

# BSW STUDENT ORIENTATION

## USM School of Social Work

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**Natallie Gentles-Gibbs**, PhD - BSW Program Coordinator

**Erin Lovejoy**, LCSW - Manager of Field Education

**Kelly Paris**, LCSW - Field Coordinator

# Welcome! Here is what we will cover today:

- Introductions
- Overview of BSW program
- Overview of advising
- Overview of field education
- Questions

# Introductions

- Please tell us all your name, pronouns, and why you chose social work as your major

# SSW Mission

The University of Southern Maine's School of Social Work educates culturally-responsive/informed, strengths-oriented, community-embedded social workers. Our graduates are prepared for direct practice with diverse individuals, families, groups, organizations, and communities, promoting social justice through critical inquiry and civic participation.

# School of Social Work Administrative Team



**Caroline Shanti, PhD**  
Associate Dean



**Ivanaa Burch**  
Administrative Specialist



**Erin Lovejoy**  
Manager of Field Education



**Rachel Casey, PhD**  
MSW Program Coordinator



**Natalie Gentles-Gibbs, PhD**  
BSW Coordinator

# School of Social Work Full-Time Faculty and Part-time staff



**Jeanette Andonian, PhD**  
Associate Professor



**Kimberly Giamportone, PhD**  
Assistant Professor



**Paula Gerstenblatt, PhD**  
Professor



**Paul Johnson, PhD**  
Professor



**Donna Wampole, DSW**  
Associate Professor



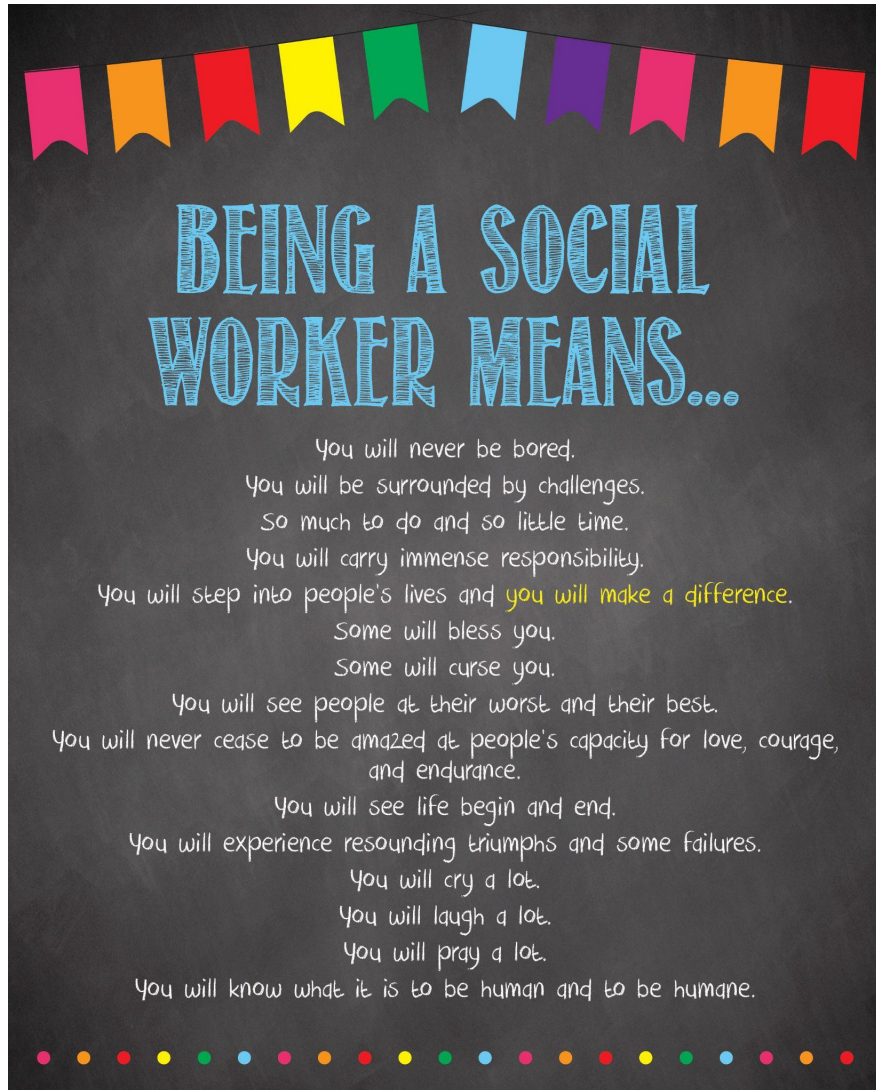
**Dorothea Ivey, PhD**  
Associate Professor



