Instructions for Completion

Students, please initiate this document by recording your week's activities to be discussed in <u>mandatory</u> <u>weekly one-hour supervision</u> with your field instructor. Click the **Save Draft** button each week. At the end of the month, you will submit this document by clicking the **Journal Student Entry** button listed after week 5. This will send a message to your field instructor to sign. If there are not 5 weeks in the month, leave the section blank, but you must always click the week 5 journal entry to finalize your monthly submission.

Task Supervisors (if applicable), please review this document weekly and communicate progress and opportunities for growth with the student and field instructor.

Field Instructors, please review this document each week during your <u>mandatory weekly one hour</u> <u>supervision</u> to address student concerns and questions and to discuss documentation, self care, progress and opportunities for growth. At the end of the month, your submission statement will verify the student's hours and field learning experiences. After your input, the form will be sent to the Field Director for grading.

Week 1

Description of Learning Date **Competencies Addressed: Practice Behaviors** (Please list the <u>required 4</u> **Activities (2-3 sentences** (A minimum of 4 required (Start each week) numbers to match the per competency) Sun. competencies selected) (i.e. Describe how you are Sat. ☑ 1. Demonstrate Ethical 1.2=competency #1 and applying classroom 11:59 and Professional Behavior practice behavior #2) theory/knowledge into field p.m.) ☑ 2. Engage Diversity and experiences to demonstrate Difference in Practice \square 0.0 - No Hours 10/6 competency. □ 3. Advance Human Accrued \square 1.1 \square 1.2 \square 1. 10/12 Rights and Social, $3 \square 1.4 \square 1.5 \square 2.1 \square 2.$ 1.1- Following my former Economic and $2 \square 2.3 \square 3.1 \square 3.2 \square 4.$ task supervisor's departure, **Environmental Justice** $1 \sqcap 4.2 \sqcap 4.3 \sqcap 5.1 \sqcap 5.$ Hannah became my new $2 \square 5.3 \square 6.1 \square 6.2 \square 7.$ supervisor and established a □ 4. Engage in Practice- $1 \boxtimes 7.2 \square 7.3 \square 7.4 \square 8.$ Informed Research and routine of check-ins. This Research-Informed Practice $1 \square 8.2 \square 8.3 \square 8.4 \square 8.$ week for our first check in $5 \square 9.1 \square 9.2 \square 9.3 \square 9.$ □ 5. Engage in Policy we discussed what my fears Practice 4 were in terms of public ☑ 6. Engage with speaking. I identified that Individuals, Families, my biggest fears were: Groups, Organizations and disappointing staff at the CAC, not living up the Communities

☑ 7. Assess Individuals,
 Families, Groups,
 Organizations and
 Communities
 ☐ 8. Intervene with
 Individuals, Families,
 Groups, Organizations and
 Communities
 ☐ 9. Evaluate Practice with
 Individuals, Families,
 Groups, Organizations and
 Communities
 ☐ Did Not Accrue
 Practicum Hours

standard of education Jessica provided, looking dumb in front of the teachers, and seeing the children disinterested in the content. After we identified those fears, Hannah shared her experience working with children for 10 years and what I can do to manage a classroom. 2.2-During supervision this week, Janelle and I discussed the types of tests to take in order to determine my personality type, preferred workplace habits, what type of learning environment works best for me, and what kind of social worker I want to be (macro or micro). Since our meeting, I have identified that I am an INFP-T (Myers-Briggs test) and I am a visual kinesthetic learner. 6.1- Using a script developed by the previous task supervisor, I went over learning prompts for the Kindergarten class. I identified the concepts hat needed to be transferred from me to the classroom: safe touches and unsafe touches, who is each student's trusted adult, and what to say when feeling

