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|  |  | **BSW Students** | **MSW Foundation Year Students** | **MSW Advanced Year Students** |
| 1. | **Minimum Hours Required** | Minimum 200/semester  16 hours/week or  Extended 15 hours/week | Minimum 225/semester  16 hours/weekly or  Extended 15 hours/week | Minimum 300/semester  24 hours/weekly or  Extended 18 hours/week |
| 2. | **Assignments** | * Learning Contract * Process recordings (experience with clients: individuals, couples or families), * Practice Reflection (analysis of a macro activity), * Supervision Forms completed by student * Monthly Reports and Quizzes reviewed by Field Liaison | * Learning Contract * Process recordings (experience with clients: individuals, couples or families), * Practice Reflection (analysis of a macro activity), * Supervision Forms completed by student * Monthly Reports and Quizzes reviewed by Field Liaison | * Learning Contract * Process recordings (experience with clients: individuals, couples or families) (Clinical Students Only) * Practice Reflections (analysis of a macro activity). ( Management and Planning and Community and Policy Students Only) * Supervision Forms completed by student * Monthly Reports reviewed by Field Liaison |
| 3. | **General Tasks** | Generalist social work perspective (individuals, families and groups) including micro (client), mezzo (groups) and macro (organization or community) experiences per availability. See Field Manual for further clarification. | Generalist social work perspective (individuals, families and groups) including micro (client), mezzo (groups) and macro (organization or community) experiences per availability. See Field Manual for further clarification. | Social Work tasks that focus on student’s concentration outlined in the learning contract.  See Field Manual for further clarification. |
| 4. | **Duration of Internship** | * Fall/Spring (August-April)   *Students will have school breaks, please see the Field Calendars for dates.* | Options   * Fall/Spring (August-April) * Spring/Summer(January –August) * Summer Block (May-August)   *Students will have school breaks, please see the Field Calendars for dates* | Options   * Fall/Spring (August-April) * Spring/Summer (January –August) * Summer Block (May-August)   *Students will have school breaks, please see the Field Calendars for dates* |
| 5. | **Field Instructor Seminars** | Two offered in the Fall and two offered in the spring on various topics. Can earn free CEU’s. | Two offered in the Fall and two offered in the spring on various topics. Can earn free CEU’s. | Two offered in the Fall and two offered in the spring on various topics. Can earn free CEU’s. |
| 6. | **Credentials for**  **Supervision**  **(2 years post graduate. no licensure required)** | Minimum of  1 Hour/Weekly by BSW or MSW Field Instructor | Minimum of  1 Hour/Weekly by MSW Field Instructor | Minimum of  1 Hour/Weekly by MSW  Field Instructor |

**ROLES AND RESPONSIBILITIES**

**FIELD INSTRUCTOR**

The role Field Instructor is significant in the development of professionally competent MSW and BSW graduates. Individuals who are field instructors for MSW or BSW students must have a MSW or BSW degree from an accredited school of social work and two years post graduate or one year post graduate and one year experience.

Field Instructors are asked to adhere to the following:

* Attend training sessions conducted by the Office of Field Education;
* Gain familiarity with SSW mission, goals, program objectives and curriculum objectives;
* Have knowledge and skill in the practice areas in which they agree to supervise;
* Be ready and available to supervise a student’s practice throughout the academic year, including the provision of on-going assessment and evaluation;
* Prepare for a student’s entry into an agency, including orientation to the agency’s policies and procedures, HIPPA requirements, student’s responsibilities within the agency, and a beginning practice assignment for the student;
* Collaborate with student in fulfilling the field education requirements of SSW (e.g. assist in development of learning contracts, review process recordings/ practice reflections, provide weekly supervision and regular feedback, and complete evaluations);
* Provide a minimum of one hour a week of supervision which will engage student in applying, identifying and reviewing social work skills, theories and models;
* Acknowledge the student’s status as an intern and identification of the student as such to agency personnel and clients;
* Collaborate with the Field Liaison to enhance the student’s educational experience in the internship.

