

**Southwest Minnesota State University**  
**SOCIAL WORK PROGRAM**

**FIELD INSTRUCTION AGREEMENT**

Student:

Field Supervisor/Instructor:

Field Supervisor/Instructor:

Agency:

**For the Social Work Practicum at this agency the student agrees to:**

1. Complete an agency orientation prior to beginning other duties.
2. Complete the Learning Outcomes Agreement and submit to the faculty for seminar.
3. Submit weekly time sheets to their field supervisor/instructor.
4. Participate with the field supervisor/instructor in reviewing evaluations of the student's performance.
5. Participate with the field supervisor/instructor and the faculty field liaison in evaluation conferences. Students are responsible for scheduling the conferences.
6. Complete a student's evaluation of the field instruction and turn in to the faculty for seminar.
7. Assume responsibility to be an adult learner and enter into a student-teacher relationship with the field supervisor/instructor.
8. Discuss performance concerns occurring during field instruction with the field supervisor/instructor.
9. Bring to the attention of the field supervisor/instructor or faculty field liaison issues considered to be unethical or in violation of the NASW Code of Ethics.
10. Complete all activities listed in the Learning Outcomes Agreement.
11. Conduct yourself in a professional manner at all times.
12. Maintain confidentiality regarding all client information.
13. Complete a minimum of 440 hours of field instruction.

**For the Social Work Practicum at this agency the field supervisor/instructor agrees to:**

1. Provide the student an orientation to the agency.
2. Assist the student in developing a proposed Learning Outcomes Agreement that takes into consideration the student's learning needs and the opportunities available within the agency.
3. Monitor the student's progress through regularly scheduled supervisory conferences consisting of a minimum of one hour per week.
4. Arrange for appropriate office space, support services and reimbursement of all direct job-related expense (such as mileage).

5. Notify the faculty field liaison and/or the Director of Field Education of any serious concerns or problems related to the student's performance.
6. Monitor the student's time in field instruction through approval of student submitted time reports.
7. Complete all required evaluation materials.
8. Provide the student with access to learning experiences within the agency and the community.
9. Be able to provide the student with support and feedback on performance.

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Student Signature

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Date

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Field Supervisor/Instructor Signature

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Date