1. How does my organization become a University of Michigan School of Social Work approved field placement?

Your fieldwork site should request application materials from the Office of Field Instruction. After the packet is completed and reviewed, the Director of Field Instruction will make a site visit to determine if the agency will be an approved field work placement site for MSW students. Approval of the fieldwork site is based on a number of factors, including the provision of Licensed Master Social Work (LMSW) supervision.
2. What are the qualifications and responsibilities of University of Michigan School of Social Work field instructors?

The field instructor is a LMSW that has a minimum of 2 years post-MSW experience, thus meeting the standards of the Council on Social Work Education. At the least, the field instructor provides the following services: assists student to develop his/her Educational Agreement Form, provides 1 hour of supervision per week (minimum), is available for additional student support as needed, participates in the required site visits with the field liaison, completes the student’s field evaluation and all required field placement documents.

3. What are the supportive services/benefits for field instructors?

The OFI webpage includes an Orientation Booklet for field instructors which outlines expectations and provides helpful resources. The Field Instruction Manual provides additional resourceful information and the OFI team is also available to answer questions, provide support, and problem solve.

Field Instructor Training

The Office of Field Instruction supports the efforts of field instructors in a variety of ways. A bi-annual workshop is held for new field instructors, who are required to attend. This workshop includes discussion on field instruction policies, procedures, roles, responsibilities, expectations, etc. There is no fee for the field instructor's registration for these workshops and CEUs are provided. These workshops are an important means of facilitating communication between the School and the fieldwork site and can assist the field instructor in developing their teaching and mentoring skills.

Continuing Education Credits

The School also offers other training on a variety of professional development topics for field instructors and the social work practice community. Field instructors who maintain an "active" status (currently hosting students September - August) are eligible for continuing education credits for training or development events (where available) when their attendance is required. The School of Social Work will also provide, when possible, continuing education credits for School-sponsored events that are open to the social work community without charge (i.e., the annual Fauri Lecture). Active field instructors are also provided a 50% tuition reduction for a School-sponsored continuing education event. The tuition benefit is limited to $200.00 in any academic year. This benefit generally will provide support for 15-30 hours of continuing education.

Additional Benefits

- M-Cards - Field instructors are eligible for M-Cards, which are a University sponsored benefit which entitles active (currently hosting a student) field instructors benefits that include discounts on some University sponsored events, bookstore discounts, and public transportation discounts. Field instructors are also eligible for borrowing privileges from the campus libraries.

- Faculty Collaboration Opportunities – Faculty occasionally conduct research projects in conjunction with fieldwork sites. For further information, contact the Associate Dean for Educational Programs.

- Cultural Events - Field instructors may attend a variety of cultural and intellectual events on the campus; and, on an individually arranged basis, may attend specific sessions of courses offered by the School of Social Work.

4. What are the roles/responsibilities of a field educator, field liaison, field instructor, “task” (or primary field instructor) and secondary field instructor?

- The field educator works in the Office of Field Instruction and reviews the student’s field placement materials and facilitates the field placement process

- The field liaison is usually the same person as the field educator and is assigned by the Office of Field Instruction to each fieldwork site where a student is placed. The field liaison monitors and grades the student’s fieldwork performance by communicating with the field instructor each term and acts as an advocate regarding placement-related problems. There are also clinical faculty who serve in the capacity of field liaison

- The field instructor works in the fieldwork site, provides at least 1 hour of weekly supervision, completes the Educational Agreement Form in conjunction with the student, completes the evaluation process, and writes a narrative about the student’s performance at the end of each term

- The “task” or primary field instructor provides day-to-day assignment of projects and oversight/direction for students. In addition, the “task”/primary field instructor mentors and offers support to the student as well as assists them throughout their placement
• The UM SSW requires that each student receive supervision from a licensed master social worker (LMSW). If the “task”/primary field instructor is not a LMSW, then the fieldwork site must identify a secondary LMSW field instructor who will be available and provide the student with weekly supervision to discuss the field experience, the student’s assignments, and how their experience working in the fieldwork site relates to social work.

5. What is the process for placing students in fieldwork sites?
Incoming students receive field placement materials sent to their U-M unique name email accounts. Students complete the on-line application which includes ranking their six field placement requests from the Agency Placement Listings and submitting their resume and goal statement. The goal statement is especially important because it summarizes the skills that the student would like to develop during the field instruction process. The assigned OFI field educator considers each student’s interests, goals, and background to determine which fieldwork sites might be well matched to particular students. Every effort is made to ensure that the students get one of their preferred placement settings. The field educator contacts the fieldwork site directly to facilitate the placement process if the site is interested and available.

