

CRITERIA FOR SELECTION OF FIELD PLACEMENT AGENICES

Agencies will be selected to be an affiliated field agency for the Master of Social Work program at Metropolitan State College of Denver based on the following criteria:

1. The agency provides social work services to “enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty.” (NASW Code of Ethics, 2008)
2. The agency is able to provide learning assignments and practice opportunities for students that allow them to achieve mastery of the core or advanced behavioral learning objectives appropriate to the student’s educational sequence.
3. The agency is able to provide a qualified field instructor to provide a meaningful and consistent learning experience to the student
4. The agency signs an Affiliation Agreement and agrees to the responsibilities set forth in the agreement.
5. The agency has a commitment to active participation as a partner in professional education for social work. They demonstrate an acceptance the NASW Code of Ethics and the basic mission, values, and goals of the School’s educational program.

CRITERIA FOR SELECTION OF FIELD INSTRUCTORS:

Field instructors within the practice setting are essential partners and on-site teachers in the endeavor of helping the student to develop the requisite competencies/advanced practice behaviors of professional practice. Field Instructors must meet the following criteria:

1. Hold an MSW degree with one year post-graduate experience (2 years preferred)

Exceptions: In rare circumstances, Field Instructors with an advanced related-degree may be approved by the Field Director provided they are still able to ensure that a social work perspective is reinforced throughout the educational process.
2. Agreement to attend and participate in the field instructor orientation and training, which is provided by the School for Field Instructors.
3. Commitment to providing educationally focused experiences and opportunities for student learning appropriate to the student’s educational sequence.

4. Ability to provide one-hour of individual supervision per week, and ongoing supervision and consultation as needed.

Exceptions: In certain circumstances, Field Instructors may provide bi-weekly supervision to their students if this is supplemented by regular weekly supervision by an experienced Task Supervisor with an advanced related-degree.

5. Agreement to all responsibilities set forth by the Affiliation Agreement with the School. They understand and support the mission, values, and goals of the School's educational program.
6. Willingness to be in constant and clear communication with the School at all times and complete all necessary student evaluations and other required paperwork.

CRITERIA FOR SELECTION OF OFF-SITE FIELD INSTRUCTORS:

When qualified agencies do not have an MSW staff member on staff, the agency may designate an off-site MSW Field Instructor to work in collaboration with an on-site agency staff member. In these situations, and agency staff member will serve as the Task Supervisor, to direct the day-to-day activities of the internship, and provide constructive feedback and supervisions. The external MSW Field Instructor must meet the following criteria:

1. Hold an MSW degree with one year post-graduate experience (2 years preferred).
2. Have a thorough understanding of the agency's mission, services, and daily workings.
3. Agreement to attend and participate in the field instructor orientation and training, which is provided by the School for Field Instructors.
4. Be responsible for the student's overall learning experience and ensure that a social work perspective is reinforced throughout the educational process.
5. Commitment to maintain constant and clear communication with the Task Supervisor in regards to the student's progress.
6. Ability to provide one-hour of individual supervision per week, and ongoing supervision and consultation as needed.

Exceptions: In certain circumstances, Field Instructors may provide bi-weekly supervision to their students if this is supplemented by regular weekly supervision by an experienced Task Supervisor with an advanced related-degree.

7. Agreement to all responsibilities set forth by the Affiliation Agreement with the School. They understand and support the mission, values, and goals of the School's educational program.
8. Willingness to be in constant and clear communication with the School at all times and complete all necessary student evaluations and other required paperwork.

CRITERIA FOR SELECTION OF TASK SUPERVISORS:

In many agencies, in addition to utilizing a Field Instructor, it may be beneficial to also assign a student to a Task Supervisor(s) to assist with the learning experience. This Task Supervisor will work with the Field Instructor to provide an effective field placement by meeting the following criteria:

1. Be a skilled and capable professional in his or her field with at least two years of professional work experience in the field and is very knowledgeable about the agency.

Note: If the agency is using an off-site Field Instructor OR if the Field Instructor will be providing biweekly supervision to the student, the Task Supervisor MUST hold an advanced related-degree.

2. Agreement to attend and participate in the field instructor orientation and training, which is provided by the School for Field Instructors.
3. Direct the day-to-day activities of the internship, and in coordination with the Field Instructor, identify educationally focused experiences and opportunities for student learning appropriate to the student's educational sequence.
4. Commitment to maintain constant and clear communication with the Field Instructor in regards to the student's progress.
5. Collaborates and attends the weekly supervision meetings with the Field Instructor and student.

Note: If the Field Instructor is using a biweekly supervision model, the Task Supervisor must assume responsibility for scheduling regular one-hour weekly supervision meetings with the student in order to provide assistance with planning, managing, and completing field assignments and provide ongoing feedback and support.

6. Agreement to all responsibilities set forth by the Affiliation Agreement with the School. They understand and support the mission, values, and goals of the School's educational program.
7. Willingness to be in constant and clear communication with the School at all times and complete all necessary student evaluations and other required paperwork.