



Memorandum for Field Instructors

Thank you for your interest in affiliation as a field instructor! The Schools of Social Work at the University of Missouri-St. Louis, Washington University in St. Louis and Saint Louis University have a universal affiliation process and some universal forms.

The following is information about field instructor affiliation and the certification process. Please review and sign at the bottom. Please feel free to contact any of the participating schools of social work with any questions. Please complete all aspects of the signed Memorandum and Field Instructor Application form.

1. Social workers seeking affiliation with one or more Universities as a field instructor must complete the Field Education Certification Program Session #1 (“Introduction to Field Instruction”) one semester prior to taking the first practicum student;
2. New Field Instructors are required to seek certification as a field instructor to be eligible to supervise students. The certification process involves attending six (total) advanced education seminars over a two-year period. Field Instructors may have practicum students during this time, as long as they attend session #1 (“Introduction to Field Instruction”) and the next session of the program offered within the semester they have a student. New Field Instructors must continue to work on completing the certification process to continue to host students during their first two years;
3. After achieving the Certified Field Instructor status, Field Instructors must attend at least 15 hours of continuing education in their practice area(s) every three years. Field Instructors who are licensed can use the CE’s required for their licensure renewal toward this requirement. Field Instructors who are not licensed will be asked to inform us of their 15 hours of continuing education activities (conferences, workshops, trainings, etc.) over a three year period. Licensure is not a requirement for field instruction. However, an LCSW (clinical social work license) is preferable for field instructors providing clinical social work training.
4. Field Instructors must renew their affiliation by submitting a renewal application every three years;
5. Field Instructors who became affiliated before September, 2007 are invited and encouraged to earn certification by attending the sessions. They are not required at this point to become certified. In future years, certification will be required of all field instructors.
6. The three participating Universities have different eligibility requirements for Field and Task Instructors, which are specified on the Field Instructor Application form. I understand that my agency must adhere to the eligibility guidelines for the students from each school;
7. My agency must also be approved by the affiliating University. This approval process requires an Affiliation Agreement, and could require additional information, a site visit, or other elements prior to approval;
8. Agencies must renew their affiliation by submitting an Agency Application form every three years;
9. Sites are expected to provide safety training and an agency orientation for each student;
10. Field Instructors are required to: a) provide one hour a week of individualized, face-to-face supervision for each student; b) work with the student and the University to establish learning activities that incorporate the student’s experience, phase of learning, learning style and concentration; and 3) work with the student and the University to establish a learning plan/agreement based on the learning goals and objectives required by the University by developing appropriate learning tasks and activities that promote skill development and knowledge;
11. Field Instructors are expected to focus on transferable skills for students, rather than solely focus on skills needed for one particular agency;
12. Due to the ability of Universities to affiliate with field instructors based on criteria and professional judgment, field instructor applicants are not guaranteed affiliation for each program;
13. Due to the student self-selection process of practicum sites, affiliated field instructors are not guaranteed students each semester;
14. Field Instructors are responsible for the written evaluation material required for each student and are asked to complete those materials in a timely fashion; and
15. Faculty Liaisons/Advisors are available to assist Field Instructors.

I understand and agree to adhere to the above regarding my affiliation as a social work field instructor with Universities participating in the St. Louis Social Work Field Education Collaborative:

Signature: _____
Field Instructor

Date

**School of Social Work - University of Missouri-St. Louis
 Saint Louis University School of Social Work
 George Warren Brown School of Social Work at Washington University**



Field Instructor Application/Renewal Form

The information contained in this application is shared with prospective practicum students. *Incomplete* forms will not be considered.

Please send a copy of the completed Field Instructor Application to each of the social work programs with which you would like to be considered for affiliation.

New Application []

Renewal Application []

Date of Submission: _____ / _____ / _____

Field Instructor Educational Requirements

Washington University (Brown School) and Saint Louis University: MSW and two years post-MSW social work experience, one year of employment at corresponding Field Education Site. (At the Brown School of Social Work, Washington University, non-MSW, master-degreed professionals may serve as Field Instructors for concentration-level students).

University of Missouri at St. Louis: MSW and two years post-MSW social work experience to supervise MSW students. To supervise BSW students, instructors must have an MSW and two years post-MSW experience or a BSW with three years post-BSW experience.

Name: _____ **Degree/Year:** _____ **Sex:** M F

Position/Title: _____

Organization: _____

Street Address: _____

City: _____ **State:** _____ **Zip** _____

Phone:(_____) _____ **Fax:** (____) _____ **E-mail address:** _____

Length of time in current position: _____

EDUCATIONAL BACKGROUND:

College/University	Degree	Year of Graduation

Please indicate your professional credentials or certification and date of acquisition.

