



Social Work

UNIVERSITY OF COLORADO
COLORADO SPRINGS

BSW & MSW Practicum Education Manual

Contact Information:

Primary Contact Information:

swrk@uccs.edu

719.255.4048

800.990.8227 ext 4993

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Mailing Address:

College of Public Service

University of Colorado

Colorado Springs

1420 Austin Bluffs Pkwy

Colorado Springs, CO 80918

KEY PRACTICUM CONTACTS

To call a UCCS phone number toll free, dial 800.990.8227, then ask the switchboard operator to transfer you to the person's extension number (last 4 digits of phone #).

BSW and MSW Practicum Director

Dr. Malikah Marrus, Clinical Associate Professor

mmarrus@uccs.edu

719-255-4107

Table of Contents

1. PRACTICUM INTRODUCTION & WELCOME	6
Practicum Education at UCCS	6
Overview and Importance of Practicum Education	7
Student Learning Plan/Contract	7
Evaluation	8
Practicum Placement Requirements	8
2. THE PRACTICUM PLACEMENT PROCESS	10
Policy for Admission to Practicum Placement	10
Practicum Education Admission Procedures	10
7 Phases of Practicum Placement Process	11
Non-Match Acceptance Policy	11
Non-Match Acceptance Procedures	12
Policy for Out of State and International Practicum Placements	12
Procedures for Out of State and International Practicum Placements	13
Criteria for Out of State and International Practicum Placements	13
3. PRACTICUM STRUCTURE, HOURS AND ELIGIBILITY REQUIREMENTS	14
Practicum Placement Hour Policies	14
<i>BSW Practicum Placement Hour Policy</i>	14
<i>MSW Practicum Placement Hour Policy</i>	14
Structure of Practicum Education Hours	14
Eligibility Criteria for Entrance into BSW Practicum Placement	14
Eligibility Criteria for Entrance into MSW Practicum Placement	15
Additional Requirements to Begin Practicum Placement and Practicum Seminar	15
4. POLICIES AND PROCEDURES RELATED TO THE PRACTICUM PLACEMENT	16
Policy for Selecting Practicum Settings	16
Procedures for Selecting Practicum Settings	16
Criteria for Selecting Practicum Settings	16
Policy for Selecting Practicum Instructors	17
Process for Reinforcing the Social Work Perspective with Students Placed at a Practicum Setting without a Credentialed Practicum Instructor	18
Practicum Instructor Orientation	18

Practicum Instructor Training	19
Policy for Placing MSW Students.....	19
Policy for Placing BSW Students.....	19
Procedures for Placing BSW and Generalist Practice MSW Students	19
Procedures for Placing Specialized Practice MSW Students	20
Criteria for Placing Students	20
Policy for Monitoring Students.....	21
Procedures for Monitoring Students.....	21
Criteria for Monitoring Students	22
Policy for Evaluating Student Learning Congruent with the Social Work Competencies	22
Procedures for Evaluating Student Learning Congruent with the Social Work Competencies	22
Criteria for Evaluating Student Learning Congruent with the Social Work Competencies	23
Policy on Practicum Instructor Supervision.....	23
Policy on Practicum Agency Orientation.....	24
Policy on Sick Time, Vacation Time, and Extended Absence During Practicum Placement	25
Tracking Practicum Education Hours.....	25
In-Person Contact with Clients and Constituents	25
Students in the Military.....	26
Professional Liability Insurance	26
Transporting Clients.....	26
Physical Restraints.....	26
Policy about Practicum Placements in Employment Settings.....	26
Procedures For Practicum Placements in Employment Settings.....	27
Policy for Evaluating Practicum Effectiveness.....	27
Procedures Evaluating Practicum Setting Effectiveness	28
Criteria for Evaluating Practicum Effectiveness.....	28
5. GUIDELINES REGARDING STUDENTS PERFORMING PRIVATE PRACTICE	29
Policy on Students Performing Private Practice	29
Definition of Terms.....	29
Guidelines	29
6. STUDENT SAFETY	31

Student Safety Policy	31
Procedures for Student Students in the Practicum	31
<i>Knowing the Agency Protocol</i>	31
<i>Security of Belongings</i>	32
<i>Safety Issues Related to Working with Clients</i>	32
<i>Safety When Traveling by Car</i>	32
<i>Safety When Traveling as a Pedestrian or on Public Transportation</i>	33
<i>Safety Guidelines for Home Visits</i>	33
<i>Health Safety</i>	33
<i>COVID Safety</i>	33
Post-Incident Student Safety Procedures	34
Criteria to Ensure Student Safety	34
7. INTERRUPTION OF PRACTICUM	35
Interruption of Practicum Policy	35
Alternate Learning Activities	35
Confidentiality and the Use of Technology	36
8. RESOLUTION OF PROBLEMS ARISING IN THE PRACTICUM ENVIRONMENT	38
Practicum Problems & Resolution	38
Termination of Enrollment Due to Ethical Breaches	39
Agency Problem Resolution Process	40

1. PRACTICUM INTRODUCTION & WELCOME

Practicum Education at UCCS

Practicum Education is a critical component of University of Colorado Colorado Springs Social Work's BSW and MSW programs. The Council on Social Work Education emphasizes that Practicum work is the "signature pedagogy" of social work education:

Field education is the signature pedagogy for social work. Signature pedagogies are elements of instruction and socialization that teach future practitioners the fundamental dimensions of professional work in their discipline: to think, to perform, and to act intentionally, ethically, and with integrity. The field setting is where students apply human rights principles from global and national social work ethical codes to advance social, racial, economic, and environmental justice. It fosters a learning environment where anti-racism, diversity, equity, and inclusion are valued. Field education is designed to integrate the theoretical and conceptual contributions of the explicit curriculum in the field setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria and measures of student acquisition and demonstration of the nine social work competencies. Responding to the changing nature of the practice world and student demographics and characteristics, field education programs articulate how they maintain or enhance students' access to high-quality field practicum experiences. Field education programs develop field models to prepare students for contemporary and interprofessional social work practice, including the use of various forms of technology.- Council on Social Work Education (EPAS 3.3)

The goal of the MSW practicum education program is to integrate the theoretical and conceptual contribution of the classroom with the practical world of the practice setting in a way that prepares students for competent social work practice. It is designed to facilitate students' professional socialization and expand their perspective of social work practice. It also provides the opportunity to apply the theories and concepts learned in the classroom (i.e., generalist and specialized courses) to real world social work situations.

The purpose of the UCCS MSW practicum education is summed up in three words: integration, application, and socialization. The student integrates what has been learned, applies that knowledge in specific practice situations, and in the process, develops an identity as an emerging, professional social worker. The practicum experience gives students the opportunity to test, through practical experience, the theories and concepts acquired in academic courses. The experience also allows students to identify areas in which they need to improve or otherwise work on knowledge, skills, values, and cognitive and affective processes. Through application of concepts, theories, and practices learned in the classroom, students acquire role behavior and techniques necessary to function effectively as skillful social workers, acting ethically, and with integrity as well as skill.

Through practicum education, students develop social work competencies and practice behaviors under the supervision of an experienced social worker. The ideal Practicum placement offers students a focus on the methods of direct practice, policy development and implementation, and other social work special projects and research activities. It is expected that students will experience a diversity of client populations and intervention issues, relying upon a range of theoretical concepts and models to develop breadth of learning and to establish a broad base for practice.

Supervised practice in a practicum agency is central to the development of competent, humane, knowledgeable, skilled, and effective social workers. Practicum education is the point at which the integration of theory, practice, skills, and ethics come together for emerging social work professionals. As the profession's "signature pedagogy" it allows opportunities for applying classroom content and experiences to professional situations, developing and evaluating student readiness for professional practice, and developing collaborative partnerships among students, faculty, practicum agencies, and the University.

Students are encouraged to read the entire Practicum manual and to keep it handy as a reference throughout their time in the Practicum Education Program. Current and prospective Agency Practicum Instructors and their organizations will find the material in this manual helpful in understanding social work education at UCCS, roles and expectations of parties involved in Practicum Education, and relevant policies and procedures

Overview and Importance of Practicum Education

Practicum Education is an experiential course that challenges students to develop and demonstrate social work practice behaviors and competencies within an organizational and community context and affords experiential assessment and evaluation of students' development in the process of becoming helping professionals. Practicum Education is a vital dimension of students' social work education. In practicum placement, students master the lessons of the classroom through interaction with real clients in a supervised agency setting. In social work education, the practicum placement is where theory and science join the art of practice. The Council on Social Work Education (CSWE) has stated that field (practicum) education is the "signature pedagogy" of social work education. Practicum work provides students with opportunities to apply theory to practice and to develop and practice essential social work skills.

Practicum Education provides students an opportunity to participate in and become familiar with the many components of the social work role. The ideal practicum placement offers students a focus on the methods of direct practice, policy development and implementation, and other social work special projects and research activities.

Practicum Education provides practice experiences in a continuum of modalities, including work with individuals, families, small groups, and communities within an organizational and community context. It is expected that students will experience a diversity of client populations and intervention issues, relying upon a range of theoretical concepts and models to develop breadth of learning and establish a broad base for practice.

Student Learning Plan/Contract

As part of their practicum placements, students are expected to work collaboratively with their Agency Practicum Instructor to develop a behaviorally specific learning agreement based on their level in the social work program (BSW, MSW Generalist, MSW Specialist). The learning agreement promotes adult learning and is the blueprint for students to develop and demonstrate social work practice behaviors and competencies. See the Appendices for a template of the Student Learning Plan/Contract.

Learning plans outline the specific competencies and practice behaviors students are expected to develop over the course of their Practicum. Students and Agency Practicum Instructors should discuss specific learning opportunities, tasks, and assignments available to the student in the agency and document these in the learning plan and are due by the 4th session of the Practicum Practice Course. Learning activities should be personalized to student interest, skill level, and to opportunities available in the agency setting. Learning plans will be reviewed by Faculty Practicum Liaisons and/or Practicum Education Director to ensure appropriateness, mutual understanding, and expected outcomes.

