



School of Social Work  
UNIVERSITY *of* ALASKA ANCHORAGE

2024-2025

## MSW Practicum Manual



## Contents

Part I Introduction	2
Welcome Letter	3
School Location and Contact Information	4
College of Health	4
School of Social Work Administration	4
School of Social Work Faculty	5
School of Social Work Staff	7
Accreditation	7
School of Social Work Program Assessment	7
Part II: MSW Practicum Manual	8
Glossary of Terms	8
Practicum Instruction	9
Integration of the MSW Curriculum and Practicum Experience	9
Seminar	10
Roles and Responsibilities	10
Role of the School of Social Work	10
Role of the Practicum Seminar Instructor	10
Role of the Agency Representative (where distinct from the practicum instructor or agency supervisor):	11
Role of the Practicum Instructor	11
Role of the Agency Supervisor	12
Role of the Student	12
Selection of Practicum Sites & Practicum Instructors	13
Accessibility and Disability Accommodation Requests	13
Selection of Practicum Sites	14
Selection Criteria for Practicum Instructors	15
Orientation and Training of Practicum Instructors	16
General	16
Orientation for Practicum Instructors and Agency Supervisors	16
Placement Options and Employment	16
Standard Placement	16
Block Placement	17
Practicum Outside of Alaska	17
Paid Practica and Stipends	18
Employment-based Practica	18
Eligibility Criteria and Placement Process	19
General Considerations	19
Student Eligibility Criteria	19
Placement Process	20
Required Hours	21

Schedule of Practicum Hours	22
Documentation of Practicum Hours	22
Practicum Leave Bank	23
Rules and Expectations Regarding Placement	23
Late Placement	23
Schedules	23
In-service Education, Conferences, Workshops, and Other Special Activities	23
Safety and Risk Management	23
General	23
Liability and Injury Insurance	24
Transporting Clients and Flying in Small Aircraft	24
Job Site Risks and Hazards	24
Blood borne Pathogens	24
Tuberculosis	25
Evaluation Roles and Processes	25
Evaluation of the student	25
Practicum Site Evaluation	25
Practicum Education Program Evaluation	25
Termination of Practicum Placement	26
Use of Problem-Solving Techniques, Mediation, and Informal Processes	26
Student Requested Termination	26
Agency Initiated Termination	28
No-Fault Agency Initiated Termination	28
Agency Initiated Termination for Cause	28
Criteria for Termination for Cause	29
Student DROPS and WITHDRAWALS from Practicum Courses	29
UAA Title IX Reference Guide for Off-Campus Programs	31
Document Purpose	31
Definitions	31
What this Means	32
Reporting Options	32
Additional Resources	34
Important Notes	34
Confidentiality and responsible employees:	34
Protections for reporters:	35
Goals & Expectations for off-campus educational programs	35
Expectations for participants in practicum experiences:	35
Expectations for the internship coordinator or department:	36
Expectations for the third party educational provider:	36

## Part I Introduction

### Welcome Letter

Dear Students:

We are happy to welcome you to the UAA School of Social Work. We hope that you will find your social work education to be challenging, enlightening, and professionally fulfilling. You have our best wishes for your academic success. During your time with us you will form close relationships with your student colleagues and faculty. Together we hope to create a learning environment that is accepting, welcoming, intellectually stimulating, challenging, and meaningful to prepare you to assume important professional social work roles.

The UAA School of Social Work BSW program has had continuous accreditation by the Council on Social Work Education since 1978 and the MSW program since 1999. We are committed to preparing social workers for practice in Alaska, while helping students develop the knowledge and skills needed to practice nationally and internationally.

This practicum manual has been prepared to acquaint you with information, procedures, and policies of the MSW practicum program. Together with the UAA MSW Student Handbook and the UAA Academic Catalog, this manual provides detailed information about the MSW practicum. This handbook is provided for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Anchorage. Although every effort is made to ensure its correctness, regulations of the university and this program's requirements change from time to time during the period any student is attending the University of Alaska Anchorage; to the extent there is a conflict between this handbook and university policies, regulations, rules, or procedures, the university policies, regulations, rules, or procedures will control.

We welcome your feedback and input at any time. Again, welcome to the UAA School of Social Work. We hope that you have a wonderful academic year.

Sincerely,

Matthew Cuellar, PhD, MSW  
BSW Program Coordinator

Alexa Filanowicz, LCSW  
BSW & MSW Generalist Practicum Coordinator

Mary Dallas Allen, PhD, MSW  
MSW Program Coordinator

Mikki Easley, LCSW  
MSW Advanced Generalist Practicum Coordinator

Donna Aguiniga, PhD, MSW  
Assistant Dean of Social Work

## School Location and Contact Information

UAA's Anchorage location and community campuses reside on the traditional, unceded lands of the Dena'ina, Kenaitze, Sugpiaq, and Unangan people. The UAA School of Social Work honors Alaska's Indigenous people and cultures, and we are mindful of UAA's obligations to them and to this wonderful place. The students, staff, and faculty of the UAA School of Social Work commit to continuing in the work of developing healthy, respectful, meaningful, reciprocal relationships with Alaska's Indigenous people, as well as Indigenous people throughout the world.

The School of Social Work offices are located in Suite 234 of the Professional Studies Building (PSB), which is attached to the Wendy Williamson Auditorium. PSB is closest to the West Parking Lot, which offers a Parking Permit Kiosk.

### Mailing Address:

School of Social Work  
3211 Providence Drive, PSB 234  
Anchorage, AK 99508-8230

Main Telephone: (907) 786-6900

Website: <http://www.uaa.alaska.edu/socialwork>

### Business Hours:

Monday through Friday  
8:00 a.m. to 5:00 p.m. Alaska Standard Time

### *College of Health*

The Dean of the College of Health has offices located in Suite 205 of the Professional Studies Building (PSB). The phone number for the Dean's office is (907) 786-4406.

### *School of Social Work Administration*

Assistant Dean, School of Social Work – Donna Aguiniga, PhD, MSW

The Assistant Dean of Social Work is the chief administrator for the School. The Assistant Dean is responsible for the day-to-day operations of the school and management of the School's resources. Please feel free to stop by the office to discuss concerns, share ideas, and become involved in School activities.

BSW Program Chair – Matthew Cuellar, PhD, MSW

The BSW Program Coordinator is responsible for overseeing the day-to-day operations of the BSW Program, BSW program development, and working with the Social Work faculty and staff, UAA administration, and CSWE to ensure BSW program integrity. The Chair is responsible for BSW Curriculum, program admissions, scheduling courses, overseeing the advisement of BSW students, and trouble-shooting for the BSW Program.

### MSW Program Chair - Mary Dallas Allen, Ph.D., MSW

The MSW Program Coordinator is responsible for overseeing the daily operations of the MSW Program, MSW Program development, and working with the Social Work faculty and staff, UAA Administration, and CSWE to ensure MSW Program integrity. The MSW Program Chair is also responsible for the coordination of the MSW program, scheduling courses, promoting the program, and helping MSW students connect with one another and with School activities.

### BSW and MSW Generalist Practicum Education Coordinator - Alexa Filanowicz, LCSW, MSW

The BSW Practicum Education Coordinator is responsible for identifying and training practicum instructors, placing BSW students in practicum settings, overseeing the practicum education process, and handling problems that may arise for BSW students or practicum instructors.

### MSW Advanced Generalist Practicum Education Coordinator – Mikki Easley, LCSW

The MSW Practicum Education Coordinator is responsible for identifying and training practicum instructors, placing MSW students in practicum settings, overseeing the practicum education process, and handling problems that may arise for MSW students or practicum instructors.

### *School of Social Work Faculty*

Donna Aguiniga, Professor

Eastern New Mexico University, BS (1998); Boise State University, MSW (2001); The University of Texas at Austin, PhD (2010).

[dmaguiniga@alaska.edu](mailto:dmaguiniga@alaska.edu) or 786-6906

Mary Dallas Allen, Professor

The College of William and Mary, BS (1995); Virginia Commonwealth University, MSW (2001); Portland State University, PhD (2008).

[mdallen7@alaska.edu](mailto:mdallen7@alaska.edu) or 786-6992

Tracey Burke, Professor

Villanova University, BA (1989); University of Minnesota-Twin Cities, MSW (1994); University of Washington, PhD (2003).