- [] LCSW _____ [] ACSW _____ [] QCSW _____
 [] DCSW _____ [] Other _____
 [] MSW with no additional certification or license
 [] MPH with no additional certification or license

Renewals only - If you are not currently licensed, please indicate on the next page the 15 hours of continuing education (CEs) that you have completed in your area of practice over the past three years (such as conferences, workshops, trainings, etc.).

CE Activity	Sponsor/Host	Date	Length of Activity (in hours)

AREAS of EXPERTISE (Check all that apply to your current position):

- | | | |
|---------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Education | <input type="checkbox"/> Physical and Medical Care |
| <input type="checkbox"/> AIDS/HIV | <input type="checkbox"/> Family Therapy | <input type="checkbox"/> Policy Analysis |
| <input type="checkbox"/> Addictions | <input type="checkbox"/> Gerontology | <input type="checkbox"/> Poverty Issues |
| <input type="checkbox"/> Child Development | <input type="checkbox"/> Homelessness | <input type="checkbox"/> Psychiatric Services |
| <input type="checkbox"/> Child Welfare | <input type="checkbox"/> Hospice/Death/Dying Issues | <input type="checkbox"/> School Social Work |
| <input type="checkbox"/> Community Organization | <input type="checkbox"/> Housing | <input type="checkbox"/> Sexual Abuse/Assessment & Treatment |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Immigration and Refugee Services | <input type="checkbox"/> Welfare to Work |
| <input type="checkbox"/> Crisis Intervention/Management | <input type="checkbox"/> Legal Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Developmental Disabilities | <input type="checkbox"/> Legislative Action | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Disaster Assistance | <input type="checkbox"/> Managed Care/Case Management | _____ |
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Mental Health | _____ |
| <input type="checkbox"/> Employee Assistance | <input type="checkbox"/> Minority Issues | |
| <input type="checkbox"/> Economic Development | | |

PROFESSIONAL KNOWLEDGE AND SKILL DEVELOPMENT PERTINENT TO SUPERVISION OF PRACTICUM STUDENT (Please check all that apply)

Clinical

- | | | |
|------------------------------------------------------------|---------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Behavior Modification | <input type="checkbox"/> In-home Treatment | <input type="checkbox"/> Art Therapy |
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Intake | <input type="checkbox"/> Drama Therapy |
| <input type="checkbox"/> Counseling (assessment/treatment) | <input type="checkbox"/> Interviewing | <input type="checkbox"/> Music Therapy |
| <input type="checkbox"/> Documentation | <input type="checkbox"/> Supervision | <input type="checkbox"/> Play Therapy |
| <input type="checkbox"/> Group Work | <input type="checkbox"/> Therapy - Type(s): _____ | Other _____ |
| | | _____ |

Communities/Management

- | | | |
|----------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Advocacy/Legislative Activities | <input type="checkbox"/> Data Management | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Budgeting Process | <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Report Writing |
| <input type="checkbox"/> Classroom Teaching | <input type="checkbox"/> Leadership & Decision-Making | <input type="checkbox"/> Research |
| <input type="checkbox"/> Coalition Building/Networking | <input type="checkbox"/> Negotiation/Mediation | <input type="checkbox"/> Staff Development |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Personnel Management | <input type="checkbox"/> Work with Volunteers |
| <input type="checkbox"/> Community Education | <input type="checkbox"/> Program Planning & Development | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Community Organizing | <input type="checkbox"/> Program/Policy Evaluation | _____ |

Please describe any special areas of professional interest and/or any additional information a student might like to know about your professional activities (areas of expertise, special projects, volunteer/community work, etc.)

PREVIOUS EMPLOYMENT:

Organization	Title	Year(s) of Employment

NOTE: Please send a copy of the completed Field Instructor Application to each of the social work programs with which you would like to be considered for affiliation.

Office of Field Education Saint Louis University School of Social Work 3550 Lindell Boulevard St. Louis, MO 63103 314/977-2720 314/977-2731 (fax)	Office of Field Education University of MO-St. Louis School of Social Work One University Boulevard St. Louis, MO 63121-4400 314/516-7665 314/516-5816 (fax)	Office of Field Education George Warren Brown School of Social Work Washington University Campus Box 1196 St. Louis, MO 63130-4899 314/935-6602 314/935-8323 (fax)
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