

## SACRAMENTO STATE-DIVISION OF SOCIAL WORK FIELD INSTRUCTOR CHEAT SHEET

<p style="text-align: center;"><b>BSW &amp; MSW FIELD MANUALS</b></p> <p><a href="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/bsw-field-manual.pdf</a>  <a href="https://www.csus.edu/college/health-human-services/social-work/internal/documents/fielddocs/msw-field-manual.pdf">https://www.csus.edu/college/health-human-services/social-work/internal/documents/fielddocs/msw-field-manual.pdf</a></p> <p style="text-align: center;">Mimi Lewis, Field Director  <a href="mailto:mimi.lewis@csus.edu">mimi.lewis@csus.edu</a> 916-278-7183</p> <p style="text-align: center;">Kelly Richmond-Moore, Field Coordinator  <a href="mailto:kelly.moore@csus.edu">kelly.moore@csus.edu</a> 916-278-5896</p>	<p style="text-align: center;">Hours per Week*</p> <p>BASW – Fall/Spring 16 hours Mon &amp; Wed*</p> <p>BASW – Summer 40 hours Mon-Friday</p> <p style="text-align: center;">-----</p> <p>MSWI 16 hours Thurs &amp; Fri*</p> <p style="text-align: center;">-----</p> <p>MSWII 24 hours Mon, Tues &amp; Wed*</p> <p style="text-align: center;">*The days may vary but only if agency &amp; student agree</p>
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REFERRAL TIMELINE		
<b>Field Faire</b>	February	<ol style="list-style-type: none"> <li>1. Email referral is sent to Agency Contact.</li> <li>2. Student contacts agency</li> <li>3. Agency interviews Student</li> <li>4. Agency completes online “Agency Response Form”</li> <li>5. Agency submits form to Field Office</li> <li>6. Agency NOTIFIES STUDENT about acceptance or denial.</li> </ol>
<b>BASW</b>	Referrals emailed & Interviews scheduled in March-April	
<b>MSWI</b>	Referrals emailed & Interviews scheduled in June through August	
<b>MSWII</b>	Referrals emailed & Interviews scheduled in March-April	

RESPONSIBILITIES OF THE FIELD INSTRUCTOR
<ul style="list-style-type: none"> <li>• BE INVOLVED in the interviewing and selection of the field student(s).</li> <li>• PROVIDE A THOROUGH ORIENTATION to the agency, expectations, and necessary knowledge &amp; skills.</li> <li>• FOR FALL/SPRING INTERNSHIPS, PROVIDE INITIAL THREE HOURS OF TRAINING/INSTRUCTION PER WEEK that includes, but is not limited to, the “instructional hour” observation, modeling, reading case notes/charts, reviewing process recordings, etc. The instructional hour should be regularly scheduled AND continues throughout the year.</li> <li>• FOR BASW SUMMER INTERNSHIP, PROVIDE AN INITIAL FOUR-SIX HOURS OF TRAINING/INSTRUCTIN PER WEEK that includes, but is not limited to, the “instructional hour” observation, modeling, reading case notes/charts, reviewing process recordings, etc. The instructional hour should be regularly scheduled AND continue throughout the summer.</li> <li>• PROVIDE TIME for reading student materials, holding informal conferences and meetings, and consulting with Faculty Field Liaison.</li> <li>• DEVELOP A LEARNING AGREEMENT with focus on 9 (BASW) or 10 (MSW) competencies.</li> <li>• PROVIDE APPROPRIATE ASSIGNMENTS for the student throughout the placement.</li> <li>• PROVIDE ONGOING ASSESSMENT OF STUDENT, GIVING feedback on their skills, professional behavior/identity. Field Instructor does not assign field grades. The Faculty Liaison assigns the grade.</li> <li>• OBSERVE THE INTERN IN ACTION to increase validity of your intern assessment/evaluation.</li> <li>• CONDUCT FORMAL WRITTEN EVALUATIONS of the student in the middle (mid-semester progress report) and end of each semester (Field Evaluation).</li> <li>• ATTEND a 6-hour “Introduction to Field Instruction” and, thereafter, engage in a 3-hour Advanced Field Instructor Trainings at least once every 3 years. Task Supervisors invited!</li> </ul>

## INTERVIEWING THE STUDENT FOR THE INTERNSHIP

*Vignette and Writing Sample:* Give the applicant a vignette with questions that explore relevant biopsychosocial factors, risk/protective factors, theoretical approaches, the applicant’s self-care strategies, etc. Many sites also ask for a writing sample.

