

Field Education Program

Pre-Placement Manual

2012-2013

School of Social Work
University of Nevada, Reno



University of Nevada, Reno
Statewide • Worldwide

Table of Contents

OVERVIEW	3-5
FIELD CALENDAR SCHOOL OF SOCIAL WORK MISSION STATEMENT COMMITMENT TO FIELD EDUCATION & PURPOSE OF MANUAL	
BACHELOR OF SOCIAL WORK PROGRAM	6-8
BSW CURRICULUM GOALS & OBJECTIVES GENERALIST PERSPECTIVE BSW ADMISSION & ADMISSION TO THE FIELD EDUCATION PROGRAM	
OVERVIEW OF BSW FIELD EDUCATION PROGRAM	9-12
FIELD SETTING & FIELD INSTRUCTOR SELECTION FIELD INSTRUCTOR ORIENTATION & TRAINING OVERVIEW OF STUDENT PLACEMENT PROCESS HUMAN DIVERSITY & FIELD LEARNING LIFE/EMPLOYMENT EXPERIENCE PRACTICUM AT PLACE OF EMPLOYMENT STUDENT EMPLOYMENT DURING PRACTICUM STUDENT ORIENTATION	
LENGTH OF TIME IN FIELD, LEARNING AGREEMENT, ASSESSMENT & GRADES	12-14
LENGTH OF TIME IN FIELD PRACTICUM LEARNING AGREEMENT & ASSESSMENT OF STUDENT PERFORMANCE GRADING ABSENCES	
ROLES, RESPONSIBILITIES & PROFESSIONAL EXPECTATIONS	15-19
ROLE OF STUDENT & PROFESSIONAL RESPONSIBILITIES ROLES & REPOSNSIBILITIES OF FIELD INSTRUCTOR, FACULTY LIAISON & FIELD EDUCATION PROGRAM COORDINATOR DUAL RELATIONSHIPS IN FIELD EDUCATION & SUPERVISION ADJUNCT FACULTY	
SEMINAR & OTHER FIELD REQUIREMENTS & RESPONSIBILITIES	20-21
RESPONSIBILITY OF THE STUDENT IN FIELD SEMINAR CONFIDENTIALITY IN FIELD SEMINAR	
CONCERNS, DISPUTES, PLACEMENT CHANGE OR WITHDRAWAL	22-23
POLICIES & PROCEDURES TO HANDLE CONCERNS/DISPUTES CHANGE OR WITHDRAWAL OF PLACEMENT	
GENERAL INFORMATION & POLICIES	24-25
CONFIDENTIALITY & RELEASE OF INFORMATION BACKGROUND CHECKS, EXAMINATIONS, IMMUNIZATIONS, ETC. STUDENTS WITH CRIMINAL CONVICTIONS MALPRACTICIE/PROFESSIONAL LIABILITY STUDENT INJURY WHILE AT PRACTICUM HOLIDAY'S, CONFERENCES, ETC. TRANSPORTATION	
STUDENT RIGHTS & SUPPORT	26-27
STUDENTS WITH DISABILITIES NON-DISCRIMINATION, AFFIRMATIVE ACTION, AND SEXUAL HARASSMENT POLICIES STUDENT SUPPORT	

Field Education Program Pre-Placement Manual

School of Social Work Mission Statement

Our mission is to prepare effective, ethical social work leaders and practitioners who—with a deep and abiding respect for cultural diversity and human strengths—challenge injustice and promote a more human world through the development and delivery of evidenced-informed practices, policies, and programs. Our mission is achieved through education, research, and public service endeavors that reflect the unique mixture of urban, rural, and frontier characteristics of Nevada in the context of a globalized society.

Commitment to Field Education

The School of Social Work at Nevada believes that experiential learning is a central component of the educational preparation of students for entry into professional practice. Experiential learning occurs in various aspects of the program, but the core of such learning is the field practicum experience.

