



INDIANA STATE UNIVERSITY

DEPARTMENT OF SOCIAL WORK

FIELD NEWSLETTER

FALL 2022

WELCOME

Welcome to the 2022-2023 academic year! The ISU Department of Social Work, Field Department, is sending you this Field Newsletter to keep you informed about 'everything Field'. Please contact the Field Director at JoEllen.Henson@indstate.edu if you or your agency has an update that you would like to have included in a future newsletter. Thank you for your continued support of our students and your ongoing dedication to our program!



ANNOUNCEMENTS

- **July 26, 2022** New Field Instructor Orientation/Training (1:00 p.m.-2:00 p.m.) presented virtually by JoEllen Henson, Field Director
- **July 26, 2022** Sonia Training for Field Instructors (2:00 p.m.-3:00 p.m.) presented virtually by Rachel Wade, Summer Field G.A.
- **October 28, 2022** ISU and HCI Collaborative Conference "Assessment and Interventions for Grief, Loss, and Mourning" presented virtually by Joy Samuels, LPC, MHSP
- **October 28, 2022** Field Meeting (12:00-1:00 p.m.) presented virtually by JoEllen Henson, Field Director

Please refer to the attached "Fall 2022 ISU Department of Social Work Field Calendar" for other important Field-related dates



ISU DEPARTMENT OF SOCIAL WORK



FIELD CALENDAR

FALL 2022

Tuesday, July 26

Orientation for new Field Instructors (zoom) 1:00 p.m.-2:00 p.m.

Tuesday, July 26

Field Instructor Sonia Training (zoom) 2:00 p.m.-3:00 p.m.

Tuesday, August 16

Fall Semester Begins: Students may begin placements after in-class orientation

Monday, September 5

Labor Day: University Closed

September 19-20

NASW Indiana Chapter Annual Conference (virtual)

Friday, October 14

Fall Break (No Day or Evening Classes)

Saturday, October 22

Homecoming: Indiana State Football vs Illinois State

Friday, October 28

ISU/HCI Collaborative Conference on "Assessment and Interventions for Grief, Loss, and Mourning: presented by Joy Samuels, LPC, MHSP (virtual)
Field Instructor Meeting (virtual) 12:00-1:00 p.m.

November 21-25

Thanksgiving Break

November 28-December 2

Study Week

Friday, December 2

Last possible day of Field Placement

December 5-8

Final Examinations

Saturday, December 10

Commencement

Please feel free to view the ISU Calendar at <http://www.indstate.edu/all-events> as well as the Department of Social Work Events at <http://www.indstate.edu/health/department/social-work/conferences> for additional campus events and information.

For questions, concerns, or feedback, please contact:

Field Director: JoEllen Henson

JoEllen.Henson@indstate.edu

Faculty Field Liaison: Robyn Lugar

Robyn.Lugar@indstate.edu

NEW FACULTY

WELCOME DR. ADENIJI

The Department of Social Work is so excited to welcome a new faculty member this semester!

Dr. Dolapo Adeniji will be teaching SOWK 493 and SOWK 325 in the BSW program in fall semester 2022.



Dolapo Adeniji received her Doctor of Philosophy (Ph.D.) degree along with a minor in Gerontology from Indiana University School of Social Work. Prior, she also earned a Master of Social Work (MSW) from the same institution, and a Master of Education in Guidance and Counseling from the University of Ibadan (Nigeria). As an undergrad at Obafemi Awolowo University (Nigeria), Dolapo concentrated on Psychology. Dolapo began her career as an educator in her early days when she taught across various institutes in Nigeria; majorly, she taught courses in Behavioral Science discipline and research for nearly two decades. Afterwards, she migrated to the United States to further expand her academic horizon. Within this period, when she moved to the US, she obtained her MSW and Ph.D. degrees. During her Ph.D. program, she taught Social Work courses at both the undergraduate and graduate levels. In addition to her academic exploits, she possesses clinical experience as well. Dolapo has experience working with mentally challenged clients in one of the top agencies in Indiana where she worked as a Behavior Support Clinician. Overall, Dolapo is a well-rounded Social Worker with experience across various domains within the field, including research practice and service-learning program that provide technology education for older adults in Indiana. She previously worked as a Research Specialist at the Center for Aging, Regenstrief Institute at Indianapolis. In summary, Dolapo is passionate about researching and identifying ways to positively affect the mental health of older adults (including ethnic minorities) by creating a stage for greater opportunities for this population.

