SILBERMAN SCHOOL OF SOCIAL WORK AT HUNTER COLLEGE
OFFICE OF FIELD EDUCATION & ADVISEMENT

TO: Agency Administrators, Educational Coordinators and Prospective Field Instructors

FR: Kanako Okuda, LCSW-R, Director of Field Education

RE: Requirements for Field Instructors

- To qualify as a field instructor for Silberman School of Social Work at Hunter/CUNY, a person must have the MSW degree from an accredited school of social work, three years of post-master's agency-based work experience, competency in the area of practice which they will supervise, and the ability to allocate time to field instruction. In addition, the field instructor for clinical students must hold a NYS license (or another state's equivalent) and are registered either as a licensed master social worker (LMSW) or a licensed clinical social worker (LCSW). The field instructor should have completed the Seminar in Field Instruction (SIFI) and received certification, or be prepared to be enrolled in a **SIFI – *see below***. Any exceptions to these requirements must be made with the expressed permission of the Director of Field Education.
- The field instructor for the Community Organizing and Organization, Management, & Leadership student must meet the criteria above, however, NYS licensure is not required.

For Field Instructors who will require Seminar In Field Instructor (SIFI) certification

- The SIFI is taken **in conjunction** with the field instructor's first semester of supervising a social work student and is offered ONLY to a person who has been assigned a student at our school. The SIFI helps a new field instructor acquire the knowledge and skills to be a field instructor. Participants are helped to select and design appropriate assignments for the student, develop learning goals and objectives with the student, evaluate the student's performance, and manage issues or concerns arising in the course of the field instruction relationship.

- **New** field instructors are expected to take the SIFI offered by Silberman School of Social Work and to attend the orientation session at our school so they may familiarize themselves with the school's curriculum and field requirements. Those who wish to enroll in the SIFI at another school should contact Assistant Director of Field Education, Abby Miller, at Silberman SSW to request approval and make appropriate arrangements pending final approval of the requested school.

- The course is offered in two versions: in-class at the Silberman campus or through on-line self-learning. Each version consists of twelve sessions throughout the course of the semester (i.e., September through December, and January through May.)

- In addition to weekly participation, either in-class or on-line, field instructors are expected to complete seminar assignments. They include both readings and written work designed to assist in taking on the new role as educators in the field.

- Field instructors who successfully complete the SIFI course will receive a certificate which qualifies them to supervise social work students from any of the NY area schools of social work.

- A prospective field instructor needs to be approved to enroll in SIFI by the Assistant Director assigned to the agency.