

## **IDENTIFICATION OF FIELD INSTRUCTORS**

### **Field Instructors**

The field instructor is the on-site social worker who has the responsibility for development, implementation, and evaluation of a student's educational experience in the practicum placement. Field instructors are considered affiliated faculty of the University of Oklahoma and may make application for formal appointment through the Anne & Henry Zarrow School of Social Work.

### **Required qualifications for Field Instructors**

- A degree in social work from an accredited program. Field instructors in the graduate program must have an MSW degree. Those providing field instruction in the undergraduate program may have a BSW degree, but an MSW is preferred
- At least two years of supervised post-BSW experience in social work practice is required for field instructors with a BSW. Exceptions may be made by Field Education Coordinator
- At least two years post-MSW experience in social work practice is required for those providing instruction for MSW students
- At least six months experience in current social work position
- If financial compensation is necessary in order 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 social work 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 responsibilities of participation in the Field Education Program

### **Procedure for selection and appointment of Field Instructors**

Potential field instructors may submit their own application for Field Instructor status by submitting a Field Instructor Application and a professional vita to the Anne & Henry Zarrow School of Social Work. Application information and the Field Instructor Application can be found on the Field Education webpage of the Anne and Henry Zarrow School of Social Work website. All materials are submitted to the Field Coordinator located at the campus site intended by the applicant for approval.

### **Verification of credentials**

Credentials of social workers applying for field instructor status are verified using the Oklahoma State Board of Licensed Social Workers data base and the School alumni data base. Those 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 who are approved by the School, hold a social work degree, and are interested, may apply for official appointment as affiliated faculty by completing and submitting a University of Oklahoma Personal Data Form. A link to this form is available on our webpage at <http://socialwork.ou.edu>. Review: Field Education, Field Instructor Resources.

Completed Personal Data Forms should be mailed to the Anne and Henry Zarrow School of Social Work Field Education Office on the Norman campus along with a copy of the most recent resume or vita. Send all materials to Social Work Field Education Program:

**Norman**  
700 Elm, Norman, OK 73019

**Tulsa**  
4502 E 41<sup>st</sup> Street, Tulsa, OK 74136

All applications for affiliate faculty status are approved by the Field Education Coordinator and sent to the OU Department of Human Resources and the Office of the Provost. Once approved at that level, a letter is sent back to the Anne and Henry Zarrow School of Social Work and then on to the affiliated faculty member at the address on file. Appointments as affiliated faculty expire after two years.

Although the appointments are unsalaried, OU does grant the non-monetary benefits listed below to affiliated faculty members. To access any of these benefits, affiliated faculty must have an official OU faculty ID. After receiving an official appointment letter, affiliated faculty may obtain an ID at the One Source office at the OU Memorial Union on the Norman campus or in the Human Resources Office at the Schusterman Center in Tulsa.

- Faculty borrowing privileges at the University of Oklahoma Library. Present the faculty identification card at the library in order to utilize library facilities.
- Eligibility for membership in the Faculty Club (Norman), and the Faculty House (Oklahoma City). A membership fee is required, as is the case with regular, salaried faculty.
- Eligibility for special campus events open to the faculty. Affiliated faculty have the same privileges as regular, salaried faculty for cultural, athletic or entertainment events, including faculty discounts for admission, with presentation of the faculty ID card.
- Continuing education opportunities and credits through the Anne and Henry Zarrow School of Social Work at no expense.

### **ROLE AND RESPONSIBILITIES OF FIELD INSTRUCTORS AND PRECEPTORS**

**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 field instructor must

designate an on-site preceptor who will be responsible for the day-to-day activities of the student. See: Responsibilities of the Field Instructor in Relationship to Practicum Preceptors

### **Role and Responsibilities of the Field Instructor**

- Attend field instructor training as required
- Become familiar with field education policies, guidelines, and procedures outlined in the Field Practicum 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 in order 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 Practicum Contract; develop clear lines of responsibility, authority and feedback about the student’s performance; and, insure 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
- Work with the student and faculty field liaison as needed, to develop a written, individualized Field Practicum 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 1 hour formal, individual, regularly scheduled, weekly 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 take place.
- 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 in the course of the practicum placement

