

Overview of Responsibilities

Responsibilities of Agency Field Instructor

1. The Agency assigns a qualified field instructor to students. The field instructor identifies student tasks and activities that will meet the learning objectives. Field instructors are expected to attend orientation and training seminars that are arranged by the field director.
2. The field instructor will meet with the student at least once a week (at a regularly scheduled time) for a minimum of one hour to discuss the student's activities in the agency and her/his progress with client systems.
3. The field instructor will introduce the student to the appropriate staff, and orient the student to the various facilities and services of the agency during the first week of the field placement.
4. The field instructor will review and sign student weekly logs.
5. The agency field instructor will be responsible for keeping account of the time the students spend in the agency. Students are required to distribute the hours over the course of the semester. However, the agency field instructor and student should work out the time schedule according to student and agency needs.
6. In the absence of the agency field instructor, someone should be designated as available to the student if an emergency situation arises and the student has questions.
7. Agency field instructors are very important in the evaluation of the student's progress and will participate with the University by submitting a written evaluation each semester. They are not responsible for the student's grade, but their evaluation is used in determining the grade.
8. In addition to orienting students to agency resource and facilities, the agency field instructor should discuss with the student(s) the resources of the other agencies with which they might have contact.
9. The field instructor or a qualified task supervisor should be scheduled for work at least 90% of the same hours that the student is scheduled for placement.

Responsibilities of Field Director

The field director of the Marshall University MSW program also serves as and/or supervises the faculty field liaisons. The field director is responsible for the overall practicum program including development of policies and procedures. The field director identifies appropriate practicum sites, approves field instructors, assigns students to sites, develops/maintains affiliation agreements, provides orientation and training for field instructors, and evaluates all aspects of the practicum.

1. The field director will meet with the students to provide an orientation prior to entry into field placement.
2. The field director will give approval to the student and the agency field instructor to proceed with the contract.
3. The field director will conduct seminars for agency field instructors. Scheduled seminars will orient the new field instructor to the programs purpose and expectations, facilitate field instruction to student, and seek feedback from field instructors which can be used to enhance the program. The field director will also conduct periodic training for field instructors on topics relevant to field education and professional practice.
4. The field director will convene conferences with the student and agency field instructor as needed.
5. The director will remove a student from a field placement if necessary.
6. The field director decides on the final student grade for the field placement.

Responsibilities of Student

1. The student will be present in the agency at the stated time mutually agreed upon with the field instructor. In case of an emergency situation, the student will notify the agency field instructor immediately and arrange to make up the missed time.
2. The student will follow accepted agency procedures in working with client systems. Actions taken with client systems are to be first cleared with the agency field instructor.
3. The student shall complete assignments as designated by the agency field instructor, faculty field liaisons and field director.
4. The student will maintain confidentiality of client systems.
5. Advocacy on behalf of clients will be taken only with the agency field instructor's permission and with due consideration given to the effect upon all parties involved.
6. Inability to follow the above procedures for placement may result in the immediate removal of the student from the agency by the field director, and the student will forfeit her/his right to a passing grade for the course.
7. The student will attend a periodic review session with the field director.
8. The student will prepare a field placement weekly log with cumulative field hours for the faculty field liaison and the field director.
9. The student will attend four field seminars per semester in which students process their experiences, examine theoretical and practice concepts and engage in problem solving.
10. The student will complete a student self-evaluation and discuss performance evaluation with field director or faculty field liaison.
11. The student will complete expectations as identified by field instructor such as reading assignments, conference preparations, and record-keeping.

Responsibilities of Faculty Field Liaison/Field Seminar Instructor

In the event it is necessary to identify a separate faculty field liaison, the faculty field liaison will serve as the primary link between student field practicums and the MU Department of Social Work.

1. The Field Liaison's role is to support and guide the student and field instructor through the field experience for the duration of the academic year.
2. The Field Liaisons facilitate four field seminars throughout each semester. Field seminars are limited to a small group of students enrolled in the same year of the academic program. Seminars are designed to give students a chance to utilize group consultation skills by sifting through the complexities of field learning together with their field liaison. Their field liaison is responsible for noticing the emerging practice themes from the group's discussion. The liaison then provides teaching related to those themes as they organically take their place in the circle.
3. The Field Liaisons provide their support by phone, email, and through scheduled field site visits. These are scheduled approximately two-three times each academic year. Additional agency visits are encouraged and should occur any time a problem, conflict or request arises in the field.
4. The Field Liaisons provide feedback and ultimately approve the learning contract created by the student and field instructor.
5. The Field Liaisons review the assigned student and field instructor evaluations and provides feedback in addition to what the field instructor provides.
6. The Field Liaisons make grade recommendations to the MSW Field Director.