Field Instructor Roles & Responsibilities

Field Instructors are integral to the successful learning of social work students. They teach social work practice skills by guiding students towards increasingly challenging learning opportunities, modeling appropriate roles and skills, and advocating for the student within the placement setting. The supervisory relationship should contain the three elements of trust: mutuality in relationship, facilitation of the student's sense of personal professional competence, and support of the student's role as learner-social worker. In order to facilitate a successful placement, the School of Social Work (SSW) has outlined the following field instructor responsibilities:

- Orients the student to the organization and program; assumes overall responsibility for the student's educational experiences while placed with the organization; coordinates the student's involvement with other staff members; advocates for the student to gain access to learning experiences within the organization and the professional community;
- Schedules a protected weekly hour of educational supervision and support, and makes additional time available to the student as needed. Administrative supervision is expected to be provided by the supervisor or their designee outside the regular supervisory hour;
- Documents weekly supervision as required by the SSW using the “Supervision Log” that has been provided for this purpose or using a similar agency supervision documentation form;
- Incorporates the task supervisor (where applicable) in joint meetings with the field instructor and student at least two times per term;
- Reviews the student’s Personal Assessment Questionnaire;
- Helps the student develop the “Field Educational Plan”; provides regular feedback to the student about his/her performance in the field and completes and signs the Field Evaluation each term (incorporating input from the task supervisor where applicable);
- Provides an educational climate that challenges the student to expand his/her professional skills, knowledge, and values;
- Coordinates with the SSW to provide field education that complements and augments classroom learning;
- Keeps the faculty advisor/liaison informed about the student's progress and raises questions as needed; advises the faculty advisor/liaison of concerns regarding the student, after discussing them first with the student whenever possible;
- Provides feedback to the SSW about various components of the curriculum and the appropriateness of the placement; helps plan for the future use of the placement; completes annual evaluation of faculty advisor/liaison;
- Attends SSW sponsored field instructor orientations and/or trainings;
- Informs SSW if he/she intends to leave placement agency.