



INDIANA STATE UNIVERSITY

DEPARTMENT OF SOCIAL WORK

FIELD NEWSLETTER

SPRING 2023

WELCOME BACK!

Welcome back 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

Please refer to the attached "Spring 2023 ISU Department of Social Work Field Calendar" for other important Field-related dates. Also, check out 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.



ISU DEPARTMENT OF SOCIAL WORK



FIELD CALENDAR

SPRING 2023

Tuesday, January 10, 2023

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

Tuesday, February 7, 2023

Field Education Professional Development Night
(ISU CHHS) 5:00 p.m.-7:00 p.m.

Wednesday, February 22, 2023

Health and Human Services Career Fair
(HMSU, ISU) 1:00 p.m.-3:00p.m.

March 6-March 10, 2023

ISU Spring Break

Friday, April 28, 2023

Last Possible Day of Field Placement

May 1-May 5, 2023

Finals Week

Friday, May 5, 2023

Graduate Commencement

Saturday, May 6, 2023

Undergraduate Commencement



For Questions, concerns, or feedback,
please contact our Faculty Field Liaisons:

Julie Campbell-Miller, Julie.Campbell-
Miller@indstate.edu

Lakisha Bradley, Lakisha.Bradley@indstate.edu

Robyn Lugar, Robyn.Lugar@indstate.edu

or our Faculty Field Director:

JoEllen Henson, JoEllen.Henson@indstate.edu

Faculty Changes

Field Coordinator

The Department of Social Work is very excited to have Lakisha M. Bradley join us in the BSW Field Coordinator position. Going forward, Ms. Bradley is teaching courses for the Department of Social Work as well as completing the Field Coordination role for both BSW Junior and Senior level interns.

Meet your Field Coordinator!



Lakisha Bradley
MSW, LSW

Lakisha M. Bradley received her Bachelor of Social Work (BSW) with a minor in Psychology in 2016 and her Master of Social Work (MSW) with a concentration in Mental Health and Addictions in 2017 from ISU. Lakisha began her career as a therapist at a community mental health center (CMHC) in Terre Haute, IN. working with clients with severe mental illness (SMI), dual diagnoses, and personality disorders, along with other roles in the agency as a crisis intervention specialist, FI for MSW students, and providing weekly supervision for other behavioral health professionals. After several years in direct social work practice Lakisha began to transition from full-time therapist to part-time therapist and, in the Spring 2022 semester, Lakisha transitioned into a new role as an educator. This has been her childhood dream and, in the Fall 2022 semester, she made that dream a reality as she began working with ISU full-time as a lecturer and the new BSW field coordinator. Lakisha is teaching courses in the undergraduate program covering a wide range of topics including child and family welfare practice, introduction to fields of social welfare, macro practice, grant writing, cultural awareness and diversity, field practicum and seminar. As BSW field coordinator, Lakisha assists junior and senior level students with field placement. AS BSW field coordinator Lakisha works closely with students to pair them with community agencies to practice skills learned in the classroom. Overall, Lakisha is a well rounded social worker with clinical experience and a passion for working with students

Ms. Bradley is actively recruiting agency placements for the next cohort of BSW Senior level students. If you are interested in accommodating students for the 2023-2024 academic year, please reach out to our Coordinator at:
Lakisha.Bradley@indstate.edu

PUTTING YOUR BEST FOOT FORWARD...

WHEN APPLYING FOR INTERNSHIPS, IT'S IMPORTANT TO REMEMBER THAT YOU ARE SELLING A VERSION OF YOURSELF, A BRAND, TO POTENTIAL EMPLOYERS. WOW THEM BY USING THE *FREE* SERVICES OFFERED IN THE ISU CAREER CENTER

RESUME BUILDING

The ISU Career Center offers free resume reviews and feedback on your applications. They can help you "brand" yourself, building the perfect application packages to send to potential employers. They even have samples of resumes for specific areas of work, so that you have a template to reference. Did I mention they were FREE??



PROFESSIONAL CLOTHING

Professional clothing can be found on campus through the Career Center as well. They have a "closet" of professional clothes to browse through before attending interviews.



Career Center:

Hours:

Mon-Fri: 8-4:30

Walk-In Hours:

Mon-Fri: 10-12 & 1-3

Location:

231 North 6th Walkway

Terre Haute, IN 47809

Phone:

(812) 237-5000

Email:

isu-career-center@indstate.edu

Graduating BSW Spotlight:

Aaliyah Bell



What is your favorite memory from Fall?

