

## **Opportunities for Field Instructors: Practice Instructor Recognition and Recommendation for Adjunct Lecturer Appointments**

The School of Social Work is extremely fortunate to have so many dedicated field instructors who help us provide social work education to our students year after year. In addition to directly supporting our students, our field instructors give their time to many of our field activities including sitting on committees and contributing to the direction of the School.

As a way to acknowledge these vital contributions we have formalized a process to recognize long standing field instructors with the title of Practice Instructor. Each year the School of Social Work will also recommend new Practice Instructors for Adjunct Lecturer appointments with the University. Below we have outlined the process for applying for recognition as a Practice Instructor and the details around the recommendation for appointment as Adjunct Lecturer.

### **PRACTICE INSTRUCTOR, School of Social Work**

#### **Criteria:**

- Social Work degree
- Minimum five years of practice experience
- Evidence of commitment to social work field education
- a minimum of three terms as field instructor for McMaster social work students
- completion of Field Instructor Courses Level I and Level II (or equivalent)
- Excellent evaluations from students and faculty
- Evidence of a commitment to the principles of social justice
- Evidence of a commitment to ongoing education (e.g. Attendance at field forums, professional development activities, courses)
- Evidence of commitment to the profession (e.g. social action; community coalitions; participation on school of social work committees; participation in the professional association &/or college; boards of directors, community committees)
- Evidence of the development and dissemination of social work knowledge (e.g. research, community workshops, courses taught, lectures, presentations, panels)

#### **Commitments**

Practice Instructors contribute 50 hours per year to social work education at McMaster University School of Social Work.

They will provide field instruction for at least one social work student each academic year.

- Field instruction involves reviewing students' resumes and learning objectives prior to selecting the appropriate student(s) for the field setting. Field instructors provide orientation to the setting and to the community, negotiate a learning agreement, and assign learning activities to the students. A minimum of an hour of focused reflective instruction/ supervision plus ad hoc or group instruction is

required on a weekly basis. Additionally, Practice Instructors provide on-going evaluation of the students.

In addition, Practice Instructors contribute to the School through one or more of the following activities:

- Act as a field instructor for a student who requires accommodation or additional support in their social work field placement.
- Accept a student on re-placement.
- Accept more than one social work student for a placement
- Act as a mentor for placements where there is no social work field instructor
- Provide group placements and/or rotational placements
- Function as placement coordinator in their workplace
- Participate on a committee of the School of Social Work
- Guest lecture in social work classes
- Participate in social work research
- Provide workshops or other educational presentations (e.g. Field forums)
- Participate in experiential education activities in the School of Social Work

#### **Application Process:**

**To be recognized as a Practice Instructor, please submit the following documents to the attention of Janice Chaplin, Assistant Professor and Field Education Coordinator, School of Social Work, by Friday February 24, 2023:**

- An up-to-date curriculum vitae.
- A 1-page letter that includes a description of the activities that merit your recognition as a Practice Instructor. A list of references that include a faculty member, a co-worker, and a former student.
- The Community Agency Appointment document, completed and signed by you and your supervisor. See Appendix 1 on pages 4-5 for the document.

**Note:** The School of Social Work typically reviews all Practice Instructors for the position of Adjunct Lecturer. If in addition to applying for recognition as a Practice Instructor, you wish to be recommended for the position of Adjunct Lecturer, this requires a letter from your supervisor endorsing this recommendation. See Appendix 2 on page 6 for a sample letter.

#### **ADJUNCT LECTURER, School of Social Work**

This adjunct appointment in the School of Social Work is an unpaid appointment reserved for individuals who have significant involvement in the School's field education activities and who therefore have been named as Practice Instructors. Practice instructors who are appointed to this position will be distinguished by their skill and experience in social work field education and in their contribution to professional development.

**Length of Appointment:** 3 years

**Criteria:**

- Approved as a Practice Instructor with the School of Social Work

**Application Process:**

- Please submit the materials required for the Practice Instructor application. If you wish to be considered for the Adjunct Lecturer appointment, please also submit a letter from your supervisor endorsing this recommendation. See Appendix 2 on page 6 for a sample letter.

The full application package will be reviewed by a committee of the School of Social Work and recommendations will be made for appointment. The School's recommendations for appointment are subject to approval by the Faculty of Social Science Appointments Committee. Letters of appointment are prepared by the Provost and issued by the President of McMaster University. A list of appointments is provided by the Provost to Senate, for information, in September of each year. Appointments normally begin on July 1.

**Re-appointment:**

A field instructor may apply for re-appointment every three years. Applications for reappointment will be reviewed based on evidence that the applicant has met the responsibilities of the role and upon the reference of a faculty member.

## **APPENDIX 1**

### **McMaster FACULTY OF SOCIAL SCIENCES/ COMMUNITY AGENCY APPOINTMENT & ANNUAL REVIEW**

#### **MUTUALLY AGREED RESPONSIBILITIES**

##### **Practice Instructor for recommendation as Adjunct Lecturer**

Name of candidate:

University Department: School of Social Work

Academic Appointment and Rank: Practice Instructor

Start Date:

End Date:

This Practice Instructor title in the School of Social Work is reserved for individuals who have significant involvement in the School's field education activities. Field instructors who are appointed to this position will be distinguished by their skill and experience in social work field education and in their contribution to professional development.

#### Education (specify programs, roles)

Appointees will contribute 50 hours per year to social work education at McMaster University School of Social Work.

They will provide field instruction for at least one McMaster social work student each academic year. Field instruction involves reviewing students' resumes and learning objectives prior to selecting the appropriate student(s) for the field setting. Field instructors provide orientation to the setting and to the community, negotiate a learning agreement, and assign learning activities to the students. A minimum of an hour of focused reflective instruction/ supervision plus ad hoc or group instruction is required on a weekly basis. Additionally, field instructors provide on-going evaluation of the students. In addition to being field instructors, appointees will contribute to the School's Field Education Program through one or more of the following activities:

- Act as a field instructor for a student who requires accommodation or additional support in their social work field placement.



## **APPENDIX 2**

### **SAMPLE LETTER FROM EMPLOYER FOR PRACTICE INSTRUCTOR APPLICANTS WHO WOULD LIKE TO BE RECOMMENDED FOR APPOINTMENT AS AN ADJUNCT LECTURER**

[ON ORGANIZATION LETTERHEAD]

Dear Professor Sinding:

I am very pleased to provide this letter endorsing the recommendation of NAME as an Adjunct Lecturer in the McMaster School of Social Work.

NAME is currently a [full-time] [role: social worker, clinical leader] in the [department/division of AAA]. We are proud to have Ms X as a member of our social work staff/ our interdisciplinary team. Ms X's affiliation with the School of Social Work provides opportunity for her contributions to the educational and service missions of the McMaster School of Social Work, and affirms the important role of [ORGANIZATION] in supporting field education for social work students. The appointment supports our shared goals of ensuring excellent social work services for clients/ patients, and facilitates collaboration between our two organizations in areas of mutual interest.

Sincerely,

[supervisor/ E.D., etc]