

St. Cloud State University

Department of Social Work

College of Health and Wellness Professions

BSW Field Practicum

**Field Placement Checklist**

\_\_\_\_\_Request an Experience via Handshake

\_\_\_\_\_NASW Social Work Code of Ethics Agreement

\_\_\_\_\_Field Agency Information Form

\_\_\_\_\_Field Instructor Data Sheet

\_\_\_\_\_Field Agency Contract

\_\_\_\_\_Student Field Placement Agreement

***All forms are required. Forms will be completed and submitted to the Department of Social Work prior to the start of the field placement.***

Key Terms:

1. **Field Practicum:** Undergraduate field experience also referred to as an Internship or Field Experience.
2. **Field Agency:** The host site for the Field Practicum.
3. **Field Instructor:** The person employed by the Field Agency who has a social work degree from an accredited social work program and has a minimum of two years of professional social work experience. The Field Instructor supervises the Field Practicum.
4. **Task Supervisor:** The person employed by the Field Agency that supervises the Field Practicum if the Field Instructor does not have a social work degree.
5. **Field Director:** The SCSU faculty member that directs the Field Education Program.
6. **Field Faculty Liaison:** The SCSU faculty member that teaches the Field Seminar course and provides oversight for the Field Practicum.

**BSW Field Practicum**

**Social Work Code of Ethics Agreement**

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Department of Social Work

The core foundation of social work practice is in our ability to not only assist people in need, but also to do no harm. Social workers interact with people in their most vulnerable moments. Therefore, it is crucial that the profession holds itself to high standards regarding professional behavior. Toward that end, the National Association of Social Workers (NASW) has adopted a comprehensive set of values and ethics.

As a BSW student entering into field practicum, the Social Work Department at St. Cloud State University expects that you hold yourself to the professional standards adopted by the NASW. Before beginning your placement, you must agree to the following:

That you understand and adhere to the six core values of Social Work including: Serve, Competence, Social Justice, Dignity and Worth of a Person, the Importance of Human Relationships, and Integrity.

That you be aware of the Code of Ethics in the following areas:

Responsibilities to Clients, Responsibilities to Colleagues, Responsibilities in Practice Settings, Responsibilities as Social Work Professionals, Responsibilities to the Social Work Profession, and Responsibilities to the Broader Society.

That you endeavor to follow the Code of Ethics to the best of your ability while in your Field Practicum, both in your practice setting and in the classroom.

That you understand that failure to follow the Code of Ethics can result in disciplinary action by the department including, but not limited to, removal from your placement, and/or removal from the BSW program.

I agree to adhere to all of the above statements:

**Student Name/Signature:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

**BSW Field Practicum**

**Field Agency Contract**

St. Cloud State University

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Department of Social Work

This contract serves as an agreement between the St. Cloud State University Department of Social Work and the community agency serving as a field education placement site for BSW students. This contract will be in effect from the date of signature unless either party seeks dissolution of the agreement.

**The St. Cloud State University Department of Social Work agrees to the following provisions:**

* To provide the Field Agency with an understanding of the Department of Social Work's expectations of the student intern, Field Agency Instructor and Faculty Liaison.
* To assist students and Field Agency Instructors in developing a learning contract that will specify measurable student learning activities that correspond to the objectives for the BSW Program.
* To designate a Faculty Liaison who will meet with the student and Field Agency Instructor twice during the internship to review the student’s learning contract and to assist in the student’s evaluation.
* The Faculty Liaison will be available during the internship to discuss any questions or concerns that the student, agency, or Field Agency Instructor may have regarding the internship.
* To provide the Field Agency Instructor information about the BSW Program to facilitate their work in helping the student integrate theory and practice.
* To grade the student’s internship (satisfactory or unsatisfactory) carefully considering the recommendations of the Field Agency Instructor.
* To provide information about the BSW curriculum and the most current research about field instruction and learning to Field Agency Instructors and Task Supervisors in a combination of seminars, electronic communication (e.g., email, online discussion groups, etc.), and in-person meetings.

**The Field Education Agency agrees to the following provisions:**

* To complete the required Department of Social Work paperwork to document suitability of the field placement, the Field Agency Instructor’s credentials, and the Agency’s policy of non-discrimination.
* To provide a qualified BSW Field Agency Instructor in accordance with guidelines set forth by the Council on Social Work Education (CSWE) and the Department of Social Work.
* To provide the necessary time for the Field Agency Instructor and Task Supervisor, if any, to complete their responsibilities related to field instruction.
* To relate to the student in their student learner role and not as a paid employee.
* To offer the student opportunities to meet their learning objectives while learning to work within an organizational structure.
* To familiarize the student with the agency’s personal safety policies and protocols. It is assumed that all human service agencies have policies and procedures to ensure the personal safety of the staff and other clients.
* To inform the Director of Field Education if any sanctions are placed on the agency by the National Association of Social Workers (NASW) and to remove itself from consideration for placements until such sanctions are removed.