6. What is the student orientation process for field instruction?
The Office of Field Instruction provides students with a general orientation to field instruction which occurs before school starts. Incoming and Advanced Standing student sessions focus on field procedures, policies and expectations, completion of the Field Instruction Skill Inventory, “jump-starting” the field experience, discussion about the Educational Agreements/Evaluation form, the importance of in the field setting, and meeting with assigned field liaisons. Incoming students will learn about required Foundation field seminar, review key skills for practice, meet a student and field instructor panel, and discuss the National Association of Social Workers Code of Ethics.

7. What are the designated days for fieldwork?

<table>
<thead>
<tr>
<th></th>
<th>ADVANCED STANDING</th>
<th>20-MONTH</th>
<th>16-MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>Monday &amp; Tuesday</td>
<td>Thursday &amp; Friday</td>
<td>NO FIELD</td>
</tr>
<tr>
<td>WINTER (new and continuing)</td>
<td>Any 2 days during work week</td>
<td>Any 2 days during work week</td>
<td>Any 2 days during work week</td>
</tr>
<tr>
<td>SPRING/SUMMER</td>
<td>Tuesday – Friday (any 2 days)</td>
<td>NO FIELD</td>
<td>Tuesday - Friday</td>
</tr>
<tr>
<td>FALL (all continuing)</td>
<td>NO FIELD</td>
<td>Monday &amp; Tuesday</td>
<td>Monday &amp; Tuesday</td>
</tr>
</tbody>
</table>

8. What are the main differences between the 20-month, 16-month and Advanced Standing Curriculum schedules?

<table>
<thead>
<tr>
<th>20-MONTH</th>
<th>16-MONTH</th>
<th>ADVANCED STANDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Students have the option of electing two placements</td>
<td>• One placement for duration of program (January - December)</td>
<td>• One placement for duration of program</td>
</tr>
<tr>
<td>• Placements in many hospital settings tend to not be available</td>
<td>• Placements in public schools are not possible</td>
<td>• Students do have the option of a placement in a public school, 3 days a week for fall and winter terms only</td>
</tr>
<tr>
<td>• Public school settings are possible for Advanced Standing and 2nd year 20-month students</td>
<td></td>
<td>• Students are usually enrolled in fieldwork 2 days per week during the Spring/Summer term (Tuesday-Friday)</td>
</tr>
<tr>
<td>• Students are not enrolled in classes or fieldwork during the Spring/Summer term. Students are only enrolled in Fall-Winter terms</td>
<td>• Students are usually enrolled in fieldwork 4 days per week during the Spring/Summer term (Tuesday-Friday)</td>
<td>• Students are usually enrolled in fieldwork 2 days per week during the Spring/Summer term</td>
</tr>
</tbody>
</table>
9. What are the School’s methods and practice areas?
Students will choose one method and one practice area (thus forming a dual concentration) from the following options:
- Methods (4): Interpersonal Practice, Community Organization, Management of Human Services, and Social Policy and Evaluation
- Practice Areas (5): Aging, Children and Youth, Communities and Social Systems, Health, and Mental Health
Students will enroll in courses and are assigned a fieldwork site based on their dual concentration.

10. Can students enroll in more credits of fieldwork than the number that is required?
Students are required to complete 15 credits or 912 hours of field instruction unless they are advanced standing in which case they will complete 12 credits or 684 hours. Twenty-one (21) credits are the maximum allowable number of field credits that students can enroll for with the exception of advanced standing students who may elect up to 18 credits. Some fieldwork sites require students to be at the program for 3 days a week for 3 conservative terms, which means students must use elective credits for field instruction. Students who wish to use some of their elective credits for fieldwork instead of course work need to have this pre-approved by the fieldwork site/field instructor and their Academic Advisor.

11. What are the orientation and safety training requirements for fieldwork sites?
All students are required to attend a mandatory pre-field orientation workshop provided by the Office of Field Instruction that minimally covers safety training before field placement begins. Additionally, we require that all of our field instructors provide on-site orientation/training that addresses emergency response and safety related protocols established by the fieldwork site, including policies and guidelines for those students completing home visits. Please refer to the Field Instruction Resources on the OFI web page.

12. How much field instructor paperwork will I need to complete?
Field instructors are required to verify the student’s placement each term by way of an on-line Placement Verification Form which will be provided in an e-mail link sent directly to them each term. In addition, an Educational Agreement Form will be completed by the student and field instructor working in collaboration to identify behaviorally specific fieldwork site assignments that address the stated competencies. This form is completed at the end of EACH term and includes evaluating the student’s progress by rating each of the assignments, writing a field instructor’s narrative following the guidelines found here: http://ssw.umich.edu/programs/msw/ofi/agreementsForms.html, and, finally, verifying the student’s total clock hours on the Term Validation page of the Agreement.