**Students,
please help
us welcome
Dr. Adeniji
to ISU this
semester!**

Scholarship Recipients

Congratulations to all of our scholarship recipients!

MSW Scholarship

BRITTANY BOWLES

The MSW Scholarship was awarded to Brittany Bowles, a part-time MSW student at Indiana State University. Brittany received her bachelor's degree in Social Work with a minor in Psychology through Indiana State University in 2016 and is continuing her education at Indiana State University for her master's degree to support her career in clinical social work and mental health. Brittany has a passion for working with children and youth and has experience working in school based behavioral health services. Brittany plans to continue working to address mental health in youth and working to close the gap in community resources for maternal mental and physical health. Brittany is the mother of two little girls, Macilynn (5) and Malea (1), with this scholarship she will be able to continue to focus on her education while also providing for her family. Brittany plans to continue to expand her professional development through her Generalist and Clinical Internships this year. Brittany has been able to utilize her bachelor's degree in servicing Child Welfare (2 years) and Children's Behavioral Health (3 years). Brittany's best advice to any master's level student is to remember why you started in the first place whenever you feel overwhelmed or stressed, make time for family- especially if you have little ones, they are only little once. Most importantly utilize self-care and try to never pour from an empty cup.



Robyn R. and Joseph J. Lugar Honors College Social Work Scholarship

SARAH WALTER

In the fall semester I will be starting my senior year in the BSW program! I transferred to Indiana State University, after graduating with my associates in Human Services from Ivy Tech! After graduating with my BSW I plan to enter the master's program at Indiana State University! I plan to work at the VA as a therapist for veterans! I have a great passion for helping people, especially our veterans, who hold a special place in my heart. I am so thankful and grateful for this scholarship, as it helps me greatly. I am also thankful for the social work program at Indiana State University for helping me achieve my dreams!



Scholarship Recipients

Congratulations to all of our scholarship recipients!

Lena M. Reading Scholarship

ALLISON WOOD

Allison Wood is a senior BSW student in the social work program at ISU.

Allison began her education with an associate degree in human services, a technical certificate in addiction studies, and became a Certified Addiction Peer Recover Coach from Ivy Tech Community College. After learning about the social work program at ISU, she decided to transfer and continue working towards her bachelor's degree. She worked at Wabash Valley Recovery Center as a peer coach while attending ISU and doing an internship at Next Step Foundation.

Entering senior year, Allison will be doing an internship at The Maple Center nonprofit where she will be coordinating affordable community wellness programs, teaching yoga, and training to be an acudetox specialist. Allison is a mother of three, a certified yoga teacher, and is passionate about promoting wellness and health in our community. She hopes to pursue her MSW, and one day establish her own practice that includes a holistic approach to mental health, addiction, and wellness. Allison has immense gratitude for this scholarship as it is not easy being a student, working, and raising a family. This will ease the financial burden and help her to feel supported on her educational journey.



Social Work Scholarship

KENZI CROWDER

Kenzi Crowder is a full-time undergraduate honors student with a minor in political science at Indiana State University. She has a passion for macro-level social work and is hoping to someday use her degree to promote widespread systematic change that will in turn benefit those from historically marginalized communities. Kenzi is looking forward to her internship with the NASW-IN in the upcoming academic year.



The Department of Child Services (DCS) encourages and supports its staff to improve their education and employment status. DCS staff are able to apply for the IVE Scholarship if accepted into a participating MSW program.

DCS Scholars Program

BSW Scholars

Ashli Key
Katie Haraway
Brooklyn Drummond
Olivia Beach
Tiffany Clark
Kiarra Smith

Kourtnee Ridge

MSW Scholar

I am currently a permanency Family Case Manager in Vigo County. I have been employed with the Department of Child Services for 3 and a half years. Since being employed with the department my knowledge base on the social work profession as increased tremendously. I began my generalist internship with DCS 3 weeks ago. I am focusing on children in residential by attending CFTR's to ensure that residential is the appropriate placement for the child. I am also assisting the DCS clinical consultant for my region by attending clinical staffing's, escalated placement meetings, and preadmittance conference meetings with the state hospitals. I am also working on newsletters to send out to my coworkers with information regarding burnout/secondary trauma. I enjoy my work and what I do to assist my kiddos and families on my case load. I also am very grateful that I was awarded this scholarship to further my education! I have one more year left of the social work program. My clinical internship will be this Fall of 2022, and Spring of 2023 with Harsha Behavioral Center. I look forward to increasing my knowledge in an inpatient setting, and I'm excited for the age differences at Harsha that I will get to encounter during my internship.