In 2008, the Council on Social Work Education (CSWE) recognized field education as the signature pedagogy of social work education. This shift has elevated the field experience to equal importance as the classroom content and experience. The belief is that the critical blending of knowledge, skills, and values with practice applications is most effectively learned in field settings. Nationally and internationally, schools of social work strive to develop field education opportunities that prepare students to practice with clients and in settings that are impacted by today's complex social concerns.

The integration of classroom knowledge with practice demands and practice wisdom is as important as it is difficult. In attempting to achieve this vital educational goal, we are indebted to our Field Instructors and the agencies that provide our field practicum experiences. In our view, close collaboration among the Field Instructor, Faculty Liaison, and Field Education Program Coordinator (hereinafter Field Coordinator) promotes an effective program of social work field education.

Welcome to the Field Education Program

Congratulations on your acceptance into the program and/or your ongoing program. As you may know, the field education program is an intensive program that socializes students to the profession while providing opportunities to connect the classroom knowledge and skill building to “real” practice. More details will be provided about the program during an intensive Field Orientation held each Fall.

This manual has been developed to assist students, Field Instructors, and Faculty Liaisons during the placement process. The contents contained in this manual are included in an expanded full manual that will be provided to students at the start of their Fall semester. The details provided are to assist students in understanding the placement process and expectations. It also contains important considerations for students preparing to enter the field education program. Forms and appendices referred to in this manual are available for download and completion online at our website: www.unr.edu/social-work (click on Academics, then on Field Program, then on Incoming Field Students).

Foundation and Concentration Field Placements

The “Foundation” field practicum is for BSW students and MSW students entering their first field placement. At this level, the field education program aims to train students from the Generalist Perspective.

The generalist perspective emphasizes a dual focus on private issues and social justice concerns. It encompasses multiple methods, multiple intervention levels, and an eclectic theory base. This perspective enables social workers, as Ann Hartman writes, “...to follow a problem wherever it might lead, to move across different sized systems and intervene as appropriate.”

The generalist practitioner works within multiple system levels, including individual, family, group, organization, and community. Students are taught to conceptualize their client systems from strengths perspective with an ecological model that emphasizes the reciprocal nature of human interactions at all levels. They are knowledgeable about the predominant theories and evidence-informed practices that are the foundation of professional decision-making in social work. Generalist practitioners are competent to perform all of the aspects of the social work process; from engaging clients, assessment, planning, and intervention, to evaluation of outcomes and self-assessment. In addition, generalist social workers are skilled in utilizing research to make practice decisions and to improve their social work knowledge. They are trained at the foundation level to use empirical methods to evaluate their own practice and to collect, organize, and analyze data for the dissemination of information. They are aware of the individual and structural oppression that exists in our society, such as gender biases, racism, ageism, heterosexism, and other forms of discrimination. Generalist practitioners adhere to the professional standards that are central to social work, including general social work values and the *National Association of Social Workers Code of Ethics*. The Code of Ethics can be accessed on the Internet at <http://www.socialworkers.org/pubs/Code/code.asp>.

Building on the Foundation described above, the “Concentration” field practicum is for MSW students entering their second field placement. At this level, the field education program aims to train students in the concentration of Advanced Generalist Practice.

Advanced generalist practitioners apply a set of sophisticated principles and problem-solving strategies to any number of situations requiring them to perform multiple roles and functions. When working at the micro and mezzo levels, they retain a focus on the larger systems that are impacting individuals, families and small groups. At the macro level, the implications of large-scale change on smaller social units are constantly considered. This telescoping of one’s perspective in response to changing context of practice is the hallmark of advanced generalist practice. Additionally, advanced generalist practitioners practice and demonstrate leadership, are able to practice autonomously, and are able to practice within complex problems and situations.

Admission to the Field Education Program

Students are eligible for the field education program when they have successfully met all pre-requisite course requirements AND have been admitted to the professional sequence at the BSW level or admitted to the MSW program. Eligible students must complete a field practicum application, a resume, the Student Agreement and attend a mandatory pre-placement orientation session. Pre-placement forms and materials are available on the School’s website. The pre-placement orientation informs students of the general placement process, provides tips for successful interviewing, and outlines some of the critical field policies relevant to the placement process. The placement process is described below. Students are required to attend a more in-depth field orientation prior to starting their field practicum.

