



**SCHOOL OF
SOCIAL WORK
Office of Field Education**

**Field Instructor
Handbook**

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Welcome from the Office of Field Education

Dear Field Instructor,

: H O F R P H I U R P W K H 6 D L Q W / R X L V 8 Q L Y H U V L W \ 6 F K R R O R I 6 R F
(OFE)! On behalf of the social work students of Saint Louis University, we would like to
thank you for your interest in and service to social work education. In 2008, the Council on



Saint Louis University
School of Social Work Program Information

Mission of Saint Louis University



empowerment of vulnerable and oppressed populations. The school strives for a dynamic community of learning with excellence in teaching, research, and service.

(Approved by Faculty Assembly, May 2008)

Goals of the School of Social Work

1. To use knowledge, values, and skills in generalist social work practice.
2. To use knowledge, values, and skills in advanced social work practice and applied behavior analysis practice.
3. To contribute to the advancement of knowledge of the professions.
4. To use skills, talents, and time in pursuit of social justice in the community.

(Approved by Faculty Assembly, May 2008)

The CSWE program competencies will frame the education throughout the coursework and practicum experience based on the following:

Social work education is structured utilizing a competency-based approach that is operationalized through the development of behavioral indicators. Designed to enable the student to demonstrate an integration and application of knowledge and skill,

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Social Work Competencies

The following competencies are contained in the Learning Agreement for practicum. Students must meet all of the competencies each semester, based upon tasks, activities, skills, and experiences identified on the Learning Agreement.

The student shall:

1. Demonstrate ethical and professional behavior
2. Engage diversity and difference in practice
3. Advance human rights and social, economic, and environmental justice
4. Engage in practice-informed research and research-informed practice
5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations, and communities

(adopted from CSWE EPAS, 2015)

Accreditation

The School of Social Work was established in 1930, and the BSSW Program was accredited in 1974 by the Council of Social Work Education (CSWE), the first year that CSWE accredited undergraduate Social Work programs. The BSSW Program was

Overview of the Field Education Program

6 RFLDO ZRUN ILHOG HGXFDWLRQ LV LGHQWLILHG DV WKH body, the Council for Social Work Education. This unique practice opportunity, called practicum, provides students with structured learning agreements that focus on the competencies needed for the generalist foundation and advanced practice to become professional social workers. To develop competent practice sk

After consulting with the Faculty Liaison, students have the responsibility to contact desired agencies and organizations to pursue setting up formal interviews with the professionals who serve as the contact persons for their agencies. The agencies and organizations have the right and responsibility of selecting the most appropriate students for their practicum opportunities. The process is designed to mimic a job search and employment interview,



C. Role of the Practicum Agencies

Agencies and organizations that are approved as practicum sites for the School of Social Work have agreed to the following:

- 1) Partner with the School of Social Work to provide quality practicum experiences for SLU students.
- 2) Adhere to recognized standards and evidenced based social work practice and be in good standing within the professional community.
- 3) Provide a supervisor to serve as the Field Instructor, who is a staff member, board member, volunteer or someone officially affiliated with the agency.
- 4) Demonstrate a commitment to social work education and create a climate for student learning with a range of appropriate learning experiences for students.
- 5) Having a defined social goal that is recognized by the community.

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 practicum and educational needs, including helping the student integrate
 theory through developing practice skills.
- 10) \$VVLVW LQ GHYHORSPHQW DQG DSSURYDO RI WKH V
- 11) Perform timely final evaluation and grade recommendation at the end of the
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- 12) Contact the Faculty Liaison at any time for concerns or resources.
- 13) 1RPLQDWH VWXGHQWV IRU 32XWVWDQGLQJ 3UDFWLF
- 14) Meet eligibility guidelines for re-affiliation by attending continuing education
 events according to the guidelines (i.e., 15 hours of continuing education in
 the area of practice of the field instructor every three years)
- 15) ,Q WKH UDUH VLWXDWLRQ ZKHUH WKH)LHOG ,QVWU
 agency, the agency is required to provide permission and support for an
 outside MSW to provide field instruction.

The field instructor's role is to serve as a mentor to the student during her/his
 tenure at the practicum site. To fulfill the requirements for the practicum, the
 field instructor is required to assist the student in selecting roles, task, and
 activities that can be performed at the practicum site. These requirements are
 explicated in





MSW students who choose the ABA concentration spend their concentration practica under the guidance of a BCBA® Supervisor as well as an MSW. The following criteria, established by the School of Social Work, are used by the ABA Program in selecting Applied Behavior Analysts to serve as BCBA® Supervisors at affiliated agencies must be:

- a) Board Certified Behavior Analyst in good standing, or
- b) Approved for University Experience: A faculty member who has been
- c) Meet the BACB supervisory criteria and provide documentation reflecting such.

