

Field Supervisor & Task Coordinator Training

Ethelyn R. Strong School of Social Work

BSW and MSW Field Education

Welcome



Deans and Directors



Dean Isiah Marshall



Dr. Kristen Swedburg-Ericksen



Dr. Breshell Jackson-Nevels

Learning Objectives



Overview of Field Education



2022 Educational Policy and Accreditation Standards (EPAS)



Council on Social Work Education competencies



Memorandum of Understanding (MOU)



Qualified Professionals



National Association of Social Workers Code of Ethics

Who's Who in Field Education

Understanding roles and responsibilities

Supervision per EPAS

Orienting Students

Supporting Students

Understand documentation and evaluations

Concerns in Field

Resources

Due Dates

- Field education is the signature pedagogy for social work. Signature pedagogies are elements of instruction and socialization that teach future practitioners the fundamental dimensions of professional work in their discipline: to think, to perform, and to act intentionally, ethically, and with integrity (EPAS, 2022).
- This means it is the primary way students learn to apply social work theory and skills in real-world practice settings.

Overview of Field Education

Educational Policy 3.3: Field Education

Competency 1	Demonstrate Ethical and Professional Behavior
Competency 2	Advance Human Rights and Social, Racial, Economic, and Environmental Justice
Competency 3	Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
Competency 4	Engage in Practice-Informed Research and Research-Informed Practice
Competency 5	Engage in Policy Practice
Competency 6	Engage with Individuals, Families, Groups, Organizations, and Communities
Competency 7	Assess Individuals, Families, Groups, Organizations, and Communities
Competency 8	Intervene with Individuals, Families, Groups, Organizations, and Communities
Competency 9	Evaluate Practice with Individuals, Families, Groups, Organizations, Communities

Competency-Based Education

Field placements must allow students to demonstrate competencies outlined in **EPAS 2022**



Memorandum of Understanding (MOU)

- A formal agreement must exist between the program and the field site outlining roles, responsibilities, and evaluation procedures.
- Many agencies have completed the MOU for the current academic year.
- If you have not received the executed copy or believe a MOU has not been completed, please let us know as soon as possible.

Qualified Professionals - Field Supervisors

Qualifications

- Bachelor of Social Work (BSW) or Master of Social Work (MSW) from a CSWE-accredited program.
- Minimum of two years of post-graduate professional experience.

Responsibilities

- Provide a minimum of 1 hour of weekly supervision to the student.
- Guide the student in applying social work theories to practice.
- Evaluate student performance and complete midterm/final evaluations.
- Ensure that the student's responsibilities align with CSWE core competencies.
- Model ethical practice and promote critical thinking and reflection.
- Teach practice skills and professional behavior.
- Model ethical practice.

Supervisor Application must be completed.

