

FIELD INSTRUCTOR GUIDELINES

The title field instructor refers to the student's agency-based supervisor who plans and monitors the student's learning activities within the agency. Specific university expectations of the field instructor include the following:

1. To see that the student is provided with an agency orientation.
2. To provide supervision and guidance for the student as he or she assumes specific field assignments.
3. To meet with the student on a weekly basis to review learning and issues arising out of the placement.
4. To develop cooperatively with the student a *Student Learning Plan* using social work competencies for the practicum experience. Included in the Plan should be (1) goals or objectives, (2) tasks or activities in meeting those goals and (3) mechanisms for evaluating each task or activity.
5. To help the student match interests and agency opportunities within the broad scope of field instruction objectives as defined by the Social Work Department.
6. To periodically participate in conferences with the Faculty Field Liaison to keep the liaison abreast of the student's development and level of performance.
7. To consult with the University Faculty Field Liaison as needed in regard to planning or implementation of the student's educational program in the agency and particularly if concerns arise in regard to the student's conduct or performance.
8. To complete a formal mid-term and final evaluation of the student.
9. To assure understanding and adherence to the *National Association of Social Worker's Code of Ethics*.

(See the *BSW Manual* for a more complete discussion of responsibilities)

Field Instructor's Name _____

Title _____

Agency _____

Phone _____ Email _____

Field Instructor's Signature _____ Date _____

Student Seeking Placement _____

_____ BSW I (Fall-Requires 150 hours)

_____ BSW II (Spring-Requires 300 hours)