

Dear Work/Study Applicant and Agency Educational Coordinator:

This packet contains the application forms and instructions for a work/study field placement at the School of Social Work. Please be aware of the following when completing this material:

\$ In order to be considered for work/study for the academic year, your application must be received by the Field Education Office by June 30th for continuing student..

\$ The Field Education Office will not review or authorize a work/study until the student also submits the 3 page Field Placement Information Form.

\$ A member of the Field Education Office professional staff will review the work/study application and confer with the student and the proposed field instructor regarding any concerns in the assignment. If indicated, the proposed field education plan will be revised at that time.

Your attention to the enclosed guidelines (below, inside and outside cover) and application procedures will help to ensure a productive application process. Please call the Field Education Office at 516/877-4375 with any questions about our guidelines & procedures or for clarification in developing the assignment.

Overview and Checklist

The following materials are enclosed:

\$ Agency Application - for the agency to complete if new to field instruction at Adelphi;

\$ Field Faculty Personnel Form - for the proposed field instructor to complete (first time field instructors must have 3 years of post-MSW experience and enroll in the School=s Seminar for Field Instructors (SIFI) for the fall semester;

\$ The Work/Study Application - to be completed jointly by the student, proposed field instructor and agency's educational coordinator or director.

*Return completed set of forms to:
Adelphi University School of Social Work, Field Education Office
Garden City, NY 11530*

REQUIREMENTS/GUIDELINES FOR WORK/STUDY

Paid employees of agencies must meet the same educational requirements as regular students, given comparable time for field work assignments, field instruction supervision and process recording. Work study students must carry out their field work responsibilities in a social work role clearly defined by the agency and known to its clients.

Agencies are expected to provide work/study students with the appropriate amount of time to meet educational recording requirements, attend supervisory conferences with their field instructors and

REQUIREMENTS/GUIDELINES (continued)

carry out the full complement of assignment responsibilities within the designated field work hours.

Assignments used for field work learning must reflect a change from those carried as a worker and the type and focus of the assignments selected should be consonant to those assigned to a non-work/study student at the same educational level. The following criteria must be met in a work/study plan:

CHANGE IN ASSIGNMENT (from Job to Field Instruction), for example:

- A. Change in population served;
- B. Exposure to relevant methods of practice (individual, family, group, community);
- C. Change in workload (representing increased breadth or depth of assignments).
- D. Field Instruction Assignments should be congruent with Adelphi's curriculum and philosophy:
 - \$ First Year: Multi-method, generalist practice opportunities including individual, family, group and community practice (See Performance Criteria in the School's Field Education Manual);
 - \$ Second Year: Practice time devoted to contemporary direct practice with individuals, couples, families and small groups. (See Performance Criteria in the School's Field Education Manual).

CHANGE IN SUPERVISION (From Job Supervisor to Field Instructor), for example:

- A. The student's employment supervision and field instruction supervision are separate and distinct functions and must be carried out by two different people.
- B. The Field Instructor *cannot* be a current or former supervisor and she/he should be an employee of the proposed field agency.
- C. Field Instructors of work/study students must meet the same criteria and are expected to carry out the same educational responsibilities as those of non-work/study students, for example:
 - \$ Field Instructors must have a minimum of 3 years post M.S.W. experience;
 - \$ Field Instructors must provide a minimum of 12 - 2 hours of weekly student supervision;
 - \$ Field Instructors must assure that field instruction conferences (supervision) are regularly scheduled and uninterrupted;
 - \$ Field Instructors must utilize process recording as a primary learning and teaching tool.
 - \$ New Field Instructors are required to take the Seminar in Field Instruction (SIFI) concurrent with supervising the student. The SIFI is a 24 contact hour seminar required by all NY Metropolitan Area Schools of Social Work. The SIFI is taught by faculty and provided free of charge to first time field instructors. A certificate is awarded upon completion and is transferable to other NY Metro Area Schools.

PROPOSED STUDENT ASSIGNMENT

REQUIREMENTS/GUIDELINES (continued)

A. The student's field instruction assignment should include:

§ At least 50% of field instruction hours in Direct Practice, e.g.; work with individuals, families, groups, and communities; environmental interventions (systems, collateral activity, linkage, advocacy, brokerage, concrete services), program development, administration, social action practice.

§ Approximately 50% (remaining field instruction hours) for Other Than Direct Service Activity, including: field instruction conferences/supervision (12-2 hours per week); agency and staff meetings; interdisciplinary planning and case conferences; process recording; agency recording; other agency and interagency activities.

§ Opportunities for in-depth practice; continuity of contact with client(s), continuity of contact with system(s), pre-engagement time and time for reflection, time to write process recording, appropriate release time, caseload reduction or transfer to accommodate field assignment in accordance with above Guidelines for Work/Study.

PROCESSING THE WORK/STUDY APPLICATION

A. Submit completed Work/Study Application packet to the Field Education Office, Adelphi University School of Social Work, Garden City, NY 11530 or to the Field Coordinator at the Manhattan Center or Hudson Valley Program.

B. The Field Office will contact the agency representative and/or student to discuss revisions to the field education plan (if necessary). The Field Education Office may require, at its discretion, a three-way meeting at the Adelphi campus to review and refine the work/study plan.

C. Following this review, the agency, student and field instructor will receive a memorandum confirming the placement. If the work/study is not approved, the student and agency will be contacted by a member of the Field Office.