

- e. To provide a Faculty Field Liaison who will serve as a link between the student, the program, and the agency. This Liaison will visit each student and in-agency field instructor in the agency at least once each semester and will alert the Director of Field Education regarding any concerns the student or field agency instructor may have.
- f. To assume the primary responsibility for evaluating and grading the student's performance in the field, and granting or denying university credit for the semester's work. This is accomplished only after carefully considering the input of the in-agency field instructor, the student, the field liaison and faculty Integrative Field Seminar instructor, as detailed in the syllabus.
- g. To ensure that the University provides professional liability insurance for all students in field internships and that the students carry health insurance policies.

14. THE AGENCY AND IN-AGENCY FIELD INSTRUCTOR RESPONSIBILITIES

- a. The agency may decide to interview and/or to accept or reject students proposed by the University Director of Field Education.
- b. When the student has been accepted, the agency will then assign a qualified in-agency field instructor to direct the student's field learning experience within the agency. The in-agency field instructor will evaluate the student's field work and provide feedback on each student's skills, knowledge and performance in the agency.
- c. To orient the student to the agency. This includes the provision of written material as well as discussions related to the agency's history, philosophy, goals, eligibility requirements and administrative structure. It is also the in-agency field instructor's responsibility to help the student perceive and understand the agency as it relates to and complements other community social welfare services.
- d. To arrange for adequate working space, access to secretarial help, parking spaces, and generally provide satisfactory working conditions.
- e. To provide an opportunity for the student to participate in the agency's staff meetings, conferences, and consultations, both within and outside the agency.
- f. To discuss the role and responsibilities of the student as an official representative of the agency. This includes an agreement as to the times the student will be available to be in the agency.
- g. To provide a balanced and meaningful experience that will facilitate the student's development of Social Work practice behaviors and mastery of CSWE core competencies, i.e., initial generalist practice followed by a clinical concentration with emphases on individuals, children and families. Meaningful experiences include appropriate assignment of clients, home and agency visits, bio-psycho-social-spiritual evaluations, case conferences, consultations, staff meetings, and referral processes. It is also expected that the instructor will utilize the field manual and make certain that each student experiences the full range of educational objectives. It is essential that all case and specific task assignments be given only after careful consideration of the feelings, abilities, and skills demonstrated by the student at a given point in time.
- h. To provide, to the maximum degree possible, opportunities for the student to work with clients of diversity and minority groups and to assist him/her in understanding relevant dynamics and applicable interventive strategies.
- i. To assure the student an opportunity to work in collaboration with a variety of other social services in the community.
- j. To set apart and protect supervision time for the student of at least one hour per week per student.
- k. To share with the University Director of Field Education all evaluations of the students' performance in the agency. This should be done after the evaluation has been carefully discussed with the student and/or Field Liaison.

15. STUDENT RESPONSIBILITIES

- a. To assume a primary role and responsibility for assuring a successful field experience.
- b. To gain a working knowledge and understanding of the assigned agency. This includes an understanding of the relationships of the assigned agency to other social service agencies in the community.
- c. To actively seek training and to practice social work within the policies of the agency in which he/she is placed. This includes compliance with work requirements scheduled by the agency in accordance with University expectations, i.e. the number of hours per week in the field setting and the use of clinical supervision.
- d. To adhere to the professional social work Code of Ethics at the NASW level and under applicable state laws.
- e. To review the Policy for Processing of Alleged Student Intern Abuse of Agency Client(s) See Appendix M.