



SOCIAL WORK PROGRAM

Field Education Manual

Developed by the MSU Social Work Faculty 2005; Revised 2019

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PREFACE

This Field Education Manual has been revised to reflect the 2015 Council on Social Work Education *Educational Policy and Accreditation Standards*.

The Manual contains a description of the Minot State University Social Work Program and the Field Education course (SWK 490), along with relevant Field documents in the Appendices.

The Field Education Manual reflects the Field Education class which adjusts and develops according to the changing dynamics and demographics of the agencies in which students are placed. If you have comments, suggestions for improvement, or you find errors in the manual, please contact Rebecca Daigneault, Field Director, at (701) 858-3510 or rebecca.daigneault@minotstateu.edu. Comments and suggestions are welcome at any time.

Minot State Social Work Program contacts:

Bismarck site: Nancy Gordon, Program Director, (701)224-5769, nancy.l.gordon@minotstateu.edu

Minot/Bismarck site: Becky Daigneault, Field Director, (701) 858-3510 or rebecca.daigneault@minotstateu.edu

Fargo Site: Trude Hendrickson, Field Coordinator, (701) 221-5742, trude.hendrickson@minotstateu.edu

Fargo site: Dr. Amy Phillips, (701) 231-9792, amy.phillips.1@minotstateu.edu

DESCRIPTION OF THE SOCIAL WORK PROGRAM

Minot State University Social Work Program Mission

The Minot State University Social Work Program, through teaching, scholarship, and service, prepares students with the knowledge, professional values, and skills for competent generalist social work practice on the Northern Great Plains. Through the Program, students cultivate their critical thinking abilities, learn to work with diverse populations, and develop skills to advocate for human rights and social, economic and environmental justice.

Curricular Context

The Social Work Program at Minot State University is committed to preparing students to work according to the values and ethics of the profession. The program emphasizes the acquisition of knowledge and skills and the development of critical thinking and assessment abilities. With a liberal arts foundation, MSU Social Work graduates are prepared for entry-level social work practice in a professional setting. Further, graduates are prepared to continue their formal education in social work or in another graduate discipline. The Social Work Program is accredited by the Council on Social Work Education (CSWE) and the Program's curriculum is developed from CSWE's *Educational Policy and Accreditation Standards* (<https://www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS>).

Minot State University Social Work Program Teaching Philosophy

The faculty members of the MSU Social Work Department are committed to creating a student-centered class environment that promotes a community of learning and encourages honest dialogue, critical thinking, and respect for diversity of culture, values, and opinions. The Department's faculty members employ a variety of teaching strategies to meet the various learning styles and needs of students which include, but are not limited to, lectures, class discussions, writing assignments, lab experiences, videos, constructive interaction with guest speakers, simulations, role plays, group exercises, service-learning, and various additional in-class and out-of-class activities and processes. Synthesis, integration, and application of knowledge and skills acquired from various readings, lectures, discussions, and interactive exercises constitute significant learning opportunities for students.

Program Goal

The goal of the MSU Social Work program is for its graduates to develop, at a beginning level, the following competencies as outlined in the Council on Social Work Education's *Educational Policy and Accreditation Standards*:

1. Demonstrate ethical and professional behavior
2. Engage diversity and difference in practice
3. Advance human rights and social, economic, and environmental justice
4. Engage in practice informed research and research informed practice
5. Engage in policy practice of and access to social services
6. Engage with individuals, families, groups, organizations and communities
7. Assess individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations and communities

SWK 490: FIELD EDUCATION

12 credits

I. Course Description

SWK 490: Field Education is a 12-credit field practicum designed to provide a supervised practice experience in a social or human service agency. Guided by the *Educational Policies and Accreditation Standards* of the Council on Social Work Education (CSWE), the MSU Social Work Program is committed to baccalaureate social work education and recognizes that quality field experiences are integral to superior professional social work education. Field education at Minot State University involves the active collaboration of students, Field Instructors, and Field Liaisons. While students have a vested interest in carefully planning and executing this final educational step, Field Instructors and liaisons are equally committed to student success. This course offers students the opportunity to synthesize and apply competency-based social work knowledge, skills, and behaviors developed in classroom curricula.

