicum Coordinator, the IP will change into an Incomplete and the School of Social Work's incomplete grade form is to be completed, specifying the conditions that must be met in order to change the Incomplete to a final grade. (Please note that in practica courses, grades are assigned at the completion of 256 and 512 hours in Practicum).

3. Students terminated in practicum will receive a grade of "F" for the course. Students at the undergraduate level who are terminated and/or receive a grade of "F" in Practicum will have a Level III Review. If the student has previously had a Level III Review, a Practicum Advancement Meeting will be held. Students at the graduate level who are terminated and/or receive a grade of "F" in Practicum will have a Level III Review. If the student has previously had a Level III Review, a Practicum Advancement Meeting will be held. Students receiving a grade of "F" who would like to appeal their grade, must follow the Grace Abbott School of Social Work APS guidelines for appealing grades. Graduate students may have the opportunity of appealing through the graduate college for reinstatement only after appealing to the Grace Abbott School of Social Work first as directed by the APS guidelines. (See School's website: www.unomaha.edu/socialwork). Every situation in Practicum is unique and will be evaluated on a case by case basis.
4. Students who have a grievance regarding a practicum grade, must first speak with the Practicum Coordinator. If the meeting does not yield a satisfactory agreement, the student should arrange a meeting with the BSSW or MSW Coordinator (depending on the student program). (Please see "Academic Policies and Standards for Social Work Education" on the School's website: www.unomaha.edu/socialwork).

B. Practicum Evaluations Policy and Procedures

1. General Considerations

The evaluation of Students' Practicum performance is a necessary, continuous process engaged in by both students and the agency Practicum Instructor(s). The informal verbal evaluation takes place in the one hour weekly supervisory conferences as well as in day-to-day contacts between students and supervisors. Three formal evaluations will occur during practicum placement: the first one at the completion of 130 hours, a second evaluation at the completion of 256 hours or the end of Practicum I, and a third evaluation at the completion of 512 total hours in practicum, or the end of Practicum II. The Educational Supervisor will prepare signed, written or electronic evaluations. All evaluations will be based on: (1) the Practicum Learning Contract which has been completed and signed by the student and the Practicum Instructor(s) and reviewed by the Practicum office, (2) recommendation of letter grade by the Educational Supervisor based on the guideline found on the Practicum Instructor Evaluation Tool, (3) the student's performance and participation in Practicum Seminar/Lab if applicable, and (4) input from the Practicum Faculty Liaison. (Practicum tasks and objectives are found in the Practicum Manual, Section V). Reviewing this form early in practicum and at intervals throughout the practicum familiarizes students with the criteria and the process which will be the basis for their semester grade.

2. 130 Hour In Progress Review

The 130 Hour In Progress Review is a non-graded evaluation and a brief review of the student early in placement. The purpose of this progress review is: (1) to assess progress on attaining goals and objectives stated in the Learning Contract, (2) to identify strengths and growth areas of students' knowledge, values, competencies and skills, (3) to determine whether students' performance meets expectations for their educational level and (4) to determine if the student is progressing in their skill development in their practicum placement. If practicum skill performance is not acceptable or there are serious concerns in areas of student performance, the Practicum Instructor(s) must specify, in writing, what the student needs to do to bring their performance up to an acceptable standard. The

Faculty Liaison must be immediately informed of any problem areas. The Liaison and student must be provided a copy of the 130 Hour In Progress Review.

3. **256 and/or 512 hour evaluations**

The grade evaluations at the completion of 256 hours and 512 hours are based on the Learning Contract. It is the School's policy that these written or typed evaluation reports are discussed with and also read by students as part of the supervisory process.

The method and timing of the oral discussion of the evaluation may differ from Educational Supervisor to Educational Supervisor or according to students' needs, but the essential point is that students read the evaluation and have an opportunity to discuss it with the Practicum Instructor(s). The student's signature on the Practicum Evaluation Tool is required as evidence they have read it.

Should students disagree with the Educational Supervisor's evaluation after discussion, the student may present their comments in a written addendum to the Grade Evaluation Tool. Both written evaluation of the student by the Practicum Instructor(s) and the written addendum by the student should be signed by both parties to indicate these statements have been discussed before and read after their final written formulation.

Students should be given copies of evaluation reports, if requested. The original, completed practicum evaluations are to be sent to the Practicum office within two weeks after the completion of each 256 hours in Practicum.

