

## Contract for Field Practicum

Field Practicum Agreement Between the University of Saint Francis,  
Department of Social Work and the Field Practicum Agency and Field Practicum Student

Student:	Agency:
	Field Instructor:
Address:	Address:
Telephone:	Telephone:
Fax:	Fax:
E-mail:	E-Mail

### General Guidelines

1. The education of the student in preparation for social work practice is the primary purpose of this agreement.
2. As a voluntary arrangement, field instruction does not require financial remuneration by the agency or the University for services provided during the course of field education duties. However, when possible, the agency should arrange for reimbursement to the student for expenses incurred in the performance of agency assignments as is permitted by agency policies.
3. Placement shall be for: **(check one)**
  - a. 225 contact hours/16 hours per week (SOCW 440), or (  )
  - b. 225 contact hours/16 hours per week (SOCW 450,) or (  )
  - c. 450 hours/32 hours per week (combined Practicum I & II - SOCW 460 ) (  )
4. Students will be permitted to observe university vacations and holidays unless otherwise agreed upon by the student, the Field Coordinator and the Field Instructor.
5. This agreement, effective on a semester basis, may be renewed unless the intent to terminate is announced prior to the assignment of additional students for placement. At the time of termination, any students already in placement will be permitted to complete their semester in accordance with the terms set forth in this agreement.

***The Department of Social Work agrees to:***

1. Assume full responsibility for the administrative and teaching responsibilities associated with field instruction, i.e. agency selection, student assignment, individual meetings, seminars, and educational program requirements.
2. Provide a Field Coordinator to be available for consultation throughout the duration of placement to the student and Field Instructor.
3. Provide information regarding the Social Work Program and curriculum to the field instruction agency for the purpose of planning and assigning relevant learning tasks.

***The Field Coordinator agrees to:***

1. Match the professional interests and learning goals of the student with an appropriate social service agency.
2. Provide the Field Instructor the Field Manual, which contains general information about the field component of the Social Work Program.
3. Communicate information about potential field practicum agencies to students.
4. Structure the overall field instruction to be in concert with the BSW Program's mission and curriculum.

5. Notify students and advisors of time frames and deadlines both for planning practicum placements and for developing learning contracts with field instructors, executing all paperwork necessary to the field practicum.
6. Organize and deliver orientation programs and training seminars for field instructors. Orientation programs should include provision of expectations related to supervision of students, social work curriculum, current social work issues and various other topical areas useful to the supervisory and educational process.
7. Provide opportunities for field instructors to evaluate the field practicum and to participate in curriculum development as it pertains to the field.
8. Provide telephone consultation as needed.
9. Oversee the development of policies and practices for field practicum operation.
10. Evaluate and approve practicum placements at the student's place of employment.
11. Evaluate and supervise revision of practicum forms, learning contracts and the Field Practicum Manual.
12. Develop evaluation instruments and oversees evaluation of student outcomes for field practicum.
13. Perform other duties as required to assure the effective operation of the practicum experience.
14. Assure that the practicum component of the BSW curriculum meets CSWE guidelines.
15. Review the field practicum student evaluations with the student and the field instructor upon completion.
16. Evaluate the performance of the student and submit grades for practicum courses and seminars.
17. Read and provide feedback on students' field journals, Weekly Report Forms and the Learning Contract.
18. Provide a minimum of three site visits for each student placement; one prior to the beginning of the semester for the purpose of outlining expectations; one the week before mid terms and one the week before finals.
19. Be available for telephone consultation as needed.
20. Evaluate the appropriateness of the field agency – student match and learning opportunities.
21. Coordinate with the Field Instructor appropriate learning experiences for the student consistent with overall program objectives.

***The Student agrees to:***

1. Participate in the selection of field practicum agency.
2. Participate in the field instruction orientation held prior to placement.
3. Prepare a Learning Contract in conjunction with the Field Instructor that specifies the goals and objectives of the placement experience.
4. Arrange transportation to and from the agency.
5. Take responsibility for reporting to work at scheduled times, notifying appropriate agency personnel in the event of illness or other absences. A pattern of irresponsible tardiness or absenteeism will result in removal from placement.
6. Become familiar with the agency's setting, function, operation, policies, procedures and service systems.
7. Develop awareness of and ability to use community resources that may be necessary to assist clients.
8. Submit a written record of activities (student log and report form) to the Field Coordinator.
9. Develop meaningful helping-change focus relationships with client systems assigned.
10. Develop working relationships with setting staff.
11. Respect the confidentiality of all information gathered during agency placement.
12. Prepare for and participate in weekly supervision sessions with Field Instructor.
13. Participate in and complete all assignments for Practicum Seminar.
14. Participate in all evaluation processes (self-evaluation of Learning Contract at Mid-Term and Final Evaluation with Field Instructor).

***The Agency agrees to:***

1. Designate a qualified individual to serve as the field agency instructor during the duration of student placement and allow time for that individual to administrate/supervise the learning experience (i.e. weekly, one hour supervision, completion of evaluation forms, etc.)
2. Provide reasonable working space with desk, telephone, place to receive mail, and secretarial

assistance.

3. Reimburse the student for any mileage or expenses incurred while providing services as an agency representative. (see above, General Guideline #2)
4. Maintain close communications with the Department of Social Work concerning agency policy and procedures relevant to placement of student through correspondence, telephone contacts, Field Coordinator, or Field Instructor meetings.

***The Field Instructor Agrees to:***

1. Schedule and conduct weekly supervision sessions with the student.
2. Assist the student in preparation of the Learning Contract and development of practicum activities.
3. Participate in orientation session as arranged by the Field Coordinator.
4. Participate in site visits by the Field Faculty Member or the Field Coordinator.
5. Permit student to attend staff meetings, workshops, and staff trainings whenever possible.
6. Advise the Field Faculty Member of the student's performance and adjustment to the field placement site, particularly in the event of educational, physical or psychological difficulties demonstrated by the student.
7. Review student's mid-term self-evaluation of the Learning Contract and provide feedback.
8. Submit evaluations in a timely fashion to the Field Faculty Member after review with the student.

***My signature indicates my willingness to enter into this contractual agreement:***

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Signature of Agency Director (if applicable) Date

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Signature of Field Instructor Date

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Signature of BSW Program Field Coordinator Date

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Signature of Student Date

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Signature of BSW Program Director Date