

Expectations of the Practicum Instructor and Task Supervisor

The practicum instructor provides instruction and guidance to the student and is part of the teaching team, along with the faculty liaison and the practicum coordinator.

The practicum instructor is required to:

- have an MSW from a CSWE-accredited program, have three (3) years of social work experience beyond receiving their MSW degree, and be licensed at the graduate level (LGSW, LCSW, LCSW-C)
- have worked at the agency for at least six (6) months and be at the agency for at least 50% of the time that the student is there
- attend an instructor orientation prior to the beginning of the academic year
- become familiar with the CSWE competencies and use them to develop clear expectations and activities for student performance
- work with the student to develop a Learning Agreement and learning opportunities that incorporate the CSWE competencies and behaviors within the first month of the student's placement (contact faculty liaison if assistance is needed)
- meet with the student for at least one hour a week to provide educational supervision
- timely review and approve student assignments and documented hours in the electronic practicum notebook (EPN)
- provide clear, constructive feedback to the student on an ongoing basis and include the student when preparing mid-semester and end of semester assessments
- provide early and ongoing feedback to the faculty liaison on the student's progress and meet with the faculty liaison during their site visit
- submit mid-semester and end of semester assessments based on CSWE competencies and practice behaviors as outlined in the Learning Agreement
- promptly inform the faculty liaison of any concern or problem with the student's performance, or change in the instructor's ability to continue serving in their role

Requirements of the Task Supervisor

Sometimes the practicum instructor designates a task supervisor to assist with instructing the student. Task supervisors typically assist with the daily operations, which include, but are not limited to assigning daily projects or tasks, assisting with agency orientation procedures, assisting students with client interactions.

- 1) Task Supervisors work under the immediate supervision of the practicum instructor and must provide ongoing feedback on the student's performance to the instructor.
- 2) Task Supervisors may or may not be a licensed MSW.
- 3) Task Supervisors are not required to attend school orientations or trainings but are welcome to do so if desired, or if requested by the practicum instructor.