

Field Education Roles and Responsibilities

Supporting students in their development as competent and ethical social workers is a collaborative effort between the university MSW department, field agency and the student. Following is an overview of the roles and responsibilities of those involved in the Field Education Experience.

Field Site

Also known as field agency or field placement, the site is the place where students complete the field education experience.

- Interview, select and accept students
- Provide qualified Field Instructors
- Orient students to site
- Provide adequate space and learning opportunities
- Sign Affiliation Agreement
- Allow Field Instructor time to fulfill duties

Director of Field Education

The MSW department staff member who works to identify field placement opportunities and match students to sites to complete their field education experiences. We have two Directors of Field Education, one for our West Chester campus and one for our Philadelphia campus.

- Develop and manage MSW field education program
- Identify, develop and evaluate field education opportunities
- Visit prospective field sites and maintain relationships
- Coordinate student placement process
- Conduct program orientations
- Coordinate problem-solving and termination processes
- Consult Faculty Liaisons and organize periodic meetings regarding student learning, and program policies and procedures
- Develop and maintain field calendar

Faculty Liaison

MSW department faculty member who is the bridge between the student and the field instructor during the field experience. The faculty field liaison leads the classroom practice course associated with the field experience, conducts site visits, and is a key component of the learning process.

- Serve as primary link between department and site
- Oversee, review and monitor student development
- Facilitate communication and mediate differences between parties
- Conduct site visits at least once per semester
- Conduct field-related discussions
- Review, provide feedback and assign grades
- Monitor arrangement of employment-based assignments

Field Instructor

The individual at the field agency who supervises, mentors and evaluates students.

- Assume primary responsibility for student experience
- Develop student assignments
- Provide consistent, scheduled, in-person supervision at least once per week
- Facilitate orientation of student to site
- Collaborate with student to develop Learning Agreement and monitor progress
- Review and comment on student assignments
- Attend MSW program orientation
- Complete the Seminar in Field Instruction (SIFI) series
- Collaborate with Director to develop and solidify partnerships (Application, Affiliation Agreement, Student Selection)

Student

- Complete and submit Field Application to Director
- Schedule field placement meeting with Director for each practicum
- Interview at site(s) and communicate outcome to Director
- Adhere to calendars, procedures and policies of Department and Site
- Develop Learning Agreement in collaboration with Field Instructor
- Complete assigned self-evaluations (Mid-semester; Final) and process recordings
- Share relevant academic materials with Field Instructor
- Perform assignments in a responsible and professional manner
- Prepare for and actively participate in supervisory meetings with
- Participate in site staff meetings
- Maintain ongoing communication with Faculty Liaison
- Maintain client confidentiality
- Acquire and maintain professional liability insurance
- Abide by NASW Code of Ethics and WCU Standards of Professional Behavior
- Obtain necessary clearances

Graduate Social Work Department

- Deliver curricula that prepares social workers for practice with individuals, families and communities
- Educate students about expectations related to the field experience and adherence to site policies and procedures
- Provide an educational forum for Field Instructors focused on field education and student development
- Respect the field site's right to terminate a student for violation of site policies and procedures