OVERVIEW OF FIELD EDUCATION PROGRAM

Brief Overview of Field Practicum

The purpose of the social work field practicum is to provide students with an opportunity to apply academic knowledge and practice skills gained in the classroom to authentic human service experiences. Field practicum settings offer guidance and supervision in preparing graduates for entry-level professional practice while University faculty members serve as liaisons between the settings and the students. Students participate in an integrative seminar facilitated by Faculty Liaisons to aid in the synthesis of classroom knowledge with their social work experience.

Field Setting Selection

The School of Social Work affiliates with public and private agencies whose policies and services are consistent with its mission. The School initiates selection of a field setting through the Field Coordinator. Criteria for selection is based on the field setting's willingness and capacity to agree to the following:

- Commit to active participation in the education of students in generalist practice;
- Provide instructional staff with workloads adjusted to assure adequate time to meet the learning needs of students;
- Assure the availability of an appropriate variety, quality, and quantity of practice learning experiences with individuals, families, groups, organizations and communities;
- Provide the physical space necessary to accommodate students;
- Provide opportunities for learning experiences with staff, other social workers and professionals from other disciplines.

In addition to meeting these selection criteria, the field setting agrees to interview the student prior to placement and prepare other staff before the student's arrival; orient the student to agency policies and procedures; operate in compliance with all pertinent federal, state, and local laws and policies concerning nondiscrimination; agree not to use students to replace regular staff; and agree not to pay students for their field practicum unless stipend/paid practicum arrangements are noted in the agency application as field practicum site form.

The Field Coordinator, upon receipt of the completed application, invites the Field Instructor to participate in an orientation for new field faculty. The agency will also be encouraged to recruit prospective students at an annual Field Fair, which is held each spring semester.

Placement of students at the field setting will be made based on the agency's capacity to provide experiential learning experiences consistent with the curriculum, the number of Field Instructors available, and the number of students available.

Field Instructor Selection

The selection of Field Instructors is based upon their potential to assist students with their learning experiences. Criteria for Field Instructors at the graduate level are:

- Graduation from a CSWE accredited School of Social Work. Field Instructors must possess a Master of Social Work degree in order to supervise a master level student;
- Two or more years of professional social work practice experience;
- Employment in the human service agency for at least six months prior to becoming a Field Instructor;
- Possession of the appropriate, valid professional social work license when appropriate;
- Completion of the Field Instructor application form; and
- Agreement to participate in the Field Instructor orientation and subsequent meetings as appropriate.
- Applications are reviewed and approved by the Field Coordinator.

Overview of the Student Placement Process

The School of Social Work hosts an annual “Field Fair” during spring semester where field settings and social work students are invited to meet and discuss the field practicum opportunities for the coming academic year. Following the Field Fair, Foundation year students (BSW and MSW-1st field placement) attend a mandatory Pre-Placement Orientation session. During this orientation students gain knowledge of the placement process, context of field placements for the current year, and general tips for a successful field practicum. These sessions are offered at multiple times. During this time, students may discuss specific placement opportunities that may meet their educational needs. Following the Pre-Placement Orientation, students submit a comprehensive field application, resume, and a signed Student Agreement. All students will meet individually with the Field Coordinator. After discussing readiness to proceed into the field education program, possible placement sites are identified for the student to interview at.