SWK 490 is an integral part of the Minot State Social Work program. Upon successful completion of this course, students are ready for entry-level generalist social work practice. Field education reinforces identification with social work values and ethics by holding students accountable to the National Association of Social Work (NASW) *Code of Ethics*. Field education fosters use of evidence-based practices in an agency setting and promotes professional competence through guidance of students by agency-based Field Instructors.

Social Work Competencies

The social work program prepares students for generalist social work practice by providing competency-based education. In SWK 490, students are evaluated on their development of nine competencies and 31 behaviors. “Each competency describes the knowledge, values, skills, and cognitive and affective processes that comprise the competency at the generalist level of practice, followed by a set of behaviors that integrate these components” (CSWE EPAS 2015, p. 7). These nine competencies and their associated 31 behaviors are listed below.

Competency 1 Demonstrate ethical and professional behavior

- 1 -- Make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research and additional codes of ethic as appropriate to context
- 2 -- Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations
- 3 -- Demonstrate professional demeanor in behavior, appearance, and oral, written, and electronic communication
- 4 -- Use technology ethically and appropriately to facilitate practice outcomes
- 5 -- Use supervision and consultation to guide professional judgment and behavior

Competency 2 Engage diversity and difference in practice

- 6 -- Apply and communicate understanding of the importance of diversity and difference in

shaping life experiences in practice at the micro and macro levels

7 -- Present themselves as learners and engage clients and constituencies as experts of their own experiences

8 -- Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies

Competency 3 Advance human rights and social, economic, and environmental justice

9 -- Apply understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels

10 -- Engage in practices that advance social, economic, and environmental justice

Competency 4 Engage in practice-informed research and research-informed practice

11 -- Use practice experience and theory to inform scientific inquiry and research

12 -- Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings

13 -- Use and translate research evidence to inform and improve practice, policy, and service delivery

Competency 5 Engage in policy practice

14 -- Identify social policy at the local, state and federal level that impacts well-being, service delivery, and success to social services.

15 -- Assess how social welfare and economic policies impact the delivery of and access to social services.

16 -- Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social economic, and environmental justice.

Competency 6 Engage with individuals, families, groups, organizations and communities

17 -- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies

18 -- Use empathy, reflection and interpersonal skills to effectively engage diverse clients and constituencies

Competency 7 Assess individuals, families, groups, organizations, and communities

19-- Collect and organize data and apply critical thinking to interpret information from clients and constituencies

20 -- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies

21 -- Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies

22 -- Select appropriate intervention strategies based on the assessment, research, knowledge, and values and preferences of clients and constituencies

Competency 8 Intervene with individual, families, groups, organizations and communities.

23 -- Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies

24 -- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies

25 -- Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes

26 -- Negotiate, mediate and advocate with and on behalf of clients and constituencies

27 -- Facilitate effective transitions and endings that advance mutually agreed-on goals

Competency 9 Evaluate practice with individuals, families, groups, organizations and communities

28 -- Select and use appropriate methods for evaluation of outcomes

29 -- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes

30 -- Critically analyze, monitor and evaluate intervention and program processes and outcomes.

31 -- Apply evaluation findings to improve practice effectiveness at the micro, mezzo and macro levels.

II. Course Expectations

1) Field Orientation

All students are required to attend one mandatory Field meeting. This meeting is held the semester prior to the start of field placement. This mandatory meeting is intended to help students understand the expectations of SWK 490 including, but not limited to, professional dress/conduct, interviewing at internship agencies, field expectations, agency expectations, and responsibilities of the student and agency throughout the field placement.

2) Field commitment

Each student intern will complete a minimum of 465 hours in a field placement setting over **one** semester. Students are expected to work a 32-hour week Monday through Thursday and to attend the Senior Seminar course on Friday mornings between 9:00 and 11:50. It is mandatory to attend Senior Seminar class sessions; however, the 32-hour work week can be flexibly negotiated between the student and Field Instructor in order to best meet the needs of the agency.

