



Sacramento State University – Division of Social Work – Field Education

13 Responsibilities of Agencies & 13 Responsibilities of Field Instructors

To ensure the Sacramento State Social Work student receives a quality experience that meets with accreditation standards, all agencies and field instructors must agree to comply with these requirements. This information is included in The Field Manual:

https://www.csus.edu/college/health-human-services/social-work/_internal/documents/fielddocs/bsw-field-manual.pdf

https://www.csus.edu/college/health-human-services/social-work/_internal/documents/fielddocs/msw-field-manual.pdf

13 AGENCY RESPONSIBILITIES - The Agency must provide:

1. A qualified Field Instructor (See below “Field Instructor”) whose responsibility is “teaching” (as opposed to “supervising” the social work student. The Field Instructor must have a social work degree (BSW, BASW or MSW) from an accredited university.
2. A sufficient number and variety of assignments to support the progression of student learning. Students must be involved in practice activities within three weeks of the start of the practicum. Activities include shadowing, investigating community resources, watching relevant films, etc.
3. A thorough orientation at the beginning of the practicum, to include:
 - a. A review of the agency’s mission, policies and procedures, various programs or departments, and any collaboration partnerships in the community; and
 - b. A review of risk management policies and procedures (e.g., office and community safety, harassment, transporting of clients, medical precautions, suicide prevention policies, etc.
 - c. A review of the client population and the associated community and its resources.
4. Adequate workspace and access to telephones, computers, records, data bases, etc. to fulfill the requirements of the agency and Division.
5. Opportunities for the Field Instructor to observe the student (see Section IV under “Observational Methods” in the Field Manual)
6. Reimbursement for expenses the student pays for when involved in rendering services (e.g., mileage reimbursement for agency-related travel).
7. Adequate insurance coverage for students as stipulated in the University contract with the agency, particularly for students who are expected to use personal vehicles for agency purposes (The Division discourage the use of personal vehicles to conduct agency business, unless the agency fully insures the student).
8. Access to staff, committee, and seminar meetings when appropriate.
9. Use of selected agency records (appropriately disguised to ensure client and agency confidentiality) for class assignments.
10. Use of agency consultation resources when appropriate.
11. Release time/support for Field Instructors so that they can meet the Division’s criteria for working with a student (see *Responsibilities of the Field Instructor*).
12. FOR AGENCIES PROVIDING EMPLOYMENT-BASED PRACTICUMS: The agency agrees to consider the employee’s status as “a student” to be paramount during the practicum hours.

13. AGENCIES WITHOUT A DEGREED SOCIAL WORKER ON STAFF: These agencies must provide the student a Task Supervisor. A Task Supervisor is a regular staff member who is responsible for the day-to-day assignments of the student and the observation and assessment of the skills portion of student learning.

13 FIELD INSTRUCTOR RESPONSIBILITIES - The Field Instructor must:

1. Have a social work Bachelor or Master's degree from a CSWE accredited school of social work; and two years of experience post degree.
2. In the early stages of the practicum, ensure student gets on average three hours of training per week that includes providing one hour of formal face to face regularly scheduled supervision each week. The supervision hour can be individual or group. Assessment materials shall be prepared by the student and reviewed by the field instructor (i.e., process recordings, audio/videotapes, case presentation, projects, etc.).
3. Provide time for reading student material, holding informal conferences and meetings and consulting with Faculty Field Liaison.
4. Complete the student's Learning Agreement, the Mid-Semester Progress Report, and the "Student Evaluation."
5. Provide ongoing assessment and feedback to students regarding the Learning Agreement Competencies.
6. If new, attend the Field Instructor Orientation (6 hours) to meet the Division's accreditation requirements.
7. If ongoing, attend Advanced Field Instructor Training (3 hours) every three years to meet the Division's accreditation requirements.
8. Engage in ongoing collaboration with the Faculty Field Liaison to enhance the student's educational experience in the practicum.
9. Be familiar with and uphold the NASW Code of Ethics, identify with the social work profession, demonstrate a strong commitment to social work values and adhere to the laws that regulate social work practice.
10. Identify individualized learning opportunities, clients, projects, and tasks within and outside the agency setting in line with the needs and curriculum and goals of the student. Knowledge of community and its resources.
11. Identify student problems and work with the Faculty Field Liaison on how to address the problems. The student must be informed and involved in the performance improvement plan.
12. Off-Site Field Instructors: Must meet with the student weekly for one hour. In addition, the Field Instructor must communicate with the Task Supervisor to obtain feedback on the student's progress in the area of skill development and must review the student's case notes, process recordings (if assigned), etc. Lastly, the off-site Field Instructor is responsible for completing the student's Learning Agreement, Mid-Semester Progress Report and the end-of-the-semester Student Evaluation.
13. Task Supervisors: Is a regular agency staff member who is responsible for the day-to-day assignments of the student and the observation and assessment of the skills portion of student learning. It is expected that the Task Supervisor will model skills and observe the student in his/her daily assignments, meet with the Faculty Liaison as appropriate, and provide relevant feedback to the Field Instructor for completing the Mid-Semester Progress Report and the end-of-the-semester Student Evaluation.