



UNIVERSITY OF CENTRAL FLORIDA  
School of Social Work

Internship Agreement  
for Students with External Field Instructors

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Field Agency: \_\_\_\_\_ Task Supervisor: \_\_\_\_\_

External Field Instructor: \_\_\_\_\_ Field Liaison: \_\_\_\_\_

In particular circumstances, a special placement may be arranged. Special placements are those in which a MSW Field Instructor outside the agency is assigned to work with a Task Supervisor in the agency.

The success of a special placement depends upon the abilities of the external Field Instructor and Task Supervisor to clarify expectations concerning their roles, responsibilities, and relationship to each other, the University, and the student. The following described arrangements for supervision ensure that standards are maintained in special placements for the professional direction and supervision of a student's learning in the field.

1. **Role of the Agency Task Supervisor:** When an MSW Field Instructor is not available to provide supervision in a desirable field agency, an external Field Instructor who is employed outside the placement unit or field agency will be assigned to work with a Task Supervisor within the agency to assure that the student's assignments have a social work focus and meet the requirements for field education. In this special arrangement for field study, day-to-day supervision of the student's work is the responsibility of the Task Supervisor. This requires that a Task Supervisor be selected who is very knowledgeable about the agency and is a skilled and capable professional in his/her field (e.g., a psychologist, physician, BSW social worker, administrator, rehabilitation specialist, nurse, etc.). In addition, the Task Supervisor should have experience in supervision and be willing to commit adequate time to supervision of the student. Specifically, the Task Supervisor:
  - a. Provides the student with a general orientation to the field agency.
  - b. Identifies and/or designs learning assignments for the student in consultation with the external Field Instructor.
  - c. Reviews, modifies (as needed), and signs the student's learning contract.
  - d. Provides daily supervision to the student concerning field assignments.
  - e. Schedules weekly supervisory conferences with the student to provide him/her assistance in planning, managing, and completing field assignments.
  - f. Provides ongoing feedback to the student concerning his/her performance in the field.
  - g. Maintains contact with and meets with the external Field Instructor and Faculty Field Liaison to monitor student progress.
  - h. Develops with the student a written evaluation of the student's performance.
  - i. Arranges for the external Field Instructor to review, modify (as needed), and sign the written evaluations of the student's performance before submitting it to the Faculty Field Liaison.
  - j. Submits the request form for a "Certification of Participation" to the Director of Field Education or Faculty Field Liaison.
  
2. **Role of the External Field Instructor:** When a special placement arrangement is used, the person who functions as the external Field Instructor usually has a direct affiliation with the agency (e.g., staff member in another department within the organization, board member, agency consultant, etc.). The external Field Instructor is responsible for directing the student's overall learning experience and

for guiding the Task Supervisor's activities with the student. Specifically, the external Field Instructor:

- a. Identifies and/or designs learning assignments for the student in consultation with the Task Supervisor.
  - b. Reviews, modifies (as needed), and signs the student's learning contract.
  - c. Maintains contact with and meets with the student once a week for one hour of clinical supervision or at least twice a month for at least two hours of clinical supervision to assist him/her in relating assignments and theory to social work practice and to discuss other issues associated with the profession of social work.
  - d. Maintains contact with and meets with Task Supervisor and Faculty Field Liaison to monitor student progress.
  - e. Reviews, modifies (as needed), and signs the written evaluations of the student's performance before it is submitted by the Task Supervisor to the Faculty Field Liaison.
  - f. Submits the request form for a "Certification of Participation" to the Director of Field Education or Faculty Field Liaison.
3. **Role of the Faculty Field Liaison:** To safeguard against role conflict and minimize confusion in a special placement arrangement where an external Field Instructor and Task Supervisor have joint responsibility for the student's activities, the Faculty Field Liaison performs the following functions:
- a. Provides clarification and consultation concerning the objectives for field education, placement requirements, learning assignments, and the roles of the external Field Instructor, the Task Supervisor, and the student.
  - b. Maintains contact with the Task Supervisor, external Field Instructor, and student to monitor student progress.
  - c. Schedules at least two agency visits during the placement period, and meets with the external Field Instructor, Task Supervisor, and student to review the student's learning contract, to evaluate the student's performance, and to receive feedback about the field education program.
  - d. Receives and reviews the written evaluations of student performance and the student's evaluation of the field education experience.
  - e. In consultation with the Director of Field Education, assigns the final grade for the field education course based on the joint recommendation of the Task Supervisor and the Field Instructor.
  - f. Documents that the Task Supervisor and Field Instructor have met requirements to receive a "Certificate of Participation."
4. **Role of the Student:** When in a special placement and assigned to an external Field Instructor and an agency-based Task Supervisor, the student:
- a. Performs all roles described in the "Student Roles and Responsibilities" section of the *Field Education Manual*.
  - b. Plans an agenda and schedules weekly conferences with the Task Supervisor for direction in planning, managing, and completing field assignments.
  - c. Maintains contact with the external Field Instructor. The student should prepare an agenda and meet at least twice a month with the external Field Instructor for assistance in relating agency assignments and theory to social work practice and to discuss other issues associated with the profession of social work.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Field Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Task Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Field Liaison's Signature: \_\_\_\_\_ Date: \_\_\_\_\_