

# PRACTICUM ROLES AND EXPECTATIONS FOR FIELD INSTRUCTORS

([FIELD EDUCATION MANUAL](#) PAGE 71-74)

The field instructor is the social worker who has the responsibility for development, implementation, and evaluation of a student's educational experience in the practicum placement; and as such, they are co-educators with the School in professionally developing our social work students.

## Required Qualifications for Field Instructors

- A degree in social work from an accredited program. Field instructors in the graduate program must have a MSW degree. Those providing field instruction in the undergraduate program may have a BSW or a MSW degree.
- At least two years of supervised post-degree experience in social work practice is required for those providing field instruction for students.
- At least six months experience in current social work position
- If financial compensation is necessary for a site to provide field instruction, the site, not the student, is responsible for this payment. No student may pay for field instruction.

## Preferred Qualifications for Field Instructors

- A license to practice social work in the State of Oklahoma
- Membership in NASW
- Evidence of continuing professional development through reading, workshops, courses, conference attendance, and participation in professional organizations
- A demonstrated interest in professional social work education and a willingness to work cooperatively with the School to accomplish educational objectives
- Demonstrated capacity for supervision or evidence of potential as an instructor
- Knowledge of the practice setting, the community within which the site functions, and the needs of the clientele served by the site
- Demonstrated knowledge of the current state of social work practice and its relation to the knowledge base of the profession
- Ability and sufficient time to carry out the responsibilities of the Field Instructor

## Procedure for Selection and Appointment of Field Instructors

Potential field instructors may submit their application for Field Instructor status to the campus of their choice by submitting a *Field Instructor Application* and professional vita to the Anne & Henry Zarrow School of Social Work. Application information can be found in Field Education on the Anne and Henry Zarrow School of Social Work website: <http://www.ou.edu/content/cas/socialwork/field-education/get-involved.html>

## Verification of Field Instructor Credentials

Credentials of social workers applying for field instructor status are verified using the Oklahoma State Board of Licensed Social Workers database and the School alumni database. Applicants who do not carry an Oklahoma social work license and did not earn a social work degree from the Anne and Henry Zarrow School of Social Work may be asked to provide additional documentation in support of their candidacy.

## Benefits for Approved Field Instructors

Field Instructors may apply for official appointment as affiliated faculty at the Anne & Henry Zarrow School of Social Work by completing and submitting a University of Oklahoma [Personal Data Form](#). Completed Personal Data Forms

should be mailed to the Anne and Henry Zarrow School of Social Work Field Education Office (campus location specific) and will be submitted to the Personnel Office for official appointment. Appointments as affiliated faculty may expire after two years.

Norman	Tulsa
Anne and Henry Zarrow School of Social Work Field Education Office	Anne and Henry Zarrow School of Social Work, Field Education Office
700 Elm, Room 215, Norman, OK 73019	4502 E 41 <sup>st</sup> Street, 2H06, Tulsa, OK 74136

### **Roles and Responsibilities of Field Instructors**

The Field Instructor is the person who plans the day to day learning activities and assignments which comprise the practicum; provides mentoring, instruction, professional guidance, practice supervision and oversight of the student experience; and provides oversight of any non-social work professionals (preceptors) who are involved in the student's learning process. The field instructor is crucial to the success of the overall learning experience. If the field instructor is not "on-site," the site must designate an on-site preceptor who will be responsible for the day-to-day activities and learning experience of the student. See: Field Instruction and Practicum Supervision for more information.

### **Expectations of Field Instructors**

- Attend Field Training and/or Field Instructor Training as required
- Become familiar with field education policies, guidelines, and procedures outlined in the Field Education Manual
- Demonstrate professional conduct which supports the educational mission of the School, its Field Education Program, and the overall process of developing professionals for social work practice
- Conduct an initial interview and educational assessment of the prospective student prior to placement; and, explain to the student the structure, function, and requirements of the site, as well as expectations for a student in that placement
- Provide an overall structure for the student placement by creating a well-thought-out learning experience that "starts where the student is" and progresses in an educationally graduated manner to advance the student's knowledge, practice skills, and professional autonomy
- Assure that employment-based practicum students are offered relevant and challenging social work educational experiences that represent new learning and are different and separate from past job responsibilities
- When incorporating preceptors into the plan for student supervision, include preceptors in the development of the Field Education Contract; develop clear lines of responsibility, authority, and feedback about the student's performance; and, ensure the influence of the social work perspective in this supervisory arrangement See: *Responsibilities of the Field Instructor in Relationship to Practicum Preceptors*
- Plan and schedule student orientation to the practicum site, to the agency, and the community setting
- Provide for practicum students written policies, guidelines, procedures, and training pertaining to staff and client safety at the practicum site.
- Work with the student and faculty field liaison as needed, to develop a written, individualized Field Education Contract that is based on the student's learning needs and the School's outcome requirements and reflects a planned learning experience.
- Provide, at minimum, a weekly one-hour integrative supervisory student conference. More supervision time is preferred, but not required. Supervision time beyond the first formal conference hour can take place in group supervision, or with a preceptor, or with the student shadowing the Field Instructor in a way that allows for some type of instruction, coaching, or debriefing to occur.
- Ideally, group supervision, when available, is an accompaniment to individual supervision. However, when appropriate, instructors who are working with multiple social work students can supervise their students in a

group. In these instances, the instructor must be available to process more personal/sensitive issues with students on an individual basis.

- Inform students about how to best prepare for and utilize supervision conferences
- Arrange times for make-up supervision conferences whenever regularly scheduled conferences have been canceled.
- Assist students in integrating practicum learning with the broad signature perspective of the social work profession
- Meet with the faculty liaison as needed to coordinate between the School and the site and attend meetings as necessary to resolve issues that arise during the practicum placement
- Notify the faculty liaison promptly if problems, including problems in student performance, arise in the placement
- Develop, in conjunction with the Faculty Liaison, a plan to address performance concerns that have been identified
- Complete documentation about practicum and student performance problems as requested by the Faculty Liaison
- Review and sign weekly practicum reports prepared by the student
- Complete student evaluations at both mid-practicum and at the end of the practicum, and review these evaluations with the student
- Recommend a grade for the student at the completion of the grading period
- Participate in appropriate training sessions, orientations, field workshops, and meetings conducted by the Anne and Henry Zarrow School of Social Work's Field Education Office.