It is recommended that students and Agency Practicum Instructors regularly review the Learning Plan as part of their weekly supervision meetings. Agency Practicum Instructors are encouraged to monitor student progress toward development of competencies and are expected to provide constructive feedback to support student learning and professional growth.

At the end of the fall semester, students and Agency Practicum Instructors are expected to review the student's progress toward goals outlined in the learning agreement and evaluate progress toward development and mastery of social work practice behaviors and competencies.

Students and Agency Practicum Instructors will update the learning plan create a plan to address and learning activities to ensure competencies are met by the end of the spring semester.

Evaluation

At the end of each semester, students and Agency Practicum Instructors must complete an evaluation of the student's progress toward the development of professional competencies and practice behaviors. The UCCS Department of Social Work provides evaluation matrices for each level of learning (BSW, MSW Generalist, and MSW Specialist). Mid-year evaluations are informal and used as a tool to guide learning for the following semester.

Evaluations will be reviewed and discussed with the Faculty Practicum Liaison during site visits conducted at the end of the fall semester and the end of the year. The Faculty Practicum Liaison issues the final grade for the practicum seminar course.

Practicum Placement Requirements

Practicum Placement provides an opportunity for the student to apply the general knowledge of theories and principles presented in the classroom to problems and challenges in the Practicum. The practicum experience allows the student to try on and develop the role of professional social worker. The practicum instructor serves as a mentor, role model, and a source of feedback to the student regarding the student's performance and professional growth. Therefore, the purpose of practicum is summed up in three words: integration, application, and socialization. The student integrates what has been learned, applies that knowledge in specific practice situations, and in the process, develops an identity as an emerging, professional social worker.

Practicum gives students the opportunity to connect theory with practice (integration of empirical and practice-based knowledge), experience situations that focus attention on the use of social work values/ethics and encourage identification with the purposes and functions of the

profession. Additionally, students have the opportunity to acquire expertise in assessment and intervention at all levels of client systems from the individual (micro practice), family and group (mezzo practice), to the organizational and community levels (macro practice).

Seminar and Practicum I (SWRK 4111)

First course of the two-course practicum practice sequence. Supervised agency practicum with practice situations for developing professional skills, values, and attitudes for social work practice. Includes concurrent practicum seminar to promote integration of theory and practice and critical examination of oneself as a helping professional. Course requires completion of a minimum of 200 practicum hours at an approved social service agency. BSW capstone project preparation will begin in this course.

Seminar and Practicum II (SOWK 4112)

Second course of the two-course Practicum practice sequence. Supervised agency practicum with practice situations for developing professional skills, values, and attitudes for social work practice. Includes concurrent practicum seminar to promote integration of theory and practice and critical examination of oneself as a helping professional. Course requires completion of a minimum of 200 practicum hours at an approved social service agency. BSW capstone project completion will occur in this course. (GPS Summit)

Generalist Practicum I&II (SOWK 5111 & 5112)

During the generalist practice year, MSW Practicum placement, students will have the opportunity to observe the practicum instructor (and other appropriate professionals as approved by the Practicum instructor) and to practice alongside these professionals as they build initial skills and incorporate theoretical perspectives and research informed intervention techniques from classroom learning. Students must complete no less than 400 Generalist Practicum hours.

Specialized Practicum I&II (SOWK 6111 & 6112)

During the specialization year, MSW practicum students are expected to take on increasing levels of autonomous practice, especially as the practicum progresses. Students will continue to be supervised by the practicum instructor. Skills at the specialization level are expected to incorporate more complexity in terms of a) trauma informed social work practice, b) systems addressed and their problems; c) theoretical perspective and interventions employed; and d) problem-solving skills and independent critical thinking of the student, all under the watchful eye of the practicum instructor as supervisor. Students must complete no less than 500 Specialized Practicum hours.

2. THE PRACTICUM PLACEMENT PROCESS

Policy for Admission to Practicum Placement

All MSW students will meet with the MSW Practicum Director to determine the readiness of the student for practicum placement. Prior to the interview all students must complete the online application for practicum placement. Students entering generalized practicum placement should have their application submitted by May 15th. Those students entering specialized practicum need to have their application submitted by March 15th. Students will not be interviewed without the completed application. Late submissions and interviews will occur only by permission of the MSW Practicum Director. After the interview the MSW Practicum Director will confirm the student's top three choices. Students have three weeks from notice to set up an interview with the practicum site. If a student is not accepted by the practicum site, the student will meet with MSW Practicum Director to practice interviewing skills. If the second practicum interview leads to another rejection; then the Practicum Education Director will convene a meeting to reassess the student's readiness for practicum.

All BSW students will meet with the BSW Practicum Director to determine the readiness of the student for practicum placement. Prior to the interview all students must complete the online application for practicum placement. Students entering practicum need to have their application submitted by March 15th. Students will not be interviewed without the completed application. Late submissions and interview will occur only by permission of the BSW Practicum Director. After the interview the BSW Practicum Director will notify the student in writing that they have been accepted to practicum and presented with referrals to possible practicum placements. Students have three weeks from notice to set up an interview with the practicum site. If a student is not accepted by the Practicum site, the student will meet with BSW Practicum Director to practice interviewing skills. If the second practicum interview leads to another rejection; then the Practicum Education Director will convene a meeting to reassess the student's readiness for practicum.

The application process occurs in Tevera, and each student will receive an email on how to apply.

Practicum Education Admission Procedures

To make generalist practice practicum assignments, admissions materials are carefully examined, and the students are contacted to discuss opportunities that fit their interests and goals. In this process, students must clearly articulate their readiness for practicum placement by discussing personal and professional experiences that led to their decisions to pursue a social work degree and their academic and professional goals.

Screening for specialized practicum placement includes review of academic success and professionalism throughout the generalist practice curriculum. To make specialized practice practicum assignments, student's progress in the generalist courses and practicum placement are carefully considered and the students are engaged to explore opportunities that fit their professional interests and goals. The practicum assessment forms from the generalist practice practicum experience are reviewed for traditional students and from BSW practicum for the advanced standing students. Only students who successfully complete the generalist practicum sequence are permitted to begin the specialized practicum sequence.

7 Phases of Practicum Placement Process

The practicum placement process occurs in 7 phases:

- 1.) Students must complete an online *student application for practicum placement* during the Spring semester prior to the Fall of the eligible practicum placement year. This is typically completed in January or February.
- 2.) Students attend the Practicum Fair that occurs in the end of February or beginning of March.
- 3.) After completing the online *student application for practicum placement*, students must schedule Practicum placement advising with the BSW or MSW Practicum Director.
 - A.) BSW & MSW practicum placement advising may be scheduled with Dr. Malikah Marrus through the following link: <https://calendly.com/mmarrus>
- 4.) Potential practicum placement referrals are typically made in March or April of the Spring prior to the Fall Semester in which a student will be in practicum placement. The student and the potential practicum Instructor will be notified of the referrals and the interview process.
 - A.) BSW and Year 1 (Generalist) MSW students will be referred to one agency at a time.
 - B.) Year 2 (Specialized) MSW students will be able to interview at three possible placements.
- 5.) After receiving referral information, students must reach out to their potential Practicum Instructor to schedule an interview. The interview must occur within a 3-week period from the referral being made. Specialized MSW students will contact the potential Practicum Instructors after discussion with the MSW Practicum Education Director.
- 6.) Following the interview, both the student and the potential Agency Practicum Instructor complete a Review of Practicum Placement Interview Form via the Tevera practicum software management system to indicate whether they accept or reject the match. Rejections must be accompanied by a written explanation. Please note: Students may not reject a match simply because it is not their preferred agency or population. Second year MSW students will submit their rank order choices to Sonia. Practicum Instructors will also submit a rank order of students. Matches will be made via Sonia.
- 7.) When both the student and the potential Practicum Instructor accept a match, the placement will be confirmed for the coming academic year, and the student will begin practicum placement at the start of the Fall Semester. The student and the Agency Practicum Instructor will coordinate to create the student's practicum schedule for the coming Fall Semester.

Non-Match Acceptance Policy

The UCCS Department of Social Work understands that, from time to time, students may not receive acceptance from agencies following their interview. Denial may be due to a lack of capacity at the agency following multiple student interviews or a general lack of fit between student and agency.

If a student does not receive acceptance from the matched practicum agency following their interview, the student will have the opportunity to be matched with, and interview with, another agency.

Students who do not receive a match acceptance should schedule a post-interview advising appointment with the Practicum Director prior to receiving another potential match. This advising appointment allows the student the opportunity to reflect and process the interview experience, as well as discuss the student's interview strengths and areas for growth. Practicum placement advising should be made with Dr. Malikah Marrus and the practicum placement team.

If a student interviews with 3 potential agencies and does not receive match acceptance after each of the 3 interviews, the student must schedule an appointment with the Practicum Director and the Program Director. Students should note that following this appointment, it may be recommended that the student wait to enroll into the practicum placement course until the following year.

Non-Match Acceptance Procedures

If a student interviews with 3 potential agencies and does not receive match acceptance after each of the 3 interviews, the student must schedule an appointment with the Practicum Director and, if necessary, the BSW or MSW Program Director. The Practicum Director will review the reasons for the interview challenges with the student. In some cases, the failed matches are of no fault of the student or are for reasons that are correctable with interview skill support or increased understanding about the practicum process and/or the specific agencies involved. In these cases, the student will be given additional opportunities to interview with potential practicum agencies. However, in other cases the student may demonstrate he, she, or they are not prepared for practicum. In these cases, the Practicum Director and the BSW or MSW Program Director will implement a remedial plan for the student.

Possible remedial support could include additional mentoring, coursework, and/or training. Students should note that it may be recommended that the student wait to enroll into the practicum placement course until the following year.

Policy for Out of State and International Practicum Placements

The UCCS MSW and BSW programs are designed to meet the needs of Colorado based students. However, due to the transient nature of the student population it is recognized that students may occasionally need an out-of-state or international placement. When such rare cases occur, student will meet with the BSW or MSW Practicum Education Director to determine the most appropriate placement option. Of note, the UCCS MSW and BSW programs cannot guarantee an out of state or international Practicum placement. In such cases, the onus is on the student to help locate and secure a placement that meets the UCCS guidelines. All out of state and internationals Practicum sites and Practicum instructors will be required to meet all of the same requirements outlined for Colorado Practicum sites and Practicum instructors. If an appropriate out of state or international Practicum placement cannot be secured, the student will be expected to complete their placement in Colorado. When out of state or international placement can be secured, the student, the Practicum site, and the field instructor will work with the BSW or MSW Practicum Education Director to ensure seminar instruction and all other Practicum requirements are fulfilled throughout the placement.

