

Student Name:



Practicum Agreement with Field Program and Field Setting

FIELD INSTRUCTOR

General Information

Student: _____ Field Instructor: _____

Field Practicum Agency:

Name Address City State

Phone: _____ Email: _____

Field Instructor Degree: _____

Years of Professional Experience: _____

Years of Supervisory Experience: _____

Criteria for Agencies Supervising Students in Field Placement

The field instructor must have one of the following qualifications:

1. M.S.W. degree
2. B.S.W. degree with minimum of two years' social work experience after graduation
3. M.A. in a human service field
4. Bachelor's degree in a human service field with a minimum of four years of social work experience after graduation.

Field Instructor's Responsibilities

The field instructor agrees to:

1. Provide orientation for the student related to the agency and the student's responsibilities.
2. Provide in-service training to the student on an on-going basis.

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3. Provide suitable space, availability of a desk, telephone, etc. for student placement activities.
4. Consult with student and complete the Practicum Agreement with Field Program and Field Setting, Learning Contract and Evaluation Tool, and Final Evaluation documents before, during, and potentially after placement.
5. Coordinate with the student to create professional and academic practice opportunities that relate to the learning objectives in the Learning Contract.
6. Verify and sign time sheets and other fieldwork forms presented by the student.
7. Participate in evaluation meetings with the student and Field Director throughout the field placement, two per semester.
8. Notify the Field Director of any problems or questions as soon as they become evident.
9. Notify the Field Director in advance if she or he will not be able to supervise the student for the entire placement and convey all information regarding the field placement process to her or his successor (if a change becomes necessary).
10. Be available to the student in emergency situations.

I agree to accept the above noted MacMurray Social Work student at the above highlighted field setting.

Field Instructor Signature

Date

Student Name:

STUDENT

Verification of Understanding Field Program

I, _____ (Student Printed Name), affirm that I have received, thoroughly read, and understand the contents of the MacMurray College Social Work Department Field Practicum Manual and agree to abide by its requirements.

Student Signature

Date

Waiver and Release of Liability

As part of my course work as a Social Work major at MacMurray College, I,

_____ (Student Printed Name), will hold harmless the

_____ (Field Setting and Field Program) from and against any and all losses, detriments, damages, expenses, charges, claims, demands, suits, actions or judgments by reason of any misfeasance on my behalf in the performance of my activities as a Practicum student.

Student Signature

Date

Student's Responsibilities

The student agrees to:

1. Complete all preliminary preparation for fieldwork as outlined in the Field Manual.
2. Arrange, if possible, an academic schedule during the senior year so that the hours required for the placement can be scheduled in three and a half to four days at the agency per week.
3. Perform in a responsible professional manner, keeping commitments to the field setting, field instructor, clients, and the Field Director.
4. Take the initiative in seeking advice, consultation, and help from the field instructor or the Field Director.
5. Notify the field instructor of absences and tardiness in advance, according to professional agency policy.
6. Complete work assigned by the field instructor in the field setting and all documents

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required by the Field Director within the specified time frames.

7. Conduct one's self as a member of the social work profession and abiding by agency work policies and procedures.
8. Apply principles of social work learned in the classroom to the field and striving continuously to improve skills.
9. Learn the values and ethics of the social work profession and applying these principles to fieldwork at all times.
10. Complete all field documents.

*All fieldwork must be completed by the last day of the semester in order to satisfactorily complete the course.

Student Signature

Date

Confidentiality Statement

A student intern should not at any time:

1. Reveal, confirm, or disclose the identity of any of the clients.
2. Reveal information confided by a client, except:
 - a. If a signed authorization is received from the client permitting exchange of information to another agency for service provision.
 - b. If ordered by the court to testify.
 - c. If reporting child or elder abuse.
 - d. If exercising the "the duty to warn" obligation of the worker when a client threatens the safety of self or another person.
3. Discuss confidential information in any setting unless privacy can be insured.

I understand that any and all information received in the execution of my duties as a student intern whether it pertains to specific clients of the agency or administrative functions, is to be held in strictest confidence. I agree to maintain this confidence permanently and understand that this agreement extends beyond any relationship as a student intern at and understand that I may be held legally responsible if I violate this confidentiality.

Student Signature

Date

Student Name:

DIRECTOR OF FIELD EDUCATION
Director of Field Education Responsibilities

The Director of Field Education agrees to:

1. Complete the selection-matching process to assure an appropriate placement of each student.
2. Track all records and documentation for the field experience.
3. Meet with the field instructor and the student at the agency site at least twice during the placement.
4. Be available as a resource person for the student.
5. Be available as a consultant to the field instructor.
6. Evaluate the field practicum experience.

Field Director Signature

Date