

FIELD EDUCATION

FAQ's

*for field
instructors*

Q: What is my role regarding process recordings?

A: Field instructors must review process recordings, add comments, and sign-off on process recordings. Process recordings are not complete until these tasks are fulfilled.

Q: Does the field education calendar apply to field instructors?

A: Yes. Field instructors should hold students accountable to the dates listed on the field calendar. This includes turning in documents that require field instructor review in a timely fashion in order to provide sufficient time to submit COMPLETE documents by each deadline. Additionally, students must complete all hours by the end of the semester (**BSW - 200, MSW -300**).

Q: What are the credential requirements for field instructors?

A: Field instructors supervising MSW students must hold an MSW degree from an accredited school of social work, be a licensed social worker, and hold a SIFI certification. Field instructors supervising BSW students must hold an MSW degree from an accredited school of social work.

Q: What should I keep in mind throughout the duration of the internship and when completing the field evaluation?

A: At the mid year evaluation, please evaluate the student based on their competency at that semester as opposed to the expected competency. Scoring a 1 or 2 results in a failing grade. If the student is underperforming, reach out to the field liaison for guidance. Field instructors are not encouraged to wait until the end of the semester evaluation to raise these concerns.

Q: What if the field instructor is out of the office, leaves the agency, or is no longer supervising the student?

A: If the field instructor is not in the office, please ensure that the student knows who to report to during that time. If the field instructor will be out for an extended period of time or if there is a change in role, please let the field liaison know.

Q: Is there a central location for field instructor resources?

A: Yes! Field instructors have access to the [Field Instructor Folder](#). These resources are also posted on Tevera under "Learning Center."