Regardless of how the work week is negotiated with the agency, the internship must last the duration of the academic semester and cannot start before the beginning of the semester or go beyond the end of the semester. Time sheets, signed by the Field Instructor and student, will be submitted by students each week to their Field Liaison.

The Field Placement Agreement between the student, MSU, and the field agency MUST be completed PRIOR to the start of the field experience. For Spring field placements, the Agreement should be turned in by the end of November to the Field Director (Minot/Bismarck) or Field Coordinator (Fargo). The Field Placement Agreement is found in appendix A.

3) Agency policies and procedures

Each student is required to follow the policies and procedures of the field agency in which they are placed. If for some reason a student feels they cannot comply with an agency policy, the student must immediately discuss the situation with their Field Instructor and Field Liaison.

4) Agency site visits

The assigned Field Liaison will complete one agency site visit during the semester with a second visit occurring on an as needed basis (the second of these visits, if needed, may occur electronically). These meetings are arranged by the student and Field Liaison, taking into consideration the Field Instructor's schedule and availability. The meetings allow the Field Liaison, Field Instructor, and the student an opportunity to discuss mutual expectations of internship, review progress at the internship, discuss any concerns, and identify future tasks that need to be completed.

The site visit between the student, Field Instructor, and Field Liaison will occur before the midterm of internship. Students should be prepared to present and discuss the progress of their internship via the learning plan. This site visit is a good opportunity for any discussion of concerns and questions that anyone may have regarding the internship placement. Additional internship assignments can also be discussed and explored on an as needed basis. This meeting usually lasts between 45 and 60 minutes. The Field Liaison and student will arrange the site visit meeting time and will coordinate with the Field Instructor's schedule. It is the responsibility of the student to arrange an alternate time for a site visit should the necessity of cancellation arise.

6) Evaluation of the Student

Students are placed in agencies under the supervision of experienced social work professionals. This allows students to obtain on-going feedback and formal evaluation of their competency-based knowledge, skills, and behaviors. The student will be formally evaluated twice during the semester, at mid-term and at the end of the semester, and the student will provide the Field Instructor with the evaluation forms, located in the Field Workbook. The midterm evaluation will occur during midterm, approximately the 8th-9th week of the semester and the final evaluation will occur the last week of the semester. Field Instructors are required to meet and discuss with the student both the mid-term and final evaluations.

Students will be evaluated on the nine program competencies through their development of the 31 behaviors. Upon review and discussion of each evaluation, both parties must sign in the appropriate location at the end of the Workbook. The student is responsible for ensuring that the evaluations are completed on a timely basis. The student is also responsible to ensure that the evaluations reach the Field Liaison at midterm and at the final week of field.

The student should remember that the evaluations are not grades. This is an opportunity for feedback and for students to learn a great deal about their professional skill development as social workers. Students are strongly encouraged to take full advantage of this opportunity. Although the field evaluations are not grades, the field's Pass/Fail status will be partially

determined by the formal final evaluation results. **The Field Instructor's final evaluation becomes part of the student's permanent file.**

7) Additional Evaluations Completed by the Student

- Evaluation of Field Education Experience (Appendix B).

III. Course Grading

SWK 490: Field Education is graded on a Pass/Fail basis. All of the field education requirements must be completed on time in a satisfactory manner to obtain a passing grade. Failure to comply with agency or academic expectations may result in a failing grade. Please refer to the MSU Student Handbook for further information (https://www.minotstateu.edu/student_handbook.pdf).