[tkburke@alaska.edu](mailto:tkburke@alaska.edu) or 786-6905

Matthew Cuellar, Associate Professor

University of Alabama, BSW (2011); University of Alabama, MSW (2013); University of Tennessee, Knoxville, PhD (2016).

[mjcuellar@alaska.edu](mailto:mjcuellar@alaska.edu) or 786-6901

Dacia Davis, Clinical Assistant Professor  
The University of Montana, BA (2004); University of Alaska Anchorage, MSW (2021)  
[ddavis114@alaska.edu](mailto:ddavis114@alaska.edu) or 907-786-6902

Mikki Easley, Clinical Assistant Professor  
University of Alaska Anchorage, BA (2004), MSW (2007)  
[mdeasley@alaska.edu](mailto:mdeasley@alaska.edu) or 907-786-6909

Morgan Erisman, Clinical Assistant Professor  
University of Alaska Fairbanks, BSW (2015); University of Alaska Anchorage, MSW, MPH (2018)  
[mrerisman@alaska.edu](mailto:mrerisman@alaska.edu)

Alexa C. Filanowicz, Clinical Associate Professor  
University of Utah, BA (2004); University of Alaska Anchorage, MSW (2007).  
[afilanowicz@alaska.edu](mailto:afilanowicz@alaska.edu) or 786-6908

Nataliia Gusak, Assistant Professor  
Kyiv-Mohyla Academy School of Social Work, BS, MSW  
National Academy of Science, PhD  
[ngusak@alaska.edu](mailto:ngusak@alaska.edu) or 786.6919

Amana Mbise, Assistant Professor  
University of Dar es Salaam (2005); University of Illinois at Chicago, MSW (2012); University of Illinois at Chicago, PhD (2017).  
[ambise@alaska.edu](mailto:ambise@alaska.edu) or 786.6910

Vanessa Meade, Assistant Professor  
Western Illinois University, BSW (1996); Aurora University, MSW (1999); Alaska Pacific University, PsyD (2015).  
[vmeade@alaska.edu](mailto:vmeade@alaska.edu) or 786-6903

Michelle Moar, Clinical Assistant Professor  
Queen's University, BAH (1996); University of Regina, BSW (2000); Dalhousie University, MSW (2010)  
[msmoar@alaska.edu](mailto:msmoar@alaska.edu)

Jennifer Peeks, Clinical Assistant Professor  
Hope College, BSW (2002); University of Michigan, MSW (2004).  
[jlpeeks@alaska.edu](mailto:jlpeeks@alaska.edu) or 907-543-4537

Rei Shimizu, Assistant Professor  
Bryn Mawr College, BA (2010); Columbia University, MSW (2012); New York University Silver School of Social Work, PhD (2021).  
[rshimizu@alaska.edu](mailto:rshimizu@alaska.edu) or 907-786-4302

Elizabeth A. Sirles, Professor Emerita  
 University of Kansas, BS (1978); University of Kansas, MSW (1980); Washington University in  
 St. Louis, PhD (1984).  
[easirles@alaska.edu](mailto:easirles@alaska.edu)

Kathi Trawver, Professor  
 University of Northern Iowa, BSW (1979); University of Alaska Anchorage, MSW (1998); The University  
 of Texas at Austin, PhD (2011).  
[krtrawver@alaska.edu](mailto:krtrawver@alaska.edu) or 786-6915

### *School of Social Work Staff*

Tracey Eason, Admissions and Engagement Specialist  
 University of Alaska Anchorage, MSW  
[tpeason@alaska.edu](mailto:tpeason@alaska.edu) or 786.6973

Sharie Field, Academic Specialist and Practicum Support Technician  
[sharie@alaska.edu](mailto:sharie@alaska.edu) or 786-6971

Callista Troxell, Program Support Specialist  
[catroxell@alaska.edu](mailto:catroxell@alaska.edu) or 907.786.6900

## **Accreditation**

The UAA BSW and MSW programs are both accredited by the Council on Social Work Education through 2026. The BSW program has been continuously accredited since 1978 and the MSW program since 1999.

## **School of Social Work Program Assessment**

The UAA School of Social Work actively engages in program assessment to assess student learning and inform continuous program improvement. The School of Social Work program assessment is required by UAA accreditation, which requires each program to submit an annual program assessment plan and to report any results and changes made to the curriculum and / or programs based on program assessment, as well as by the Council on Social Work Education (CSWE) 2022 Educational Policy and Accreditation Standards (EPAS).

The CSWE 2022 EPAS requires that the BSW and MSW programs describe the assessment procedures and detail when, where, and how each social work competency is evaluated for each program option. Students' demonstration of each program competency must be assessed by at least two measures, and one of those measures must be based on students' demonstration of the competency in real or simulated practice situations (e.g., the practicum, simulations). Please review the BSW and MSW assessment plans for details on the assessment process, which are on file with the UAA Office of Academic Affairs. They can be accessed at the UAA [Academic Assessment Committee website](#).



## Part II: MSW Practicum Manual

### Glossary of Terms

**Affiliation Agreement:** The formal letter of agreement between the agency and the university specifying the terms of the placement and the responsibilities of each party.

**Agency Representative:** A person employed by the placement agency that represents the agency in all matters relevant to the practicum education placement process and administrative components. The agency representative, agency supervisor, and practicum instructor may be the same or different persons. This person is not required to be a social worker nor have supervision duties of the student.

**Agency Supervisor:** The agency professional directly responsible for supervising the student's day-to-day activities. The practicum instructor and agency supervisor may be the same person. When an agency does not have a person meeting CSWE requirements to supervise the student, the agency supervisor or their designee, provides day-to-day oversight of the student in the practicum site.

**CSWE (Council on Social Work Education):** The organization that establishes accreditation standards for BSW and MSW educational programs.

**Practicum Education Coordinator:** The social work faculty member with overall responsibility for coordinating the practicum education program. They review existing and potential new practicum placement sites to determine if they meet CSWE standards and the goals of the program, refers and approves student placements, oversees the orientation and training of the practicum supervisors, and works with the practicum seminar instructor to resolve issues arising in the practicum placement.

**Practicum Instructor:** A person meeting CSWE standards who supervises and evaluates the social work student in the practicum placement. The practicum instructor usually is an employee of the agency in which the student is placed and may serve the role of "agency representative" as well. CSWE requires practicum instructors to be graduates of an accredited MSW program. In addition, a minimum of 2 years professional, postgraduate experience with no ethical violations is required.

**Off-site Practicum Instructor:** If an agency does not have a person available on staff meeting CSWE requirements, it may still be a placement site if it enters into an agreement with a person meeting qualifications to assume the role of off-site practicum instructor. The MSW Practicum Education Coordinator will assist agencies in recruiting volunteer practicum instructors who meet CSWE standards.

**Learning Contract:** A written contract completed early in the practicum placement that specifies the terms of the placement including hours, work schedules, goals, and student learning

outcomes of the practicum placement. All learning contracts must be reviewed and approved by the practicum seminar instructor.

Portfolio of work: Students enrolled in an MSW practicum seminar are required to complete a Portfolio of work as a signature assignment for their practicum coursework. The portfolio assignment will include, but not be limited to, the following:

- a) Artifacts that document the demonstration of a given practice behavior; and
- b) Student reflection that describes and justifies how each included artifact illustrates demonstration of the selected practice behavior.

Practicum Seminar Instructor: A member of the social work faculty who is the instructor for either the generalist or advanced generalist practicum seminar. The practicum seminar instructor serves as the faculty liaison between the agency and the program, participates in the student's evaluation, helps resolve problems arising in of the placement, assigns the final grade for the practicum seminar, and assures that the agency understands the mission, goals, and student learning outcomes of the MSW program.

Stipend: A fixed, regular allowance given to a student as a grant-in-aid to assist with educational expenses. The stipend must be paid as specified as long as the student remains in good standing at the placement. The stipend cannot be contingent upon performing specified duties or working specified hours for the sponsor's convenience or advantage.

## **Practicum Instruction**

The social work practicum experience has been defined as social work's "signature pedagogy" by the Council on Social Work Education (CSWE) and is thus an integral aspect of each MSW student's education.

