

Dear Student and Agency Educational Coordinator:

This packet contains the application forms and instructions for an **Employment Based Field Placement**. Please be aware of the following when completing this material:

- In order to be considered for an **Employment Based Field Placement**, the application must be received by the Field Education Office by **March 1**.
- The Field Education Office will not review or authorize this placement until the student also submits the **Field Placement Application** (yellow form).
- A member of the Field Education Office staff will review the 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 and application procedures will help to ensure a productive application process. Please call the Field Education Office 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 hold a current NYS license and enroll in the Schools Seminar for Field Instructors (SIFI) for the fall semester);
- The Employment Based Field Placement Application - to be completed jointly by the student, proposed field instructor and agency's educational coordinator or director.
- Student Field Education Application(yellow form)

Please return all forms to:

For Garden City Students:

Livia Polise
lpolise@adelphi.edu
(516)877-4375 fax (516)877-4376

For Manhattan Students:

James Amato
amato@adelphi.edu
(212)965-8340 ext 8360 fax (212)965-8341

For Hudson Valley Students:

Llonia Gordon
lgordon@adelphi.edu
(845)471-3348 fax (845)452-0967

For Hauppauge Students:

Jamie Gergen
gergen@adelphi.edu
(516) 237-8609 fax (516) 237-8612

I. Requirements & Guidelines for Employment Based Field Placement

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.

Employment Based field 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 Employment Based field students with the appropriate amount of time to meet educational recording requirements and attend supervisory conferences with their field instructors and 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-Employment Based student at the same educational level. The following criteria must be met:

II. 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.
 - **Foundation:** Multi-method, generalist practice opportunities including individual, family, group and community practice
 - **Advanced:** Practice time devoted to contemporary direct practice with individuals, couples, families and small groups.

III. 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**. The Field Instructor cannot be a current or former supervisor and she/he should be an employee of the proposed field agency.

B. Field Instructors of **Employment Based** students must meet the same criteria and are expected to carry out the same educational responsibilities as those of non-Employment Based students, for example:

- Field Instructors must:
 - have a minimum of 3 years post M.S.W. experience;
 - be licensed to practice Social Work in NYS
 - provide a minimum of 1- 1 ½ hours of weekly student supervision
 - assure that supervision is regularly scheduled and uninterrupted
 - utilize process recording as a primary learning and teaching tool
- All 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.

IV. Proposed Student Assignment

- 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, and concrete services), program development, administration, social action practice.
- B. Approximately 50% (remaining field instruction hours) for Other Than Direct Service Activity, including: field instruction supervision (1.5 hours per week); agency and staff meetings; interdisciplinary planning and case conferences; process recording; agency recording; other agency and interagency activities.
- C. 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 recordings, appropriate release time, caseload reduction or transfer to accommodate field assignment in accordance with above Guidelines for Employment Based Field Placement.

V. Processing the Employment Based Field Placement application

- A. Submit **completed** Employment Based Application packet to the Assistant Director of Field Education at the Garden City, Manhattan, Hudson Valley or Hauppauge Centers. (See listing above)
- 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 an e-mail confirming the placement. If the **Employment Based Field Placement** is not approved, the student and agency will be contacted by a member of the Field Office.