

Appendix V

ALABAMA A&M UNIVERSITY
GRADUATE SOCIAL WORK PROGRAM
Department of Field Education

WEEKLY FIELD PRACTICUM ACTIVITY REPORTING FORM
WEEK NUMBER: Week 12 (April 3rd - April 7th)

Student's Name: LaSharia Turner
Hours Interned this week: 8

Agency: Faith Services
Cumulative Hours: 220

HOUR	MONDAY Date: April 3 Hours: 0	TUESDAY Date: April 4 Hours: <u>8</u>	WEDNESDAY Date: April 5 Hours: 0	THURSDAY Date: April 6 Hours: 0	FRIDAY Date: April 7 Hours: 0
8:00 9:00	Not a field day	Outlined and Emailed my daily agenda Checked Voicemails/ Returned Calls Documented Client Interactions	Not a field day	Not a field day	Not a field day
9:00 10:00		Weekly Supervision w/ T. Smith			
10:00 11:00		Co-Facilitate Group: Safe Touch			
11:00 12:00		Documented Group Session- Reviewed Noted with Supervisor for Accuracy			
12:00 1:00					
1:00 2:00		Lunch (0 Hours)			
2:00 3:00		Observed Staff Meeting: Reviewed Client Visitation Policy			
3:00 4:00					

Commented [LT1]: Don't forget to change the week number

Commented [LT2]: Total hours worked during the week

Commented [LT3]: Calculate your hours for the semester.

Commented [LT4]: Insert the number of hours you complete every day.

Commented [LT5]: Your supervision must be highlighted, and you must receive at least 1 hour of supervision every week from an MSW.

4:00 5:00		Daily Documentation (updated field log; and client notes)			

Theresa Smith, MSW 04/27/2023

Field Supervisor Signature (required) and Date *(highlight your weekly supervision)*

Commented [LT6]: The field instructor must sign and date this section (no exceptions)

Narrative Summary of Weekly Activities *(To be completed by the student)*

Indicate how your assignments for the week correlated to the 9 core competencies)

Commented [LT7]: This section is your journaling section. This section includes the details about what you did during the week. This is simply an extension of the timeslots. Be very detailed in this section to support your hours.

Documentation: Comp 1, 6, & 9

Upon arriving at my agency, I outlined my tasks and emailed the list to my field supervisor. I then proceeded to return client calls, documenting each brief conversation to ensure that the agency records were up to date and for billing purposes, as required by the agency. Additionally, I documented the group session to enable the agency to monitor the client's progress. This documentation was reviewed by a task supervisor for accuracy and to determine if any additional follow-up with the clients was necessary.

Commented [LT8]: Your form must include the competencies that you focused on for the week. Below is an example of how this can be done.

Co-Facilitate Group: Safe Touch- Comp 1, 6, 6C, & 8

On April 4, 2024, I co-facilitated a group session titled "Safe Touch" to help clients learn the difference between good touch and bad touch. The goal of the group was to provide a rich discussion on the concept of "Good Touch vs. Bad Touch." The session explored the differences between constructive toughness, which fosters growth and resilience, and detrimental toughness, which can lead to burnout and negative outcomes. Participants were encouraged to discuss strategies for recognizing and balancing these dynamics and to learn how to apply positive toughness in personal settings. As an intern, this group allowed me to engage with the clients from a therapeutic perspective and develop therapeutic skills to serve this population better. I used an evidence-based approach, storytelling, which my supervisor assisted me with during our weekly supervision.

Staff Meeting: Client Visitation Policy -Comp 1, 5, & 5C

I observed the leadership team during the monthly staff meeting to learn more about policy revision. During the meeting, the leadership team discussed and revised the Client Visitation Policy. During the meeting, the leadership team also explained the new state mandate and how it will impact the agency if the revisions are not made promptly. This experience allowed me to better understand the logistics of policy revisions and the necessity for such revisions.

Commented [LT9]: For Students in their concentration, they should specifically outline which competencies they are addressing weekly.

5C I thoroughly reviewed the policies discussed in the staff meeting independently. During my weekly supervision, my supervisor and I discussed how the implications would impact the current workflow and how that would be addressed.

Students should refer to their learning contracts to align the narratives with their learning contracts. For instance 5C aligns with this students activities.

Weekly Supervision Documentation (To be completed following weekly supervision)

Date: April 4, 2023 **Time:** 9:00 am to 10:00 am

Participants:
LaSharia Turner (Student)
Theresa Smith

Agenda Items:
Discussed Group Session
Reviewed Documentation
Weekly Tasks

Additional Items and Comments:
LaSharia did an excellent job explaining therapeutic techniques during her supervision. She appears to have a better understanding of the treatment. We will continue working on treatment modalities.

Theresa Smith, MSW

Field Supervisor Signature 04/10/2023
Date



Student's Signature 4/ 10/2023
Date

Commented [LT10]: Add the date and time attended supervision that week.

Commented [LT11]: Add all participants names

Commented [LT12]: Add a brief description of topics discussed.

Commented [LT13]: This section should be completed by the Task Instructor/ Field Supervisor (this section can be used as needed).

This section can include information about students' strengths/ weaknesses that the supervisor would like to document on the log. This section can include any other helpful information to support the supervisor and/or student.

Commented [LT14]: The student and Field Instructor Must sign and date the log (no exceptions)