Field Instructor
Web Based Introduction to Field Education
Part I
Welcome to Field Education

Our School of Social Work mission is to prepare social work practitioners who are committed to social justice and to serving and empowering individuals, families and communities. Our School contributes to the development and dissemination of social work knowledge and skills, and affirms professional values and ethics. We emphasize understanding and respect for the unique social, political, and cultural diversity of the Southwest. Our School of Social Work faculty and staff are committed to establishing the competencies necessary for high quality social work practice.
Field Education is offered concurrently with academic study. Students are assigned to a social service agency and complete an internship placement under the guidance and supervision of an experienced professional social worker called a Field Instructor. This vital interaction is designed to reinforce a student’s academic study with real life experience. It permits testing theory in practice settings and provides the student with field experience that is vital for academic and professional development. Affiliated social service agencies in several Arizona communities are utilized for field instruction. These agencies provide our students with a wide range of social service settings for Field Education.
ASU College of Public Programs School of Social Work is accredited by the Council of Social Work Education, CSWE. CSWE sets the standards for field education programs.
WHY FIELD EDUCATION?

Field education provides the student the opportunity to integrate theory and practice, and it provides the student an opportunity to develop his or her professional identity and skills.
LEVELS OF FIELD EDUCATION

- BSW
- MSW Foundation
- MSW Advanced Direct Practice
- MSW PAC
Where to find field education information on the web

Web Site for General Field Information:
http://ssw.asu.edu/portal/tucson/fe/portal/field-education

What you will find on the web site:
• Field Manual
• Agency & Student Forms
• NASW Code of Ethics
• Resource Materials etc.

Web Site for Tucson Student Forms
http://ssw.asu.edu/portal/field-education/fe_forms/forms
Field Hours

Standard MSW students are mandated to participate in a field placement for at least 960 hours. This is acquired over two field placements at two separate agencies.

- 480 Hours MSW Foundation Year
- 480 Hours MSW Concentration Year
Field Hours

Advanced Standing MSW students are required to participate in a field placement for at least 480 hours in the MSW Concentration practice area.
Field Hours

BSW students are required to participate in a placement for at least 480 hours. This is accomplished in the final year of the BSW studies over two semesters at the same agency, 240 hours per semester.
Who tracks the time?
Holidays

Students are allowed those holidays observed and allowed by both the agency and the School. Students may observe other religious holidays, but these are treated as absences to be made up. Some agencies may specify hours beyond those required by School policy as a contingency of placement; such requirements must be mutually understood and accepted prior to placement.

Field Policy SWK 710-05
Students are responsible for tracking their field hours.
What if the student misses some hours?

Any hours missed must be made up by the student. The student is expected to follow the field agency’s protocol for reporting the absence.
Winter Break

• Field hours are only credited during the semester the student is enrolled in the field course. Students normally do not attend field in the winter break. You are encouraged to discuss any questions about winter break with the field coordinator.
What if the student can’t complete all the field hours?

The student may request an “Incomplete Grade.” This is to be discussed with the field instructor and liaison.
The Request for Incomplete Grade Form is to be Completed by the Student

• The form is found in the Forms Sections of Field Web Page.

Tucson Component Forms
Useful forms
General Forms

Request for Incomplete Grade Form (Word document)
REQUEST FOR GRADE OF INCOMPLETE

The grade of “I” (Incomplete) can only be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or term paper) because of illness or other conditions beyond the student’s control. Unfinished work must be completed with the same instructor except under extenuating circumstances. The student has one calendar year from the date the grade of “I” is recorded to complete the course. Refer to the current Catalog for further details.

<table>
<thead>
<tr>
<th>Name (Last, First, Middle)</th>
<th>ASU/LGS No.</th>
<th>Major</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Address (No., Street, Apt.)</td>
<td>City, State, Zip</td>
<td>E-mail</td>
<td>Phone</td>
</tr>
<tr>
<td>Course Prefix and No.</td>
<td>Title</td>
<td>Scheduled Line No.</td>
<td>Semester Year</td>
</tr>
</tbody>
</table>

Reason For Request

I Expect to Be Incomplete In the Following:

<table>
<thead>
<tr>
<th>Proposed Completion Date</th>
<th>Student Signature</th>
</tr>
</thead>
</table>

**TO BE COMPLETED BY THE INSTRUCTOR.** Be explicit in the event that unexpected circumstances prevent you from processing the Change of Grade by the agreed date.

| Grade Earned To Date | Grade To Be Awarded If Work Not Completed | Date Work To Be Completed And In Possession Of Instructor | Approval | as modified | Disapproval |
|----------------------|--------------------------------──────|----------------------------------------------------------|----------|-------------|-------------|
| Instructor’s Signature | Date | Department Chair’s Signature | Date |
Field Agencies & The Placement Matching Process
Criteria for Selection of Field Agencies

- Agencies are selected on their ability to give a student the opportunity to gain practical professional experience through directed instruction and supervision in activities and settings reflective of the Field Guidelines for each level of the School’s educational program. The following criteria are used to assess the agency’s capability to provide appropriate field placements.

- Commitment to active participation as a partner in professional education for social work. This is a primary criterion and involves an acceptance of the NASW Code of Ethics, the basic objectives of the Mission of the School’s educational program and a readiness to invest time and effort in the educational process. Cooperative planning is required by both the School and agency to facilitate the arrangements needed to enhance the student’s learning.

- Ability to provide the instructional social work staff.

- Note that the field instructor needs to have a BSW or MSW to instruct BSW students. For MSW students, the field instructor is required to have an MSW.

