



Office of Field Education

Supervision Log Instructions

The College requires students to document their weekly supervision sessions with their field instructor (or your co-instructor and task instructor) on the Supervision Log. Weekly supervision is an expectation of both the college and the Council on Social Work Education.

Beginning summer semester 2016, the Office of Field Education is using a newly designed Supervision Log. The form appears on the back of this page. This document provides information and instructions about how to properly use the form.

Process

1. The Office of Field Education assigns a Supervision Log to a student at the beginning of their first semester at the field placement.
2. The student accesses the Supervision Log through the My Forms page of the Field Database.
3. The first time accessing the form, the student completes the fields in the Identification sections.
4. To document a supervision session, the student clicks the green plus sign to add a week.
5. Then, within the weekly area, the student must:
 - a. Fill in the date that the supervision session occurred.
 - b. Check off any of the Competencies that were discussed.
 - c. In the “Summarize what was discussed question,” click on the pencil and paper icon to open up an editing window. Then write at least 100 words summarizing what was discussed in supervision. Click Save and Close.
 - i. Note that this summary must support the Competencies that were checked AND must summarize the conversation, not simply recount tasks completed during the week.
 - d. Optionally, the student may document follow-up actions discussed during supervision.
6. At the end of the semester:
 - a. The student must check off the confirmation statement and click the link to sign. As with other forms, the student types their name and clicks “Submit Signature.” After the student signs the form, no more edits can be made. If changes are required, the student should contact their field liaison to clear the signature.
 - b. Instructors must review the document, check off the confirmation statement, and submit an electronic signature.

Requirements


- As with the Time Sheet, the student uses one Supervision Log form for the entire semester.
- Students must have 12-14 supervision sessions logged each semester.
- All competencies must have been discussed and documented at some point in the semester. The form will not allow the student to submit a signature unless each checkbox has been marked at some point during the semester.

**Identification**

Name: Brutus Buckeye	Rank: <input type="text"/>
Semester: <input type="text"/>	Year: <input type="text"/>

Background & Instructions

- Students must complete this form and should keep it up to date throughout the semester.
- Field and task instructors should review the form on an ongoing basis.
- This form is different from the journal and should document items directly discussed with field and/or task instructors in supervision.
- At the end of the semester, student and field instructors(s) must sign this form in conjunction with completing and signing the Evaluation and Time Sheet.
- Supervision is an integral part of the field experience. Students or instructors concerned that adequate supervision is not occurring should contact their field liaison for assistance.


 Week 1
1. Date of Supervision

2. Check any competencies discussed during this week's supervision:

- Competency 1 - Demonstrate Ethical & Professional Behavior
- Competency 2 - Engage Diversity & Difference in Practice
- Competency 3 - Advance Human Rights & Social, Economic, & Environmental Justice
- Competency 4 - Engage in Practice-informed Research & Research-informed Practice
- Competency 5 - Engage in Policy Practice
- Competency 6 - Engage with Individuals, Families, Groups, Organizations, & Communities
- Competency 7 - Assess with Individuals, Families, Groups, Organizations, & Communities
- Competency 8 - Intervene with Individuals, Families, Groups, Organizations, & Communities
- Competency 9 - Evaluate with Individuals, Families, Groups, Organizations, & Communities

3. Summarize what was discussed in supervision and address competencies checked above.

4. Summarize items for follow-up or future action (optional):

 Click to add week
Signatures

Complete these signatures at the end of the semester.

 I confirm that supervision was received as described in this document.
 Intern (Buckeye, Brutus): [Click to sign Completed Document](#)

 __ I confirm that supervision was provided as described in this document.
 Field Instructor (Harold Teach):

 __ I confirm that supervision was provided as described in this document.
 Task Instructor ()

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.