Evaluation of Student's Quality of Work:

The levels of the rating scale describe expectations for a student in training, with the understanding that a student may be at various stages of development of professional behaviors and skills in each area. The following scale will be used to evaluate students in their practicum setting:

Level of Performance	Description of Performance	Letter Grade
9.5 - 10 Outstanding Level	Student's efforts and skills in this competency are excellent	A+
7.5 – 9.4 Exceeds Expectations	Student's efforts and skills in this competency are above expectations	A- = 7.5 – 8.4 A = 8.5 – 9.4
5.5 – 7.4 Meets Expectations	Student's efforts and skills in this competency are satisfactory	B = 5.5 – 6.4 B+ = 6.5 – 7.4
1.0 – 5.4 Below Expectations, Unacceptable	Student makes some/little effort and/or has some/little skills in this competency, improvement is needed	F

IE Insufficient Evidence: This rating may be used if the skill is not specified on the learning contract; if the student has not had the opportunity to perform the skill; or if the Practicum Instructor(s) has not observed sufficient evidence for rating the student's performance of the skill. Since students are to be evaluated on the satisfactory completion of the learning tasks, more than one "IE" in each goal area could affect the student's final grade. This rating also includes tasks that are not applicable to the practicum setting.

C. Rubric for Assessing Professional Development

Professional behavior is paramount to Practicum and goes beyond completing assignments. Development of Social Work professional skills involves critical thinking and demonstration of competencies to include both academic and behavioral indicators. Students should seek assistance to address any personal issues which may interfere with professional and academic performance. The following rubric will be used to assess the student's professional development prior to and throughout Practicum.

*Adapted from University of Vermont

Rubric for Assessing Professional Development

*Revised April 2018

Professional Characteristics	1-2 Unacceptable	3-5 Needs Improvement	6-7 Meets Expectations	8-9 Exceeds Expectations
1. Attendance: Attend classes and meetings.	Missed 15% or more of total class/practicum time.	Missed 10% of total class/practicum time.	Attends all classes/practicum except in rare circumstances.	Attends all classes/practicum days.
2. Punctuality and Engagement: Be punctual and engaged.	Late to class/practicum or left early from class three or more times in any given semester. Rarely engaged in the material and/or profession.	Late to class/practicum or left early no more than twice per semester. Occasionally engaged in the material and/or profession.	On time and present for entire class in all classes/practicum except in rare circumstances. Generally engaged in the material and/or profession.	Always on time and present until class/practicum ends. Always engaged in the material and/or profession.
3. Communication: Manage communications and contacts.	Rarely contacts instructor/practicum supervisor to inform her/him of tardiness to or absence from class and provides no rationale. Rarely demonstrates professionalism when emailing or meeting with instructor/practicum supervisor.	Contacts the instructor/practicum supervisor to inform her/him of tardiness/absence after class/practicum is completed. Occasionally demonstrates professionalism when emailing or meeting with instructor.	Generally contacts the instructor/practicum supervisor prior to class/practicum regarding tardiness or absence except in emergencies and then contacts the instructor/ practicum supervisor immediately thereafter. Generally demonstrates professionalism when emailing or meeting with instructor/ practicum supervisor.	Always contacts instructor/practicum supervisor prior to the beginning of class/practicum regarding anticipated tardiness, illness, etc. Always demonstrates professionalism when emailing or meeting with instructor/practicum supervisor.
4. Respect: Demonstrate respect and support in relationships.	Frequently disrespectful to and non-supportive of classmates, staff, faculty or clients.	Occasionally disrespectful to and non-supportive of classmates, staff, faculty or clients.	Generally respectful and supportive to classmates, staff, faculty and clients.	Always respectful and supportive to classmates, staff, faculty and clients.
5. Self-awareness: Demonstrate impact of actions & communication	Rarely appears aware of the impact of her/his verbal and non-verbal communications and behaviors.	Occasionally aware of the impact of her/his verbal and non-verbal communications and behaviors.	Generally maintains a high level of awareness of the impact of his/her verbal and non-verbal communications and behaviors.	Always maintains a high level of awareness of the impact of his/her verbal and non-verbal communications and behaviors.
6. Classroom interactions: Demonstrate awareness and responsiveness to others.	Classroom interactions rarely reflect respect and appreciation of diverse opinions, experiences, and/or people.	Classroom interactions occasionally reflect respect and appreciation of diverse opinions, experiences, and/or people.	Classroom interactions generally reflect respect and appreciation of diverse opinions, experiences, and/or people.	Classroom interactions always reflect an appreciation of diverse opinions, experiences, and/or people.