Getting to know....

...one of your peers

When people think of Social Workers, John is the type of person that probably comes to mind. His energetic and giving spirit brighten every room he enters. It's clear from the moment you meet that he genuinely cares about others and wants to give back in anyway that he can, "I love seeing a change in the kids I work with and their confidence improving". His goal is to work with youth and potentially incorporate his dance background into therapy. John graduated from ISU in 2022 with an undergraduate degree in Social Work and a Minor in Dance. He was also an active member of the ISU multicultural service programs (MSP) as an undergraduate and strongly recommends that others find groups or organizations to join. He says that it helps to branch out and get to know ISU and your peers". His number one recommendation for other BSW or Advanced Standing MSW students? "Boundaries are key. You have to set boundaries on your time and energy and you will succeed!"



John Smith IV

(Advanced Standing MSW student)



**National Association of Social Workers
(NASW)**

Founded in 1955, the National Association of Social Workers (NASW) is the largest membership

Check out the link to the left for the National Association of Social Worker's (NASW) Resource for Students and Recent Graduates.

The page offers **free** "student focused events", like online seminars, webinars geared towards helping you succeed in your licensing tests, town halls, and hot topics.

They also share information regarding job opportunities, internships, scholarships, and more.



Field Instructor Spotlight

Taiyan Richmond

I started my career at age 23 with a BS in Criminal Justice (Corrections), obtained my MSW at age 41, both from Indiana University. I ended my career at age 57 as Clinical Supervisor of the Social Work Department at Marion County Public Health Department. I really enjoyed my work as a sentencing consultant and substance abuse treatment counselor as it allowed me to work again in Corrections. My takeaways are it's never too late to pursue your education and I love Social Work because there are numerous areas where we can practice.

Field Agency Spotlight

Indiana Family to Family

Indiana Family to Family is a fairly new organization. In January of 2022, Family Voices Indiana, and About Special Kids merged to form Indiana Family to Family, or INF2F. Indiana Family to Family provides information, training, and one-on-one support to Indiana families of children and youth with additional health and education needs, as well as the professionals that serve them. The mission of INF2F is to support families raising children or youth who require additional health or education assistance by providing answers, resources, practical training, and vital community connections through lived and shared experiences, and by advising the professionals who serve them.

The vision of Indiana Family to Family is a world in which children and youth who require additional health and educational support thrive. They aim to provide families with tools to make informed decisions, advocate for improved systems and policies, and build partnerships between professionals and families.

Indiana Family to Family provides lots of opportunities for professional development to interns. Through this organization, you have the ability to attend in-person conferences and share information about their services and projects and create networking opportunities. You have the ability to conduct research on current procedures and information that supports their client base, and work as a unified team to build and find accessible resources.

Dejah

My name is Dejah Haywood and I am from Chicago, IL. Currently, I am completing my Master's placement at Hickory Recovery Center. My ultimate career goal is to become a licensed therapist and have a private practice in Chicago. For my Graduate Assistant position, I will be working closely with staff and new applicants to the MSW programs. Also, I will be helping with simulations. I am looking forward to working with new social work students!

Abbi

Hello everyone! My name is Abbi Ham. I have been at ISU for 2.5 years now and I am so excited to be pursuing my Master's of Social Work at this program. I graduated with my BSW this past May. I will be starting a GA position in the social work program in the fall semester. In this position I will have office hours that any social work students can utilize for help with APA formatting. I will also be hosting study tables to help students with large assignments/papers. Since I have graduated from the BSW program I have done all of the assignments that undergraduate students are doing and will be able to provide helpful insight. Outside of my school work I enjoy gardening, live music, and doing anything creative. I also have a Pitbull that I love dearly! If any students have any question please reach out, I am happy to help assist as best as I can.

