

CHAPTER 4: ESSENTIAL ELEMENTS OF FIELD EDUCATION

Agency Settings: Overview

Field placements in agencies are located throughout the state of Wisconsin and in Michigan's Upper Peninsula, with every effort made to have them be in a geographic area accessible to the student. The agencies represent social work in child and family welfare, health and mental health, corrections, residential treatment, senior care, poverty programs, and other areas of social work practice. A major effort has been made to develop placements that provide each student with a learning experience in public, private, and tribal agencies that will enhance the student's experience with clients from a wide range of racial and ethnic backgrounds, socio-economic levels, and lifestyles.

The agencies used as field placements for the Collaborative MSW Program are an extension of the University. They must be suitable learning environments that possess a commitment to the collaborative process of educating students in the field of social work. Some of these agencies have a long-standing relationship with the University, they are chosen because of the diversity of their programs and the learning experience they provide students.

As the program grows, so will agency placements. The Collaborative MSW Field Coordinator, in coordination with the MSW Faculty and the Community Advisory Committee, will evaluate new sites as to potential for educational learning experiences and their appropriateness to the program. S/he will work with new sites by meeting with the potential Agency Field Educators to explain their responsibilities and required tasks, which are illustrated in the Field Manual. New agencies are evaluated on their ability to provide a commitment to the learning needs of students as well as a practical social work experience.

Procedures for the Review and Possible Approval of MSW Field Agencies

1. The Collaborative MSW program seeks out appropriate field sites and considers self-referrals from agencies that demonstrate an interest in providing learning experiences for MSW students that support the mission, goals, and related competencies of the Collaborative MSW Program. Agencies wishing consideration will submit the following forms for review by the Collaborative MSW Program Field Coordinator: 1) Field Agency Description (Appendix C) and 2) an Agency Field Educator Resume(s) (Appendix D).
2. The Collaborative MSW Field Coordinator contacts the agency representative and/or the prospective Agency Field Educator to review the application materials and discusses placement policies and procedures as well as the possible MSW learning experiences that are in support of the Collaborative MSW Program.

3. When a new Field site meets the criteria for selection as an MSW Field Agency the Collaborative MSW Field Coordinator presents these sites to the Collaborative MSW Oversight Committee for approval. The Collaborative MSW Field Coordinator then informs the Field Agency when formal approval is granted.

Criteria for the Selection of MSW Field Agencies

1. Field education of MSW students occurs through a partnership between the University, the Collaborative MSW Program, and the approved field agency. The **Collaborative MSW Program Memorandum** (Appendix A) and the **University Affiliation Agreement** (Appendix B) documents support this affiliation. Each Field Agency must abide by the **Program Memorandum** and the **University Affiliation Agreement** (provided by the Collaborative MSW Program). These documents are approved by the risk management officers on each campus, (Appendix A and B). Both the **Program Memorandum** and the **University Affiliation Agreement** contain some of the following components:

Agree to provide an instructor with the appropriate credentials or work with the Collaborative MSW Field Coordinator in securing appropriate supervision and then allow for regular and ongoing supervision of the student.

Allow the Field Agency Educator to have release time to attend field instruction workshops and other meetings at the University.

Provide the student with the necessary space and resources to function at the level of social work practice expected of the student.

Include the student in staff meetings and trainings that pertain to the learning about the functioning of the agency.

Assign cases or clients to the student that will further the educational process according to the student's concentration.

Respect and support interdisciplinary collaboration in the placement;

Make available to the student opportunities for participation in policy and program development, critical evaluation of services, and the opportunity for research within the agency.

2. Each Field Agency must provide a qualified MSW field instructor (as detailed below) who agrees to accept the responsibilities for field instruction as stated in the section titled: Participants and Responsibilities –Agency Field Educator.

3. Each Field Agency must offer acceptance, enthusiasm and support for MSW-level practice and demonstrate an understanding that BSW level practice also has an important and necessary role in the profession.
4. Each Field Agency offers recognition of affirmative action guidelines in the selection of students for placement and ensures attention to the needs of diverse clientele/consumers.

