

Dear Colleague:

The schedule for the **Seminars in Field instruction (SIFI)** for 2007/2008 has been completed and is enclosed. This seminar series has evolved out of comments and ideas provided by field instructors and are required of all new field instructors supervising field work students for the School of Social Welfare. Our seminars are conducted at a level that both new and experienced field instructors will find challenging and informative. **{Please disregard this letter if you have already completed this seminar}.**

The first meeting will provide a general overview of the School of Social Welfare program and address issues such as the evaluation format, use of learning agreements, and general field education policies and procedures.

**Purpose:** The goal of the seminar is to enable current, new, and experienced field instructors to strengthen their supervisory skills, to enhance their abilities as field instructors and to acquaint them with the curriculum and current needs and requirements of our MSW/BSW students. It also provides an opportunity to share problems and solutions in reference to issues in supervision as they arise.

**Major content areas include:**

- Beginnings: orienting students to the agency; developing assignments; using a learning agreement.
- Developing a supervision plan, student learning patterns, “parallel process”
- Communicating appropriate expectations for students at different levels
- Dealing with issues of authority, power and social work values and ethics.
- Teaching from process recordings and other supervisory tools
- Helping students to become self aware
- Addressing the needs of challenging students, older/younger students, and special needs students.
- Finding the appropriate mix of support and demand

- Acknowledging the role of sexual preference, gender, race and ethnicity on the supervisory relationship.
- Handling the evaluation process
- Preparing for termination

**Requirements:** A certificate of completion will be provided to those field instructors who meet the following seminar requirements: 1) attendance of at least **eight out of ten sessions** and 2) completion of two process recordings of supervisory conferences. This will qualify participants as Field Instructors for SUNYA, School of Social Welfare. Instructors who have completed a similar seminar elsewhere may apply for a waiver of attendance, if they can verify completion of comparable training at another school of social work.

**Format:** The seminar in field instruction will be organized as an informal group with didactic content serving to focus discussions among field instructors.

**Schedule:** Three separate seminars will be offered at the School of Social Welfare, SUNY at Albany campus. Please indicate which section you will be attending on the enclosed form.


*Persons attending a seminar at the University at Albany will receive a parking permit at the first meeting.*

The three SUNY Albany seminars will be offered with one in the morning, one in the afternoon and one on Saturday\* (please check the schedule for the specific location for each date). All of the sessions are located on the downtown campus.

**Please Note:**

The attached registration form should be returned by **Friday, August 10, 2007** in order to reserve a place in the seminar. Feel free to contact me at (518)442-5334 if more information is needed.

Sincerely,

A handwritten signature in cursive script that reads "Bonita Sanchez".

Bonita M. Sanchez, LMSW  
Asst. Dean & Director of Field Education

BMS: cd  
Encl:

**2007/2008 Schedule of Seminars in Field Instruction (SIFI)**

**David Pettie: Tuesdays, 2:30pm – 5:00pm (Milne 215)**

<b><u>2007:</u></b>	September 4	<b><u>2008:</u></b> (location tba)	January 15
	September 25		February 12
	October 16		March 11
	November 20		April 15
	December 18		May 6

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**Linda Mertz: Thursdays, 9:00 am – 11:30 am (Milne 215)**

<b><u>2007:</u></b>	September 6	<b><u>2008:</u></b> (location tba)	January 10
	September 27		February 14
	October 18		March 13
	November 15		April 10
	December 13		May 8

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**Bonita Sanchez: \* Saturdays, 9:00 am – 3:00 pm (Levitt Room)**

<b><u>2007:</u></b>	September 8	<b><u>2008:</u></b>	January 26
	October 13		March 15
	December 1		

*\* Please note these are “double sessions” – two classes in one day.*

**David Pettie, LCSW, ACSW, and Assistant Director of Field Education:** David's background includes the development of several mental health outpatient programs as well as providing staff education, training, and ongoing supervision. He has presented at numerous national/international conferences on psychiatric rehabilitation, the recovery process and issues of aging. David has taught graduate and undergraduate students in a variety of settings. His article "Illness as Evolution: The Search for Meaning and Identity in the Recovery Process" was published by Boston University's Journal of Psychiatric Rehabilitation. David has particular interest in action based group work interventions and issues of identity during the recovery process.

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**Linda Mertz, LCSWR, Project Coordinator, Internships in Aging Project:** Linda coordinates a field-based project for the School of Social Welfare that promotes specialization in service to older persons and their families. In her role with this project, she has developed and evaluated a new model of field placement which is now being implemented in MSW programs throughout the country. Linda's background includes working in outpatient and inpatient mental health and working with older adults and their families in a variety of settings. She has trained and presented nationally and co-authored several articles on field education. She currently teaches in the MSW program.

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**Bonita Sanchez, LMSW, Asst. Dean & Director of Field Education:** Bonita has consulted with agencies in developing quality field placements and is committed to maintaining a strong link between the School of School of Social Welfare and the practice community on behalf of social work education. As both faculty and field instructor, Bonita has taught graduate and undergraduate levels at Siena College and SUNY Albany. Her practice experience includes work in developmental disabilities, mental retardation, and early childhood education. Her teaching interests include clinical supervision and social work ethics. Bonita is active at both the local and national social work levels, having served as a site visitor for CSWE and as a member of several NASW national committees.

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**UNIVERSITY AT ALBANY  
STATE UNIVERSITY OF NEW YORK**

**SEMINARS IN FIELD INSTRUCTION (SIFI)**

**Please return this form by August 10, 2007 to:**

Bonita Sanchez, LMSW  
Asst. Dean & Director of Field Education  
School of Social Welfare – RI-115  
135 Western Avenue  
Albany, NY 12222

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I will be attending the Seminar for Field Instruction at the following location:  
(Please check one)

\_\_\_\_\_ **SUNY – Albany, School of Social Welfare, Levitt Room**  
Tuesdays, 2:30 pm – 5:00 pm (David Pattie’s Sessions)

\_\_\_\_\_ **SUNY – Albany, School of Social Welfare, Levitt Room**  
Thursdays, 9:00 am – 11:30 am (Linda Mertz’s Sessions)

**SUNY – Albany, School of Social Welfare, Levitt Room**  
\*Saturdays, 9:00 am – 3:00 pm (Bonita Sanchez’s Sessions)

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Name: (Please Print)

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(Please give full agency address - for mailing purposes)

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(Street)

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(City)

(State)

(Zip code)

Telephone (Home) ( ) \_\_\_\_\_

Telephone (Work) ( ) \_\_\_\_\_

Email: \_\_\_\_\_