### *Integration of the MSW Curriculum and Practicum Experience*

Practicum education offers the student an opportunity to integrate the knowledge, values and skills developed in academic courses with hands-on experience in a community setting. Two complementary elements comprise the practicum experience component: practicum work and seminar. For the practicum work, students are placed at practicum site agencies where they develop and complete a Learning Contract under the guidance and supervision of a practicum instructor, who is an MSW-level social worker. The weekly seminar, taught by a Social Work faculty member, is the place for further reflection, critical analysis and synthesis of learning through discussion and other forms of learning. Students are expected to integrate theoretical learning from academic courses to their practicum work. The UAA MSW Program has identified student learning outcomes based on competencies and practice behaviors that guide expectations for each student in practicum education. These competencies are a basis for the Learning Contract and seminar discussions.

For more detailed information regarding the mission and curriculum of the School of Social Work please see Part III of the MSW Handbook, in particular the following sections: Mission; MSW Program Student Learning Outcomes, Program Overview, and MSW Course Descriptions.

## **Seminar**

The student will participate in a weekly practicum seminar course (SWK 695A, SWK 695B, SWK 695C, SWK 695D) concurrent with the practicum placement. The seminar provides a forum for students to process their practicum experiences, integrate generalist or advanced generalist social work competencies and practice behaviors with their practicum experience, classroom knowledge with practice, address professional issues, and further their professional identity development. Time spent in seminars is not credited toward the practicum placement hourly requirements. Performance in the seminar and timely completion of all assignments is important in determination of the overall grade assigned for practicum education courses.

## **Roles and Responsibilities**

### *Role of the School of Social Work*

1. Appoints coordinators of practicum education and sufficient additional faculty to administer and implement the MSW practicum education program;
2. Recruits a wide array of organizations and agencies representative of the types of work settings students will be entering after leaving the program and the diversity of the community served by the program as potential practicum sites;
3. Assists in recruiting social workers meeting CSWE and program requirements to serve as practicum instructors;
4. Orients and trains practicum instructors;
5. Screens and approves practicum placement sites;
6. Screens and approves student placements;
7. Establishes criteria and process for evaluation of student performance; and
8. Establishes a mechanism for obtaining systematic feedback from the practicum instructors for planning and improving the practicum education program.

### *Role of the Practicum Seminar Instructor*

1. Develops a positive working relationship with the student, the practicum instructor, the agency representative, and others involved in the student's practicum education experience by being available on a reasonable basis, having a working knowledge of MSW program policies and procedures, and understanding the expectations of the practicum site agency;
2. Serves as a representative of the MSW program with the practicum site agency and personnel associated with the practicum education placement;
3. Assures implementation of MSW program and practicum education policies and procedures in all aspects of the practicum learning experience by providing consultation and necessary materials including course student learning outcomes;

4. Facilitates student's professional growth in the practicum placement agency and assists any party in managing difficulties which may arise in the placement;
5. Monitors and facilitates the student's learning in the practicum education placement by reviewing and approving the student's learning contract, maintaining regular contact with each site via in-person or web conference site visits, telephone, and/or email; and participating in student evaluation; and assisting with the evaluation of each site and instructor;
6. Facilitates the continuous quality improvement activities of the practicum education program through participation in planning, training, and evaluation in collaboration with the MSW Practicum Education Coordinator; and
7. Assigns the final grades for the practicum seminar.

*Role of the Agency Representative (where distinct from the practicum instructor or agency supervisor):*

1. Represents the agency in all practicum matters as determined by the organization.
2. May represent the agency in determination of available practicum placements and coordination of the selection process of practicum students.
3. May facilitate the obtaining of the Affiliation Agreement.
4. May represent the agency in determination of available stipends and stipend recipients.

*Role of the Practicum Instructor*

1. Facilitates the student's learning by establishing and maintaining positive working relationships with the student, the practicum seminar instructor, the agency representative, and others involved in the practicum program;
2. Helps insure that the student meets practicum course requirements by developing a working knowledge of the course student learning outcomes, procedures, requirements, and the integration of the practicum placement experience in the total social work educational program;
3. Promotes successful outcomes in the practicum placement through participation in the student selection, orientation to the agency, and evaluation; and timely and constructive feedback to the student concerning the strengths and weaknesses of his or her performance;
4. Maximizes the student's professional growth and learning through participation in learning activities designed to promote continuous expansion of the ability to apply social work skills in progressively more challenging situations;
5. Assures that the student is able to implement social work values and ethics in all professional interactions in the practicum setting through weekly supervision and by example in his or her own professional conduct;
6. Facilitates student learning and achievement of student learning outcomes by being accessible to the student at reasonable intervals (minimum of 1 hour/week); identifying and collaborating with the agency representative and practicum seminar instructor to

resolve problems or disputes as early as possible; and serving as champion for the student's professional development; and

7. Promotes the continuous improvement of the practicum course through participation in feedback activities designed to evaluate the course.

#### *Role of the Agency Supervisor*

The positions of practicum instructor and agency supervisor often will be the same person. However, a practicum placement agency may separate these roles when a person meeting CSWE qualifications is not available, an agency has multiple student placements, or an agency elects to separate the roles. The agency supervisor or designee will:

1. Represent the practicum placement agency in all interactions with the program;
2. Assure that the practicum placement enhances the development of a student's professional skills to work with diverse populations, vulnerable at-risk groups, and progressively more challenging situations dealt with by the agency by assignment to programs and duties maximizing experiential learning;
3. Help insure the student meets practicum education course requirements by developing a working knowledge of the student learning outcomes, procedures, requirements, and integration of the practicum placement experience in the total social work educational program;
4. Assure the agency supports the placement by provision of adequate working space and other essential materials necessary to perform their assigned functions;
5. Promote the achievement of practicum education and student learning outcomes by orienting the student, practicum instructor (if necessary), and practicum seminar instructor to the agency including its service mission, expectations, values, priorities, and key personnel; and
6. Help ensure the safety of the student in the placement by fully disclosing any known or suspected risks at the practicum site during the pre-placement selection process and by arranging for appropriate training to minimize risks.

#### *Role of the Student*

The student will:

1. Be responsible and assume initiative for their own learning;
2. Establish and maintain a positive working relationship with the practicum instructor, other staff of the host organization, the practicum seminar instructor, and the university;
3. Adhere to agency policies and procedures including confidentiality;
4. Prepare a written learning contract that at a minimum addresses the student learning outcomes of the course;
5. Adhere to the terms of the written learning contract;
6. Meet all entrance requirements for the practicum prior to placement;

7. satisfactorily complete all assignments for the practicum placement and practicum course by established deadlines;
8. Notify the agency as early as possible whenever unable to be present as scheduled. Providing notification as required will not relieve the student of their responsibility to be punctual and reliable in the practicum setting or to complete the total number of hours required;
9. Be cognizant of and adhere to the NASW Code of Ethics;
10. Complete the student practicum application and fully disclose anything that may affect placements including; but not limited to personal problems, limitations or special need for accommodation of any type which would interfere or require a special accommodation in the practicum placement, history with potential placement sites (within the last 5 years), motor vehicle violations other than non-moving, occupational license revocation or surrender, registration as a sex offender, named on Federal government debarment list, criminal history and present substance abuse/dependence. This information will be used only for placement purposes.
11. Notify the practicum instructor, agency representative, or practicum seminar instructor of potential problems or conflicts in a timely manner to address these as proactively and constructively as possible;
12. Attend and actively participate in the weekly practicum seminar;
13. Maintain an attitude and behavior which can be characterized as mature, adult, and professional;
14. Submit MSW Practicum Education Time Sheet in timely, accurate fashion; and
15. Reduce personal risk of harm or injury by avoiding situations increasing risk and following the agency's policies and procedures for identifying and dealing with job site hazards, violent clients, and other emergencies. Particular attention should be paid to procedures related to violent clients in both office and home visit settings.

## **Selection of Practicum Sites & Practicum Instructors**

### *Accessibility and Disability Accommodation Requests*

If you experience a disability or suspect you experience a disability, please contact Disability Support Services to arrange for approved accommodations in your practicum placement. UAA is committed to providing equal access to learning opportunities for students with documented disabilities. To ensure access to your MSW practicum, please contact DSS to engage in a confidential conversation about the process for requesting accommodations in your practicum placement. Meetings can occur by telephone or Zoom. Further, if you anticipate issues related to the format or requirements of practicum, please contact the MSW Practicum Education Coordinator to discuss ways to ensure your full participation in practicum. Together we can plan how best to remove barriers and coordinate your accommodations in practicum. Accommodations

are not provided retroactively. Please contact the Disability Support Services office at [uaa\\_dss@alaska.edu](mailto:uaa_dss@alaska.edu) or 786-4530.

