

**Department of Social Work**

**OFFICIAL FIELD EDUCATION AGREEMENT**

**For Social Work Students Entering Field Placement**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**,understand that participation in Field Education requires adherence to certain professional standards. I agree that while participating in Field Education:

1. I must and will attend all required field orientations and field meetings in order to remain in the field. I have received this information and agree to abide by it. \_\_\_\_\_\_\_(Initial)
2. I understand that a student can and will be terminated from the program if s/he is unable to secure a field placement after three (3) interviews. \_\_\_\_\_\_\_(Initial)
3. I understand that field practicum hours must be completed during the hours specified in my Field Learning Contract and agreed to by the MSW Field Instructor and myself. \_\_\_\_\_\_\_(Initial)
4. I understand that students are required to purchase professional liability insurance no later than the thirteenth week of having applied for field practicum courses. I acknowledge that I have applied and secured liability insurance through NASW or another organization insuring social work field students. \_\_\_\_\_\_\_(Initial)
5. I understand that if I am absent from field without notifying my MSW Field Instructor and Faculty Field Liaison/Field Coordinator more than one time, my field placement will be terminated and a failing grade will be assigned. \_\_\_\_\_\_\_(Initial)
6. I will adhere to the Code of Ethics of the National Association of Social Workers and the Georgia State Board of Social Work Examiners, and as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work, State of Principles. \_\_\_\_\_\_\_(Initial)
7. I will follow all laws of the State of Georgia. \_\_\_\_\_\_\_(Initial)
8. I will comply with all agency policies and procedures. I agree to review all agency policies and procedures **within two weeks** of beginning the practicum. \_\_\_\_\_\_\_(Initial)
9. I will adhere to the ASU Student Code of Conduct. \_\_\_\_\_\_\_(Initial)
10. I will come fully prepared and participate actively in all scheduled meetings with the Agency or designated Field Instructor. I agree to meet at least weekly with the Field Instructor for supervision and notify the Field Instructor if I have to miss any supervision sessions. I understand that it is ***my responsibility*** to arrange supervision meetings. \_\_\_\_\_\_\_(Initial)
11. I understand that I must have transportation to get to and from field and handle any professional duties associated with field. \_\_\_\_\_\_\_\_\_(Initial)



1. I will come fully prepared and actively participate in all scheduled seminar classes and will complete all seminar assignments and turn them in ***on the due date.*** \_\_\_\_\_\_\_(Initial)
2. I will conduct myself in a professional manner at all times. This includes being punctual, reliable, and responsible in all field education assignments, as well as interacting in a professional manner with all clients and co-workers. \_\_\_\_\_\_\_(Initial)
3. I will negotiate a learning contract with my Field Instructor and submit it in writing to the field coordinator by the assigned due date. \_\_\_\_\_\_\_(Initial)
4. I will comply with all policies, procedures, expectations, and consequences set forth in the “ASU Social Work Field Education Manual”. \_\_\_\_\_\_\_(Initial)
5. I will adhere to client confidentiality and will never reveal a client’s real name or other identifying information. \_\_\_\_\_\_\_(Initial)
6. I understand to satisfactorily pass field I must obtain 225 (450 if completing a block placement) hours per semester in my field agency, to include 16 hours of supervision with a MSW, LMSW, or LCSW. \_\_\_\_\_\_\_(Initial)

I understand failure to comply with this agreement could negatively affect my standing in Field Education and the Master Social Work Program and preclude participation in Field Education.

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MSW Student Date

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MSW Field Coordinator Date

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Witness Date