

Southwest Minnesota State University
SOCIAL WORK PROGRAM

Field Supervisor/Instructor Agreement & Information

Name: _____ Title: _____
Agency: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____

Understanding as a field supervisor or field instructor

1. As a field supervisor/field instructor you agree to:
2. Participate with the student(s) in developing the Learning Outcomes Agreement.
3. Provide an orientation to the agency for the student(s).
4. Provide a minimum of one hour of one-to-one supervisor per week with the student, and be available for support, encouragement, monitoring and direction.
5. Select appropriate assignments that will enable the student(s) to develop professionally while in field.
6. Assist the student(s) in gaining access to agency and community resources as needed to complete the Learning Outcomes Agreement.
7. Participate in conferences with the student(s) and the faculty field liaison.
8. Complete all required reporting forms including the time sheets and evaluation forms.
9. Notify the faculty field liaison immediately if problems develop with the student(s).

Attach a current resume to this document that shows your education, when you graduated and from which college/university. Also, your resume should show your professional work experience and licensure if appropriate.

The Council on Social Work Education requires senior social work practicum students to be supervised by a BSW or a MSW. In situations where a BSW or a MSW degreed supervisor is not available with the field agency, an appropriately degreed faculty member from the SMSU Social Work Program can serve as field supervisor and the agency-based person can serve as field instructor.

Signature

Date