### *Selection of Practicum Sites*

Placement sites must be with an established organization that provides, regulates, or establishes policy for a social service function to a population at-risk, provides access to the service for individuals without financial resources, and represents organizationally a set of values consistent with those of the profession of social work. Every effort is made by the practicum education coordinator to recruit a wide range of agencies, practicum instructors, and client populations served that reflect the diversity of the community.

Suggestions for the development of specific placement sites may be initiated by interested agencies, University of Alaska Anchorage faculty, students, or other interested parties. Suggestions of placement sites should be addressed to the MSW Practicum Education Coordinator, who will determine if the organization is interested and meets CSWE criteria. Organizations or agencies interested in hosting MSW social work students may be requested to submit an Organization Profile as the initial step in the process. Agencies must meet the following criteria to be considered as a practicum placement site:

1. Willingness by the agency to commit itself to assist the UAA MSW program to meet its goals and student learning outcomes for professional social work education;
2. Commitment of necessary staff time and resources to support, supervise, and evaluate students placed at the agency;
3. A philosophy of service that is congruent with social work values and ethics;
4. Provision of work space, equipment, and resources necessary for performance of tasks assigned to the student;
5. Willingness and ability to assist the university in providing appropriate and diverse learning opportunities for students;
6. Identification of a staff member meeting CSWE requirements to serve as practicum instructor or willingness to enter into an agreement with a social worker meeting those requirements to serve as practicum instructor;
7. Identification of a staff member to serve as agency representative when the practicum instructor is not designated to represent the agency or an agency has multiple practicum instructors;
8. Willingness to expose and involve the student in all agency functions relevant to functioning in their placement including unit staff meetings and case conferences;
9. Acceptance of students without discrimination related to race, ethnicity, age, gender, sexual orientation, religion, physical disability or political belief except where such discrimination is permitted for employment under Federal statutes governing the facility;
10. Adequate agency staff resources exist to develop and operate the agency program without dependence upon students except if all the following conditions are satisfied: (a) the

student's role in the development of the project is negotiated in advance; (b) the proposal represents a unique learning opportunity for the student; and (c) the student is not used in lieu of paid staff or compensated in any way for the work; and

11. Timely and accurate submission by the organization and staff involved in the proposed placement of required information necessary to determine if CSWE requirements are met.

#### *Selection Criteria for Practicum Instructors*

In order to serve as a practicum instructor for the MSW program, the interested social worker must submit a Practicum Instructor Application.

The social work practicum instructor must meet the following qualifications:

1. Possess an MSW degree from a CSWE accredited school of social work;
2. Have a minimum of two years of post-degree professional social work experience; and
3. Demonstrate commitment to professional ethics and values including no history of ethical violations in their career.
4. Be in one of the following roles:
  - a. an employee of the practicum work agency who meets CSWE standards;
  - b. a social worker meeting CSWE standards who is not an employee of the agency, but is willing to serve as practicum instructor and enters into an agreement with the placement agency; or
  - c. a UAA faculty member or employee meeting CSWE standards who enters into an agreement with the placement agency to serve as practicum instructor when the agency does not have a person meeting CSWE standards available.
5. Understand the goals and student learning outcomes for social work education and demonstrate commitment and capability to take on the role of social work educator and mentor.
6. Submit necessary documentation to the social work program to demonstrate competency and preparedness for the role of practicum instructor.
7. Have adequate time available to provide supervision for the student(s) and participate in university provided orientation and training. A minimum of one hour per week individual supervision is required in addition to time needed to meet with the faculty liaison and to evaluate the student's performance.
8. Understand the concepts of "generalist" and "advanced generalist" social work practice as defined by the program.

## **Orientation and Training of Practicum Instructors**

### *General*

A person willing to assume the role of practicum instructor is accepting a crucial role in the development and training of future professional social workers. To achieve that end and advance



the profession of Social Work, practicum instructors have a responsibility to understand the educational student learning outcomes of the program and their role in assisting the student to attain them. The MSW program has the responsibility to provide a comprehensive orientation in a manner causing minimal disruption of the practicum instructor's other professional obligations. The program will accomplish this employing a variety of methods including group orientation, site visits, provision of written materials, and telephone consultation. The practicum seminar instructor and MSW Practicum Education Coordinator are available for consultation as needed in addition to regularly scheduled contacts.

#### *Orientation for Practicum Instructors and Agency Supervisors*

New practicum instructors and new agency supervisors must participate and complete a mandatory practicum instructor orientation or work with the MSW Practicum Education Coordinator to find an alternative way to ensure critical information is communicated. The orientation is designed to answer many common questions, introduce people to the practicum faculty of the School of Social Work and other supervisors, and prepare the supervisor for the supervisory role. Additional training sessions may be held as need arises. Workshops typically include the following topics:

- Orientation to the MSW generalist and advanced generalist year curricula and to practicum work
- Orientation to generalist and advanced generalist social work practice as taught at University of Alaska Anchorage
- Orientation to CSWE competencies and practice behaviors incorporation into the practicum experience
- Introduction to teaching principles relevant to practicum instruction and to stages in the learning process
- Orientation to the practicum education course expectations
- Orientation to expectations of the student regarding learning contracts evaluation measures and criteria for evaluation
- Problem solving

## **Placement Options and Employment**

### *Standard Placement*

Students are required to complete a total of 960 hours of practicum work for the practicum course exclusive of seminar hours. The standard way to fulfill the practicum course requirement is by consecutive placements completed during the fall and spring semesters. The courses for the two semesters are continuous with the second semester building upon the first. Students remain in the same placement site and seminar.

Students doing consecutive placements complete 480 hours of practicum instruction during the fall and spring semesters of their generalist (first) year and 480 hours of practicum instruction during the advanced generalist (second) year.

Summer placements are not offered due to program constraints.

#### *Block Placement*

Students with the approval of the MSW Practicum Education Coordinator may complete a block placement during the advanced generalist year. A block placement is contingent on the program's ability to provide an equivalent experience and the ability of the student to meet all course requirements. In addition, the student must have demonstrated good judgment, the ability to work independently in a practicum setting, effective use of supervision, reliability in all aspects of the practicum education program, adherence to university and agency policies and procedures, and adherence to professional boundaries and ethics. Every placement must meet School and CSWE standards including acceptable supervision.

#### *Practicum Outside of Alaska*

The School of Social Work BSW and MSW programs are designed to educate social workers who are familiar with the needs of the state and develop competency in working with Alaskans and Alaska communities. To that end, UAA MSW students are required to complete their practicum placement(s) within Alaska. A student may request an exception to this policy for their Advanced Generalist practicum, if they meet one of the following criteria:

- Are an active-duty military member, or military family member, who has a permanent change of station outside of Alaska.
- Have an approved international practicum placement.
- Have family or financial considerations that require relocation. Students will provide a brief explanation for why the out-of-state placement is necessary.
- Have a unique out-of-state placement option. Students will identify how this practicum opportunity will enhance their ability to practice in Alaska.

MSW students may only request an exception to this policy for their Advanced Generalist practicum. Advanced Standing students are only eligible for out of state placements if they completed their BSW generalist practicum within Alaska.

#### *Exception Process*

Students requesting an exception to policy must notify the MSW Practicum Coordinator using the [Practicum Exception form](#) as soon as possible to facilitate the placement process. Under most circumstances, students should notify their practicum coordinator by January 15<sup>th</sup> for placements to begin in August of the same year. Please note the following:

- Students will be asked to identify potential practicum sites in their new community.
- Sites must be approved by the program's practicum coordinator before a practicum can begin. Decisions made by the practicum coordinator about a site's appropriateness for placement are final.

- It may not be possible to locate an acceptable practicum site. In that instance, the student can choose to be referred to an Alaska-based practicum location or to delay their practicum placement. Students selecting to delay their practicum placement must work with their advisor to determine how a delay would affect their degree plan.
- As with all practicum referrals, placement into an agency is not guaranteed.
- All other practicum policies and practicum seminar course requirements remain in place.

Students must work with the financial aid office to determine the impact of an out-of-state placement upon their residency status and tuition costs.

#### *Paid Practica and Stipends*

The School of Social Work seeks and encourages other organizations to support social work education by developing stipends and scholarships for students enrolled in the program. Organizations interested in supporting practicum students may contact the MSW Practicum Coordinator to discuss this option.

