FIELD EDUCATION - At A Glance
AY 2018-2019

Field Education Website: https://www.brynmawr.edu/socialwork/field-education -- includes basic information, and links to the Field Education Manual, and Field Forms.

Field Schedule for 2018-2019:

Advanced Standing Students begin Field in September, 2018, three days/week. Classes are taken in the summer session, 2018.

All full time and part time students: Field Education placements begin at the start of the fall semester (usually early September) 2018 and end in the third or fourth week of April (2019).

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

Second Year Concentration students (including Advanced Standing 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 agency 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, the days missed 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 if 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/week 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; work with student on the Learning Agreement; complete final field 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 the Field Liaison of student’s progress and any concerns.

Student Responsibilities:
Student will follow the academic calendar established by the GSSWSR 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), assigned Process Recordings and an evaluation of the Field Education experience at the end of spring semester.
**Field Liaison Responsibilities:**
The Field Liaison serves as the liaison between the school and the agency. During scheduled site visits, Field Liaisons conduct individual meetings with the student and Field Instructor, and then meets together with both student and Field Instructor. In-person site visits are held at least once during the Fall, with either a telephone/Skype or in-person site visit in Spring semester (and at least once in the summer session for Advanced Standing students). Field Liaisons also participate in phone conferences with the Field Instructor as needed, and review/monitor the Learning Agreement, assigned process recordings and field evaluations. They help students process field-related issues or concerns, assist the Field Instructor with understanding school requirements, help mediate any concerns related to student’s performance in the field, and submit the student final grade for Field Education based in part on Field Instructor’s final evaluation. Field Liaisons complete a site visit form that notes all contacts and is submitted to Field Education Office following the Field Liaison’s visit to the agency.

**ADDITIONAL INFORMATION IS AVAILABLE ON THE GSSWSR FIELD EDUCATION WEB PAGE:**
https://www.brynmawr.edu/socialwork/field-education