## **New Mexico Highlands University**

**School of Social Work**

**Block Semester**

**FIELD PRACTICUM ACTIVITY LOG**

**STUDENT NAME**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRIMARY CONTACT NUMBER \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_ E-MAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### CLASSIFICATION

\_\_\_\_\_ BSW / \_\_\_\_\_ 1ST YR MSW

AGENCY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AGENCY INSTRUCTOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CO-INSTRUCTOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIELD CONSULTANT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACTIVITY LOG GUIDELINES**

The major objective of the field seminar and the activity log is to encourage students to utilize the nine CSWE competencies and relevant practice behaviors to critically think about the theoretical and conceptual contribution of the classroom with the field practicum Students are required to maintain a weekly **(typed)** log and submit during class times **(depending on how often seminar meets)**, to field seminar instructor throughout the entire semester. All entries and discussions of your log in the classroom setting must protect client and agency confidentiality and cannot contain identifying information. **You are not required to share the activity log with your agency instructor. Logs are to be shared in the field seminar class.**

The purpose of the activity log is to encourage students to:

1. Critically contemplate the ways in which the social work competencies are operationalized (put into practice) in your field practicum setting.
2. Complete weekly activities/assignments focused on the building blocks of social work practice in the field setting.
3. Establish an ongoing dialog with agency instructor, field consultant and field seminar instructor in order to experience the field practicum as an integrated aspect of your learning.
4. Write clear and concise narratives of your weekly experiences.
5. Examine personal expectations of self as learner in the field setting
6. Critically integrate material from practice, human behavior, research and policy into your field experience.
7. Learn to use supervision effectively.

ACTIVITY LOG 1

(in class exercises)

**Exercise 1-Reflection on the Field of Social Work and Field Practicum**

Answer the following questions during class and be prepared to discuss.

* Why did you choose to become a social worker?
* How will this profession fit you and/or how will you fit into this profession?

(include positive and negative aspects)

* What strategies will you employ during my practicum that will promote/maintain good self-care?
* What strengths/contributions do you feel can make at your practicum agency?

**Exercise 2-Discussion/Development of Learning Contract**

Reference the learning contract template available on-line. Write down what you would like to learn at this practicum and why you selected this site.

ACTIVITY LOG 2

(in class exercise)

**Discussion/Development of learning contract (continued)**

Reference the ideas from **Log 1** regarding what you want to learn in your field practicum. Develop these ideas as illustrated below. They will become the practice activities for the learning contract. List ideas below, discuss in class.

**What I want to learn, how and when (if applicable) -----Example:** Develop client interviewing skills by meeting with clients for intake process.

ACTIVITY LOG 3

**COMPETENCY (1) Demonstrates Ethical & Professional Behavior**

**Field Specific Practice Behaviors**

* Make ethical decisions by applying the NASW Code of Ethics standards, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and other codes of ethics as appropriate to context.
* Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.
* Demonstrate professional demeanor in behavior; appearance; and oral, written and electronic communication.
* Use technology ethically and appropriately to facilitate practice outcomes.
* Use supervision and consultation to guide professional judgment and behavior.

Written Log-Submit via Brightspace prior to class. This will be the basis for class discussion.

* Share general practicum experiences for the week. Be concise in your writing.

**Social Work Professionals/Self, Safety and Supervision**

Reflect on the field specific practice behaviors listed above and your initial days at practicum. Having observed other social work professionals at your setting, answer the following questions:

* Learn more about the agency you are placed at by reviewing the policy manual and/or other documents that can orient you to the agency.
  + What is the mission of the organization?
  + What other professionals/roles are there in the agency?
  + Are there other departments/programs that exist within the agency? If so, how do they work together to uphold the mission of the organization?
* Each student is required to have one hour of supervision per week; students are responsible for taking the lead in getting this scheduled. Have you developed a plan for a weekly meeting with your supervisor for supervision? If so, what does it look like? If not, what steps are you going to take in getting this scheduled?
* As a result of Covid-19 the way practicum is carried out is different as most students are working remotely.
  + Reminder: to fully support the needs of agencies and clients there is an approval process to complete some hours on site at the agency. This approval requires the submission of a request to **provide on-site services** form to the Field Office. Only activities that cannot be performed at home are approved, any deviation from the approved plan must be resubmitted. Discuss with your agency instructor whether hours on site are needed, if so, complete the request to provide on-site services form and submit to your field coordinator.