#### *Employment-based Practica*

Beginning in AY20-21 and reaffirmed in December 2021 (CSWE, AS.2.2.11), social work programs may approve a student's employment as their practicum placement. The UAA School of Social Work allows employment-based practicums for eligible students. To be eligible, students need to have worked at their current social service employer, which must meet criteria for a UAA Social Work practicum placement, for a minimum of three months. The student must be an employee in good standing and intend to remain at their place of employment through the course of the practicum/school year. Interested students should discuss this option with their respective MSW Practicum Coordinator during their practicum placement interview. Students should think carefully about this option, as there are key considerations to keep in mind, including student protections, the quality of student learning, accountability, and role confusion.

An Employment-Based Practicum Application must be submitted by May 1<sup>st</sup>. The submitted application must be complete and have both the student's and an agency personnel's signature.

If approved, a student may count up to 20 hours per week of work toward practicum hours. Students in an employment-based practicum must spread their hours across the semester so as not to finish early.

When a student accepts an employment-based practicum, the student is expected to fulfill the agreement they have made with the organization. A student completing an employment-based practicum who is terminated due to circumstances beyond the agency's control will follow the process for a No-Fault Agency Initiated Termination. A student who is completing an employment-based practicum who is terminated due to cause attributable to the student's performance will follow the process for an Agency Initiated Termination for Cause.

## Eligibility Criteria and Placement Process

### *General Considerations*

Student placement and approval of all student practicum placements is the responsibility of the MSW Practicum Education Coordinator.

The program will attempt to match educational needs and student preferences with availability; however, educational needs must take precedence. Criteria used for placement decisions include, but are not limited to, the student's prior experiences, educational needs, interests and career objectives and learning opportunities within the agency, qualities and expectations of the practicum instructor and organization, and a current affiliation agreement with the School of Social Work or readiness to enter into one. Students are referred to agencies by the MSW Practicum Education Coordinator for placement consideration. Assignment to an organization is made by the coordinator following the agency/student interview based on willingness of the agency and student to work together and fit of the placement to the student's educational needs.

In order to maximize diversity in learning, the program generally will avoid placing students with prior practicum instructors, employers, or agencies in which they have previously worked or served as a volunteer, intern or practicum student. Students are expected to accept referrals made by the program and to represent themselves in the best possible manner during the placement process. Refusal to accept a placement referral or placement offer without a reason acceptable to the coordinator of MSW practicum education may result in cessation of further placement referrals. The program also may not make additional referrals of students who have been denied acceptance at an agency for reasons reflecting on the student's unprofessional performance. In addition, students who have been denied acceptance at two or more agencies without good cause may not be allowed to continue in the practicum education sequence until the student makes a plan, subject to approval of the MSW Practicum Education Coordinator, to identify and correct the issues resulting in denials. Failure to negotiate a placement in a timely manner may result in removal from degree seeking status in the MSW program.

The MSW Practicum Education Coordinator may approve or deny any placement based on professional judgment as to whether the educational mission, goals, and student learning outcomes of the program will be met.

### *Student Eligibility Criteria*

To be eligible for and maintain good standing in the practicum education program students must:

- be enrolled in the MSW program
- have maintained at least a 3.0 grade point average
- maintain at least 3.0 in all practicum education courses
- successfully complete all prerequisite courses for the semester in which the student is enrolled
- demonstrate a capacity to relate to others
- demonstrate a commitment to social work values and ethics

- demonstrate good communication skills
- submit all application materials in a complete and timely manner

### *Placement Process*

The following steps will be followed in the order listed for all placements.

1. The student submits the Practicum Education Application form for admission to the practicum education program by the deadline. Incomplete admission packages and late applications may result in placement delays, reduce chances for placement in a preferred situation, or possibly result in no placement for the semester. The application requires the student to disclose anything that may affect placements including, but not limited to, special needs for accommodation, history with potential placement sites, motor vehicle violations other than non-moving, occupational license revocation or surrender, registration as a sex offender, named on Federal government debarment list, criminal history and present substance abuse/dependence. This information will be used only for placement purposes.
2. Students admitted to the MSW program who will be enrolled in practicum should schedule a pre-placement interview with the MSW Practicum Education Coordinator. The purposes of this interview are to:
  - discuss placement opportunities
  - discuss the type of placement that best meets the student's educational needs
  - address individual issues related to the placement including special accommodations, employment based practicum, proscriptions, etc. Students are expected to read the Practicum Instruction section of the MSW Program Handbook prior to this interview.
3. All placements are made by referral through the MSW Practicum Education Coordinator. Students should not contact agencies without prior approval by the MSW Practicum Education Coordinator. Agencies also are expected to adhere to this protocol to assure equal opportunity for all students.
4. After receiving a referral, the student schedules a placement interview. Placement sites may require submission of a resume before scheduling the interview. The interview should be viewed as a mutual assessment process addressing some or all of the following:
  - the student's career goals
  - the student's expectations for a practicum
  - the student's strengths and weaknesses as pertinent to the placement
  - the kinds of experiences the agency can offer relevant to the learning expectations of the practicum course
  - the agency's expectations of the student
  - the frequency and format for supervision
  - work schedule
  - additional independent learning that will be required by the agency

5. Following the interview, the student and the agency will email the MSW Practicum Education Coordinator indicating the party's interest in the placement. The MSW Practicum Education Coordinator will notify the parties of the decision.
6. Students may be required to complete physical and background checks as a prerequisite of acceptance by a placement organization. These may include TB tests, fingerprinting, driving records, checking Federal debarment lists, immunization records, child and sexual abuse registries, *etc.* Some agencies may refuse to accept the student based on findings, a student's refusal to agree to the check, or student's failure to obtain immunization required by agency policy.
7. Accepted students will contact their practicum instructors to establish the date and time to begin practicum placement activities. Starting dates may begin following the Fall Practicum Instructor and Student Practicum Education Orientations.
8. The Affiliation Agreement between the University and the agency must be signed before the practicum placement can begin.
9. The student should provide the practicum instructor with a copy of the course syllabus for that semester on the first day of the placement.
10. The student and the practicum instructor should begin developing the learning contract immediately by establishing a work schedule as the first element of the contract.

## Required Hours

Students are required to complete a total of 960 hours of practicum work over two years for the practicum education program exclusive of seminar hours. Students in the first year (generalist) of the full time program and the second year of the part time program complete 480 hours of consecutive practicum instruction during the fall and spring semesters. Students complete 480 hours of practicum instruction during the second (advanced generalist) year or fourth year of the part time program. Students accepted into the program with Advanced Standing are required to complete the 480 hours required for all advanced generalist year students.

Placements that offer evening and weekend hours are rare. Students need to be aware that practicum hours are primarily weekday hours from 8:00 a.m. to 5:00 p.m. and will require students to be available for practicum during those hours.

There are two options for completing hours. The standard method is through a consecutive placement during the fall and spring semesters. The second option is to do the advanced generalist year practicum as a block placement. Block placements may be considered for generalist year students on a case-by-case basis.

The purpose of practicum education is applied learning. Hours credited as practicum education are those that involve hands-on experiential learning. Hours credited toward the total time include time spent completing tasks relevant to the student's learning outcomes, supervision, agency staff and business meetings, case conferences, record keeping, report writing, and documentation. Credited

hours may also include 20 hours of agency orientation and an additional 5% of required hours for in-service education and training, and professional conferences. Exceptions to this policy require approval by the practicum seminar instructor. Students and practicum instructors should recognize that the practicum is an integral part of the coursework for the MSW and that learning assignments outside of practicum work hours are both expected and appropriate.

#### *Schedule of Practicum Hours*

The schedule of practicum work hours should coincide with the usual hours that the social workers at the placement organization are present and working. In most instances, this will involve weekday daytime hours. Exceptions must be approved in advance by the practicum seminar instructor.

Hours are to be scheduled consistently across the entire semester in a manner that enables students to maintain a significant presence in the organization throughout the semester and to complete the total number of required hours within the semester time frame. Students may increase hours worked each week if they fall behind their established schedule for reasons beyond their control. Permission from the practicum instructor, practicum seminar instructor, and agency supervisor (if other than the practicum instructor) is required. Students may not “bank” hours in order to finish the practicum in advance. Practicum hours are to be scheduled to accommodate attendance at required university classes and final exams.