My favorite memory from the fall semester is when the Social work students met for class and one of my peers just had a fit of laughter while we were all talking about our internships. This sparked laughter from everyone in the room. I promise it was an hour of just laughing. We all needed this and since we all share the same classes, it continued the entire day.

What surprised you about field?

What surprised me about field was the welcoming of everyone. I was very nervous to start in field, but I was constantly being reassured and congratulated on my work. I have never felt so accepted and needed as much as I am in this field. I have been able to fit in easily and make loads of professional connections.

What are you looking forward to?

I am looking forward to continuing growing in field, I have been open to a lot of new opportunities that are more out of my comfort zone but with the mentoring from my supervisor and teachers, I feel that I could go a long way. I'm excited to see exactly what's in store for me.

What is your goal after BSW graduation?

My goals after graduating from the BSW program, is to graduate from the MSW program. I am one day hoping to become a LCSW so this will help me further my education in field and achieve the main goal.

AVOIDING BURNOUT

SELF-CARE IS SO OFTEN DISCUSSED IN CLASSROOMS, SOCIAL MEDIA, AND EVEN IN OUR INTERNSHIPS. BUT WHAT DOES IT ACTUALLY MEAN? HOW DO WE DO SELF-CARE IN A WAY THAT IS SUSTAINABLE, INDIVIDUALIZED, AND STILL ALLOWS US TO GET OUR WORK DONE?

WHERE IS THE TIME??

We are overwhelmed with tasks, internship hours, homework assignments, and everything that goes along with college, how are we ever going to find the time for self-care? This may feel true for you and it may seem impossible, but when self-care is built into part of your routine it becomes easier to form the habit over time. Self-care should be PROACTIVE rather than REACTIVE. Don't wait until you are overwhelmed and burnt out to start paying attention!



THE MYTH OF MONEY

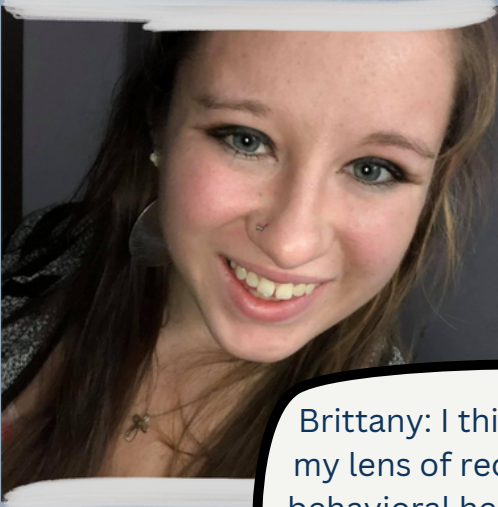
When we think of self-care, we so often assume it's going to cost money. "Treat yourself" often sounds like spa days or eating out, but it doesn't have to be! Self-care can be free guided meditations found on the [Insight](#) app, taking time to connect with friends, or physical activity like walking around campus! Spending money on self-care might become more of a stress than a help. Get creative!

IT'S ALL ABOUT ME!

Sometimes, self-care feels selfish but we encourage you to think think about self-care like it's your oxygen mask. In airplane safety demonstrations, we are told to place a mask on ourselves before helping someone else. Without caring for ourselves, we are unable to help those around us. The social work profession is difficult, but we should care for ourselves just as much as we care for our clients. Check out [this article](#) on self-care tips and tricks that you can take and modify to meet your goals and your personality. Use their suggestions as a guidebook to developing your unique self-care routine!

SEEKING HELP

Some of us might feel like it's a little too late and we are already suffering from burnout and overwhelm. If you feel that way, please know that there are resources available to you at the [ISU Student Counseling Center](#) to help in managing those symptoms. Please don't be afraid to reach out and get help!



How have scholarships helped you in this program?

Brittany: My scholarship allowed me to offset some of the costs of daily living [...] I commute, so I was able to afford a gas card to get to and from my internship and class and a laptop that was compatible with software needed for school. This relieved an immense amount of stress because I was then able to do assignments at home instead of in the community.

Brittany: I think it has shaped my lens of recognizing gaps in behavioral health services and community resources. They are definitely two different experiences!

You've worked in community mental health and hospital social work-how has that shaped you as a social worker?

Brittany: It's okay to rely on your supports! Whether it is your cohort, teachers, field instructors, or personal supports; you do not have to do it all alone [...] I think any student that is also a parent can admit that school requires a lot of commitment [...] Having a designated time or way to promote that connection and have family time is so helpful [...]

Brittany: The BSW program allowed me to explore areas of interest and learn more of a foundational knowledge of the social work profession and skills. I feel like the bachelor's program and internship opportunities prepared me for working in the field as an MSW and knowing areas that I needed to develop further.

