**ATTACHMENT A**

**FIELD PRACTICUM ACCEPTANCE AGREEMENT**

This agreement establishes a relationship between the agency, student, and the Winona State University Bachelor of Social Work Program for the purpose of a student field placement under the descriptions and responsibilities outlined in the Field Practicum Manual. The student will be completing a minimum of 480 hours (average 32 hours per week) to be completed over one semester. **This form must be submitted to the Field Director before the student can begin the field practicum.**

Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Instructor Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: Degree/License:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task Supervisor (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: Degree/License: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task Supervisor Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date: Anticipated Completion date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Roles and Responsibilities**

**Student:** In exchange for the opportunity to participate in the field practicum, the Student agrees to follow all the roles and responsibilities outlined in the Field Practicum Manual including:

* Conduct themselves as social work professionals by adhering to the NASW Code of Ethics.
* Act within the requirements of that agency.  This includes, but is not limited to, adhering to policies regarding safety, documentation, practice and procedures, confidentiality for both the agency and clients, and dress code.
* Develop a Learning Agreement with the Field Instructors and Faculty Field Liaison and adhere to field placement timeframes for completion.
* Actively participate in evaluations at the evaluation periods identified by Faculty Field Liaison and adhere to field practicum timeframes for completion.
* Communicate with the Field Instructor/Task Supervisor and the Faculty Field Liaison regarding progress of field placement especially if difficulties arise that could disrupt the field practicum. Student will not terminate his/her participation in the training experience without first consulting with the Faculty Field Liaison.
* Seek supervision when there is any doubt about actions they are taking on behalf of the agency or clients.
* Keep regular attendance and be on time.

**Field Instructor/Task Supervisor:** In exchange for the opportunity to host a field practicum student, the Field Instructor/Task Supervisor agrees to follow the roles and responsibilities outlined in the Field Practicum manual including:

* Orient the student to the agency personnel, policies and procedures, including but not limited to, those related to safety, documentation, transporting clients, social media and confidentiality. This includes arranging for office space and facilitating any paperwork for the payment of all related expenses (i.e. mileage) as discussed and agreed upon.
* Allow students to grow progressively into more responsible roles while providing client services, to ask questions a new employee might not feel free to ask, and allow time for reflection and the active application of knowledge and skills with clients, including assignments for practicum and seminar.
* Provide opportunities for students to observe early on, with the expectation that the student will gradually take on more independent work and assignments (under supervision).
* Consult with the student to develop a Learning Agreement based on the CSWE competencies and behaviors that outlines specific opportunities, responsibilities and tasks.
* Meet with the student, a recommended average of one hour per week to monitor progress toward meeting the Learning Agreementt goals and assess the student’s contribution to client care in regularly scheduled, face-to-face supervisory meetings.

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* Notify the Faculty Field Liaison immediately of any serious concerns or problems related to student performance.
* Assess student performance at the evaluation periods identified by the Faculty Field Liaison.

**Field Director/Faculty Field Liaison:** As a representative of the Winona State University Bachelor of Social Work program, I agree to follow the roles and responsibilities outlined in the Field Practicum manual including:

* Monitor the placement through visits to the field practicum site.
* Conduct ongoing dialogue regarding the process, procedures, and progress of the field practicum with students and Field Instructors/Task Supervisors.
* Final oversight of the Learning Agreement to assure the student has the opportunity to develop and practice a range of knowledge, skills, and values.
* Offer consultation, mediation and support regarding student or agency concerns or disputes to ensure maximum field experiences for students via the telephone, email, or by a visit.
* Assist students with integration of coursework and practicum experiences.

The Student is not covered by the College/University worker’s compensation coverage. The Student is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss, or illness sustained by him/her while participating in field practicum.

Parties understand that participation in field practicum does not promise or guarantee any future employment at the agency.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task Supervisor Signature (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Director Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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