With prior consent of the agency supervisor (if other than the practicum instructor), practicum instructor, and practicum seminar instructor, students may complete a *minimal* number of practicum hours during the winter intersession if such activities are essential for continuity of services. Consent is contingent on the presence of appropriate agency staff for supervision and the availability of the practicum seminar instructor. The number of hours permitted must be specified and approved in advance. Winter intersession hours will be counted toward Spring semester practicum hours since it is expected that students will have completed all fall practicum course requirements, including hours, prior to the winter intersession.

#### *Documentation of Practicum Hours*

Placement hours must be documented. Unless otherwise specified in your instructor’s syllabus, documentation using the MSW Program Timesheet in Tevera. should be approved by the placement agency, practicum instructor and submitted weekly to the practicum seminar instructor.

#### *Practicum Leave Bank*

Leave bank hours were temporarily allowed during the COVID 19 emergency and are no longer available.

## **Rules and Expectations Regarding Placement**

#### *Late Placement*

Starting a practicum placement late does not relieve the student of any course requirements including hours and learning assignments.

### *Schedules*

Students are expected to schedule their practicum hours during the usual business hours of the placement agency when the social work staff is present. Typically, these are weekdays. An exception for unique educational opportunities (e.g., emergency service work) occurring primarily outside of regular business hours may be approved by the faculty liaison when essential to fulfilling part of the learning contract. Practicum schedules are expected to be consistent across the entire term.

The MSW Practicum Education Coordinator is continually searching for placements that offer weekend and evening hours which also meet the criteria for a well-supervised practicum. Placements offering evening and/or weekend hours are extremely rare. Therefore, the student needs to be willing to work with the practicum coordinator to create a workable schedule for practicum

### *In-service Education, Conferences, Workshops, and Other Special Activities*

Students wishing to attend conferences, workshops, or special activities related to their career and educational goals are encouraged to talk with their practicum instructor to see if practicum site hours can be rescheduled when these activities conflict with their practicum education schedule. If the educational experience is consistent with their learning contract and the course objectives, credit for the hours spent in this training may be granted toward fulfillment of the practicum requirements with the consent of both the practicum instructor and the faculty liaison. The maximum number of hours that may be credited toward fulfillment of course requirements for these educational and training activities is limited to 5% of the total time required for the year. Supervision with the practicum instructor is exempt from this restriction as are case conferences, staff meetings, and 20 hours of orientation time to the agency. Students may be required to engage in educational activities outside of hours spent at the practicum site as needed to maximize the educational and professional growth opportunities presented by the practicum placement.

## **Safety and Risk Management**

### *General*

Students should recognize that practicum placement, as any workplace, might involve exposure to potential risks and hazards. In addition to documented risks from disgruntled employees and clients, many agencies serve clients with histories of assaultive behavior or employ modes of intervention such as home visits in which security may be significantly less than traditional office based services.

The agency representative should describe any known risks or potential hazards to the student in advance. No student should knowingly expose himself or herself to bodily injury or harm and no practicum instructor or agency representative should assign a student to a function where such risk is present historically without special training specific to the risk and taking all reasonable precautions a prudent social worker would take in the situation. Exposure of students to known



risks should be done only if there is no other way to accomplish an educational objective. Students should be permitted to decline any assignment exposing them to excessive risk without prejudice.

Students are expected to take reasonable precautions for their own safety. This includes parking vehicles in safe areas, avoiding being the only person in an office after hours without adequate security, avoiding being isolated with clients known to be violent, and leaving the site of a home visit immediately on discovering that drugs or alcohol are in use.

#### *Liability and Injury Insurance*

The UAA School of Social Work provides professional liability coverage for students.

#### *Transporting Clients and Flying in Small Aircraft*

Students may not transport clients in agency or personal vehicles. Any exception to this requires a specific amendment to the Affiliation Agreement and approval by University Counsel.

From time to time it may be necessary to fly to remote villages in small aircraft to provide social services. Given the inherent risks, practicum instructors or agency representatives should disclose in advance whether this activity would be required of a student accepting the placement. If they accept the assignment, the student should be prepared for an emergency with adequate clothing, survival gear, food, and water.

#### *Job Site Risks and Hazards*

Agency representatives are expected to fully disclose any known or suspected risks to the student at the practicum site as part of the pre-placement selection process.

Students are expected to review and become familiar with the agency's policies and procedures for identifying and dealing with job site hazards, violent clients, and other emergencies. Particular attention should be paid in procedures related to violent clients in both office and home visit settings.

Students, agency representatives, and practicum instructors should assure that students are trained to deal with potential risks of their placement as early as possible in the placement.

#### *Blood borne Pathogens*

If the student is at risk of infection by blood borne pathogens (e.g., HIV, Hepatitis B), they must be provided training involving recognition of the risks and procedures to minimize risk of infection. Students placed in residential facilities, hospitals, or agencies dealing with high-risk populations should be particularly sensitive to this potential risk.

After education and training, the student may wish to consider immunization against Hepatitis B. Immunization may be available at the agency, Municipality of Anchorage Department of Public Health, or the UAA Health Center. The student should be prepared to pay for any part of the cost not covered by his or her health insurance.

### *Tuberculosis*

Given the increasing prevalence of TB, students anticipating placement in a setting serving client populations with higher than normal risk for TB should be tested prior to starting the placement. This is usually done by a simple skin test at low cost. Some agencies may require this testing.

## **Evaluation Roles and Processes**

### *Evaluation of the student*

Course syllabi outline the criteria and processes for evaluation of the student. The seminar instructor establishes a grade for the practicum course(s) based on the student's performance in the organization and in the seminar. Course requirements and grading criteria are outlined in the course syllabus. Students should provide the parties involved in their practicum with copies of the syllabus at the beginning of each semester.

At the end of each semester students complete a self-assessment and practicum instructors complete an evaluation of the student based on the student's attainment of Learning Contract objectives and overall performance at the practicum site. In addition, practicum instructors complete the MSW Practicum Education Competency and Practice Behaviors Assessment Tool following the completion of practicum. This is used for purposes of program assessment and will be completed electronically.

### *Practicum Site Evaluation*

Students will evaluate the placement site and the practicum instructor at the end of each practicum placement on a standard form provided by the Social Work Program. The evaluation will include the placement process; agency orientation; adequacy of supports provided including office space, materials; attitudes and responsiveness of agency staff; contribution of placement to student's professional growth and career objectives; the frequency and quality of supervision received from the practicum instructor; and modifications to the placement which could enhance the learning experience for future students.

### *Practicum Education Program Evaluation*

1. **Students.** The students evaluate the seminar, seminar faculty leader, and practicum education program using the university's course evaluation form for the seminar and a School form for the practicum education program specific evaluation.
2. **Practicum Instructors.** Practicum Instructors are asked to evaluate the placement process, orientation, the readiness of students to enter practicum education at their respective level, the quality of the support provided by the program, and recommendations for improving the quality of the program.

## **Termination of Practicum Placement**

### *Use of Problem-Solving Techniques, Mediation, and Informal Processes*

The School of Social Work strongly encourages parties involved in disputes, differences of opinion, or otherwise feeling dissatisfied with a situation to address the issue using means such as

problem-solving techniques, mediation, or other informal processes. Any party may utilize the following formal procedures at any time; however, it is hoped that they will be employed only when communication and good will between the parties appears to have broken down or one of the parties is unwilling or unable to engage in a constructive problem resolution process.

#### *Student Requested Termination*

When a student accepts an assignment to a specific organization, including an employment-based practicum, the student is expected to fulfill the agreement they have made with the organization. If a student becomes dissatisfied with the placement, the following steps should be followed to address the concern(s).

If a student's concern involves allegations of serious offenses by the practicum instructor or agency personnel such as sexual harassment, threats and intimidation, or demands that the student commit an unlawful act, then the student should immediately report those allegations to the practicum seminar instructor and/or MSW Practicum Education Coordinator, who shall review the allegations and take appropriate action to protect the parties involved.

The formal process for Student Requested Termination is outlined below. A student who terminates a placement without following this process shall receive a failing grade in the practicum seminar course.

