Everyone may not be good, but there's always something **good in everyone.** Never judge anyone shortly because every saint has a past and every sinner has a future.

— Oscar Wilde —

# SOCW 4601 Social Work Field Practicum I

# Fall 2025



## Instructor Information

**Instructor:** Chloe Forehand, LCSW
Assistant Professor of Practice

**Office:** College of Arts and Sciences (CAS) 143-A

**Telephone Number:** 903-730-3925

**Email Address (preferred method of communication)**: cforehand@uttyler.edu

**In-Person Office Hours:**

Tuesdays: 9:30 am-2pm

Thursdays: 9:30am-12pm

**Virtual Office Hours via Zoom:** By appointment only. I am happy to meet via Zoom—it usually works well for me, since I may be out in the field doing site visits at various points in the semester. Just email me and we can set up a time!

*Other hours available by appointment only.*

## Course Information

**Credit Hours:** 6 Credit Hours

**Course Format:** Face-to-Face in Field Agency Placement

**Time and place of Class Meetings:** N/A – Student will present at Field Agency for all classes.

**Prerequisites:**
SOCW 2361, SOCW 2362, SOCW 2371, SOCW 3303, SOCW 3304, SOCW 3308, SOCW 3108, SOCW 3409 SOCW 4132, SOCW 4331, SOCW 4310; SOCW 4333, SOCW 4334, SOCW 4335

**Course Overview:** The purpose of the Practicum is to provide students with a structured educational experience in an approved social service agency with an approved field instructor based upon a written learning contract. The course content will reflect the Council on Social Work Education's (CSWE) requirements for accreditation.

**Student Learning Outcomes for SOCW 4601:**
Below are the Nine (9) CSWE Core Competencies established by the Council on Social Work Education (EPAS 2022). Each of the competencies is included as part of the field practicum learning contract. Upon successful completion of this course, students will be able to demonstrate all of the following:

The Council on Social Work Education requires that accredited social work programs follow the CSWE Educational Policy and Standards (EPAS) comprised of nine core competencies as follows:

1. Demonstrate Ethical and Professional Behavior
2. Advance Human Rights and Social, Economic, and Environmental Justice
3. Engage in Anti-Racism, Diversity, Equity and Inclusion (ADEI) in Practice
4. Engage in Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

**Required Textbook and Other Course Material:**

Forehand, C. and Kenney, R. (2025). The UT Tyler field practicum manual.
(The e-link to the field manual is posted in class Canvas.)

Field Placement Agency Handbook (if applicable).

Any other material supplied and required by Field Placement Agency.

**Descriptions of Assignments:**

Assignments are dependent on field agency requirements, with the agency field instructor being responsible for determining and explaining assignment specifics and due dates.

Each student is in Field Practicum beginning with first day of the fall semester and commencing with the last Friday before finals week. Students may begin their practicum two weeks prior to the start of the semester and may continue two weeks past finals week if the agency, field director, and student agree it is important for client continuity.

Students must complete a minimum of 420 hours in a field agency during their Field Practicum*.
Students have the option of completing the hours either in one semester, known as a BLOCK placement or over two semesters, known as a SPLIT placement.

Each student must also successfully complete the goals/behaviors specified in their Learning Contract, as well as successfully complete all the specific behaviors listed in the Mid-Term Evaluation, including any corrective action provided during the evaluation.

*Disclaimer: The completion of the minimum time commitment of 420 hours for Field Block Placement does not ensure a passing grade. Achievement of the behaviors for each of the nine core competencies must be demonstrated.*

Grading Information

| Assignment | % of Grade |
|---|---|
| Field Paperwork (Insurance, Practicum Contract, Learning Contract | 30 |
| Mid-Term Evaluation | 40 |
| Assignments at Field Practicum Agency: Time Sheets, Supervision Logs | 30 |
| **Total** | 100 |

## Block Students:

**NOTE FOR BLOCK STUDENTS: If you are enrolled as a Block student all of your supervision logs and hour reports submitted in Tevera/ELC will count for your "Assignments at Field Practicum Agency" for both your Practicum I and II courses.**

All assignments listed will be completed in Tevera/ELC.

