

Field Instructor Quick Start Guide:

When You Don't Have Time to Read the Whole Practicum Manual

Paperwork and Other Requirements

Supervision -- Provide regular supervisory sessions with the student (usually one hour per week).

Learning Contract -- The student initiates this, and the field instructor and on-site supervisor (if there is also an on-site supervisor) provide input/direction and sign it. It is due mid-September, and the second semester update is due mid-February. There are different forms for BSW, MSW/Generalist, and MSW/Specialist.

Midterm Evaluation -- This evaluation is a short two-page form to be completed around mid-October and again in mid-March. The same form is used for all students.

Final Evaluation -- The Final Evaluation follows the competency structure of the Learning Contract. The student should initiate it, and it should be a joint venture involving the field instructor, on-site supervisor (if relevant), and the student. It is due the last class period of the semester (early December and early May). The student must have accumulated all the semester hours by the time the final evaluation is done, so the field instructor can attest, by signing the form, to the total hours completed. There are different forms for BSW, MSW/Generalist, and MSW/Specialist. Be sure to use forms found on our website, so you can be sure to have the most recent version.

Site Visit -- Site visits are held once each semester at mid-semester when the field liaison (classroom instructor) meets with the student and field instructor at the agency. They are generally initiated by the field liaison but can be scheduled by the student or by the field instructor. The site visit may be held in person or remotely via other video/audio conferencing.

Questions or Problems -- First call the field liaison, which is the student's classroom instructor. If you still need help, call Debbie Willsie or BreAnn Gilkey. Trisha Wenrich or La'Rell Marion can also answer questions or find the person who can help.

Resources and Contact Information

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The **Practicum Manual** and all practicum forms can be found at <http://www.wichita.edu/socialwork/practicum/manual> or www.wichita.edu/socialwork/practicum/forms.

Other practicum information can be found on the School of Social work website at www.wichita.edu/socialwork/practicum.