Criteria for Selection and Retention of MSW Agency Field Educators

Agency Field Educators are considered to be adjunct faculty of the Collaborative MSW Program. As such, they are expected to be committed to the education of social work students and to carry out this role they must have their agency's support. Selection and retention of agency field educators is based upon the following criteria:

1. Field Educators accept the responsibilities for field instruction as stated in the section titled: Participants and Responsibilities –Agency Field Educator.

As a general standard, the agency field educator must have an MSW earned from a Council on Social Work Education (CSWE) accredited program. It is preferred that Field Educators have at least two years of post MSW professional practice experience. In situations where the Agency Field Educator does not hold an accredited CSWE MSW degree a qualified faculty member or a community practitioner with the desired credentials will sign on to the site as the Faculty Field Educator to provide needed instructional support and supervision to both the student, and when needed, the agency field educator. Field Educators with less than two years post MSW practice experience will be offered consultation and support from the Collaborative MSW Field Coordinator and MSW Faculty in their role as Agency Field Educators.

Exceptions to this general standard for agency field educators is considered on a case by case basis and is related to issues such as: a placement site should be used because of strong student need; agency practitioners are highly experienced and understand the philosophical underpinnings of social work and the role(s) it has among the helping professions; agencies are located in remote rural regions or highly diverse practice settings. Again, in all such cases placements will be supported or complemented by increased faculty supervision or community practitioner oversight on a regular basis.

2. The Field Educator has an interest, enthusiasm, and belief in MSW professional practice that also respects the role of the BSW practitioner.
3. The Field Educator has supervisory and/or teaching skills and experience.

4. The Field Educator has a practice orientation, which is compatible with the mission and educational objectives of the Collaborative MSW Program.
5. The Field Educator has knowledge of and demonstrated support for the Profession's Code of Ethics and models professional norms and values in daily practice.

The following also serve as guides for selection of Agency Field Educators:

- Those who practice from a strengths perspective;
- Those competent in working cross-culturally, with women and other diverse populations;
- Those committed to their own continuing education and professional development.

The Placement Process

General Overview

Students are given the opportunity to express interest in placements at human service agencies in which they are particularly interested. At any time during the pre-planning process, students may review agency information files located in the offices of the Collaborative MSW Program where the Field Coordinator is based. Pamphlets and information describing agency programs, as well as resumes of Agency Field Educators, will be kept accessible. Students may also find considerable benefit in discussing potential field placements with student colleagues, advisors, and other faculty. At no time during the pre-planning process should students contact the field agencies directly regarding a placement without the explicit permission of the MSW Field Coordinator.

Students who are participating in the MSW Child Welfare Education and Advancement Program (Title IV-E) are required to complete all field placements in a public or tribal child welfare agency. Students complete a Field Placement Assessment Tool, which identifies the student's current level of skill, knowledge and experience in child welfare, as part of their application. The Child Welfare Coordinator and MSW Field Coordinator use this information to identify field placements that will broaden and strengthen the student's child welfare practice skills. Note: Students accepted for the stipend need to be aware that field placement hours are generally available only during the typical work week (Monday-Friday, 8: 00 a.m. – 5:00 p.m.) time frame.

Students who desire to apply to be Licensed Clinical Social Workers (LCSW) after they complete the MSW program are advised that this MSW program is not designed to meet the MSW field experience requirements for "clinical field training" as outlined in Wisconsin statute (Act 301 457.08(4); MPSW Chapter 2). Such students may request Field Placements in the second year that provides Advanced Generalist Practice experiences in mental health settings. Additionally, they are encouraged to: (a) familiarize themselves with the Department of Safety and Professional Services requirements for LCSW preparation in a Field Placement (see MPSW 2.01, sections (7) and (17) for details at: <http://www.legis.state.wi.us/rsb/code/mpsw/mpsw002.pdf>), (b) discuss the feasibility of meeting these requirements in a Field Placement with their Field Educators, and (c) develop a detailed

portfolio demonstrating their accomplishments of these requirements. More detailed information about this process can be found in the Collaborative MSW Program Graduate Student Handbook.

