

INFORMATION ON THE FIELDWORK FORMS

It is important for the integrity of the social work field practicum to have current information about the practicum sites and the Fieldwork Instructors. Agency details and staff change regularly, so the manual includes forms for the Fieldwork Instructors to complete prior to the students' beginning the practicums. These include the Agency Information Form and the Fieldwork Instructor Information Form.

It is the responsibility of the Field Coordinator to ensure that the information on practicum sites and Fieldwork Instructors is kept up to date. Prior to the orientation meeting of the Fieldwork Instructors and students in September of each year, the Field Coordinator will verify that the most recent forms in the Program files are current. If any are not, she will request at the orientation meeting that the Fieldwork Instructor complete any necessary forms and send them to the Program before the onset of the full-time practicum hours in October.

Formal, continuous evaluation of the practicum experience is important, from the perspectives of the students, the agencies, and the program faculty. To this end, the Fieldwork Instructor is asked to complete the Fieldwork Instructor Feedback form after the practicum, and send that in to the Field Coordinator, to arrive on or after January 1st of the following year. This will ensure that the Field Coordinator is not unduly influenced in the grading of student performance in field by any comments made by the Fieldwork Instructors on their experience in supervising students.

Any comments, questions or suggestions about the forms in this section should be addressed to the Field Coordinator.