Qualified Professionals- Task Supervisor/ Coordinator

Qualifications

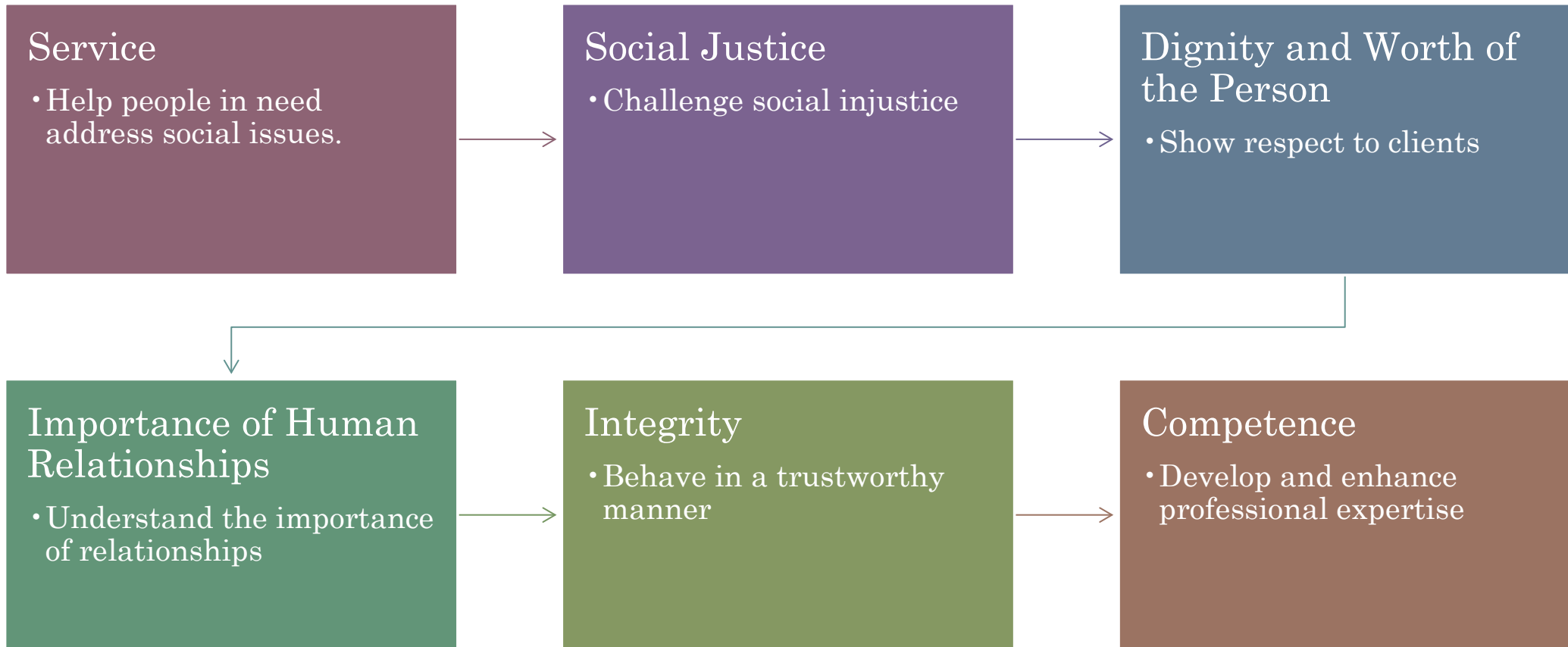
- Bachelor's degree or higher in a related field **and/or**,
- Relevant professional experience with the agency or population served **and/or**,
- Employed in a leadership, supervisory, or training capacity.

Responsibilities

- Provide day-to-day oversight.
- Orient the student to the agency and support task assignment.
- Oversee tasks, provide informal feedback on performance, and ensure the student is integrated into agency operations.
- Communicate regularly with the Field Supervisor to support learning integration.
- May not provide CSWE-required supervision but may provide feedback on student evaluations.

Note: Task Coordinators are supplemental supports and do not replace the CSWE-mandated BSW/MSW Field Supervisor. Task Coordinators are approved by NSU Faculty. Supervisor Application must be completed.

NASW Code of Ethics



Who's Who in BSW Field Education

BSW Field Faculty

Dr. Williamson-Ashe

Prof. Sharon Houston, LCSW

Dr. Tonya Pass

Prof. Marcus Small



Who's Who in MSW Field Education

MSW Field Faculty

Prof. Linda Askew, LCSW

Prof. Vincent Epps

Prof. Mitzi Glass, LCSW

Prof. Teloria Sutton

Dr. Gardenella Green

Dr. Colleen Downes

Prof. Vivian Shannon-Ramsey



Understanding Roles & Responsibilities

Faculty Field Liaison-NSU Faculty

- Serves as the bridge between the university and the agency.
- Conducts site visits or virtual check-ins (2 each semester).
- Monitors the student's progress and assists in resolving issues.
- Ensures educational quality and accreditation standards (CSWE) are met.
- Reviews evaluations and assigns the final field grade.
- First point of contact if concerns arise with student or changes in agency.

Field Education Office- Director

- Approves field placements and field instructors.
- Provides training and support to students, field liaisons, and agency supervisors.
- Ensures compliance with CSWE standards and university policies.
- Addresses any serious issues that arise during placement.

