

Field Instructor Checklist

Prior to student(s) beginning fieldwork at your agency:

- Attend and participate in the Field Instructors' Training(s) and other relevant trainings offered by the School of Social Work to enhance professional development and student learning experience.
- Review our field policies and procedures in the field manuals on our [website](#).
- Review learning contracts (e.g., competencies, practice behaviors and corresponding tasks), checklists, and evaluations that correspond to the level of the student(s) you will be supervising. Match tasks/activities on the learning contract to tasks/activities at your agency.
- Develop a plan with your staff to ensure student(s) will be assigned activities to meet the learning contract requirements.
- Orient agency staff and administration to the students' learning goals and role at the agency.
- If necessary, assign an appropriate task supervisor who has the ability to provide the adequate one-on-one training to student(s).
- Orient the task supervisor to the students' learning goals and role at the agency (if applicable) and train the task supervisor using the Task Supervisor Checklist.
- Introduce student(s) to task supervisor prior to first day of placement (if applicable).
- Create an internship schedule with student(s).
- Discuss trainings/orientations and/or additional requirements student(s) must complete prior to or during field placement.
- Provide information to student(s) regarding dress code, parking, key/ID badge, lunch and other operational details.

During the first two weeks of practicum:

- Review learning contract, including competencies, practice behaviors and required tasks, as well as checklists, and evaluations with student(s).
- Review due dates for all forms and assignments with student(s) during first meetings and interactions.
- Sign learning contract by the due date and have student(s) print out a copy to bring to weekly supervision.
- Review the safety checklist in full with student(s) and sign by the due date.
- Ask student(s) for a copy of the practicum/seminar syllabi as well as the co-requisite practice course syllabus and refer to assignments and relevant due dates as needed. Different levels of students (BSSW I, BSSW II, MSW I, MSW II, MSW III) will have different course syllabi.

- Assign consistent weekly supervision meeting times and dates with student(s) and meet each week for a minimum of an hour as planned (individual or group for BSSWs and MSW Is, individual *only* for MSW II/IIIs).
- Discuss with student(s) how to best communicate with you (via email, phone, text, etc.) when they have questions and/or an emergency in between supervision meetings.
- Discuss with student(s) and provide information on whom they should contact in case of an emergency during your absence.
- Provide student(s) with orientation to agency and to agency staff.
- Provide student(s) with agency manual or handbook (if applicable) and discuss any relevant areas or important topics.

Throughout the practicum experience:

- Provide feedback for any assignments where Field Instructor input is required (e.g., process recordings).
- Check-in with task supervisor on students' progress on a weekly basis (if applicable).
- Check-in with student(s) on progress between supervision meetings.
- Meet weekly for one hour of supervision (individual/group for BSSWs and MSW Is; *only* individual for MSW II/IIIs); initial Log of Supervision Hours on a weekly basis. Use Supervision Agenda as a guide for supervision.
- Initial/sign off on Log of Hours on a weekly basis.
- Check students' documentation and review cases on a weekly basis.
- Provide constructive feedback to student(s) on an ongoing basis and ask for feedback from student(s) regarding their practicum experience.
- Check learning contract progress (practice behaviors and tasks) on a weekly basis.
- Contact FIU Field Liaison and/or Coordinator(s) with any questions or concerns immediately.
- Be proactive in involving the School of Social Work's Field Office when tackling any issues.

At mid-semester:

- Review students' progress on the learning contract (see practice behaviors and tasks) with student(s) and Task Supervisor (if applicable) and fill out mid-semester evaluation accordingly by the due date. Contact the Field Office with any questions about the evaluation.
- Discuss mid-semester evaluation with student(s) and plan for the rest of the semester.
- If needed, work with Field Office to develop Performance Improvement Plan.

At the end of the semester:

- Review students' progress on the learning contract (see practice behaviors and tasks) with student(s) and Task Supervisor (if applicable) and fill out the final evaluation accordingly by the due date.
- Plan for second semester if applicable.
- Ask for feedback on students' experience of field instruction and internship at the agency.
- Review and sign Log of Supervision Hours by the due date.
- Review and sign Log of Hours by the due date.