- Notify the faculty liaison promptly in the event that problems, including problems in student performance, arise in the placement
- Develop, in conjunction with the field faculty liaison, a plan to address performance concerns that have been identified
- Complete documentation about practicum and student performance problems as requested by the field 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
- Off-site field instructors must designate an on-site preceptor to be responsible for the day-to-day activities and learning experience of the student

### **Preceptor Roles**

Preceptors may be professionally trained social workers, members of other professions, or paraprofessionals. Although preceptors may not be used in place of field instruction provided by someone who holds a social work degree, they may be used to broaden the range of learning opportunities available to students. Some preceptors may work with students providing day-to-day supervision, with the practicum instructor available on a consulting and supervisory basis. Other preceptors provide short term, specific learning opportunities, both on and off-site, that expand the student's experience. When preceptors are incorporated into the teaching and learning process in a practicum, the extent of preceptor responsibility is determined by the field instructor and approved by the faculty liaison. This structure must be indicated in the Plan for Supervision on the Field Practicum Contract. Preceptors are not eligible for appointment as affiliated faculty.

Preceptors participate in the overall evaluation of the student's progress consistent with the amount and type of responsibility they have had for the student's learning. They provide feedback about the student's field performance to the field instructor, who has final responsibility for the student's evaluation and for recommending the student's final grade.

### **Responsibilities of Preceptors:**

- Become familiar with the School's field education policies, guidelines, and procedures outlined in the Field Practicum 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
- Assist in the development and planning of learning experiences that will advance the student's knowledge, practice skills, and professional autonomy
- Assist with integrating the social work perspective into learning experiences
- Assist as needed in the development of an individualized student Field Practicum Contract
- Provide guidance, direction, and training for the student as assigned
- Provide feedback about the student's performance to the field instructor
- Report concerns about student performance or educational needs to Field Instructor promptly

### **Responsibilities of the Field Instructor in Relationship to Practicum Preceptors**

The site based instructor provides mentoring, instruction, professional guidance, practice supervision and oversight of any non-social work professionals (preceptors) who are involved in the student's learning process. Setting up a supervisory structure that includes the incorporation of on-site preceptors, and even off-site preceptors, to lead practicum activities that offer needed opportunities for students will be a very important supervision planning task for some field instructors. When a field instructor is sharing instructional responsibilities with preceptors, the instructor must provide supervision which focuses on integrative and reflective discussions which help the student integrate the preceptor's contribution to the overall learning experience. When utilizing preceptors, it is the affiliated field instructor's responsibility to develop clear lines of responsibility, authority and feedback about the student's performance in these activities. In placements involving off-site field instructors, it is the affiliated field instructor's responsibility to designate an on-site practicum preceptor to provide day-to-day supervision for the student. In these placements, the field instructor must be available to both the student and the preceptor on a consulting and supervisory basis. When the preceptor is not a social worker, the school affiliated field instructor is responsible for maintaining the influence of the social work perspective in this supervisory arrangement.

- Designate and monitor preceptors involved with the student's educational experience
- Orient preceptor(s) to practicum requirements, the social work perspective, the Field Practicum Contract and the attending learning processes
- Collaborate with preceptors in the development of the learning experience; determine the extent of preceptor responsibility; designate practicum activities and assignments which will be preceptor supervised
- Assure that practicum activities and assignments follow the requirements of the Field Practicum Contract, are in keeping with the perspective and practices of the social work profession, and are based on the student's skill level, knowledge and experience
- Help students integrate the preceptor's contribution into the overall learning experience
- Check frequently with the student and preceptor to monitor the effectiveness of the preceptor plan
- Develop ways the preceptor can share ongoing feedback with the student
- Insure that the student is open about any conflict arising from different perspectives, supervision or management styles; help the student focus on positive aspects of learning from other professions
- Obtain ongoing feedback from the preceptor regarding the student's performance in task supervised activities
- Consult with the preceptor regarding the student's final evaluation
- Assume final responsibility for the student evaluation

