Field Instructor (Supervisor) Role and Responsibilities

The Field Instructor plays a central role to student learning and acquisition of social work competencies. The Field Instructor facilitates student understanding and application of social work values, skills, and ethics. The Field Instructor’s role, responsibilities, and selection criteria are outlined below.

1. Participate in orientation/training workshops coordinated by the Director of Field Education.
2. Familiarize oneself to the policy and procedures of the field education program.
3. Develop the Field Education Contract in conjunction with the student at the beginning of each semester.
4. Provide a variety of quality learning opportunities that are consistent with the student’s Field Education Contract and generalist social work practice (work with individuals, families, groups, organizations, and communities). Ensure that student assignments progress from the simple to more complex over the course of the year.
5. Provide the student the opportunity to work with people of different races, ages, cultures, gender, and ethnic origins.
6. Complete student evaluations in a timely manner.
7. Demonstrate a willingness to use oneself as a role model for ethical, competent social work practice.
8. Attend weekly supervisory meetings with the student of at least one hour duration.
9. Ensure open communication with the student and Director of Field Education or Faculty Liaison, bringing any concerns to the attention of both the student and Director of Field Education or Faculty Liaison as soon as possible so they can be addressed in a timely manner.
10. Meet with the Director of Field Education or Faculty Liaison at least once per semester and more often, if needed.
11. Orient the student to the agency and to any procedures to reduce risk and enhance safety while engaged in agency activities.
12. The Field Instructor is committed to graduate social work education and meets the criteria set out by the Council on Social Work Education as evidenced by:
   a. Ensuring that they are approved by their agency/organization to engage in MSW practicum supervision.
   b. Respecting the student on a professional level as a learner and extending to the student appropriate staff privileges.
   c. Demonstrating commitment to serve in this role throughout the entire duration of the student’s practicum (which is at minimum, one academic year).
   d. Holding an MSW degree from a CSWE accredited program.
   e. Having at least 2 years of post MSW professional experience.