



SCHOOL OF SOCIAL WORK COLORADO STATE UNIVERSITY

Field Education Program Roles and Responsibilities

Social Work Student:

- Initiates and completes all internship forms/assignments (Learning Plan, Progress Report and Final Evaluation) with accurate routing information
- Confirms all forms are submitted to the Field Liaison by specified due dates
- Collaborates with their field team to develop the Learning Plan and learning experiences
- Collaborates with their Field Instructor on the structure and content of field instruction/supervision sessions
- Timely response and communication with their field team (Field Instructor, On-Site Supervisor, Field Liaison, etc.)
- Tracks and documents their internship hours in Tevera
- Adheres to the NASW Code of Ethics
- Maintains professional conduct at all times
- Utilizes the Tevera for placement information and document retrieval

Field Instructor: *(for BSW students the requirement is either a MSW degree or BSW degree & two years of post-degree experience; for MSW students the requirement is a MSW degree & two years of post-degree experience):*

- Facilitates student reflection and learning through a “professional” Social Work lens
- Provides weekly, regularly scheduled professional supervision
- Collaborates with Student and On-Site Supervisor, if applicable, to develop the Learning Plan and learning experiences
- Collaborates with the On-Site Supervisor, if applicable, to provide guidance and oversight of student assignments and tasks
- Timely response and communication with the internship team (Student, On-Site Supervisor, Field Liaison, etc.)
- Participates in Field Liaison visits and meetings
- Completes, signs, and submits student Progress Report and Final Evaluation through Tevera
- Assigns a recommended grade (S/U)

On-Site Supervisor: *(may or may not be the same person as the field instructor, if the field instructor is external an On-Site Supervisor is required, this person does not need their social work degree):*

- Provides oversight and supervision of the student for day-to-day tasks in the agency
- Collaborates with Student and Field Instructor to develop the Learning Plan and learning experiences
- Timely response and communication with the field team (Student, Field Instructor, Field Liaison, etc.)
- Participates in Field Liaison visits and meetings
- Completes, signs, and submits student Progress Report and Final Evaluation through Tevera

Field Liaison: *(are an extension of the Internship team at CSU; are adjunct faculty):*

- Provides consultation and support to the internship throughout its duration
- Conducts a minimum of one in-person or virtual visit with the Student, Field Instructor, and On-Site Supervisor (if applicable) during the first month of placement
- Maintain contact, as needed, following initial visit
- Timely response and communication with the field team (Student, Field Instructor, On-Site Supervisor, etc.)
- Are the program's eyes and ears on the field placement
- Monitor placement with regard to effectiveness for the Student, Field Instructor, On-Site Supervisor, and the Agency
- Monitor student progress
- Can assist with the development and completion of all field-related paperwork
- Are the first "go-to" person in the event that concerns or difficulties arise during the placement
- Sign, review, and submit all placement documents via Tevera

Field Education Coordinator:

- Coordinates and assigns internships for students
- Assigns final grades
- Mediates and supports serious problems/concerns in the placement
- Supports Field Liaisons assigned to their students' internships
- Gives final approval for Incomplete Grade requests from students (time extensions)
- Develops and implements field education policy and procedures

Field Program Administrator:

- Receives and tracks all internship forms from Field Liaisons
- Administration of Tevera database and documentation
- Oversight of Academic Affiliation Agreements
- Oversight of field staff with regard to documentation and the Tevera database

Associate Field Director:

- Leads, develops, and implements internship training and orientations for students, agencies, community partners, and field staff
- Assists in maintaining overall direction, coordination, and operations of the Field Education Program
- Assists in establishing field education policy and procedures
- Support and supervision of Liaisons and field program staff
- Establishes and maintains relationships with international and specialty placement sites

Field Education Program Director:

- Maintains overall direction, coordination, and operations of the Field Education Program
- Establishes field education policy and procedures
- Field coordination
- Supervision and support of field program staff and Liaisons
- Establishes and maintains relationships with community and agency placement sites