



## DEPARTMENT OF SOCIAL WORK

### FIELD NEWSLETTER

#### SPRING 2021

Welcome to the Spring 2021 semester! The ISU Department of Social Work, Field Department, is excited to send this edition of the Field Newsletter to keep you informed about ‘everything field’. Please contact the Field Director [JoEllen.Henson](#) 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

Please mark your calendars:

- **January 11, 2021** Field Instructor Orientation via zoom
- **January 19, 2021** Spring Semester Begins
- **February 24, 2021** College of Health and Human Services Career Fair
  - Virtual attendance 12:00 p.m.-4:00 p.m.
- **February 26, 2021** ISU and HCI Collaborative Conference (Virtual) “Human Trafficking” presented by National Human Trafficking Training and Technical Assistance Center
- **May 8, 2021** Commencement
- Please refer to the attached “Spring 2021 ISU Department of Social Work Field Calendar” for other important Field-related dates

#### FIELD MANUAL

Please take a moment to review the newly revised Department of Social Work Field Manual soon. The manual is located on the Department website.

#### FIELD INSTRUCTORS

If you have a BSW or an MSW and are interested in providing supervision for a Social Work Intern—we need you! Please contact [JoEllen Henson](#), Field Director, at 812-237-4536 or via email for more information!

## **MEET OUR GA's**

**Kara Ooms** is a first year Graduate Assistant in the Department of Social Work. As a Graduate Assistant, she assists in simulation events, MSW program recruitment and other administrative tasks. She has her BS in Sports and Recreation Management from Indiana State University and has been working as a Recreational Therapist at TH Regional Hospital for the past 3 years. She enjoys integrating Music and Art therapies as well as mindfulness practices into her work.

When Kara's not studying on campus or working at the hospital, she's doing a thousand other things, you can find her visiting local parks, planning her future sustainable homestead, learning, listening to podcasts, and reading. She enjoys being outdoors and is actively working on crossing National Parks/travel locations off her bucket list. Her love for nature, love for people and with the encouragement from friends, she decided to pursue a master's in social work to gain licensure and is determined to become a wilderness therapist.

**Jasmine Peoples** is a first year Graduate Student in the Department of Social Work MSW Program. Jasmine has her Bachelor's in Psychology from Saint Mary -of-the- Woods College. Once graduating, Jasmine began working at the Department of Children Services as a Family Case Manager in Marion County and spent time working in Vigo County. Her time at DCS ended when she was accepted into the Master's Program at ISU. When Jasmine is not studying she is tending to her four legged fur baby.

While working for Ms. JoEllen Henson, Jasmine has communicated with many of the agencies in our community regarding our students. As a Graduate Assistant she has also developed and implemented monthly professional development seminars.

## **TERRE HAUTE PRIDE CENTER**

The Pride Center of Terre Haute (PCTH), was established to serve the LGBTQIAP+ community in the Wabash Valley. The Pride Center of Terre Haute, as it grows, will provide resources and support for our LGBTQIAP+ friends, family, siblings, neighbors, and allies. PCTH is located at 630 Wabash in Terre Haute.

The Pride Center of Terre Haute's goals are to provide immediate needs for health and wellness, crisis intervention, and educational resources for LGBTQIAP+ youth during the COVID-19 pandemic as well as a safe space for support. The Pride Center of Terre Haute hopes to establish collaborative transformational relationships with area organizations, business, and donors to secure 75% of our future funding.

A recent report in 2019 from the Human Rights Campaign (HRC) listed Terre Haute, IN at a 42 out of a possible 100 rating on their Municipal Equality Index Scorecard for the LGBTQIAP+ population. Over the next 5 years, PCTH would like to increase this score to a 100/100.

The Pride Center of Terre Haute is currently in the process of building their donor base and are looking for 120 individual donors willing to sponsor us for the first year at \$25 a month.

Additionally, PCTH is seeking grant opportunities and partnerships with area social service agencies

Please reach out to [Jill Garland](#) for more information regarding volunteering and/or donating.