**Provision for termination of internships:**

A student’s field education placement may be terminated for such reasons as poor academic performance, lack of a students’ ability to follow work-related policies, failure on the part of the student, Field Agency Instructor or Field Agency to meet the expectations for ethical practice, and/or other problems that make it advisable for the student to discontinue his/her/their internship.

Prior to terminating a field education placement, all attempts will be made to resolve the problem and provide the student with the necessary supports to continue their internship. If these attempts fail, it may be necessary for a field education placement to be terminated early.

In the case of a field placement termination, all three parties (agency, University, and student) will meet to discuss the termination.

**Field Agency Name:** Click or tap here to enter text.

**Field Agency Representative:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

**Director of Field Education:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

**SCSU Department of Social Work**

**BSW Field Practicum**

**Field Agency Instructor/Task Supervisor Data Sheet**

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Department of Social Work

Field Instructor/Task Supervisor Name/Position: Click or tap here to enter text.

Agency Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

**Field Instructor/Task Supervisor Educational & Professional Background**

Academic Degree(s): Click or tap here to enter text.

Number of Years in Human Services: Click or tap here to enter text.

Number of Years in this Agency: Click or tap here to enter text.

Number of Years in Above Stated Position: Click or tap here to enter text.

Other Specialized Training/Certification: Click or tap here to enter text.

Current Minnesota Licensure (LSW, LGSW, LISW, LICSW, Other): Click or tap here to enter text.

License Number: Click or tap here to enter text.

**Previous Experience as a Field Instructor/Task Supervisor**

Number of BSW Interns You Have Supervised in the Past Five Years: Click or tap here to enter text.

Number of Interns from Other Academic Programs You Have Supervised in the Past Five Years: Click or tap here to enter text.

**Field Instructor/Task Supervisor Signature(s):**Click or tap here to enter text. **Date:** Click or tap here to enter text.

**BSW Field Practicum**

**Field Agency Information Form**

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Department of Social Work

Agency Name: Click or tap here to enter text.

Agency Address: Click or tap here to enter text.

Agency Phone Number: Click or tap here to enter text.

Agency Website: Click or tap here to enter text.

Please provide a job description for a BSW social work student 480-hour filed placement (may be described here or attach a separate document). Click or tap here to enter text.

If the agency mission and services are not clearly identified on the website, please provide the information here. Click or tap here to enter text.

List any special conditions or qualifications a prospective intern must meet to be accepted for a field placement (i.e. background check, automobile insurance, language fluency, health screening, etc.)

Click or tap here to enter text.

The following documents are required for BSW field placements within your agency. The documents are renewed every two years. Please email documents to socialwork@stcloudstate.edu:

* Copy of Field Instructor and/or Task Supervisor Academic Degree/Diploma
* Copy of Field Instructor and/or Task Supervisor Resume or CV
* Copy of Field Agency Non-Discrimination Policy (or web link)

**Field Instructor/Task Supervisor Signature(s):**Click or tap here to enter text. **Date:**Click or tap here to enter text.

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**Student Internship Agreement**

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This contract establishes a relationship between the Field Agency, the student named below, and the University, for the purposes outlined in the BSW Field Manual. By signing this contract, each party has read, and agrees to the roles and responsibilities of the student, the Field Agency, the Field Agency Instructor and the Faculty Liaison as outlined in the BSW Field Manual.

**Dates of Field Experience (Semester/Year):** Click or tap here to enter text.

**Hours per week:** Click or tap here to enter text.

**Student:** Click or tap here to enter text.

**Field Agency:** Click or tap here to enter text.

**Field Agency Instructor:** Click or tap here to enter text.

**Field Agency Task Supervisor (if applicable):** Click or tap here to enter text.

**Student Responsibilities**

In exchange for the opportunity to participate in a field experience at the above referenced agency, the student agrees to:

1. Be present at the internship site on the dates, times and the number of hours agreed upon. The student will promptly notify the agency if unable to report.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, required dress, and a willingness to learn.
3. Furnish the faculty liaison with all necessary information and complete all necessary reports requested by the faculty liaison.
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the agency, follow all instructions given by the agency, and always conduct themselves in a safe manner.
5. Consult with the faculty liaison about any difficulties arising at the field agency site.
6. Not terminate their participation in the internship prior to the agreed upon end date without first consulting with the faculty liaison.
7. Not terminate their participation in the internship prior to the agreed upon end date without notifying the field agency supervisor.
8. Conform to all applicable provisions of the University Code of Conduct.

**The student also understands and agrees that:**

1. Placement and participation in this field experience is not employment with St. Cloud State University or the Field Agency.
2. The student is not covered by St. Cloud State University’s worker’s compensation coverage.
3. The field agency does not promise or guarantee any future employment for the student.
4. The student is responsible for providing their own health insurance and for any and all medical expenses incurred by them related to any injury, loss or illness sustained by them while participating in field education at the agency.

**Please sign and date:**

**Student:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

**Field Agency Instructor:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

**Task Supervisor (if applicable):**Click or tap here to enter text. **Date:** Click or tap here to enter text.

**Director of Field Education:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

*\*Please return all completed forms to the student. The student, in collaboration with the Director of Field Education will ensure forms are finalized and retained with the Department of Social Work. Thank you!*