Graduate Assistants

SW Field

Rachel Wade

SW Admin

Abbi Ham

MSW and Sims

Dejah Haywood

Summer 22

Rebecca Weiland

Becca

Rebecca Weiland is in the Advanced Standing Master of Social Work Program here at Indiana State University. After graduating in May 2022 with her bachelor's degree in Social Work and Psychology at the University of South Dakota, she is spending the summer as a graduate assistant for the Department of Social Work. In her free time, Becca enjoys spending time with her friends and family. She also enjoys embroidering, reading, and coffee!

Rachel

Hey everybody! I'm a two-year Master of Social Work Program student here at ISU. I finished my bachelor's degree in American History with AMU in January 2020, with a capstone project on woman's right to vote and the suffrage movement of the late nineteenth century (yes, I'm a big nerd). My passion is macro level social welfare, inequality, and justice efforts. In my free time, I enjoy doing life with my partner, our four children, two dogs, two cats, fifteen chickens, rooster, and duck. I love painting, reading, traveling, and gardening.

HIGHLIGHTS OF **SONIA**



INDIANA STATE
UNIVERSITY



A Note from Your Field Team

Welcome to Field!! No matter what role you are joining us in, we hope that this short guide helps to answer all of your questions about the Sonia interface. We have received helpful feedback up to this point and there are subsequent alterations that have been made to improve our system. For example, after previous feedback, we updated forms to make that aspect more user friendly. Another addition we incorporated was the input of all the on-boarding and orientation requirements for each placement, so that the students can have this information prior to starting at their sites. We will consistently assess what has been working and what could still be adjusted. We will continue to reach out and ask for your input as our experts. Please do not hesitate to reach out with your suggestions or concerns!

Your field team

Last updated Summer 2022

CONTENTS

How - to's

How to use Sonia for success as both a student and Field Instructor or Task Supervisor.

Frequently Asked Questions

A compilation of your most often asked questions about the system.

Contact Us

Contact information for your ISU Sonia team.



Let's Get Started!

To streamline the Sonia account process, our Indiana State University Department of Social Work Sonia Support Team will create an account for all users and will e-mail you a link to Sonia Online to create a password.

WHO WILL USE SONIA AS A BSW LEVEL FIELD INSTRUCTOR?

Qualified Field Instructors for BSW students must hold a baccalaureate degree in social work from a CSWE-accredited program and have at least two years of experience or a master's degree in social work from a CSWE-accredited program and at least one year of experience.

WHO WILL USE SONIA AS A MSW LEVEL FIELD INSTRUCTOR?

Qualified supervisors for MSW students must hold a master's degree in social work from a CSWE-accredited program and at least two years of clinical experience.

WHAT ABOUT TASK SUPERVISORS?

Task Supervisors are agency workers that can provide agency specific training, guidance, shadow opportunities, etc. They do not need to be a Social Worker.



Schedule of Hours:

The schedule of hours will be completed in a joint session with the student and their supervisor. It will establish the projected hourly schedule, per week, that the student will meet to accomplish their overall hour goals.

Student 1st Step-by-Step:

Click the 'Forms' tab. Find the appropriate term's 'Schedule of Hours' and click 'Edit'. Identify within the columns the projected weekly schedule at the internship, supervision, and overall hours per week.

Click 'Save' when finished



Supervisor Step-by-Step:

Review/approve the 'Schedule of Hours' document by selecting the radial button 'Yes' and 'Save'. If there are corrections, return the schedule to students by selecting 'No' and adding a note in the text box explaining why.

Student 2nd Step-by-Step:

Once the projected hours are approved, submit the form to the course instructor using the button at the bottom of the page.



Timesheets 101:

Timesheets should be completed daily, when hours are completed by a student. This allows for an accounting of their time in Field and ensures that they meet all hourly requirements. Timesheets should generally follow the schedule of hours established but can deviate as changes occur. The Faculty Field Liaison will approve the hours.



Students

Timesheets are an integral part of your field experience. These help, not only you, keep track of your time spent at your placement, but your Instructor and Supervisor as well. They are mandatory and will be monitored by the ISU Faculty Field Liaisons within the department, to ensure that you are successful. Sonia will keep a tally of the number of hours entered, as well as a breakdown of the number of hours spent on each specified Activity.

