



BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK FIELD EDUCATION DEPARTMENT

Supervision and Process Recording/Process Analysis Requirements

Supervision Requirements

Field Instruction is an essential part of a student's experience at the internship. Boston University School of Social Work requires two hours of weekly supervision. A minimum of one of those hours must be individual face-to-face, closed door supervision focused on the student's learning and professional development provided by the primary MSW field instructor. Although administrative issues are a component of supervision, the educational and supportive aspects of field instruction should be the primary focus of the individual supervision hour. The student is practicing under the auspices of the agency and the field instructor's license so it is important that there be enough time to discuss the student's work. This individual hour of supervision can include:

- role plays
- discussion of process recordings/analyses
- attention to ethical dilemmas
- application of relevant theories and research that are raised through the work that the student is doing
- other activities that help the student develop and achieve competence.
- observation of the student's professional activities and immediate feedback from the field instructor can also be incorporated into this hour of supervision.

The second hour of required weekly supervision can be provided more flexibly in the context of the agency culture and an assessment of the student's learning needs. The second hour can be provided by someone with an MSW, another related Master's degree, a Ph.D., or by a Bachelor's level staff person with expertise and program responsibility. All secondary supervisors must be approved by the BUSSW Field Education Department. Possible formats include:

- Individual supervision provided by the primary MSW field instructor
- Several shorter interactions with the primary field instructor (e.g., after client contacts, on the way to home or auxiliary site visits)
- Individual supervision provided by the secondary supervisor
- Group format such as group or dyad supervision, or clinical or other team meetings focused on the participants' practice and learning rather than administrative issues;

Supervision should be described in the student's learning contract including format, who will provide the supervision, and days and times that supervision will take place.

Process Recording/Analysis Requirements

The School requires that students write at least 12 process recordings or process analyses per semester, with the intent that these will be written over the course of the semester, approximately one per week. ***Field instructors may require more than this number and this expectation should be clarified in the interview process and documented in the student's learning contract.*** In addition, once each semester students will write a 2-3 page reflection describing their development of the competencies in the field. Guidelines for these reflections will be given to students at the beginning of their internships. The reflection pieces may be shared with the field instructor although the advisor will be person responsible for reviewing them.