**FIELD INSTRUCTOR**
**FIRST SEMESTER TIMELINE**

**Week 1**
- Orient student to agency
- Approve student hours in SONIA, to be done on a weekly basis hereafter

**Weeks 2 & 3**
- Complete orientation and begin reviewing and engaging with process recordings or analyses. These should be reviewed on a regular basis moving forward.
- Begin identifying potential activities and responsibilities for student

**Weeks 4 to 6**
- Collaborate with student to personalize and complete learning contract. Learning contract will be due by 6th week of placement.

**Weeks 7 to 13**
- Continue to increase independent work of student on assigned tasks as appropriate
- Participate in site visit with student’s advisor

**Weeks 13 to 15**
- Complete field instructor portion of evaluation
- Ensure that the required number of process recordings have been reviewed for the semester
- Ensure that all recorded hours have been approved within SONIA

Boston University School of Social Work
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FIELD INSTRUCTOR
SUBSEQUENT SEMESTERS TIMELINE

Week 1
Approve student hours in SONIA, to be done on a weekly basis hereafter
Continue reviewing and engaging with process recordings/analyses
Review learning contract to ensure it meets student learning goals and opportunities

Weeks 7 to 13
If in final semester of advanced placement, support student in completion of policy practice assignment

Weeks 13 to 15
Complete field instructor portion of evaluation
Ensure that the required number of process recordings have been reviewed for the semester
Ensure that all recorded hours have been approved within SONIA

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