unsafe. After determining these three concepts, I am to ask the children to demonstrate or tell me what each concept looks like. 7.2- In the Executive Affairs office, I observed the planning process for an outreach/donor event being planned by Lisa and Hannah. They planned on sending news letter to garner food donations for the children at the CAC. The donations go directly to the kids serviced: from what I understand, the children are able to leave the CAC with a stuffed animal, snacks, and juice upon their visit. **Comments/Outcome** Describe areas of growth, T I completed my weekly (Describe in 1-2 sentences journal entry prior to concern or questions to comple ted one what you did for self care weekly supervision. (1 address during supervision and how it was beneficial for bonus hour maximum may (2-3 sentences). hour of be counted each week in self you.) Areas of growth would be total accrued field hours if care For self care I went home for me to speak up when I for the journal entry is done prior to for the weekend to be with am feeling overwhelmed. It week weekly supervision.) my family. It was a benefit would benefit me to practice referen because I needed to be No assertiveness when I feel as ced away from school and though I need some space above. school-related stressors for or time to think. (1 hour a period of time. maxim <u>um</u> may be counted each

week in total accrued field hours.)			
Hours accrued this week: 9.00	Task Supervisor (If Applicable) Comments (Hours, Progress, Concerns, etc.) This week it was great that you opened up and let me know more of what you needed personally. I can see you r professionalism growing, and I am excited to see your progress this semester.	Field Instructor Comments Way to become aware of your personal bias towards self. Also, way to take advantage of the tools and assessments for your personal gain in learning where and when to be assertive for yourself based on the "personality traits" that allow you most success and even comfort. Continue to practice assertiveness. I will hold you to this and be intentional with strong boundaries in order to support you in this growing part of your professionalism. Good work.	Field Instructor Approval of Weekly Hours I approve the accrued hours for this week. Yes

Actioned by Mair, Elizabeth (458863) on 11/2/2019 12:43:51 PM

Week 2

Date (Start	Competencies Addressed: (A minimum of <u>4 required</u>	Practice Behaviors (Please list the required 4	Description of Learning Activities (2-3 sentences
Sun	each week)	numbers to match the	per competency)
Sat. 11:59 p.m.)	☑ 1. Demonstrate Ethical and Professional Behavior☑ 2. Engage Diversity and	competencies selected) (i.e. 1.2=competency #1 and practice behavior #2)	Describe how you are applying classroom theory/knowledge into field

10/12	Difference in Practice	_ 0.0 N. H	avnariances to demonstrate
10/13 -	□ 3. Advance Human	□ 0.0 - No Hours	experiences to demonstrate
10/19		Accrued □ 1.1 □ 1.2 □ 1.	competency.
	Rights and Social, Economic and	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	2.2- I took two personality
		$2 \square 2.3 \square 3.1 \square 3.2 \square 4.$	inventory tests this week,
	Environmental Justice	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	both yielding results I can
	☐ 4. Engage in Practice-	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	use to determine what type
	Informed Research and	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$	of worker I am, what my
	Research-Informed Practice	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	best tools of engagement
	☑ 5. Engage in Policy	$5 \square 9.1 \square 9.2 \square 9.3 \square 9.$	are, and how I can
	Practice	4	overcome challenges
	☑ 6. Engage with		experienced by individuals
	Individuals, Families,		with the same personality
	Groups, Organizations and		marker. The first test
	Communities		revealed that I was an
	☐ 7. Assess Individuals,		INFP; from this I learned
	Families, Groups,		how important it was for me
	Organizations and		to have time to process
	Communities		heavy material. People of
	□ 8. Intervene with		this personality type spend a
	Individuals, Families,		lot of 'thinking time' on
	Groups, Organizations and		their own, and I find this to
	Communities		be true about myself. I work
	☐ 9. Evaluate Practice with		best when I am alone— I
	Individuals, Families,		am my own biggest
	Groups, Organizations and		distraction. The second test
	Communities		showed me my personal
	☐ Did Not Accrue		strengths and weaknesses; I
	Practicum Hours		used the data to determine
			what my motivating factors
			are for working with the
			CAC and the community.
			6.1 & 5.1- This week I
			began viewing the
			educational program,
			Lauren's Kids, with my task
			supervisor and field
			instructor, together we
			identified the primary