Procedures for Out of State and International Practicum Placements

UCCS Social Work cannot guarantee out-of-state practicum placements, however the Social Work Practicum Directors will make reasonable attempts to secure placements for students looking to complete out-of-state practicum placements. Students who anticipate completing their practicum placements out-of-state are encouraged to contact the practicum director by February 15th to allow sufficient time for planning.

Students who plan on completing their practicum placements out-of-state are also strongly encouraged to have potential agencies in mind to discuss with the Practicum Director. Of note, the onus is on the student to help locate and secure a placement that meets the UCCS guidelines.

The MSW or BSW Practicum Director will work with all out of state and international practicum sites and practicum instructors to help them meet all of the same requirements outlined for Colorado practicum sites and practicum instructors. If an appropriate out of state or international practicum placement cannot be secured, the student will be expected to complete their placement in Colorado. When out of state or international placement can be secured, the student, the practicum site, and the filed instructor will work with the BSW or MSW Practicum Education Director to ensure seminar instruction and all other practicum requirements are fulfilled throughout the placement.

Criteria for Out of State and International Practicum Placements

The criteria for out of state and international practicum placements include, but is not limited to:

- 1.) Student must be in good academic standing and demonstrate reason for and out-of-state or international practicum placement
- 2.) Students must be able to attend the practicum seminar 7 times per semester
- 3.) Students must use the practicum tracking software, Sonia, to reports hours and monitor completion of the practicum contract
- 4.) The Practicum site is virtually visited and monitored by the Practicum Liaison, identified Practicum Seminar instructor, or the MSW Practicum Director

3. PRACTICUM STRUCTURE, HOURS AND ELIGIBILITY REQUIREMENTS

Practicum Placement Hour Policies

Both the BSW and the MSW programs have strict policies regarding the minimum number of hours students must complete in the practicum setting. Students must complete the requisite hours to be eligible for graduation.

BSW Practicum Placement Hour Policy

The UCCS BSW program requires that students complete a minimum of 400 clock hours in practicum placement. The semester requirements are as follows: 200 hours in SOWK 4111 200 hours in SOWK 4112. All practicum hours are signed off by the practicum instructor and verified by the BSW Practicum Director.

MSW Practicum Placement Hour Policy

The UCCS MSW program requires that students complete a minimum of 900 clock hours in practicum placement: 400 hours in generalist practicum, and 500 hours in specialized practicum. The semester requirements are as follows: 200 hours in SOWK 5111, 200 hours in SOWK 5112, 250 hours in SOWK 6111 and 250 hours in SOWK 6112. All practicum hours are signed off by the practicum instructor and verified by the MSW Practicum Director.

Advanced Standing students are eligible for Specialization Practicum Placement after providing proof of 400 hours of Practicum education completed in their BSW program. Students who do not have the requisite number of Practicum hours will not be admitted to the ASP, Advanced Standing Program, but will be considered for the traditional MSW program.

Structure of Practicum Education Hours

- Students begin their practicum placements in August of the academic year in which they are eligible.
- BSW students must complete at least 400 hours in their practicum placement in their senior year.
- Year 1 (Generalist) MSW students must complete a minimum of 400 hours in their practicum placement.
- Year 2 (Specialized) MSW students must complete a minimum of 500 hours in their practicum placement.

Eligibility Criteria for Entrance into BSW Practicum Placement

- Students must have been admitted to the BSW social work program.
- BSW students must complete all required courses, except for the concurrent Practicum Education seminar course. (required courses?)
- Students must have a cumulative grade point average of 2.7 (C+) or better.
- All coursework must be graded. Students are not allowed to enter practicum placement with an

“I” (incomplete) in a class. If a student enters a practicum placement with an “I” (incomplete), they will be removed from the placement until the course is graded.

- Students must demonstrate ethical and professional behavior in the classroom.

Eligibility Criteria for Entrance into MSW Practicum Placement

- Students must have been admitted to the MSW social work program.
- Specialized MSW students must complete all required courses, except for the concurrent Practicum Education seminar course.
- All coursework must be graded. Students are not allowed to enter practicum placement with and “I” (incomplete) in a class. If a student enters a practicum placement with an “I” (incomplete) they will be removed from the placement until the course is graded.
- Students must demonstrate ethical and professional behavior in the classroom.

Additional Requirements to Begin Practicum Placement and Practicum Seminar

Students must be enrolled in required coursework (SOWK 4111, 4112, 5111, 5112, 6111, 6112) to be placed into the practicum. If the student has a hold on their account, which prevents them from enrolling in the course, they may not enter a practicum placement or start the seminar course until the hold is removed. If the situation is not resolved by the second week of the start of the semester, this may result in the student having to delay practicum placement until the next practicum cycle.

An affiliation agreement with the practicum site must be fully executed. If a student wishes to be considered for a placement at an agency in which the affiliation agreement is not yet executed, the completion of the agreement may impact the student’s ability to begin their practicum work at the start of the semester.

Students must complete all agency clearance requirements of the practicum site, which may include (but are not limited to) a background check, drug screen, finger printing, driving record, social security number, and immunization record review. Students who anticipate any obstacles completing agency clearance requirements should alert the Practicum Director as soon as possible. Students must be aware that although state laws regarding legalization of marijuana are present in Colorado, federal agencies and any organization accepting federal monies must follow federal laws regarding marijuana usage.

4. POLICIES AND PROCEDURES RELATED TO THE PRACTICUM PLACEMENT

Policy for Selecting Practicum Settings

UCCS Social Work practicum settings are selected based upon the program, agency, and/or site's ability to provide students with the experience and supervision required for the respective year of placement (e.g., generalist practice or specialized practice). The practicum setting must be able to provide a variety of activities which enable the student to demonstrate competence across the range of practice behaviors identified on the competency matrix for the respective year of placement. For BSW students, practicum settings must be able to provide supervision for the student by someone who holds a bachelor's degree in social work or a master's degree in social work. For MSW students, practicum settings must also be able to provide supervision for the student by someone who holds a master's degree in social work from a CSWE-accredited program and at least two years of practice experience. Given this second stipulation, the UCCS MSW program foresees rare situations in which an agency might not be able to provide student supervision by an instructor who holds a CSWE-accredited social work degree. An example of such a situation would be if a practicum instructor leaves the agency in the middle of the placement and is replaced by someone other than a social worker. In such cases, an appropriate practicum instructor from outside of the agency (such as a member of the social work faculty), in close collaboration with the agency, would be asked to provide supervision. These situations, however, would be exceptions to standard practice. This policy applies to in state, out of state, and international placements.

Procedures for Selecting Practicum Settings

The UCCS Practicum Team does a great deal of community outreach to develop practicum placement location opportunities for students. UCCS also has staff specifically devoted to community outreach and relations. That department has connected the Practicum Program with numerous referrals as well. We also have local staff who have reached out to local community organizations. Each potential practicum location is first vetted via email, then a structured interview is performed. Each potential location describes their services and what they can provide for student education. A description of all the requirements the program has is explained, and if the potential Practicum location believes they can provide an excellent educational opportunity for our students, we move forward with an affiliation agreement. This applies to in state, out of state, and international placements.

Criteria for Selecting Practicum Settings

The criteria for selecting a Practicum setting includes, but is not limited to:

- 1) The practicum setting must be legally established.
- 2) The practicum setting must follow the guidelines of the Council on Social Work Education (CSWE) for BSW & MSW programs.
- 3) The practicum setting must be an organization that embraces and incorporates the values and ethics of the National Association of Social Workers (NASW).

- 4) The agency must offer social work practice across micro, mezzo, and macro systems.
- 5) Clients from the agency must be sufficiently diverse in terms of gender, race, ethnicity, age, culture, sexual orientation, and social class to ensure that students are exposed to issues that have an impact on a range of people and problems.
- 6) The practicum setting must provide direct weekly supervision with a social worker who holds a BSW degree from an accredited institution (for BSW students) or an MSW degree from an accredited institution (for MSW students). However, the practicum experience may also include diverse learning opportunities under the supervision of tasks by various staff members.
- 7) Although students are to be involved in doing the work of the agency, the agency must recognize that practicum is a learning experience and must agree to view work expectations and workloads for students differently from those of staff.
- 8) The practicum setting must provide facilities for the student's use (e.g., office space, office equipment, etc.). The practicum setting will also provide the necessary tools if working remotely.
- 9) The practicum setting must observe policies with respect to non-discrimination of race, ethnic origin, sex, age, religion, disability, military or veteran status, or sexual orientation.
- 10) The practicum setting must allow the necessary time for the practicum instructor to adequately supervise students, meet with the faculty liaison and/or the Director of Practicum Placement, attend trainings, and prepare student evaluations as required.
- 11) Membership in a national standard-setting body appropriate to its function or licensing by the state is encouraged, but not required.
- 12) The agency must approve the arrangements for the practicum, and the agency staff must be receptive to students and willing to cooperate with their program of learning.
- 13) The practicum setting must provide a learning environment that allows the student to demonstrate all ten core competencies outlined in the Educational Policy and Accreditation Standards of the Council on Social Work Education (CSWE).

As included in criteria 8 above, the practicum setting must provide a suitable workspace. Generally, this will include a desk and chair, telephone, computer, supplies, and clerical services, but the UCCS Social Work programs recognize that work environments vary from one agency to another. Some agencies will also provide reimbursement for travel or other expenses in carrying out program/agency business. In all cases, students must be privileged to privacy when conducting client services that require confidentiality. This criterion applies to in state, out of state, and international placements.