Student Step-by-Step:



Click the '*Placements*' tab, find applicable term, and click '*Timesheets*'.

Select '*Add new timesheet*' to add an entry.

Input date, time-in/out, type of activity, and a comment.

Click '*Save*' when finished.

(Note: Timesheet entries can be modified if saved. Once approved by the Faculty Field Liaison, however, it cannot be edited. If something needs to be changed, email [ISU Sonia Support](#) to receive help.



Supervisor Step-by-Step:

Bulk approvals are done by clicking the blue '*Timesheets*' button at the top right of the student's page.

Select all entries desired by clicking on each box on the left side and respond using the appropriate status at the bottom right (*Approve* or *Disapprove*)

To approve individually, select the appropriate status at the end of the row.

We often get asked.....

How do I know which activity applies?

Direct Client Contact

Face-to-face engagement with a client. This can be leading a group, meeting one-on-one with a client, or meeting with a client with other coworkers supervision/observing.

Shadowing

Following and observing a coworker in an office setting for the purpose of learning generalist or clinical skills.

Planning/Preparation

Prior to meeting with clients, students may be asked to prepare or plan for the session (individual or group). This needs to be agency driven planning and preparation for agency specific needs, directed by your supervisor. This does not include any planning or preparation for classes.

Documentation

Any time students are documenting official information or evidence that serves as a record. This includes any notes on clients, filling out paperwork for the client, or case management in health records.

Research

The systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions. This is not only doing a research study, this includes researching a medical illness a client has that you are not familiar with or looking up a resource to see if your client fits criteria.

Professional Development

The process of identifying goals and learning new skills that help students grow and succeed in the profession. This will be agency driven with a specific generalist/clinical application. This can include webinars, in-person general training, or seminars that contribute to your professional social work skills.

Onboarding Training

The process by which new employees acquire the skills, knowledge, and behaviors to become effective contributors to an organization. Each agency will have some amount of onboarding and training but only up to 16 hours can be counted towards your field hours. The goal of the field placement is for you to learn on the job skills and hands on training not organization specific information.

Ex.1 During orientation you learn company policies/procedures for an hour and do an hour of trauma informed training. The hour of policies and procedures is On-boarding/Training but the hour of trauma informed training is Professional Development. Policies and procedures are agency specific but trauma informed training you can take with you to a different agency.

Ex.2 You watch a webinar over the weekend. If your agency requested you watch this webinar it would count towards Professional Development since it was agency driven, but if you decided to watch it to catch up on hours it would not count as it is not agency driven.

Ex.3 Sitting with a coworker while they meet with a client would be considered Direct Client Contact not Shadowing because you have the opportunity to engage with a client not just observe client engagement.

Learning Plans 101

Learning Plans are the way to track competencies that the student completes throughout the internship under the mentorship of their Field Instructor/Task Supervisor. Each competency is broken out into core behaviors. The Learning Plan must be approved at the beginning of the placement. It should be updated regularly, throughout the semester, as competencies are demonstrated.

Students

In the first week of the term you will fill out the Learning Plan assignments or activities alongside your supervisor. This Learning Plan identifies the specific tasks that you will complete under the supervision of your FI/TS to meet competencies. There are suggested assignments and activities available on the ISU Field Education website under the Field Forms Button. Your supervisor will then grade you on those tasks, providing an overall grade for each competency. Update the Learning Plan often!

Supervisor

At the end of the semester, please rate the student's core behaviors and demonstrated competencies. Do not select "submit" until the end of the term, when all items are completed.



Student- Preparing the LP Step-by-Step:

Select the 'Forms' tab and navigate to the appropriate term's 'Learning Plan' or 'LP' and click 'Edit'.

Enter tasks in the 'Assignments' boxes that will help demonstrate skills and knowledge in a competency. Select 'Save' and the plan will go to the Field Team for approval.

Student- Completing the LP Step-by-Step:

Student annotate 'Evidence of Completion' for each assignment/activity. This must include a specific and detailed summary of how the assignment/activity was completed, who verified it (including their name and credentials), and the date it was completed/verified. 'Save Draft' throughout the semester as the Learning Plan is updated with details.

'Submit' when learning plan is complete and ready for scoring at the end of the semester.