## Field Paperwork:

**Student Liability Insurance Proof DUE AUGUST 29TH, 2025**
Students should submit proof of their student intern liability insurance in Tevera/ELC. This is much like malpractice insurance for medical professionals. A link for an inexpensive option is provided in the assignment section of the class Canvas. Students are to both submit a copy to Tevera/ELC AND provide a copy to their agency. **If you do not upload your proof of liability insurance, you cannot continue in your practicum.**

**Practicum Agreement and Acceptance Contract DUE AUGUST 31ST in Tevera/ELC:**
This contract outlines expectations of the student and the site during the student's practicum experience. Students should initiate this form in Tevera/ELC and then send it to their Field Supervisor (in Tevera/ELC) to be completed in its entirety by August 31st. **Please note, that means you must initiate the form before August 31st, so that your Field Supervisor can complete it on time.**

**Learning Contract DUE FRIDAY SEPTEMBER 12TH, 2025 in Tevera/ELC**
The student should work with their assigned field instructor to complete the learning contract. Please reference the mock learning contracts in Canvas and enlist the assistance of the Field Director if questions arise. **Students are responsible for completion of the contract (including required signatures) and submission of the contract to Tevera/ELC by the due date.**

**Students are permitted to use AI to assist them in writing the learning contract.** However, each learning competency task should still be specific to the student's agency. Students should use AI for support, brainstorming, and rephrasing, as needed. **Students should not use AI to completely generate their learning contract.**

Each competency in the learning contract **must have at least two executable goals assigned.** At the end of the semester, a student must achieve a passing score (scored 0-10, with 10 meaning full completion of a goal and 0 meaning no attempt at completion of goal) on EACH Learning Contract goal.

**BLOCK Mid-Term Evaluation DUE FRIDAY OCTOBER 31ST, 2025:**
The mid-term evaluation is an evaluative tool used by a student's agency to mark progress on the learning contract and pre-professional behavior.  The mid-term evaluation is located in Tevera/ELC. The student must initiate the evaluation by starting the assignment and sending it to their supervisors via Tevera/ELC. The mid-term evaluation is completed by the agency field instructor and task supervisor (if applicable) and reviewed with the student and the field liaison.  Generally, this happens via Zoom, but can also be scheduled in person, depending on your site location. Appointments for mid-term evaluations must be made via this booking link: Book time with Chloe Forehand: Mid-Term Evaluation Meeting: BLOCK Students • This link will expire on: November 9, 2025 **Do not email me to set up your Mid-term Eval—you must use the booking link.**

It is the responsibility of the student to initiate a meeting time. If the student would prefer to meet in person or if none of the available times work for their/their supervisors schedules, **please reach out to the Field Director in advance (in this instance, you can email me).**

A student must receive a minimum score of "3-Developing" on the mid-term evaluation.  If a score of "3" is not earned, a performance improvement plan will be developed to help the student during the second half of the placement.

**SPLIT Mid-Term Evaluation DUE FRIDAY NOVEMBER 21ST 2025:**
The mid-term evaluation is an evaluative tool used by a student's agency to mark progress on the learning contract and pre-professional behavior.  The mid-term evaluation is located in Tevera/ELC. The student must initiate the evaluation by starting the assignment and sending it to their supervisors via Tevera/ELC. The mid-term evaluation is completed by the agency field instructor and task supervisor (if applicable) and reviewed with the student and the field liaison.  Generally, this happens via Zoom. Book time with Chloe Forehand: SPLIT Students Mid-Term Evaluation Meeting • This link will expire on: November 9, 2025 **Do not email me to set up your Mid-term Eval—you must use the booking link.**

It is the responsibility of the student to initiate a meeting time. If the student would prefer to meet in person or if none of the available times work for their/their supervisors schedules, **please reach out to the Field Director in advance (in this instance, you can email me).**

A student must receive a minimum score of "3-Developing" on the mid-term evaluation.  If a score of "3" is not earned, a performance improvement plan will be developed to help the student during the second half of the placement.

**Assignments at Field Practicum Agency: Time Sheets and Supervision Logs DUE WEEKLY**
Students are responsible for submitting all documented time spent at agency as well as all required supervision logs (which are indicators of assignments at agency) in Tevera/ELC by Sunday of each week. Students are encouraged to reach out to the Field Director or to click on the "Help" button in Tevera/ELC, if they have any questions.

**Written, Oral and Behavioral Assignments To Be Determined (TBD) by Field Practicum Agency:**
All written assignments must be grammatically correct using APA style. Assignments with many grammatical errors, misspellings, and/or evidence of plagiarism will not receive a satisfactory grade.

All assignments will be due on the date as assigned by the field instructor.

