









## Responsibilities of MSW Field Instructors And On-Site Supervisors

**Field Instructors engage in the dual role of agency practitioner and social work educator. The primary role of the field instructor is teaching the skills, knowledge, and values of the profession as they are applied in the practice setting. The following table summarizes the main responsibilities of supervising MSW field students.**

“There may be unique situations where agencies do not have MSWs available to provide direct supervision, but they do have qualified professionals with the interest, expertise, and ability to provide supervision of social work tasks. Such individuals will be designated as On-Site Supervisors and will be eligible to provide direct oversight of the daily educational activities of the student.” (Field Manual, p. 10).

**Many of the tasks and responsibilities are shared in placements where both Field Instructors (FI) and On-Site Supervisors are involved in the field practicum. Field Instructors and On-Site Supervisors will work collaboratively in designing student assignments, guiding student activities, and evaluating student performance.**

Responsibilities	MSW Field Instructor	On-Site Supervisor
A. <u>Placement Interviews and Assessment of Prospective Students</u> - Field Instructors and On-Site Supervisors are asked to meet with a prospective student to discuss what a practicum at their agency would entail and to assess the student’s appropriateness for that setting. Field Instructors are expected to complete a post-interview evaluation form which provides feedback for placement decisions.		
B. <u>Participation in the Field Program</u> - Field Instructors and On-Site Supervisors are required to attend a field orientation provided at the beginning of each semester. In addition, Field Instructors are encouraged to provide feedback to the Field Faculty and Director of Field Education on suggestions to enhance or improve the quality of the program		
C. <u>Orientation of Field Students</u> - Field Instructors and/or On-Site Supervisors are responsible for orienting the assigned field student to their agency.		
D. <u>Establishment of a Learning Plan and Job Description</u> - Field Instructors and On-Site Supervisors are expected to work with the assigned field student in the development of a Learning Plan and Job Description for their field practicum. Input from the Field Instructor and On-Site Supervisors is critical to the identification of realistic and appropriate expectations for the placement. Communication with the student about roles, responsibilities, duties, and accountability during the field practicum can be facilitated by these assignments.		

Responsibilities	MSW Field Instructor	On-Site Supervisor
<p>E. <u>Supervision of Field Student</u> - Field Instructors shall provide at least two hours per week of direct supervision. While most Field Instructors spend much more time than this each week working directly with students, there is a need for a designated time strictly set-aside for discussing and processing the student’s learning needs, identifying strengths and areas for work, updating learning goals, and giving feedback on the student’s performance. Field Instructors are encouraged to utilize the student’s Learning Plan and Portfolio assignments as tools for supervision. On-Site Supervisors provide daily oversight of the student’s work in the agency.</p>	★	★
<p>F. <u>Serve as a Professional Role Model</u> - Field Instructors should reflect and model professional social work values, skills, and behavior. Field Instructors should be open to discussing questions the students may have regarding different communication styles and contexts, agency politics, and balancing “real life” dynamics compared to text-book ideals.</p>	★	
<p>G. <u>Provide Appropriate Learning Experiences</u> - Field Instructors and On-Site Supervisors should <b>structure</b> the students’ learning experience in such a way that students are exposed to a wide range and variety of opportunities, including but not limited to direct client contact, work with families and groups, agency staffings and staff meetings, board meetings, community meetings, and court hearings.</p> <p>Students should be increasingly challenged in their role and involvement as the semester progresses, beginning with observational roles and working towards direct responsibility for specific experiences (intakes, intervention, group facilitation, etc.). In addition, Field Instructors and/or On-Site Supervisors are responsible for coordinating the student’s involvement with other agency staff who function in various roles. The Field Instructor must ensure the student receives a range of experiences consistent with advanced generalist practice.</p>	★	★
<p>H. <u>Evaluation of the Student</u> - Field Instructors and On-Site Supervisors should provide the students with ongoing feedback regarding their work and progress. The evaluation process includes completion of the evaluation forms at mid-semester and the end of the semester. Field Instructors are responsible for completing the forms, with input from the On-Site Supervisor and discussing it with their students in conjunction with the Faculty Liaisons’ field visits during the semester. Field Instructors may elect to have students complete self-evaluations as well in order to compare perceptions. Regardless of the format chosen, Field Instructors should regard evaluation as an integral part of the field instruction process and a critical component to the student’s learning experience.</p>	★	★
<p>I. <u>Communication with Field Faculty</u> – On-Site Supervisors should contact the Field Instructor about any concerns in the placement. Field Instructors should contact the assigned Field Liaison as soon as possible should problems arise in the field setting. In addition, Field Instructors and On-Site Supervisors are asked to communicate with the Director of Field Education regarding any agency changes which may impact the placement.</p>	★	