

**DEFINITIONS:**

**Faculty Field Liaison (AKA Seminar Leader):**

Faculty Field Liaisons are members of the East Carolina University Social Work Program faculty who serve as the link between the Field Education Office, the Field Instructor, the Task Supervisor, and the student during a given semester. The Faculty Field Liaison is selected to work with particular social agencies because of his/her interest, knowledge, and background in that particular field. The Faculty Field Liaison is the School's representative in the field instruction agency and is expected to serve both as consultant to the Field Instructor and the Task Supervisor and as an advisor to the student.

**Field Instructor (BSW or MSW):**

Field Instructors are professional practitioners who hold a social work degree from an accredited school of social work. Field Instructors serve in the capacity of social work supervisors. BSW students may be supervised by a Field Instructor with a BSW or an MSW. MSW students must be supervised by an MSW Field Instructor.

***Internal Field Instructor:***

*Example: For a BSW student, the internal Field Instructor has a BSW or MSW degree, is an employee of the agency where the student is placed, and provides instruction and supervision for the student within the agency using the roles listed for "Field Instructor – Internal".*

***External Field Instructor:***

This Field Instructor is external from the field placement when an agency lacks a qualified social work professional. In that case, field instruction must be supplied by a degreed social worker within the community or by the ECU School of Social Work.

*Example: For an MSW student, the external Field Instructor has an MSW but is not a member of the agency where the student is placed. This instructor will work with the Task Supervisor who is in the agency. The roles listed for "Field Instructor – External" will be followed by this Field Instructor.*

**Task Supervisor:** The Task Supervisor provides day-to-day supervision for students who do not work directly under the direction of an internal Field Instructor at their placement. These administrative supervisors work closely with the external Field Instructor to make certain that the student is provided the proper types of educational experiences.

**ROLE FUNCTIONS:**

**Faculty Field Liaison (AKA Seminar Leader)**

**Specific Responsibilities:**

- Conducting weekly seminar to help students integrate classroom knowledge with the field experience through the written and reading assignments within the seminar. Monitoring and facilitating the teaching/learning process through weekly seminar.
- Reading and reviewing the Field Manual and being familiar with field instruction policies.
- Assigning the development of student learning agreement. Reviewing and recommending revisions when needed for each student and ensuring that the relevant, specific outcomes are defined. Identifying appropriate learning experiences as needed.
- When requested, assisting the Field Instructor, Task Supervisor and agency and/or student in the initiation and development of the learning agreement.
- Establishing and maintaining contact with the Field Instructor and Task Supervisor via a telephone contact during the first month of placement, at least one in-person visit at the field instruction site per semester (evaluation conference), regular e-mail and telephone contacts as needed.

### **Monitoring Student Fieldwork:**

- Initiating and/or responding to requests of student, Field Instructor, Field Education Office, or agency representatives for meetings to monitor student work toward educational goals.
- Conferring with the student, the Field Instructor and Task Supervisor about the student's experience and performance in accordance with the School's educational expectations including content and structure of field placement.
- Providing support and consultation to the student and the Field Instructor to resolve problems. Serving as a mediator in the event of conflict between students, the Field Instructor, the agency and the school.
- Informing the Field Education Office of significant changes, problems or positive developments in the placement setting.
- Assuring that conduct of the student is in keeping with the school's standards. Reporting unsatisfactory or marginal performance to the Field Education Faculty who are available as a resource in the evaluation of the student and in the resolution of problems.

### **Evaluation and Grading:**

- Conducting evaluation conference with the Field Instructor, Task Supervisor and the student to evaluate the student's progress through review of the learning contract (*MSW "Field Education Learning Agreement"* or *BSW "Learning Agreement and Evaluation"*) and input from Field Instructor and Task Supervisor at the end of each term.
- Assigning the student's final grade, using the Field Instructor's recommendation, upon completion of the course. Ensuring receipt by the Field Education Office of the *MSW "Field Education Learning Agreement"* or the *BSW "Learning Agreement and Evaluation"* showing the student's performance at the end of the term.

### **Improvement and Development of Field Education:**

- Apprising the Field Education Office of the suitability of each placement and conferring with the Field Education Office if difficulties arise.
- Assessing Field Instructor performance and providing support and assistance when needed. Reviewing, signing, and submitting the "*Field Liaison's Evaluation of Agency and Field Instructor*" form to the Field Education Office before beginning of new term.
- Informing the Field Education Office about significant trends in agencies, field experiences, or field supervision.
- Assisting the Field Education Office in identification and recruitment of new field instruction sites and of potential Field Instructors.
- Contributing to development of Field Instructors through such activities as interpreting school policies, distributing relevant literature, and serving as a resource.
- Upon request by the Field Education Office, meeting with the Field Advisory Committee to address relevant field education issues.