Educational Policy & Accreditation Standards (EPAS 2022)-Supervision

- The program ensures that all **baccalaureate students receive field supervision from an individual who holds a baccalaureate or master's degree in social work from a CSWE accredited program and who has at least two years of post-social work degree practice experience in social work** (EPAS, 2022)
- The program ensures that all **master's students receive field supervision from an individual who holds a master's degree in social work from a CSWE-accredited program and who has at least two years of post-master's social work degree practice experience in social work** (EPAS, 2022)
- Maintain clear professional boundaries.
- Address issues like confidentiality, informed consent, and cultural competence during supervision.
- Encourage students to use journaling, supervision agendas, and self-evaluation tools.
- Align supervision sessions with the CSWE 9 Core Competencies.
- Ensure supervision occurs in private settings, respecting client and student confidentiality.

Tips for Effective Social Work Supervision

Train	Students to write professional, accurate, and ethical documentation.
Promote	An environment of mutual respect, safety, and open communication.
Encourage	Students to bring professional challenges and learning goals to supervision.
Offer	Feedback that is specific, respectful, strengths-based, and competency-aligned.

Tips for Effective Social Work Supervision

01

Hold weekly 1-hour sessions at a set time-protected space.

02

Develop expectations early.

03

Foster a nonjudgmental environment where students feel comfortable.

04

Incorporate reflective practice; asking the student,

- What surprised you?
- What went well and why?
- What would you do differently next time?

05

Discuss confidentiality and boundaries.



Top Tips for Effective Social Work Supervision

- Focus on growth and reinforce areas of strength.
- Debrief emotionally challenging cases to support student well-being.
- Encourage self-care and boundary setting.
- Offer opportunities to observe and be observed (role plays, shadowing).

Tips for Task Coordinators

- Maintain ongoing communication with the Field Supervisor to ensure student activities align with learning goals.
- Provide timely updates on the student's progress, concerns, or accomplishments.
- Offer a detailed agency orientation, including policies, procedures, and expectations.
- Introduce the student to key staff, departments, and any relevant resources.
- Ensure tasks are educational and appropriate to the student's skill level and learning contract.
- Offer regular check-ins to address questions, reinforce expectations, and provide informal guidance.
- Help the student reflect on challenges and successes, even though formal supervision is handled by the Field Supervisor.

Tips for Task Coordinators

- Help the student reflect on challenges and successes, even though formal supervision is handled by the Field Supervisor.
- Model professional behavior.
- Help the student feel apart of the team by fostering a welcoming and inclusive environment.
- Offer constructive, strengths-based feedback on performance and task completion.
- Share relevant feedback with the Field Supervisor to assist with formal evaluations.
- Defer clinical or educational concerns to the designated Field Supervisor or NSU Field Faculty.

Employment- Based Students Supervision (MSW ONLY)

The program has a policy documenting whether it permits field placements in an organization in which the student is also employed. If permitted, student assignments and employee tasks may qualify as field hours when directly linked to the nine social work competencies EPAS, 3.3.7.

Field education supervision may be provided by the same supervisor if field education supervision is distinct from employment supervision and the supervisor meets the requirements of Accreditation Standard EPAS 3.3.6 (credentials).

If no MSW on site, NSU will provide supervision to the student.

Agency must provide a task coordinator.

Tips for Orienting Students

Introduce to agency/staff

Agency policies and emergency plan

Identify office space and client areas

Be available for questions

Review case files and note format

Role play; bridge the gap between theory and practice

Provide shadowing experiences

Observe student with clients often

Monitor all student activity closely

Ensure interns feel welcomed

Supporting Students' Professional Development



Imposter Syndrome- reinforce that field is for learning, not perfection.



Encourage time management, refer the student to campus counseling or wellness resources if needed.



Reflect on strengths and acknowledge growth.



Share your own experiences as an intern.

