



# FIELD EDUCATION

## FAQ's

*for BSW students*

**Q: When is the earliest date to end field hours?**

**A:** Consult the field calendar for all field dates. In order to officially end, all assignments must be complete. All deadlines are listed on the calendar.

**Q: How do I determine my hours during break?**

**A:** Students are expected to negotiate time off for winter break during the first few weeks of placement. It is best practice to continue supervision over break.

**Q: When do I run a time summary report?**

**A:** Time summary reports are due on a specific date according to the field calendar. This will help determine if you are on track to complete the semester. You should also run a report when hours are complete. **Students must complete 200 hours per semester.**

**Q: When are signatures required on Tevera?**

**A:** Supervisors and students are required to sign off on the learning contract, process recordings, evaluations, and time summary reports.

**Q: How can I gain hours if my agency is closed or I had a late start?**

**A:** Discuss with your supervisor the learning opportunities distributed by the field team at Ramapo. These are listed throughout the electronic calendar.

**Q: When are process recordings considered complete?**

**A:** Process recordings are complete when supervisors provide feedback and sign off.

**Q: Do hours transfer or carry over?**

**A:** Field hours do not transfer from agency to agency, semester to semester (without field instructor approval), or academic year to year. Students must meet the hour requirement for the semester. If a student leaves their placement, they must start field hours over.

**Q: What if my supervisor is out of the office/leaves the agency?**

**A:** It is the student's responsibility to determine who they will be reporting to. If the supervisor is out for an extended period of time or indefinitely, or if there are any changes, field liaisons must be notified.

**Q: How do I know if I am doing well? What do I do if I receive a 2 or below on my evaluation?**

**A:** Use supervision to discuss the skills that need improvement for the next semester to demonstrate progress and growth. Supervision should also be used to check-in on your supervisors thoughts on your performance.

**Q: What is one way I can present professionally?**

**A:** Set all social media accounts to private and have a professional voicemail.

**Q: What if I finish all of my work at my agency?**

**A:** Discuss ongoing projects with your supervisor that can be completed.

**Q: What do I need to bring to supervision?**

**A:** An agenda and note-taking materials.

**Q: What if you are asked to do something that doesn't feel right?**

**A:** Discuss with your site supervisor. If it stills feels uncomfortable, run it by your field liaison. Better to be safe.