Foundation Year

During the foundation year placement, students complete a two-semester (480 hours) generalist field placement. This field placement occurs during the Fall and Spring semesters and is designed to provide opportunities to learn generalist skills; placements specific to a student's specialized practice interest are the emphasis of the advanced level placement. Students will be assigned to agencies that will provide them with practice opportunities to acquire generalist skills and knowledge with experiences in ~~both~~ direct practice (work with individuals, families and small groups) and that include activities that enable the student to have experiences that address all foundation level competencies. Students who receive the child welfare IV-E stipend must complete their required field placement in a public or tribal child welfare agency.

Advanced Year

Students entering the program with a BSW earned within the last eight years, and those who have completed the foundation year will be required to complete the two-semester (450 hours) advanced year placement. This field placement occurs during the Spring and Summer semesters. Advanced placements must provide the student a substantial experience in either direct practice (working with individuals, families, and small groups) or administration/management. This placement experience prepares the student for effective social work practice as an MSW graduate. Students who receive the Child Welfare IV-E stipend must complete their field placement in a practice setting that meets the requirements of the Child Welfare IV-E training grant (see above). In addition to the Field placement, students are required to attend a non-credit Field Seminar that accounts for the remainder of the required field hours (30 hours).

Student and Agency Matching Process

Once students have been accepted into the program, they will receive materials from the Collaborative MSW Field Coordinator to begin the student and agency matching process. The Collaborative MSW Field Coordinator will assist students by answering questions or addressing concerns about their suitability for different fields of practice, preferences regarding the agency's geographical location, course scheduling conflicts, and other issues that may impact upon student success. In some cases, students may be referred to their Collaborative MSW Program Advisor for further discussion of some issues. Placement agencies determine typical hours available for field. Most field hours in placements are available only during the traditional work day; evening and weekend opportunities are rarely available for students. Students need to be aware that requesting such accommodations eliminates placement options and may result in an inability to secure a placement.

To begin the process Foundation students must complete and submit the Application for Foundation Year Field Placement (Appendix F) and Advanced students must complete the Application for Advanced Standing Year Field Placement (Appendix G). Once the Collaborative MSW Field Coordinator has received these forms, appropriate placements can be identified. The Field Coordinator establishes a date that specifies when completed field applications are due. Failure to follow these guidelines will result in a delay in placement consideration until all other students are placed. In addition, students requesting accommodations must specify clearly any

challenges that might impact placement at the time of application so that an appropriate match can be determined.

In rare instances, students are approved for work site placements that meet the criteria outlined by our accrediting body, the Council on Social Work Education. Students who want to secure a field placement in a social service agency where they are currently employed must **also** complete the Student Request and Agency Agreement for a Work Site Field Placement (Appendix H).

After the field placement application papers have been submitted to the Collaborative MSW Field Coordinator, s/he reviews preferences and makes tentative matches with the agencies who have agreed to accept an MSW student placement. Every effort is made to match the student with an appropriate placement; however, some specific student placement requests may not be honored. Students requesting placements in specialized practice areas that are in high demand may be involved in a competitive referral process and as such, may not receive a placement within the targeted practice area. In such situations the MSW Field Coordinator will explain the reasoning for this to the student.

The Collaborative MSW Field Coordinator, in making tentative matches, may consult with the student further or the advisor of the student regarding student placement decisions. The following criteria are used in placement selection:

- Student preferences regarding concentration choice and agency location are strongly considered;
- Advisor recommendations regarding the suitability of an agency to meet the learning style and needs of the student are considered; and
- Availability of the agency and Field Educator also impact decisions.

The Collaborative MSW Field Coordinator notifies students of the recommended agency assignment. Refusal of a field referral requires clear justification by the student receiving the referral; further referrals may be held until other students in the cohort are referred. Upon learning of a placement recommendation, contact information for the agency field educator is provided to the student. Students are responsible for scheduling an interview with the designated Field Agency Educator. Students should call to schedule their appointment as soon as possible after learning of their assignment. At the time of the interview, if it is agreed that the match is appropriate, the Field Placement Agreement Form (Appendices I and J) is completed and submitted to the Collaborative MSW Field Coordinator.