Please contact [Dr. Melissa McCollister](#) for additional info regarding the Pride Center.

Submitted by: Jasmine Peoples



## SPRING 2021 ISU Department of Social Work Field Calendar

|                                     |  |
|-------------------------------------|--|
| <b>Monday, January 11, 2021</b>     | Field Instructor Orientation (Virtual) 9-11:00 a.m.                            |
| <b>Tuesday, January 19, 2021</b>    | Semester Begins: Students may begin placements after in-class orientation      |
| <b>Tuesday, February 9, 2021</b>    | January Timesheets Due   |
| <b>Wednesday, February 24, 2021</b> | Health and Human Services Career Fair (ISU) Remote Event 12:00 p.m.-4:00p.m.   |
| <b>Friday, February 26, 2021</b>    | ISU/HCI Collaborative Conference (Virtual) on “Human Trafficking”              |
| <b>Tuesday, March 9, 2021</b>       | February Timesheets Due  |
| <b>Tuesday, March 9, 2021</b>       | Midterm Evaluations Due (Includes a review of Learning Plan completion status) |
| <b>Tuesday, April 6, 2021</b>       | March Timesheets Due   |
| <b>Friday, April 30, 2021</b>       | Last Possible Day of Field Placement   |
| <b>Tuesday, May 4, 2021</b>         | April Timesheets, Completed Learning Plans, & Final Evaluations Due            |
| <b>May 3-May 7, 2021</b>            | Finals Week  |
| <b>Saturday, May 8, 2021</b>        | Commencement   |

Please feel free to view the [ISU Calendar](#) as well as the [Department of Social Work Events](#) for additional campus events and information.

**For Questions, concerns, or feedback, please contact:**

**Faculty Field Liaison:** [Julie Campbell-Miller](#)

**Faculty Field Liaison:** [Hailee Lauritzen](#)

**Faculty Field Liaison:** [Robyn Lugar](#)

**Faculty Field Director:** [JoEllen Henson](#)



**DEPARTMENT OF SOCIAL WORK**  
**GUIDE FOR SUPERVISING STUDENT INTERNS**  
**DURING PANDEMIC**

**Before Internship Begins:**

- Confirm what [personal protective equipment \(PPE\)](#) is required at your agency for the intern, and what your agency does/does not provide
- Confirm what your agency's safety protocol is, including personal health requirements (ex. when intern should stay home, washing hands, social distancing etc. See preventive measures at the bottom of this document—reiterate these)
  - *ISU will work with students if they stay home due to health concerns re: possible COVID-19 to allow them to make-up the hours*
- Assess if your agency has a workspace (desk, phone, computer) to which each intern can be assigned. If the interns usually must share, assess if there is a possibility of not having them share during this time. If they still must share, investigate providing them with disinfectant to clean those shared resources regularly. Consider arranging hours differently among intern(s) and staff so that social distancing can occur if limited space.
- Contact the intern(s) and go over the PPE requirements, what your agency does/does not provide, and clearly review the agency's protocol
  - *If your agency is unable to provide required PPE, please let ISU know as soon as possible.*
- Acknowledge and discuss the potential anxiety the student may have in beginning placement during this time in addition to regular anxiety of a new placement. Allow the student to ask any questions that may allay concerns.

**For Remote/Telehealth Internships (Before Practicum Begins):**

- Assess your interns' access to technology (phone, computer, webcam, internet) and the reliability of that technology. *Please contact us if there are limitations that could impact the student's practicum experience/client services*
- Assess your interns' knowledge of and skill-level with the tools and platforms that your agency is using to provide services
- Provide any trainings on tools and platforms, telehealth or other agency requirements to student interns prior to starting practicum (the students can count the hours)

[Telehealth Basics for Social Work Educators and Behavioral Health Clinicians](#)  
[Responding to COVID-19 \(free—3 modules\)](#)

