RESPONSIBILITIES OF THE FIELD INSTRUCTOR & TASK SUPERVISOR

The field instructor is the primary supervisor for the student at the agency/field site, and is responsible for the following:

1. Familiarity with the contents of the Field Instruction Manual.
2. Clear identification of task and learning opportunities within and outside the agency setting in line with the needs and goals of the student.
3. Coordination of dual supervision (in instances where supervision is done by both field instructor and task supervisor) in order to facilitate student learning.
4. Insuring adequate workspace for the student intern, including a suitable desk, phone, etc. Also insuring private space for student supervision.
5. Development of a Learning Contract, in conjunction with the student, to be submitted to the student’s faculty field liaison (Practice Seminar facilitator) on the date specified by the School of Social Work. Completion of Field Instructor plan and Field Instructor activities in contract.
6. Clear identification of agency policies and procedures within which the student is expected to operate, including provision of an organizational chart and a written description of the student orientation that will be provided by the agency.
7. The field instructor is expected to build in consistent opportunities for educational supervision and consultation by self and others and to be available to the student as needed. When others are used, the field instructor is expected to closely coordinate the student’s experiences with all of those who are involved.
8. Participation in field instruction courses, seminars and/or meetings offered by the Field Instruction Office for purposes of supervisory training and/or field coordination and communication. Field instructors who are new to supervising University of Minnesota MSW students are expected to attend the School of Social Work’s field seminars held from September to May, and also during the summer.
9. Monitoring of all assignments by offering appropriate direction, coordination and availability for consultation sessions designed to enhance the student’s learning and performance.
10. Monitoring of the student’s performance by requiring accountability for practice behaviors while in the field placement.
11. Completion, with the student, of all written evaluations of the student, to be submitted, along with a recommended performance grade, to the School of Social Work’s faculty field liaison. (See section titled “Responsibilities Of The Student” for details.)
12. Participation with the School’s faculty liaison person and the student in meetings or consultative sessions. A minimum of two meetings are held during the student’s internship, usually at the beginning and the end of the placement, and are arranged by the student.
13. Notification to the student’s faculty field liaison or the Director of Field Instruction of any difficulties encountered in the placement experience in which consultation with either or both of them might be helpful.