Supervisor- Completing the LP Step-by-Step:

Score student's performance/demonstration of the practice behavior, as indicated by the correlated assignment/activity in the 'Enter Percentage Here' column. Scoring will be completed using the assessment scale, located at the top of the learning plan.

Additional comments are optional but can be annotated in the designated text boxes.

Journals

Students

Journals serve many roles during field placements. They are utilized by you to document the experiences that you have and feelings regarding new and different opportunities. They are also a learning tool that helps expand professional writing style. Journals do not simply cover the hour-by-hour events of placements, but also allow you to document time spent working in your field agency and core competencies. Finally, journals provide you with the opportunity to document your professional reflection and feelings



about field experiences, communicate any stressors, identify concerns, and share successes with your Faculty Field Liaison. Supervisors cannot see this part of Sonia. No one but the Faculty Field Liaison can see these journals and they will provide feedback, questions, and grading related to the journals each week.



Student Step-by-Step :



1. Click on the '*Forms*' tab. Locate applicable Journal row and click far right notepad.
2. Input the *start date* for each week (Sunday) and select *competencies* addressed.
3. In the *Summary* section, document each day of internship in a separate paragraph for the applicable week (*i.e.* 31 May: Intern observed..... 02 June: Intern staffed....). Describe in-detail the tasks accomplished during the week through a professional, third person narrative (*i.e.* "BSW Intern attended a staff meeting where..."). This may include classes, events, seminars, on site hours, etc. Competencies checked in the first column should be described in the narrative.
4. In the '*Analysis*' section, correlate a personal reflection/analysis to each daily entry from the previous column. Professional language is still required.
5. Input the date of supervision and an explanation of what occurred in the bottom left '*Weekly Supervision*' section.
6. '*Save Draft*' to save progress and return later. '*Action entry*' to submit to course instructor by the due date, as identified in the course syllabus.

Mid-Terms:

Mid-terms provide information about student competency at the field agency and their progress towards completion of practice behaviors. This information can be used to make modifications for the student moving forward, to help them succeed. Mid-term evaluations also provide the FI/TS with an opportunity to provide performance feedback and strengths that are specific to their student. Students will action this document to their FI/TS two weeks prior to the due date of the Mid-Term, as indicated on the course calendar. This provides the FI/TS appropriate lead time for completion of the document prior to submitting it back to the student. Then, the student and FI/TS will have an opportunity to discuss any potential concerns the students may have with identified areas for improvement. Finally, this window allows the student time to agree or disagree with the documentation provided by the FI/TS and submit the Mid-term to the course instructor for grading purposes.



Student 1st Step-by-Step :

Click the '*Forms*' tab and the appropriate Mid-Term evaluation '*Edit*' button. Complete student demographics, hours completed, supervision received, Learning Plan items documented, and reflections on the first half of the internship.

Click '*Student Submit to FI/TS for Completion*' when you are done.



Supervisor 1st Step-by-Step :

Click the '*Forms*' tab and the Mid-Term evaluation '*Edit*' button.

Review the student's demographics and hours for accuracy and provide your reflections/responses in the designated boxes for the FI/TS.

If you are a TS without LCSW, select '*Save Draft*'.

FI (LCSW) must be the individual to '*Submit*' to the student for their response.



Student 2nd Step-by-Step :

Return to your Mid-Term and review FI/TS remarks. Using the drop down boxes, identify: "*I agree/disagree with my evaluation*". "*My supervisor discussed/didn't discuss my evaluation with me*", "*I believe my performance in field is satisfactory/unsatisfactory*".

When it is complete, click '*Student Submit Final Mid-Term Evaluation to Course Instructor*'

WHAT IF I STILL HAVE QUESTIONS?

Not a problem.

Below you will find an ordered contact listing for the ISU staff experts that can help you work through any Sonia issues.



1

ISU Sonia Support Team

ISUsoniasupport@indstate.edu

2

ISU Sonia Lead

Alivia Vaillancourt (she/her),
Administrative Assistant

alivia.vaillancourt@indstate.edu
Office Number: 812.237.3611

3

ISU Field Director

JoEllen Henson,
MSW, LSW, M.S.Ed. (she/her),
Program Director

joellen.henson@indstate.edu
Office Number: 812.237.4536