1) Expectations of Students prior to starting field placement:

- a. All Minot/Bismarck students are required to attend **one longer** orientation meeting during the Fall semester and Fargo students will attend **three shorter** orientation meetings pertaining to information regarding field placement. This meeting(s) may not be missed, or the student will not be allowed to participate in field placement the following spring.
- b. All Fargo students need to have a Federal, National background check completed. The cost is \$39.00 and you may use the following link to order it online <https://portal.castlebranch.com/NB49>. IF you have had a Federal, national background check done recently (within last 2 months), the Field Coordinator will need a copy of it. If the Field Agency does a federal/national background check on you, provide a copy to the Field Coordinator. Fargo students will also need to complete a ND and/or MN Abuse Neglect Check. See field application for instructions.
- c. All Minot and Bismarck students need to have a Federal, National background check completed online. The cost is \$49.00 and you may use the following link to order: <https://portal.castlebranch.com/IJ75>. Minot and Bismarck students will also need to have a ND Abuse Neglect check completed. See Field Application for the form and instructions.
- d. All students are responsible for securing their own placement sites. The Field Coordinator can direct you to a list of potential sites. Your assigned Field Liaison will conduct a face to face visit with you and your Field Instructor at the agency if it is located within 150 miles of your site (Minot, Bismarck, Fargo). Exceptions to this can be made through discussion with the Field Coordinator. If students receive approval to secure a placement outside of the 150-mile radius, their Field Liaison will hold a meeting with them via video or phone conferencing. You must have a social worker at your site with whom you can meet with at least 1 hour per week for supervision. If there are no social workers available at your placement site, discuss this with the Field Coordinator to get approval for alternate supervision.
- e. Prior to beginning their Field Placement, all students must view the following Safety Video https://www.youtube.com/watch?v=kL3r_3N_Qek&t=77s and download/review a copy of the NASW Guidelines for Social Work Safety in the Workplace: <https://www.socialworkers.org/LinkClick.aspx?fileticket=6OEdoMjcNC0%3d&portalid>

Email your Field Coordinator with a confirmation that you have viewed the video and read the guidelines. This email will be printed and placed in the student's file.

2) Expectations of Students while in field placement:

Field education demands the cooperation of several different individuals including the student, Field Instructor, Field Liaison, Field Coordinator, and Field Director. The following are the major expectations:

1. The student is required to follow the general policies and procedures of the agency in which they are placed. The student is responsible for inquiring about the agency's **safety protocols** in the event of a fire, natural disaster, active shooter, aggressive clients, client visits in the home/community, etc. If for some reason compliance with the agency policies is not possible, the student must discuss this immediately with the Field Instructor, Field Coordinator and/or Field Liaison.
2. The student is required to abide by the Minot State University Student Code of Conduct (<http://catalog.minotstateu.edu/graduate/student-conduct-policy/>) and the National Association of Social Workers *Code of Ethics* (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>)
3. Students must respect the confidentiality of both the client and the agency at all times.
4. Students are expected to understand and facilitate, along with the Field Liaison and the Field Instructor, the successful completion of Field Education requirements. If the student does not understand the expectations set forth in the SWK 490 syllabus, Field Manual, Field Workbook and by the Field Liaison and Field Instructor, it is the student's responsibility to ask for clarification.
5. Students are expected to conduct themselves in a professional manner. Professionals take responsibility for understanding their duties and carrying out these duties.
6. Students are expected to be in attendance on time at the field agency, for each day indicated as MSU academic days and for days required by the Field Instructor, for a total of 465 hours. If the student is ill or unable to attend for any reason, he/she must notify the Field Instructor prior to the start of the work day. Likewise, if the student is not able to meet academic course expectations, he/she must arrange an exception prior to the expectation deadline with the Field Liaison.
7. The student is responsible for completing Field Workbook evaluations and Time Sheets on time and in a satisfactory manner. Students are to turn in Workbook evaluations and Time Sheets according to their Field Liaison's preferred method. For Minot/Bismarck students, hand deliver these on Fridays at Senior Seminar. For FARGO students, submit your timesheets and evaluations through the following link https://www.ndsu.edu/fileadmin/hdfs/documents/Social_Work/2019_SW_Weekly_Time_Sheet.pdf
8. Any student who is not meeting the requirements of SWK 490: Field Education or the expectations of the field agency may be subject to the Social Work Program's Formative Performance Evaluation Process. See the following link for additional information: <http://www.minotstateu.edu/socialwork/pages/student-success-plan.shtml>

IV. Expectations of Field Director, Coordinator, Liaison, and Instructor

1) Expectations of the Field Director

The Field Director, together with the Field Coordinator, is responsible for periodic updates to the Field Education Manual, Application, Workbook. The Field Director keeps systematic electronic records on field placement sites and field students. The Field Director proposes curriculum changes and field-related program modifications to the program faculty, and participates in assessment activity in accordance with changes in CSWE standards.

