

**Memorandum of Agreement for Field Instruction Involving Task Supervisors  
Between Jane Addams College of Social Work (JACSW) and a Placement Agency**

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Name of Placement Agency

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Name of Student

Agreement for field supervision of Jane Addams College of Social Work (JACSW) student when day-to-day supervision is provided by an agency professional other than a master's level social worker.

The Council on Social Work Education (CSWE) Accreditation Standards specify that field instructors for MSW students hold a master's degree in social work from a CSWE-accredited school of social work. Additionally, field instructors must have at least two years of post-degree practice experience. The field instructor plans, directs, supervises, and evaluates the student's educational experience in the field placement.

When an agency determines that the responsibility for the day-to-day oversight of the student's activities in the field placement rests with an agency professional other than a master's level social worker, this person is designated as the **task supervisor** for purposes of field instruction. It is our expectation that the master's level social worker in the agency will still serve as field instructor, and will work closely with the task supervisor in the planning and development of learning experiences to meet field education objectives; and that both task supervisor and field instructor will be involved in the evaluation of the student's competencies. Further, it is our expectation that the master's level social worker will arrange opportunities to observe the student's work, and provide regularly scheduled (at least twice per month) supervisory sessions to assure that a social work perspective is brought to the tasks and activities of the student.

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By signing below, field instructor and task supervisor agree to share the following responsibilities:

- Develop a learning plan of student's and instructors' expectations and goals for the year.
- Plan a diversified range of learning experiences to enable the student to achieve the field education competencies listed in the learning plan.
- Teach content in areas of curriculum as specified in the evaluations.
- Assist in the student's evaluation of his/her own practice.
- Provide regularly scheduled weekly supervisory, individual and/or group sessions (minimum of one hour weekly) to assure continuity in the teaching of content and review of performance.
- Provide and review with the student written evaluation of the student's learning and performance. Field instructor takes responsibility for the final evaluation report each semester.
- Consult with the assigned faculty field liaison regarding educational planning, assignments, and student progress.
- Recommend a grade to the faculty field liaison.

**Task supervisor**

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(Signature) (Date)

**Field instructor**

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(Signature) (Date)

**Faculty Field Liaison**

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(Signature) (Date)