Once prospective agencies are identified, the Field Coordinator provides each agency with a list of students and their respective resumes via electronic mail. The student is contacted directly by the agencies for interviews. Requests for additional interviews or changes to the identified sites are responded to at the discretion of the Field Coordinator. **Students are not permitted to contact agencies on their own without the express permission of the Field Education Coordinator.**

The School of Social Work respects and defaults to agency procedure for conducting interviews and selection of students. The Field Coordinator may provide technical assistance to the agencies in order to maximize use of time and to adhere to non-discriminatory interview procedures. Upon completion of each interview, the agencies notify the Field Coordinator of their decisions and student preferences. A “matching” process will formalize each placement. While consideration is given to the student’s preferences regarding the type experience desired, the Field Coordinator makes the final decision. Final selection authority rests with the field agency. It is the policy of the School of Social Work not to assign students to an agency at which they or their family members have received services. The Field Education Program Coordinator may consider exceptions to this policy.

Acceptance into the BSW or MSW Program and completion of the practicum application does not guarantee placement. All students must interview and be accepted by an agency in order to move forward with their field practicum. If a student is unsuccessful with their interviews, the Field Education Program Coordinator will meet with the student to discuss and review their readiness to enter field practicum. The Field Education Program Coordinator will assess the student’s readiness to proceed with additional interviews, or whether the student will need to wait an additional year for possible placement. Additionally, while the School of Social Work will make every effort to place a student with an agency/population that is of interest to them, we cannot guarantee such a placement. We also cannot guarantee a placement in the student’s geographical preference area.

Communication During Placement Process

Students are required to follow the Field Education Program’s Twitter feed during the placement process. You are not required to set up a Twitter account. A link to the feed is provided from the website. Students must understand that the placement process will take the entire process right up until the start of the Fall semester. There will be long periods of waiting (i.e. while students are interviewing and during the matching process). Students also should be aware of the high volume of electronic mail that circulates during this time. Students are encouraged to monitor their professionalism when inquiring and are encouraged to utilize the telephone and face to face contacts when electronic mail appears to be taking too long.

Life/Employment Experience

In accordance with the accreditation standards of the Council on Social Work Education (CSWE) academic credit for life experience/previous work experience will not be given.

Practicum at Place of Employment

Normally, the School of Social Work will not utilize a student's place of employment as a field practicum site. To maximize the educational opportunities of the practicum experiences, the School of Social Work recommends that field practica occur in social service settings other than those in which students are employed. In some instances, however, students may be given approval for field practica in a current work setting. A student employed in a social service agency may make a request of the Field Coordinator that the agency be evaluated as a setting for their field practicum only if all established criteria are met to ensure the educational focus of the field practicum. Approval is dependent on how clearly the student and the setting can meet the requirements of establishing a learning environment, how it will be monitored and how it will be evaluated. A student must submit the required form at the time they submit their field application (see website for forms).

To be approved, the agency must demonstrate the ability to:

- Provide experiences for the student during practicum hours that are significantly different from normal work hours, activities and duties;
- Provide experiences with different client populations, program areas or service areas during fieldwork hours than those encountered during student's employment hours;
- Ensure the availability of a qualified Field Instructor other than the student's line supervisor;
- Designate specified blocks of hours for field practicum separate from employment hours;
- Assure that the student is not paid for field practicum hours; and
- Support the plan at all levels.

In addition, the agency must sign a written statement detailing staff willingness to support the plan, which will be seen as a formal agreement between the student and the School of Social Work. Agencies involved in this type of field practicum must meet the same criteria as established for all other field agencies. Likewise, students involved in this type of field practicum must meet the same criteria established for all other field practicum students.

The Field Coordinator reviews all requests/proposals regarding field work in the agency of employment and is responsible for ensuring that those additional site criteria are met.

Student Employment During Practicum

Students engaging in a field practicum should be aware of the demands of the experience in addition to their required course demands. Given this, the School of Social Work understands that many students need to engage in employment during their academic year. While the School of Social Work will make efforts to support students in this (i.e. identifying agencies that provide non-traditional hour field placements), the overall integrity of the field practicum must be monitored and protected. Thus, a student who cannot meet expectations and competencies of their field practicum due to employment (i.e. scheduling conflicts, arriving at practicum late or tired, inability to complete required hours) may be removed from Field Practicum. Continuation in the program may be considered by the School of Social Work faculty during an Executive Session.

