



### **INFORMATION REGARDING BSW FIELD EDUCATION**

**<https://www.gvsu.edu/ssw/bsw-field-education-and-forms-68.htm>**

The information below provides some of the basic guidelines governing the relationship between Grand Valley State University School of Social Work and a Field Site for the purpose of providing a BSW field placement at your organization.

#### **1. Beginning and Ending Dates:**

GVSU BSW students begin their field education placement according to the University's calendar year in the fall semester which begins in late August. Students complete two consecutive semesters (fall and winter) at their field placement site, ending in April.

#### **2. Field Education Hours:**

- a. GVSU BSW students must complete a total of 200 hours at the field site each semester (approximately 13-14 hours per week for 15 weeks) for a total of 400 hours.
- b. Using our web-based Field Education portal, students will log their internship hours. The Field Education Supervisor is able to approve the student's hours within the portal.

#### **3. Field Education Days:**

- a. The days and times a BSW student works at a field site is discussed and negotiated between the student and the Field Education Supervisor. It is expected that the student will be at the field site during hours when they can be involved in tasks relevant to their learning needs, as well as, when supervision is readily available.
- b. While in field education, students generally follow the GVSU academic calendar. Scheduled breaks within the academic calendar are to be discussed and negotiated between the student and Field Education Supervisor.

#### **4. Supervision:**

- a. The Field Site is expected to provide professional supervision for a GVSU BSW student during Field Education. Our accrediting body prefers supervision is provided by a graduate of an accredited social work program (BSW or MSW); however, arrangements can be made for supervisors who have unique skills and/or opportunities, or who have an advanced degree in a related human service area.
- b. The expectation is that a student will receive at least one hour of direct face to face supervision from the Field Education Supervisor each week; however, more availability is often needed, especially during the first semester.

#### **5. Learning Contract and Evaluation:**

- a. Each GVSU BSW student must develop a Learning Contract which guides the student's learning at the field site. A new Learning Contract is generated for each semester of Field Education. By the end of each semester, students must fulfill their professional responsibilities as detailed in their Learning Contract. A copy of the current BSW Learning Contract can be accessed [here](#). Instructions for the Learning Contract can be accessed [here](#).
- b. The BSW Learning Contract is housed in our Field Education web-based portal. Within the portal, students will identify the learning activities they will engage in throughout the semester. Field Education Supervisors will be given access to the Field Education portal to view, make comments, and evaluate student progress.
- c. At the end of each semester, the Field Education Supervisor is to evaluate the student's performance/progress using the Learning Contract.

#### **6. Curriculum Integration:**

A primary role of Field Education is integrating the Generalist perspective into day to day social work activities. As Generalist practitioners, students need to be challenged to engage in practice at multiple levels of intervention (micro, mezzo, macro).

#### **7. Orientation for Field Education Supervisors and Task Coordinators:**

A Field Education Orientation is provided annually in mid-August for Field Education Supervisors and Task Coordinators. The Orientation will provide information on Field Education guidelines, the roles and responsibilities of BSW Students, Field Education Supervisors and Task Coordinators, implementing the Learning Contract, and helpful resources for Field Education Supervisors. Free social work continuing education credits are often provided for attendance.

#### **8. Faculty Field Liaison:**

Each BSW student is assigned a GVSU Faculty Field Liaison who provides support to the student and Field Education Supervisor during Field Education. The Faculty Field Liaison communicates with students via field seminar (two

hours every other week) and by appointment. Regular contacts are made with the Field Education Supervisor via site visits, email, and/or telephone calls.

**9. Student Conduct:**

Students are expected to adhere to a field site's policy regarding dress codes and professional conduct.

**10. Pre-placement Interviews:**

- a. A pre-placement interview between agency personnel and the BSW student is used to determine whether there is mutual agreement as to the "goodness of fit" of the placement for both parties.
- b. An agency is not obligated to accept the student if there is concern that the "match" is not appropriate.
- c. The Field Education Office will provide agency personnel with a copy of the student's field education application, which includes essays on three fields of practice the student is interested in pursuing, and a resume.

**11. Timeline for Designating Student Placement:**

The GVSU Field Education placement process (matching and interviewing with a potential Field Site) for BSW students extends from January through April, with Field Education at the field site beginning in late August.

**12. What can a BSW student intern do?**

At the BSW level, a student can partake in case management duties, resource referral, intake, interviewing clients, intervention, evaluation, psycho-social assessment, meeting with clients 1:1, research, advocacy, client education, group facilitation, community organization, grant-writing, among other duties.

**13. More information:**

- a. The BSW Field Education Manual can be accessed [here](#).
- b. The Field Supervisor Handbook can be accessed [here](#).

Please contact the BSW Field Education Coordinator, Katie Scheuerle, ([scheuerk@gvsu.edu](mailto:scheuerk@gvsu.edu)) to become a field site for GVSU social work students.