

## CRITERIA FOR SELECTION OF AGENCIES AND FIELD INSTRUCTORS

Field education succeeds because of the ongoing collaboration of agency, field instructor, school and student. Because field education is such a critical component of a student's education, the Director of Field Education, aided by the field liaisons, closely monitors students in their placements. Office of Field Education (OFE) staff must approve of agencies before students begin their practicum experiences. A primary interest of the OFE is ensuring that the agency and the prospective field instructor support our educational objectives, and have the resources necessary to offer our students a valuable internship experience.

### *Criteria for Approval of Field Agencies*

1. An agency should have a positive attitude toward professional social work education, as evidenced by its policies and standards.
2. Agency supports the field instructor by permitting him/her time to supervise student(s), and attend required training meetings at NCSWS, meet with the field liaison, etc.
3. The agency's commitment to service should be compatible with the values and ethics of the social work profession.
4. Agency practice should adhere to the ethical standards of the social work profession.
5. The agency must be able to provide a variety and depth of learning experiences as well as necessary resources for the student(s) throughout the academic year.
6. The agency has and observes nondiscriminatory policies on race, ethnicity, sexual orientation, age, and physical disability.
7. The agency agrees to follow the university's guidelines on compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The agency must cooperate with CUA in providing reasonable accommodations that will allow qualified students with disabilities to fully participate in field education.

### *Criteria for Approval of Field Instructors*

1. *Academic Qualifications:* Field instructors supervising bachelor's level seniors and foundation-level MSW students must have at least a *Masters of Social Work* degree earned from a CSWE-accredited college or university.
2. *Licensing Qualifications:* Field instructors supervising undergraduate seniors and foundation-level MSW students must have at least an LGSW-level license, or the level license required by the local jurisdiction. Field instructors supervising (1) advanced clinical students and (2) the clinical work of advanced combined students must have clinical licensure (LICSW, LCSW-C, etc.). Field instructors supervising advanced SJSC students do not need to have licensure, unless required by the local jurisdiction.
3. *Practice Experience:* Field instructors must have a minimum of 2 - 3 years of post-MSW professional experience, as well as demonstrated competence in an area of practice. The field instructor's supervisor must feel that the social worker is ready to assume a supervisory/teaching role.
4. *Employment Qualifications:* The field instructor must have been employed at the agency for a minimum of 12 months prior to supervising a student intern.
5. The field instructor should have an interest in the education and training of students preparing to become social workers.
6. The field instructor agrees to attend one of the School's fall semester Field Education Orientation/Training meetings
7. The field instructor agrees to be in the agency regularly during the academic year. **When absent, arrangements must be made for supervision of the student intern; these arrangements must be conveyed to the student. If there is to be any extended absence, the student's field liaison and/or Office of Field Education must also be notified.**

8. The field instructor agrees to meet regularly for at least one hour per week for supervisory conferences with the student intern.
9. The field instructor must be in good standing with appropriate jurisdiction's social work licensing board.