

DEPARTMENT OF SOCIAL WORK Carman Hall, Room B-18

Carman Hall, Room B-18 250 Bedford Park Blvd West Bronx, NY 10468 Phone: 718-960-8192 Fax: 718-960-7402 www.lehman.edu

Field Work Educational Plan Undergraduate Placement

An educational plan serves several purposes for the school, student, and field instructor. It should help the student discover the agency's mission, services, and functions, as well as aid the field instructor in formulating the student's learning objectives and goals. It should outline both the student's and field instructor's expectations, however, should also be considered a fluid document. This means while the plan itself should be initially constructed collaboratively from the first meeting between student and agency, it can and should be discussed throughout the first and subsequent supervision sessions. Please refer to the Field Education Manual for additional assistance.

The educational plan should be completed the first week of field work. Copies of this document will be provided to the student, field instructor, and field advisor.

Student Name:		Agency:	
Date of Plan: Field Instructor:		Length of Plan (Eg. Fall 2009): Field Advisor:	
			I.
II.	Professional and Interdisciplinar • Eg. John's field instructor is Ms	ry Relationships s. Smith. However, on Mondays, Mr. Jones will be his task supervisor.	
III.	Meetings	ngs on Wednesday mornings at 9 a.m.	

- IV. Supervision (Undergraduate students receive a minimum of 1 hour of individual supervision per week.)
 - Eg. John will have individual supervision with his field instructor every Friday at 10 a.m. He will also have group supervision every other Wednesday at 3 p.m.





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Field Advisor

Date

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V. Process Recordings (Undergraduate students are required to write a minimum of 1 process recording per week). Please note: Students are required to submit process recordings complete with field instructors' comments to their field advisors throughout the semester. Eg. John is responsible for one process recording per week. He will submit this to his field instructor two days before individual supervision.

VI.	Work Schedule (Undergraduate students	must have 17 hours of field work pe	, week,
VII.	Opportunities for students to use SBIRT emailed to field instructor and provided		ee description of SBIRT
VIII.	Special Considerations or Arrangements	(eg. Equipment, bilingual services)	
Student	Date	Field Instructor	Date