Developing the Learning Contract

- A Learning Contract is a structured, competency-based document that outlines a student's goals, objectives, and activities during their field placement.
- It serves as both a roadmap for learning and a tool for evaluation
- Aligning tasks with competencies
- The student, field instructor, Task coordinator (if applicable) and faculty liaison must review the contract for clarity. All parties must sign off.

Competency	Learning Objective
Competency 1: Ethical and Professional Behavior	Demonstrate professional behavior in documentation and client communication
Competency 2: Engage Diversity and Difference in Practice	Ask clients about cultural values during assessment

Evaluations



Complete evaluations collaboratively during supervision.



Refer directly to the learning contract and competency behavior.



Avoid vague feedback, be specific.



Submit documentation on time to the faculty liaison.



Rating scale, no grades; MSW ONLY.



Midterm-focus on strengths and areas of growth.



Final- ask yourself, did the student meet the goals inputted on their learning contract?



Task Coordinators collaborate with Field Faculty to complete evaluations.



10TH week and Final; BSW, graded.

**NORFOLK STATE UNIVERSITY
THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
FIELD PRACTICUM/STUDENT TASK & SUPERVISION RECORD**

Student name: _____

Agency: _____

NSU Faculty Instructor: _____

Week #: _____

Timesheets

- Manual
- Weekly submission
- Student upload
- Electronic (Adobe/Digital)
- Wet signature

Date	Time in	Time out	Total Time	Tasks	Field Supervisor/Task Coordinator Signature

Supervision Log

Date	Time In	Time out	Total Time	Topic	Field Supervisor Signature

Hours accrued this week _____

Hours accrued from the previous week _____

Total Hours for this semester to date: _____

Student Signature _____ Date _____

Total Hours

BSW Students

- Total Hours
 - 225 per semester
 - 450 academic year
- Weekly Hours
 - BSW I: 15 hours per week
 - BSW II: 17.5 hours per week
- Timeframe
 - BSW I: 08/19/2025 – 11/25/2025
 - BSW II: 08/19/2025 – 11/14/2025

MSW Students

- Total hours for program: 910
- MSW I- 14 hours weekly
- MSW II-21 hours weekly
- Hours include 1-hour weekly supervision
- Begin hours by 8/25/25 through 11/21/25

Safety

Notice of risk

- Students must be oriented to agency policies; such as risk management, safety procedures, and methods for assessing potentially dangerous situations.
- Agencies are required to immediately notify any safety incident involving a student to Norfolk State University Field Faculty.

