

THOMAS UNIVERSITY
DIVISION OF SOCIAL WORK

PLACEMENT AGREEMENT

STUDENT NAME: _____
AGENCY NAME: _____
AGENCY FIELD INSTRUCTOR: _____
POSITION (Job Title): _____ Telephone: _____
FACULTY LIAISON: _____

It is acknowledged that, at the conclusion of the placement interview, an agency has the right to accept or reject the applicant, based on their consideration of agency circumstances and requirements. Upon the agency's acceptance of the Social Work Student Intern, the following stipulations are agreed to by all participants.

AGREEMENT TERMS

Students are expected to complete a two-semester, 400-hour internship. Students are expected to be at the agency 14 hours per week during each semester.

Placement Schedule

The following dates of placement and field hours are mutually agreed upon by all parties:

Dates of Placement:

From: _____ to _____

Hours of Placement:

- Monday _____
- Tuesday _____
- Wednesday _____
- Thursday _____
- Friday _____

Designated Weekly Supervisory Conference Scheduled on Day: _____ Time: _____
The Supervisory Conference (Supervision) will be provided by a BSW or MSW?
Yes _____ No _____

School Breaks and Holidays

School breaks and agency holiday hours are to be negotiated with the Agency Field Instructor in view of agency needs. These hours will be handled in the following manner:

Other Specific Agreements

The designated field instructor and agency agree to engage the student intern in observing, assisting, and conducting the functions of a beginning level generalist practitioner. Learning activities should include: assessment, intervention, evaluation research, and advocacy at the individual, family, group, community, and organizational level.

Responsibilities of Field Placement Participants

A. Agency and Field Instructor Responsibilities:

1. Providing the student with opportunities to meet expected educational outcomes (Learning Plan)
2. Ensuring that any student home visits are accompanied by a staff member.
3. Guiding and gauging the student's professional development as a beginning level generalist practitioner
4. Providing professional supervision of the student's performance on a regular weekly basis
5. Evaluating the student's performance at the midterm and at the end of the semester
6. Notifying the Field Director if problems arise
7. Providing the student with desk space, work phone use, clerical and other office support
8. Orientation to the agency
9. An appropriate caseload

B. Social Work Program Responsibilities:

1. Providing a copy of the field manual that describes the field placement component of the curriculum
2. Providing a copy of the CSWE Curriculum Policy Statement

3. Designating a faculty member to serve as a Faculty Liaison for the intern, Field Instructor, and the Division of Social Work.
4. Integrating experiential learning in the field placement with academic theory.
5. Evaluating the student by assigning a grade for the field placement, in consultation with the Field Instructor, and placing major emphasis on the Field Instructor's evaluation
6. Orientation and training for the agency field instructor
7. A minimum of two visits per semester to ascertain the student's progress

C. Field Student Responsibilities:

1. Providing evidence of student liability insurance to Field Instructor and Field Director
2. Informing the field instructor of the social work curriculum, required courses, previous social work experience, and expected student outcomes
3. Negotiating an appropriate schedule for the internship to complete a total of 400 hours (200 per semester)
4. Arranging reliable transportation to and from the agency
5. Developing agendas for weekly conferences with the Field Instructor
6. Taking an assertive and responsible attitude in developing and achieving learning objectives (Learning Plan)
7. Abiding by agency policies and practices
8. Abiding by the NASW Code of Ethics
9. Notifying the Faculty Liaison and/or Field Director if problems arise

Unscheduled Termination

In unusual circumstances, it may be necessary to terminate an internship. Every attempt will be made to avoid this alternative by actively seeking to resolve problems that arise during the course of the internship. The following conditions constitute reasons for unscheduled terminations:

1. Student's disregard for agency protocol and philosophy
2. Student's failure to abide by the field contract
3. Agency's failure to provide appropriate and adequate learning opportunities for the student to observe, assist in, and conduct assessments, interventions, evaluations, and advocacy with and on behalf of client systems
4. Agency's failure to provide appropriate supervision by a BSW or MSW
5. Student's failure to submit assignments required by the social work program or agency in a timely and satisfactory manner
6. The Field Director's failure to provide adequate support and consultation to the student and/or field instructor

Liability Insurance

Thomas University does not carry liability insurance coverage for BSW student interns. Each student is responsible for obtaining student liability coverage through the NASW and providing a copy of the individual policy to both Field Instructor and Field Director. Students may not begin field placement until the policy is in force.

The undersigned parties hereby agree to all stipulations of this Placement Agreement:

_____ Student Signature	_____ Date
_____ Agency Field Instructor	_____ Date
_____ Agency Administrator	_____ Date
_____ Thomas University Faculty Liaison	_____ Date
_____ Thomas University Field Director	_____ Date