**Kelly Paris, LCSW**  
Field Education Coordinator



# Why choose social work?



## Types of social work



### Child welfare

Help families provide a safe and nurturing environment for children and youth



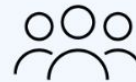
### Substance abuse

Work with individuals and families on ways to recover from addiction



### Aging

Assist older adults with living independently, focusing on dignity and quality of life



### Community

Champion the rights of specific communities to achieve social justice



### Mental health

Provide licensed mental health services



### Health care

Help individuals navigate the physical and emotional hardships of medical conditions

# Generalist Social Work

- We prepare students for generalist social work practice.
  - You will learn theories, skills, and strategies for working with individuals and families (micro practice), groups, (mezzo practice) and organizations & communities (macro practice).
- Our program is designed to support you in your professional development as a social worker.
  - Instructors, professional advisor, faculty advisor, field staff, field instructor

We are committed to being strengths- and empowerment-based in our work with you.



# General Student Expectations

- Professional etiquette (in class and field)
- Professional netiquette
- Open communication channels with professors, advisors, supervisors
- Collegiality and collaboration with peers
- Community involvement



# Other Expectations

- Be responsible. Read over our School of Social work [student handbook and policies](#) on our website. Read the syllabus for each class. Prepare for class and complete all work on time.
- Be proactive. If you are having issues in a class, reach out to your instructor early.
- Meet with your advisor each semester to discuss the classes you plan to take.
- Be engaged. Attend all class meetings. More than three missed classes in any social work class may result in a failing grade.
- Be committed to your own self-reflective practice.
- Be open to feedback. We all want you to succeed!

# NASW Code of Ethics

The mission of the social work profession is rooted in a set of core values that form the foundation of the field:

- Service
- Social justice
- Dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence

# When issues arise

## In your classes

- Talk to your professor
- Talk to your advisor
- Consider working [with a tutor](#) or additional supports ([TRIO](#), [AGILE](#), [Disability Services Center](#))

## In your life

- Consider working with a counselor

# Advising at USM

- We have both university and faculty academic advisors at USM.
- You meet with your university advisor (Lex Abbatello or Jennifer Major) until you reach 54 credits.
- After 54 credits, you will meet with your faculty advisor.
- Faculty advisors are full-time professors in the Social Work Department.
- You can find your advisors listed in your student center in Maine Street.
- Please be sure to meet with your advisor prior to enrolling for courses each semester.

▼ Academics

Enrollment

My Class Schedule  
Wish List  
My Planner

Academic History

Grades  
Degree Progress Report  
Academic Summary  
Course History by Subject  
Transfer Credit Report

other academic... ▼

Deadlines

URL

Gradebook

2022 Fall

Weekly Schedule ▶

▼ Finances

Financial Aid

FAFSA Status

i

You have no outstanding charges at this time.

▼ Personal Information

Contact Information

Demographic Data  
Emergency Contact  
Student Information Re

▼ Admissions

Apply for Admission

Search for Classes

▼ Message Center

You have 0 new and 4 old messages.  
[Open Message Center](#) ▶

▼ Holds

No Holds.

▼ To Do List

Empty field - placeholder  
Admit Letter  
[Details](#) ▶

▼ Enrollment Dates

You may begin enrolling on the following dates:  
**2022 Fall**  
**USM** 04/25/2022  
[Details](#) ▶

▼ Advisor

USM - Caroline Shanti  
Faculty Academic Advisor  
USM - Jennifer Major  
Professional Academic Advisor  
[Advisor Notes](#)  
[Details](#) ▶

Please note: All screenshots of Mainstreet student centers in these slides are in the 'classic' view'.



# Be proactive in planning your courses

- Your BSW includes many required courses, many of which need be taken in a certain order.
- Meet with your advisor (professional before 54 credits, faculty after 54 credits) to review your course selections before registering each semester.
  - [BSW Course Overview](#)
- Keep in mind that if a specific section is important (as it often will be!), you will want to register early on the morning you are first able to register. You can find that date in your student center.