learning objectives for children between the ages of 4 and 5, and the best way to engage with them. I received a handout used by forensic interviewers that shows approximately what the understanding of each age group is. Should a child choose to disclose abuse that has occurred, or if I watch a taping of a forensic interview, I will be able to better understand the developmental milestones of each child. 1.2- For our hour of supervision this week, Hannah, Janelle, and I went over the prek/kindergarten lesson of Lauren's Kids. At the conclusion of this week's supervision, we determined that next week I would present the pre-k lesson for them and receive feedback on my presentation style. Hannah sent me an email about classroom management and visual cues for students to follow; I will use this when working with students in the school. **Comments/Outcome** I completed my weekly Describe areas of growth, (Describe in 1-2 sentences journal entry prior to concern or questions to comple what you did for self care weekly supervision. (1 address during supervision ted one (2-3 sentences). and how it was beneficial for bonus hour maximum may hour of

be counted each week in self you.) My area of growth would total accrued field hours if care include becoming self-I went running for self care journal entry is done prior to for the aware and identifying the this week. I enjoy being weekly supervision.) week emotion that is causing me outside and exercising; it referen to doubt my abilities as an No was a good way for me to ced intern and a student. I think burn off energy and begin above. by putting a name to a thinking about the (1 hour negative emotion will help assignments I need to maxim me work through the complete. um problem. may be counted each week in total accrued field hours.) Yes Field Instructor Comments Hours Task Supervisor (If **Field Instructor Approval** Applicable) Comments of Weekly Hours accrued Again, great work in self this (Hours, Progress, Concerns, I approve the accrued hours exploration. Continue to for this week. week: etc.) make room in your work 12.50 I can see you growing and learning experiences for Yes personally and your personality and the professionally and I can't way that you learn. While wait to see what is next for every situation you're in you. Your stress seems to be may not be flexible upfront, coming down. The more for you, preparing ahead of you are in the information, time, taking notes, and the easier it will come. reviewing after in environments and styles that are helpful to you - can help you have success regardless of what you feel or what headspace you may find yourself in. The

	Lauren's kids materials are	
	helpful to view in light of	
	the material for each age	
	group. Pay attention to the	
	changes in material as it	
	relates to those	
	developmental milestones.	

Actioned by Mair, Elizabeth (458863) on 11/2/2019 12:44:07 PM

Week 3

Date (Start (A minimum of 4 required each week)

11:59 p.m.)

Sat.

10/20 -10/26 each week)

☑ 1. Demonstrate Ethical and Professional Behavior

☑ 2. Engage Diversity and Difference in Practice

☑ 3. Advance Human Rights and Social, Economic and Environmental Justice

☐ 4. Engage in Practice-Informed Research and

☐ 5. Engage in Policy Practice

☑ 6. Engage with
 Individuals, Families,
 Groups, Organizations and
 Communities

Research-Informed Practice

☐ 7. Assess Individuals, Families, Groups, Organizations and

Communities

☐ 8. Intervene with

Individuals, Families,

Practice Behaviors

(Please list the <u>required 4</u> numbers to match the competencies selected) (i.e. 1.2=competency #1 and practice behavior #2)

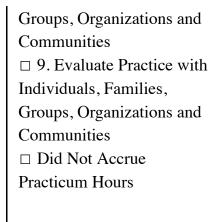
 \square 0.0 - No Hours

A	ccrued	□ 1.1	□ 1.2	□ 1.
3	☑ 1.4	□ 1.5	☑ 2.1	□ 2 .
2	□ 2.3	☑ 3.1	□ 3.2	□ 4.
1	\square 4.2	□ 4.3	□ 5.1	□ 5.
2	□ 5.3	☑ 6.1	□ 6.2	□ 7.
1	□ 7.2	□ 7.3	□ 7.4	□ 8.
1	□ 8.2	□ 8.3	□ 8.4	□ 8.
5	□ 9.1	□ 9.2	□ 9.3	□ 9.
4				

Description of Learning Activities (2-3 sentences per competency)

Describe how you are applying classroom theory/knowledge into field experiences to demonstrate competency.