Home Visits

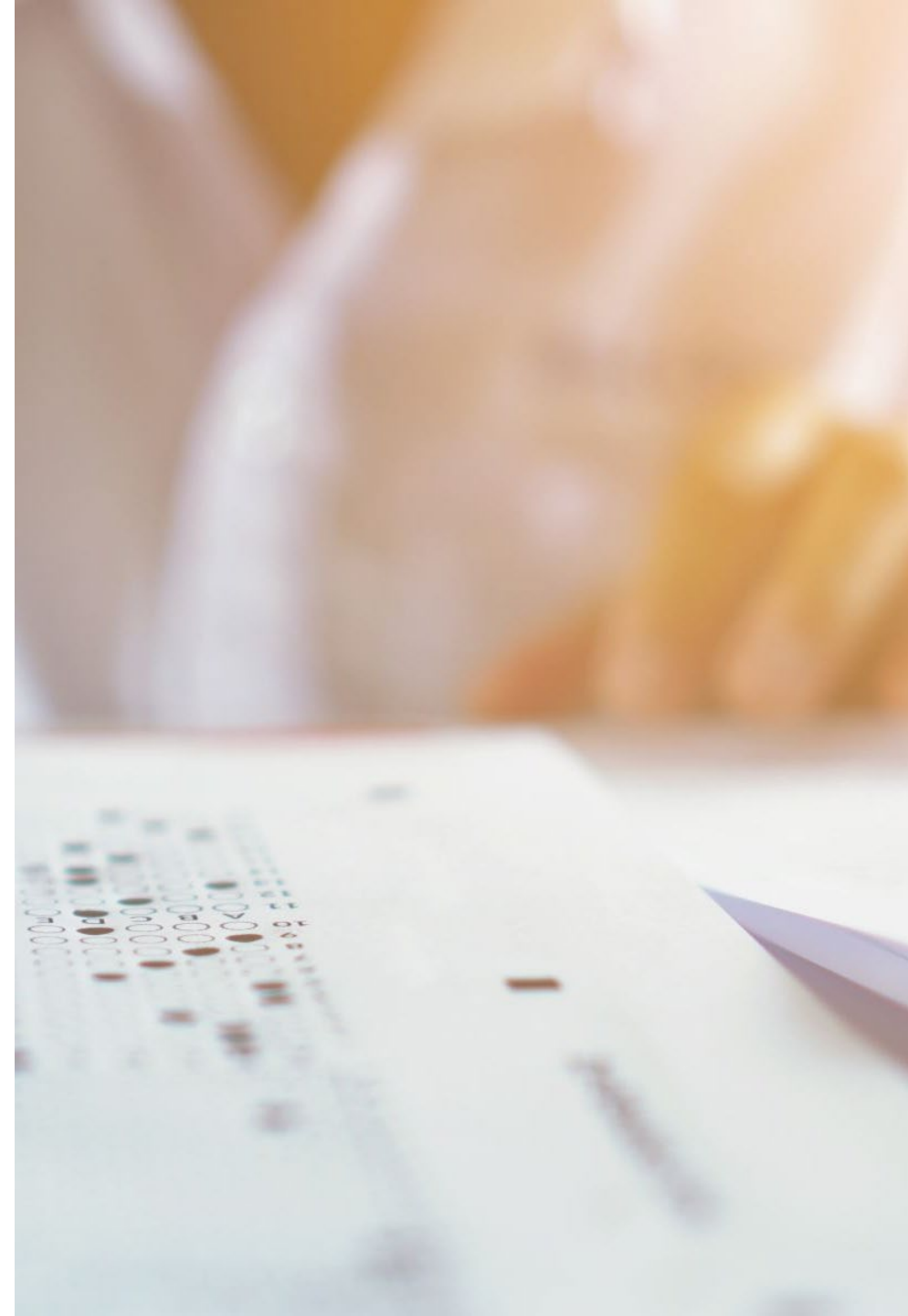
- Students and supervisors are asked to identify and review any agency policies/guidelines regarding home visits.
- Home visits present students with a chance to understand a client's home environment and community.
- To ensure safety and manage liability, the practicum agency is required to assign a representative to accompany students throughout home visits.
 - This does not apply to employment-based students.

Stability in Field

- Seminar instructors must be notified of any changes to the student's field supervisor/task coordinator.
- If an agency has concerns about the student; notify Faculty Field Liaison (seminar instructor) immediately.
- Grievance Protocol and Emergencies
 - Faculty Field Liaison, Director of Field Education, Director of BSW/MSW Program, Associate Dean, Dean of the School.

What to Do When There Are Problems

- Identify the issue with the student and attempt to resolve the situation.
- Use supervision to address concerns.
- Notify the field faculty liaison of your concern immediately.
 - The liaison serves as the bridge between the university and agency.
- Document, document, document!!!
- If the issue is not resolved, the faculty liaison will escalate the concern to the Director of Field Education for further review.



Termination from Field

- Should an agency request the removal of a student, the Field Director will remove the student within a time frame that is agreeable to the agency.
- The faculty field liaison will discuss the situation that led to the agency's request for removal of the student with the agency and Field Director.
- Formal documentation from the agency will be requested and added to the student's file.
- Communicate student concerns early!





Gatekeeping

Ethical responsibility of social work programs, educators, and field instructors to ensure that only individuals who demonstrate the necessary competencies, ethical standards, and professional behaviors enter or continue in the profession.

This process is crucial to maintaining the integrity and quality of the social work field and protecting the well-being of clients who will rely on these professionals in the future.

Is the student competent?

Is the student professional and ethical?

Is the student able to apply the CSWE core competencies?

Does the student display professional integrity and accountability?

