

Expectation of the Field Instructor and the Task Supervisor

This is an instructional role with the Student; the Field Instructor is part of the teaching team, along with the Faculty Liaison and the Field Coordinators.

- 1) Persons selected to be Field Instructors must have:
 - A MSW from a CSWE-accredited program
 - three (3) years of social work experience beyond receiving the MSW degree
 - worked at the site for at least six (6) months
 - A presence on site for at least 50% of the time that the student is assigned to be there
 - Licensed at the graduate level (LGSW, LCSW, LCSW-C) in the state in which s/he practices (exceptions can only be made by the Assistant Dean for Field Education)
 - For pilot demonstrations in Field Education, the amount of time in the position and at the placement agency may vary
- 2) New Field Instructors are required to attend a new Field Instructor orientation. Orientation sessions are held prior to the beginning of the academic year. Continuing Education Units (CEU) are awarded for attendance.
- 3) Field Instructors should become familiar with the CSWE competencies and consistently use the appropriate Field Education curriculum to develop clear expectations of student performance. The course practice behaviors for each level of placement are contained in the field course syllabi (see Appendix).
- 4) The Field Instructor will develop learning opportunities for each identified social work competency in relation to the curriculum, and make specific assignments in consultation, as needed, with the Faculty Liaison. If the Field Instructor experiences difficulty developing opportunities for students to achieve each of the social work competencies, they should contact his/her Liaison for assistance.
- 5) The Field Instructor must provide weekly 1:1 educational supervision of at least one hour. The Field Instructor must review and approve student work hour logs every two weeks.
- 6) The Field Instructor must provide timely review and approval of all student materials. For instance, the student will prepare assessment materials for review by the Field Instructor (i.e., process recordings, case presentations, client documentation and projects, monthly reports and work hours

submitted by the student) in the EFN.

- 7) Field Instructors will provide clear constructive feedback to the students on an ongoing basis about their performance using assessment tools, such as process recordings, minutes of meetings, and other assessments specified in the Learning Agreement.
- 8) The Field Instructor and student will collaborate and develop an individual Learning Agreement within the first month of the student's placement. A copy of this agreement will be submitted to the student's EFN for approval.
- 9) The Field Instructor must follow school guidelines in recommending grades by assessing performance relative to the CSWE competencies and practice behaviors as outlined in the syllabus and Learning Agreement. Recommended grades are not based on effort or potential, but on actual performance.
- 10) The Field Instructor should include the student in preparation of the mid-semester and end-of-semester assessments. The student is expected to indicate in the EFN that he/she has read the assessment and had the opportunity to make comments.
- 11) The student assessment must be submitted to the student's EFN on the required date in order for the Faculty Liaison to review the ratings and submit the grade for the student.
- 12) Field Instructors may act as a resource for students as they complete agency-based class assignments. Students are expected to have consulted their Field Instructors concerning confidentiality of agency and client information.
- 13) Field Instructors should provide early and on-going feedback on the student's progress to the Faculty Liaison, and meet with the Liaison at the time of the Liaison's site visit.
- 14) The Field Instructor is expected to inform the Faculty Liaison promptly of any concern or problem with the student's performance or change in the agency's ability to meet the expectations for providing a field placement for the student, including the Instructor's extended leave of absence from the agency.

Requirements of the Task Supervisor

- 1) A Task Supervisor is designated by the Field Instructor to assist with the instruction of the student. Task supervisors typically assist Field Instructors with day-to-day operations that include, but are not limited to: assigning daily projects or tasks, assisting with agency orientation procedures, assisting students with client interactions.
- 2) Task Supervisors work under the immediate supervision of the Field Instructor.
- 3) Task Supervisors may or may not be a licensed MSW.
- 4) Task Supervisors are not required to attend any orientations or trainings offered by the school, but are welcome to do so if desired, or if requested by the Field Instructor.
- 5) Task Supervisors must provide on-going feedback on the student's performance to the Field Instructor.
- 6) Task Supervisors may act as a resource for students as they complete agency-based class assignments.