BCBA® Supervisors are not required to attend the Certified Field Instructor training required for Field Instructors, because of their BACB® certification.

F. Field Instruction Certification Program for New Field Instructors

The St. Louis Field Education Collaborative (pg. 8)
Saint Louis University partners with the Brown School at Washington University in St. Louis, University of Missouri-St. Louis (UMSL), and Fontbonne University provides the on-going database of approved practicum agencies and Field Instructors and provides orientation and advanced education sessions for Field , Q V W U X F W R U V W R E H F R P H 3 & H U W L I L H G) L H O G , Q V W U X provide an on-going focus on the provision of quality field instruction for students in the St. Louis metropolitan and nearby communities. All newer Field Instructors (since 2007) in the St. Louis regional area are required to complete these sessions within a two-year period. <http://www.fieldedu.com/>

The Certification Program consists of a half-day Introduction to Field Instructi R C é s s i o n and five subsequent educational sessions. The program focuses on such topics as values and ethics and cultural awareness as they relate to field instruction. New Field I n s t r u c t o r s must complete Sessions #1 and #2 of the six -session certification trainings before they are e l i g i b l e to provide field instruction for socia



New field instructors must apply to be affiliated with social work programs, be approved, and complete the Certification Program. This process can occur prior to or simultaneously with the first experience of providing field instruction for a student. Both the SLU campus and off-site SLU@ locations may offer additional continuing education opportunities independent of the Collaborative. Please contact the Office of Field Education or the individual Faculty Liaison, or check web s



instructor criteria, evaluation of students and field instructors and Integrative Seminar developme



1 & 2 prior to beginning their work with a practicum student. They will have up to two years to complete the advanced education seminars (Sessions 3-6).

3. Affiliation Agreement form ±Each site must complete an Affiliation Agreement Z L W K 6 D L Q W / R X L V 8 Q L Y H U V L W T H S V 6 F K R R O form is available from the Office of Field Education and will be sent to you for completion when a student is confirmed for placement at your agency.

Completed forms must be submitted to the SLU School of Social Work Office of Field Education before a student may start a practicum.

Agency Policies

Students are required to comply with the rules and policies of the practicum site, insofar as they pertain to their activities while at the pra



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insurance. (See Automobile Insurance section)

Lobbying of elected and appointed public officials as a practicum activity is encouraged. However, students are cautioned to represent themselves or their agency while lobbying, rather than the University. (See Lobbying Activities section)

Automobile Insurance
Some programs provide





(not with the University). It is the responsibility of the student and the agency to comply with all laws and regulations relevant to lobbying.

Mandated Reporting

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Missouri Division of Family Services, AmeriCorps and Vista programs have received stipends from government funding sources. Other state and local agencies may elect to use discretionary funds.

3. Practicum at Place of Employment ±If a potential practicum exists at a student's employment site and would entail new and appropriate learning for the



students h



Instructors are also expected to share relevant information with the Faculty Liaison and Director of Field Education. The student may be required to sign a release of information form for some types of information.

Students and Field Instructors are encouraged to talk w



one or two weeks of placement, some types of orientation can be spread out over the semester, such as sessions on the nature of specific presenting problems, background on pertinent client issues and other programs with which the student is not intimately involved.

2. Regularly scheduled, private supervisory conferences for one hour per week ±Individual supervision sessions should be carried out as regularly scheduled sessions. Some flexibility to change the time is, at times, necessary; however, it is helpful to have a prearranged time to which the student and field instructor can be held accountable.
3. Supervision available as needed ±Frequent, unprompted





- ‡ Practicum Due Dates
- ‡ General Practicum Announcements
- ‡ Sites Actively Seeking Students ±sites that have vacancies for the upcoming semester are posted on the ³ Kt Board

2. On-Line - The following information is available on-line through the SLU School of Work (SSW) web site ([K W W S V](#) [Z Z Z](#) [V O X](#) [H G X](#) [V R F L D O](#) [Z R U N I L](#)) internal (students and staff) SSW Google website.

- ‡ Practicum requirements (including Student Field Policy and Procedure Manual)
- ‡ Contact information
- ‡ Field Instructor Certification Program information (through a link to the St. Louis Field Educati