If a match is unsuccessful, the student should contact the Collaborative MSW Field Coordinator to arrange for another agency match. The Collaborative MSW Field Coordinator will interview both the student and the Agency Field Educator to obtain their recommendations and will then select another agency as a potential placement for the student. Should the student be refused for placement by two agencies, referral will be made to the faculty advisor for assistance in clarifying and address challenges highlighted by the interview process.

Students must return the signed Placement Agreement Form to the Collaborative MSW Field Coordinator within two weeks of the interview or when the form is signed by the Agency Field

Educator. At this time, placement is determined to be finalized. The program then begins the remainder of the administrative paperwork necessitated under university and program policy. Once established, any change of placement requires a student to follow the policy for Change of Field Site (Chapter 5). Dependent on timing and reasons for the request for change in placement, delays in re-placement may occur. In addition, it may be necessary for the students to make up hours already completed and/or complete an accelerated schedule of hours to meet the required placement hours within the allotted time remaining in the semester.

Orientation of New Agency Field Educators

The Collaborative MSW Field Coordinator will orient new Foundation Agency Field Educators at the beginning of each academic year, individually or collectively via a workshop or training. A separate orientation will be provided to Advanced Agency Field Educators. This orientation will be held at the beginning of the spring semester. Throughout the year, Agency Field Educators will be informed of any additions or changes in the Collaborative MSW Program.

Student Orientation

Orientation to Field Placements is covered during the student orientation to the MSW program, which is held in spring and/or early summer prior to the beginning of the academic year. Each student is required to attend an orientation meeting. The Collaborative MSW Field Coordinator provides information at the orientation meeting that prepares students for their field placement. This presentation includes a discussion of the policies and procedures governing the Field placement, including the forms required to be submitted. Information on professional behavior in the field placement is discussed, along with ethics and professional role expectations. Students are encouraged to ask questions. An orientation for Advanced year students is also offered in the Fall semester prior to the beginning of the Spring semester Field Placement. This orientation is required and will be scheduled at a time when students are on campus for classes.

Program Evaluation

At the completion of the field placement, both students and Field Educators are asked to evaluate the field placement process. Students (Appendixes T and U) and Agency Field Educators complete evaluations that are due to the Collaborative MSW Field Coordinator at the completion of the Field placement. Agency field evaluations are sent electronically to field educators and anonymously compiled (although identifying information is requested).

Roles and Responsibilities of Field Education Participants

Those who are involved in the field education process include the Student, Agency Field Educator, Faculty Field Educator, Faculty Field Liaison, Collaborative MSW Field Coordinator, and the Faculty Advisor. The specific roles are described below. Students should note that this manual is their text for the Field courses and they are responsible for knowing the contents of this manual.

The Collaborative MSW Program is responsible for providing agencies with the necessary information and training to foster structure and support for student learning. The Field Practicum Contract and Evaluation of Student Mastery is the primary tool used to assess student learning in the field (Appendices O and P). This tool is completed each semester by the student, Agency Field Educator and Faculty Field Liaison. There are four steps for completing this evaluation tool:

Foundation Level

- Step 1: With agency field educator, develop learning goals and activities to occur within the practicum to meet the foundation level competencies. [Appendix O for form]
- Step 2: Faculty field educator arranges site visit with student and field educator for mid-September to go over goals and activities and make suggestions as appropriate.
- Step 3: Ongoing review of goal attainment is done within supervision sessions between field educator and student. Any questions can be directed toward faculty field educator.
- Step 4: A site visit is arranged for early December for end of semester evaluation process. [Appendix N for specific instructions on completion of evaluation.] The faculty field educator maintains the official evaluation and will forward to the instructor teaching field second semester so there is one consistent document.
- Step 5: A spring contracting meeting/field site visit is arranged to reevaluate learning goals for the second semester. If the field educator and student feel a visit is unnecessary, phone consult can replace the meeting.
- Step 6: An end of semester evaluation is arranged for early May. Student must demonstrate mastery of the foundation competencies and complete the required hours before a grade of pass can be entered by the faculty field educator.