Policy for Selecting Practicum Instructors

In negotiating with agencies/programs/sites about student supervision, the Social Work Program Practicum Director specifies that the BSW Practicum Instructor must be a person who holds

UCCS Social Work Practicum Manual 2024- Page 17 of 41

a bachelor's degree in social work from a CSWE-accredited program, and the MSW Practicum Instructor must be a person who holds a master's degree in social work from a CSWE-accredited program with at least two years of post-MSW practice experience. Those trained professionals who indicate an interest in serving as practicum instructors are asked to complete an online application in which they document their academic credentials and suitability for supervising social work students.

All practicum instructors should be comfortable teaching from a theoretical and conceptual standpoint as well as training students to perform specific tasks. Persons serving as practicum instructors are expected to have demonstrated a high level of skill with respect to communication and to practice, as well as being committed to the education of students. Whenever possible, experience in supervision is desirable. On occasion, there may be tasks the BSW or MSW practicum supervisor outsources to a task supervisor, with whom the student can work with on specific tasks. In such a situation, the student would receive supervision from that task supervisor while also receiving supervision from their MSW practicum supervisor.

Process for Reinforcing the Social Work Perspective with Students Placed at a Practicum Setting without a Credentialed Practicum Instructor

Given this stipulation that the practicum instructor hold the MSW from a program accredited by CSWE and has a minimum of 2 years post-MSW practice experience, the UCCS MSW program foresees rare situations in which an agency might not be able to provide student supervision by an instructor who holds a CSWE-accredited social work degree. An example of such a situation would be if a practicum instructor leaves the agency in the middle of the placement and is replaced by someone other than a social worker. In such cases, a member of the social work faculty or a practicum liaison, in close collaboration with the agency, is asked to provide supervision to the student. Faculty members and practicum liaisons who provide such supervision are required to hold master's degree in social work from a CSWE-accredited program with at least two years of post-MSW practice experience. The faculty member or practicum liaison reinforcing the social work perspective may also hold a CASWE-accredited degree (from the Canadian social work accreditor, recognized through an MOU with CSWE and CASWE) or an internationally earned ISWDRES-evaluated degree; and two (2) years post degree.

The supervision provided by the faculty member or practicum liaison reinforces the social work perspective by integrating social work knowledge, skills, and values into the supervision process through case discussion and learning activities. The additional supervision occurs outside the practicum seminar on a consistent schedule that is determined in conjunction with the student, the agency task supervisor, MSW Practicum Director, and, when applicable, the practicum liaison. The agency task supervisor continues to provide direct supervision at the agency while the faculty member provides the social work perspective. It is important to note, these situations are exceptions to standard practice and occur rarely.

Practicum Instructor Orientation

The UCCS Social Work Practicum Education Office provides orientation for those interested in becoming practicum instructors with UCCS Social Work. Practicum Instructor Orientation may occur via group training that occur in August both in person on campus and through the virtual remote process (e.g., live online in real time). For those who cannot attend the Practicum Instructor Orientation, online learning modules that cover the same material are also available. On campus orientation typically occurs once per year, in August, while the online learning modules may be accessed at the individual's convenience. Orientation content includes use of the practicum evaluations, student learning plan, student time logs, and

the Tevera placement management software.

Practicum Instructor Training

The UCCS Social Work Practicum Education Office also provides ongoing training for practicum instructors. These trainings may occur via one-to-one visits with practicum instructors at the agencies, by attending the group orientations, reviewing the online learning modules, or attending the continuing education opportunities provided by the Department of Social Work. At the beginning of the academic year, the practicum staff sends links to the online trainings and directions to all practicum instructors about the use of the practicum evaluations, student learning plan, student time logs, and the Tevera placement management software. These materials are sent to all practicum instructors, regardless of how long they have been working with UCCS Social Work practicum students. Practicum Instructors are also invited to ask questions and relay their feedback by e-mail or phone, as needed. As indicated above, the program incorporates the use of faculty liaisons for ongoing dialogue with agencies concerning student performance.

Policy for Placing MSW Students

All MSW students will meet with the MSW Practicum Director to determine the readiness of the student for practicum placement. Prior to the interview all students must complete the online application for practicum placement. Students entering generalized practicum placement should have their application submitted by May 15th. Those students entering specialized practicum need to have their application submitted by March 15th. Students will not be interviewed without the completed application. Late submissions and interviews will occur only by permission of the MSW Practicum Director. After the interview the MSW Practicum Director will notify the student in writing that they have been accepted to practicum and presented with referrals to possible practicum placements. Students have three weeks from notice to set up an interview with the practicum site. If a student is not accepted by the practicum site, the student will meet with MSW Practicum Director to practice interviewing skills. If the second practicum interview leads to another rejection; then the Practicum Education Director will convene a meeting to reassess the student's readiness for practicum.

Policy for Placing BSW Students

All BSW students will meet with the BSW Practicum Director to determine the readiness of the student for practicum placement. Prior to the interview all students must complete the online application for practicum placement. Students entering practicum need to have their application submitted by March 15th. Students will not be interviewed without the completed application. Late submissions and interview will occur only by permission of the BSW Practicum Director. After the interview the BSW Practicum Director will notify the student in writing that they have been accepted to practicum and presented with referrals to possible practicum placements. Students have three weeks from notice to set up an interview with the practicum site. If a student is not accepted by the practicum site, the student will meet with BSW Practicum Director to practice interviewing skills. If the second practicum interview leads to another rejection; then the Practicum Education Director will convene a meeting to reassess the student's readiness for practicum.

Procedures for Placing BSW and Generalist Practice MSW Students

BSW students and Generalist Practice MSW students are assigned to an agency by their respective Practicum Director. The primary basis for these assignments is information provided by the student during the practicum advising process, although the practicum director may also rely on ancillary information (e.g. information the student already has provided in their program application and information shared in classes, if applicable). In completing the practicum application form, the student is invited to indicate the type of social work agency to which she/he/they would like to be assigned. However, in the practicum advising process, the Practicum Director makes it clear that while the student's professional interests are given serious consideration in the assignment process, there is no guarantee that the student's assignment will match these preferences.

Students are notified of their potential practicum placement matches via Sonia, asking the student to contact a specific person at the agency to which they are being matched to request an interview. Generally, this person is the practicum instructor who will be the student's supervisor while in placement, but for some agencies, the point of contact is a coordinator of interns. In making the assignment, the Practicum Director sends both the student and the prospective practicum instructor (or coordinator of interns) a form to be sent back to the Practicum Director following the interview. For the agency, this form allows the prospective practicum instructor to indicate whether or not they feel the placement can proceed.

Procedures for Placing Specialized Practice MSW Students

The practicum placement process for Specialized Practice MSW students differs in that students have more autonomy in selecting the agency at which they would like to do their placement. The MSW Practicum Director is still charged with making the actual assignment; however, students have the opportunity to interview with more than one placement site and both student and agency preferences are given strong consideration in deciding which student will be assigned to which agency. In the interest of assuring a well-rounded social work Practicum experience, in most cases, MSW students may not complete their Specialized Practice practicum placement at the same agency as their Generalist Practice placement. Similarly, students admitted to the Advanced Standing program may not complete their placement at the same practicum placement site at which they completed their BSW practicum placement.

Criteria for Placing Students

- 1.) Students must complete an online [Student Application for Practicum Placement](#) during the Spring semester prior to the Fall of the eligible practicum placement year. This is typically completed in January or February.
- 2.) Students attend the Practicum Fair that occurs in the end of February or beginning of March.
- 3.) After completing the online [Student Application for Practicum Placement](#), students must schedule practicum placement advising with the BSW or MSW Practicum Director.

A.) BSW & MSW practicum placement advising may be scheduled with Dr. Malikah Marrus through the following link: <https://calendly.com/mmarrus>

4.) Potential practicum placement referrals are typically made in March or April of the Spring prior to the Fall Semester in which a student will be in practicum placement. The student and the potential Practicum Instructor will be notified of the referrals and the interview process.

4.A.) BSW and Year 1 (Generalist) MSW students will be referred to three agencies at a time.

4.B.) Year 2 (Specialized) MSW students will be able to interview at three possible placements.

5. After receiving referral information, students must reach out to their potential Practicum Instructor to schedule an interview. The interview must occur within a 3-week period from the referral being made. Specialized MSW students will contact the potential Practicum Instructors after discussion with the MSW Practicum Education Director.

6. Following the interview, both the student and the potential Agency Practicum Instructor complete a Review of Practicum Placement Interview Form via the Tevera practicum software management system to indicate whether they accept or reject the match. Rejections must be accompanied by a written explanation. Please note: Students may not reject a match simply because it is not their preferred agency or population. Second year MSW students will submit their rank order choices to Sonia. Practicum Instructors will also submit a rank order for second year MSW students. Matches will be made via Tevera.

7. When both the student and the potential Practicum Instructor accept a match, the placement will be confirmed for the coming academic year, and the student will begin practicum placement at the start of the Fall Semester. The student and the Agency Practicum Instructor will coordinate to create the student's practicum schedule for the coming Fall Semester.

Policy for Monitoring Students

Each practicum setting agrees to at least two visits an academic year by a representative from the BSW/MSW Practicum Education program. One visit occurs at the end of the first semester and the second one occurs at the end of the second semester. Practicum Instructors will also complete a mid-term update on the student's work that will be reviewed by the Practicum Liaison and the BSW/MSW Practicum Director. The Practicum Instructor or students may request additional visits if problems arise. The professor of instruction will also review practicum journals completed by the student to keep abreast of the student's work in the practicum agency.

Procedures for Monitoring Students

Once the placement begins, the Practicum Director monitors student issues via the Practicum Placement course, through communication with designated faculty liaisons, and through the online practicum tracking software. Practicum Liaisons are assigned by the Practicum Director and charged with being the first line of intervention if the student or the Practicum Instructor feels there are issues of concern developing within the placement. Practicum Liaisons also commit to visiting the practicum placement site at least once during the semester, as well as providing a written progress report to the Practicum Director. In addition to communication with the Practicum Liaison, both students and Practicum Instructors are invited to contact the Practicum Director with questions and concerns. The professor of instruction will also review practicum journals completed by the student to keep abreast of the student's work in the practicum agency.

