

Responsibilities of the Department

The following are to be fulfilled whenever possible through a process of discussion, consultation, and evaluation with appropriate staff in the agency by the Department liaison who is assigned to the agency.

The liaison person is assignment by the Department and has responsibilities as follows:

1. To review and assess agencies wishing to affiliate with the Department.
2. To plan with the agency for education experiences to be obtained if students are assigned.
3. Provide each agency with background information an an education assessment of each student assigned to the agency. Also, to reconsider placement assignment of any student if problems relevant to that student cannot be resolved in the agency.
4. Designate the days students will spend in Field Education and develop the field calendar.
5. Share with Field Instructor responsibility for insuring that students adhere to established time requirements and regulations.
6. Advise students of their field assignments and make arrangements for their introduction to the agency.
7. Provide the agency, Field Instructor, and student with planning, consultation, and guidance relevant to student progress through the course.
8. Arrange meetings of Field Instructors and special seminars on Field Education when appropriate; establish and maintain channels of communication between the Department and the agency.
9. Provide field instructors with curriculum materials germane to the objectives and expectations of Field Education; teaching outlines and other materials on the respective responsibilities of the Department and agency; guides for assessing student performance; class outline and bibliographies on request, etc.
10. Record end-of-quarter grades in Field Education, based on the written reports and consultation with Field Instructor.
11. Arrange Conferences with appropriate persons in the agency at the end of the academic year, to evaluate the preceding year and develop plans for the coming year.

Designation of the Department schedule including field work days, number of hours, holidays, etc. are determined by the University Academic Calendar (agency holidays also observed).

Responsibilities of the Student

1. To actively participate in all areas of the larding process including practicum planning the performance evaluation.
2. To take seriously the scope of Field Education as a credit carrying course with time demands.
3. To draft a learning agreement for Field Education in collaboration with the Field Instructor and Liaison.
4. To adhere to all agency regulations, policies, and procedures.

5. To conduct the business of the agency in an appropriate way (which may, of necessity be at the direction of the Field Instructor).
6. To observe the ethical, legal, and professional parameters of social work practice.
7. To approach this learning in an open manner which includes discussions of differences, dissatisfaction, etc. The student should bring a problem-solving approach to areas that might prove conflictual.
8. To share with Field Instructor and Liaison any impediments to the practicum learning.

Responsibilities of the Field Agency

General

1. Maintenance of an atmosphere in which learning is valued, a climate conducive to educational purposes.
2. Provide the space and equipment needed by students; their privacy for interviews and conferences, etc.
3. Provide reimbursement for student travel needed by fulfilling service assignments and assume responsibility for liability incurred in connection with agency assignment.
4. Provide the clerical services needed by students and field eater in the provision of Field Education (e.g., transport forms, recordings, reports, etc.).
5. Permit students to use case materials and other data as appropriate in fulfilling class assignments after agency administrative approval and deletion of all identifying data.
6. Administrative acceptance and signing of University Affiliation Agreement.

Criteria for Placement Sites

1. The agency is willing to accept students without regard to age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, and sexual orientation.
2. The agency can provide a Field Instructor who meets the criterial delineated in the Field Instructor Criteria.
3. The agency philosophy of service and practice embodies the values and ethics of the social work profession and shares the educational objectives of the Department.
4. The staff is of such size as to maintain and develop the basic program of the agency without reliance on students.
5. The agency is in good standing in the community and in the profession, and should qualify for membership in those local, state, or national organizations appropriate to its services.
6. The agency is concerned with personal safety for staff and students, and has developed policies which take this aspect into account. Minimally, no student (or staff) should be alone in the setting at any time.
7. The agency program is broad enough to allow for variety of learning experiences for students.
8. The agency administration staff and board governing body are aware of, and support the Field Education program as a significant function and responsibility of the agency with release time

approved for the Field Instructor to teach. Before an agency is selected as a training center, the Department's field consultant will visit the agency and meet with appropriate staff and administrators in order to evaluate the agency as a field work setting, and a final decision will be made to accept or reject the agency. The reasons for the Department's decision will be shared with the agency.

Field Instructors

The agency assumes responsibility to:

1. Nominate, for consideration, two staff members (if possible), who meet the criteria for Field Instructors. Final selection is to be decided with the Department representative (see Field Instructor Criteria).
2. Modify the workload of any employee selected as Field Instructor to make adequate time available for teaching, which may include campus activities. This should be approximately four hours/week/students. Two or more students do not particularly have the same per student requirement.
3. Provide any assistance to Field Instructor in developing appropriate learning opportunities, in orienting students to the function and personnel of the agency, and in arranging supplementary learning experiences for students (e.g., attendance and staff, committee or community meetings, case conferences and consultation, and assistance of other staff in teaching the student).
4. Schedule learning opportunities, staff meetings, in-service-training, etc., when students are present, if possible.
5. Delegate to each Field Instructor autonomy sufficient:
 - a. to symbolize for students the agency's respect for the social work profession and for the professional competence of the Field Instructor; and
 - b. To adequately fulfill the responsibilities listed under Responsibilities of the Field Instructor

Responsibilities of the Field Instructor

1. To develop and share with the Department an appropriate Field Instruction outline for teaching in the agency.
2. Prepare a Schedule that:
 - a. establishes a regular time for individual conference with each student (1.5 hours minimum per week), in addition to group teaching sessions; and
 - b. reserves time for supplementary learning opportunities, needed emergency conferences, reviewing material, coordinating learning experiences, etc.
3. Work with the agency administration in interpreting the field instruction program to agency staff in order to stimulate cooperation in the provision of learning opportunities, use of agency resources, and to integrate students into the agency.
4. Prepare material for student's individual and group orientation to the agency or arrange for its presentation by appropriate staff.
5. Participate in the orientation session held on campus and in any similar sessions in which agency participation seems appropriate.

6. Select direct assignments and other learning opportunities for the student which will assist him/her in achieving the defined education objectives of Field Education in terms of his/her learning needs, interests, and capacities.
7. Insure that services provided by students are given in accordance with agency requirements and that the level of service is adequate to meet the needs of the clientele served.
8. Maintain continuing evaluative records of students progress for use with the student and bales the Liaison, and for preparation of require quarterly evaluations to the Department that enables the Liaison to determine pass/fail.
9. Share information about student programs and progress with the assignment Liaison.
10. Share opinions in group meetings of Field Instructors about issues in curriculum, teaching methods, and/or Department policy.
11. Improve field teaching skills through reading, and attending meetings of Field Instructors and seminars arranged by the Department or conducted under other auspices.