

**WURZWEILER SCHOOL OF SOCIAL WORK YESHIVA UNIVERSITY**  
2495 Amsterdam Avenue; New York, NY 10033  
**Office of Field Instruction**

**CRITERIA FOR WORK-STUDY FIELD PLACEMENTS**  
**Students completing field placements at their place of employment**

**I. GENERAL REQUIREMENTS**

- A. The agency permits the student to use his or her regular work week for field placement.
- B. The agency allows the student to use his or her practice materials in a disguised form, as a basis for papers, process recordings and discussions in classes and in faculty advisement.
- C. The agency provides a field instructor licensed in the state, with a change in field instructor for each year of field work.
- D. The agency provides assignments to meet the educational needs of the student which fulfill the School's requirement for Master's level learning.
- E. *Prior to the first year of a work-study field placement the agency:*
  - 1. Submits a First Year Work-Study Contract developed jointly with the agency educational coordinator describing the proposed field placement for first year. This is subject to the approval of the Field Instruction Office.
  - 2. Identifies a prospective field instructor.
  - 3. Takes part in a required meeting at the School involving the prospective field instructor, a member of the Field Instruction Office, and the student, to develop a learning contract.
- F. *Prior to the second year of a work-study field placement the agency:*
  - 1. Submits a Second Year Work-Study Contract developed jointly with the agency educational coordinator describing the student's second year of field placement. This is subject to the approval of the Field Instruction Office.
  - 2. Identifies a prospective field instructor.

**II. FIELD INSTRUCTION**

- A. The agency must provide the student with a qualified field instructor (other than job supervisor) each year. In order to qualify a field instructor needs to have:
  - 1. Master degree in Social Work and a license.
  - 2. Professional competence.
  - 3. Interest in student supervision.
  - 4. A minimum of three years of post MSW experience.
  - 5. Completed the required Seminar in Field Instruction (SIFI) or agree to attend the Seminar in Field Instruction offered at Wurzweiler.

- B. The agency must be willing to allow the field instructor to fulfill his or her educational responsibilities by authorizing use of the field instructor's time for:
1. Regularly scheduled, uninterrupted, weekly conferences with the student for 1½ hours per week.
  2. Preparation for the field instruction conference through reading the student's process recordings and other relevant materials.
  3. Completing fall and spring semester evaluations.
  4. Periodic conferences (a minimum of one conference per semester) with the student's faculty advisor and attendance at School events for field instructors.
  5. Participation in the 12 session Seminar in Field Instruction if the field instructor has not completed this in the past.

### **III. STUDENT ASSIGNMENTS**

- A. The agency is willing to allow the field instructor to select ongoing assignments suited to the student's educational needs, in consultation (as needed) with other Agency personnel and with the faculty advisor.
- B. The Agency provides student assignments that will:
1. Be distributed within the following framework:
    - Of a 21 hour per week field placement, half the time (10-11 hours) should be devoted to direct practice with individuals, families, groups, and communities, suitable for a first year generic assignment, or focused on a second year method of concentration.
    - The rest of the time includes 1½ hours for regularly scheduled uninterrupted field instruction, 4 hours to write process recordings, and time for staff meetings, case conferences and agency recording.
    - Advanced standing students complete 28 hours per week with half of that time (14 hours) in direct practice.
  2. Offer opportunities for the student to work with a diversity of client populations, problems, and modalities of service, within the context of agency function.
  3. Provides a change of assignment that is different from the student's current job.