EXPECTATIONS FOR THE AGENCY and FIELD INSTRUCTOR

Expectations for the Agency:

1. The agency’s director should be committed to the agency’s participation in professional social work education, and there should be a commitment to enter into a long-term relationship with the University involving the training of numerous students over time.

2. An employee of the agency should be designated to serve as the contact person to work with the school.

3. The agency and the School will enter into an agreement regarding the mutual expectations for affiliation prior to a student being accepted for placement.

4. The agency should provide the variety, quality and quantity of learning experiences appropriate for the level of field education: Foundation year (BSW and 1st yr MSW) and/or Concentration year (Clinical or Social Change).

5. The agency will be expected to assure the availability of case material and work activities for instructional use by students. This material would be subject to the guidelines of confidentiality.

6. The agency will provide reasonable physical facilities necessary to accommodate the student.

7. The agency will reimburse students for agency-related travel expenses from the agency to home visits, etc.

8. The agency should provide the opportunity for students to attend staff meetings and participate in other collaborative and professional exchanges.

9. In the case of working with a faith-based agency, the agency may provide the opportunity for students to attend and participate in spiritually-oriented activities; however they must respect the student’s decision as to whether or not to participate.

10. The agency should allow its field instructors adequate time for student supervision and for attendance at seminars and other meetings pertinent to this role.

11. Agencies should have formal safety policies and procedures. (see below)
Expectations for the Field Instructor

1. The Field Instructor must have an MSW and a minimum of two years’ related practice experience beyond the Master’s degree. Exceptions must be approved by the Director of Field Education.

2. New Field Instructors are required to attend a Field Instructor’s Orientation that will be held before the start of the academic field semester. Continuing Education Credit will be awarded for attendance. Annual Continuing Education programs are made available to all Field Instructors affiliated with the George Mason University Department of Social Work.

3. Field Instructors should become familiar with and consistently use the appropriate field instruction curriculum in developing clear expectations of student performance. Program goals and field learning objectives are detailed in this Field Manual.

4. The Field Instructor will develop learning opportunities that focus on areas of social work skill development related to theory and evidence-based practice, and will create specific educational assignments in consultation with the Faculty Field Liaison as needed.

5. The Field Instructor is required to provide weekly one hour of individual educational supervision as a minimum standard. Assessment materials must be prepared by the student and reviewed weekly by the Field Instructor (i.e. process recordings, audio or video tapes, case presentations, special projects, policy analysis, legislative tracking, agency documentation and reports).

6. **The Field Instructor is responsible for having the student prepare no less than one process recording a month.** The Field Instructor will provide clear written feedback to the student regarding their performance using the process recording as an assessment tool. **Student process recordings with Field Instructor comments must be submitted to the Field Liaison as scheduled in the Field Seminar syllabus.**

7. The Field Instructor will develop with the student an individualized Education Contract within the first month of the practicum. The student and Field Instructor are responsible for submitting the Education Contract through the Field Education software by the due date listed in the Field Seminar syllabus.

8. **The Field Instructor’s evaluation of the student must reflect actual performance and not effort or potential.** The Field Instructor’s written evaluations of student performance should be consistent, with clear examples of student strengths and/or areas of improvement. Narrative documentation of student performance should be consistent with any numerical ratings given.

9. The Field Instructor should confer with the student in the preparation of the mid-semester assessment and the end-of-semester evaluations. The student is expected to electronically sign the evaluation and their signature indicates that they have read the evaluation.

10. The assessment and evaluations must be submitted through the Field Education software on the required dates listed in the MSW Field Education Calendar. The Faculty Field Liaison is responsible for interpreting the evaluations and submitting the student’s grade.

11. Field Instructors should provide timely feedback on the student’s progress to the Faculty Field Liaison. It is expected that the Field Instructor promptly notify the Liaison of any problem with the
Field Education Agency Expectations and Data Form

student’s performance or difficulty in the agency’s ability to meet the educational expectations of the student.

AGENCY SAFETY GUIDELINES

Most agencies are under enormous pressure. Reduced budgets and clients with increasingly critical needs and histories of negative involvement with social services have resulted in increasing tensions in social work settings. As a result, social workers have experienced a variety of threatening situations, and some have been harmed. Social work students cannot be completely insulated from the realities of professional life, nor should they be. On the other hand, students frequently lack the experience and skills that help more seasoned practitioners assess danger and take appropriate precautions. The School recognizes its responsibility to help prepare students to handle potentially dangerous situations by providing students with safety training and classroom content on safety issues. Appendix D on Personal Safety should be carefully reviewed by Field Instructors and students. However, we also need to make a serious effort to try to reduce risk in field settings.

The following guidelines are designed to supplement the School’s agency selection criteria. Modification of guidelines for particular students and special circumstances may be made in the student’s educational agreement with the explicit approval of the Faculty Liaison to the agency and the Field Education Office. Moreover, it is recognized that the implementation of these guidelines may take some time. A liaison may determine that, while an agency is not currently meeting all guidelines, it is making a good faith effort to do so and current conditions are sufficiently safe to proceed with a field placement.

