

# **WEEKLY SUPERVISION FORM – field education office**

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|  **Student Intern NAME:**  | **Field Instructor name:**  |
| **agency name:**  | **DATE OF SUPERVISION: \_\_\_ / \_\_\_ / \_\_\_\_**Time duration of supervision: \_\_:\_\_ to \_\_:\_\_ |
| **Method of supervision (circle one):** **ONsite virtual phone** | **INDIVIDUAL OR GROUP SUPERVISION (circle one):** **individual group***grOUP SUPERVISION IS PERMITTED ONLY ON A BIWEEKLY BASIS* |

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| *TO BE COMPLETED BY STUDENT:* |  |
| **Week Summary of Learning** |  |
| **Topics Discussed in Supervision** |  |
| **Educational Learning Plan/ CSWE Competencies Reviewed** |  |
| **Student Strengths Exemplified This Week** |  |
| **Student Opportunities for Improvement** |  |

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| **student intern signature:** | **Date:**  |

*TO BE COMPLETED BY FIELD INSTRUCTOR:*

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| **FIELD INSTRUCTOR’S SIGNATURE:** | **DATE:** |

**STUDENT INTERN HAD WEEKLY SOCIAL WORK SUPERVISION:**

Weekly supervision is required by your field instructor who graduated from an accredited social work program and is two years post graduation with social work experience. Please reply with a Yes or No.

**SIGNATURE(S):** Make sure to discuss the option that works best for you and your field instructor.

Option 1: Type in document, print, sign (wet signatures), and scan.

Option 2: Apps - Various apps or plug-ins are available, and the Office of Field Education does not recommend one specific program because they vary based on device type. A list of app options are listed below.

App Options:

1. [DocuSign](https://appsource.microsoft.com/en-us/product/office/WA104218065?src=office&corrid=aa6f2122-c1ff-4742-91f5-81ca0f6a0529&omexanonuid=eae67a8e-e62e-4199-8e38-d3ac5e7ddba6&referralurl=https%3a%2f%2fsupport.microsoft.com%2fen-us%2foffice%2fadd-a-signature-line-to-a-word-document-on-a-mobile-device-e234d8bf-46f7-414d-9c2a-cd7154fc61a7) is an additional download that can be used with your Microsoft account that will allow you to sign or obtain your supervisor’s signature.
2. [Microsoft Office](https://apps.apple.com/us/app/microsoft-office/id541164041) (iPhone) – This app allows you to view your Microsoft files, but in the “Actions” menu, you can add your signature to a PDF or use Microsoft Lens to sign directly on your phone.
3. Adobe
	1. [Adobe Fill and Sign](https://acrobat.adobe.com/us/en/mobile/fill-sign-pdfs.html) is a free phone application (iPhone and Android) that allows you to sign using your finger if you have a smart phone.
	2. [Adobe Creative Cloud](https://doit.txstate.edu/services/adobecreativecloud.html?j=365235&sfmc_sub=37168384&l=223_HTML&u=15891008&mid=100014503&jb=8), specifically Adobe DC (Feature: Fill & Sign). Adobe Creative Cloud is paid service, but some students may have access via their agency.

*NOTE: The Office of Field Education does not have the capacity to train and/or troubleshoot the software options. If you are not familiar with how to use these apps, please see Option 2 or search for videos on YouTube.*