

OVERVIEW

The School of Social Work's Field Education Program conforms to the standards and guidelines of the Council of Social Work Education and sets forth the following policies and procedures. These policies and procedures serve as guidelines and reflect the common interest of all parties involved in field education activities.

I. FIELD AGENCIES/ORGANIZATIONS

When an agency is identified as a potential field site, a representative from the Field Education Faculty will confer with the agency representative and evaluate the possibility and appropriateness of an affiliation. Taken into consideration is the agency's capacity to address both foundation and advanced practicum learning outcomes, the Field Instructor's interest and commitment to education for social work, the Field Instructor's ability to provide appropriate supervision and the agency's ability to adhere to field policies and procedures.

If an affiliation appears mutually desirable the Field Education Faculty will ask the agency representative to complete the Memorandum of Agreement.

II. STANDARDS FOR THE SELECTION OF FIELD INSTRUCTORS

The Field Instructor is selected by mutual agreement of the School and the Agency and must meet the following standards:

- A. Have an MSW degree from an accredited School of Social Work;
- B. Have at least two years of post-degree social work experience;
- C. Be an employed staff member of the agency or approved off-site (external) MSW;
- D. Demonstrate advanced social work knowledge and skills essential for competent practice;
- E. Have the ability to evaluate and influence the provision of social work service in the agency;
- F. Have the ability to conceptualize and to communicate knowledge to others;
- G. Be able to engage in a give-and-take relationship with the student;
- H. Be prepared and available for on-going consultation and to provide weekly supervision;
- I. Be available to discuss student progress periodically with the Field Advisor and to contact the Field Advisor as necessary;
- J. Have a willingness to attend and participate in the School's seminars, workshops, and conferences on field education as appropriate;
- K. Work cooperatively with the School in evaluating the student, the Field Education Program and the curriculum;
- L. Show evidence of continued professional development;
- M. Have an interest in students and willingness to accept the role of Field Instructor; and
- N. Agree to supply the School with a resume.

Considerations for Off-Site Field Instructor:

Requests for exceptions to the standards for Field Instructors might include:

- A. A task supervisor without an MSW in combination with an off-site MSW Field Instructor located outside of the placement agency;
- B. An MSW Field Instructor with less than two years experience;
- C. A field instructor that does not have an MSW.

When considering an exception to the Field Instructor's standard, the following issues should be addressed:

- A. The student's prior experience and current learning needs;
- B. The unique qualifications of the task supervisor;
- C. The unique qualifications of the agency and its services;
- D. The identification of an effective off-site MSW Field Instructor.

The student, Field Advisor, or the agency may initiate requests for exceptions. The Director of the Field Education Program approves the request.

In the identification of an Off-Site MSW Field Instructor, effort must be made to select an MSW who has an affiliation with the agency and/or knowledge of the program and population served (e.g. staff member in another department, board member, agency consultant, etc.). The Off-Site MSW Field Instructor is responsible for directing the student's overall learning experiences and for guiding the Task Supervisor's activities with the student. Key to the success of this partnership is clear expectations concerning roles, responsibilities, and the relationship to each other, the student, and to the School of Social Work.

Criterion for Consideration of less than weekly MSW Supervision

The following criterion will be utilized when considering a placement that utilizes an off-site task supervisor and less than weekly MSW supervision:

- A. The Task Supervisor has three or more years of field education experience with the School;
- B. The Task Supervisor has a minimum of a post baccalaureate degree in a human services field;
- C. The level of prior experience of the student;
- D. The availability of regular individual or group MSW supervision that can provide the student with the social work perspective;
- E. The approval of the Field Director.

Criterion for Consideration of a Field Instructor without an MSW

The following criterion will be utilized when considering a Field Instructor who does not have an MSW:

- A. The individual has been a task supervisor with the school for at least three years;
- B. The individual has a master's degree in a related field;

- C. The individual has clearly demonstrated that they utilize a social work perspective in their practice, including an understanding of the values of social justice, dignity, worth of the person and the importance of human relationships. Furthermore, the individual has demonstrated that their practice has integrity and competence; and,
- D. Meets the other requirements of a field instructor.

In order for an individual without an MSW to be considered as a field instructor, the assigned Field Advisor will submit a written letter to the Director of Field Education outlining how the individual meets the criterion outlined above. The final decision will be made by the Director of Field Education. The letter will be kept in the agency file.