ACTIVITY LOG 4

**COMPETENCY (1) Demonstrates Ethical & Professional Behavior**

**Field Specific Practice Behaviors**

* Make ethical decisions by applying the NASW Code of Ethics standards, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and other codes of ethics as appropriate to context.
* Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.
* Demonstrate professional demeanor in behavior; appearance; and oral, written and electronic communication.
* Use technology ethically and appropriately to facilitate practice outcomes.
* Use supervision and consultation to guide professional judgment and behavior.

Written Log-Submit via Brightspace prior to class. This will be the basis for class discussion.

* Share general practicum experiences for the week. Be concise in your writing.

**Organizational Culture and Supervision**

Discuss the expectations for professional appearance and behavior at the agency. How does the student role fit into this?

**Observation Activity**

You are to arrive at your field practicum agency visualizing yourself as a client arriving for potential services. Answer the following questions:

* What are your first impressions in terms of location, accessibility, sights, sounds, smells, client-client interactions, client-staff interactions, staff-staff interactions?
* Are clients treated with respect? What is the language used when referring to clients?
* How is confidentiality of the clients handled?
* Are the core values of Social Work demonstrated in the interactions with clients?

Asynchronous-at the end of class (due before next session, submit via Brightspace)

Think about your discussions during today’s class, answer the following:

* + What stood out to you in your learning/discussions today?
  + How can you incorporate what stood out into your work at practicum?
  + Reflect on the Code of Ethics core values. How will you balance your personal values with the core values of social work?

ACTIVITY LOG 5

**COMPETENCY (1) Demonstrates Ethical & Professional Behavior**

**Field Specific Practice Behaviors**

* Make ethical decisions by applying the NASW Code of Ethics standards, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and other codes of ethics as appropriate to context.
* Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.
* Demonstrate professional demeanor in behavior; appearance; and oral, written and electronic communication.
* Use technology ethically and appropriately to facilitate practice outcomes.
* Use supervision and consultation to guide professional judgment and behavior.

Written Log-Submit via Brightspace prior to class. This will be the basis for class discussion.

* Share general practicum experiences for the week. Be concise in your writing.

**Critical Thinking Interview**

* Interview a social worker preferably at your practicum site. Inquire about how the social worker has used the NASW Code of Ethics to guide their intervention strategy in a complicated case.

**Use of Technology**

Describe the ways in which technology, oral, and written communication is used at the agency.

* How have you been trained/familiarized with these modes of communication? Has it been adequate?

ACTIVITY LOG 6

**COMPETENCY (2) Engage Diversity and Difference in Practice**

**Field Specific Practice Behaviors**

* Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels.
* Present themselves as learners and engage clients and constituencies as experts of their own experiences.
* Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

**Reflection on Diversity and Difference at Practicum Setting**

Written Log-Submit via Brightspace prior to class. This will be the basis for class discussion.

* Share general practicum experiences for the week. Be concise in your writing.

**Reflection on Diversity and Difference at Practicum Setting**

In consultation with supervisor, discuss the diversity of staff in terms ethnicity, gender, age, ability. Answer the questions below after this discussion.

* Does the range of diversity reflect the client population served by the agency?
* Does diversity of staff affect the quality of service delivery?
* In your opinion, should staff composition reflect the client population served by the agency?

Asynchronous-at the end of class (due before next session, submit via Brightspace)

Think about your discussions during today’s class, answer the following:

* + What stood out to you in your learning/discussions today?
  + How can you incorporate what stood out into your work at practicum?
  + Thinking about what you discussed in your previous reflection, how did you grow in this area since then?

ACTIVITY LOG 7

**COMPETENCY (3) Advance Human Rights and Social, Economic, and Environmental Justice**

**Field Specific Practice Behaviors**

* Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.
* Engage in practices that advance social, economic, and environmental justice.

Written Log-Submit via Brightspace prior to class. This will be the basis for class discussion.

* Share general practicum experiences for the week. Be concise in your writing.

**Social Justice Exercise**

From your personal observation answer the following questions:

* How aware do you think the agency is of the historical background (oppression and discrimination) of the client population that they serve?
* What efforts does the agency take to deliver services that take into consideration the background of the client populations?
* How will you use this information to inform your own practice?

ACTIVITY LOG 8

**COMPETENCY (4) Engage in Practice-informed Research and Research-informed Practice**

**Field Specific Practice Behaviors**

* Use practice experience and theory to inform scientific inquiry and research.
* Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.
* Use and translate research evidence to inform and improve practice, policy, and service delivery.

Written Log-Submit via Brightspace prior to class. This will be the basis for class discussion.

* Share general practicum experiences for the week. Be concise in your writing.

**Informed Practice Exercise**

* Discuss with your agency instructor the ways in which the agency has used data and/or research information to make practice decisions. Write up your response.