What is the best piece of advice you could give BSW or MSW students

Brittany: the importance of organization, time management, and the time commitment. I have had to learn a lot about myself and learned different self-care practices that work for me that I didn't know prior.

How did the BSW program prepare you for the MSW program?

What is one thing you would have wanted to know before starting the MSW program?

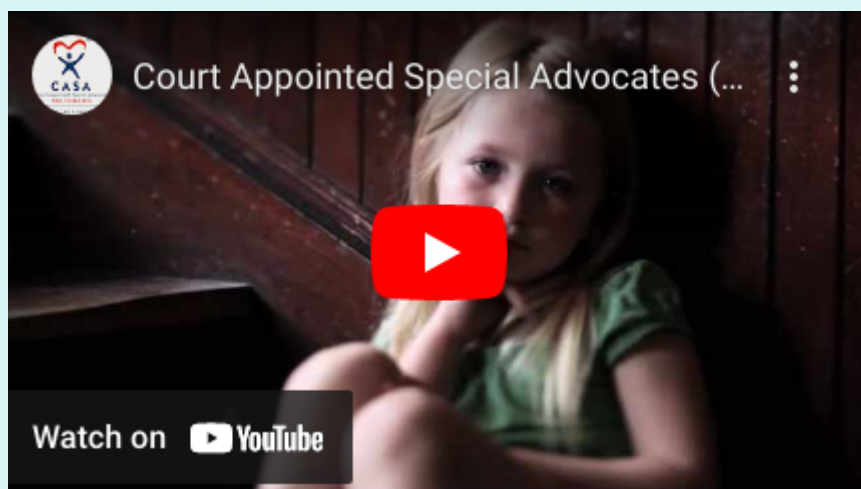
Graduating MSW Spotlight and Scholarship Recipient: Brittany Bowles

Spring '23

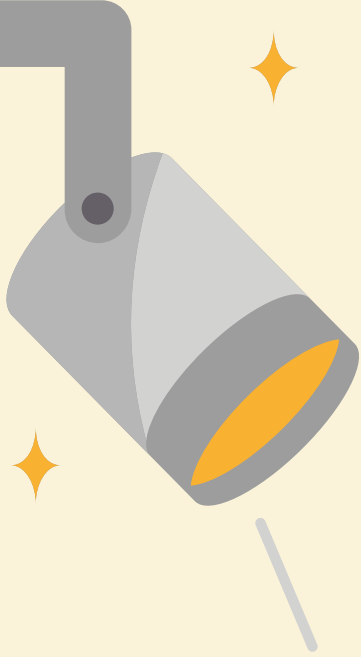
Field Instructor Highlight: Sara Ames, LCSW

This semester's FI highlight is Sara Ames, LCSW, who provides field services to multiple different agencies. Sara was nominated by a student placed at CASA for their internship for her unparalleled and excellent support and guidance through what was a difficult semester for the intern. Her intern said "Sara supported me in many ways throughout the semester, both personally and professionally". The student shared that medical concerns threatened to disrupt their Fall term, but Sara was there to encourage them through it all. Her intern shared that they "always looked forward to her being in town so we could do FI sessions in person", making that supervision time a bright spot in the otherwise complicated life stage.

Sara was described as progressively minded, an advocate for the LGBTQ+ community, and always willing to intervene when issues of diversity and inclusion were at play. Her intern said "I honestly couldn't have asked for a better FI, and I am so excited to have her again next semester. She was just an amazing resource to have".



Agency Spotlight



National Association of Social Workers
INDIANA CHAPTER

The field placement highlight for Fall 2022 is the NASW Indiana Chapter, which hosted the first ISU Social Work student this past semester! This placement can be unique in so many ways, as it provides a specific macro experience that is undeniably important.

The mission and vision statement of the NASW Indiana chapter is "to advance professional Social Work practice and the profession, to strengthen human rights, social and economic justice, and ensure unimpeded access to services for all". An intern placed with this organization focuses their efforts on those overall goals through assisting with legislative endeavors, coordinating outreach, attending meetings with organizations such as the ACLU, and so much more.

The student placed at NASW IN this past semester was given the opportunity to see the magic that happens behind closed doors at the Statehouse and beyond. She was able to witness, firsthand, how the NASW supports the frontline workers as a professional organization.

The intern was also afforded the option to present at conferences, collect and disseminate information about different NASW IN projects, and provide direct macro level advocacy during a year of public policy controversy.

Click the graphic below to go to the NASW IN website for more information on the organization and what they can do for you!



NASW MEMBERSHIP ... THE POWER OF SOCIAL WORK

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