**TASK INSTRUCTOR**

Individuals who do not have a MSW or BSW, but do have expertise in an area that would benefit the student’s learning goals, may be considered Task Instructors. However, due to accreditation regulations, they cannot be field instructors and cannot supervise or provide primary evaluation of students.

Task Instructors are asked to adhere to the following:

* Gain familiarity with SSW field program objectives and curriculum outlined in this manual;
* Collaborate with the field instructor and student around student learning;
* Collaborate with the field instructor and liaison to address student concerns;
* Directly assist with student learning opportunities; and,
* Have knowledge and skill in the practice areas in which they agree to assist.

**FIELD LIAISON**

The role of the liaison is to maintain the educational integrity of the field placement, once it has begun. The liaison also serves as a mediator and resource person for the student and field instructor.

Field Liaison responsibilities are as follows:

* Meet on-site with the field instructor and the student once each semester during the placement to review student’s progress in the practice arena (At times, videoconferencing and other communication tools may also be utilized);
* Be available as a professional advisor to the field instructor and student throughout the field placement, to deal with problems that may occur during the course of the placement;
* Review all field related assignments, including but not limited to: the student learning contract, process recording(s), practice reflection(s), semester evaluation, course assignments, and monthly reports, adding input as needed;
* Assign students’ grades based on field assignments, semester evaluation, time sheet and recommendations from the field educator and other field outcomes on grading rubric.
* Participate in field instructor seminars and student orientations;
* Meet independently with student, as needed, around field concerns and/or to answer questions; and,
* Respond to student emails, in a timely matter.
* Submit final grade for course.

**STUDENT**

While in field placement, students are expected to conduct themselves professionally, responsibly and ethically in the agency and in the school.

Specific student responsibilities include the following:

* Arrange life and work schedule to include a field placement schedule that is consistent from week to week, and that meets the requirement for minimum field hours per week according to BSW/MSW program option chosen;
* Adhere to the requirements set forth in the course syllabus, including the completion of all assignments and the establishment of a regular weekly field supervision session;
* Attend field supervision meetings with field instructor and/or task instructor prepared with an agenda;
* Notify field liaison if weekly supervision sessions are not occurring on a regular basis;
* Regularly review content on Blackboard course site specific to field practicum course;
* Engage in appropriate processes to resolve any problems or concerns that arise in the field placement that interfere with scholastic and professional performance;
* Keep copies of all materials submitted to the Field Education Program, and incorporating those materials into one’s Student Portfolio (as appropriate);
* Be familiar and follow the policies and procedures set forth in the field manual;
* Present as a professional in mannerisms, dress and behavior at the field agency;
* Familiarize self with and abide by agency policies and regulations, Temple University School of Social Work, HIPAA requirements, NASW Code of Ethics, and any other requirements specific to the placement site;
* Take an active role in planning and implementing learning experiences in the field practicum using the opportunities at the field site to integrate theory and practice, increasing student level of knowledge and self-awareness;
* Share field course and other syllabi with the field instructor;
* Notify the field instructor of any necessary lateness and absences from field as is expected in professional employment, absences longer then one day should be brought to the attention of the field liaison utilizing email and/or phone;
* Maintain a timesheet that documents attendance at field placement, with field instructor signature affixed and submit with detailed monthly report;
* Actively participate in the evaluation process of the field experience with the field instructor by reviewing, signing, and follow up on delivery of the learning contract, evaluation form, process recording and/or practice reflection and other field documents;
* Follow field application schedule and procedures, including the timely submission of all materials and referral steps;
* Utilize agency equipment and facility for business related placement activities assigned by field and/or task instructor;
* Utilize personal cell phones during placement time only when an emergency arises and do not use personal cell phones when contacting clients or to do agency business;
* Do not utilize personal car to transport clients; and,
* Complete classroom assignments not during field hours, unless given special authorization from field and/or task instructor;