

Field Instructor Checklist

- Contact University staff at any time for questions, information or support.**
 - Always contact a student's **Liaison** (the seminar instructor) immediately to discuss any difficulties or special circumstances that arise.
 - Please keep the Practicum Office informed of any changes in practicum placement information (phone numbers, Field Instructors, student hours, etc.)

- Review the [BSW Student Handbook](#) or [MSW Student Handbook](#) (on the Social Work Department website, Practicum Program page) and the Practicum Packet delivered by the student the first week of the practicum. Contact the Liaison if you have questions about any of these materials.**

- Engage in Learning Contract development and revision (at the end of the first semester) with the student.**
 - Provide guidance about agency learning opportunities and limitations, using the Overview form* to identify potential learning areas/tasks.
 - Refer to guidelines*. All areas must be evaluated by the end of the practicum experience.
 - Students are required to complete a process recording or reflective journal each semester. Please review that document before the mid-semester visit by the Liaison.
 - Review contract for completeness. Return to student for editing as needed.
 - Sign/date. Student then submits the contract to their Liaison by the date set by the Liaison, usually about 3 weeks into the semester. _____/_____/20____
 - Faxed practicum documents are not accepted.
 - Students may deliver practicum documents to faculty.
 - Students are responsible for keeping copies.

- Assure monitoring of activities.**
 - Engage students in weekly one-hour individual supervision that explores professional identity development as well as case progress.
 - Students are to keep a Practicum Log* in addition to any required agency time forms and submit it to their Liaison at the end of *each* four-week period.
 - Please log your activities on the Field Instructor Activity Report* and return with each semester's evaluation.
 - Use Practicum Incident Report* to report exceptional/injurious events.

- Schedule mid-semester site visit appointments (minimum one per semester – the Liaison will contact you). Please complete Mid-Semester Evaluation* prior to visit.**
 - Preferably at a time when student can be present (scheduled supervision time suggested).
 - No later than the end of October (Fall), end of March (Spring), and end of June (Summer).

- Any plans for continuing practicum during breaks or between semesters must be approved in advance by the Director of Practicum.**
 - See [BSW Student Handbook](#) or [MSW Student Handbook](#) and Semester and Practicum Hours Exception memo* for details.

- Complete end-of-semester evaluations* and submit to Liaison by the announced date, usually 2 weeks prior to the semester's end.** _____/_____/20____
 - Refer to guidelines*.
 - Check that both your signature and the student's are present as well as total number of practicum hours achieved.

* indicates item is included in the Practicum Packet