

THE FIELD INSTRUCTOR ROLE

- Field instructors submit a resume to the field education coordinator prior to the beginning of the first semester of their work with us.
- First time field instructors (within our program at UVM) attend the annual Orientation for New Field Instructors in August as well as any additional field instructor seminars offered throughout their first academic year.
- Field instructors who have worked with us previously but not within the last two years are also attend the Orientation for New Field Instructors.
- All field instructors, regardless of the length of time they have been working with our students, are strongly encouraged to attend the regular and ongoing field instructor seminars. These gatherings are designed to encourage a deepening of your role as social work educators, to provide opportunities for connections with other social work field instructors, and to provide a connection between the academic world of social work and real world of practice. The social work department benefits greatly from field instruction participation.
- Field instructors plan and support a student's orientation to the agency and its services during the first few weeks of the field placement.
- Field instructors work with their student to complete the learning agreement assignment. The student is the author, however the field instructor is a very necessary collaborator.
- Field instructors use professional discernment and creativity in selecting, creating, and assigning the student's work (their client work, projects and other learning experiences).
- Field instructors, who, expectedly or unexpectedly, absent from the field placement for two weeks or longer, notify the faculty field liaison. The field instructor or other agency supervisor develops a plan with the student and liaison for alternate on-site supervision.
- Field instructors schedule a minimum of one hour per week of supervision time for each student with whom they are working. When there are two or more students, their supervision may be a combination of individual and group. The hour is sacred both in it's consistency and uninterrupted privacy regardless of methodology.
- Field instructors are in the unique position to not only provide supervision but, to teach students how to use supervision and consultation within a professional context. Additionally, field instructors quickly become professional role models – orienting students to the profession of social work.
- Field instructors assign two student process records per semester. They provide significant written feedback on both.
- Field instructors consult with their faculty field liaison as soon as possible once any concern develops, no matter how significant or insignificant it seems. Our experience tells us that the sooner this happens the more quickly and effectively the issue can be resolved.
- Field instructors provide authentic feedback to the student about their work (both formally and informally) throughout the year. However, they complete written evaluations and make a grade recommendation at the end of each semester.