*Expect the Applicant to be Organized and Prompt:* The Field Office expects our students to come prepared, prompt and as professional as is reasonable for their educational level (i.e., BASW vs MSWI vs MSWII). It is acceptable to deny a student if these conditions aren’t met.

ATTENDANCE	ABSENCES	
<p>Students should be at the field agency on all scheduled field days during scheduled field hours.</p>	<ul style="list-style-type: none"> <li>Attendance and tardiness problems constitute a professional competency deficit (Competency #1) and need to be addressed early. Notify Faculty Field Liaison immediately.</li> <li>All absences must be made up at a time that works for the agency.</li> <li>Protracted absences disrupt the field experience and interfere with student learning and client services. A decision regarding the student's continuation in the field placement may need to be made in accordance with the Problem Resolution Process.</li> </ul>	
<p><b>Spring Semester Begins</b> Students return in early January, directly after the New Year’s Holiday.</p>	<p><b>Time off Requests</b></p>	<p>Requests for time off for religious observance, professional conferences and personal reasons must be first approved by the Field Instructor or Field Agency. These will be assessed on an individual basis. Arrangements to make up such time should be made in accordance with clients' service needs and the student's learning needs. If necessary, seek consultation with Field Director or Undergraduate Field Coordinator.</p>
<p><b>Agency Holiday</b> When the agency has a holiday, the student is excused and does not need to make up the time.</p>	<p><b>Sac State Holidays</b></p> <ul style="list-style-type: none"> <li>Campus is closed</li> <li>Student is excused from field and doesn’t need to make up the time</li> </ul>	<ol style="list-style-type: none"> <li>1. Holidays: Veterans, Martin Luther King, Cesar Chavez</li> <li>2. Sac State Spring Break (usually end of March)</li> <li>3. NASW Lobby Days (if student is attending)</li> </ol>

### OTHER RELEVANT ATTENDANCE ISSUES

1. Students must ask for time-off in advance unless it is an emergency. Field Instructors can decline the request.
2. Students may not “bank” time unless permission is received from Field Instructor, Liaison and Field Director.
3. Students may not be required to attend field on days/times not agreed upon prior to the start of the placement.
4. Field Instructor may be flexible with student’s scheduling but not if it interferes with the quality of the placement or the agency’s operations.

### PROBLEM RESOLUTION PROCESS

If a student is exhibiting performance problems, the Field Instructor should:

1. **Address** the problem with the student immediately. After this meeting, send an email to the student summarizing the discussion and the corrective plan (Step 2 below). Copy the Faculty Field Liaison on this email.
2. **Develop** a correction plan within a specific time frame (1 week or so)
3. **Review** the student’s performance at the agreed upon time.
4. **Contact** the Field Liaison about all actions taken with student.
5. **Document** problems and process followed to remediate the problem.
6. **If unresolved-Performance Improvement Plan:** the Faculty Field Liaison meets with student & Field Instructor. A formal contract (called a “Performance Improvement Plan”) will be created so the student can be appropriately supported and tracked. The Faculty Field Liaison creates and monitors this Plan.

### PRIVACY/CONFIDENTIALITY OF STUDENT PERFORMANCE

Student performance/conduct in an agency is neither private nor confidential, even if the student is engaged in a job conversion and is also an employee of the field agency. Field Instructors are entitled to receive and share *pertinent* information about a student’s performance with Field Faculty (from the time of the interview to termination). Student conduct during the placement process through the entire placement period is a matter of educational concern to the faculty of the Division of Social Work.

### EMERGENCIES

In case of a student-involved emergency (accident, injury, assault, harassment) during field hours, the student and Field Instructor should contact the Faculty Liaison and Field Director as soon as possible.