Wheelock College’s Social Work Field Education Office is committed to providing students with exposure to a wide variety of settings, client populations and diverse communities. To be considered as a “host site,” agencies must meet the following criteria:

- Commitment to providing field instruction for BSW and/or MSW students within the program framework.
- An understanding of the program’s educational objective, a thorough understanding of and commitment to human rights and social justice, and a systemic and ecological approach to working with and valuing diverse populations.
- Provide qualified staff to function in the role of a Field Instructor which includes allowing for the appropriate time within the supervisor’s workload including:
  - One hour of weekly face to face supervision
  - Development of a Learning Contract and completion of a mid-year and final evaluation with the student
  - Meet with the college Faculty Field Liaison three times per academic year, more if necessary
  - Review and comment on one process recording per week
  - Attendance at a fall orientation provided by Wheelock College
- Within the agency, provide appropriate graduated learning which allows the student to function in a variety of social work roles,
- Plan in advance for the use of the student’s time in ways which will permit the achievement of the requisite educational and professional objectives.

**Criteria for Selection of Field Instructors**

Wheelock College believes that the Field Instructor is an essential component of the education of social work students. The functions of role model and agency teacher are central to the development and education of social work students during their practicum. In order to provide the best possible experience for students, the Field Instructor should:

- Hold a Master of Social Work degree from an accredited school
- For BSW students and Concentration Year (2nd year) MSW students, the Field Instructor must be an MSW who has at least two years of post-graduate experience and is licensed at the LCSW or LICSW level
- For Foundation Year (1st year) MSW students, the Field Instructor must be an MSW who has at least two years of post-graduate experience
- Possess competency as a practitioner with thorough knowledge of the field practice setting (a minimum of two years post-graduation experience; at least one year in the present setting is preferred)
- Have an interest in, and a willingness to function in the role of supervisor
− Be both knowledgeable about, and supportive of social work objectives and social work core competencies (including having a thorough understanding of and commitment to human rights and social and economic justice, and a systematic and ecological approach to working with and valuing diverse populations)
− Have an interest in and commitment to social work practice from a strengths perspective, which is family centered, community based and inter-professional in nature
− Have sufficient time, provided by the agency, to attend to the responsibilities entailed in the supervision of a practicum student (including one hour of weekly supervision, development and evaluation of a Learning Contract with the student, review and commenting on process recordings, meetings with the Faculty Field Liaison and attend a fall orientation provided by Wheelock College)

Expectations of the Agency

− Provide an overall atmosphere for learning that will facilitate the achievement of the educational objectives (including a thorough understanding of and commitment to human rights and social justice, and a systematic and ecological approach to working with and valuing diverse populations)
− Have an interest in and commitment to the mission and goals of the Wheelock College’s Social Work program (including a commitment to social work practice from a strengths perspective, which is family-centered, community based, and inter-professional in nature)
− Provide the student with the necessary working space and supplies
− Provide student with agency safety plan and protocol for emergency situations

Expectations of the Field Instructor

− Provide the Director of Social Work Field Education with a current resume and a signed MOU
− Be knowledgeable and supportive of social work core competencies (including having a thorough understanding of and commitment to human rights and social justice and a systemic and ecological approach to working with and valuing diverse populations)
− Orient the student to the agency or arrange for appropriate persons to assume this responsibility
− Schedule a minimum of one hour a week of individual supervision time and actively engage the student in the learning process
− Review the student’s process recordings weekly utilizing them as a basis for dialogue and for review of the student’s learning
− Complete required student evaluation forms by scheduled dates
− Complete the evaluation form on the Faculty Field Liaison at the end of the placement