Field Instructor Workshop: Online Series

Texas State University–San Marcos
School of Social Work
Welcome to the Online Field Instructor Workshop Series. This series of workshops provides field instructor training required by the Council on Social Work Education. The Texas State University–San Marcos School of Social Work presents two on-campus Field Instructor Workshops at the beginning of the Fall and Spring semesters every year. We have designed this online series for our distance education field instructors and those in the Austin–San Antonio corridor who may not be able to attend the on-campus workshops.
This workshop provides:
- information about the Field Education program, policies, and personnel;
- information about field instructors and field placements;
- information about student interns; and
- information about the School of Social Work.
Workshop Learning Objectives

Workshop participants will be able to:

- Identify the student and agency requirements for the BSW and MSW internships;
- Describe the roles and responsibilities for the intern, faculty liaison, and field instructor; and
- Access information and documents on the Field Education website.
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The Field Office website provides field instructor and agency application forms, student field application forms, the field manual, and information about internships and field agencies.

www.socialwork.txstate.edu/html
School of Social Work

- College of Applied Arts: Dean Jaime Chahin
- Program Director: Dorinda Noble, Ph.D., LCSW, Professor
- MSW Program Coordinator: Mary Jo Garcia Biggs, Ph.D., LCSW, Associate Professor
- BSW Program Coordinator: Andrew Marks, LMSW, Clinical Lecturer
BSW Interns

SOWK 4645 & 4650

- Fall, Spring & Summer semester internships available
- 500 hours at the agency (block); 250 per semester (concurrent) for part-time students
- Students have completed all coursework before starting field
- Generalist placement – case management, intakes, information and referral, macro project, etc.
MSW Foundation Interns

SOWK 5410 & 5411 (First Year, Regular Track)

- 500 hours starting in the 2nd semester while taking 2 social work courses (Practice III & HBSE II)
- Part-time Foundation students intern in the of their 2nd year of a 4 year program
- Generalist placement – case management, intakes, information and referral, macro project, etc.
MSW Concentration Internships

MSW Concentration internships are completed in the last semester of the student’s curriculum:

- 2nd year for Regular track, full-time students
- 4th year for Regular track part-time students
- 3rd semester for Advanced Standing students
- 600 hours at the agency for full-time students (block) and 300 hours each semester for part-time students (concurrent)
SOWK 5612 & 5613

- Clinical experiences in more specialized practice fields and should carry a caseload (micro & mezzo level)
- Seminar assignments include logs, ethics paper, diversity assignment, process recording, and an integrative paper/poster (bio/psycho/social/spiritual assessment, including social history, diagnosis, assessment, treatment plan, and practice evaluation project)
Administrative Leadership Concentration

SOWK 5622 & 5623

- Administrative, management, program development and evaluation, and research skills in an agency setting (macro level)
- The major assignments are a needs analysis, research proposal, literature review, and a research project with an evaluation component for the agency.
Field Placement Process

- Students are placed in the semester before their internship begins. BSW Fall interns are placed in the Spring semester.
- Faculty Liaisons will first contact the agency Field Instructor to confirm that she/he will interview students for that semester, and to answer any questions.
- Then the student will be responsible for contacting the Field Instructor for an appointment for an interview.
- Students are encouraged to interview with at least 2 different agencies before finalizing their placements.
Agency & Field Instructor Process

- Field Instructors must complete the Agency Site Application and Field Instructor Profile and submit a current resume.
- University/Agency Affiliation Agreements must be signed by the University and the Agency representatives before students begin their internships.
- Field Instructors receive 5 CEU’s per semester per student for supervising interns. You will receive the certificate at the end of the semester by mail.
Field Instructor Requirements

- For BSW interns, the field instructor must have either a BSW or MSW degree from an accredited social work program, with at least 2 years post-graduation practice experience;
- For MSW interns, the field instructor must have an MSW degree from an accredited social work program, with at least 2 years post-graduate practice experience;
- Prefer that field instructors be licensed but not a requirement.
The Field Instructor is required to do at least one-hour face-to-face individual supervision per week per intern.

Group supervision is allowed when more than one intern is at the agency but should not be substituted entirely for the individual supervision.
Field Policies & Requirements

- All Texas State social work interns purchase malpractice insurance for $1,000,000/$3,000,000 and copies of the policy are available upon request.
- Students are not covered by insurance to transport clients and if requested to do so by the agency, they must be willing to accept liability on their own automobile insurance or by agency insurance coverage and should receive mileage reimbursement.
Field Policies, cont.