2) Expectations of the Field Coordinator

The Field Coordinator is responsible to recruit, approve, and work with agencies interested and willing to supervise students. The Coordinator provides agencies with an orientation to the field instruction program, shares information about the curriculum, and updates the field documents together with the Field Director as needed. The Coordinator also works with students to facilitate the application process, assess readiness, and explore options for student placements.

3) Expectations of the Field Liaison

The Field Liaison works with the student and agency to provide guidance, support, and compliance to CSWE standards and other Field Education expectations. The Field Liaison typically will be one of the faculty on staff at Minot State University; however, in some circumstances an adjunct faculty may be utilized. The Field Liaison will be a point of contact for the agency and student throughout the semester regarding questions, comments, or concerns.

4) Expectations of the Field Instructor

The Field Instructor is the onsite agency supervisor to whom the student will report on a regular basis. The Field Instructor will provide weekly one-hour supervision to the student and will formally evaluate the student twice during the semester. Preferably, the Field Instructor is a licensed social work professional who can provide direct supervision and/or oversight of the student's activities. The Field Instructor for a baccalaureate student holds a BSW or MSW from a CSWE accredited program and has 2 years post-social work degree practice experience in social work. Field Instructors will be provided with an orientation to the Field Placement which provides an overview of the program and an update on all policies and procedures. This will occur either one on one, group, phone or email correspondence depending on the Field Instructor's support needs and prior experience.

Students who have non-MSW/BSW Field Instructors must arrange for weekly supervision with a social worker (BSW or MSW). This supervision must be approved by the Field Director (Minot/Bismarck) or the Field Coordinator (Fargo). Field Instructors without a BSW/MSW, but with a degree in a related field (e.g., human services, criminal justice, counseling, or psychology), may function as task supervisors but must provide a field experience consistent with social work values, ethics, knowledge, and skills. Non-BSW/MSW Field Instructors will be included in the orientation meeting. Non-social work credentialed Field Instructors must work closely with the Field Liaison to provide an internship experience that identifies with the purposes, values, and ethics of the social work profession.

**APPENDIX A
FIELD PLACEMENT AGREEMENT**

Minot State University Social Work Program represented by _____ and _____
(hereafter referred to as “Field Coordinator” and “Field Liaison”), and

Agency _____ represented by _____
(hereafter referred to as “Agency Field Instructor”), and

Student _____ (hereafter referred to as “Student”), a student enrolled in *SW 490: Field Education*, make the following agreement:

The Field Liaison agrees to be in regular contact with the Agency Field Instructor and to meet with the student and Agency Field Instructor a minimum of one time during the semester to ensure that the procedures outlined in the Field Education Manual are carried out and that the activities in which the student engages meet educationally sound standards. In addition, the Field Liaison will be available to the Agency Field Instructor and/or the student for telephone, video conferencing, or face-to-face consultation as needed. The Field Liaison agrees to provide assistance to both individuals throughout the placement and to assume responsibility for administering the Pass/Fail grade.

The Agency Field Instructor agrees to meet weekly with the student for a minimum of one hour in structured, guided supervision. The Agency Field Instructor agrees to be responsible for providing work space and materials required for completing the assigned responsibilities, and to fulfill the expectations of the Social Work Program outlined in the Field Education Manual. The Agency Field Instructor holds a BSW or MSW from a CSWE accredited program and has 2 years of post-social work degree practice experience in social work. Non-social work credentialed Field Instructors agree to work closely with the Field Liaison to provide an internship experience that identifies with the purposes, values, and ethics of the social work profession.

The Student agrees to be prompt in carrying out all tasks and responsibilities; to ask for help from the Agency Field Instructor and/or Field Liaison when necessary; and to abide by the policies and procedures of the Agency, being particularly cognizant of confidentiality rules. The student agrees to fulfill all of the assignments outlined in the Field Workbook/Learning Plan and Field Education Manual to the best of their ability.