Field Orientation

The Field Coordinator provides a MANDATORY formal orientation to students during the first week of the fall semester. Topics include: organizational structures of the field education program; performance expectations; the placement process; supervision, the nature of experiential learning; field education plans; overcoming barriers to successful field experiences; performance evaluations and the grading process. Students are not allowed to enter the field education program if they do not attend this orientation.

Length of Time in Field practicum

The accreditation standards of the CSWE require graduate students to complete a minimum of 900 clock hours within approved agency settings. The School of Social Work breaks this down into two blocks of 450 hours each. Each block is associated with either the BSW or MSW Foundation and MSW Concentration curriculum.

Students are placed in field at the beginning of the fall semester and remain in the same agency the entire academic year. Students are expected to complete their field practicum in consecutive sequenced semesters using the core competencies and practice behaviors outlined in Appendix A and operationalized through the individualized student "Learning Agreement" (see website for forms) to guide and direct their professional development.

All students are expected to complete 225 hours per semester (approximately 15 hours per week) in their field settings, plus a mandatory field seminar at the University. Students are expected to meet this clock hour requirement during the 15-week semester. It is the student's responsibility to arrange or negotiate field days/hours that are compatible with his/her school and work schedules. Students record and report their weekly hours to their Faculty Liaison via the required "Time Log."

A student's inability to complete the 225 hours in placement and attendance at the scheduled seminars during the semester is grounds for receiving an Unsatisfactory or Incomplete grade in the course. In order to maximize the educational experience by balancing classroom and field experiences, students will not be allowed to "bank" hours (i.e. working over 15 hours per week in order to complete the field practicum earlier than the semester ends). Students should communicate any necessary scheduling adjustments with their Field Instructor and Faculty Liaison. Additionally, students are not to complete any portion of their hours outside of the official semester enrollment dates designated by UNR (i.e. students may not complete hours during winter break). Academic calendars may be obtained at <http://www.ss.unr.edu/records/cal.asp>.

Dual Relationships in Field Education and Supervision

The National Association of Social Workers (NASW, 1999) sets forth the following:

"social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries."

Should a student, field instructor, educator, or colleague become aware of a dual relationship they are required to follow the "Policies and Procedures to Handle Concerns / Disputes" described in this manual. Failure to notify, address, and follow through with requested resolution of the dual relationship may be grounds for termination of the field practicum.

Additionally, the School of Social Work requests that students and field instructors in an active supervisory relationship do not "friend" each other on personal social networking sites such as Facebook and My Space.

SEMINAR

Overview

The field education program consists of the hours in field described above, plus a 50 minute seminar. To enroll in the field education program for the Fall semester, students must enroll in SW 480 (BSW), SW 680 (MSW Foundation), or SW 780 (MSW Concentration). The field seminar is an important component of each field practicum course. Students generally meet for an average of one hour per week at the University. It is designed to provide a forum where classroom material is integrated with the experience of working in a social service agency.

When registering, students may notice multiple sections offered. Initially, you may pick any section offered so that you may enroll by required deadlines. However, once all student placements are confirmed, the Field Coordinator will assign students into specific seminar sections. Students will be notified of their assignment during the Field Orientation. **IMPORTANT** – Once notified of their seminar assignment, students must immediately update their registration to reflect their assignment. Students will need to do this prior to the add/drop date on the University's academic calendar. Failure to properly update registration may result in removal from the field program.

Required Texts and Readings

Sweitzer, H. F., & King, M.A. (2009). *The successful internship: Personal, professional, and civic development* (3rd ed.).