Policy SWK 703

*Please refer to the School’s Field Manual for a complete text of the Field policies.*
The Placement Matching Process

• The MSW full-time Foundation Year (first year) field placement matching process occurs in the summer of a student’s admission to the MSW program.

• MSW Part time Foundation, and MSW Full Time Advance Direct Practice and PAC matching process occurs in the spring semester prior to the start of second year of the MSW program.
The Placement Matching Process

• The MSW Foundation year is designed to provide a generalist perspective on social work practice.

• MSW Foundation year students are required to be placed in agencies that serve underserved/under-represented populations of the southwest.
The Placement Matching Process

The BSW field experience is designed to provide a generalist social work experience.

The BSW matching process occurs in the spring semester prior to the student’s start of the BSW professional program.
The Placement Matching Process

• Students are not assigned to a field placement site. Instead, each student makes a placement selection from a list of approved field agencies. The selection of a field placement is a collaborative effort on the part of the student and the field coordinator.

• The first step in the matching process is to interview with the field coordinator to discuss your education and career goals and to select which agencies you have an interest in arranging an interview for a placement.

• Students are requested to complete a “Student Field Profile Form” and bring it along with a resume to their interview with the field coordinator.
The Placement Matching Process

• A student’s interests are taken into consideration when placement arrangements are made.

• Based on their interests and experience the field coordinator will give the students referrals to two agencies. They will be given a referral and field confirmation form to take with them to the agency interview.

• Interviewing for an internship is very similar to a job interview, that is, they are expected to assume responsibility for setting up their interviews and communicating with the perspective field instructor.
The Placement Matching Process

• After interviewing and selecting an intern please complete the “field confirmation form” and return the form to the field office.

• If there are any questions please do not hesitate in contacting the field coordinator’s office.

• Please note that students are only placed at agencies which have been pre-approved.
The MSW Concentration Year

• For information about the MSW Concentration program, please refer to the MSW Advanced Direct Practice (ADP) and Planning, Administration, and Community Practice (PAC) Practice Information Slides
Can a student conduct their field placement at their place of employment?

• Yes, this would require a curriculum work variance. Please discuss with the field coordinator.
What if a student has experience working in human services for many years; can they receive field credit for their experience?

• In accordance with CSWE policy, field credit cannot be given for any work experience.
Pre-Placement Requirements

• On interviewing perspective students it is important to inform them of any placement requirements.
• For Example:
  ✓ Criminal Background Clearance
  ✓ Health Clearance
  ✓ Completing “New Staff Orientation”
Do field placement hours count toward Arizona social work licensure?

No. Hours that count toward licensure must be completed after the student receives a social work degree and after completion of criteria set by the Arizona Board of Behavioral Health.
Is Field instruction a graded course?

Yes
Field Evaluation: GRADES

Y = Satisfactory

E = Fail

Field Policy SWK 311
Field Evaluation: GRADES

“E” Grade

Note: A student shall be terminated from the program if they receive an “E” in Field.
Who are the players?

Student
Field Instructor
Field Liaison
Who are Field Instructors?

Field Instructors are professional social workers who are employed by the affiliated social service agencies where students complete their internship (Field) placements. Field Instructors are School of Social Work volunteers. They complete required certification training prior to hosting student interns at their agencies. Field Instructors are committed to the professional development of new social workers, and devote their time and expertise to our students’ professional development.
Field Instructor

Responsible for providing the field student with opportunities for contacts with various client systems and to oversee a student’s performance with assigned tasks.

Field Policy SWK 705
Field Instructor’s Role

Teacher
Supervisor
Mentor
Role Model
What are the academic requirements to become a field instructor?
MSW Degree is required to supervise either MSW or BSW Student.

BSW Degree required to supervise BSW Student.

Some Exceptions; please consult field coordinator.

Field Policy SWK 704
Task Supervisors

Please note that other staff at agency may participate in field instruction.
Field Liaison

The School assigns social work faculty and community social workers to act as “field liaisons.” The primary function of the field liaison is to serve as a connector between the university and your field agency and to oversee the field education experience provided at the provider agency.

All field students are assigned a field liaison to work with them throughout their internship experience.

The field liaison's responsibility is to ensure that a student within her/his assigned agencies is involved in quality educational activities that relate to the school’s curriculum standards.
Field Liaison’s Many Roles

Advisor
Monitor
Consultant
Mediator
Advocate
Teacher

Field Policy SWK 709
FIELD LIAISON

Field Liaison Agency Visits
Field Liaison Agency Visits

The field liaison will contact the field instructor to set up an appointment to meet with the student and field instructor. Typically field liaisons will visit the agency for the following purposes:

1. To review the learning contract and student performance evaluation.

2. On request by either the student or field instructor to address significant placement issues.
Field Student Responsibilities

- Adhere to NASW Code of Ethics
- Adhere to ASU Policies
- Participate in Supervision
- Track field practice hours at agency
ASU expects field students to adhere to the National Association of Social Workers Code of Ethics.

Students receive a copy of the NASW Code of Ethics at orientation.

Link to NASW Web Site:
http://www.socialworkers.org/pubs/code/default.asp
ASU  Covers all students who are properly placed and supervised under its self insurance program for purposes of **professional liability**

**Students** are **responsible** for acquiring and maintaining health and accident and automobile insurance. Student health insurance is available through the University. Professional liability insurance is available through NASW

Field Policy SWK 710-01
Students may consider purchasing their own professional liability insurance.

NASW

Student Professional Liability Insurance Program

http://www.naswaz.com/
Please Continue To
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Part 2