Advanced Level:

- Step 1: With agency field educator, develop learning goals and activities to occur within the practicum to meet the foundation level competencies.[Appendix P for form]
- Step 2: Faculty field educator arranges site visit with student and field educator for mid-February to go over goals and activities and make suggestions as appropriate.
- Step 3: Ongoing review of goal attainment is done within supervision sessions between field educator and student. Any questions can be directed toward faculty field educator.
- Step 4: A site visit or phone consultation is arranged for early May for end of semester evaluation process. [Appendix N for specific instructions on completion of evaluation.]
- Step 5: An end of semester evaluation is arranged for early May. Student must demonstrate mastery of the foundation competencies and complete the required hours before a grade of pass can be entered by the faculty field educator

Student

The field is where the student applies the theoretical information learned in classroom instruction and reading assignments to actual social work practice. Within the field experience, the student

is able to test the validity of new information and has the opportunity to form meaningful and constructive relationships with colleagues and clients. The student is able to demonstrate his/her ability to think critically and behave in such a way that the client is given adequate help in the problem solving process. The field placement is a contractual process that the student enters into with the program, the agency, and the agency field educator. In doing so, the student agrees to learn about providing services and to help clients to the best of his/her ability within the parameters of the agency's relationship with clients. The student is also agreeing to participate in the student-instructor relationship, which means that the student will make every effort to learn the agency's policies and procedures in the provision of services and to rely on the Agency Field Educator to facilitate that learning. The following is a list of the responsibilities of the student in the field placement:

1. Complete the application for Field (Appendices F and G) in the time indicated, providing information about talents, interests, and preferences for the type of field placement desires.
2. Participate in all necessary meetings with the Collaborative MSW Field Coordinator (and/or others), attend agency interview(s) and meet agency requirements for placement.
3. Complete required field elements (hours, quality of interaction, professionalism, responsibilities, etc.), as designed by the policies and guidelines of the Collaborative MSW Program.
4. Regularly attend and actively participate in classes to demonstrate your ability to fully integrate what is learned in field into the classroom.
5. Complete and submit the information disclosure form, Wisconsin DOJ Criminal History Request Form and comply with the Wisconsin Care Giver Law (Appendix E).
6. When given the name of a prospective agency, schedule a placement application interview with the designated agency representative.
7. Meet with the designated agency representative, engage in the interview, and evaluate the placement's ability to meet professional learning goals and objectives.
8. Negotiate, sign, and return the Placement Agreement forms (Appendices I and J) to the Collaborative MSW Field Coordinator by deadlines that are provided.
9. If placement is not agreed upon, consult immediately with the Collaborative MSW Field Coordinator.

10. Prior to the first week of field, contact the Agency Field Educator and formalize a work schedule. Identify and assert learning goals and needs shortly thereafter. [Note: due to University differences, field may begin earlier than classes.]
11. Collaborate with the Agency Field Educator and the Faculty Field Liaison in development of meaningful measurable outcome objectives that serve as the student's learning contract (Appendices O and P).
12. Schedule weekly supervisory conferences with the Agency Field Educator and document activities and experiences using the Field Log (Appendices R and S).
13. Perform the tasks identified in the Field Practicum Contract and Evaluation of Student Mastery (Appendices O and P).
14. Initiate and conduct self-assessments and program assessment activities throughout the semester.
15. Abide by the role and performance expectations of the agency and the social work profession.
16. Abide by Collaborative MSW Program policies, agency policies, and the National Association of Social Workers Code of Ethics. Special attention should be placed on the agency's expectations of the student professional behavior in the areas of administrative protocol, confidentiality, record keeping, and accountability. Students should be cognizant of client confidentiality in regards to material brought to class in an assignment of agency duties. Full Code of Ethics can be viewed at: <http://www.naswdc.org/pubs/code/code.asp>
17. Participate in end of semester evaluations of performance and in self-evaluation as necessary.
18. Ensure that proper guidelines and boundaries are followed when the place of employment becomes the Field Practicum site (Appendix H).
19. Complete the Evaluation of the Field Learning Experience (Appendices T and U).