- Discuss how the student will account for hours and receive supervision; weekly hourly supervision should be via zoom or another video-conferencing platform, but you will need to clarify regarding how the student should contact you for questions during their internship outside of the formal supervision hour
- Discuss how the student will complete client documentation in a secure manner
- Go over emergency procedures (who, how, and when to contact)
- Recognize that you may need to be even more available to the intern(s) initially since they are not in the agency and able to ask others for assistance as well
- Ask the student to review [NASW, ASWB, CSWE & CSWA Standards for Technology in Social Work Practice](#) and discuss during first week
- Talk with the student intern(s) about:
  - [Creating a google voice number](#) instead of giving personal phone number
  - Setting up a private, professional space if possible (professional background screen or making sure identifying and/or distracting objects are not in the view of the camera)
  - Expectations for attire
  - How to handle disruptions to client sessions due to technology issues on the part of the intern or client
- Throughout supervision, discuss potential ethical dilemmas and self-care issues that may arise as a result of telehealth (ex. boundary confusion for client and/or intern due to “being” in each other’s homes, difficulty leaving work, confidentiality in your home for your clients)

**During the Internship:**

- Review how the intern(s) should handle a situation where the client is (1) not wearing a mask (2) wearing a mask improperly (3) takes off their mask (same with social distancing)
- Continue to check-in with your intern(s) regarding how they are doing with managing the personal health risks of placement in the agency/working remotely
- Regularly check-in with your intern(s) regarding how they are doing at home during this challenging time
- *If a student appears distressed or expresses significant financial issues that may interfere with their ability to complete their internship/courses, please let us know*
- Emphasize with your intern(s) that, though our interactions with our clients may be different (telehealth or social distanced etc.), our mission is still the same: enhancing well-being, helping to meet the basic needs of all people while holding the core values of service, social justice, dignity & worth of the person, importance of human relationships, integrity, and competence.

- Emphasize [self-care for the intern\(s\)](#) from day one of the practicum and role model such self-care by engaging in it for yourself as well
- If anything changes in the internship (ex. safety concerns increase, amount of work for intern(s) decreases), *please contact us immediately so that we can assist the student and you in resolving the issue*

### **Preventive Measures to Engage in at the Agency per CDC Guidelines**

- [Preventive Measures per CDC Guidelines web information](#)
- Stay home when you are sick with flu-like illness; students should contact their Field Liaison to alert them of their situation. ISU will work with them to allow for making up hours if necessary.
- Wash your hands frequently for at least 20 seconds with soap or use an alcohol-based hand sanitizer
- Avoid touching your nose, ears, and eyes
- Cover your coughs and sneezes using your elbow
- Wash your hands or use hand sanitizer after coughing, sneezing, or blowing your nose
- Keep frequently touched communal surfaces (phones, desks, other work equipment) clean
- Do not use other's phones, desks etc. If necessary, clean with a disinfectant

**Please note:** A similar guide is being shared with the student interns.

### **References**

Kim-VanderGriend, S. (2020). Catching Our Breath to Evaluate Telehealth Best Practices. *The New Social Worker*. <https://www.socialworker.com/feature-articles/field-placement/covid-19-social-work-placement-19-ideas-field-students-supervisors/>.

[NASW. \(May 2020\). COVID-19: Practice Guidelines for Reopening Social Work Practices.](#)

Perez, E. N., Cazanave, C., Louis-Caines, K., Campbell, M., & Wiest, C. (2020). Covid-19 and Your Social Work Placement: 19 Ideas for Overworked, Anxious, Yet Determined Field Students and Supervisors. *The New Social Worker*. <https://www.socialworker.com/feature-articles/field-placement/covid-19-social-work-placement-19-ideas-field-students-supervisors/>.



**DEPARTMENT OF SOCIAL WORK**  
**GUIDE FOR STUDENT INTERNS**  
**DURING COVID-19 PANDEMIC**

**Before Internship Begins:**

- Confirm with your agency what [personal protective equipment \(PPE\)](#) is required, and what your agency does/does not provide
- Confirm what your agency's safety protocol is, including personal health requirements (ex. when you should stay home, washing hands, social distancing etc. See preventive measures at the bottom of this document—reiterate these)
  - *ISU will work with students if you stay home due to health concerns re: possible COVID-19 to allow you to make-up the hours*
  - *If your agency is unable to provide required PPE, please let ISU know as soon as possible*
- Acknowledge the potential anxiety and stress you may be experiencing planning for your entry into practicum during this challenging time; ask your Field Instructor any practical questions that may allay safety concerns.

