

## GCSW Field Education Agency Guidelines

### What is the UH GCSW looking for in an agency?

- A setting which shares the UH GCSW's mission of serving vulnerable populations in alignment with values and ethics of the social work profession
- Preferably employ a MSW level social worker (who meets the Field Instructor requirements)
- Offer diverse and appropriate learning opportunities for students that are in alignment with social work competency objectives
- Willingness to collaborate with GCSW faculty to teach, assess, and evaluate social work students

### What should my agency provide students?

- Social service assignments to help develop social work knowledge, skills, and experience
- Experience with individuals, families, groups, and community
- For Clinical Students: approximately 50% of student time spent in direct contact with clients
- For MACRO students: access to program development, community engagement and advocacy
- A qualified Social Work Field Instructor who can provide supervision
- Opportunities for students to attend professional development trainings
- Adequate office space, technology availability, administrative support, and travel reimbursement

### How does my agency become affiliated with UH?

- Initiation and development of a field practicum site can be initiated by agency personnel, students, or Graduate College of Social Work staff.
- The Director of Field Education or Field Office staff will conduct a phone screening and may also conduct an agency visit to discuss social work learning opportunities and to identify potential field instructors.
- The Field Office will determine if educational and field standards can be met by the agency.
- Upon approval, a contract, in the form of an Affiliation Agreement (see form link below), is completed between the GCSW and the agency.
- Each agency must also submit an Agency Description Form (see form links below)

### Who can serve as a Field Instructor?

- An MSW from a CSWE accredited college
- At least 2 years of post-MSW social work experience
- Preferred employment at current agency 1 year
- All Field Instructors are required to submit a resume and Field Instructor Application
- New instructors are required to complete New Field Instructor Training
- Your agency should support you in providing adequate student orientation, clinical instruction, and administrative supervision of students (no less than one hour a week).
- NOTE: On-site Task Supervisors & Preceptors can be assigned to help guide student learning.

If you have any questions, please contact the Director of Field Education, Jamie Parker, at 713.743.9658 or [jparker@central.uh.edu](mailto:jparker@central.uh.edu).

*Thank you for your interest in becoming a field practicum site for the Graduate College of Social Work, Office of Field Education!*