Asynchronous-at the end of class (due before next session, submit via Brightspace)

* Think about your discussions during today’s class, answer the following:
  + How do you see the connection between research and practicum? If it is not clear, what are things that you can do to help make that connection?
  + What stood out to you in your learning/discussions today?
  + How can you incorporate what stood out into your work at practicum?

ACTIVITY LOG 9

**COMPETENCY (5) Engage in Policy Practice**

**Field Specific Practice Behaviors**

* Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services.
* Assess how social welfare and economic policies impact the delivery of and access to social services.
* Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

Written Log-Submit via Brightspace prior to class. This will be the basis for class discussion.

* Share general practicum experiences for the week. Be concise in your writing.

**Policy Exercise**

* Discuss agency policies with your agency instructor and ask how the policies of the agency impact the clients it serves. Write up your response.

ACTIVITY LOG 10

**COMPETENCY (5) Engage in Policy Practice**

**Field Specific Practice Behaviors**

* Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services.
* Assess how social welfare and economic policies impact the delivery of and access to social services.
* Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

Written Log-Submit via Brightspace prior to class. This will be the basis for class discussion.

* Share general practicum experiences for the week. Be concise in your writing.

**Practice Contexts Exercise**

Interview a social work professional that has been employed at the agency for five years or more and ask how the agency has changed over time regarding:

* scope of services
* mission of organization
* technology
* adapted as a result of Covid-19
* any other changes they would like to reflect on

Has it made the work easier or harder and why?

Asynchronous-at the end of class (due before next session, submit via Brightspace)

* Think about your discussions during today’s class, answer the following:
  + How do you see the connection between policy and practicum? If it is not clear, what are things that you can do to help make that connection?
  + What stood out to you in your learning/discussions today?
  + How can you incorporate what stood out into your work at practicum?

ACTIVITY LOG 11

**COMPETENCY (6) Engage with Individuals, Families, Groups, Organizations, and Communities**

**Field Specific Practice Behaviors**

* Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.
* Use empathy, reflection and interpersonal skills to effectively engage diverse clients and constituencies

**COMPETENCY (7) Assess Individuals, Families, Groups, Organizations, and Communities**

**Field Specific Practice Behaviors**

* Collect and organize data, and apply critical thinking to interpret information from clients and constituencies.
* Apply knowledge of human behavior and the social environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.
* Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies.
* Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

**COMPETENCY (8) Intervene with Individuals, Families, Groups, Organizations, and Communities**

**Field Specific Practice Behaviors**

* Critically choose and implementing interventions to achieve practice goals and enhance capacities of clients and constituencies.
* Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.
* Use inter-professional collaborations as appropriate to achieve beneficial practice outcomes.
* Negotiate, mediate and advocate with and on behalf of diverse clients and constituencies.
* Facilitate effective transitions and endings that advance mutually agreed-on goals.

**COMPETENCY (9) Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

**Field Specific Practice Behaviors**

* Select and use appropriate methods for evaluation of outcomes.
* Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.
* Critically analyze, monitor, and evaluate intervention and program processes and outcomes.
* Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Written Log-Submit via Brightspace prior to class. This will be the basis for class discussion.

* Share general practicum experiences for the week. Be concise in your writing.

**Engagement Observation**

From your observations, describe what you have learned about the process of ‘engagement’ at your practicum placement.

* How do the social workers prepare for action?
* How has empathy and interpersonal skills been demonstrated?
* What is the process for developing a mutually agreed-on focus of work and desired outcomes?

**Assessment Observation**

From your observations, describe what you have learned about the process of ‘assessment’ at your practicum placement.

* How is client data collected, interpreted, and organized?
* How are client’s strengths and limitations considered in the assessment process?
* Are intervention goals and objectives developed mutually with client?
* How do the social workers select appropriate intervention strategies?

**Intervention Observation**

From your observations, describe what you have learned about the process of ‘intervention’ at your practicum placement.

* How are actions initiated to achieve organizational goals?
* How are prevention interventions that enhance client capacities implemented?
* How are clients helped to resolve problems?
* How do the social workers negotiate, mediate, and advocate for clients?
* How do the social workers facilitate transitions and endings?

**Evaluation Observation**

From your observations, describe what you have learned about the process of ‘evaluation’ at your practicum placement.

* How do social workers critically analyze, monitor, and evaluate interventions?

Asynchronous-at the end of class (due before next session, submit via Brightspace)

* Think about your discussions during today’s class, answer the following:
  + How are the processes of engagement, assessment, and intervention at your agency similar or different than what you have learned so far in your classes? If there are differences, what do you think are the reasons for those differences?
  + What stood out to you in your learning/discussions today?
  + How can you incorporate what stood out into your work at practicum?