1.4 & 2.1- During supervision this week, I created SMART goals with Hannah and Janelle for my presentation of the Kindergarten lesson next week. The previous week we had discussed what anxieties I had about presenting up front and where I felt I was on a scale of 1-10. I had said that I felt like a 7, and that a realistic place for me to be would be around a 3 or 4. We discussed what a 7 looked like to me and what it would look like if I began to



gradually creep down into the lower numbers of the scale. They both came to conclusion that as I gained practice in the field, I would become more comfortable with this setting. We also identified words in the children's educational program that did not translate well into 'regular' school like, such as the 'I mean business voice' and 'grown up buddies'. Janelle said that it would be best if I explained (in child friendly terms) what a grown up buddy would be to the children: mom, dad, aunt, teacher, etc. Hannah suggested that the IMBV would be something like the child's 'outside voice'. 6.1& 3.1— I had the opportunity to sit down with Lisa Moore this week and observe how she goes about finding grants. She is the manager of the External Affairs office and is responsible for finding partnerships with the CAC and the community, planning events, and leading community wellness opportunities. I learned that Lisa finds grants based on the CAC's mission (how

does the grant fit into my organization's goals?), geolocation (Chattanooga or Tennessee), and by calling smaller foundations to see if the agency qualifies. One of the take aways I had from the experience were these words Lisa shared atet conclusion of our meeting: 'Try not to take it personal [when being rejected by a foundation].' There will be times where you may feel like being denied the grant money will be the worst thing ever, but you shouldn't tie your self worth into whether or not you get the money. This week I signed paperwork for my supplemental internship. I sat down with my field instructor and learned about my duties, expectations, and role as an intern. I look forward to working in this new setting.

I comple ted one hour of self care for the week referen ced

Comments/Outcome

(Describe in 1-2 sentences what you did for self care and how it was beneficial for you.)

This week I went to counseling for self care. I find that a monthly check-in with the counselor helps me

I completed my weekly journal entry prior to weekly supervision. (1 bonus hour maximum may be counted each week in total accrued field hours *if* journal entry is done prior to weekly supervision.)

No

Describe areas of growth, concern or questions to address during supervision (2-3 sentences).

An area of growth this week is to develop proper time management skills. Since I am only in the office for 8hrs a week, I ought to be

above. (1 hour maxim um may be counted each week in total accrued field hours.) Yes	reorient myself and get me started on the right track for the next month.		productive while I am back on campus.
Hours accrued this week: 10.00	Task Supervisor (If Applicable) Comments (Hours, Progress, Concerns, etc.) I agree with Janelle, finding that work/life balance is crucial. I like having a schedule with goals daily/weekly it is something that has always helped me personally.	Field Instructor Comments Having a schedule and good time management will be essential to keep up with all your duties and your personal responsibilities! Building in time to relax is also imperative. good work.	Field Instructor Approval of Weekly Hours I approve the accrued hours for this week. Yes

Actioned by Mair, Elizabeth (458863) on 11/2/2019 2:20:36 PM

Week 4

Date (Start Sun	Competencies Addressed: (A minimum of <u>4 required</u> each week)	Practice Behaviors (Please list the required 4 numbers to match the	Description of Learning Activities (2-3 sentences per competency)
Sat. 11:59 p.m.) 10/27 -	 ☑ 1. Demonstrate Ethical and Professional Behavior ☑ 2. Engage Diversity and Difference in Practice 	competencies selected) (i.e. 1.2=competency #1 and practice behavior #2) □ 0.0 - No Hours	Describe how you are applying classroom theory/knowledge into field experiences to demonstrate