**For Remote/Telehealth Internships (Before Practicum Begins):**

- Assess your access to technology (phone, computer, webcam, internet) and the reliability of that technology. *Please contact us if there are limitations that could impact your practicum experience/client services*
- Ask your agency supervisor what, if any, platforms/systems your agency is using to provide services
- Inquire about any trainings on the platforms/systems, telehealth or other agency requirements you could take prior to starting practicum (you can count the hours)
- If you are interested in getting some basic telehealth training before you start your practicum and your agency does not provide, we recommend this 3-hour training: [Telehealth Basics for Social Work Educators and Behavioral Health Clinicians Responding to COVID-19 \(free—3 modules\)](#)
- Ask how you will account for hours and receive supervision; weekly hourly supervision should be via zoom or another video-conferencing platform, but you will need to clarify



regarding how you should contact your Field Instructor for questions during their outside of the formal supervision hour

- Discuss how you will complete client documentation in a secure manner
- Go over emergency procedures (who, how, and when to contact)
- Review [NASW, ASWB, CSWE & CSWA Standards for Technology in Social Work Practice](#) and discuss during first week with your Field Instructor
- Consider:
  - [Creating a google voice number](#) instead of giving personal phone number
  - Setting up a private, professional space if possible (professional background screen or making sure identifying and/or distracting objects are not in the view of the camera)
  - Expectations for attire
  - How to handle disruptions to client sessions due to technology issues on the part of the intern or client
- Throughout supervision, discuss potential ethical dilemmas and self-care issues that may arise as a result of telehealth (ex. boundary confusion for client and/or you due to “being” in each other’s homes, difficulty leaving work, confidentiality in your home for your clients)

### **During the Internship:**

- Review how you should handle a situation where the client is (1) not wearing a mask (2) wearing a mask improperly (3) takes off their mask (same with social distancing)
- Proactively bring any concerns about interning during the pandemic and/or providing telehealth services to your Field Instructor
- *If you are feeling distressed or have significant financial issues that may interfere with your ability to complete their internship/courses, please let us know*
- Remember that, though our interactions with our clients may be different (telehealth or social distanced etc.), our mission is still the same: enhancing well-being, helping to meet the basic needs of all people while holding the core values of service, social justice, dignity & worth of the person, importance of human relationships, integrity, and competence.
- [Engage in self-care from day one of the practicum](#)
- If anything changes in the internship (ex. safety concerns increase, amount of work for you decreases), *please contact us immediately so that we can assist you in resolving the issue*

## Preventive Measures to Engage in at the Agency per CDC Guidelines

- [Preventive Measures per CDC Guidelines web information](#)
- Stay home when you are sick with flu-like illness; contact your Field Liaison and Field Instructor to alert them of their situation. ISU will work with you to allow for making up hours if necessary.
- Wash your hands frequently for at least 20 seconds with soap or use an alcohol-based hand sanitizer
- Avoid touching your nose, ears, and eyes
- Cover your coughs and sneezes using your elbow
- Wash your hands or use hand sanitizer after coughing, sneezing, or blowing your nose
- Keep frequently touched communal surfaces (phones, desks, other work equipment) clean
- Do not use other's phones, desks etc. If necessary, clean with a disinfectant

## Resources for Students

- [Office of Student Financial Aid](#)
- [Student Counseling Center](#)
- [Student Support Services Program—Office of Disability Services](#)

## References

Kim-VanderGriend, S. (2020). Catching Our Breath to Evaluate Telehealth Best Practices. *The New Social Worker*. <https://www.socialworker.com/feature-articles/field-placement/covid-19-social-work-placement-19-ideas-field-students-supervisors/>.

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