

# **Southwest Minnesota State University**

## **SOCIAL WORK PROGRAM**

### **FIELD AGENCY AGREEMENT**

Agency:

Agency Executive:

Address:

City:

State:

Zip:

Agency Phone:

#### **STATEMENTS OF UNDERSTANDING**

This agreement acknowledges that the aforementioned agency is committed to undergraduate education at the Bachelor's level and is entering into a joint understanding with the SMSU Social Work Program relating to field instruction for social work students. This mutual understanding between the agency and the SMSU Social Work Program is as follows:

#### **The agency agrees to:**

1. Accept an SMSU social work student for field instruction on an agreed number of hours per week for an agreed upon period of time for a minimum of 440 hours.
2. Provide an appropriately degreed BSW or MSW person to serve as field supervisor/instructor for the student(s) in field instruction. Where a BSW or MSW staff person is not available within the agency, faculty from the Social Work Program can serve as field supervisor, while the agency-based staff can serve as field instructor. The faculty field supervisor and the agency-based field instructor negotiate responsibilities and assignments to ensure that a social work focus and identification with the profession exists for the student(s).
3. Provide the necessary staff time for agency-based field supervisors or field instructors to interview prospective student interns, to provide orientation, to supervise student intern(s) and to participate in conferences with SMSU Social Work faculty field liaisons. Agency-based field supervisor/instructor will provide a minimum of one hour per week of one-on-one supervision time with each student as well as being available for monitoring and support.
4. Participate in the evaluation of the SMSU Social Work Program's curriculum when asked.
5. Make resources available to students, as necessary and appropriate (for example: desk, telephone, support services and reimbursement for agency related expenses.)
6. Provide opportunities for students to: a) work with individuals; b) facilitate groups; c) address community/organizational issues; d) work with diverse clients/issues; e) develop and conduct research on practice; and f) examine ethical and value issues.

**The BSW program of SMSU agrees to:**

1. Provide and refer qualified, senior level students for interviews with agency-based field supervisors/instructors.
2. Provide field supervisors/field instructors with a field manual, and a copy of the core practice skill areas for student development in their internship activities.
3. Provide ongoing support for completing the Learning Outcomes Agreement.
4. Provide the necessary instruments for conducting mid-placement and final evaluations of student's performance in field instruction.
5. Meet with field supervisors/instructors for student evaluations and other student related conferences as needed.
6. Make available at no cost to the field supervisors/instructors, orientation and training seminars
7. Respond promptly to issues occurring in field instruction.
8. Solicit and make opportunities available for the agency and field supervisors/instructors to have input into curriculum design for field instruction.
9. Assure that the students are covered by professional liability insurance.

We have read and acknowledge the information above:

---

Field Supervisor Signature

---

Date

---

SMSU Social Work Director of Field Instruction

---

Date