11/2	☐ 3. Advance Human	Accrued ☑ 1.1 □ 1.2 □ 1.	competency.
	Rights and Social,	$3 \square 1.4 \square 1.5 \square 2.1 \square 2.$	8.2- During this week of
	Economic and	$2 \square 2.3 \square 3.1 \square 3.2 \square 4.$	practicum, I had the
	Environmental Justice	$1 \square 4.2 \square 4.3 \square 5.1 \square 5.$	opportunity to search for
	☐ 4. Engage in Practice-	$2 \square 5.3 \square 6.1 \square 6.2 \square 7.$	grants with the manager of
	Informed Research and	$1 \square 7.2 \square 7.3 \square 7.4 \square 8.$	the External Affairs office.
	Research-Informed Practice	$1 \boxtimes 8.2 \square 8.3 \square 8.4 \square 8.$	Lisa Moore (EA manager)
	☐ 5. Engage in Policy	$5 \Box 9.1 \Box 9.2 \Box 9.3 \Box 9.$	showed me the way in
	Practice	4	which she finds grants
	☑ 6. Engage with		based on the needs of the
	Individuals, Families,		CAC as a whole, then
	Groups, Organizations and		narrows it down based on
	Communities		what the need is in each
	☐ 7. Assess Individuals,		department (medical,
	Families, Groups,		mental health, or general
	Organizations and		operations). After seeing
	Communities		Lisa's folders of grant
	☑ 8. Intervene with		verbiage from last week, I
	Individuals, Families,		had a better understanding
	Groups, Organizations and		of how she worked on
	Communities		finding a grant. 1.1- I sat in
	☐ 9. Evaluate Practice with		on the weekly EA office
	Individuals, Families,		meeting and listened to the
	Groups, Organizations and		upcoming goals for the
	Communities		remainder of 2019. It is
	☐ Did Not Accrue		quite possible that in the
	Practicum Hours		next couple weeks a new
			prevention educator will be
			hired, then trained on the
			Lauren's Kids program. I
			look forward to working
			with them, but I will be sad
			to leave Hannah. In my
			hour of supervision with
			Janelle and Hannah,
			Hannah has made it clear
			that I can come to her with
			any concerns or anxieties

about this. She has given me the option of having her at the first school I teach. 2.1 & 6.1- I presented the pre-k/kindergarten lesson for Hannah and Janelle this week, then received feedback on my performance. They expressed their approval of my engagement style and suggested that I express myself through hand motions in order to hold the children's attention. We did some role playing in which they pretended to be children around the age of 4. We later role-played what a disclosure may look like, and they walked me through the steps of reporting abuse on the TN website. For my new internship, I observed the creation of a run sheet, then had the opportunity to build my own based on the original model. I learned the importance of time blocking and identifying needs for an event, such as bathroom facilities with disability access, or if the activity is appropriate for the clients in this setting. Also, identifying the target audience provides a realistic expectation of the event's

			outcome.
I comple ted one hour of self care for the week referen ced above. (1 hour maxim um may be counted each week in total accrued field hours.)	Comments/Outcome (Describe in 1-2 sentences what you did for self care and how it was beneficial for you.) I spent time outside painting with a friend. It was beneficial because I got the vitamin D and socialization I needed for the week.	I completed my weekly journal entry prior to weekly supervision. (1 bonus hour maximum may be counted each week in total accrued field hours if journal entry is done prior to weekly supervision.) No	Describe areas of growth, concern or questions to address during supervision (2-3 sentences). Areas of growth this week include completing my tasks in a timely fashion. This goes for both the Lauren's Kids learning objectives, as well as doing other assigned tasks around the office.
Hours accrued this week: 10.00	Task Supervisor (If Applicable) Comments (Hours, Progress, Concerns, etc.) You did a great job presenting the information to us. I know personally, some of my nerves are lowered when I get my first few words out, and I could see that in you. Practice makes perfect!	Field Instructor Comments Great work adjusting to mezzo and macro levels of social work. Social workers often wear multiple hats in order to accomplish the goals of their agency. While boundaries and advocacy for clear roles are always important, being flexible and having a multi-skilled approach can be a great	Field Instructor Approval of Weekly Hours I approve the accrued hours for this week. Yes

	asset to acquiring gainful employment. Let's work on making these items on your resume' and CV.	