Minot State Field Coordinator Date

Minot State Field Liaison Date

Agency Field Instructor Date

Student Date

**APPENDIX B
EVALUATION OF FIELD EDUCATION**

The information provided in this document will be part of the Social Work Program evaluation process for accreditation purposes and will be used to improve the Field Education experience. Field Agencies and Instructors will *not* be given this information and this evaluation will *not* be used to calculate your SWK 490 Pass/Fail grade. If you have questions, please feel free to contact the Field Director or Field Coordinator.

Student Name Date

Field Agency

Field Instructor

Field Liaison

Part 1: Evaluation of Field Instructor

My Field Instructor:	Never (0)	Rarely (1)	Sometimes (2)	Always (3)	Don't Know
1. Helped me feel comfortable and welcome at the agency					
2. Identified, communicated and maintained the expectations of the placement					
3. Encouraged identification with professional social work values and encouraged professional behaviors consistent with those values					
5. Encouraged me to critically assess and evaluate my practice performance					
6. Provided me with feedback on my performance					
7. Assisted me in my discovery and exploration of myself as a professional					
8. Met with me in supervisory sessions each week as required by the Social Work Program					

9. Demonstrated ethical and professional behavior.					
10. Demonstrated and communicated an understanding of the importance of diversity and difference in shaping life experiences in practice at the micro and macro levels.					
11. Engaged with individuals, families, organizations, and the community.					
12. Engaged in practice-informed research and research-informed practice.					
13. Demonstrated an understanding of and worked to promote human rights and/or social, economic, and environmental justice.					

Part II. Evaluation of Agency and Assignments

My field agency:	Never (0)	Rarely (1)	Sometimes (2)	Always (3)
1. Demonstrated a positive and supportive attitude toward students				
2. Was open to suggestions and contributions from students				
4. Offered a learning environment that was conducive to my development of the CSWE competencies (as outlined in the Field Workbook/Learning Plan)				
5. Provided clear assignments for my Learning Plan				
6. Provided assignments at an appropriate level for me				

Part III. Working at Various System Levels

My field experience offered me the opportunity to work with:	Yes	No
1. Individuals		
2. Groups		
3. Families		
5. Organizations		
6. Communities		

Part IV. Working with Diverse Populations

My Field Education assignments exposed me to working with diverse populations:	Yes	No
<p>If yes, please list 2 examples of assignments working with diverse populations:</p> <p>1.</p> <p>2.</p>		

Part V: General opinions

My field experience:	Never (0)	Rarely (1)	Sometimes (2)	Always (3)
1. Was informative				
2. Allowed me to apply the knowledge, values, and skills I learned in the classroom to my internship assignments				
3. Assisted me in preparation for beginning generalist social work practice and employment				

Student comments about *strengths* of agency placement and/or Field Instructor:

Student comments about *concerns* with agency placement and/or Field Instructor:

APPENDIX C
MINOT/BISMARCK
WEEKLY TIME SHEET-FIELD PLACEMENT

STUDENTS:
KEEP A COPY OF EACH TIME SHEET PRIOR TO
SUBMITTING TO FIELD LIAISON

Student's Name		Placement Agency	
Field Liaison		Field Instructor	

DATES COVERED BY THIS TIME SHEET			
Beginning Month/Day	Ending Month/Day	Week in Placement	Total Hours to Date

	M	T	W	TH	F	Sat/Sun	TOTAL
Direct Service provided by student with individuals, families, groups, organizations, and communities.							
Supervision by MSU-Approved Field Instructor							
Supervision by other Agency Personnel							
Professional Development (conferences/trainings)							
Indirect Service involving case recording, phone calls, meetings, and conferences about clients							
Travel on behalf of agency or clients							
Other (specify)							
Total for Week							

A TOTAL OF 465 FIELD EDUCATION HOURS IS REQUIRED TO RECEIVE 12 CREDIT HOURS

FIELD INSTRUCTOR _____
 Signature

STUDENT _____
 Signature