### **Field Instructor (BSW or MSW) - Internal**

#### ***Administrative***

- Assigning tasks that best meet the educational needs of the individual student and which allow the student to contribute to the function of the agency.
- Conferring with Faculty Field Liaison, attending meetings for Field Instructors, and writing evaluations on student performance.
- Informing the Faculty Field Liaison about the student's progress and sharing questions and concerns as they arise.
- Advocating for the student to gain access to learning experiences within the agency and the professional community.
- Reading and reviewing the Field Manual and being familiar with field instruction policies.

#### ***Educational***

- Assuming responsibility for the student's educational experience.

- Assessing the educational needs of the student and establishing, along with the student, goals to meet those needs.
- Making available to the student appropriate learning experiences based on the educational assessment (learning contract).
- Helping the student to integrate into his or her placement both theoretical knowledge and knowledge from previous experience.
- Providing an educational climate that challenges the student to expand professional skills, knowledge, and values.

### ***Supportive***

- Orienting the student to the agency, its history, function, policies and procedures, and target populations, and informing students about the strengths and weaknesses of the agency and the community's service delivery system.
- Working closely with students in the actual delivery of services.
- Integrating the student's work with that of agency personnel.
- Scheduling the student's work week and assisting students in meeting professional responsibilities and using time appropriately.
- Providing weekly scheduled supervision with the student as protected time for teaching, educational support, and administrative supervision. A minimum of one hour per week committed to student supervision is required.
- Participating in evaluation and grading procedures, including a written evaluation of the student's performance at the end of each term while providing regular feedback to the student about his/her performance in the field.

### **Field Instructor (BSW or MSW) - External**

#### ***Administrative***

- Conferring with Faculty Field Liaison and the Task Supervisor, attending meetings for Field Instructors, and writing evaluations on student performance.
- Informing the Faculty Field Liaison about the student's progress and sharing questions and concerns as they arise.
- Advocating for the student to gain access to learning experiences within the agency and the professional community.
- Reading and reviewing the Field Manual and being familiar with field instruction policies.

#### ***Educational***

- Assuming responsibility for the student's educational experience.
- Assessing the educational needs of the student and establishing, along with the student, goals to meet identified educational needs.
- Helping the student to integrate into his or her placement both theoretical knowledge and knowledge from previous experience.
- Providing an educational climate that challenges the student to expand professional skills, knowledge, and values.

#### ***Supportive***

- Providing weekly scheduled supervision with the student as protected time for teaching, educational support, and administrative supervision. A minimum of one hour per week committed to student supervision is required.
- Participating in evaluation and grading procedures in consultation with the Task Supervisor, including a written evaluation of the student's performance at the end of each term while providing regular feedback to the student about his/her performance in the field.

#### ***Additional guidelines***

- Meeting early in the semester with the student's Task Supervisor.
- Working with the Task Supervisor and the student to create appropriate learning objectives.

- Consulting with Task Supervisor on regular basis, at least monthly, as to student progress and performance. Such consultation can be through e-mail, telephone, US mail, or face-to-face.
- Maintaining close communication with Task Supervisor.

### **Task Supervisor**

#### ***Administrative***

- Assigning tasks that will best meet the educational needs of the individual student and that can be developed in terms of the student's capacity to carry out the function of the agency.
- Advocating for the student to gain access to learning experiences within the agency and the professional community.
- Reading and reviewing the Field Manual and being familiar with field instruction policies.

#### ***Educational***

- Establishing, along with the student, goals to meet identified educational needs.
- Making available to the student appropriate learning experiences based on the educational assessment (learning contract).
- Providing an educational climate that challenges the student to expand professional skills, knowledge, and values.

#### ***Supportive***

- Orienting the student to the agency, its history, function, policies and procedures, and target populations, and informing students about the strengths and weaknesses of the agency and the community's service delivery system.
- Working closely with students in the actual delivery of services.
- Integrating the student's work with that of agency personnel.
- Scheduling the student's work week and assisting students in meeting professional responsibilities and using time appropriately.
- Providing weekly scheduled supervision with the student as protected time for teaching, educational support, and administrative supervision.
- Participating in evaluation and grading procedures in consultation with the external Field Instructor, including a written evaluation of the student's performance at the end of each term while providing regular feedback to the student about his/her performance in the field.

#### ***Additional guidelines***

- Meeting early in the semester with the student's external Field Instructor.
- Working with the external Field Instructor and the student to create appropriate learning objectives.
- Consulting with external Field Instructor on regular basis, at least monthly, as to student progress and performance. Such consultation can be through e-mail, telephone, US mail, or face-to-face.
- Maintaining close communication with Faculty Field Liaison.