

**Department of Field Education**

**ALL PROGRAMS EXCLUDING OYR**

# EDUCATIONAL PLAN

Please describe below the teaching and learning that will occur during this academic year. This educational plan and agreement serves as an instrument to clarify the mutual responsibilities of the field instructor and the student. The plan should be developed jointly by both the student and field instructor. Please be as detailed as possible in your descriptions and explanation of this plan and agreement.

**IMPORTANT DIRECTIONS**

Keep this form as **ONE FILE** in **WORD** format (**NO PDF/SCAN FILES**) and **TYPE** in your names as your “signatures”. After the student and the Field Instructor **TYPE** in their names, the student must **E-MAIL** the form to his/her field adviser. The Field Adviser will then **TYPE** in his/her name and will **E-MAIL** it to our department at [sswfield@hunter.cuny.edu](mailto:sswfield@hunter.cuny.edu).

See calendar for submission deadline

|  |  |
| --- | --- |
| Date: |  |

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| --- | --- | --- | --- |
| Student’s Name: |  | Field Adviser: |  |

|  |  |
| --- | --- |
| Agency: |  |
| Agency Address: |  |
| Agency Web Address: |  |
| Agency Phone number: |  |
| Agency Field Instructor: |  |

Please indicate student’s method:



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| --- |
| Specify Duality: |
|  |

Please indicate year of placement:



## Agency Description

Please give an overview of the agency explaining mission, population served, services provided, and programs:

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Assignment Description and Learning Goals (Include the following in your description and give details):

1. Describe the population the student will serve:

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1. Describe the scope of the student’s assignments, giving as much detail as possible (i.e., for CPIFG students, indicate size of caseload, intervention methods, frequency of client interaction, etc.; for OML students, describe the types of assignments (i.e., developing trainings, analyzing budgets, etc.); For COP&D students,( i.e., community outreach, grant development/writing, etc.):

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1. Expected duration of assignments (i.e., weekly, short term, semester-long, year-long, etc.):

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1. How the assignment might change (increase, or expand) by the end of the semester?:

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1. Additional information regarding student assignments:

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| Specify Language: |
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1. Will the student use a language other than English in the work?



## Professional and Interdisciplinary Relationships

1. Describe the staff with whom the student is expected to interact and work with in order to complete the assignment:

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1. Describe types of meetings the student is expected to attend and the student’s role in the meetings (i.e., participant, observer, presenter, etc.):

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1. Describe any trainings the student will be required to attend:

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## Supervision (Individual field instruction is weekly for 60 minutes be met):

1. Field Instruction/Supervision:
2. *Will the Field Instructor and student both be at the above address?*



If no, please explain when and where each party will meet:

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| --- | --- |
| Student location: |  |

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| --- | --- |
| Field Instructor location: |  |

If applicable: Please provide the name and contact information of the person at the student’s site who can provide daily guidance (Task Supervisor) when the field instructor is not present:

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| --- | --- |
| Name: |  |
| Email: |  |
| Phone: |  |

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| --- |
| **TYPE** Initials of Task Supervisor: |
|  |

Check here to confirm that this individual has been made aware of the responsibilities



1. *Student’s Schedule 14 Hours per week*

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| --- | --- |
| **i.** Student’s days/hours at the agency: |  |

|  |  |
| --- | --- |
| **ii.** Field Instructor’s hours at the agency: |  |

**iii.** What arrangements have been made if the student has missed placement hours?

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| --- |
| **REVIEW SSSW & AGENCY CALENDAR TO AGREE ON DATES AND BREAKS**  **FOR THE DOE FALL SEMESTER ENDS 12-20-24 RETURNS 1-6-25. FOLLOW DOE SPRING BREAK 4-14-25 -4-18-25. FIELD ENDS 5-16-25** |

1. *Schedule for field instruction (Suggested that it be scheduled at the same time each week when possible):*

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| --- | --- |
| **i.** Day(s)/time: |  |

* 1. Student requirements in preparation for supervision (agenda, submission of documentation, i.e., logs, process recordings prior to supervision each week):

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* 1. Please describe any potential variations in field instruction:

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**2.** Process Recordings/Logs or other written documentation *(Refer to the Guidelines to Assignments and Recordings* and the *Field Practicum Manual: Silberman requires submission of at least one process recordings, logs or reports per week)*

* 1. Describe the number and type of recordings, logs or reports that will be used as a learning tool in the field instruction meetings:

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* 1. How will these recordings be used?

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* 1. Describe the agency documentation the student will need to complete?

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Please confirm and acknowledge your understanding of the plan and agreement by **TYPING** your names below. Once completed, please have the student **E-MAIL** the form to the student’s field adviser. The field adviser will then **TYPE** in his/her name and will **E-Mail** it to our department at [sswfield@hunter.cuny.edu](mailto:sswfield@hunter.cuny.edu).

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| --- |
|  |
| Date |

I have met with and discussed this educational plan with the student on:

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| --- | --- | --- | --- |
| Student Name: |  | Date of “signature”: |  |

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| --- | --- | --- | --- |
| Field Instructor Name: |  | Date of “signature”: |  |

**TO BE COMPLETED BY THE FIELD ADVISER**

I have reviewed the educational plan and approve



I have reviewed and suggest the following changes be made:



(Indicate changes below and send back to field instructor for revision)

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| --- | --- | --- | --- |
| Adviser’s Name: |  | Date of “signature”: |  |

**Silberman School of Social Work Practicum Dates**

**September 9 2024 Wednesday First Day of Practicum**

**December 20 2024 Friday Last Day of Practicum 2023**

**January 13 2025 Monday Spring 2024 Practicum Resumes**

**April 12 – 20 2025 Saturday- Sunday Spring Break**

**May 16 2025 Friday – Last Day of Practicum Provided Completion of 450 Hours**

**\*** **Students in PRACTICUM follow AGENCY schedules around school holidays and school closures.**

**\*All students in Practicum must complete at minimum (no less than) 210 hours in the FALL semester.**

**• Full Time, Accelerated & Advanced Standing Students complete 450 hours of Practicum per academic year.**

**• OYR Students complete 450 hours of NEW LEARNING per academic year while employed, for a total of 900 hours.**

**• Focus is on TOTAL ACADEMIC YEAR HOURS; recess periods and Spring semester may be used to make-up hours.**

**DOE HOLIDAYS/ SCHOOLS CLOSED**

**October 3-4 2024 Thursday - Friday Rosh Hashanah**

**October 14 2024 Monday - Indigenous People’s Day**

**November 1 2024 Friday - Diwali**

**November 5 2024 Tuesday - Election Day**

**November 11 2024 Monday - Veterans Day**

**November 28 – 29 2024 - Thanksgiving**

**December 20 2024 Friday Last Day of Practicum 2024**

**December 24 2024 – January 1 2025 Tuesday – Wednesday Winter Break**

**January 6 2025 Monday Spring 2024 Practicum Resumes for DOE**

**January 20 2025 Monday - Rev. Dr. Martin Luther King Jr. Day**

**January 29 2025 Wednesday - Lunar New Year**

**February 17 – 21 2025 Monday – Friday Midwinter Recess**

**March 31 2025 Monday -** **Eid al-Fitr**

**April 14 – 18 2025 Monday – Friday - Spring Recess**

**May 16 2025 Friday – Last Day of Practicum Provided Completion of 450 Hours**