<p>7. Collaboration: Demonstrates collegiality and collaborative interactions.</p>	<p>Has not demonstrated skills in working with others, and relationships with classmates have been negatively affected; rarely demonstrates use of social work skills.</p>	<p>Reluctant to collaborate with others and struggles with maintaining positive relationships; occasionally demonstrates use of social work skills.</p>	<p>Generally works well with all team members while relating easily and positively with others; demonstrates use of some social work skills.</p>	<p>Always work well with all team members, while relating easily and positively with others; demonstrates appropriate use of many social work skills.</p>
<p>8. Oral expression: Speaks in a professional manner</p>	<p>Consistently gets feedback from instructors/practicum supervisor that oral expression is unprofessional; rarely attempts to speak up in class/practicum.</p>	<p>Professional oral expression may contain grammatical errors or slang words or may be poorly organized; occasionally speaks up in class/practicum.</p>	<p>Generally articulate and professional in oral expression; makes attempts to express self in class/practicum.</p>	<p>Always articulate and professional in oral expression; expresses self regularly in class/practicum.</p>
<p>9. Written Expression: Written work is professional</p>	<p>Consistently gets feedback that written expression is unacceptable or unprofessional. Paper grades may be reduced significantly because of the writing. Practicum documentation is frequently below standards.</p>	<p>Written work lacks clarity and has some errors. When asked to use APA guidelines, this is done incorrectly.</p>	<p>Generally expresses ideas/concepts clearly with very few errors and uses APA guidelines when required.</p>	<p>Always expresses ideas/concepts clearly with an absence of errors, and uses APA referencing accurately.</p>
<p>10. Initiative: Demonstrates initiative to complete assignments.</p>	<p>Rarely plans and completes work in a timely manner. Rarely gets reading done or leaves enough time to turn in best work. Rarely seeks out opportunities when presented in class/practicum to demonstrate professional social work demeanor.</p>	<p>Occasionally plans and completes work in a timely manner. Occasionally gets reading done or leaves enough time to turn in best work. Occasionally seeks out opportunities when presented in class/practicum to demonstrate professional social work demeanor.</p>	<p>Generally plans and completes work in a timely manner. Generally gets reading done or leaves enough time to turn in best work. Generally seeks out opportunities when presented in class/Practicum to demonstrate professional social work demeanor.</p>	<p>Always plans and completes work in a timely manner. Always gets reading done or leaves enough time to turn in best work. Always seeks out opportunities when presented in class/Practicum to demonstrate professional social work demeanor.</p>
<p>11. Motivation: Demonstrates motivation to improve. Responds to suggestions and feedback.</p>	<p>Has not demonstrated receptiveness to suggestions and feedback from others; makes no effort to adjust performance accordingly.</p>	<p>Occasionally receptive to suggestions and feedback, but doesn't adjust performance accordingly.</p>	<p>Generally receptive to suggestions and feedback and adjusts performance accordingly.</p>	<p>Always receptive to suggestions and feedback and adjusts performance accordingly.</p>
<p>12. Knowledge of NASW Code of Ethics: Know and follow the NASW Code of Ethics.</p>	<p>Unaware of the NASW Code of Ethics. Rarely able to apply NASW Code of Ethics to practicum and/or violates the NASW Code of Ethics while in practicum.</p>	<p>Knowledge of the NASW Code of Ethics is not evident in thinking or behavior.</p>	<p>Knows and respects the NASW Code of Ethics, which is evident in both thinking and behavior.</p>	<p>Consistently reflects knowledge of and respect for the NASW Code of Ethics; demonstrates leadership in discussions of ethical issues.</p>

VII. OTHER ADMINISTRATIVE POLICIES

A. Liability Insurance

The University of Nebraska provides insurance covering all students who are required by their concentrations to provide services to clients. Agencies needing assurance that students are covered can request a copy of the letter from the Practicum office. If students are a member of NASW NE Chapter, liability insurance coverage may also be purchased for those enrolled in practicum for a minimal fee.

B. Discrimination and Sexual Harassment

The University has a policy regarding discrimination and sexual harassment. It applies to all students in practica. A statement of the policy is located on the UNO website:

<http://www.unomaha.edu/student-life/student-safety/index.php>

<http://www.unomaha.edu/student-life/student-conduct-and-community-standards/index.php>

C. Transportation

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

D. Cell Phones and Electronic Communication

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

E. Social Media

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

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

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

Infractions to these policies will be dealt with on a case by case basis, and could result in the student being removed from Practicum or the Social Work Program. In addition appropriate sanctions may be imposed by the School.

