**FORM C**

**FIELD INSTRUCTOR & TASK SUPERVISOR PROFILE (BSW and MSW)**

(The boxes will expand as you type)

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| NAME:  |  |
| AGENCY/SCHOOL: |  |
| ADDRESS: |  |
| CURRENT POSITION: |  |
| TELEPHONE: (Work) |  |
| TELEPHONE: (Other) |  |
| E-MAIL: |  |
| ***Please attach a resume.*** |
| Degrees received: Include institution, degree, and date received.  |
| Other credentials:  |
| Professional employment: |
| Supervision experience: (staff and students) |
| Professional Organization Memberships: |
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| **RESPONSIBILITIES OF FIELD INSTRUCTORS & TASK SUPERVISORS**(as outlined in the *BSW* *Field Manual* and the *MSW Practicum Manual*) |
| * Becoming familiar with the objectives, content, policies and procedures of the field education program and the social work curriculum.
* Interviewing prospective students for placements unless someone else in the agency is delegated to do so and providing feedback to the Director of Field Education about which students are acceptable.
* Preparing staff members in advance of the student's placement so they can assist the student as necessary with her/his practicum.
* Orienting the student to the practicum including introduction to staff, facility, office procedures, information management systems, agency mission, funding, table of organization, service programs, client demographics, policies and procedures including safety guidelines, practice methods, agency’s/LEAs place in the social service network, etc.
* Collaborating with the student and the faculty liaison to develop the student’s *Integrated Practicum Learning Contract and Evaluation* based on the practicum course objectives and joint assessment of the student's learning needs.
* Scheduling and holding weekly supervision sessions with the student and being available for ad hoc instruction and consultation. Supervision conferences should focus on the student's skill development and learning in addition to task completion.
* Providing the student with ongoing evaluation of her/his practice.
* Creating an atmosphere in which the student is free to explore and learn.
* Facilitating integration of practice methods with practice theory by identifying the theory and methods used and by teaching new practice methods and models required to perform specific assignments. Field instructors may assign readings, process recordings, or other learning assignments as needed.
* Being accessible to the student as a role model.
* Communicating as soon as possible, any concerns regarding the student’s performance to the faculty liaison. The field instructor can initiate the Practicum Improvement Plan process.
* Completing the ratings and narrative evaluations of the student’s performance on as required by the School of Social Work.
	+ Completing an evaluation of the field education program and the faculty liaison.
* Attending field orientations, trainings, and other meetings of field instructors held by the School of Social Work.
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| **STATEMENT OF INTENT** |
| I understand the expectations and requirements of a field instructor/task supervisor as outlined above, and I am willing and interested in becoming a field instructor with the School of Social Work at Illinois State University. |
| **Signature** |  |
| **Printed Name** |  |
| **Agency/School** |  |
| **Date** |  |