

SACRAMENTO STATE School of Social Work FIELD INSTRUCTOR CHEAT SHEET

FIELD MANUALS	Hours per Week*
BASW Field Manual MSW Field Manual	BASW: 16hours Mon/Wed
FIELD TEAM	MSWI: 16 hours Thurs/Fri*
Lisa Marsh, Field Director lisa.marsh@csus.edu	MSWII: 24 hours Mon/Tues/Wed*
Monica Shapiro, BASW Field Coordinator monica.shapiro@csus.edu	
Jacke Humphrey-Straub, MSW Field Coordinator Jacqueline.humphrey@csus.edu	*Field days may vary but only if agency & student agree

REFERRAL TIMELINE		
Meet and Greet	February	1. Referral is emailed to Agency Contact and student. 2. Student contacts agency to schedule an interview 3. Agency interviews Student 4. Agency NOTIFIES STUDENT of interview outcome decision. 5. Agency completes “Agency Response Form” accept/decline in FieldConnect
BASW	Referrals emailed & Interviews scheduled in March-April	
MSWI	Referrals emailed & Interviews scheduled in June through August	
MSWII	Referrals emailed & Interviews scheduled in March-April	

RESPONSIBILITIES OF THE FIELD INSTRUCTOR

- İ BE INVOLVED in the interviewing and selection of the field student(s).
- İ PROVIDE A THOROUGH ORIENTATION to the agency, expectations, and necessary knowledge & skills.
- İ 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.
- İ PROVIDE TIME for reading student materials, holding informal conferences and meetings, and consulting with Faculty Field Liaison.
- İ DEVELOP A LEARNING AGREEMENT with focus on CSWE core competencies.
- İ PROVIDE APPROPRIATE ASSIGNMENTS for the student throughout the placement.
- İ 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.
- İ OBSERVE THE STUDENT IN ACTION to increase validity of your student assessment/evaluation.
- İ CONDUCT FORMAL WRITTEN EVALUATIONS of the student in the middle (mid-semester progress report) and end of each semester (Field Evaluation).
- İ ATTEND a 6-hour “Introduction to Field Instruction” training (new FIs only) and, thereafter, engage in 3-hour Advanced Field Instructor Trainings at least once every 3 years. Task Supervisors invited, if space is available!

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

Students should be at the field agency on all scheduled field days during scheduled field hours.

Spring Semester Begins

Students return in early January, directly after the New Year's Holiday.

Agency Holiday

When the agency has a holiday, the student is excused and does not need to make up the time.

ABSENCES

- ĩ Attendance and tardiness problems constitute a professional competency deficit (Competency #1) and should be addressed early. Notify Faculty Field Liaison immediately.
- ĩ All absences must be made up at a time that works for the agency.
- ĩ 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.

Time off Requests

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 Faculty Field Liaison or the Field Office

Sac State Holidays

- ĩ When the Campus is closed, student are excused from field and do not need to make up the time
1. Holidays: Veterans, Martin Luther King, Cesar Chavez
 2. Sac State Spring Break (usually end of March)
 3. Meet & Greet (3 hours; for BASW and MSWI only)
 4. NASW Lobby Days (if student is attending)
 5. For MSWI: Field Convocations in Spring

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 granted from the Field Office.
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, the agency's operations, or the student's other classes.

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 Faculty Field Liaison about all actions taken with student.
5. **Document** problems and process followed to remediate the problem.
6. **If unresolved-Performance Improvement Plan (PIP):** 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 School 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 Field Liaison and Field Director as soon as reasonably possible.