1. Cell Phones

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

2. Computer Use

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

3. Facebook, Twitter, etc.

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

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

G. The UNO Code of Conduct will be followed at all times while students are in practicum. Students are expected to maintain the highest standards of ethical conduct pertaining to academic course work, professional practice and research activity. Any breach in ethical conduct shall be subject to disciplinary action, regardless of the student's prior or current academic performance. As stated in the code of conduct: “If a person’s behavior simultaneously violates a University regulation and the civil law, the University may take disciplinary action independent of that taken by civil authorities.” The code of conduct includes information on sanctionable misconduct by individual students or by student organizations. This includes information in the areas of physical and verbal aggressive behavior, discrimination, harassment and intimidation, sexual imposition, alcohol and drug abuse, computer related misconduct, endangerment of individuals or the safety of individuals and gambling. Please see the code of conduct for additional information.

- H. Protocols for Requests for Reasonable Accommodations in Field Placements must be followed when setting up placements for students in practicum. It is the student's responsibility to discuss necessary accommodations with the accessibility office prior to establishing the practicum placement. Students are not required but are encouraged to discuss any special accommodations during practicum advisement in order that the Practicum office may best serve the student's needs. Information on protocols for requests for reasonable accommodations in field placements can be found here:
<https://www.unomaha.edu/student-life/inclusion/disability-services/index.php>
- I. Student Statutory Leave: Students may be called for mandatory community services such as jury duty, testifying, etc. Students should contact the Practicum office within five days of receiving the written notice from the city, state or federal government. The policy on student statutory leave can be found here:
<http://www.unomaha.edu/registrar/students/after-enrollment/civil-leave.php>
- J. Students are expected to comply with University Policy, the NASW Code of Ethics, policies and procedures identified in the Practicum Manual as well as agency policies at all times. A breach of the NASW Code of Ethics by a student while in practicum may result in a level review up to and including termination from practicum and/or the program. The NASW code of ethics can be found here:
www.socialworkers.org/pubs/code.

APPENDICES

Glossary of Terms

Advanced MSW Program: The Advanced MSW Program is for MSW students who are admitted into the UNO Grace Abbott School of Social Work Fall 2018 or after. Students admitted prior to Fall 2018 may discuss with their Academic Advisor which program may best suit their needs. This program allows students flexibility in designing their educational program to address social service delivery system needs for advanced knowledge and skill in both direct and indirect practice. The Advanced MSW Program refers to a combination of clinical and administrative/policy/advocacy knowledge, values, and skills.

Advanced Standing MSW Program: The Advanced Standing MSW Program is for students admitted to the UNO Grace Abbott School of Social Work prior to Fall 2018. This program contains two separate concentrations; the Advanced Generalist Social Work Practice Concentration and the Clinical Social Work Practice Concentration.

- The Advanced Generalist Social Work Practice Concentration allows students flexibility in designing their educational program to address social service delivery system needs for advanced knowledge and skill in both direct and indirect practice. The Advanced Generalist Social Work Practice concentration refers to a combination of clinical and administrative/policy/advocacy knowledge, values, and skills. This concentration is recommended for students who intend to practice in rural and underserved areas, where there is a need for social workers with both clinical and administrative skills. It is required for students who select the MSW/MPA dual degree.
- The Clinical Social Work Practice Concentration prepares students to provide direct clinical practice to individuals and families across the lifespan, and to small groups in a variety of mental health care settings. This concentration is also designed to prepare students to use standardized assessment and diagnostic tools, to design appropriate treatment plans including discharge planning, and to take the clinical licensing exam required in Nebraska.

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

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

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

Concurrent/Part Time Practicum: Students complete 16-20 hours per week over two semesters.

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

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

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

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

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

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

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

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

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

MSW Foundation Student: A student who has a Bachelor's degree in another field, but is returning to school to obtain their Master's degree in Social Work. This student will take core Social Work courses before moving in to the Advanced Master's Program.

Practicum Advancement Meeting: A special meeting involving the Practicum Coordinator, Program Chair, MSW or BSSW Coordinator, MSW or BSSW Academic Advisor, and student when the student has experienced a termination in Practicum.

Practicum Instructor: Equivalent to a Practicum Supervisor, either the Educational or Task Practicum Supervisor.

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

Nebraska Licensure: Students who wish to qualify for Nebraska licensure must have 300 clock hours of tasks supporting direct client services that encompass mental health services under the supervision of a licensed MSW, (e.g. LCSW, LICSW). In order to meet this requirement, students in any one of the advanced concentrations may need to have as much as two thirds of their practicum assignments focused on direct services. If necessary, up to 100 of these hours may be met by direct client services provided during the UNO Social Work graduate foundation level practicum (SOWK 8160 and 8170). The Practicum office makes every effort to hold information seminars regarding Nebraska Social Work Licensing regulations 1-2 times per academic year.