

## Facilitating Information for Field Seminar Instructor

FAU Field Seminar Instructor \_\_\_\_\_

Student Level:   BSW        MSW Generalist        MSW Specialist

Semester (Check and indicate Year):    Fall                       Spring                       Summer    20\_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Cell Phone: \_\_\_\_\_

Student's Home Phone: \_\_\_\_\_ Student' Work Phone: \_\_\_\_\_

Student's Email: \_\_\_\_\_

Student's Mailing Address: \_\_\_\_\_

Legal Name of Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Phone: \_\_\_\_\_

The division of the Agency in which you are working and the site address where you work (if different from above):

Division: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Student's Field Educator: \_\_\_\_\_

Field Educator's Degree:   BSW         MSW

Field Educator's most direct office phone# (Please include extension): \_\_\_\_\_

Field Instructor's Cell Phone: \_\_\_\_\_

Field Educator's Email Address (NOTE: AOL email addresses are not compatible with FAU's email software):  
\_\_\_\_\_

Field Educator 12 (previously 16) hour Field Instructor Supervisory Training Status:

I have taken training at \_\_\_\_\_ on this date \_\_\_\_\_

I have not yet taken the Field Instructor training.

Other than the Field Educator above, if there is a Task Supervisor, provide their information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

I understand that as the field instructor of record I am responsible for the following:

1. Provide a minimum of one hour of uninterrupted individual supervision per week per student as required by the FAU School of Social Work
2. Orient the student to the agency and what they will be responsible for completing during their internship
3. Assist the student in developing a Competency Based Learning Contract within the first three weeks of the internship
4. Assist the student with class assignments, including, but not limited to: process recording, agency presentation, psychosocial presentation, and other assignments as listed on the syllabus
5. Meet with FAU faculty and the student together for a site visit at least once during the time the student is in placement
6. Complete a mid-term and a final evaluation each semester the student is in placement
7. Participate in a Student Success Conference and provide written documentation if there are any problems or if you ask to have the student removed
8. To complete the 16 hour Field Instructor Supervisory Training the next time it is offered if I have not already completed it at one of the Schools of Social Work at any state of Florida university/college

\_\_\_\_\_  
Signature of Field Instructor

\_\_\_\_\_  
Date