## ▼ Academics

### Enrollment

[My Class Schedule](#)  
[Wish List](#)  
[My Planner](#)

### Academic History

[Grades](#)  
[Degree Progress Report](#)  
[Academic Summary](#)  
[Course History by Subject](#)  
[Transfer Credit Report](#)

other academic...

## ▼ Finances

### Financial Aid

[FAFSA Status](#)

## ▼ Personal Information

 [Deadlines](#)  [URL](#)  [Gradebook](#)

### 2022 Fall Schedule

	Class	Room
		

### Contact Information

[Search for Classes](#)

## ▼ Message Center

You have 0 new and 4 old messages.

[Open Message Center](#) ▶

## ▼ Holds

No Holds.

## ▼ To Do List

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Admit Letter

[Details](#) ▶

## ▼ Enrollment Dates

You may begin enrolling on the following dates:

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**USM** 04/25/2022

[Details](#) ▶

# Checking your progress report

- You can also check your degree progress report in your student center.
- This will show you how many credits you have completed
  - If you are currently enrolled in classes but grades have not been posted for that semester yet, the classes you are in for that semester will not be included in that count
- This will also show you your current GPA (of completed classes), as well as your progress in meeting all degree requirements for your major and your minor.

Academics

Enrollment

[My Class Schedule](#)  
[Wish List](#)  
[My Planner](#)

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Deadlines

URL

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2022 Fall Schedule

	Class	Room

Search for Classes

Message Center

You have 0 new and 4 old messages.  
[Open Message Center](#)

Holds

No Holds.

To Do List

University of Southern Maine | Undergraduate

This report last generated on 08/22/2022 8:39PM

Student Degree Progress Report

The degree progress report is designed to evaluate requirements for most Undergraduate academic plans (core curriculum, majors, double majors, minors, and concentrations) and Law degree programs. Degree progress reports are not available for graduate or certificate programs at this time.

The degree progress report is intended for advising purposes only and is NOT THE OFFICIAL OR FINAL DETERMINATION of completion of degree or program requirements. For official completion verification of Undergraduate programs, please contact your major department or college dean's office. For official completion verification of Law programs, please contact the law registrar.

[Collapse All](#)

[Expand All](#)

[Original View](#)

[View full PDF](#)

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Taken

In Progress

Career/Program/Plan	Degree	Requirement Term
Undergraduate Career		2020 Fall
Mgmt/SWrk/Ugrad/FA Program		2020 Fall
Social Work Major	Bachelor of Arts	2020 Fall

**Program**  
**Undergraduate Career**  
**Mgmt/SWrk/Ugrad/FA Program**  
**Social Work Major**

**Requirement Term**  
**2020 Fall**  
**2020 Fall**  
**2020 Fall**

### **Overall Graduation Requirements**

In addition to completing all Core and Major requirements, successfully earn a minimum of 120 credits, while meeting USM's residency requirement and achieve the minimum overall GPA set forth by your program of study.

#### **Minimum Credit Requirement for Graduation**

- **Units:** 120.00 required, 121.00 taken

### **Academic Residency Requirement (Policy updated August 2020)**

For all baccalaureate degrees at the University, a minimum of 30 credit hours, including at least 9 credit hours in the major field at the 200-level or above, must be completed at the University of Southern Maine. Credits awarded through Prior Learning Assessment academic portfolio review or challenge exam, or earned during USM sanctioned study abroad programs shall count toward the Academic Residency requirement. Completion of this requirement will be verified by your academic department and college during the graduation certification process.

#### **Minimum GPA Requirement**

Maintain a minimum 2.500 overall cumulative GPA.

- **GPA:** 2.500 required, 3.795 completed

### **Core Curriculum Requirements**

**Not Satisfied:** All students must complete USM's Core Curriculum. Some core requirements are satisfied with specific major course requirements. Meet with your advisor and refer to <http://www.usm.maine.edu/core> for more information about Core requirements. (RQ 7701)

# Understanding our process

As a faculty, we discuss student progress together twice per semester. As a result of these conversations, you may hear from me or your faculty advisor to discuss your progress.

We have two formal ways we do this:

1. Early Intervention meeting: This is considered a first step meeting to discuss issues as they arise. You will be asked to meet with your professors, the Field Manager, and the BSW Program Coordinator. A plan will be made and you will receive a letter detailing our discussion
2. Academic review meeting: This is typically a second step meeting (at times a first meeting) to discuss concerns specific to classes or your field placement. The process (meeting and letter) is the same as an issue resolution meeting.