Agency Field Educator

See above for the required qualifications for the Agency Field Educator. Agency Field Educators must submit a resume to the Collaborative MSW Field Coordinator to put into the Agency file (Appendix D). Responsibilities include:

1. Develop and provide an educationally sound practicum experience in which the student learning contract goals and objectives can be accomplished.

2. Upon referral by the MSW Program, interview students to determine appropriateness of placement learning opportunities to student learning needs.
3. At the conclusion of the interview, make a placement decision in collaboration with the student. If a placement will occur, sign the Field Practicum Agreement that the student will bring to the interview.
4. Negotiate with the Student concerning learning tasks, activities, and goals and document these in the Field Practicum Contract and Evaluation of Student Mastery at beginning of each semester.
5. Provide regularly scheduled (at least one hour per week) educationally focused formal social work supervision to the student.
6. Orient the student to agency history, mission, goals, policies, and procedures and other information supportive of advanced social work practice in the agency.
7. Actively reinforce ethical behavior through discussion of the NASW Code of Ethics within supervisory sessions.
8. Provide the student with resources needed to engage in field activities.
9. Meet formally with the student and Faculty Field Liaison for student educational planning and student performance evaluations related to the Field Practicum Contract and Evaluation of Student Mastery (Appendices O and P).
10. Communicate throughout the semester as necessary with the Faculty Field Liaison regarding student performance and progress.
11. Complete the Field Practicum Contract and Evaluation of Student Mastery (Appendices O and P) and rating of student competency at the end of each semester. This process is accomplished in collaboration with the student and the Faculty Field Liaison.
12. Complete with the student and submit to the Department all required evaluation forms.
13. Participate in Field Orientation and other training programs.
14. Provide recommendations to the Collaborative MSW Field Coordinator and/or Community Advisory Committee regarding improving integration of course content and field learning.

Faculty Field Educator

In some situations a student is placed in an agency that does not have a qualified MSW on staff, however, the placement offers tremendous opportunities for student learning in a social work field setting. In such cases a Faculty Field Educator is assigned to work with the student and the Agency Field Educator to ensure that a social work perspective is presented during the field placement. The Faculty Field Educator has the following responsibilities:

1. Encourage and assist students toward the integration of classroom knowledge with the fieldwork experiences.
2. Orient students to the foundation and advanced year competencies and assist them towards identifying their own learning needs and developing learning objectives that address them.
3. Regularly meet with the student and Agency Field Educator during each semester to facilitate the Field Practicum Contract and Evaluation of Student Mastery (Appendices O and P).
4. Monitor student recordings and written Field assignments, and provide feedback.
5. Inform the Collaborative MSW Field Coordinator of any situations or issues likely to affect student placement status or program relationships with field agencies.
6. Participate in evaluations of student performance at the end of each semester, in consultation with the Agency Field Educator and Faculty Field Liaison.

Collaborative MSW Field Coordinator

This full-time faculty person has administrative responsibility for the overall planning and coordination of the field program. S/he is responsible for initiating and maintaining communications with field agencies, providing consultation to the field agency administrators and/or Agency Field Educators, serving on the Oversight Committee, the Admissions Committee and assisting the Community Advisory Committee in their work. Due to the union of two universities for this collaborative program and the location of where classes are held, this person spends time on both campuses, in the field at various agencies, and where ever classes are held.

The Collaborative MSW Field Coordinator guides the interested agencies through the application and approval process, provides them a copy of the Field Manual and information about the roles and responsibilities of various constituencies involved in the program.

The Collaborative MSW Field Coordinator reviews the completed forms for consistency with approval criteria, consulting as needed with the Oversight and/or Community Advisory Committee, and communicates decisions on approval of field sites to the field site. The Collaborative MSW Field Coordinator informs the Program of field agencies wanting to affiliate and adds these agencies to the list of approved Collaborative MSW Program placements when appropriate. The agency forms are placed in field agency files, which are kept on behalf of the Collaborative MSW Program. The Notebook is available to students who wish to learn about an agency and its services. The partnership will continue as long as the agency wishes to remain active and continues to meet the approval criteria.

