



Field Contract With School Of Social Work & Field Instructor

Expectations of field instructors: Jointly supervising a field student is an important undertaking for both the School of Social Work and the field instructor. This contract clarifies mutual expectations for and responsibilities of field supervision.

1. Field instructors who have not previously supervised MSW students are required to attend the School of Social Work's training seminar for new field instructors at the beginning of their first year with students. Task instructors are welcomed and strongly encouraged to also attend.
2. Field instructors and task supervisors attend Field Instructor Orientation at the beginning of the academic year.
3. Field instructors assist students in the development of the learning contract to guide field activities.
4. Field instructors meet with their field student for a minimum of one hour of supervision and consultation per week.
5. Field instructors complete written evaluations using the School of Social Work's performance evaluation in the middle and at the end of the placement and recommend a performance grade at the end of each grading period.
6. Student information pertinent to the internship and necessary for valid educational purposes will be shared with field instructors who hold an appointment with the School of Social Work. To obtain private student information or permission to review a student file, field instructors must submit a written request to the student's field liaison*.
7. Field instructors meet with the faculty liaison and student for at least two scheduled consultation meetings and any party may arrange for more sessions. In the case of out of state or international placements, telephone conference calls may be substituted. These calls are initiated by the agency to the School of Social Work. The cost of the calls is the responsibility of the student or the agency. This should be discussed and agreed upon before the beginning of the placement.
8. It is the strong preference of the School of Social Work that field instructors be licensed by the Minnesota Board of Social Work or the appropriate jurisdiction, although it is not a requirement.

Field Instructor's Signature

SSW Field Liaison's Signature

Agency

Director of Field Instruction

Date

Please return to Rosetta Cheers, University of Minnesota, School of Social Work, 105 Peters Hall, 1404 Gortner Ave., St. Paul, MN 55108.

Any disagreements between the field instructor and the liaison over access to student information will be resolved by the field director. Field instructors who are granted access to private student information must respect the privacy of the information and may not share it with others without permission from the affected student or the field liaison (see "Policy On Sharing Sensitive Information").