

To ensure the University of the Pacific MSW student receives a quality experience that meets with accreditation standards, all agencies and field instructors must agree to comply with these requirements. This information, and more, is included in The Field Manual:

<https://apps.exxat.com/public/steps/Upacific-SW/Home>

AGENCY RESPONSIBILITIES The Agency provides:

1. A qualified Field Instructor (See below “Field Instructor”) whose responsibility is “teaching” (as opposed to “supervising”) the student. The Field Instructor must have a MSW degree from an accredited university, and at least two years of full-time professional social work experience.
2. A sufficient number and variety of assignments to support the progression of student learning. Students must be involved in practice activities within three weeks of the start of the MSW internship. Activities include shadowing, investigating community resources, watching relevant films, and other initial activities.
3. A thorough orientation at the beginning of the internship, to include:
 - a. A review of the agency’s mission, policies and procedures, various programs or departments, and any collaboration partnerships in the community; and
 - b. A review of risk management policies and procedures (e.g., health and safety issues to include COVID social distancing and other Center for the Control of Diseases –CDC- practices), office and community safety, harassment, transporting of clients, medical precautions, suicide prevention policies, etc.
 - c. A review of the client population and the associated community and its resources.
4. Adequate workspace and access to telephones, computers, records, data bases, etc. to fulfill the requirements of the internship.
5. Opportunities for the Field Instructor to observe the student.
6. Reimbursement for expenses the student pays for when involved in rendering services (e.g., mileage reimbursement for agency-related travel).
7. Adequate insurance coverage for students as stipulated in the University contract with the agency, particularly for students who are expected to use personal vehicles for agency purposes. (Pacific does not allow students to use their own vehicles for client transport.)
8. Access to staff, committee, and seminar meetings when appropriate.
9. Use of selected agency records (appropriately disguised to ensure client and agency confidentiality) for class assignments.
10. Use of agency consultation resources when appropriate.
11. Release time/support for Field Instructors so that they can meet the MSW Program criteria for working with a student (see *Responsibilities of the Field Instructor*).
12. EMPLOYMENT-BASED INTERNSHIPS: The agency agrees to consider the employee’s status as “a student” to be paramount during the internship hours.

13. AGENCIES WITHOUT A DEGREED SOCIAL WORKER ON STAFF: These agencies must provide the student a Task Supervisor. A Task Supervisor is a regular staff member who is responsible for the day-to-day assignments of the student and the observation and assessment of the skills portion of student learning.

FIELD INSTRUCTOR RESPONSIBILITIES The Field Instructor must...

1. Have a MSW degree from a Council on Social Work Education (CSWE) accredited school of social work; and two years of experience post degree.
2. In the early stages of the internship, ensure student gets on average three hours of training per week that includes providing one hour of formal face to face regularly scheduled supervision each week. The supervision hour can be individual or group. Assessment materials shall be prepared by the student and reviewed by the field instructor (i.e., process recordings, audio/videotapes, case presentation, projects, etc.).
3. Complete the student's Learning Agreement, the Mid-Term Progress Report, and the "Competency Evaluation."
4. Provide ongoing assessment and feedback to students regarding the Learning Agreement.
5. If new, attend the "Introduction to Field Instruction" to meet CSWE accreditation requirements.
6. If ongoing, attend Advanced Field Instructor Trainings every two years to meet CSWE accreditation requirements.
7. Engage in ongoing collaboration with the Faculty Field Liaison to enhance the student's educational experience in the internship.
8. Be familiar with and uphold the NASW Code of Ethics, identify with the social work profession, demonstrate a strong commitment to social work values and adhere to the laws that regulate social work practice.
9. Identify individualized learning opportunities, clients, projects, and tasks within and outside the agency that are in line with the needs and curriculum and goals of the student. Have knowledge of the community and its resources.
10. Identify student problems and work with the Faculty Field Liaison on how to address the problems. The student must be informed and involved in the performance improvement plan.
11. Off-Site Field Instructors: Must meet with the student weekly for one hour. In addition, the Field Instructor must communicate with the Task Supervisor to obtain feedback on the student's progress in the area of skill development and must review the student's case notes, process recordings (if assigned), etc. Lastly, the off-site Field Instructor is responsible for completing the student's Learning Agreement, Mid-Term Progress Report and the end-of-the-term Competency Evaluation.
12. Task Supervisors: Is a regular agency staff member who is responsible for the day-to-day assignments of the student and the observation and assessment of the skills portion of student learning. It is expected that the Task Supervisor will model skills and observe the student in his/her daily assignments, meet with the Faculty Liaison as appropriate, and provide relevant feedback to the Field Instructor for completing the Mid-Term Progress Report and the end-of-the-term Competency Evaluation.