National Association of Social Workers (2008). *Code of ethics*. Available at: <http://www.socialworkers.org/pubs/code/code.asp>

University of Nevada Reno (2011). *Student code of conduct*. Available at: <http://www.unr.edu/student-conduct/policies/student-code-of-conduct>

GENERAL INFORMATION AND POLICIES

Confidentiality and Release of Information

The confidentiality and security of student educational records are of primary importance to the university and the School of Social Work. As amended, the Family Educational Rights and Privacy Act (FERPA) of 1974 ensures that eligible students have the right to inspect and review educational records, files and other data; to waive the right of inspection and review of confidential letters and statements of recommendation filed since Jan. 1, 1975; to challenge the content of educational records to ensure that it is not misleading or inaccurate; and to preclude any or all directory information from being released.

The School of Social Work believes that ongoing communication with “the field” regarding a student's performance is critical to the student's educational success. “The field” is defined as an agent/representative of the student's practicum and/or prospective practicum. This includes, but is not limited to, the student's field instructor(s), task supervisor(s), agency directors and/or supervisors, and any other agency representative that is seen as having a role in the student's educational experience. A student who is entering/enrolled in the field education program consents the School of Social Work to discuss their educational needs and performance with the field.

Background Checks, Examinations, Immunizations, Etc.

Most field practicum agencies require pre-placement screens and requirements including, but not limited to, criminal background checks, fingerprint checks, drug screens, physical examinations, Tuberculosis tests, immunization verification, valid Nevada Driver's license, etc. Agencies may also require random drug screening(s) at any time during the year. In order to proceed with their field practicum, students must be willing to participate in these screens/evaluations and give permission for the results to be shared with the School of Social Work when requested. Students who fail or do not meet minimum requirements of any of these screens may not be accepted at the specific agency and may become ineligible for field practicum for the current academic year. The Field Education Program Coordinator will review each case to determine whether the student is eligible to continue in the program, and if so, the timeline for returning to field experience. For example, a student who fails a drug screen may be removed from the field education program pending a substance abuse evaluation. Please note that many agencies are now requesting that students pay for the cost

of such screenings. Depending on the number and type of requests, students can expect to pay \$50-\$150 for such tests.

At the discretion of the Field Education Coordinator and in accordance with the School's ***Student Retention and Termination*** and ***Probation and Termination*** policies articulated in the BSW Student Handbook, students who fail or do not meet minimum requirements of any of these screens may be reviewed by the faculty as a whole to determine continuation in the program. Decisions will be based on the unique factors of each case.

IMPORTANT – Students that fail an agency drug screen are automatically removed from the field education program.

Students with Criminal Convictions

Students who have a criminal conviction need to be aware that this may affect field practicum placement and/or future ability to become a licensed social worker. Many agencies and the Nevada State Board of Examiners for Social Workers will require finger printing and background checks. Additionally, many agencies are moving toward a “zero tolerance” policy for hiring employees and/or accepting field practicum students who have a criminal conviction, regardless of the circumstances surrounding the conviction. The School of Social Work cannot guarantee a placement for students with criminal convictions.

Student Malpractice/Professional Liability Insurance Coverage

The student is covered by the liability insurance of the University of Nevada, Reno for activities and decisions made while the student is in placement. However, the following conditions must apply:

- The student is enrolled in field practicum (i.e. students are not covered during winter break as they are not actively “enrolled”);
- The activities in question take place within the semester or with a written exception from the Field Coordinator during University breaks such as the time between the fall and spring semester,
- The activity is a normal and customary part of the student's educational program.

It is to be noted that the agency is responsible for the professional liability of all of its employees including the Field Instructor of the student.

Student Injury While at Practicum

Students who are injured during the course of their practicum are expected to follow agency policy for notifying appropriate individuals and documentation of the injury. Students are expected to notify the School of Social Work of the injury. Students should note that they are not considered employees of the University nor the agency; therefore, they are not covered by workers' compensation. If students are in a field practicum site that pays a stipend and/or an hourly rate they should consult with the agency regarding their coverage. The student is responsible for any medical bills and associated costs that arise from an injury at their practicum site. The student may be referred to University resources for potential access to benefits of the “accident” insurance policy.

Transportation

Students are responsible for transportation to and from the field setting. The University has no funds with which to reimburse students for the use of their private automobiles and for other expenses incurred in the conduct of agency business.