With any issues that arise, you can always reach out directly to me, and after that you may reach out to our Associate Dean, Caroline Shanti.



# LSW licensure and MHRT/C credential

- Our BSW graduates are eligible for the LSW license after degree completion. This is an exam you apply to take through the State Licensing Board. The LSW is not required by every job, and is still an important credential that many of our students seek. Access the latest information on the LSW license (LS) through this [link](https://www.maine.gov/pfr/professionallicensing/professions/state-board-social-worker-licensure/licensing) or directly at:  
<https://www.maine.gov/pfr/professionallicensing/professions/state-board-social-worker-licensure/licensing>.
- Our BSW curriculum also fulfills the requirements for the Mental Health and Rehabilitation Technician in Community Integration (MHRT/C). Once you have completed your BSW, you submit your application for your MHRT/C certificate through the Muskie school. You can find complete details on this process on our website in the [social work licensure and certificates](#) section.

# Pursuing an MSW and Advanced Standing Status

- If you are interested in working clinically, you may be interested to pursue a Masters in Social Work (MSW). This will enable you to pursue licensure as an LCSW.
- With a BSW, you are eligible to apply to an accredited MSW program within 6 years of completing your BSW as an advanced standing student.
- Advanced standing status means you can complete your MSW in one year taking a full course load or in two years taking a reduced course load. Without a BSW and without advanced standing status, the MSW takes two years to complete with a full course load or four years with a reduced course load.

# How and when can I apply as an Advanced standing student?

- At USM, our MSW application due date is Nov 15 for the following fall. Many students apply in the fall of their senior year to start the following fall, while others work in the field for some years before applying.
- Having a BSW does not guarantee your admission to USM or any other MSW program as an advanced standing student, it makes you eligible to apply!
- You can reach out to ur MSW program coordinator, Dr. Rachel Casey, with questions. She will visit SWO 393 in the Spring of your junior year and SWO 402 in the Fall of your senior year to talk about advanced standing and the MSW application process.

# Get connected

## **Social Work Student Organization (SWSO) Meetings, 12:30-2, SSW student lounge**

- Meeting dates TBA. Contact Tucker @ [matthew.bradford@maine.edu](mailto:matthew.bradford@maine.edu)

Serve as BSW student representative at Faculty Meetings

- Contact [caroline.shanti@maine.edu](mailto:caroline.shanti@maine.edu)

## **Cookies with the BSW coordinator, 12:30 - 1:45, Masterton G38:**

- Monday 9/15, Monday 10/27, Wednesday 11/5, Monday 12/8

**Join the BSW listserv:** <https://lists.maine.edu/cgi-bin/wa?SUBED1=BSW-L&A=1>

- Fill in your name & UMS Email address and hit subscribe. You will receive a confirmation email and must click the confirmation link. After that you are all set.

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Student Services Technology & Resources Health & Wellness **Get Involved** Campus Safety

USM > Get Involved > Student Engagement & Leadership (SEAL)

## Student Engagement and Leadership

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People

Location and Hours / Contact

Campus Groups

Student Leadership

Arts & Culture

**Campus Engagement  
Opportunities**

Center for Collaboration and  
Development (CCD)

Commencement

Convocation

Councils & Committees

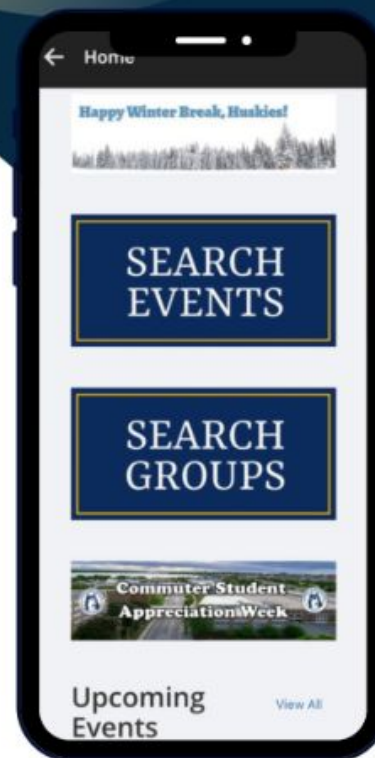
Events

Intercultural Student Affairs

Campus Groups  
up-to-date  
connect

# JOIN CAMPUS GROUPS, TODAY!

Campus Groups is the best way to stay  
up-to-date on events around campus,  
connect with student groups and  
departments, and access important  
resources.



