

Social Work Field Instructor Responsibilities – Macro Practice

Social Work Field Instruction is crucial to the educational process of our students. Most students report that their field practicum is the most rewarding aspect of their educational program. To ensure continuity across field placements, the following educational experiences are required for macro practice field education students. **Timely feedback** to students is crucial to the optimal development of their social work competencies. This list is not intended to be exhaustive, but rather a brief overview of the minimum requirements for social work field education.

1. Monitor student's communication (verbal and non-verbal) processes with agency consumers, agency staff, community collaterals and assigned Field Instructor
2. Monitor student's professional development including accountability, reliability, timeliness, and writing skills, etc.
3. Expect that a student adhere to NASW Code of ethics and values and provide timely and constructive and timely feedback to them; Assist students in understanding how ethics and values guide agency policy and practice
4. Ensure that students understand the role and function of the agency services in addressing social and economic justice
5. Monitors student's demonstration of cultural sensitivity and their ability to communicate effectively with a diverse group of professionals and consumers
6. Sensitize students to understand how ethnicity, age, gender, religion or spiritual orientation, sexual orientation, socio-economic status guide the development of agency services
7. Assist the student in understanding how community needs assessments are done
8. Ensure that the student complies with confidentiality requirements and other organizational policies and procedures
9. Provide the student with opportunities to learn about and/or contribute to the updating or development of program policies and/or procedures.
10. Expose student to a variety of administrative functions (e.g. budgeting, fund raising, grant writing, marketing, personnel issues, program development, etc.)
11. Expose student to agency and program goals, outcomes, evaluation, and accreditation, etc.
12. Ensure that students understand the agency organizational structure, the culture and history of the organization, the mechanisms for ensuring job satisfaction and providing feedback loops for all levels of employees
13. Educate the student about the direct impact of local, state and federal policy and legislation on the agency's funding and services, and on the agency consumers
14. Provide a minimum of one hour of face-to-face structured supervision weekly.