1. The student is to discuss their concerns with the practicum instructor and agency representative (if applicable) in a constructive, focused manner in an attempt to resolve the issue(s). Any party may invite the practicum seminar instructor and/or MSW Practicum Education Coordinator. A written summary of the meeting should be prepared, signed, and distributed to the parties involved.
2. If the student's issues have not been resolved in a manner satisfactory to the student after meeting with the practicum instructor and, if applicable, agency representative, the student may request a meeting to address his or her concerns with the practicum seminar instructor and/or MSW Practicum Education Coordinator. The MSW Practicum Education Coordinator and the practicum seminar instructor will jointly consider the matter and attempt to develop a plan with all the parties to continue the placement. The plan should specify in writing who will do what by when. Copies will be sent to all parties and the MSW Practicum Education Coordinator.
3. If a mutually acceptable plan cannot be developed or the matter still is not resolved to the student's satisfaction, they may request that the MSW Practicum Education Coordinator terminate the practicum placement. This request must be in writing and contain a detailed statement of the facts and grounds for the request.
4. The MSW Practicum Education Coordinator, in consultation with the practicum seminar instructor, practicum instructor, and, if applicable, agency representative, will review the request and notify the student of the decision as soon as is reasonably possible.

5. The decision will be based on the severity and validity of the concerns raised by the student, the likelihood that the placement can have a successful outcome, and the ability of the student and placement to accommodate each other for the remainder of the placement. Copies of the decision will be provided to the practicum seminar instructor, the student's faculty advisor, the practicum instructor, the agency representative (if applicable), and the student's file.
6. Students should be aware that termination of a practicum placement has serious implications including the fact that an acceptable alternative placement may not be available.
7. If the decision is made to terminate the placement, the practicum seminar instructor will meet with the student and the practicum instructor to develop a plan to end the student's agency responsibilities in a professional manner.
8. If the student's request to terminate the placement is denied, the practicum seminar instructor will consult with the affected parties and write a plan for continuing the placement. Copies will be provided to the student, practicum instructor, agency representative (if applicable), the MSW Practicum Education Coordinator, and the student's file.
9. When a student requested termination is approved, the MSW Practicum Education Coordinator will make reasonable efforts to find an alternative placement able to meet the student's educational needs; however, an alternative placement may not be available or it may be too late in the term to start a new placement. Alternative placements within the agency will be considered before those external to the agency.
10. If the placement is terminated and an alternative placement found, time spent in the first practicum may or may not be transferred into the next placement. The practicum seminar instructor, in consultation with the MSW Practicum Education Coordinator, will determine how many of the hours performed in the terminated placement will be credited toward satisfaction of practicum education hour requirements. Time credited toward activities such as orientation to the agency, introduction to agency specific procedures and practices, and other things not indicative of continuous professional growth shall not be credited twice even though repetition may be required by the new placement. Extension of the student's practicum or repetition of the course may be necessary in order to meet educational objectives.

#### *Agency Initiated Termination*

Agencies may initiate termination proceedings for internal issues unrelated to the student (see No Fault Termination below) or for cause attributable to the student's performance. The procedures for each follow.

### *No-Fault Agency Initiated Termination*

A placement, including an employment-based practicum, may be terminated due to circumstances beyond the agency's control. These include change in the availability of the practicum instructor or key agency personnel involved in the placement, closure of a program, or major policy change affecting the placement. The practicum agency is expected to notify the practicum seminar instructor and/or MSW Practicum Education Coordinator as early as possible when a placement must be terminated. The MSW Practicum Education Coordinator will make reasonable efforts to locate another placement and to facilitate the student's completion of the practicum during the same semester. The hours accrued in the placement will be credited toward the total clock hours required for the practicum when an acceptable plan is established to insure that the educational objectives of the practicum are met. Additional hours and/or extension of the student's practicum may be necessary in order to meet student learning outcomes.

### *Agency Initiated Termination for Cause*

If an agency has concerns about the performance, ethics, professionalism, or behavior of the student, including a student completing an employment-based practicum, that go beyond or have not responded to the usual supervisory process, the following steps should be followed. Step 1 can be skipped when the matter involves an allegation of one or more serious offenses by the student.

1. The student and practicum seminar instructor should be informed by the practicum instructor and/or key agency personnel involved in the placement of concerns regarding the student's behavior or performance. Expectations regarding behavior change and the time frame for these changes should be discussed. It is recommended that expectations for corrective action be written with copies provided to the student, the practicum instructor, key agency personnel involved, and the practicum seminar instructor.
2. If the student's response to the corrective action plan is unsatisfactory or the agency seeks termination of the placement based on one or more of the termination criteria below, the practicum instructor, agency representative, or other agency designee should contact the practicum seminar instructor and/or MSW Practicum Education Coordinator immediately and describe the reason(s) for the request.
3. The practicum instructor, agency representative, or other agency designee will provide the practicum seminar instructor and/or MSW Practicum Education Coordinator with a written statement specifying the grounds and outlining the circumstances for the termination.
4. Students terminated for cause shall receive a grade based on their performance compared to the expectations for the entire semester.
5. The practicum seminar instructor and/or the MSW Practicum Education Coordinator will notify the Director of the School of Social Work of the practicum termination and refer the student for a formal student review. (See MSW Student Handbook for details of the Student Concern Resolution Process).

*Criteria for Termination for Cause*

Grounds for involuntary termination from the practicum placement include, but are not limited to, the following:

1. Excessive absenteeism or tardiness;
2. Repeated failure to provide reasonable notice of an absence from the practicum placement or failure to appear as scheduled for three or more consecutive days without approval of the practicum instructor and agency representative;
3. Termination of a placement by the student without following prescribed procedure;
4. Serious or repeated violations of the NASW Code of Ethics;
5. Serious or repeated violations of the agency's policies and procedures;
6. Sustained low level of performance unresponsive to corrective action;
7. Reporting to the practicum site under the influence of drugs or alcohol;
8. Evidence of a personal behavior problem of the student manifesting itself in performance in the practicum or one that is incompatible with the profession of Social Work such as abusing a child, elder, or dependent person under his or her care; domestic violence conviction; criminal acts; or current substance abuse or dependence;
9. Maintaining, after it has been addressed, a hostile, negative attitude incompatible with the values of the profession of social work manifested in behavior toward clients, instructors, peers, agency staff, or university personnel;
10. Failure to maintain generally accepted professional boundaries and behavior in respect to agency clients and staff;
11. Any sexual relationship with an agency client;
12. Failure to disclose critical background information in application forms, pre-placement and placement interviews; and
13. Failure to meet academic and behavioral standards specified in the university catalog and student handbooks.

*Student DROPS and WITHDRAWALS from Practicum Courses*

Students should follow regular university procedures and requirements for dropping or withdrawing from a practicum course. The student must meet with the practicum seminar instructor if dropping or withdrawing after a placement has been made to insure that the agency termination is done in a professional manner. Students must return promptly to the host agency any keys, program materials, equipment, or other items provided for the student's use. Students should be aware that School policy requires that they also drop or withdraw from any accompanying practice courses.

Any withdrawal will be reviewed and performance in the placement to the date of the withdrawal will be considered if application for future practicum placements is made. Partial credit for hours worked in the practicum placement will not be granted to students dropping or withdrawing from the practicum course.



## UAA Title IX Reference Guide for Off-Campus Programs

This document is a summary of resources, contacts and the University of Alaska's Board of Regents Policy & Regulations (BOR P&R) located at: <http://alaska.edu/bor/policy-regulations/>

### Document Purpose

The University of Alaska Anchorage affirms the commitment to a safe and healthy educational and work environment in which educational programs, employment, and activities are free of discrimination and harassment, by providing an environment in which students and employees can learn and work safely. Thus, efforts must be made to i) provide the safest environment possible at all times and in all locations and ii) in the event that this goal is not met, to have reporting and responsive mechanisms in place and clearly communicated. This reference guide has been created to accompany University of Alaska Anchorage students, employees and affiliates into the practicum with resources for reporting sexual misconduct. This document provides several important definitions as well as the contact information of resources for victims and those reporting instances of sexual misconduct.

### Definitions

- **Sex or Gender-based Discrimination** include actions that adversely treat or affect someone, either intentionally or unintentionally, in a manner that unlawfully differentiates or makes distinctions on the basis of sex of the individual's sex or gender.
- **Sexual or Gender-based Harassment** includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- **Sexual Assault** includes non-consensual penetration.
- **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another person.
- **Nonconsensual Sexual Contact** is any intentional or reckless sexual contact without consent.
- **Complicity** includes any act taken with the purpose of aiding, facilitating, promoting or encouraging sex or gender-based discrimination.
- **Stalking** is repeatedly following, harassing, threatening, or intimidating including by telephone, mail, electronic communication, or social media.
- **Dating or Violence** includes emotional, verbal, and economic abuse with or without the presence of physical abuse committed by a person who is or has been in an intimate relationship with the victim or by a current or former spouse or partner.
- **Retaliation** is adverse employment, academic, or other actions against anyone reporting or participating in an investigation of Title IX allegations.
- **Confidential Employee:** 1) Any University employee who is a licensed medical, clinical or mental-health professional (e.g., physicians, nurses, physician's' assistants, psychologists, psychiatrists, professional counselors and social workers, and those performing services



under their supervision), when acting in his or her professional role in the provision of services to a patient who is a University student.

