CHECKLIST FOR AGENCY FIELD INSTRUCTORS
(To be completed within the first 2 weeks of field starting)

____ I have proof that my student has obtained liability insurance.

Students who do not have insurance cannot start their field placement without giving a copy of proof to you.

____ I have gone over with the student and signed the Statement of Confidentiality and Statement of Safety Awareness that can be found in the field instruction manual.

____ I have the BSW/MSW Field Instruction Calendar for Field Instructors.

____ I have a course syllabus for the Field Instruction and Practice Class.

____ I have taken the time to review the field instruction manual online and to insure that I am familiar with the policies and procedures governing field instruction. I understand the Field Education Competencies and Field Standards for the DSU Social Work department.

____ I know the member of the faculty who has been assigned to me and the student as the field liaison. The student should know who their field liaison is.

____ I am aware that there are one field seminars that students must attend a semester. I understand that the time devoted to attending the seminars count toward field hours. Please schedule them time off to attend these if it is during a time they normally would be at field with you. Their field seminar dates are located in the field syllabus.