



## Field Practicum Program Definition of Terms

The **DIRECTOR OF FIELD PRACTICUM** is responsible for the educational direction of the Field Practicum Program including selection and overall supervision of field agencies/organizations and instructors, placement of students, and the planning and implementation of the training for Field Practicum Instructors. The Director of Field Practicum implements the program, policy and curriculum. The Director of Field Practicum is also responsible for the orientation of students and Field Practicum Instructors and On-Site Supervisors to the goals, policies and procedures of the social work program. The Director of Field Practicum also chairs a community based Practicum Advisory Committee and conducts Field Liaison meetings.

The **ASSOCIATE DIRECTOR OF FIELD PRACTICUM** assists in directing the Field Practicum Program. The Associate Director assists in placing students for their practicum experience. The Associate Director of Field Practicum implements and recommends policy changes to the Director of Field Practicum. The Associate Director of Field Practicum also assists in trainings and orientations for the Field Practicum Program.

The **FIELD INSTRUCTOR** is responsible for supervising the student's educational experience within an agency or organizational setting. They provide educational direction of the student in order to meet the generalist and/or advanced generalist core competencies in order to develop as a social work practitioner. They are responsible for supervising, teaching social work knowledge, values, skills, ethics, and evaluating student performance. The Field Instructor models professional role behaviors, social work values and ethics, and provides instruction in values and ethics and their implications for social work practice. Field Instructors must have an LBSW license or above for undergraduate students and an LMSW or LSCSW license for graduate students. The Field Instructor has the responsibility for the evaluation of student performance. When there is a need for an On-Site Supervisor (see below) in addition to a Field Instructor, they both must meet with the student for mid-term and end of semester performance evaluations. Field Instructors provide regular supervisory sessions with students (usually one hour per week). An orientation to the Field Practicum Program is provided at least once per year and new Field Instructor's are required to attend.

**Special Note to Field Instructors: It is expected that students who have satisfactorily completed Field Practicum requirements will meet minimum qualifications for licensure. Therefore, a Field Instructor should NOT provide a positive evaluation if that Field Instructor is not willing to give a positive recommendation to the Behavioral Sciences Regulatory Board recommending the student for licensure.**

The **ON-SITE SUPERVISOR** is a professional in an agency setting who is qualified to provide daily instruction, but does not meet the requirements for Field Instructor (does not have a social work degree or is not licensed as a social worker). The On-Site Supervisor does not replace the Field Instructor nor relieve the Field Instructor of weekly supervision meetings with the student. The On-Site Supervisor will orient the student to the agency, the agency policies and procedures, and staff. They will provide ongoing supervision as determined by their assessment of the student's needs for direction and task oversight. The On-Site Supervisor will support the student's needs to gain access to other learning experiences and resources within the agency and community. They will confer with the Field Liaison along with the student, Field Instructor for mutual planning, feedback, and evaluation of the practicum experience. On-Site Supervisors are encouraged to attend the orientation to the Field Practicum Program which is provided at least once per year.

The **AGENCY/ORGANIZATION** will provide a community setting for the social work student to develop an appropriate level of practice competence. The Field Practicum Program utilizes agencies/organizations for placements that are able to meet the learning needs of the bachelor, foundation or advanced generalist student while meeting the goals and objectives of WSU School of Social Work. The orientation to the Field Practicum Program is available at least once per year. Agency Administrators are welcome to attend as they desire.

The **FIELD LIAISON** is a faculty member who teaches the practicum seminar class and provides linkage between the University and the field agencies/organizations. The Field Liaisons are responsible for the educational progress of the practicum students. They teach, evaluate and grade students' performance. The Field Liaison maintains contact with the Field Instructor and On-Site Supervisor, including one site visit per semester. The Field Liaisons will meet on a regular basis with the Field Practicum Administrators to discuss practicum issues or concerns.

### **EMPLOYMENT SITUATED PRACTICUM (ESP)**

There are situations in which students are able to complete their practicum at their agency/organization of employment. The request for an employment situated practicum (ESP) must be approved by the Field Practicum Program. This request can be submitted by completing an Employment Situated Practicum Exceptions Form (Practicum disc).

The employer of the student must be in agreement for the student to be allowed to participate in practicum hours at the agency/organization. The student's employment supervisor may not be their Field Instructor or On-Site Supervisor. Like any other agency/organization, there must be an Affiliation Agreement with the University.

The hours in which the student is in practicum at the agency/organization must be spent doing tasks which are not part of his/her regular task duties or duties which have previously been performed.

The student is required to document their hours, and process with their Field Instructor the tasks they perform. The method of tracking hours should be mutually agreed upon by the student and Field Instructor or on the time sheet provided (Practicum disc).