- The student intern and the Field Instructor decide the scheduling of hours and agency workload.
- The Field Instructor must approve any time off for holidays or emergencies.
- Students must be allowed to attend the three-hour field seminar every other week, and the two courses (HBSW II & Practice III) that the Foundation MSW interns are also taking while in field.
Seminar/class time and travel time to the agency are not included in the required hours of internship, unless the travel is related to agency workload, i.e. home visits.

Student interns must comply with all agency requirements and procedures.

Faculty Liaisons visit the agency two times per semester for full-time interns and three times over two semesters for part-time interns.

The student’s Educational Contract is reviewed and signed at the first agency field visit, which is scheduled starting the 3rd week of the internship, and the Final Field Evaluation is reviewed and signed at the end of the internship.
Field Policies, cont.

- Employment–based internships require that the student have new learning experiences that are not included in the student’s job duties.
- No course credit is given for life or job experience (CSWE requirement).
- Preceptor model available for agencies that do not have qualified field instructors. Please see the Field Manual (p. 20) for further information on this process.
The Field Office website has the following documents available:

- Field Instructor Profile: required for all qualified field instructor at the agency
- Agency Site Application: required for the affiliation agreement process
- Field Manual
- Field Instructor Information Sheet
- Frequently Asked Questions for Students
Field Evaluations

- The Field Evaluations measure the behavioral competencies required by CSWE for all students graduating from an accredited program.
- Interns are responsible for providing a hard or electronic copy of the field evaluation for the field instructor.
- Both the field instructor and the student intern (self-evaluation) complete copies of the field evaluations.
The first page of the field evaluation is the grade sheet and is signed by the Student, the Field Instructor, and the Faculty Liaison.

The evaluations can be scored with either letter or number grades, and have comment sections to be filled out.

A Mid-Term Progress report will be completed by the student and Field Instructor (for part-timers at the end of the first semester in field) and the Final Evaluation is due at the end of the semester (for part-timers at the end of the second semester).

Copies are kept by all three parties, and a copy is kept at the School of Social Work.
The Mid-Term Progress Report and Final Field Evaluation are a substantial part of the intern’s course grade, but there are also seminar assignments that are included in the total points to be earned for the course grade.

BSW and MSW interns receive a letter grade for field.

MSW interns must receive at least a B to pass the course.

BSW interns must maintain at least a 2.75 GPA to graduate.
Grade Appeals

- Students have the right to appeal a grade on their field evaluation, course assignments, or final course grade.
- Students must first appeal their grades to the Faculty Liaison, and then can appeal to the Field Coordinator, and then up the chain of command to the MSW Program Coordinator, the School Director, and finally, to the Dean.
Student Roles & Responsibilities

- Must meet the academic prerequisites prior to entry into the field practicum placement;
- Arranges a pre-registration conference with the Office of Field Practicum for the purpose of agency interview and placement assignment;
- Purchases professional malpractice insurance through the School of Social Work's designated professional insurance provider;
- Attends the Pre-Field Orientation;
- Completes an Educational Contract with the field instructor prior to first liaison visit;
- Spends 32–40 hours per week in her/his assign agency for a block field placement, or 18–20 hours for a part-time field placement when taken concurrently, for a total of 500 hours (BSW), 500 hours (MSW Foundation), or 600 hours (MSW Direct Practice/Administrative Leadership Concentration).
Student Responsibilities, cont.

- Attends all field practicum integrative seminars;
- Completes all specified and required University and agency assignments;
- Functions in the capacity of a professional social worker;
- Agrees to abide by the Code of Ethics of the National Association of Social Workers and the Code of Conduct of the Texas State Board of Social Worker Examiners;
- Is prompt and on time for work at the agency and adheres to the schedule mutually agreed to by student and Field Instructor. It is the responsibility of the student to notify the Field Instructor if she/he is unable to report for field practice. Unavoidable absences can be made up to a reasonable limit, as determined by the Field Instructor and Faculty Liaison;
Student Responsibilities, cont.

- Is expected to use initiative and imagination in his/her activities in field practice;
- Shares experiences and relative information in field seminar discussions and participates in problem solving when appropriate;
- Does outside readings assigned by the Field Instructor pertinent to his/her placement and experiences;
- Arranges conferences with the Field Instructor and/or Liaison related to field practice;
- After the final three-way conference, submits to the Field Liaison a written objective/subjective evaluation of his/her field placement;
- Failure to fulfill any of the student field responsibilities will be grounds for dismissal or termination from field course with a failing grade.
Field Instructor Roles & Responsibilities

- Agrees to supervise students in the agency placements. Each Field Instructor is selected by the Office of Field Practicum, and an agency representative based on detailed criteria;
- Orients the student to the agency structure, functions, policies, services, and personnel at the beginning of field practice and completes Field Prospectus and Educational Contract with the student prior to first liaison visit;
- Is responsible for and in charge of the student in the agency and selects and assigns appropriate activities and cases for each student;
- Maintains close contact with the student and retains overall responsibility for guidance and supervision. Meets with the student one hour per week for supervision;
- Plans in advance for the student’s work;
Field Instructor Responsibilities, cont.