ACTIVITY LOG 12

**REVIEW OF COMPETENCIES 6, 7, 8, & 9:**

* Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
* Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities
* Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
* Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Written Log-Submit via Brightspace prior to class. This will be the basis for class discussion.

* Share general practicum experiences for the week. Be concise in your writing.

**Practice Theory Exercise**

Ask your supervisor about the predominant practice theories that guide the delivery of services at your practicum agency and describe how these theories are reflected in the service delivery. If there are no predominant theories that guide practice at the agency, explain.

**Wrap-Up/Reflection of Practicum Experience**

* After a semester in practicum, how do you feel about your practicum and why?
* Is the population one that you would like to work with in the future? Why/why not?
* How well did you employ the self-care strategies outlined at the beginning of the semester?

Be prepared to discuss how you will update the learning contract for second semester so that this can be presented to the agency instructor and field consultant during the final evaluation meeting.

Danowski, W.A. (2012). In the field: A guide for the social work practicum. (2nd ed.). Boston: Pearson Education, Inc.

Birkenmaier, J., & Berg-Weger. M. (2007). The practicum companion for social work: Integrating class and fieldwork. (2nd ed.) Boston: Pearson Education, Inc.

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| **Week 3 Log**  **Wrap-up (Activity Log) Exercises Reflecting on Weeks 1-12**  Reference the activity logs you have completed and write your responses to each Competency Exercise on a separate sheet of paper. Be prepared to share during the last class.  **Reflection on Social Work Professionals/Self**  Review the Reflection on Social Work Professionals/Self you completed**.** Describe how you’ve identified as a professional social worker at your practicum during your block semester of practicum and how you’ve improved in your professional role. | **Week 4 Log**  **Observation Activity**  Review the Observation Activity you completed. Assess the following facets of your experiences since that time and write them down:  Did your perceptions of the agency/staff change from when you originally conducted the observation activity? If they did change, how did they change?  What constitutes ethical behavior at your agency?  Are clients treated respectfully?  How is confidentiality of files/client visits handled?  After completing the observation activity at the start of your practicum, did you give any feedback to the agency about what you observed? Why/why not? |
| **Week 5 Log**  **Critical Thinking Interview**  Review the Critical Thinking Exercise you completed. Write about an experience you’ve had in field practicum that required you to apply critical thinking in your effort to problem solve a particular situation. | **Week 6 Log**  **Reflection on Diversity and Difference at Practicum Setting**  Review the Diversity and Difference Exercise you completed. Since that time, describe how you’ve gained self-awareness of personal biases in your work with clients. |
| **Week 7 Log**  **Social Justice**  Review the Social Justice Exercise you completed. In your own words, what does social justice mean to you? | **Week 8 Log**  **Informed Practice**  Review the Informed Practice Exercise you completed. Based on what your supervisor shared with you at that time, do you think that data and/or informed research information is used to inform practice decisions at your practicum setting? Why or why not? Explain. |
| **Week 9 Log**  **Policy**  Review the Policy Exercise you completed. Describe (2) policies that you see as positive at the agency and why. Describe (2) policies that you see as negative at the agency and why. | **Week 10 Log**  **Practice Contexts**  Review the Practice Contexts Exercise you completed**.**  Based on that interview, do you think the changes described are better/worse for service delivery and why? |
| **Week 11 Log**  **Practice Theory**  Review the Practice Theory Exercise you completed***.*** What do you see are the advantages/disadvantages of having/not having a practice theory in place at the agency? | **Week 12 Log**  Engagement Process--From your interactions, describe how you have participated in the process of ‘engagement’ at your practicum placement.  Assessment Process--From your interactions, describe how you have participated in the process of ‘assessment’ at your practicum placement.  Intervention Process--From your interactions, describe how you have participated in the process of ‘intervention’ at your practicum placement.  Evaluation Process--From your interactions, describe how you have participated in the process of ‘evaluation’ at your practicum placement. |
| **Wrap-Up/Reflection of Practicum Experience**   * Why did you choose to become a social worker and do you still feel the same after completion   of practicum?   * How will this profession fit you and/or how will you into fit this profession? (Include positive and negative aspects) * Is the population at your practicum site the area of practice you intend to focus on? * Do you want to continue your education and training as a social worker? Why/why not?   Asynchronous-at the end of class (submit via Brightspace. Your seminar instructor will assign the due date.)   * Think about your discussions during today’s class, answer the following:   + Write a letter to a student who will be placing at your agency for practicum.     - What advice do you have for them?     - How can they best prepare for placement? Include what you would have known before going into placement.     - Where did you see your learning grow most at this agency? | |