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**App Store**



### How To Access The App:

1. Download Campus Groups
2. Search "University of Southern Maine"
3. Sign on using SSO (USM credentials)



For questions, please email [usmstudentengagement@maine.edu](mailto:usmstudentengagement@maine.edu)

# More questions?

For more BSW program information, please refer to the School of Social Work website (more updates currently underway):

<https://usm.maine.edu/swo>

Contact me, Dr. Natallie Gentles-Gibbs, BSW Coordinator, at:

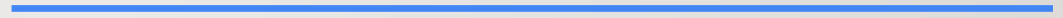
[natallie.gentlesgibbs@maine.edu](mailto:natallie.gentlesgibbs@maine.edu)

G24 Masterton Hall

207-780-4227



# Field Education



# INTRODUCTION TO FIELD EDUCATION

- Field education is a component of social work education programs where students learn to practice social work through educationally focused learning experiences in agency and community settings. Field education is also referred to as field placement, practicum, or internship.
- The aim of a field placement is to promote practice competence through students' learning to integrate and apply the knowledge, values, and skills of social work while also offering services to individuals, families, groups, and communities. Students can also do field work in administration, planning, or policy development activities and we refer to this a macro social work.



A FIELD PLACEMENT PROVIDES  
OPPORTUNITIES TO APPLY CLASSROOM  
LEARNING IN THE FIELD SETTING.

# WHERE ARE THE FIELD PLACEMENTS?

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- ❖ Substance Abuse
- ❖ Corrections
- ❖ Community work
- ❖ Veterans Services
- ❖ Aging
- ❖ Child Welfare
- ❖ Schools
- ❖ Domestic Violence
- ❖ Mental Health
- ❖ Immigrants and Refugees
- ❖ Health Care
- ❖ Disability Services
- ❖ And many others

## Field Placement Hours

- 400 hours for the academic year.
- 200 per semester
- 14 -16 hours per week (normal business hours)
- You and the agency supervisor will negotiate your schedule – it could be 2 full days per week, or 1 full day and 2 half days, or any combination

## FIELD PLACEMENT HOURS AND CREDITS

# HOURS CONTINUED

- You will remain at the same field placement for the academic year (fall and spring semesters)
  - Why? You need the year to become proficient. The first semester is mostly learning and shadowing, and by the second semester, you are more often independently “doing” social work with your own small client caseload.

## Credits

- SWO 411 - 6 credits
- SWO 412 - 6 credits



## FIELD PLACEMENT INFORMATION

- Placement takes place during regular daytime hours.
- It may not be reasonable to work full-time day job and try to fit your placement around it.
  - Why? Because almost all agencies/placements are open during the day and true social work tasks, contacts/meetings with other partner agencies, happen between 8-5
- Important: Placement includes micro, mezzo, and macro components. All of the work you will do will not be direct work with clients. It is still considered “social work”.

# PLACEMENT EXPECTATIONS

- Treat your placement like a “real” job
  - Exhibit good work habits (dependability, be on time, etc.)
  - Show interest in learning and take initiative
  - Be a team player
  - Be professional
- You are establishing your professional social work identity and reputation- a good impression goes a long way

- In the spring of your junior year, you will receive information from the Office of Field Education with field information and the application process.
- You will be asked to complete a field application, submit a resume, and schedule an appointment to interview with a field work representative. This is a professional interview, and you need to be prepared. During your interview:
  - Placement options will be discussed.
  - Placements are selected based on your areas of social work practice interest, your social service/employment experience, and agency requirements. The field representative will make a referral to one or two selected agencies, and you will be asked to submit a resume and cover letter of interest.
- ***It is the policy of the School of Social Work that all referrals of students to fieldwork sites must be made by the Office of Field Education. Students may not pursue a placement on their own.***

# FIELD PLACEMENT APPLICATION PROCESS

# THE END

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For more BSW Field Education information, please refer to the School of Social Work website

<https://usm.maine.edu/swo>

Manager of Field Education: Erin Lovejoy, LCSW [erin.lovejoy@maine.edu](mailto:erin.lovejoy@maine.edu)

Field Coordinator: Kelly Paris, LCSW [kelly.paris@maine.edu](mailto:kelly.paris@maine.edu)