Criteria for Monitoring Students

It is important to ensure the Practicum Program maintains congruence with the BSW and MSW Program competencies. For this reason, an evaluation tool is used at the end of each semester by both the student and the Practicum Instructor. The evaluation tool measures the student's competence regarding the practice behaviors associated with the respective year of learning. The evaluation tool used for the mid-year evaluation is an informal process to measure the student's and the Practicum Instructor's assessment of the student's progress towards competency in each of the practice behaviors. The mid-year evaluations occur at the end of Practicum practice in SOWK 4111, SOWK 5111, and SOWK 6111.

The end-of-year evaluation is a formal process and serves as the primary assessment instrument for practicum. During this process, the Practicum Instructor assigns the student with a numerical value indicating the student's mastery of specified competencies and practice behaviors. The end-of-year evaluation occurs at the end of Practicum practice in SOWK 4112, SOWK 5112, and SOWK 6112. The faculty member instructing the respective practicum placement course has the final responsibility for assigning a letter grade to each student in the course.

Students are also asked to complete an online assessment to evaluate the effectiveness of the learning experiences and supervision provided at their agency. Students will be provided with a link to complete this assessment online at the end of the student's practicum placement.

Policy for Evaluating Student Learning Congruent with the Social Work Competencies

Student learning is evaluated through a triangulated method that includes the instructor of record for the section of practicum placement the student is enrolled in, the practicum instructor and the student. In the Practicum seminar students complete a practicum learning contract, practicum logs, and process recordings that are evaluated by both the practicum seminar professor and the Practicum instructor. Practicum Instructors complete a mid-term evaluation and end of the semester evaluation that the student is offered a chance to provide additional feedback and is shared with the professor of the practicum seminar. Practicum Education Director or Practicum Liaison will meet with each Practicum Instructor and student at least twice during the academic year. During these meetings the Practicum Educational Director and Practicum Liaison will assess how the student has built upon the competencies via discussion and reviewing the completed evaluations. If the student does not complete the assignments from practicum seminar or the Practicum Instructor does not complete the evaluation students will not be able to pass practicum which could prevent movement from generalized practicum to specialized practicum or being able to graduate.

Procedures for Evaluating Student Learning Congruent with the Social Work Competencies

It is important to ensure the practicum program maintains congruence with the BSW and MSW program competencies. For this reason, an evaluation tool is used at the end of each semester by both the student and the practicum instructor. The evaluation tool measures the student's competence in regard

to all the practice behaviors associated with the respective year of learning. The evaluation tools used for the mid-year evaluations document the student's and the practicum instructor's opinions as to whether the student is making progress regarding each of the practice behaviors. The tools used for the mid-year evaluations document the student's and the practicum instructor's judgments regarding the student's competence using a scale that mirrors the UCCS Grading Scale.

The end-of-year evaluations serve as the primary assessment instruments. These evaluations document the student's and the practicum instructor's judgments regarding the student's competence using a scale that mirrors the UCCS Grading scale. The breadth of this scale is intended to provide both students and practicum instructors with sufficient range to express their judgment regarding the students' competence.

In support of these evaluations and to foster attention to the competencies throughout the academic year, the form used for the learning plan invites the instructor and student to attend to the various practice behaviors from the very beginning of the placement experience, connecting the list of the various activities in which the student will be engaged with the practice behaviors. In addition, students are asked to document these connections on the time logs they submit throughout the year, recording their time and practicum activities with respect, again, to the practice behaviors.

Criteria for Evaluating Student Learning Congruent with the Social Work Competencies

The criteria for Evaluating Student Learning Congruent with the Social Work Competencies includes, but is not limited to:

- 1.) Successful completion of tasks and experiences outlined in the learning contract
- 2.) Meeting the time recording requirements for the respective courses (200 hours per course for the 2 Generalist practicum courses and 250 hours per course for the 2 specialized practice practicum courses (MSW) 400 generalist hours (BSW)). Time requirements are reported by the students and confirmed by both the practicum instructor and the instructor of record for the section of practicum the student is enrolled in.
- 3.) Recording knowledge, values, skills, and Cognitive and Affective Processes related to the practicum experience in the practicum logs and practicum assessments
- 4.) Obtaining a passing score on the process recording
- 5.) Obtaining a passing score on the case presentation
- 6.) A completed practicum evaluation by the Practicum Instructor and student.

Policy on Practicum Instructor Supervision

Practicum instructors will meet once a week for an hour with students under their supervision. This hour meeting can consist of individual or group supervision and can be conducted in person or virtually. During the supervision time the practicum instructor may talk about the student's learning contract as well as areas of development the student will have with clients. If there is not a social worker on site to

provide the supervision the task supervisor will provide supervision the student's work, while the practicum liaison will provide social work grounding for the student.

Procedures for Practicum Instructor Supervision

Practicum instructors must provide regular and consistent supervision, including pre-scheduled conferences equivalent to one hour per week. They also must do the following:

- 1.) Assist the student obtaining information needed to complete practicum related assignments, including seminar assignments, when appropriate.
- 2.) Assist the student in the development of the individualized learning plan.
- 3.) Assess the quality of the student's performance in practicum and complete the mid-term and final evaluation instruments provided by the school and review the evaluations with the student. While an evaluation in a narrative form is not required, they are highly valued, and as a qualitative assessment often more effectively individualizes the report:
- 4.) Consult with the faculty liaison whenever such contact might be of benefit to you or the student.
- 5.) Contact the faculty liaison whenever concerns emerge regarding the student's performance in practicum.

Criteria for Practicum Instructor Supervision

The criteria for practicum instructor supervision includes, but is not limited to adherence with the policies and procedures:

- 1.) Student must be in good academic standing and demonstrate reason for and out-of-state or international practicum placement.
- 2.) Students must be able to attend the practicum seminar 7 times per semester.
- 3.) Students must use the practicum tracking software, Sonia, to reports hours and monitor completion of the practicum contract.
- 4.) The Practicum site is virtually visited and monitored by the Practicum Liaison, identified Practicum Seminar instructor, or the MSW Practicum Director.

Policy on Practicum Agency Orientation

Practicum Instructors are expected to provide students with a comprehensive orientation to the agency and practicum site at the start of their practicum placement. This orientation should include, but is not limited to, introducing students to administrators and co-workers with whom the student will be interacting; relevant policies and procedures, including those related to safety, dress code and work hours; expectations for the practicum placement and supervision; as well as any other relevant areas.

In some circumstances, practicum sites may offer agency orientation prior to the start of the semester in which students enter practicum. In these cases, the student or agency Practicum Instructor should contact the Practicum Director to receive approval for this arrangement, and to discuss logging the student's hours prior to the start of the semester.

Policy on Sick Time, Vacation Time, and Extended Absence During Practicum Placement

Students are not given sick time or vacation during the practicum placement. If a need to miss time at practicum placement arises, the student should coordinate this with their Practicum Instructor to ensure that they are able to meet their practicum hours requirement.

If a student misses one to three consecutive days at their practicum placement, then the student and practicum site must agree on arrangements for makeup of practicum time or any other absences. If a student misses over three consecutive days of their practicum placement, they must also notify their Practicum Liaison. In some circumstances, the practicum education completion date may be extended, depending upon the amount of time taken and the circumstances. This may impact the student's ability to graduate on time.

If a student has excessive absences or experiences an extended absence during their practicum placement due to illness or other life circumstances, the student may be required to terminate the placement and re-enroll during the next available semester. A Practicum Liaison may assist in the negotiation regarding making up time at the request of the student or the Practicum Instructor.

Students who negotiate a start date for their practicum placement that is later than that outlined by the Practicum Education Office should note that such an arrangement may impact their graduation date. Additionally, if a student has a disruption while in their practicum placement, which effects the completion date of their practicum education, the graduation date may be impacted. Students are encouraged to consult with their Practicum Liaison as to how these situations may impact their ability to graduate as planned.

Tracking Practicum Education Hours

Students will log their practicum hours via the Tevera placement system. The categories in this timesheet may be edited with approval from the agency Practicum Instructor, to ensure that the tracked activities accurately reflect the student's work at the agency.

In-Person Contact with Clients and Constituents

All generalist and specialized practice practicum experiences must include the demonstration of social work competencies through in-person contact, which refers to interpersonal interactions with clients, constituencies, and client systems, and may include the use of digital technologies. The UCCS MSW Practicum Program does not utilize nor have opportunities for simulations or avatars. Students are expected to work collaboratively with their Agency Practicum Instructor to develop a behaviorally specific learning plan based on their level in the social work program (BSW, MSW Generalist, MSW Specialist). The learning plan/contract promotes adult learning and is the blueprint for students to

develop and demonstrate social work practice behaviors and competencies through contact with clients, constituents, and client systems. The learning plan/contract is used as a guide and an assessment tool.

Practicum Education Directors, Practicum Liaisons, Practicum Instructors, and Students use the learning plan/contract as a guide and an assessment tool. All parties are responsible to ensure the student experiences interpersonal interactions with clients, constituencies, and client systems, and may include the use of digital technologies. These experiences are documented in the Student Learning Plan/Contract and followed up on as part of the evaluation process.

Students in the Military

Students who are in the military and are called to active duty, IDT, AT, ADT, TDY, or any other military-related activity that may lead to absence from the practicum placement, must inform the Practicum Education Office as soon as the student is made aware of the situation. The Practicum Education Office will work with the student, per the University guidelines. Please note that under these guidelines it is the student's responsibility to keep the Practicum Office informed of all military-related absences.

Professional Liability Insurance

Students are strongly encouraged to purchase professional liability insurance during the duration of their practicum placement. In some cases, practicum sites may require students to purchase professional liability insurance. Common professional liability insurance carriers for social workers include [NASW Assurance Services](#) and [American Professional Agency](#), although students may purchase liability insurance through any company of their choice.

Transporting Clients

Per University policy, students are not to transport clients during their practicum placement. Students may accompany an agency employee but may not drive their vehicle or the agency's vehicle to transport clients.

Physical Restraints

The UCCS Department of Social Work recognizes that in some organizations the use of physical restraints is a necessary part of ensuring the safety of clients and staff. We encourage students to attend available training that allow them the opportunity to learn the proper use of restraints, however, students are not to participate directly in physically restraining clients. They may, however, be involved in verbal de-escalation, as appropriate.

