Introduction of Field Instruction

Aurora University School of Social Work, an accredited social work education program, offers a BSW, MSW, Post MSW Type 73 and Post MSW CADC certificate, and DSW program. This Field Manual will review field instruction policies and procedures for the BSW, MSW and Post MSW certificate programs.

Field Instruction, considered the signature pedagogy to social work education, is a curricular requirement for all students seeking degree or certification within the program. Field Instruction is meant to provide students with learning experiences in the community, with trained social work supervision and to result in attainment of the 10 Core Competencies as outlined by EPAS 2008.

Social work students, in close cooperation with the agency field instruction faculty, select and organize the learning experience on an individual basis. This is administered and organized by The Director of Field Instruction. A general pattern for field instruction is utilized, but adapted to individual student needs and the unique opportunities available in a given agency. Agency affiliation with the University includes a description of the agency and the learning opportunities offered by the agency for student inspection. Student interests and learning needs are also considered in the process of placement in an agency.

The purpose of field instruction is to provide students the opportunity to acquire the skills necessary to function in a practice setting while integrating and applying the theoretical classroom material to actual client contacts. This is incorporated in the EPAS 2008 10 Core Competencies. Key among these objectives is the development of skills common to generalist practice and the development of a professional identity with an appropriate degree of autonomy. The advanced placement builds on skills acquired in the foundation placement and allows students to further refine practice skills, specialization knowledge and role as a social worker.

Key Roles in Field Instruction at Aurora University

A. Field Student- Student enrolled in a social work field instruction course
B. Field Instructor- MSW from field agency or field placement providing MSW supervision
C. Task Supervisor- Non-MSW supervisor at field placement responsible for day to day supervision of student. Does not assist student with social work learning or evaluation.
D. Field Liaison- Adjunct instructor from Aurora University responsible for monitoring the field placement (in person and via phone and email). Assists student and field instructor with problem solving as needed.
E. Coordinator of Field Instruction- Aurora University School of Social Work administrator responsible for design and coordination of the Field Instruction program.

The Field Manual can be found on the George Williams College website through the following link: http://www.gwc.aurora.edu/academics/graduate/social-work/internships.html#axzz35si8pXLj
### BSW Field Instruction
- 450 total hours
- 225 hours each semester
- Required supervision by MSW
- Supervision Recommendations
  - 1 hour/week
  - Structured/planned
  - Consistent
  - Provides ongoing feedback and education
- Student intern expected to have learning experiences in direct contact with clients
  - Assessments
  - Group facilitation
  - Individual case management
  - Community resource referrals
  - Professional documentation
- Core Competencies of Social Work Practice should be addressed in placement

### MSW Beginning Field Instruction
- 450 total hours
- 225 hours each semester
- Required supervision by MSW
- Supervision Recommendations
  - 1 hour/week
  - Structured/planned
  - Consistent
  - Provides ongoing feedback and education
- Student intern expected to have learning experiences in direct contact with clients
  - Assessments
  - Group facilitation
  - Individual case management
  - Community resource referrals
  - Professional documentation
- Core Competencies of Social Work Practice should be addressed in placement

### Addictions/CADC Field Instruction
- 500 total hours (BSW or beginning MSW)
- 250 hours each semester
- Required supervision by MSW and CADC
- Supervision Recommendations
  - 1 hour/week
  - Structured/planned
  - Consistent
  - Provides ongoing feedback and education
- Student intern expected to have learning experiences in direct contact with clients
  - Assessments
  - Group facilitation
  - Individual case management
  - Community resource referrals
  - Professional documentation
- Meeting Social Work Core Competencies along with CADC instruction are expected

### MSW Advanced Field Instruction
- 600 total hours
- 300 hours each semester
- Required supervision by MSW
- Supervision Recommendations
  - 1 hour/week
  - Structured/planned
  - Consistent
  - Provides ongoing feedback and education
- Student intern expected to
  - Learn with independence
  - connect internship to Advanced Research course
  - Advanced application of theory and evidence based intervention
- Advanced level skill building within specialization area (Gerontology, Child Welfare, School SW, Addictions, Leadership & Community Practice)
- School SW internships not approved without evidence student has passed Illinois TAP & School Social Work Content Exams
- See page 6 of this document
Post MSW- Illinois Educator License with School Social Work Endorsement Internship

