

**Appalachian State University
Beaver College of Health Sciences**

**Department of Social Work
Field Education**

Procedures for Remote Field Placement Due to Widespread Health and Safety Concerns

In the event of a widespread health and safety concern, it may be necessary to make alternate plans for completing field placements. These plans may be enacted as a result of a state, local, or university mandate, or, in extenuating circumstances, they may be initiated by the student or Field Instructor. These are temporary plans with the expectation that regular activities will resume when mandates are lifted, or in the absence of a mandate, when the Field Director, Seminar Instructor, and Field Instructor determine it is appropriate to resume regular activities.

State, Local, or University Mandate

If a state, local, or university mandate is issued that necessitates alternate plans to support students in completing their field education courses, such plans should be completed within one week of the mandate, if possible.

If the Student Initiates a Request

1) The student contacts the Seminar Instructor to request the option of an alternate plan (other than completely face to face) for completing some or all their remaining field placement hours. The Seminar Instructor discusses the concerns with the student and considers whether the student's circumstances meet the criteria for withdrawal from the course or an Incomplete, including the feasibility of completing an Incomplete. The Field Director or Program Director may be consulted. If a withdrawal or Incomplete are not appropriate, the Seminar Instructor provides the student with information regarding the process for the approval of a plan for demonstration of competencies remotely. The Seminar Instructor should discuss the following:

- The student's rationale for an alternate plan at this time
- The length of time the student is requesting
- The agency where the student is placed, population served, circumstances of the Field Instructor/Social Work Supervisor
- The student's individual circumstances and the feasibility that they can satisfactorily complete their hours and meet their competencies

2) After consulting with the Field Director, the Seminar Instructor contacts the Field Instructor and/or Social Work Supervisor to discuss the student's request. The discussion can occur in person or through Zoom or phone. The student should be involved in the discussion with the Field Instructor/Social Work Supervisor. The Seminar Instructor provides consultation regarding possible activities to work toward demonstration of competencies. After consulting

with the Field Instructor and the Seminar Instructor the student will utilize the remote activities previously listed on the Learning Contract and Evaluation (LCE), in addition to other remote activities as needed. The LCE can be updated by adding other remote activities as additional dated entries or as a dated addendum. The student is responsible for emailing a brief summary of the plan to the Seminar Instructor and Field Instructor.

3) All competencies and levels of practice (individuals, families, groups, organizations, and communities) must be addressed with an emphasis on competencies that need to be developed.

4) The updated plan is approved in writing by the Field Instructor/Social Work Supervisor, Seminar Instructor, and Field Director.

5) The updated LCE must:

- Prioritize activities that support the student's need to develop competence
- Include a written component or product such that completion is demonstrated
- Include the due date for completion of each activity
- Include the number of hours expected for completion of each activity

6) As usual, students are required to maintain logs of their hours. Please use the Field Hours Verification Form for Updated Field Plans, which can be found on the [BSW](#) or [MSW](#) Field Education webpage.

7) The Seminar Instructor monitors completion of the updated LCE for remote learning and renegotiates as needed.

If the Agency or Field Instructor Initiates a Request

1) The Field Instructor contacts the Seminar Instructor to request the option of the student completing an alternate plan for remote learning for some or all their remaining field placement hours. The Seminar Instructor discusses the concerns with the Field Instructor and provides the Field Instructor with information regarding the process for the approval of updated learning plans to accommodate remote activities in order to demonstrate competencies. The Seminar Instructor should discuss:

- The rationale for the student to complete an updated learning contract at this time
- The length of time the Field Instructor is requesting
- The agency where the student is placed, population served, circumstances of the Field Instructor/Social Work Supervisor
- The student's individual circumstances and the feasibility that they can satisfactorily complete their hours and meet their competencies

2) After consulting with the Field Director, the Seminar Instructor arranges a meeting with the student and Field Instructor and/or Social Work Supervisor to discuss the alternate plan. The discussion can occur in person or through Zoom or phone. The Seminar Instructor provides

consultation regarding possible activities for remote activities beyond what is already on the LCE. The Seminar Instructor should share a confirmation email with all parties and the Field Director, along with a brief summary of the rationale for the request.

After the discussion with the student, Field Instructor and/or Social Work Supervisor, and the Seminar Instructor, the student will utilize the remote activities previously listed on the LCE, in addition to other remote activities as needed. The LCE can be updated by adding other remote activities as additional dated entries or as a dated addendum. The student is responsible for emailing a brief summary of the plan to the Seminar Instructor and Field Instructor.

Steps 3 through 7, above, should be followed.

If a Field Instructor must dismiss the student intern due to the agency's mandate or needs during the widespread health and safety concerns, the Department of Social will work with the student to help them complete their field requirements during that semester, although we cannot guarantee that will be possible.

We wish to thank Rebecca Brigham, MSW, of UNC Chapel Hill School of Social Work for her contributions to this plan.

8.11.2020