

2012-13 Quick Reference: Full-Time/Part-Time Day Students

REQUIREMENTS FOR FIELD PLACEMENTS

- **First year, full-time students** are expected to be in the field 16 hours per week, usually on Tuesdays and Thursdays, for the entire academic year (a total of **480 hours**). Seminar hours count towards field. First year placements involve direct service to clients and macro project.
- **Second year clinical students** are expected to be in the field three days a week, usually Monday, Wednesday, and Friday, for the entire academic year (a total of **640 hours**).
- **Second year social administration (SA) students** are in the field two or three days a week, depending on the placement. All SA students must complete a minimum of **496 hours** during the academic year.
- The Field Instructor is expected to meet with the student for a **minimum of one hour per week for reflective supervision** and to support the student in achieving learning goals and professional competencies as outlined on the Field Evaluation.
- Field work begins the first week of October for second year student, and the second week of October for first year students.
- Start and end dates are clearly marked on the SSA Calendar. Any alternative arrangements must be agreed upon upfront by the Field Instructor, the Field Consultant AND the student. Start and end dates should be noted on the Learning Agreement if alternate arrangements are made.

LEARNING CONTRACTS AND FIELD EVALUATIONS

- **Learning Contracts** are due to the Field Consultant three weeks following the start of placement and should incorporate goals and activities related to the Field Evaluation which is completed at the end of each quarter.
- Learning Contracts and student evaluations due dates are clearly marked on the SSA Calendar. These documents should be worked on in advance of the due date. It is imperative that SSA students receive timely feedback and that signed documents are delivered to SSA by the date due.

DEFINITION OF ROLES

- **Field Instructor or Supervisor:** the person who assumes the primary responsibility for the student's learning in the field placement and reinforces the student's identification with the purposes, values, knowledge base, and ethics of the profession of social work.
- **Field Consultant:** person who provides support for the student and the field instructor and serves as a bridge between SSA and the field placement; also the field seminar instructor.
- **Task Supervisor:** the person who provides secondary field instruction to students on a specific task, project, or assignment as delegated and monitored by the field instructor.

FIELD PLACEMENT PRE-REQUISITES

- It is the Field Instructor's responsibility to inform both the student and the SSA Field Education Office of any pre-requisites that the student will need to complete before starting the field placement. Such pre-requisites may include TB test, background checks, liability insurance, immunizations, etc.

BENEFITS AND TRAINING FOR FIELD INSTRUCTORS

- **Field Instructor Training** is required within the first year of being a field instructor, and is offered in September and October. Advanced training is offered in April. The trainings are free to field instructors, and CEU's are provided. See: <http://www.ssa.uchicago.edu/pdp-schedule> for dates and descriptions.
- **Professional Development Opportunities:** All current field instructors are eligible for 50% discount at one of SSA's many rich professional development opportunities. <http://www.ssa.uchicago.edu/professional-development>
- **Continuing Education Credits:** One time only, Field Instructors may receive 30 CEU's if they fulfill the requirements for this benefit. Contact Alice Stewart at aestewart@uchicago.edu for application form.
- **University of Chicago Library Privileges:** access to U of Chicago Libraries
- **Invitations to various SSA events and programs**

CONCERNS OR PROBLEMS THAT ARISE IN FIELD PLACEMENT

- Please address any concerns with your student directly with the student first. If you would like consultation on problem-solving, enhancing learning experiences, understanding SSA's policies or procedures, or just someone to listen to a concern, please contact your field consultant. The Field Education staff is happy to work with you on any issues that arise after you have consulted with your field consultant.

SSA FIELD EDUCATION WEBSITE AND ADDITIONAL RESOURCES

- Please avail yourself of our website for additional information and resources: <http://www.ssa.uchicago.edu/field-education>.

We look forward to working with you and supporting you in your role as a Field Instructor for SSA! Please don't hesitate to call with any questions or concerns.

With Appreciation,

Nancy Chertok, A.M.
Director of Field Education

Bharathi Jayaram, A.M., LCSW
Associate Director of Field Education
bjayaram@uchicago.edu
773-702-9418

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