Students shall not transport clients in their own vehicles. If the student is expected to use a personal car for any official agency business, the agency must provide in writing to the University verification that the student is

covered under the agency's insurance. In the event that such coverage is not available, the student must not be expected to engage in such activities and must not be penalized for this. Agencies are encouraged to reimburse students for reasonable mileage expenses incurred while on official agency business if such use has been approved.

STUDENT RIGHTS

Non-discrimination

The University of Nevada, Reno has a policy of non-discrimination that is strictly adhered to in all aspects of University life. The policy states:

The programs of the UNR School of Social Work are conducted without discrimination on the basis of race, color, gender, age, creed, religion, ethnic or national origin, sexual orientation, marital status, or political orientation.

This policy applies to the baccalaureate and master's programs, the field education program, and all admission, employment and financial aid decisions.

Affirmative Action / Equal Opportunity

The University of Nevada, Reno is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, or sexual orientation in any program or activity it operates. The University of Nevada employs only United States citizens and aliens lawfully authorized to work in the United States.

The Affirmative Action office is responsible for coordinating all compliance efforts, for investigating complaints and for receiving grievances from students, faculty and staff in matters dealing with discrimination. The university's Affirmative Action Officer is located in Room 208, Clark Administration. People who have questions or complaints may call (775) 784-1547.

Sexual Harassment Statement

The following is a quote from the University Sexual Harassment Policy:

"Because it is both offensive and illegal, the University of Nevada, Reno will not tolerate sexual harassment or harassment of any kind of its students or employees."

For a copy of the policy or more information on the elements of sexual harassment and strategies for dealing with harassment, call (775) 784-1547. The complete policy and complaint procedure of the University and Community College System of Nevada can be found on the Internet at http://www.unr.edu/affaction/policy_harass.htm.

Students are expected to review and adhere to all policies and procedures relating to individuals with disabilities, non-discrimination, affirmative action, equal opportunity, and sexual harassment in place by the UNR and the agency in which their field practicum will take place. If the student has any questions or concerns relating to these policies, they are expected to contact their Field Instructor, Faculty Liaison, and/or the Field Education Program Coordinator as soon as possible.

STUDENT SUPPORT

The culminating experience of the field education program in conjunction with the requisite courses is demanding of students. Students are encouraged to utilize the sample of supportive resources available to University of Nevada Reno students that are listed in the BSW Student Handbook. The following may be of particular importance to field education students:

Disability Resource Center, 775-784-6000 (TTD: 327-5131)

<http://www.unr.edu/stsv/slservices/drc/>

Consistent with Federal Regulations (section 504 of the Rehabilitation Act of 1973 - P.L. 93-112) and University administrative policy, each student with a special need shall be given reasonable accommodation to facilitate their learning. The School of Social Work supports providing equal access for students with disabilities. If you have a disability and will be requiring assistance, please contact the Field Coordinator and the Disability Resource Center as soon as possible to arrange for appropriate accommodations.

Counseling Services, 775-784-4648

<http://www.unr.edu/counseling>

Counseling Services is the primary counseling office for students at the University of Nevada, Reno. Counselors are licensed psychologists, social workers, substance abuse counselors, or marriage and family therapists, or trainees under supervision. All counseling sessions are confidential, and counseling records are available only to the student and the counselor. Consultation/Training to faculty on dealing with distressed students is also available. These services are partially supported by a counseling fee paid by students. All information and services are confidential. Counseling services offers: personal counseling, substance abuse program, and testing services. Testing Services schedules and administers those national and institutional tests (ACT, GRE, LSAT, MCAT, PRAXIS, TOEFL, Miller Analogies, PCAT, TSE, OATP) which are required for admission to undergraduate and graduate programs and professional schools. The office also serves as an intermediate facilitator for other universities to provide special testing arrangements for their students. For more information, visit Counseling Services, located at 202 Thompson Building or visit our website listed above. (Taken from the UNR Student Handbook)