- Arranges for another person to be in charge of the students' activities for any days that she/he will not be available;
- Discusses the objectives and expectations related to assignments with the student;
- Evaluates on a continuing basis the student's progress with both the student and the Faculty Liaison:
  - Assigns appropriate case record readings;
  - May assign appropriate outside readings;
Field Instructor Responsibilities, cont.

- Submits mid-term and final written evaluations on forms provided by the Office of Field Practicum;
- Cooperates with representatives of the Office of Field Practicum to provide an appropriate learning experience for the student;
- Reviews with the student and Faculty Liaison, in a three-way conference, the student's progress, accomplishments and areas in need of professional development, and recommends an agency performance grade;
- Evaluates with the Faculty Liaison the entire field instruction situation and makes recommendations for future improvements.
Faculty Liaison Roles & Responsibilities

- Counsels with the student to determine an appropriate, educational field placement for the student
- Makes initial arrangements with agencies for field work placements for students
- Holds a pre-registration interview with each student for the purpose of assigning the students to an agency and determining student's academic and performance readiness for entry into the field
- Works with the Field Instructor and other relevant agency personnel to structure a meaningful social work field placement for each student
- Reviews with the students any questions and problems surrounding any change from the initial field placement and arranges re-assignment when necessary
Faculty Liaison Responsibilities, cont.

- Confers with the student following each conference with the Field Instructor regarding:
  - the general progress of the student
  - the performance of the student
  - any problem areas identified
  - progress towards the completion of the educational and field goals
  - possible modification of the student's program of activities
- Conducts three-way conferences, at least twice each semester involving the student and the Field Instructor. These conferences facilitate education and support for both the student and the Field Instructor.
- Remains available for unscheduled conferences on matters of concern to the student or the Field Instructor.
- Is responsible for obtaining evaluations from the Field Instructor and for determining the student's field grade.
Faculty Liaison Responsibilities, cont.

- Recommends to the Field Coordinator for termination of field before the end of the semester, if it is determined that the student is obviously unsuited for the experience.
- In unusual cases where a field setting is unable to meet the field practice agreement and educational objectives, recommends to the Field Coordinator a reassignment of the student to an agency capable of meeting these expectations and willing to invest the resources.
- In exceptional situations, when a qualified BSW or MSW is not available as a Field Instructor and the field instructor is not directly supervised by a BSW or MSW in the agency, the Field Instructor: (1) closely monitors the placement and provides the student additional instruction and supervision and (2) provides additional consultation to the Field Instructor.
- Provides consultation to the agency regarding educational concepts, professional issues, and practicum requirements and expectations.
- Recommends and certifies the final grade for the course.
Faculty Liaison Responsibilities, cont.

- Participates in the placement process of students
- Facilitates the integrative seminar
- In block placements (one semester only), the liaison makes two (2) field visits to the agency during the semester to confer with the Field Instructor and student regarding the student's professional development in relation to the educational and performance objectives. In concurrent placements (over two semesters) the Faculty Liaison will make two (2) field visits the first semester and one (1) visit at the end of the second semester. Additional contact may be necessary by telephone or agency visit as needed
- Addresses the problems that are related to the educational and professional progress of students. Participates in the resolution of conflicts between Field Instructor and student(s)
- Participates in the professional development of Field Instructors in their educational roles
- Participates in the Pre-Field Orientation for students and Field Instructors Workshops
Support Systems for Field Instructors

- The agency based field instructor serves as an extension of the School of Social Work faculty. Their contributions to the education of BSW & MSW students are substantial. Since they work in partnership with faculty, it is important that they have the resources of Texas State University available to them:
  - Field instructor training that awards continuing education credits
  - Individual field consultation from faculty assigned as liaisons to the agency
  - Time spent during field instruction may used to meet the continuing education requirements for social work licensure by the State of Texas
  - A Field Practicum Manual that provides:
    * Information about the organization and content of the educational curriculum emphasizing the interrelationships among human behavior, social policy, research, and practice content;
    * Information about the sequencing of course content; and
    * Practice and evaluation goals for the field practicum and for students.