

**HUNTER COLLEGE SCHOOL OF SOCIAL WORK  
OFFICE OF FIELD EDUCATION & ADVISEMENT**

TO: Agency Administrators, Educational Coordinators and Prospective Field Instructors  
FR: Glynn Rudich, MSW, LCSW, Director of Field Education  
RE: Requirements for Field Instructors

1. To qualify as a field instructor for Hunter College School of Social Work (HCSSW), 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 must hold a NYS license (or another state's equivalent) and be currently registered either as a licensed master social worker (LMSW) or a licensed clinical social worker (LCSW) –unless exempt by virtue of employment until January 2010. The field instructor should have completed the Seminar in Field Instruction (SIFI) or **be enrolled in a SIFI – see below**. There are no exceptions to these requirements without the express permission of the Director of Field Education.
2. For **new** field instructors, the SIFI is taken **in conjunction** with the field instructor's first year of supervising a social work student and is not offered to persons who have not been assigned a student. 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.
3. **New** field instructors are expected to take the SIFI offered at HCSSW and to attend orientation sessions at Hunter in order to familiarize themselves with the school's curriculum and field requirements. Those who wish to enroll in SIFI at another school should contact the Director of Field Education at HCSSW to request approval and make appropriate arrangements.
4. The SIFI is offered in the fall semester at Hunter and meets weekly or bi-weekly from early September through January for a total of twelve (12) sessions of two hours each. Several time slots are available for the field instructors' convenience. The SIFI is sometimes offered through distance learning technology at selected sites in the metropolitan area and a spring- semester SIFI may be offered in the future.
5. In addition to attending the SIFI, field instructors need to complete required seminar assignments, including both readings and written work, designed to assist them in taking on their new role as educators in the field.
6. Upon successful completion of all requirements, field instructors receive a certificate, at an annual SIFI Certificate Ceremony, which qualifies them to supervise social work students from any of the NY area schools of social work
7. Enrollment in the SIFI takes place beginning in July. Once placement of a student is confirmed, prospective field instructors should contact Chip Tilden in the Field Education Office at 212-452-7060.