

**FAQ**

***What is my role as a Field Instructor?***

Field Instructors are required to have an MSW with 2 years of experience post master’s degree. Field Instructors will provide one hour of individual supervision for the student each week. Field Instructors will be available to meet with Field Liaisons for scheduled field visits. (See below for additional information on visits.). As a Field Instructor, you are the Educator (guide and provide supervision), Teacher (facilitate learning opportunities, model and provide feedback) and Gatekeeper (assess for readiness for the profession). Students will complete various assignments and assessment tools which require some participation from the Field Instructor’s such as feedback or signatures (i.e. Learning Agreement, Process Recordings, Hour Logs, and Evaluations).

***What if I do not have an MSW/LCSW?***

Some agencies assign other human service providers or administrators to be an intern’s Task Supervisor. In these cases, interns still must meet with the MSW Field Instructors at least one hour a week for supervision, integration of classroom theory and learning with practice experience. It is imperative that the MSW and Task Supervisor coordinate and delineate all aspects and responsibilities of the student’s field experience. Task Supervisors may provide day to day task/activities, teaching and guiding them in their assignments and giving them feedback on their performance.

***What are the field requirement hours?***

Students in their **Foundation** year placement are required to complete 480 hours for the year. Students attend internship placements at least 2 days a week/16 hours a week.

Students in their **Advanced** year placement are required to complete at least 600 hours for the year. Students attend internship placements 3 days a week/20-24 hours a week.

***Where can I find important dates related to the student/intern?***

The Master Field Calendar contains important dates related to the student and University. It list dates when the internships begins and ends, (some) assignment due dates, breaks, holidays and when the University is closed to name a few. Field Instructors and the student should have a discussion at the beginning of the school year on expectations regarding holidays and break. You can find the Master Field Calendar on our webpage. The student or Field Liaison can also provide you with a copy upon request.

***How often will the Field Liaison come out for a field visit?***

Field visits will take place at least twice within a school year. However, Field Liaisons are available if additional visits are needed. Both the student and the Field Instructor should be present for the visit. If you need to meet with the Field Liaison separately before the visit, please let the Field Liaison know prior to the visit. The Field Liaison will contact you to schedule the field visit.

***What happens if I have concerns regarding the student/intern?***

Whenever there is a question about a student’s progress, for whatever reason, the Field Instructor should:

1. Document the concern- Fill out the Early Concerns Form (Found on MSW website) and send to faculty Field Liaison.

2. Immediately share the concerns with the student; and

3. Contact the designated Faculty Field Liaison and/or the Field Director for consultation as soon as possible.

***How do I know if the student needs special accommodations?***

Prior to acceptance by an internship site, students are not required to declare, nor may institutions inquire about the presence of a disability. The applicant is not required to inform the Field Director, Faculty Field Liaisons, or Field Instructors about his or her disability at any time before, during, or after the application process. Should the applicant need an accommodation during an interview (a sign language interpreter, for example) he/she should make this accommodation request well in advance of the meeting. If a student knows that he or she will require accommodations at the internship site, it is best that the student disclose as early as possible, either orally or in writing, to the appropriate person early in the process. Internship programs must make reasonable accommodations or adjustments for qualified individuals with known disabilities. An institution is not liable for failing to make accommodations or adjustments for a student's disability if the individual does not disclose the disability and request assistance. It is imperative that, at this stage of the educational process, students become effective self-­advocates, responsible for planning all aspects of their education, and ensuring that the proper administrators and staff know of any special needs. The process of providing reasonable accommodations should proceed in an individualized, rational and systematic fashion. If a qualified intern with a disability identifies the need for an accommodation, the training site should make a fair attempt to provide an accommodation that will give the individual an opportunity to be equally effective in performing the position's essential functions and to enjoy benefits and privileges equal to those enjoyed by other individuals.

***Can a student/intern transport clients?***

Students may NOT transport clients in their personal vehicles. Agency vehicles must be used. Any transporting of patients must be signed off by the field director prior to transport.

***What if there is a strike at my agency?***

The Social Work department’s policy regarding student field placements and strikes/work actions is based on principles of educational integrity and focuses on how educational expectations, goals and objectives can be met and maintained. The interest of the student’s educational experience rather than the merits of any given strike or work action is of primary consideration. It is the Social Work department’s belief that a strike--­bound agency is not able to provide a climate conducive to a sound educational experience. In all cases, it is the responsibility of the Social Work department to meet with students who are confronted with a potential or actual strike situation in order to assist the student in developing a clear understanding of the relevant issues in regard to the strike and an understanding of the implications of the strike for the student’s field education experience. Issues around responsibilities to clients during strike situations will also be discussed in field seminars or in special departmental meetings with students.

***What do I do if a student is injured or there is an accident in field placement?***

Contact student’s Faculty Field Liaison. Complete the Accident/Injury Report in the Field Manual (Found on website for CSUEB MSW program).