1. A field agency should have a policy and/or procedures on safety covering the following matters:
   (a) Building and office security
   (b) Emergency procedures, including when and how to summon security or police assistance.
   (c) Staff responsibilities and procedures governing the management of violent clients.
   (d) Safety on home visits, including when, where, and under what conditions visits should or should not be made, when the student should be accompanied, and how backup is provided (see four and five below).
   (e) Alcohol and drug use policy formulated and posted.
   (f) Guns and other weapons policy formulated and posted.
   (g) Procedures for logging and communicating with staff and students all incidents or threats of violence.
   (h) Policy for aftermath of assault and threat of assault. Provision of support services for victim’s family and/or staff and clients who may have witnessed the assault.
   (i) Relationship with police should be established.

2. The agency should provide each student with a copy of the above policies as part of the student orientation to the agency, and provide training on safety issues and procedures. Consideration should be given to in-service training on clinical and administrative management of violent clients and violent situations outside the agency. The agency and each of its programs should have a well rehearsed specific plan of action in which students know exactly what to do in case of danger, from recognition of the signs of agitation to code words for signaling for help, when to call for police, clearing the building, etc. This plan of action should be rehearsed with students placed at the agency and reviewed on a regular basis.
Field Education Agency Expectations and Data Form

3. Though a student has the right to refuse a dangerous assignment, the Field Instructor, faculty liaison and student should reach a common understanding about the kinds of assignments that are appropriately safe. As a general rule, students should not be engaged in the following types of activities:
   (a) Physical restraint of clients.
   (b) Transportation of a client in the student’s private car; only if student has insurance.
   (c) Transportation of a client with a recent history of violent behavior.
   (d) Treatment of a client with a history of violence.
   (e) Work in the agency at times when and/or in areas where other staff members are not present.

4. The student’s Field Instructor should know, or be able to easily ascertain the student’s location during fieldwork hours and should discuss with the student any activities that require special planning with regard to safety.

5. Thorough preparation should be made for student home visits with consideration given to the following elements:
   (a) Selection of clients and home environments that are not assessed to be dangerous to the student.
   (b) Provision of a safe means of transportation, whether by agency vehicle, the student’s car, or public transportation where such can be judged to be normally safe.
BSW Senior Supervisory Requirements

**Supervisor Credentials:**
- MSW plus minimum of 2 years practice and experience in supervision, 1 year at agency
- MSW must provide regular weekly supervisory conferences and sign off on student hours, direct supervision by others acceptable
- One hour of documented individual supervision per week, using planning agenda is recommended
- Use online field education software in the completion of forms and the mid-term and final evaluations
- Meet with Faculty Field Liaison twice per school year
- Provide a current resume to GMU School of Social Work

BSW Junior Supervisory Requirements

Students may complete both Level A and Level B at the same site, with the approval of the GMU BSW program.

**Level A** (1 semester 60 hours on site) **Laboratory of Interpersonal Communication:** This practicum experience focuses on the development of basic interviewing and relationship building skills through exposure of students to human service work that is integrated with classroom learning.

**Level B** (1 semester 40 hours on site) **Groupwork Practicum:** An opportunity to expose students to group work in an agency setting. Students must have a group experience either as a planner, leader, co-leader and/or observer/participant.

**Supervisor Credentials:**
- A professional Social Worker, but a non social worker with sufficient experience is also acceptable.
- Minimum of 30 minutes per week supervision

For more information on BSW Field Education, please contact Dr. Molly Davis, Associate Field Director, mdavi7@gmu.edu, or 703-993-2028.

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**MSW Foundation Supervisory Requirements**
- MSW plus 2 years post-MSW experience
- Develop learning opportunities for students consistent with generalist practice learning goals
- Provide one hour weekly supervision

**MSW Social Change Supervisory Requirements**
- MSW plus 2 years post-MSW experience
- Develop learning opportunities for students consistent with social change concentration learning goals
- Provide one hour weekly supervision

**MSW Clinical Supervisory Requirements**
- MSW plus 3 years post-MSW experience or LCSW
- Develop learning opportunities for students consistent with clinical concentration learning goals
- Provide one hour weekly supervision

For more information on MSW Field Education, please contact the Field Director at 703-993-4947/2030, or Dr. Molly Davis.
Field Education Agency Expectations and Data Form

Social Work Department
AGENCY DATA FORM

Date: ________________________________

Agency Providing Field Instruction: ________________________________

Contact Name: ________________________________

Title: ________________________________

Address: ________________________________

Telephone: ________________________________

Fax: ________________________________

Website: ________________________________

E-Mail: ________________________________

What are the usual business hours of your agency? ________________________________

Do you have an established internship program? ________________________________

Do you have staff with a Master’s Degree in Social Work available for supervision of a student?
€ Yes
€ No

Designated Field Instructor Information:

