Dear Loyola University Field Instructor:

We are delighted that you are willing to be a Field Instructor for Loyola University’s School of Social Work! Your commitment and contribution to the school, our students, and the social work profession is greatly appreciated. The following includes advantages about working with Loyola students, information about our program, and important things to keep in mind.

**Advantages to Supervising a Loyola Student Intern:**
- **Liability Insurance**: All Loyola Students are covered under liability insurance through Loyola University Chicago.
- **Interview**: We make an initial match between the student and the agency based on the student’s application and the needs of the agency. Students are asked to contact you directly to set up an interview. After meeting with the student, you can determine if the student would be a good fit or not.
- **Flexible Field Placements**: Since Loyola has rolling admissions, students are offered the opportunity to be in their field placement Fall-Spring, Spring-Summer or for an intensive summer block placement. You can decide when you would like students and if you wanted, you could have students all year round!
- **Excellence**: Loyola’s excellent reputation in the field of social work demonstrates the high quality of our faculty, staff, and field sites. As a supervisor you will be a part of this legacy.
- **Field Liaison**: Each student and field site will be assigned a field liaison who serves as a bridge between the field placement and Loyola. Field Liaisons provide support and consultation to both the field instructor and the student and are available to help problem solve if the need arises.
- **On-Line Forms**: All of our forms and documents are on line for your convenience and are easy to access at [http://www.luc.edu/socialwork/resources/new_forms.shtml](http://www.luc.edu/socialwork/resources/new_forms.shtml)

**Information about Field Placement**
- **First year, full-time students** are expected to be in the field 16 hours per week, usually on Tuesdays and Thursdays (a total of 480 hours).
- **Second year students** are expected to be in the field three days a week, usually Monday, Wednesday, and Friday (a total of 720 hours).
- **Summer Block students** are expected to be in the field for a total of 30-40 hours a week.
- **Client Contact** First level students are expected to spend at least 50 % of their time in direct service with clients and the other portion in case management, program development, and other tasks. Second level students are expected to spend at least 80% of their time in direct service and the other portion with more advance case management and program development and other tasks.
- **CADC Placements**: CADC students need to have a minimum of 500 hours in a substance treatment related field site.
- **Learning Agreements**: Learning Agreements give field instructors the opportunity to meet with their student to discuss goals and expectations for the year. They are due within 30 days (or 60 hours) of the start date of the field placement.
Evaluations: There are a total of two evaluations that need to be done. Evaluations are due at the end of each semester.

Expectations of Supervisors

✔ Master Level Supervisor: For most sites, we require a Masters Level Licensed Clinical Social Worker to supervise students. On occasion, we can make exceptions for other graduate degrees and licensures.

✔ Weekly Supervision: The Field Instructor is expected to meet with the student for a minimum of one hour per week for reflective supervision.

✔ Communication: We request that you please address any concerns directly with your student. If you are having difficulty with a student and would like consultation on problem-solving please contact your assigned field liaison.

✔ Evaluations: Please provide on-going and honest feedback to students through supervision, process recordings and formal and informal evaluation processes. Please contact the field liaison or the field office if after addressing concerns with a student there is little or no improvement.

OTHER BENEFITS AND TRAINING FOR FIELD INSTRUCTORS

✔ Professional Development Opportunities: We organize various professional development events for our field instructors that include interesting and relevant trainings.

✔ Continuing Education Credits: Field Instructors may receive 45 CEU’s one time for each level Master student (1st year and 2nd year) if they fulfill the requirements as a supervisor and fill out the documentation.

✔ Invitations to various Loyola events: Periodically we will invite you to various events on campus (e.g. Career Day, networking events, etc.).

We look forward to working with you as a Field Instructor! Please feel free to call us with any questions or concerns.

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