

**COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK  
FIELD INSTRUCTOR'S EXPERIENCE OUTLINE**

*Please complete this form if you are taking the Seminar in Field Instruction (SIFI) or confirming that you have already completed a SIFI course.*

DATE: \_\_\_\_\_ LMSW?  YES  NO LCSW?  YES  NO

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

AGENCY \_\_\_\_\_

AGENCY TELEPHONE NO.: \_\_\_\_\_

EMAIL (Agency preferred): \_\_\_\_\_

The policy of the School requires new field instructors to complete a 12-session Seminar in Field Instruction. Courses in supervision do not meet the School's requirement.

I have  have not  taken a Seminar in Field Instruction.

If you **have** satisfactorily completed a recent Seminar in Field Instruction at a Graduate School of Social Work, this may meet the School's requirement. Please complete the following information:

SCHOOL OF SOCIAL WORK WHICH SPONSORED SEMINAR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ ACADEMIC YEAR: \_\_\_\_\_

NUMBER OF SESSIONS ATTENDED: \_\_\_\_\_

If you have a copy of your certificate of satisfactory completion of the Seminar, attach it to this form.

If you **have not** completed a Seminar in Field Instruction at a Graduate School of Social Work please indicate the following information:

I will be supervising an AGP&P student in September. You will automatically be placed in the AGP&P SIFI that meets on **Thursdays from 9:00AM - 11:00AM**.

I will be supervising a Policy or Social Enterprise Administration student in September. You will automatically be placed in the Policy/SEA SIFI that meets on **Fridays from 9:00AM-11:00AM**.

I will be supervising a Direct Practice or a Clinical Student in September. Specify all the days you are available to take the Seminar, and **number them in order of preference**. You will be scheduled for a Seminar on one of these days.

9-11AM Tue.       2-4PM Tue.       9-11AM Wed.       2-4PM Wed.       9-11AM Thur.  
 4-6PM Tue.       9-11AM Fri.

Attach a resume and a copy of your SIFI certificate (if you have one) and return to **Ovita Williams** to the address below or fax (212-851-2330). *Please note that a confirmation email will not be sent until late August.*