



To: All first time Field Instructors

From: Hyacinth Spence, LMSW
Field Education Coordinator

Re: Seminar in Field Instruction (SIFI) Requirements

Attached is information about our upcoming Seminar in Field Instruction classes. If you are a first time Field Instructor for either MSW or BSW students, you are required to attend the Seminar in Field Instruction (SIFI) concurrently with supervising your first student. SIFI may also be required for Field Instructors who have not completed SIFI at a greater New York metropolitan area school of social work. **24 continuing education contact hours can be earned by SIFI participants who complete all SIFI requirements.**

Field Instructors who supervise graduate students must have an MSW degree from an accredited graduate school of social work, at least three years post-master's supervised social work experience and must be licensed by the state of New York (LMSW or LCSW.)

Field Instructors of BSW students must have an MSW degree from an accredited graduate school of social work and at least two years of post-masters supervised social work experience.

You must have a student assigned to you in order to take SIFI. Please contact Hyacinth Spence, in the Office of Field Education at hyacinth.spence@stonybrook.edu if you do not have a student.

Please complete the SIFI Registration form, the Field Instructor Social Welfare Experience form and the SBU Employee Demographic Form. Also, attach a copy of your NY State Social Work License, and resume.

If you would like to request taking SIFI at a New York City or Nassau County School of Social Work please contact Hyacinth Spence via email or phone. We work reciprocally with our sister schools of social work regarding SIFI training and student placement.



Fall 2021 SIFI will be offered for the 2021-2022 academic year on Tuesdays from 3-5pm or on Thursdays from 9-11 am. **The Fall 2021 SIFI starts with an orientation, which will be held on Tuesday, August 24, 2021 from 9:00 am -11:30 am.** The orientation is considered the first SIFI session. All SIFI participants (except for SIFI online) are required to attend.

All attachments in the form of memos, agreements, and forms should be read and completed by all participants based on which SIFI session you will be registering for.

Fall 2021 SIFI participants should complete the following forms:

- (1) Registration Form
- (2) Field Instructor Experience Form
- (3) SBU Employee Demographic Form

Fall 2021 Online SIFI participants should complete the following forms:

- (1) Registration Form
- (2) Field Instructor Experience Form
- (3) SBU Employee Demographic Form
- (4) Online Agreement Form

The SBU Employee Demographic Form will need to be completed and emailed to me at hyacinth.spence@stonybrook.edu because it is a pdf form.

Regards,

Hyacinth Spence, LMSW
SIFI Coordinator
Field Education Coordinator
Office of Field Education
School of Social Welfare
Stony Brook University



**Seminar in Field Instruction (SIFI)
Registration Form**

Field Instructor _____ LMSW _____ LCSW _____

Agency Name _____

Agency Address _____

Telephone# _____

Agency Fax # _____ Your Cell Phone # _____

E-mail Address _____

Student's Name and School (if already assigned) _____

The Seminar in Field Instruction is offered on the following days/times. Please check your preference.

Tuesdays 3-5 p.m. _____ Thursdays 9-11 a.m. _____ Fall Online _____

*If you require accommodation within a New York City or Nassau County SIFI Seminar, please contact Hyacinth Spence at 631-444-3174 or hyacinth.spence@stonybrook.edu.

24 continuing education contact hours can be earned by SIFI participants who complete all SIFI sessions.

Please email this form along with the enclosed Field Instructor Social Welfare Experience form, the Field Placement Opportunities form and a copy of your New York State Social Work license and resume to:

Hyacinth Spence, LMSW
Clinical Assistant Professor
Office of Field Education
School of Social Welfare
Stony Brook University
T: 631-444-3174
F: 631-444-6857
E: hyacinth.spence@stonybrook.edu

**Stony Brook University
School of Social Welfare
Office of Field Education**

**SEMINAR IN FIELD INSTRUCTION
(SIFI ONLINE)
FALL 2021 SCHEDULE**

Schedule	Topics
<p>Pre-course Zoom meeting requirement. <i>You will receive information to register for ONE of the dates listed below.</i></p> <p>9/8-10AM-11AM, 9/14-12PM-1PM, 9/16-3PM-4PM, 9/28-10AM-11AM</p>	<p>Introduction to SIFI (Course Expectations, Using Blackboard, Assignments.)</p>
<p>Session 1: will be available on Blackboard beginning 9/8/2021. Please complete during September to best prepare for your student's internship.</p>	<p>Orientation & Preparing for the Student</p>
<p>Session 2: 10/4 -10/10</p>	<p>Core Competencies</p>
<p>Session 3: 10/11 – 10/17</p>	<p>Beginning Process: Critical Thinking</p>
<p>Session 4: 10/18 – 10/24</p>	<p>Supervision</p>
<p>Session 5: 10/25 – 10/31</p>	<p>Process Recordings</p>
<p>Session 6: 11/1 - 11/7</p>	<p>Cultural Competence</p>
<p>Session 7: 11/8 – 11/14</p>	<p>Creating an Environment for Adult Learners</p>
<p>Session 8: 11/15- 11/21</p>	<p>Range of Assignments</p>
<p>Session 9: 11/22 – 11/28</p>	<p>Professional Ethics</p>
<p>Session 10: 11/29 – 12/5</p>	<p>Teaching Challenges</p>
<p>Session 11: 12/6 – 12/12</p>	<p>Assessment and Evaluation</p>
<p>Week 12: 12/13 – 12/19</p>	<p>Transitions and Termination/Wrap up</p>



Stony Brook University
School of Social Welfare
Office of Field Education

**SEMINAR IN FIELD INSTRUCTION
(SIFI)**

COURSE SCHEDULE

2021– 2022

Tuesday, August 24, 2021

9:00 A.M. – 11:30 A.M., Zoom Meeting

Orientation is the first SIFI session.