(1) NAME ________________________________  (2) NAME ________________________________

Phone: ________________________________  Phone: ________________________________

Email: ________________________________  Email: ________________________________

Credential held by prospective field instructor (check all that apply):
€ LCSW, LCSW-C LICSW
€ Masters in Social Work
€ Master in ________________________________
€ BA Degree in ________________________________
€ Additional license(s) ________________________________

Credential held by prospective field instructor (check all that apply):
€ LCSW, LCSW-C LICSW
€ Masters in Social Work
€ Master in ________________________________
€ BA Degree in ________________________________
€ Additional license(s) ________________________________

Number of student field placements available at each of the following levels:

______ BSW  ________ 1st Year MSW  ________ Clinical  ________ Social change

Is this location handicapped accessible?  € Yes  € No

Is public transportation available for this location?  € Yes  € No
Field Education Agency Expectations and Data Form

Do you have computer access with internet capability?  € Yes  € No

Are there specific requirements for student interns?

€ Child protective check
€ Criminal background check
€ Finger printing
€ Physical exams
€ References
€ Specialized training: __________________________________________
€ Language other than English: __________________________

BSW and 1st year MSW students are considered to be in their foundation year and their field practicum should be generalist practice. Students in the MSW program chose from either Clinical or Social Change as their concentration area. Please check the areas your agency can support.

1. **Population Served:**

<table>
<thead>
<tr>
<th>Children</th>
<th>African American</th>
<th>Developmental disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adolescents</td>
<td>Hispanic /Latino</td>
<td>Physical disabilities</td>
</tr>
<tr>
<td>Adults</td>
<td>Asian(specify__________________)</td>
<td>College Students</td>
</tr>
<tr>
<td>Couples</td>
<td>Native American</td>
<td>Elderly</td>
</tr>
<tr>
<td>Families</td>
<td>Immigrant/Refugee</td>
<td>Gay/lesbian</td>
</tr>
</tbody>
</table>

2. **Type of Setting (Check all that apply):**

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Nursing/PersonalCareHome</th>
<th>Public Agency/County</th>
</tr>
</thead>
<tbody>
<tr>
<td>HealthCare</td>
<td>Counseling Center</td>
<td>State, Federal</td>
</tr>
<tr>
<td>School System</td>
<td>Outreach Center</td>
<td>Homeless Shelter</td>
</tr>
<tr>
<td>CrisisCenter</td>
<td>Hospice</td>
<td>Community Based</td>
</tr>
<tr>
<td>Corrections/Crim Justiça</td>
<td>Private Non-Profit</td>
<td>Substance Abuse/Recovery</td>
</tr>
<tr>
<td>Mental Health</td>
<td>Legal</td>
<td></td>
</tr>
<tr>
<td>Other(specify____________________)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **Problem Areas Addressed:**

<table>
<thead>
<tr>
<th>Health</th>
<th>Mental Health</th>
<th>Development Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption/Foster Care</td>
<td>Family Development</td>
<td>AIDS/HIV</td>
</tr>
<tr>
<td>Abuse/Neglect</td>
<td>Poverty</td>
<td>Aging</td>
</tr>
<tr>
<td>Teen Pregnancy</td>
<td>School Related Issues</td>
<td>Substance Abuse</td>
</tr>
<tr>
<td>Welfare Reform/Policy</td>
<td>Delinquency</td>
<td>Sexual Violence (incest, rape)</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>Homelessness</td>
<td>Physical disabilities</td>
</tr>
<tr>
<td>Terminally ill</td>
<td>Grief/Loss</td>
<td>Early Intervention</td>
</tr>
<tr>
<td>Forensics</td>
<td>Other(specify____________________)</td>
<td></td>
</tr>
</tbody>
</table>
4. **Field Practicum Opportunities:**

**Generalist MSW/BSW**
- Interagency Experience
- Client Advocacy
- Group Work w/ Clients
- Case Management
- Intake Assessment
- Resource Linkage/Brokering
- Individual Counseling
- Treatment Team Planning
- Group Counseling
- Needs Assessment

**Clinical**
- Group Work with Clients
- Group Counseling
- Resource Linkage/Brokering
- Individual Counseling
- Couples
- Needs Assessment
- Research
- Treatment Team Planning
- Family Therapy
- Play Therapy
- Treatment Evaluation
- Psycho-ed. Groups

**Social Change**
- Resource Linkage/ Brokering
- Committee Leadership
- Research
- Supervision
- Needs Assessment
- Budgeting
- Program Development
- Grant Writing
- Staff Development
- Program Planning
- Community Organization
- Volunteer Recruitment
- Program Evaluation
- Legislative Advocacy
- Policy analysis

____ Other Experiences (unique services, populations served, etc.)___________________

Please either attach or describe below the intern job description:

Signature: ___________________________ Date: ___________________________

Please complete and return form **and updated MSW field instructor resumes** to:

Field Director
Department of Social Work
George Mason University
4400 University Drive
MS 1F8
Fairfax, VA 22030
(P) 703-993-2030
(F) 703-934-2193

Dr. Molly Davis
BSW Program
George Mason University
4400 University Drive
MS 1F8
Fairfax, VA 22030
(P) 703-993-2028
(F) 703-934-2193