Policy about Practicum Placements in Employment Settings

Paid practicum placements in any form (e.g., salary, stipend, etc.) are permitted. Payment may include both hours spent in practicum and/or in employment. Students currently employed in a social service or human service program, agency, institution, or organization may complete a practicum in their current job if specific conditions are met. Prior approval of practicum placement plan by the MSW Practicum Director is required before the start of the practicum placement.

Specific guidelines for such cases include, but are not limited to, the following:

- 1.) Students may be allowed to use their place of employment as a practicum placement site. When this occurs, the program, agency, institution, or organization must meet all requirements for serving as a placement site including suitability for the competencies specific to the practicum placement level (e.g., generalist practice or specialized practice).
- 2.) Students are usually only placed in an employment setting for one of their two placement experiences. However, consideration for both generalist practice and specialized practice employment-based practicum placements may be considered on a case-by-case basis. Approval of such unusual situations is most applicable when a student changes positions and/or employment locations between the generalist and specialized practice year.
- 3.) The practicum instruction assignments and employment tasks may be the same and counted toward required practicum hours if the tasks have clear links to the social work competencies and their related behaviors. Students may also choose to have practicum instruction assignments that are distinct from the student's normal work activities. In both cases, the practicum instruction assignments are outlined in the student learning contract.
- 4.) Practicum supervision of students in employment-based settings is determined on a case-by-case basis. In some cases, the student's regular work supervisor may also serve as the practicum instructor. In other cases, the student's practicum hours may be supervised by someone who is not their regular work supervisor. In both cases, the practicum instructor must meet the usual requirements of practicum instruction (i.e., someone who holds an MSW degree with at least 2 years of post-graduate experience in the practicum of social work).
- 4.) The hours credited toward practicum placement may be the same as or different from the student's employment hours. In both cases, the practicum instruction hours must be approved in advance, outlined in the student learning contract, and recorded in Tevera.
- 5.) Assignment to all practicum placements remains solely the province of the program's practicum director

Procedures For Practicum Placements in Employment Settings

Per UCCS policy, a student who is in a practicum placement in the same location as the individual's place of employment must develop a plan for ensuring the number of hours, tasks performed, and learning experience have clear links to the social work competencies and corresponding behaviors.

Documentation of this plan must be submitted to the BSW/MSW Practicum Director prior to approval of the practicum placement.

The BSW/MSW Practicum Director has the sole discretion to approve or deny the request. Should the request be denied, students must follow the grievance procedures outlined in the student handbook, which apply to all student concerns not just practicum.

Policy for Evaluating Practicum Effectiveness

Once a year each current practicum agency and Practicum Instructor will be evaluated for effectiveness in providing a student learning environment. The instructor of record for the section of practicum placement the student is enrolled in, the practicum liaison, the students, and, if applicable the person reinforcing the social work perspective participate in the evaluation of practicum effectiveness. All relevant parties evaluate both the practicum placement site and practicum supervision annually using a standardized assessment. Evaluations include assessment of the practicum setting offerings, tasks, and options for fulfilling the EPAS 2022 competencies and safety. Agencies that score low on this instrument are worked with to improve the practicum experience.

Procedures Evaluating Practicum Setting Effectiveness

The procedures for evaluating practicum effectiveness include distribution of the practicum assessment instrument at the end of each academic year. The instructor of record for the section of practicum placement the student is enrolled in, the practicum liaison, the students, and, if applicable the person reinforcing the social work perspective are sent a Qualtrics link to complete the form. The MSW practicum director is responsible for survey instrument design, distribution, scoring, and follow-up. Agencies that score low on this instrument are worked with to improve the practicum experience.

Criteria for Evaluating Practicum Effectiveness

The criteria for evaluating practicum effectiveness includes, but is not limited to, 1.) orientation to placement, 2.) learning opportunities, 3.) practicum supervision, 4.) quantity, quality, and content, practicum supervision, 5.) supervisory relationship, and 6.) learning tool

5. GUIDELINES REGARDING STUDENTS PERFORMING PRIVATE PRACTICE

Policy on Students Performing Private Practice

UCCS strongly discourages bachelors and masters-level students from engaging in private independent practice of psychotherapy or counseling concurrent with their social work education. Students who choose to practice psychotherapy with private clients during their social work education assume sole responsibility for the care and treatment of those clients. UCCS, its faculty, and staff, assume no responsibility for the care and treatment of students' private practice clients. This policy statement and guidelines are not meant to prohibit or restrict students from agency employment in social work, mental health, or related human service organizations during their graduate education.

Definition of Terms

As used here, "private independent practice" refers to the delivery of psychotherapeutic services by a mental health practitioner on a fee-for-service basis, independent of a UCCS-approved agency structure, whether practices as a sole endeavor or group enterprise, business partnership, or as an owner or employee of a professional service corporation. This includes private work done under the contract, auspices, and/or supervision of a psychotherapist or clinical social worker (whether licensed or unlicensed) in private practice.

Guidelines

For those social work students who choose to see "private practice clients" while enrolled at UCCS, the following guidelines shall apply:

- The Colorado State Board of Social Work Examiners regulates the practice of social work, including prevention, assessment, diagnosis, and intervention with individual, family, group, organizational, and societal problems. In addition, the Colorado State Board of Registered Psychotherapists regulates the practice of psychotherapy by registered therapists. Students in private practice are expected to conform to all applicable Colorado laws and regulations [see C.R.S. 12-43-101 et seq.] and regulations of the Colorado State Board of Social Work Examiners and the Colorado State Board of Registered Psychotherapists. This includes registering in the Colorado database directory of registered psychotherapists, taking a jurisprudence examination or workshop, using a mandatory disclosure form with clients, and practicing only within their competency and training and within generally accepted standards of care. In addition, students are expected to practice according to the NASW Code of Ethics, and the clinical standards determined by the social work profession.
- The name of the University of Colorado Colorado Springs Social Work Program may not be stated in conjunction with "MSW candidate", "BSW candidate", "social work candidate", or "social work intern" for the purposes of representing a student's competence or qualifications to engage in private practice, in advertising, or recruiting private practice clients.

- Students are prohibited from using private practice clients to fulfill any UCCS academic course or practicum education assignment. Students' private practice may not be used as a work site or practicum placement setting. UCCS faculty, staff, and practicum instructors will not supervise, either voluntarily or on a fee-for-service basis, students' clinical work with private practice clients. Students are prohibited from transferring or referring clients seen in a practicum placement agency or setting to their own private practice.
- If a student receives a sustained violation of professional and ethical standards, legal violation, or judgment of professional misconduct or negligence which has occurred in the context of private psychotherapy practice, they shall notify the Social Work Program Chair within five (5) working days of the determination that the complaint has merit. In the event the Chair is absent or unavailable, the student shall notify their academic advisor and/or the relevant BSW or MSW Program Director.
- As defined here, a sustained violation is an allegation or complaint which has been duly investigated and been determined to have merit by a court of law, state regulatory body, agency or organization, or a professional association's ethics committee or peer review committee. Evidence that a violation has been sustained includes termination of employment by an agency for unprofessional and/or unethical behavior, malpractice suit, ethical sanctions imposed by a professional association (e.g., NASW) for unprofessional and/or unethical behavior, any judgment or disciplinary action taken by the State Board of Social Work Examiners or the State Board of Registered Psychotherapists, and conviction for violation of Colorado laws regarding the practice of mental health.

Note: The titles "social worker", "registered social worker", licensed social worker", "licensed clinical social worker", and "licensed independent social worker", and their abbreviations "RSW", "LSW", "LISW, and "LCSW", are legally restricted to only those persons who have successfully passed the state's licensing or registration process. The practice of psychotherapy by social workers is restricted to persons holding an LCSW, or an LSW who are being supervised by a LCSW.

6. STUDENT SAFETY

The UCCS Department of Social Work has adopted the following policy and procedures regarding the safety of MSW and BSW student in practicum placements. This policy was created to recognize that violence in the lives of clients can create potential dangers to professional social workers and students engaged in the study of the profession. While social workers and students in practicum placements may be more aware of these issues in urban areas, we believe issues of safety are relevant in all communities and settings. We urge social work students to become familiar with this policy regardless of the location of your practicum placement.

Student Safety Policy

The UCCS Department of Social Work is responsible for providing all students and faculty advisors with general written information about safety in practicum placement.

The UCCS Department of Social Work expects each agency to be responsible for orienting practicum placement students to the safety policies and procedures of that agency and setting. Such orientation should include, but not be limited to, discussion of safety issues in the community, within the agency building(s), with specific clients prone to violent behavior, and about clients who may be sharing living quarters with persons prone to violent behavior, to the extent that such information is known. Security of personal belongings of the social work practicum placement student while at the agency should also be covered. Procedures for the student(s) to follow in the event of a safety or security problem should be reviewed at the beginning of the placement with ample opportunity for questions and discussion as needed.

UCCS Social Work students should not be required to engage or to remain in assignments or at placements in which they feel physically at risk. The UCCS Department of Social Work urges all agencies to make the same accommodation to ensure students' safety as they make for their own agency staff and in some situations the agency may need to make even greater accommodations for a student. If a student's concerns about safety interfere in whole or in part with the learning process, the faculty advisor should be contacted by the Practicum Instructor to facilitate prompt exploration of the concerns and to seek a mutually satisfying resolution.

Procedures for Student Students in the Practicum

Knowing the Agency Protocol

It is important for students to know the practicum placement agency's safety and security protocol for office and home visits with clients prior to the start of the placement. If the agency does not have safety and security policies and/or procedures the practicum instructor and student should review and discuss any issues related to safety and security in the setting. UCCS Social Work students are urged to bring their questions and concerns to the practicum Instructor. Regular communication, particularly about safety concerns, is strongly encouraged.

The following are guidelines and suggestions that may be helpful to students, practicum instructors, and faculty advisors as they consider the site-specific safety issues in their settings. Specific steps taken

by students or agency personnel will obviously have to be determined by the individual situation, the nature of the setting, etc.

