

RADFORD UNIVERSITY
WALDRON COLLEGE
School of Social Work

Field Logs

#1

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week: _____ **Total hours to date:** _____

Activities:

Functions/Roles performed:

	Micro	Mezzo	Macro	S/W Profession
Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner Monitor	<input type="checkbox"/> Colleague/
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

NOTE: Set supervision schedule with your field instructor and discuss goals for supervision. How will your field instructor ensure that you are acculturated into the social work profession, and not just supervised on your work? (See Chapter 2 in textbook).

What is the agency's formal mission? Do an informal survey and ask employees to tell you in their own words what the agency's mission is.

How will ethics be taught in the field? Discuss with your field instructor.

Learning Contract: Work on your learning contract with your field instructor. (See learning contract format).

Learning contract due

Other topics discussed:

Any problems, questions, etc. I should be alerted to?

Your Signature:

Date:

Field Instructor's Signature:

Date:

#2

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week:

Total hours to date:

Activities:

Functions/Roles performed:

	Micro	Mezzo	Macro	S/W Profession
Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Of the three core social work functions (consultancy, resource management, and education), which is most typically seen in your agency? What roles will you most likely serve in? Discuss the roles listed above with your field instructor, and clarify what they mean. How will you gain experience with micro, mezzo, and macro practice skills? (See Chapters 6, 7, and 8 in textbook).

It is time to begin your project if you have not done so yet. Discuss this assignment, and ask your field instructor for direction. Do you have an idea for your project? Does your field instructor? Why do you think the social work program has given you this assignment? (See syllabus).

#3

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week:

Total hours to date:

Activities:

Functions/Roles performed:

	Micro	Mezzo	Macro	S/W Profession
Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

How does your agency evaluate its services? Are individual projects or individual cases evaluated in your agency? What is defined as a success? A failure? How does your agency assure that it is keeping up to date? How does it know if it is using methods and providing services that have been demonstrated as effective?

In what ways does your agency deal with issues of confidentiality? Discuss relevant legal issues in your agency and how they are handled. Ask how your agency obtains legal council for the agency operations?

#4

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week:

Total hours to date:

Activities:

Functions/Roles performed:

	Micro	Mezzo	Macro	S/W Profession
Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

How are job interviews conducted at your agency? Who does the interviews? Ask your field instructor to share some stories about job interviews. What successful (and not so successful) interviews can they tell you about? Ask for interview pointers. Ask to review the personnel policies of the agency.

Documentation: How important is documentation in your agency? How is it monitored? Who developed the format for documentation? How can documentation be beneficial in reducing liability? Ask about other issues surrounding documentation. List several reasons why documentation is so critical in several agency functions, i.e. agency funding, personnel issues etc.

#5

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week:

Total hours to date:

Activities:

Functions/Roles performed:

	Micro	Mezzo	Macro	S/W Profession
Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Discuss how to build a professional network. What meetings can you attend, what contacts should you make to begin to meet other professionals who can help you get a job? How important is networking to social workers? In what ways is it helpful? (See Chapter 10 in textbook).

Critically evaluate an agency policy and discuss the benefits and the challenges of the policy to the client, agency and society.

What are some broad policy issues that affect your agency and the clients it serves? How does your agency work to influence policy? What has your field instructor done in the past to try and change policies? (See Chapter 8 in textbook). Ask what state, federal or local policy that affects your agency services has the agency taken an active role in supporting or changing in the past.

#6

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week:

Total hours to date:

Activities:

Functions/Roles performed:

	Micro	Mezzo	Macro	S/W Profession
Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Begin your mid-term evaluation with your field instructor. Make sure you discuss progress towards your objectives for the semester. How do you and your field instructor feel you are progressing as a professional? What are your primary strengths? In what areas do you need to continue growing and any suggested opportunities/experiences to assist you. What would you like to accomplish during the remainder of the practicum? Do you need to revise your learning contract? **Mid-term evaluations are due soon.**

Ethics: What are some of the ethical dilemmas your field instructor has dealt with? What, exactly, constitutes ethical social work practice? How are ethical dilemmas solved in your agency? Does your agency have an ethics committee? If so what issues do they address and who are the members?

#7

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week:

Total hours to date:

Activities:

Functions/Roles performed:

	Micro	Mezzo	Macro	S/W Profession
Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Diversity: Does the agency reflect the client population being served? If all the staff were photographed as a group, what would the picture look like? Why? How does the agency strive to attract diverse staff and volunteers? What success/difficulties have they encountered? Is there gender and racial equality in pay and responsibilities? Is diversity training offered to staff? What would you recommend to the agency to expand their diversity? (See NASW Standards for Cultural Competence in Social Work Practice).