13. What is the Educational Agreement Form?
The Educational Agreement Form is the field instruction learning contract between the student and the fieldwork site. 16-month and 20-month students complete the Foundation level form during their first term of field instruction (SW 515). After the first term, students select a specific agreement designed for their method and practice areas; i.e. Interpersonal Practice (method)/Mental Health (practice area). Advanced Standing and transfer students will complete the advanced field instruction agreement for SW 691 which reflects their respective method and practice areas. The focus of the Educational Agreement Form is to identify behaviorally-specific learning activities that will assist the student in achieving the identified field instruction competencies. Additionally, your students who elect a minor will document their learning experiences on the sheet designated for the minor requirements contained in the Educational Agreement Form.

14. Does the School provide field seminars?
The Office of Field Instruction offers SW 531: Foundation Field Seminar for 20-month students beginning field in the Fall term and for 16-month students beginning field in the Winter term. This required course is designed to orient students to field instruction, discuss professional development issues encountered in the field placement, and provide support for the field experience.

15. What is an e-Portfolio?
“e” stands for electronic! Undergraduate and graduate students at the University of Michigan are involved in portfolio-based learning and are becoming skilled at capturing their work utilizing an e-Portfolio model. Students are encouraged to develop a portfolio that represents integrative learning (classroom and field) thus exhibiting their best work. An elective e-Portfolio course is offered to students in the Fall and Winter terms.
16. Can students complete their fieldwork in their current place of employment?
Students interested in employment-based fieldwork must submit a proposal that requires approval by the Director of
the Office of Field Instruction. The field placement site must meet the field curriculum standards, provide LMSW
supervision, and complete the required fieldwork site paperwork. The proposal must articulate how the field placement
differs from the current employment responsibilities. Academic credit cannot be given for previous work experience per
the Council on Social Work Education. See this link for the required guidelines:
http://ssw.umich.edu/shared/forms/employmentBasedProposalGuidelines.pdf

17. Can students receive stipends for the hours logged in field placement?
Students may be awarded a stipend for their service to the fieldwork site. Stipends range widely in dollar amount and
are usually awarded per term. Financial arrangements for stipends are agreements that are made directly between the
student and the fieldwork site. Students often search the Placement Listings based on stipend availability so offering a
stipend may make the fieldwork site more competitive and offer the site a larger group of student candidates to choose
from.

18. What if we want to host more than one student at our fieldwork site?
Please notify your assigned OFI field educator to discuss any additional student training slots you may have available.

19. What is the Agency Fair?
OFI hosts the Agency Fair every winter term to educate our students regarding available field placement opportunities,
offer incoming students a chance to see the types and kinds of field experiences that are available, and offers graduating
students an opportunity for networking and potential employment. Approximately 60 agencies attend each year and set
up display tables for students to visit. This event is an excellent way to recruit new students.

20. What are the procedures if students are experiencing problems regarding their field placement?
Once fieldwork has started, the student should discuss any placement-related issues with their assigned field instructor
immediately. If the issue cannot be resolved, then the student should contact their field liaison for assistance. Any
decision about whether or not a student should terminate their current placement must be made by the field liaison,
field instructor, and the student collectively.

21. How do students terminate their placements?
After consulting with their field instructor and assigned faculty liaison, the student must submit the Petition to
Terminate Field Placement Form. Field instructors and students complete the required sections and submit the
document to the OFI. After the field liaison reviews and approves the petition, the Director of Field Instruction will
approve the form and the replacement process begins. The Office of Field Instruction is always available to consult with
field instructors. If you have any questions, please contact your student’s field liaison or the OFI Administrative
Coordinator at 734.764.5331.

22. How can field instructors be involved in the “life of the School?”
Interested field instructors are involved with the School’s Community Advisory Board which consists of exceptional
social work practitioners who are usually field instructors and who have been nominated by the faculty, field instruction
faculty and/or students. Additional members include the Associate Dean for Educational Programs and the Director of
Field Instruction. The Board is responsible for providing the School with consultation and advising the School on
curriculum initiatives, developing and evaluating field opportunities, strengthening the field instruction
program/processes, and working on special projects and research collaborations as assigned. This group functions as a
"sounding board" for maintaining the integrity of the interface between social work education and practice, and will
collaborate with faculty regarding the School's mission and philosophy. Membership is voluntary and members will be
appointed for a period of 3 years. Field instructors are always encouraged to participate in the pre-field orientation
activities as well.

23. Additional questions?
Please contact the Office of Field Instruction at 734.764.5331 or e-mail ssw.oﬁ@umich.edu if you have additional
questions not covered in this document.