

BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK
264 Bay State Road, Boston, MA 02215

Field Education Department

CRITERIA FOR NEW FIELD INSTRUCTORS AND AGENCIES

Field Instructors are agency staff members selected by the agency who **must meet the following criteria** of the BUSSW Field Education Department.

1. Master's degree from an accredited school of social work (not required for advanced level **macro** students).
2. Minimum of two years, relevant full-time, supervised post-MSW experience.
3. LICSW (or equivalent for agencies outside Massachusetts) is preferred but not required for field instructors in advanced clinical placements.
4. Sufficient term of employment at the agency to ensure familiarity with agency policies and procedures and availability to meet student's needs.
5. Agreement to act as field instructor on a continuing basis during the academic year or full placement period.
6. Commitment to:
 - a) *provide two hours of supervision per week. A minimum of one hour of individual supervision per week must be provided by the primary MSW* field instructor. A second hour of supervision must be provided to the student and can be given by either the primary field instructor or another qualified professional either individually or in a small group (staff meetings do not qualify as supervision). It is the responsibility of the primary field instructor to ensure both the quality and quantity of all supervision.*
 - b) provide time for reading student materials, holding informal conferences and meetings, and consulting with school representatives.
 - c) use recordings as a teaching tool in supervisory conferences.
 - d) develop a written educational contract with the student.
 - e) provide appropriate assignments for the student at the start of the placement.
7. *Field instructors who are acting as primary supervisors to MSW students for the first time are required to participate in a 20-hour seminar in the fall that examines the content and process of field instruction. Prospective primary field instructors who are unable to participate in the seminar may not be considered even though they meet all the other criteria listed above. Social workers who have served as the primary field instructor for MSW students from another school are not required to take the course but may do so if they wish.*

*MSW not required for advanced level **macro** students.

8. If the field instructor and the student have had a pre-existing professional or social relationship, this information should be shared with the Field Education Department so that the appropriateness of the placement can be determined.
9. The field instructor must be willing and able to evaluate the student's practice on a continuing basis and provide written evaluations consistent with the School's calendar and deadlines.

To ensure the student's learning in the field, the agency is expected to provide the student with the following:

1. A sufficient number and variety of assignments to support the progression of student learning. We expect students to become involved in practice activities within two weeks of the start of the placement.
2. An orientation to the agency's total program and its relevant communities.
3. An orientation to the agency's safety policies and procedures and ongoing support to ensure safety in the field.
4. An orientation to legal and ethical issues specific to the agency's mission and programs.
5. Adequate work space and access to telephones, computers, records, etc., to fulfill the requirements of the agency and School.
6. Reimbursement for expenses involved in rendering agency services, e.g., home visit travel costs.
7. Adequate insurance coverage for students who are expected to use personal vehicles for agency purposes and who do not have their own insurance coverage for this type of activity.
8. Access to staff, committee, and seminar meetings when appropriate.
9. Use of selected agency records (appropriately disguised to ensure client and agency confidentiality) for class assignments.
10. Use of agency consultation resources when appropriate.
11. Adequate time so that the field instructor can meet the School's criteria for working with a student. (See #6 under Criteria for Field Instructor.)

The Boston University School of Social Work Field Education Department does not discriminate against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental handicap, marital, parental, veteran status, or sexual orientation as defined by Massachusetts law.