

**University of Utah  
College of Social Work  
FIELD INSTRUCTOR APPLICATION**

**CRITERIA FOR INDIVIDUALS SELECTED FOR FIELD INSTRUCTION:**

The following criterion for selection of field instructors has been approved by both the Practicum Advisory Committee and the Social Work College Council.

1. Qualified field instructors for M.S.W. students must have earned a M.S.W. degree from a C.S.W.E. accredited school of social work, completed two years of post M.S.W. practice experience and hold appropriate social work licensure. It is necessary for field instructors to be licensed at the L.C.S.W. level when supervising second year M.S.W. students or a clinical practicum where students are providing therapeutic treatment.

Qualified field instructors for B.S.W. students must have earned a M.S.W. and/or B.S.W. degree from a C.S.W.E. accredited school of social work, hold appropriate social work licensure and have at least two years post degree of professional social work experience.

Qualified field instructors for SUDC students must be a licensed Mental Health Professional with a minimum of two years of experience. This includes LSAC and ASUDC professionals.

2. Field Instructors are expected to be fully integrated employees in the approved practicum agency and demonstrate professional competency.
3. Field Instructors should have a strong interest in instruction of students and have committed themselves to the allocation of sufficient time related to the practicum, including regular and as needed supervision with students, completion of practicum evaluation forms, attendance at practicum workshops, and collaboration with practicum coordinators.
4. Field Instructors are expected to attend the New Field Instructor Training Workshop and Field Instructor Development Workshops.
5. Field Instructors must provide a minimum of one hour per week of individual supervision with the student and meet with the assigned field coordinator and student on a regular basis to evaluate the student's progress.
6. Field Instructors must assist the student in developing educational goals and objectives and seek to provide educational experiences, cases and assignments which will aid the student in developing social work knowledge, values and skills.
7. Field Instructors are expected to notify the practicum office of any changes in assignment or employment during the school year.

**I MEET THE ABOVE MENTIONED CRITERIA:**

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**SIGNATURE**

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**(print name and title)**

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**Date**

DATE \_\_\_\_\_

**UNIVERSITY OF UTAH  
COLLEGE OF SOCIAL WORK  
FIELD INSTRUCTOR APPLICATION**

Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ SS# \_\_\_\_\_  
Home Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Work email: \_\_\_\_\_  
Citizen of U.S.: \_\_\_ YES \_\_\_ NO \_\_\_ Permanent Res. Are you Hispanic or Latino? \_\_\_ YES \_\_\_ NO  
What is your race? Select one or more: \_\_\_ American Indian or Alaska Native \_\_\_ Black or African American  
\_\_\_ Native Hawaiian or Pacific Islander \_\_\_ Asian \_\_\_ White

**EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Relationship to employee: \_\_\_\_\_  
Same address as employee? \_\_\_ YES \_\_\_ NO – If no, please indicate below  
Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_ Type: \_\_\_\_\_

All field instructors will be offered opportunities to earn free or discounted CEU's at workshops sponsored by the College of Social Work. Instructors can also receive library access, discount to the bookstore and some University events if they apply for a University ID, which can happen any time during their tenure as a field instructor.

Are you planning to apply for a UID at this time? \_\_\_ YES \_\_\_ NO

Check program for which you are applying to become a field instructor: \_\_\_ M.S.W. \_\_\_ B.S.W. \_\_\_ SUDC

License number(s) and expiration date(s) for the following Social Work License(s) you hold:

L.C.S.W.# \_\_\_\_\_ Exp. Date \_\_\_\_\_ C.S.W.# \_\_\_\_\_ Exp. Date \_\_\_\_\_  
S.S.W.# \_\_\_\_\_ Exp. Date \_\_\_\_\_ SUDC# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Have you previously been approved as a field instructor for the College of Social Work? \_\_\_ YES \_\_\_ NO

If yes, when? \_\_\_\_\_

**I. UNDERGRADUATE DEGREE AND GRADUATE DEGREES:**

<u>INSTITUTION</u>	<u>STATE</u>	<u>DEGREE</u>	<u>MONTH &amp; YEAR OF COMPLETION</u>	<u>DEGREE OR SPECIALIZATION</u>
A. _____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____
C. _____	_____	_____	_____	_____

**II. AGENCY CURRENTLY APPLYING TO BE FIELD INSTRUCTOR FOR:**

A. Agency: \_\_\_\_\_ Are you under Contract? \_\_\_ YES \_\_\_ NO

B. Address: \_\_\_\_\_ City/State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

C. Position Title: \_\_\_\_\_

D. Employment from (Date): \_\_\_\_\_

E. Area of practice expertise: \_\_\_\_\_

F. Employment Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ # OF HOURS PER WEEK IN AGENCY \_\_\_\_\_

G. Responsibility for supervision of staff: \_\_\_ YES \_\_\_ NO \_\_\_ #

H. Name and title of immediate supervisor: \_\_\_\_\_

I. Name of agency administrator/director: \_\_\_\_\_

**PREVIOUS SOCIAL WORK POSITIONS:**

	<u>Position</u>	<u>Agency</u>	<u>Dates</u>
J.	_____	_____	_____
K.	_____	_____	_____
L.	_____	_____	_____

**III. OTHER ACADEMIC APPOINTMENTS OR EXPERIENCE:**

	<u>Institutions</u>	<u>Appointment/experience</u>	<u>Dates</u>
A.	_____	_____	_____
B.	_____	_____	_____

**IV. PROFESSIONAL ORGANIZATION AFFILIATIONS (memberships, participation, and leadership positions), PUBLICATIONS OR PRESENTATIONS, LOCAL AND NATIONAL RECOGNITION, HONORS AND AWARDS:**

**V. NARRATIVE:**

A. Why do you want to be a field instructor?

B. Please identify your strengths and limitations which might affect your ability to provide students with supervision and education experiences.

C. Which of your skills and experiences will be most helpful to you in this teaching role?

**D. How will you utilize other agency staff members to support and enhance the student's learning experience?**

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**SIGNATURE**

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**TITLE OF FIELD INSTRUCTOR APPLICANT**

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**DATE**