Security of Belongings

All students in the practicum are expected to have a secure place to keep coats, handbags, cell phones, laptops, and other belongings while at placement. It is preferable that the space be one that can be locked and could be in a desk drawer or filing cabinet. Students should not leave handbags and other personal items visible and unattended, even in an office with the door closed. Valuables should not be brought to placement settings. Items of value should not be left in cars and should not be placed out of view just prior to leaving a vehicle. Neither the agency nor UCCS Social Work can be responsible for lost, stolen, or damaged personal items.

Safety Issues Related to Working with Clients

When working with clients, it is important to remember that the treatment process often makes people feel vulnerable and may challenge their usual coping mechanisms. With some people, this can contribute to problems with impulse control, and can raise issues of safety for the client, the social worker, the practicum placement student, and others.

There may be times when students work with individuals who have difficulty with reality testing, dealing with overwhelming emotions, and controlling their anger. Some of these clients may be prone to violence and may possess a weapon. Other clients may be intoxicated, under the influence of controlled substances, in withdrawal, or may have other medical or neurological disorders. Again, we urge all UCCS Social Work students to consult with their agency practicum instructors to adequately prepare for handling specific situations that are potentially difficult or threatening, such as medical emergencies, suicide or homicide risks, potential abuse of others, and the presence of weapons.

Safety When Meeting With Clients in the Office

If a student will be meeting with a client with whom the student does not feel safe, it is important for the student to discuss the situation promptly and fully with the agency practicum instructor. Based on the outcome of this discussion, there may be a decision that a student will not see the client or see the client under specific circumstances or controls. However, if it is decided that a student will see the client, several points should be considered. A client's mental status should be assessed. When considering the location of the meeting, it might be helpful to think about what physical objects are in the room, whether there is more than one exit, and where each person might sit. It may also be helpful to think about whether to include someone else in the meeting, and what to wear. When discussing the time of the appointment, it can be helpful to think about whether or not many people are around at the time being considered for the meeting. It is also important to discuss the plan for backup and assistance if the client becomes agitated. A student should never see a potentially dangerous client alone without someone else in the agency knowing about the client, the appointment time, and the location of the appointment. Students should keep supervisors always informed about their agency schedules.

Safety When Traveling by Car

When a student is traveling by car to an agency or to home visits, it is advisable to know where he or she is going, and to look at a map before driving to unfamiliar areas. In general,

remember to be alert, and to lock doors and close windows. The student should tell someone where he or she is going and the expected amount of time she/he/they will be away from the office. The agency should have the student's cell phone number or other information on how to contact you in the event of an emergency.

Safety When Traveling as a Pedestrian or on Public Transportation

When traveling as a pedestrian or on public transportation, it is advisable that students know where they are going and the route by which they will travel. Students are encouraged to carry the least number of valuables with them as possible. Money, identification, keys, and other essentials might be carried in a pocket. If a handbag carried under the arm is grabbed, it is best to let go of it. It is helpful to dress in comfortable clothes that are loose-fitting, and to wear sturdy, flat walking shoes. It is also helpful to be alert, and to walk with a purpose, as if one has a clear destination. One should maintain awareness of their surroundings and of people in the immediate area.

Safety Guidelines for Home Visits

It is important that students familiarize themselves with the clients' file prior to the home visit. If there is a question of safety, students should plan accordingly with practicum instructors. It may be decided that meeting at a neutral place or going with another worker is the appropriate plan. Someone at the agency should always know the student's itinerary. It is helpful to stay alert and to think about what to wear, which room to meet in, and where to sit. If a student ever feels threatened at any point during the interview, they are encouraged to err on the side of caution and appropriately terminate the visit. If clients seem to feel threatened by the student entering their dwelling, the student should desist and not force the issue. If a student hears a heated argument from inside the house or apartment, the student may decide to re-schedule the visit or call to assess the situation before entering the dwelling. A student should never see a potentially dangerous client alone without someone else in the agency knowing their location and schedule. In general, a cell phone is very useful for students doing home visits.

Health Safety

Students should be alerted to the existence of biohazards. They should receive training and information about how to protect themselves from infectious diseases.

COVID Safety

The COVID pandemic is an ongoing and rapidly changing concern. Please check the UCCS COVID webpage for the most up-to-date campus information: <https://covid19.uccs.edu/>. UCCS Social Work will continue to follow all local, state, public health, CSWE, and campus guidelines to ensure the safety of UCCS Social Work students on campus and in the practicum. When health and safety standards allow students to attend their practicum placement in-person, students, clients, and their agencies should practice all personal protective equipment, cleaning, and social distancing measures relevant to their setting, as required by local, state, public health, CSWE, and campus guidelines. UCCS Social Work expects that agencies will have COVID safety plans in place, and that this information will be included during the student's agency orientation.

Should the COVID pandemic require that students complete their practicum hours in a remote environment, agency practicum instructors and students are encouraged to re-assess the Student Learning Plan/Contract and creatively assign remote activities that allow students the opportunity to engage with and meet the appropriate practice behaviors and competencies. Please see Section 7 for additional guidelines regarding interruption of practicum. A COVID remote practicum activity toolkit is also publicly available online through the North American Network of Practicum Educators and Directors at: <https://www.nanfed.org/policies-re-covid-19-and-other-disruptions-to-Practicum>.

Post-Incident Student Safety Procedures

If an incident occurs in which a student is personally threatened or hurt, it is the student's responsibility to notify the Practicum Instructor immediately. The Practicum Instructor, agency contact person, or agency director should then contact the BSW or MSW Practicum Director immediately to discuss what actions the agency and UCCS Social Work should take to ensure the student's physical and emotional well-being in the wake of the incident and on a going-forward basis.

The BSW or MSW Practicum Director will document the incident and the steps taken to address it and will meet with the student and faculty advisor to assess the student's readiness to return to the practicum, and any other issues relevant to the situation. The BSW or MSW Practicum Director may alert the UCCS Department of Social Work Chair, SPA/CPS Dean, or SPA/CPS Associate Dean about incidents and concerns on an as-needed basis.

Criteria to Ensure Student Safety

The criteria to ensure the safety of students in practicum sites is discussed in this subsection and includes agency protocols, security of belongings, safety issues related to working with clients, safety guidelines for office meetings, safety guidelines for travel by car, safety guidelines for travel as a pedestrian or on public transportation, safety guidelines for home visits, health safety, covid-19 safety. Students are informed about this safety information a number of different ways including:

- a. During the interview process the Agency informs the UCCS Practicum Education Office of their current student safety plan.
- b. If needed the UCCS Practicum Education Office provides some suggestions.
- c. Each student reviews their agency's student safety plan.
- d. Each student is given general safety information during the practicum orientation prior to the student starting their practicum placement.

Students participate in a review of the student safety plan during their practicum seminar

7. INTERRUPTION OF PRACTICUM

Interruption of Practicum Policy

The UCCS Department of Social Work has developed a plan to address temporary disruption to students' social work practicum placements due to national or local events such as communicable diseases, natural disasters, and/or civil unrest.

If students are advised by their agency, supervisor, UCCS, and/or government to not attend their practicum placement, or if safety concerns warrant a temporary disruption in practicum placement, students should immediately consult with both their Practicum Liaison and their Agency Practicum Instructor(s).

In efforts to fulfill the student's practicum hour requirements and educational competencies during temporary practicum placement stoppages, we are providing alternative Practicum learning activities that can be completed off site.

This policy is meant to address short-term practicum placement disruptions. If the practicum placement stoppage continues beyond a 30-day period, a review will be conducted by the Practicum Office to determine the most appropriate response to support students in completing their Practicum placement requirements.

Alternate Learning Activities

Agency Practicum Instructors and Agency Task Supervisors should assign students off-site alternative practicum learning activities that the student may complete in the event of a temporary practicum disruption. Examples of alternative practicum learning activities are listed below.

- **Supervision:** Weekly supervision using Microsoft Teams, Zoom, or other teleconferencing applications.
- **Meetings with individuals, families, and groups** utilizing teleconferencing applications that can be accessed via computer, tablet, and/or telephone; provided teleconferencing applications meet any agency requirements regarding HIPPA and/or confidentiality.
- **Agency Trainings:** develop trainings that will benefit the agency (e.g., self-care, ethics, etc.).
- **Groups/Workshops for Clients:** develop curriculum for future implementation with clients (e.g., life skills, grief, trauma, domestic violence, etc.).
- **Written Materials for Clients or Community:** develop handouts/flyers/brochures (e.g., explaining voting rights, informed consent policies, etc.).
- **Organizational Policy Review:** review agency policies with suggestions/recommendations where appropriate (e.g., safety policies, diversity policies, use of social media, utilization of technology, etc.).

- **Legislative Policy Review:** review relevant laws and policies impacting the population served by the agency (e.g., Indian Child Welfare Act, Emergency Mental Health Holds, Homeless Camping Ban, etc.) and provide a synopsis of key takeaways.
- **Advocacy Activities:** write a policy brief; write a letter to the editor about a policy issue impacting the agency; complete an analysis of a political candidates' plans for policy change; prepare key talking points on an issue that others may use; read the social work voting toolkit (<https://votingissocialwork.org/#>) and develop a plan for implementation within the agency.
- **Literature Review:** conduct a literature review on a specific topic relevant to practicum placement (e.g., effectiveness of an intervention, how interruption of services impacts mental health or economic stability, etc.).
- **Grants:** research potential grant opportunities and/or prepare aspects of the grant writing.
- **Community Networking/Resource Development:** teleconference with various service providers, participating in resource mapping, and developing a list of resources for clients with services offered, referral process, etc.
- **Complete Online Trainings:** complete assigned trainings and provide a certification of completion, a short, written reflection, and/or prepare a presentation to disseminate knowledge gained.

Agency Practicum Instructors and Agency Task Supervisors are encouraged to add additional activities and trainings to this list, as is relevant and appropriate for their agency, population, and setting. All activities should be pre-approved by the agency supervisor prior to the student beginning a task.