The Collaborative MSW Field Coordinator is responsible for initiating and maintaining communications with field agencies to assure that the learning partnership is effective. The Collaborative MSW Field Coordinator, prior to having a student placed in the agency orients new Agency Field Educators. Annual educational training opportunities is provided fin the fall free of charge to Agency Field Educators from approved field agencies.

The Collaborative MSW Field Coordinator also communicates with the Faculty Field Liaison regarding field placements and offers support and assistance as needed to problem-solve any concerns arising at field sites between students and Field Educators. Faculty Field Liaisons also provide valuable information to the Collaborative MSW Field Coordinator regarding the value of particular field agency sites and educators.

Responsibilities of the Collaborative MSW Field Coordinator include:

1. Formulate and revise field policies for MSW placements;
2. Formulate and revise the field manual and the Field Practicum Contract and Evaluation of Student Mastery document, and create or modify other field-related forms;
3. Develop and maintain appropriate field sites throughout the region;

4. Develop contractual agreements with field agencies and field instructors;
5. Train new and existing Agency Field Educators annually;
6. Consult with practice instructors about appropriate student placements;
7. Initiate student evaluation of field practicum sites;
8. Work with students in order to determine their field placement interests;
9. Place students in appropriate field sites and maintain paperwork regarding these placements;
10. Resolve unexpected/unanticipated difficulties that arise while students are in their field placements;
11. Work to retain field sites and to assure quality of field experiences;
12. Identify new field placement opportunities, particularly those that will enrich students' diversity experiences and will broaden their learning across the rural-metropolitan spectrum;
13. Resolve conflicts and issues regarding field site designation, selections, and placements

Faculty Advisor

The complete responsibilities of the Faculty Advisor are detailed in the Student Handbook. Responsibilities related to Field placement are reiterated here. Responsibilities include:

1. Advise students with regard to field site selection.
2. Provide the Collaborative MSW Field Coordinator and necessary committees with information about students' perspectives regarding their needs and interests.
3. Consult, as requested by student or faculty, with students experiencing challenging placement situations and assist students in developing an action plan.
4. Consult with the Collaborative MSW Field Coordinator and faculty about issues that may have a bearing on the student's ability to perform well in the field or other courses in the Collaborative MSW Program.

Faculty Field Liaison

This faculty person has academic responsibility for planning, monitoring, and evaluating, in collaboration with the student and the Agency Field Educator, student progress towards achieving program competencies. The Faculty Field Liaison leads course work related to the field seminar and monitors the progress of students in their field activities.

Responsibilities include:

1. Teach the Foundation practice courses (SW 702, SW 703, SW 704, SW 705) and integrate discussions of field practice experiences into the course content. These discussions should facilitate student learning from a social work generalist perspective.
2. Teach the Advanced Field Seminar course (SW 729 & 730) in which students discuss their practice experiences for the purposes of understanding the range of activities and decisions associated with advanced practice social work.
3. Encourage and assist students toward the integration of classroom knowledge with the fieldwork experiences.
4. Orient students to the foundation and advanced year competencies and assist them toward identifying their own learning needs and developing learning objectives, learning outcomes and activities.
5. Participate in Field Educator Orientation.
6. Consult with the students and Agency Field Educator at the beginning of each semester to initiate the development of the Field Practicum Contract and Evaluation of Student Mastery. Negotiate with students and the Agency Field Educator appropriate tasks, activities and learning goals that will ensure that students achieve the program competencies.
7. Assess students' written work related to field and provide feedback.
8. Assume responsibility for assigning the final course grade reflecting student performance in the agency and seminar.
9. Inform the Collaborative MSW Field Coordinator of any situations or issues likely to affect student placement status or program relationships with field agencies.
10. Conduct evaluations of student performance at the end of each semester, in consultation with Agency Field Educators.

11. If Foundation Year Faculty Field Liaisons differ between semesters, Liaisons for Field I and II (SOC WORK 709 & 710) will conduct a joint transition meeting with students near the end of the fall semester during a Generalist Practice I course meeting (SOC WORK 702).

12. If Advanced Year Faculty Field Liaisons differ between semesters, Liaisons for Field III and IV (SOC WORK 729 & 733) will conduct a joint transition meeting with students near the end of the spring semester during an Integrative Seminar course meeting.