Does the student apply the NASW Code of Ethics?

Assess the student's decision-making.

Assess the student's behavior and emotional readiness for the profession.

Resources for Supervisors



Field education
manual



Field faculty
liaisons



Support from
Field Office

Fall 2025
BSW Due
Dates

Start Dates (BSW I & BSW II)

August 19, 2025

**10th Week Student Evaluation Report
Due Date**

October 22, 2025

Last Day of Field Practicum

November 14, 2025 (BSW II)

November 25, 2025 (BSW I)

**Final Student Evaluation Reports
Due Dates**

November 19, 2025 (BSW II)

December 3, 2025 (BSW I)

Fall 2025 MSW Due Dates

Hours	<ul style="list-style-type: none">• Begin hours: 8/18-8/25/2025• End hours: 11/21/2025
Learning Contract	<ul style="list-style-type: none">• Due: 9/14/2025
Midterm Evaluations	<ul style="list-style-type: none">• MSW II Due: 10/6/2025• MSW I Due: 10/7/2025
Final Evaluations	<ul style="list-style-type: none">• MSW II Due: 11/17/2025• MSW I Due: 11/18/2025
MSW II-Graduating Students	<ul style="list-style-type: none">• Process Recording #1 Due: 9/28/2025• Process Recording #2 Due: 11/2/2025
MSW I	<ul style="list-style-type: none">• Process Recording #1 Due: 10/19/2025• Process Recording #2 Due: 11/2/2025

MSW I – 14 hours weekly

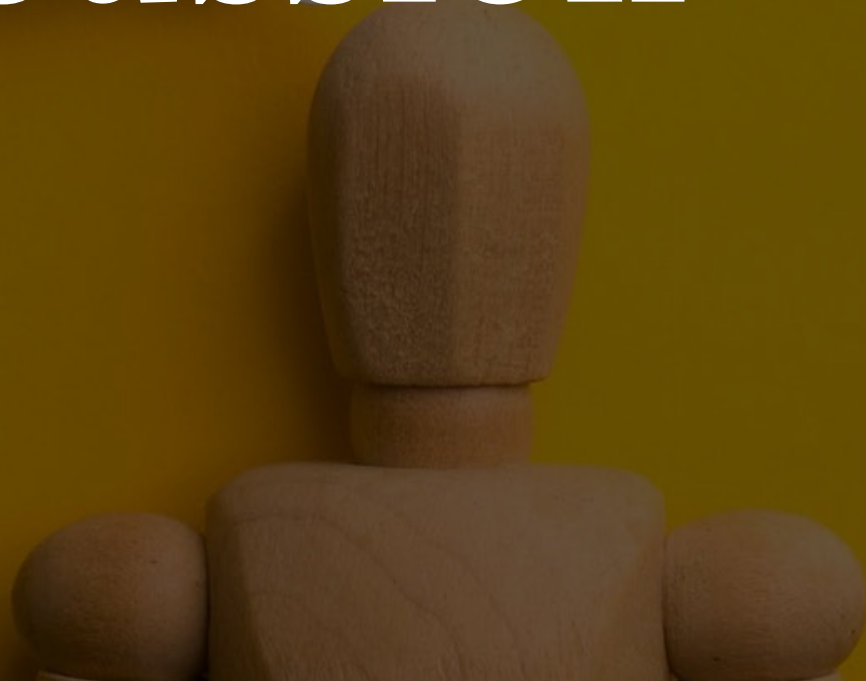
MSW II – 21 hours weekly

Spring 2026

- We will host a touch base with field supervisors and task coordinator to answer any questions and provide new dates for the Spring semester.
- Semester begins January 12, 2026.
- Students can begin accruing hours January 13, 2026



Questions & Discussion



Acknowledgments & Thank You



Field Office
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Information

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References

- 2022 EPAS: Educational Policy and Accreditation Standards for Baccalaureate and Master's Social Work Programs . (n.d.). <https://www.cswe.org/getmedia/cb13507d-c610-4291-87df-14563fba7c9d/2022-EPAS-FAQs.pdf>