FIELD EDUCATION - At A Glance

AY 2015-2016

STUDENT HANDOUT

Field Education Website: http://www.brynmawr.edu/socialwork/degrees/mss/field_education.html--includes basic information, the Academic Calendar, Field Education Manual, and Field Forms.

Field Schedule for 2015-2016:

Advanced Standing Student first day of field begins Thursday, June 4th, 2015 and ends on Friday, August 7th, 2015. Students are in the field the equivalent of three full (8 hour) days hours per week.

All full time students: AY 2015-2016 field education placements begin the week of August 31, 2015 and continue until April 22, 2016

First Year Foundation Practice students are in the field the equivalent of two full (8 hour) days hours per week.

Second Year Concentration students are in the field the equivalent of three full (8 hour) days hours per week.

Specified/assigned days-of-the-week in the field can be arranged between the student and Field Instructor as long as they do not interfere with the student’s class schedule.

Absences:
Students are responsible for monitoring their days in the field in coordination with their Field Instructors. If they are unable to attend field on their scheduled days, they are to be made up in consultation with the Field Instructor.

Field education time lost because of extended illness or other causes are to be made up. The plan for making up short periods of absence should be worked out between the student and the Field Instructor; if such absences exceed the equivalent of one week of field placement per semester or there are problems in arranging a make-up schedule, the Field Liaison should be consulted and they will communicate with the Director of Field Education.

Field Instructor Responsibilities:
Schedule a minimum of 1 hour weekly individual supervision with student, or alternate 1-hour individual and group supervision, weekly; participate in at least one on-site meeting (summer session—Advanced Standing only; fall semester – all students) and at least one on-site or telephone conference call meeting (spring semester – all students) with the student and Field Liaison; complete student evaluation for fall and spring semesters (and summer session for Advanced Standing students); review process recordings, as assigned, in supervisory sessions and provide on-going feedback to student; complete an evaluation of the Field Liaison, and apprise Field Liaison of student’s progress and any concerns.

Student Responsibilities:
Student will follow the academic calendar established by the School for Field Education. Within that framework, students will accommodate agency hours, including evening hours; inform Field Instructor of any difficulties, absences, tardiness, etc. and arrange for make-up time as applicable; complete Field Learning Agreement (within 4 weeks of the beginning of the placement), Monthly Reports/Time Sheets, Process Recordings/Journals, and an evaluation of the Field Education experience in the Spring.
Field Liaison Responsibilities:
Serve as the liaison between the school and the agency; during scheduled site visits, meet individually with the student, meet individually with the Field Instructor and meet with the student and Field Instructor jointly once during the Fall and in Spring semesters (and once in the summer session for Advanced Standing students); participate in phone conferences with Field Instructor as needed; monitor learning agreement, assigned process recordings/journals, evaluations, students’ Monthly Reports and submit grade to school based, in part, on Field Instructor’s evaluation; help student process field-related issues or concerns; assist Field Instructor with understanding school requirements, and help mediate any concerns related to student’s performance in the field; complete a Site Visit Form that notes all contacts and is turned into the Director of Field Education at the end of each semester.

ADDITIONAL INFORMATION IS AVAILABLE IN THE FIELD MANUAL