All Field Instructors taking SIFI are required to attend the Orientation.

24 continuing education units are available to SIFI participants who complete all sessions.

Tuesday, 3 pm -5 pm Stony Brook University School of Social Welfare Zoom SIFI Class	Thursday, 9 am -11 am Stony Brook University School of Social Welfare Zoom SIFI Class	TOPICS
09/07	09/09	Justice Based Field Education
09/14	09/16	Beginning Process
09/21	09/23	Goals of Field Placement
09/28	09/30	Goals of Field Placement
10/05	10/7	Creating an Environment for Adult Learners
10/12	10/14	Creating an Environment for Adult Learners
10/19	10/21	Teaching Challenges
10/26	10/28	Teaching Challenges
11/2	11/4	Assessment and Evaluation
11/9	11/11	Guest Speaker TBA
11/16	11/18	Transitions and Termination Wrap Up



FIELD INSTRUCTOR SOCIAL WELFARE EXPERIENCE
 24 Continuing Education contact hours are available for SIFI participation

I. PERSONAL:

Date: _____

Name: _____

Home Address: _____

Telephone: _____

Email Address: _____

Languages spoken (other than English): _____

II. EDUCATION:

Name of Institution	Dates Attended	Degree (Date)
_____	_____	_____
_____	_____	_____

III. LICENSURE: LMSW ___ LCSW ___ (please attach a copy of your license for our files)

IV. CURRENT AGENCY AFFILIATION:

Name of Agency: _____

Agency Address: _____

Agency Phone #.: _____

Job Title: _____

Starting date of employment at this agency: _____

V. SPECIALIZED AREA: List any specialized social work knowledge and/or training

VI. SIFI: Have you taken the Seminar in Field Instruction (SIFI)? YES ___ NO ___

If so, where? _____ when _____

Instructor: _____



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Office of Field Education

VII. SOCIAL WORK EMPLOYMENT: (Excluding current employment listed above, list employment for the last 5 years. Use separate sheet if needed. Attach a resume if you prefer)

Title: _____ Agency Name: _____

Address: _____

Dates of Employment: From _____ to _____ Full-time _____ Part-time _____

Total # of students you supervised: Graduate _____ Dates: From _____ to _____

Undergraduate _____ Dates: From _____ to _____

Title: _____ Agency Name: _____

Address: _____

Dates of Employment: From _____ to _____ Full-time _____ Part-time _____

Total # of students you supervised: Graduate _____ Dates: from _____ to _____

Undergraduate _____ Dates: from _____ to _____

VIII. CURRENT MEMBERSHIP(s): List professional organizations that you belong to.

IX. PRACTICE ORIENTATION: What are the specific practice orientations or modalities that you/your agency use in providing services to the agency's client population? (e.g., family therapy, short-term focused counseling, group work, etc.) What skills do you anticipate a student will learn at your agency?

Please return completed form to:

School of Social Welfare
Office of Field Education
Health Sciences Tower, Level 2, Room 093
Stony Brook University, Stony Brook, NY 11794-8231
hyacinth.spence@stonybrook.edu
Tel. (631) 444-3147

**AGENCY-STUDENT
PLACEMENT CONFIRMATION FORM**

Date: _____
Academic Semester/Year: _____

1. Student Information

Name: _____
MSW 1st year ___ 2nd year ___ Adv. Standing___ (requires a 21 hour per week placement) BSW ___

2. Agency Information

Name of person conducting the pre-placement interview with the student: _____

Email Address: _____ Phone # _____

Agency Name: _____

Placement Site Address: _____

3. Outcome of Pre-Placement Interview (AGENCY ONLY)

Agency ACCEPTS this student for field placement

If accepted please complete the following:

Field Instructor: _____ LCSW ___ LMSW ___ MSW ___

Phone: _____ Field Instructor's e-mail: _____

Has Field Instructor taken the required Seminar in Field Instruction (SIFI)? ___ Yes ___ No

If yes, WHERE: _____ WHEN: _____

Has Field Instructor received training regarding Sexual Harassment? ___ Yes ___ No

If yes, WHERE: _____ WHEN: _____

Have arrangements been made to offer this student a stipend? ___ Yes ___ No

If so, what are these arrangements?

Agency DECLINES this student for field placement

If declined please explain reason:

4. Outcome of Pre-Placement Interview (STUDENT ONLY)

Student ACCEPTS this student for field placement

Student DECLINES this student for field placement

If declined please explain reason:

***All students with the exception of advanced standing students are required to complete 14 hours per week at placement. Advanced standing students are required to complete 21 hours per week at placement.**

Please e-mail form back to: sswfieldoffice@stonybrook.edu

Or Fax to: 631-444-6857