

## Qualifications for Field Instructor

### University Partnership Program/Franklin County Children Services

1. Bachelor of Science in Social Work (for BSSW students);  
Master of Social Work (for MSW students)
2. Two years post-degree experience in the field;
3. Sufficient experience within the setting to permit familiarity with program and opportunities for student learning;
4. Interest and ability to teach, communicate knowledge, stimulate student self-development; flexibility to allow unique individual development, and the development of learning experiences consistent with educational objectives; an orientation towards learning rather than task performance;
5. Sound knowledge of at least one area of social work practice;
6. Sound knowledge of community social welfare structure and the utilization of community resources as an adjunct to or alternative to program service, as well as a means of influencing change in delivery of human services;
7. Understanding, acceptance and willingness to implement the philosophy and objectives of the College as well as assumption of responsibility for contributing ideas and thinking toward strengthening the educational experience in the classroom and the field;
8. Sufficient time allocation by the setting as well as management of time by the individual to carry out instructional responsibilities including availability and accessibility to student, regularly planned conferences with student, written evaluative summaries of student's performance, planned conferences with the field liaison;
9. Professional identification through organizational affiliation;
10. Sound knowledge of current trends in social work.
11. Knowledge and implementation skill with appropriate practice issues, including SACWIS.

## University Partnership Program Field Instructor Agreement

### Performance Standards

1. Become familiar with the Field Practicum Course Syllabus and review with student
2. Assist student in designing, negotiating and implementing a wide range of field learning experiences in line with:
  - Expectations of the College of Social Work
  - Expectations of the Field Practicum Course Syllabus
  - Expectation of field placement setting
  - Student's needs and objectives
3. Help student become familiar with and utilize resources within the agency as well as the larger social welfare system
4. Meet with student for at least one hour in weekly, planned conferences to engage in continual mutual educational assessment
5. Encourage student to share course syllabi from practice classes and integrate into field experiences
6. Submit a written plan of educational goals for student's learning to the faculty field liaison
7. Submit formal written evaluations of students performance to the Office of Field Education
8. Recommend an appropriate, well documented grade to the liaison as per deadlines set in the Field Practicum Calendar
9. Communicate on a continuing basis with faculty liaison regarding student's performance and meet with faculty field liaison in agency setting at least once per quarter
10. Develop a relationship with student that will provide a climate of reciprocal learning
11. Encourage maximum student activity and creativity within educationally sound limits
12. Provide student accessibility to self or support staff
13. Act as a primary role model of professional practitioner
14. Attend scheduled monthly meetings and trainings offered for University Partnership Program field instructors
15. Provide recommendation to Human Resources regarding hire of student prior to conclusion of field placement

Signature on this document indicates the following:

- Understanding, agreement and acceptance of these terms as a Field Instructor for the University Partnership Program
- Understanding that compensation will be provided only upon satisfactory completion of the required tasks for the duration of the field placement
- Understanding that compensation for a field placement, that is terminated prior to the conclusion of the academic year, will be pro-rated, given satisfactory completion of required tasks for the specified time of field instruction provided
- Understanding that the components of field instructor evaluation include satisfactory completion of tasks outlined above, written student evaluation and field liaison evaluation

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Signature

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Printed Name

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Date