**Final Grade Assignment:**
**A = 90-100**
**B = 80-89***
**C = 70-79**
**D = 60-69**
**F = Below 60**

*If a student earns below a B in Field Practicum Block, the student may be required to retake both sections 4601 and 4602, at the discretion of the Field Director and BSW Program Director, in accordance with the BSW handbook and CSWE accreditation standards.*

**Make-Up Assignments:**
Late assignments are strongly discouraged. It is up to the discretion of the field liaison if late assignments are accepted. Late assignments are strongly discouraged. **Supervision/hour logs submitted after the Sunday deadline will incur a penalty of -5pts per week late. Supervision/hour logs will not be accepted for grading more than two weeks past the due date.** You must submit all supervision/hour logs to be eligible to pass the course.

It is the student's responsibility to ensure that work is completed on time and submitted correctly.

**Expectations for Out-of-Class Study:**
N/A.  Class is considered the time spent in the Field Practicum Agency. If the field instructor, field director and student agree, agency assignments may be completed outside of scheduled field hours.

**Attendance:**
Students are expected to present at their assigned Field Practicum Agency prepared and engaged on each of their scheduled days.  Scheduling is at the discretion of the assigned agency and agreed upon by the student prior to starting their practicum. Any absences should be scheduled by the student and approved in advance (if possible) by the field instructor/agency. Unplanned absences must follow agency protocol for notification and make up hours.

The Census Date for the semester is September 9th, 2025. This is the last day students may withdraw from the course without penalty.

## Course Schedule

As the instructor of record for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. Please see Assignments tile I Tevera/ELC for assignment due dates. Any changes will be communicated in a timely manner through UT Tyler email.

The first day of the semester is Monday, August 25th, 2025 and the last day is Friday December 12th, 2025.

## University Policies and Information

### Withdrawing from Class

Students may withdraw (drop) from this course using the Withdrawal Portal. Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully read the implications for withdrawing from a course and the instructions on using the Withdrawal portal.

Texas law prohibits students from dropping more than six courses during their entire undergraduate career*. The six courses dropped includes those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance.

*CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the Tuition and Fee Refund Schedule. CAUTION #2: All international students must check with the Office of International Programs before withdrawing. All international students are required to enroll full-time for fall and spring terms. CAUTION #3: All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. CAUTION #4: All veterans or military-affiliated students should consult with the Military and Veterans Success Center. * Students who began college for the first time before 2007 are exempt from this law.*

### Artificial Intelligence (AI) Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy


### For this course, SOCW 4601:

**AI is permitted only for specific assignments or situations, and appropriate acknowledgement is required.**
This course has specific assignments where artificial intelligence (AI) tools (such as ChatGPT or Copilot) are permitted and encouraged. When AI use is permissible, it will be clearly stated in the assignment directions, and all use of AI must be appropriately acknowledged and cited. Otherwise, the default is that AI is not allowed during any stage of an assignment. **For this course, students are permitted to use AI to write their learning contracts only.**

**Final Exam Policy**

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

**Incomplete Grade Policy**

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average. The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

**Grade Appeal Policy**

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the 08/2024 rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the Registrar's Form Library.

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

**Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler/ and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted

and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at https://www.uttyler.edu/disability-services, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

**Military Affiliated Students**

UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The Military and Veterans Success Center (MVSC) has campus resources for military-affiliated students. The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

**Students on an F-1 Visa** To remain in compliance with Federal Regulations requirements you must do the following:

 • Traditional face-to-face classes: Attend classes on the regular meeting days/times.

• Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.

• Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

**Academic Honesty and Academic Misconduct**

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the Student Conduct and Discipline policy in the Student Manual Of Operating Procedures (Section 8).

**FERPA**

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in University Policy 5.2.3. The course instructor will follow all requirements to protect your confidential information.

**Absence for Official University Events or Activities**

This course follows the practices related to Excused Absences for University Events or Activities as noted in the Catalog.

**Absence for Religious Holidays**

This course follows the practices related to Excused Absences for Religious Holy Days as noted in the Catalog.

**Absence for Pregnant Students**

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the Pregnant and Parenting Self-Reporting Form

## Campus Carry

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttyler.edu/about/campus-carry/index.php.

## Student Resources

For a complete listing of all student resources available at UT Tyler, please visit this link in our course's Canvas:

**https://uttyler.instructure.com/courses/43112/pages/student-resources-3**