- Passed TAP exam prior to internship
- 600 total hours
- MSW with School Social Work Endorsement required for supervision of intern
- Enrollment in Post MSW School SW course required

Requirements for Field Instructors

1. Hold MSW degree from accredited Social Work education program (clinical license not required)
2. Has two years post graduate experience in social work field
3. Commitment to supervise social work intern for entire duration of placement (450, 500 or 600 hours)
4. Plan to provide minimum of 1 hour of individual supervision to intern each week.
5. Plan to provide regular training and feedback to intern, with written learning agreement and evaluations
6. Availability to communicate with Field Liaison regarding progress of intern’s learning
7. Plan to instruct and evaluate student on the Core Competencies of Social Work practice
8. CADC interns must have MSW and CADC supervisor
9. School SW interns must have a School SW supervisor with a School Social Work Endorsement.

CSWE EPAS 2008 10 Core Competencies of Social Work Practice

1. Professional Identity
2. Ethical Practice
3. Critical Thinking
4. Diversity in Practice
5. Human Rights & Justice
6. Research Based Practice
7. Human Behavior
8. Policy Practice
9. Practice Contexts
10. Engage, Assess, Intervene, Evaluate
Paperwork Requirements for Field Instruction

All forms are available to students on Moodle

1. **Field Instruction Application** - First document in student’s field file
   a. Submitted to Field Coordinator by the field student as soon as placement is arranged
   b. Approval needed for placement to begin
   c. Confirmation letter sent upon approval
   d. Student keeps copy in personal file
   e. School SW students may need to complete an ISBE 73-44 form to prove Internship Eligibility, this form is included in confirmation letter

2. **Learning Agreement** - Completed in the first 75 hours of the field placement and submitted to the Field Coordinator and the Field Liaison.
   a. Completed during supervision
   b. Outlines plan for teaching and learning Core Competencies
   c. Student and Field Instructor keep copies in their files

3. **First Field Evaluation** - Completed after first half of hours is completed.
   a. Completed during supervision
   b. Both student and field instructor have input
   c. Student and field instructor keep copies and submit original to Field Coordinator and Field Liaison.
   d. If hours are not complete by end of semester, student receives X (extension) grade until hours are complete and evaluation is submitted.

4. **Second/Final Field Evaluation** - Completed at end of all field hours/internship is ending
   a. Completed during supervision
   b. Both student and field instructor have input
   c. Student and field instructor keep copies and submit original to Field Director/ Field Coordinator.
   d. If hours are not complete by end of semester, student receives X (extension) grade until hours are complete and evaluation is submitted.

5. **Monthly Time Sheet**
   a. Students are expected to track placement hours and activities on agreed upon form with educational placement.
   b. Both student and field instructor verify the accuracy of the hours.
   c. Student is responsible for submitting monthly time sheets to their assigned Field Liaison.
Educator’s License with School Social Work Endorsement Internships

1. School social work students are advised by the School Social Work program chair, Dr. Joan Fedota.
2. Students must complete this internship during Advanced MSW year (or as Post MSW)
3. The State of Illinois requires that students take and pass the Illinois Test of Academic Proficiency (TAP) by December 1st (of their Advanced placement year) and the School Social Work Content exam before completing the field placement.
4. Students are expected to complete school social work classes concurrently with the school field placement.
5. Students are expected to sign a contract to intern during the calendar year of the school district (ex. Aug. 20 - June 1) and work 3 full days each week at the school site. This often results in students exceeding the 600 hour minimum requirement for field hours.
6. Students are expected to complete learning tasks specific to school social work under the supervision of the MSW/Type 73 School Social Worker in the school.
7. Students will continue their field experience beyond the academic calendar at Aurora University, using an extension (X grade) until the field placement is complete. School Social Work interns are August graduates (but attend Commencement in May).
8. Students may be required to submit an Internship Eligibility form (ISBE 73-44) form to the school district before beginning the placement. This form is furnished by the School of Social Work, has the Coordinator of Field Instruction’s signature and requires the official seal from the Registrar (once transcript and 2 exam scores are reviewed). The completed and sealed form can then be submitted to the school district.

Visit our web page for more information about the Social Work program and to find forms for Field Instruction.

http://www.gwc.aurora.edu/academics/graduate/social-work/internships.html#axzz35si8pXLJ

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