

## **Selection of Field Agencies and Field Instructors**

The impetus for designating an agency as a placement site may originate either from the agency or the Department of Social Work. Interested agencies or social workers can contact the Field Education Coordinator to begin their application. Requests initiated by the Department of Social Work will typically be made to the agency director and/or individual social workers known to the Department.

The following principles are considered fully before an agency is designated as an official field site:

- The opportunities for student learning in the agency are consistent with the philosophy, mission and educational goals of the Department of Social Work.
- The agency administrators and staff show an interest in taking responsibility for field instruction and for working collaboratively with the Field Education program's faculty and staff to provide an optimal placement experience for students. They demonstrate an understanding of and respect for the philosophical and value base of professional social work education.
- The board or governing body of the agency, when applicable, is committed to a student intern program and to undertaking the responsibilities involved.
- The agency is in good standing in the community.
- The staff is sufficient to maintain the basic program of the agency without reliance on students.
- When the Field Instructor does their work in a host setting, such as a school, the host agency or institution agrees to the presence of students and to the utilization of staff for student supervision.
- The agency provides a qualified Field Instructor who has the time necessary for regularly-scheduled supervisory meetings, selection and review of assignments, participation in Faculty Field Liaison meetings, and preparation of required evaluation reports. In addition, Field Instructors must agree and be allowed to attend Field Education Seminars (CEU events) designed to enhance their ability to serve as supervisors and instructors for Social Work students.
- For MSW student placements, the agency provides a Field Instructor who holds a Master's degree in Social Work (MSW), has been out of school for at least two years, has been employed by the agency for

more than six months and has 2 years post-degree social work practice experience.

- For BSW (undergraduate) student placements, the agency provides a Field Instructor who holds either a Master's or Bachelor's degree in Social Work (MSW or BSW), has been out of school for at least two years, has been employed by the agency for more than six months and has 2 years post-degree social work practice experience.
- The size, scope, and flow of agency activities are a good match for social work student learning. A helpful question for agencies to consider is, "Can we provide experiences that will enable students to meet the course learning objectives?" (For more information about the course learning objectives, please view the "Syllabi" available on the UVM Department of Social Work [Field Education website](#).)
- The agency makes available suitable space and working facilities for the student. These facilities are consistent with those considered necessary for the proper functioning of any staff member and include desk space (even if it is shared), access to a telephone, computer, and office supplies, and a secure place to put belongings. If the placement has expectations for meetings to take place via a remote modality (e.g., Teams, Zoom, etc.), students will be given access to appropriate technology for this purpose.