Client diversity: Is the client population similar or different from the staff? In what ways? Why? Does this present any challenges to the agency? Identify and discuss national and state diversity trends. How will these trends impact clients served by your agency? Does your agency have access to language interpreters?

#8

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week:

Total hours to date:

Activities:

Functions/Roles performed:

	Micro	Mezzo	Macro	S/W Profession
Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Get a copy of the organizational chart for the agency, or ask your field instructor to draw the structure of the agency. Attach a copy to this log. Are lines of authority clear? Do the levels of authority match the levels of responsibility? Do things really work the way they are supposed to, according to the chart? Does the structure of the agency fit the philosophy of the agency? Where are the clients on the chart? Who is at the top? If you and your field instructor could change the structure of the agency, what would be different? (See Chapter 5 in textbook).

Ask about the board membership, how many, how selected, what is their function for the agency, is it diverse? Ask if you can read copies of the last 2-3 board or committee meetings. What kinds of committees does the board have?

#9

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(your name) (date)

Hours completed this week:

Total hours to date:

Activities:

Functions/Roles performed:

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Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

What is the management philosophy in your agency? Does information flow up or down the ranks? How is information disseminated? Is this effective? How could communications improve? Who actually makes the big decisions? Are there cliques in the agency; 'in crowds' and 'out crowds'? Find or make an organizational structure of the agency, then discuss it with your field instructor. (See Chapter 5 in textbook). Briefly describe your organization's "culture".

What sort of ethical issues do administrators deal with? How do these differ from micro-practice issues? What is liability? How does ethical social work practice reduce liability risk? Ask for an opportunity to interview a top management or executive person if you can to discuss these issues.

#10

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week:

Total hours to date:

Activities:

Functions/Roles performed:

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Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

What jobs in your agency require licensure (from any discipline)? How important is licensure to your agency? To most social service agencies? Why do social workers have licensure? How does it maintain and improve a profession? How do social workers in Virginia become licensed? (See Chapter 10 in textbook).

Discuss the national, regional and state issues around social work licensure vs. title protection

Are you a member of a professional organization? Is your field instructor? Why is it important to be involved in NASW and other organizations? How do you and your clients benefit?

#11

Weekly Log for _____, for week beginning _____
(your name) (date)

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Total hours to date:

Activities:

Functions/Roles performed:

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Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

What does your field instructor look for in a new employee? What makes a person desirable to your agency? What kind of person would fit in? What is the number one thing that would help an applicant get a job? What would hurt? How does your supervisor see you as a potential employee? Why? (See Chapter 10 in textbook)

#12

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week:

Total hours to date:

Activities:

Functions/Roles performed:

	Micro	Mezzo	Macro	S/W Profession
Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Identify your personal and professional strengths. Compile two lists: one of your personal strengths and one of your professional strengths. Discuss your strengths with your supervisor. Which of your strengths will enhance your practice? What kind of social work position do you feel best matches your unique set of strengths?

Discuss the process of termination from the agency. What steps will you put in place to terminate from your clients and co-workers? Include in your discussion your professional understanding of confidentiality as it applies to relationships with terminated clients.

#13

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week:

Total hours to date:

Activities:

Functions/Roles performed:

	Micro	Mezzo	Macro	S/W Profession
Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Where do you go from here? What is your next step after graduation? What career choices did your field instructor make after graduation? Ask your field instructor for advice, and discuss your reaction to that advice. Will you take it or not? Why? What are the 2 most important areas of skill/practice that you would like to focus on in your employment after graduation? Can you identify 1 or 2 of the most important learning experiences for you during your internship?

How effective were these weekly logs in facilitating internship supervision and seminar discussions? How were they helpful? How were they not helpful? Would you recommend their continued use for future students? Why or why not?

NOTE: Final student evaluation, final self-evaluation, and placement evaluation are due.

#14

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week: _____ Total hours to date: _____

Activities:

Functions/Roles performed:

	Micro	Mezzo	Macro	S/W Profession
Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Looking back at your whole time with the agency...

What are you most proud of?

What are you most grateful for?

What was your best experience?

What skill have you improved the most?

What one thing would you change, if you could?

How do you know if you are ready to assume the role of a professional social worker?

What is your best advice to the next student who comes into this agency?

NOTE: Final student evaluation, final self-evaluation, and placement evaluation are due.