Confidentiality and the Use of Technology

All students must comply with relevant laws, regulations, ethical standards, and organizational policies to ensure the confidentiality of clients. Students and agencies are encouraged to utilize the standards listed in the Technology in Social Work Practice guide to inform their use of technology. While each agency should develop their own protocols around the use of technology and confidentiality, the following best practices should be followed by all students:

- Take reasonable steps to maintain appropriate boundaries when using personal phone numbers or other electronic communication. For example, consider temporarily hiding your caller ID when making outgoing calls, through your phone's settings.
- Position web cameras so that others can only see your face. All visible confidential data should be removed from camera view.
- Conduct all sensitive conversations in a private space. Be mindful of the potential for family members or bystanders to overhear any portion of your discussion.

8. RESOLUTION OF PROBLEMS ARISING IN THE PRACTICUM ENVIRONMENT

Practicum Problems & Resolution

The practicum placement is an integral part of the student's educational experience and preparation for professional practice. Performance in the practicum is a critical indicator of readiness for professional practice and is a key element of the BSW/MSW program. It is important that concerns arising in the practicum placement be discussed early, and that feedback be given regularly.

Concerns related to practicum placements may be raised by students, practicum liaisons, practicum instructors, task supervisors, UCCS faculty, or the Practicum Education Program. A student should convey concerns related to practicum placement directly to their agency practicum instructors. If, for some reason, the student believes this is not possible, she/he/they may discuss the concerns with the practicum liaison instead. In many cases, the agency Practicum instructor or practicum liaison may coach the student in resolving the problem for her/him/themself. The practicum liaison will be responsible for monitoring the progress of any attempted resolutions. The agency practicum instructor should be the first to intervene when a student is experiencing problems in the practicum placement. If the issues are not resolved in a timely manner, or result in actual or potential harm, the agency practicum instructor must notify the practicum liaison. The practicum liaison must keep the Practicum Director apprised of the situation.

Whenever possible, the following steps should be taken to resolve problems in a practicum placement:

- 1.) The student and/or the agency practicum instructor identifies the problem and attempts to resolve it by meeting together to discuss the problem and possible solutions.
- 2.) If the problem is not resolved, the student and/or agency practicum instructor consult with the Practicum liaison, and another attempt is made to resolve the problem.
- 3.) If the problem is still not resolved, the practicum liaison facilitates a meeting between the student and the agency practicum instructor as soon as possible. As a result of this meeting, a remediation plan has been developed at the agency level to address the problem. The remediation plan should be a comprehensive problem-solving plan of action, including specific time frames for resolution. Within a week following the meeting, the practicum liaison documents that plan and distributes it to the student, agency practicum instructor, Practicum Director, and academic adviser. A remediation plan at the agency level is required whenever a student is at risk of failing to meet the requirements for a specific competency or competencies.
- 4.) If necessary, additional meetings may occur involving the student and the Practicum Education Office and/or other UCCS faculty.
- 5.) If it is determined at any point that the problem resolution requires that a student change practicum placement sites, the Practicum Director will facilitate this process.
- 6.) In a situation in which a student is perceived to have caused actual or potential harm to clients or client systems, the student may be immediately removed from the practicum placement upon the

recommendation of the agency practicum supervisors, the practicum liaison and/or the Practicum Director. If initiated by the agency, this action requires discussion with the Practicum Director. If such emergency action is required, the issue will be referred to the Program Retention Committee and the Termination of Enrollment Due to Ethical Breaches Policy will be followed.

7.) At the initiation of a referral to the Program Retention Committee, a student may be withdrawn from the practicum placement.

8.) If a student remains in practicum following a review by the Program Retention Committee, she/he/they must complete a practicum placement in a UCCS pre-approved agency with an on-site MSW. The number of hours that may or may not be credited from the original practicum placement will be determined on an individual basis.

9.) Continued lack of success in the practicum placement environment following multiple documented steps for remedial action may result in failure of the Practicum Placement Course.

Students who wish to appeal against the decision to terminate must first write a letter of appeal to the BSW or MSW Program Director. If the dispute is not resolved by the Program Director, students may then write a letter of appeal to the Department Chair. If the dispute is not resolved by the Department Chair, BSW and MSW students must follow the UCCS procedures outlined by the [Dean of Students guide for Student Conduct](#).

If concerns arise related to an agency or practicum instructor, the Agency Problem Resolution Process will be followed.

Termination of Enrollment Due to Ethical Breaches

Students can be dismissed from the UCCS Department of Social Work for various infractions that constitute ethical breaches. These behaviors / choices can lead to disciplinary action, up to and including dismissal from the program. The following list of behaviors presents some of the most important of these infractions but is not an exhaustive list:

1.) Documented behavior that is inconsistent with the Code of Ethics of the National Association of Social Workers;

2.) Documented problems in behavior or performance, which raise questions from the faculty or practicum instructor about the student's suitability for professional social work. The following list is not exhaustive:

- a. Forced or coerced sexual behavior;
- b. Sexual activity with clients including, but not limited to, kissing, fondling, or sexual intercourse;
- c. Physical actions, such as hitting, spanking, or slapping, directed at clients, students, faculty, or staff;
- d. Physical or emotional threats directed toward clients, students, faculty, or staff.
- e. Acceptance of clients' gifts or money that are not considered standard payment for services received on behalf of the student's agency or practicum setting; students shall not ask for nor communicate an expectation of gifts from clients;

- f. Illegal or unethical behavior that limits or takes away clients' rights, that results in financial, material, or emotional loss for clients, or that results in financial, material, or emotional gain for social work students; and
- g. Sexual harassment.

3.) Plagiarism, cheating, or any other form of academic dishonesty or disruption;

4.) Failure of student to maintain a 3.0 GPA beyond one semester of academic probation; and

5.) Failure to follow policies and rules as outlined in the UCCS Social Work Student Handbook or as outlined in the UCCS Social Work Practicum Manual.

Concerns about unethical behavior will be addressed by the BSW or MSW program committee. If unethical behavior occurs with regard to Practicum placement, the program retention committee will consist of 1) the student's advisor, 2) the BSW/MSW Practicum coordinator, and 3) the Practicum liaison.

The program retention committee will review oral and written reports of the student's unethical behavior. The student will be given the opportunity to address the committee. The committee will deliberate and decide whether to dismiss the student. If a decision is made to dismiss, the student will be given a letter explaining the rationale behind the decision.

Students who wish to appeal against the decision to terminate must first write a letter of appeal to the Department chair. If the dispute is not resolved by the Department chair, students must follow the Graduate School procedures outlined by the [Dean of Students guide for Student Conduct](#).

Agency Problem Resolution Process

Difficulties or concerns can occasionally arise related to an agency or a practicum instructor that will be addressed directly by the UCCS Practicum Education Office because the issues are beyond the scope of what is deemed appropriate for a student to address with his/her/their agency practicum instructor or the agency without assistance. The practicum placement is an integral part of the student's educational experience and preparation for professional practice. The experience, training, and supervision provided by the practicum placement agencies are critical to this process. It is important that any concerns related to an agency's ability to provide a quality learning experience for a student, including appropriate levels of safety, are discussed and addressed, and that a plan for resolution of the concerns at the agency is mutually agreed upon by the practicum team and the agency, and implemented by the agency.

Concerns related to an agency may be raised by students, practicum liaisons, agency practicum instructors, the agency itself, or the Practicum Education Office. It is expected that students communicate any concerns they have directly to their practicum liaison. Once a concern has been raised, the Practicum Education Office will take steps to address and resolve. Concerns may become known because of a liaison's observation of the student and the practicum placement, a student's report of their experience while at the agency, because of others involved with the agency, or as a result of information shared by the student at the end of the year in the program evaluations they complete. Concerns may include inadequate supervision, inadequate or inappropriate tasks or responsibilities, safety concerns, microaggressions, or anything that is seriously impacting the student attaining his/her/their learning goals.

The goal of the Practicum Education Office is always to assess accurately and work collaboratively with the agency to resolve concerns, and in a fashion that maintains the quality of the professional relationship between the agency and UCCS.

The Practicum Education Office will take the following steps to resolve problems or concerns with a practicum agency:

- 1.) Once a concern is brought to the attention of the Practicum Education Office, the designated practicum team member will consult with the liaison assigned to the agency and other involved practicum members to get accurate and thorough information to assess the nature of the concern and what would be required for resolution. When appropriate, a student will be consulted.
- 2.) If a student is currently at an agency, it will be determined whether the concern is serious enough to take immediate action.
- 3.) If appropriate, the liaison will have a discussion with members of the agency to work towards a solution of the problem or concern.
- 4.) If, in consultation with the Practicum Education Office, it is deemed out of the scope of the liaison's role due to the seriousness of the concerns, the Practicum Director will develop a plan for addressing the concern which could include any or all of the following:
 - a. Practicum Director speaking with the appropriate individuals at the agency.
 - b. The Practicum Director scheduling a meeting with the individuals at the agency, which may or may not include the liaison.
 - c. Temporarily changing the status of the agency to "under review" or "temporarily not accepting students", so there is opportunity to resolve the concern prior to another student accepting an practicum placement there.
 - d. Assessing whether the concern is serious enough to warrant removing the student from the practicum placement because of safety concerns or significant compromises to the learning goals.
 - e. Assessing whether there has been a pattern of concerns at an agency with previous attempts to resolve.
- 5.) A plan for resolution of the concern is to be mutually agreed upon by the agency and the Practicum Education Office and implemented by the agency. Specifics of this plan will be documented and distributed to all relevant parties. If resolution is reached, the agency will be made "active" as a potential placement for future students. Resolution plans could potentially include any of the following and/or any other adjustments that would respond to the presenting concerns:
 - f. Adjusting the supervisory plan to meet the needs of students and the requirements of UCCS Social Work.
 - g. Adjusting the tasks and responsibilities a student will be assigned in order to meet the expected competencies.
 - h. Reducing the number of students placed at an agency.
- 6.) If a concern is unable to be resolved to the satisfaction of the practicum team, and the

concerns would seriously impact the quality of the learning or safety of a student, the Practicum Education

7.) Office may decide to “close” an agency for future students unless or until a satisfactory solution can be agreed upon. It will also be assessed whether further actions are necessary.

If necessary, additional meetings may also occur with the Practicum Director.

8.) Once a resolution has been reached, ongoing evaluation will occur to assess the efficacy of the plan. This will occur in consultation with the agency, the liaison, and the Practicum Education Director.