

OFFSITE FIELD SUPERVISION GUIDELINES

If an agency site meets criteria for potential practicum placement but does not have an appropriate staff social worker available to provide field instruction, an off-site alternative can be considered. However, the Washburn University Social Work Department cannot employ, reimburse or provide liability insurance for off-site Field Instructors.

Factors considered in making this decision are:

- commitment and ability of Field Instructor to perform administrative, supervisory, and support duties of a field instructor
- relationship of Field Instructor to agency including familiarity with agency mission, protocols and practices
- availability of Field Instructor during those times student is in practicum (e.g., cell phone or beeper contact, time/distance from agency if an emergency arises, etc.)
- assignment of an appropriate on-site alternate during times student is in practicum (e.g., professional with related credentials strongly preferred or administrative personnel with authority over case related activities of the agency)
- receipt of a clearly documented plan for supervision that includes:
 - assurance that the student receives an adequate orientation to the agency, its protocols, practices and expectations
 - at least one hour, face-to-face individual supervision per week
 - a system for weekly feedback of student progress from onsite alternate and other appropriate observers of student's activities
 - periodic observation of student performance, when possible
 - regular review of student's written work including agency documentation

By signing below, the parties acknowledge they have read and will abide by these expectations:

Off-Site Field Instructor _____ Date _____

On-Site Alternate _____ Date _____

Student _____ Date _____