- **Responsible Employee:** All University employees are required to report sexual misconduct to the Title IX office within 24 hours. This excludes the confidential employee identified as a confidential resources.

## What this Means

The rules of University of Alaska Anchorage apply at all practicum stations, clinical and educational sites, and during all class related travel. If you experience or observe sexual or gender-based misconduct by any individual (UA student, employee, affiliate, unaffiliated or unfamiliar individual), we encourage you to report this to an instructor or internship coordinator. If you feel uncomfortable reporting misconduct to these individuals, there are additional contacts and resources listed in this document. You can contact as many or as few as you feel comfortable and necessary.

University of Alaska Anchorage takes immediate, effective, and appropriate action to respond to reported acts of sexual harassment and sexual violence. As a University of Alaska student, you have many rights related to Title IX Regulations. These include:

- You are entitled to a fair, impartial, and prompt investigation of your complaint.
- You have the right to be protected from further discrimination, both while the investigation is happening, and after to assure that your academic environment is free of hostility.
- You have the right to an alternative placement to minimize any disruption to your academic progress, and other interim measures.
- You have the right to identify witnesses who can attest to the alleged discriminatory behavior.
- You have the right to be notified of any updates or delays, and outcomes regarding the investigation and any pertinent sanctions.
- You have the right to appeal.
- You have the right to be protected from retaliation. Reporting sexual harassment/sexual violence will not impact your University of Alaska standing.
- You have the right to file civil or criminal complaints, outside of the processes of the institution.

## Reporting Options

Emergency Situation: Please call 911 or local law enforcement.

Non-emergency Situation

Non-emergency situations are those in which there is no immediate threat of harm to you or another person, but you would still like to report an incident or are in need of assistance or counsel because an incident has already occurred.

### Confidential Reporting:

- University of Alaska Anchorage students can access University of Alaska Anchorage Health & Counseling Services. To make an appointment call 907-786-4040
- University of Alaska Anchorage Employees: Employee Assistance Program Counselors (Confidential) (800) 697-0353 or <http://www.alaska.edu/benefits/employee-assistance-progr/>
- Online reporting through the UA Confidential Hotline

An anonymous online reporting form that allows you to file your complaint electronically. Once a complaint is received, the office that addresses your specific type of report will reach out to you, if requested.

*Website:* [www.alaska.ethicspoint.com](http://www.alaska.ethicspoint.com)

*Phone:* 1-855-251-5719

### Reporting to Title IX: (Responsible Employee)

- Contact your Title IX Coordinator: 907-786-0818 or email: [uaa\\_titleix@alaska.edu](mailto:uaa_titleix@alaska.edu)
- Report Online to your Title IX Office: [www.uaa.alaska.edu/equityandcompliance](http://www.uaa.alaska.edu/equityandcompliance)

### Internship Coordinator: (Responsible Employee)

This person is with you on-site and should already be known to you.

*Name:* Donna Aguiniga

*Phone:* 907.786. 6906

*Email:* [dmaguiniga@alaska.edu](mailto:dmaguiniga@alaska.edu)

### Department Contact: (Responsible Employee)

*Name:* Mary Dallas Allen, MSW Program Coordinator

*Phone:* (907) 786.6992

*Email:* [mdallen7@alaska.edu](mailto:mdallen7@alaska.edu)

*Office:* GHH 106

### Dean of Students: (Responsible Employee)

*Name:* Ben Morton

*Phone:* 907-786-1214

*Email:* [bmorton4@alaska.edu](mailto:bmorton4@alaska.edu)

## Additional Resources

National Domestic Violence Hotline: Available 24/7 to talk confidentially for anyone experiencing domestic violence, questioning unhealthy relationships or seeking support.

Phone: 1-800-799-7233 / Phone (TTY): 1-800-787-3224

<http://www.thehotline.org/>

National Sexual Assault Hotline (RAINN): Provides confidential, 24/7 support

Phone: 800-656-4673 / <https://rainn.org/get-help/national-sexual-assault-hotline/>

International Domestic Violence and Abuse Agencies List:

An international inventory of hotlines, shelters, refuges, crisis centers and women's organizations, searchable by country, plus an index of domestic violence resources in over 70 languages <http://www.hotpeachpages.net/>

International Crime Victim Compensation Program Directory:

A directory to help victims of crime find victim service agencies in the United States and abroad. <http://ovc.ncjrs.gov/findvictimservices/search.asp>

RAINN International Sexual Assault Resources

A list of international centers in Australia, Bolivia, Belarus, Botswana, Canada, Estonia, Finland, Indonesia, Israel, Japan, Mexico, Namibia, New Zealand, Pakistan, Philippines, Russia, South Africa, Sweden, and United Kingdom <https://rainn.org/get-help/sexual-assault-and-rape-international-resources>

## Important Notes

*Confidentiality and responsible employees:*

Given the personal nature Title IX violations, many victims are understandably reluctant to come forward. As such, it is particularly important that they understand how to report and how that report will be handled. Reports made to the confidential resources are confidential and can be anonymous. Except in rare, extreme circumstances, nothing will be shared with anyone outside of these offices without explicit permission.

Information shared with other University of Alaska Anchorage offices is kept as private as possible, but some information will be shared with the Title IX coordinator, who is expected to be made aware of all reported Title IX violations. Reports of sexual misconduct must be reported by employees to the Title IX office within 24 hours unless the employee is designated as a confidential resource.

*Protections for reporters:*

- The University strongly encourages students to report incidents violating Title IX policy regardless of whether the consumption of drugs or alcohol was involved. Therefore, students who act responsibly by reporting information about violations of Title IX policy to the appropriate authorities will not face University disciplinary action for their own possible drug or alcohol consumption in connection with the reported incident.
- Title IX also protects against retaliation, defined as adverse action against a person reporting or participating in an investigation of Title IX allegations.

## **Goals & Expectations for off-campus educational programs**

UNIVERSITY OF ALASKA Anchorage respectful environment for students, faculty, and staff regardless of location.

- Ensure that students, faculty, and staff have appropriate access to resources to address and help resolve interpersonal conflicts of any nature, including but not limited to sexual harassment and/or assault.
- Enable rapid communication between the involved parties, the department, and other offices on campus with relevant expertise in the event of any such conflict.

*Expectations for participants in practicum experiences:*

- Students, employees, and affiliates who participate in any University of Alaska programs are expected to uphold the highest standards of professional conduct while involved in an off-campus educational program.
- Students are further obligated to remain in compliance with UAA's Student Code of Conduct in all contexts. <http://www.alaska.edu/bor/policy/09-02.pdf>
- All participants in off campus educational programs are also expected to be aware, respect, and comply with the customs, cultural norms, expectations, and laws of the country that they are working in. Not only does this ensure a safe working environment, it also ensures good relations between the local community and those attending or leading the off campus educational program.
- Given their position of authority, faculty and staff accompanying or supporting students during off campus educational programs are expected to maintain a safe working and learning environment by communicating the resources available to students for resolving any issues, remaining alert for evidence of misconduct, and setting a professional tone throughout the practicum.
- Faculty and Staff that are not designated as confidential reporters are required to report any incidents to the Title IX office at their home campus promptly. Informing a supervisor who is present on site is one appropriate action, but the reporter should be aware that additional reporting is necessary to appropriately resolve the situation.

*Expectations for the internship coordinator or department:*

- The Department, Internship Coordinator, or Faculty will communicate a non-exhaustive list of resources for resolving interpersonal conflicts of various natures to all participants in department sponsored practicum activities.

*Expectations for the third party educational provider:*

- Third party providers will assist and cooperate with University of Alaska, as necessary, in any process or investigation related to Title IX policy and compliance responsibilities related to the obligations of University of Alaska as a public institution of higher education.
- Third party providers agree to take no action affecting any student placed at their agency that would be prohibited by Title IX.