Actioned by Mair, Elizabeth (458863) on 11/2/2019 2:20:49 PM

Week 5 (If there are not 5 weeks in the month, leave this section blank, but you must always click Week 5 journal entry to finalize your monthly submission)

Date	Competencies Addressed:	Practice Behaviors	Description of Learning
(Start	(A minimum of <u>4 required</u>	(Please list the <u>required 4</u>	Activities (2-3 sentences
Sun	each week)	numbers to match the	per competency)
Sat.	☐ 1. Demonstrate Ethical	competencies selected) (i.e.	Describe how you are
11:59	and Professional Behavior	1.2=competency #1 and	applying classroom
p.m.)	☐ 2. Engage Diversity and	practice behavior #2)	theory/knowledge into field
	Difference in Practice	☑ 0.0 - No Hours	experiences to demonstrate
	☐ 3. Advance Human	Accrued \square 1.1 \square 1.2 \square 1.	competency.
	Rights and Social,	$3 \square 1.4 \square 1.5 \square 2.1 \square 2.$	
	Economic and	$2 \square 2.3 \square 3.1 \square 3.2 \square 4.$	
	Environmental Justice	$1 \Box 4.2 \Box 4.3 \Box 5.1 \Box 5.$	
	☐ 4. Engage in Practice-	$2 \square 5.3 \square 6.1 \square 6.2 \square 7.$	
	Informed Research and	$1 \square 7.2 \square 7.3 \square 7.4 \square 8.$	
	Research-Informed Practice	$1 \Box 8.2 \Box 8.3 \Box 8.4 \Box 8.$	
	□ 5. Engage in Policy	$5 \square 9.1 \square 9.2 \square 9.3 \square 9.$	
	Practice	4	
	□ 6. Engage with		
	Individuals, Families,		
	Groups, Organizations and		
	Communities		
	□ 7. Assess Individuals,		
	Families, Groups,		
	Organizations and		
	Communities		
	□ 8. Intervene with		
	Individuals, Families,		
	Groups, Organizations and		
	Communities		

	 □ 9. Evaluate Practice with Individuals, Families, Groups, Organizations and Communities ☑ Did Not Accrue Practicum Hours 		
I comple ted one hour of self care for the week referen ced above. (1 hour maxim um may be counted each week in total accrued field hours.)	Comments/Outcome (Describe in 1-2 sentences what you did for self care and how it was beneficial for you.)	I completed my weekly journal entry prior to weekly supervision. (1 bonus hour maximum may be counted each week in total accrued field hours if journal entry is done prior to weekly supervision.) No	Describe areas of growth, concern or questions to address during supervision (2-3 sentences).
Hours accrued this week:	Task Supervisor (If Applicable) Comments (Hours, Progress, Concerns, etc.)	Field Instructor Comments	Field Instructor Approval of Weekly Hours I approve the accrued hours for this week. Yes No

Actioned by Mair, Elizabeth (458863) on 11/2/2019 2:21:03 PM

Hours Accrued

Total Monthly Hours Accrued	Total Cumulative Field Hours Approved to Date
41.5	168.5

Task Supervisor (If Applicable) Monthly Journal Submission (If no Task Supervisor, Field Instructor must click here also).

Actioned by Gunter, Hannah on 11/5/2019 12:07:10 PM

Field Instructor Monthly Journal Submission

Actioned by Bertresse, Lunelle on 12/8/2019 7:08:54 PM

Journal Grade (20 points possible)

This journal meets the rubric requirements and earned 20 points

Field Director Comments

Hi Liz, I am glad we had the opportunity to chat about practicum and things that might stand in the way of you doing a good job. You have the makings of a great social worker. Believe in yourself and continue to ask those questions!

Actioned by Bertresse, Lunelle on 12/8/2019 8:45:59 PM