Expectations Checklist
BSW Field

Student: 

Date: 

Agency: 

Agency Location: 

Field Instructor: 

What follows are minimal expectations for BSW students as identified by social work education’s accrediting body, the Council on Social Work Education, and found in The University of Texas at Austin’s School of Social Work guides to field available online at http://www.utexas.edu/ssw/aa/forms/.

Students and their field instructors are expected to review the following during the introductory interview.

Students are expected to submit a signed copy of this checklist to Student Services Desk, along with the Field Placement Confirmation Form, no later than the last day of the semester prior to starting Field!

_____ The Field Instructor agrees to provide at least one hour of individualized supervision weekly with the student.

_____ The Field Instructor agrees to provide an additional hour of supervision weekly. This additional hour may be conducted in small groups, team meetings, etc.

_____ Supervision is understood to support the administrative priorities of the agency as well as educational goals and student reflection.

_____ The Student will be responsible for actual direct practice, not simply observation.

_____ The Student will be responsible for a Macro Project.

_____ The Student will be responsible for facilitating or co-facilitating one 6-8 week group.

_____ The Student will complete and provide documentation for 480 hours during his/her internship.

_____ The Student is responsible for initiating professional communication with their agency regarding planned time off that respects the responsibilities of the intern’s position.
The Student will develop an **educational contract** with the Field Instructor’s input.

The Field Instructor and Student will work together to generate a draft of the **final evaluation form** at mid-semester and to submit a final version at the semester’s end.

The Student will submit at least one **process recording** to his/her Field Instructor during the semester. The Field Instructor will provide written feedback on the process recording form as well as discussion in supervision.

The **Faculty Liaison is a resource for both** the Field Instructor and the Student to use in problem solving.

The Field Instructor and Student will **submit all forms to the Faculty Liaison** – the educational contract, process recording and evaluation forms.

The Agency will provide **sufficient access to agency resources**, including but not limited to office space and communication systems like databases and/or computer systems.

Signed:

________________________________________
Student

________________________________________
Field Instructor

*For more information please visit: [http://www.utexas.edu/ssw/aa/field/](http://www.utexas.edu/ssw/aa/field/)*

*Please contact the Office of Field Education at 512-471-6207 or via email at ssw-field@austin.utexas.edu with any questions or concerns.*