Duties of Agency Field Instructor

Field Instructors, employed by community agencies, are selected by the agency on the basis of their practice competence and their positive approach to a generalist social work education. The social work students whole practicum experience revolves around the Field Instructor. Although they do not have University appointments, the contributions they (and their agencies) make to Social Work education is incalculable. Their responsibilities include:

1. Arranging for student orientation at the beginning of field placement

2. Consultation with the student and liaison in developing a Learning Plan

3. Providing on-going supervision and evaluation sessions for the student; preferably no less than once per week. If at any time the student’s level of performance is questionable, informing the student and faculty liaison;

4. Providing instruction in agency recording requirements and other agency procedures and policies;

5. Providing a stimulus for students to be involved in department planning, relevant community and professional events, and suggesting appropriate reading materials;

6. Providing practice experiences, assisting students in goal attainment and providing feedback;

7. Assisting in evaluation, both oral and written, at the mid-term and final meetings as well as engaging in final evaluation sessions with the students; and

8. Attending training seminars conducted by the Department of Social Work when able.