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

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