TIPS FOR FIELD INSTRUCTORS
NAVIGATING YOUR ELECTRONIC FIELD NOTEBOOK (EFN)

1. **LOG-IN ADDRESS:** [http://www.ssw.umaryland.edu/field_education/notebookfi.html](http://www.ssw.umaryland.edu/field_education/notebookfi.html)

   Please telephone (410-706-7187) or email us (fieldeducation@ssw.umaryland.edu) if you have forgotten your username and/or password. **NOTE:** If you are a Field Instructor AND the Agency Intern Coordinator, you will have 2 different log-in pages. Only from your Field Instructor log-in page are you able to view your students’ Electronic Field Notebook (EFN).

   **FREE TRAININGS AND CEUs FOR OUR FIELD INSTRUCTORS:** On your log-in page (and via emails) you will see notices throughout the year about trainings and workshops.

2. **QUICK LINKS:**

   Be sure to note the FIELD CALENDAR, FIELD MANUAL AND ‘EMAIL MY STUDENTS’ where you will have the ability to send group emails to all the students on your list.

   The FACULTY LIAISON assigned to your agency will be contacting you and your student to schedule an agency visit each semester. You may also email or telephone the FACULTY LIAISON with questions and concerns. The FACULTY LIAISON has the capability to view and comment on your students’ assignments in their EFN.

   Please review the SYLLABUS for your students’ Field course (**SOWK 635-636, SWCL 794-795, OR SWOA 794-795**). They are located on pages 47-69 in the FIELD EDUCATION MANUAL.

   By clicking on ‘List My 2011-2012 Students’ and a student’s name you can view their EFN.

3. **FIELD FORMS FOR FIELD YEAR 2011-2012:**

   **LEARNING CONTRACTS** – The deadline for completion of the learning contract is September 30th (or Oct 7th for Advanced Extended Students). Please note the Form Status at the top of the document. When the status says **OPEN** – the form can be updated by the student. When a student submits the learning contract for review it is **LOCKED** and the student will not be able to make changes to the document. As Field
Instructor, you can accept the document as is or unlock the document for a student to update or make additions. The tool for accepting and/or unlocking documents is at the bottom of the learning contract.

4. FIELD FORMS FOR FIELD YEAR 2011-2012 CONT’D:

PROCESS RECORDINGS: A MINIMUM of one process recording is to be completed by the 5th of each month (OCT, NOV, DEC, FEB, MAR AND APR). You and/or the Faculty Liaison may require additional process recordings. For Foundation students – one process recording during the spring semester must be a MACO process recording.

The same tools used to review, accept and lock/unlock the learning contract are also used with process recordings.

5. MID-TERM AND SEMESTER EVALUATIONS

Evaluations can only be initiated by the Field Instructor. The evaluation forms are the last form listed in the student’s individual EFN. Please click on ‘Evaluation’ and then click on the correct form (Mid-term Evaluation or Semester Evaluation). Every item on the evaluation must be completed; even the comments section. If you do not want to make any comments, simply note ‘no comments.’ When you have completed the evaluation you will have an opportunity to review and submit or edit. When you are ready to submit, be sure to check-off the disclaimer at the bottom of the evaluation and hit submit.

PLEASE CONTACT THE OFFICE OF FIELD EDUCATION FOR ANY PROBLEMS OR CONCERNS REGARDING YOUR EFN AT 410-706-7187 or email: fieldeducation@ssw.umaryland.edu