

### **Role of the 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. The agency field instructor **must schedule at least one hour of formal supervisory conference with the individual student on a weekly basis.**

Although they do not have University appointments, the contributions they (and their agencies) make to Social Work education are incalculable.

### **Role of the External Field Instructor**

Occasionally there is an excellent educational opportunity with an agency; however, that agency may not have an MSW staff person available as a Field Instructor to supervise the student. In this circumstance, an external Field Instructor may be obtained to provide the MSW educational supervision for the student, while the agency employs a Task Supervisor who provides the student with daily assignments, tasks and supervision. The external Field Instructor will have a BSW or MSW degree and a minimum of two years post graduate social work experience. The external Field Instructor is expected to work closely with the Task Supervisor in obtaining input regarding the student's practice tasks and performance. The external Field Instructor will fulfill all the expectations required of Field Instructors of the Social Work Department. This role is implemented through telephone, e-mail, school, and agency visit contacts.

This form is designed to ensure understanding of the requirements and expectations displayed for this particular role. **It is requested that you initial each task before signing at the bottom.**

The Field Instructor is responsible for the following:

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 weekly supervision and evaluation sessions for the student. 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 midterm and final meetings as well as engaging in final evaluation sessions with the students
8. Attending training seminars conducted by the Department of Social Work when able.

Please indicate your role by checking one of the boxes below

Field Instructor

External Field Instructor

I acknowledge that I have reviewed the roles and responsibilities of the Field Instructor, agree to the terms outlined above, and am willing to participate in this role.

X

Date:

For more information, please refer to page 32 in the 2024 BSW Field Manual and page 31 in the 2024 MSW Field Manual located in the Student Toolbox [https://www.wku.edu/socialwork/field/student\\_toolbox.php](https://www.wku.edu/socialwork/field/student_toolbox.php)