



Field Education Acknowledgement Form

I acknowledge that I have completed an orientation and understand the provisions related to my field course of study while a student in the BSW or MSW degree program. It is my responsibility to learn about the policies and procedures set forth in the Field Manual, including but not limited to the following:

Field Course Placement Process & Policies

- For the entering and continuing year in the practicum, I must submit a field course application and other required documents in a timely fashion.
- Once accepted into the field course of study, I am guaranteed an opportunity to interview for a practicum setting. To increase the pool of offerings available to me or obtain a placement site, I should not be overly selective.
- I am to present myself in a professional manner during interviews at prospective field course settings.
- I am expected to be available for the specified minimum number of days and hours during the academic year that is required for my educational level and program path.
- I do not end my field placement when the minimum number of hours are completed, but remain in placement until the formal end of the field course term; i.e., the last day of the field course (refer to yearly field course calendar).
- If I am placed in a school setting, I am required to complete a minimum of 18 hours a week and remain in placement from September through the end of June.
- Once I accept a field course setting, I cannot change the assignment without consent from the Director of Field Education.
- I am to initiate monthly contact with my faculty field liaison by telephone, email, or in-person.

Attendance in the Field Course

- I must complete the required number of hours for my educational level and program path.
- After establishing my field course schedule with my field instructor, I am expected to adhere to that arrangement. If I wish to make changes to the schedule, it requires consent from my field instructor **AND** faculty field liaison.
- Each day I am to record the total number of hours in my field course and then have the field instructor or task supervisor certify my attendance by signature. At the end of each month, I am to submit my time sheet to the faculty field liaison who will officially document the hours with the Field Education Department.
- I **MUST** notify my field instructor **prior** to being absent.
- Absence from the field course for illness or personal reasons (e.g., death in the family) must be made up. Plans for making up extended absences (e.g., prolonged illness; jury duty) are to be discussed with my field instructor **AND** faculty field liaison.
- I must get authorization from the Director of Field Education if I wish to increase the number of hours in my field course of study. This same policy applies to compensation of make-up time over 5 hours.
- I am to notify the Director of Field Education via email if I wish to decrease the number of hours in my field course of study.
- To change my program path (i.e., from 14 hours to 21 hours, or 21hrs to 14hrs), I must obtain consent from my field instructor **AND** faculty field liaison. Ultimately, me and my faculty field liaison must submit this request in writing to the Director of Field Education, who will then submit the necessary paperwork to the Associate Dean, Provost and Registrar.

Expectations for Performance in the Field Course

- I am obligated to read and abide by the NASW Code of Ethics.
- I am expected to: 1) maintain a professional demeanor, 2) display honesty & integrity, 3) demonstrate dependability & engagement in my learning, 4) respond to supervision, 5) recognize my limits and when to

seek help, and 6) interact effectively and respectfully with others.

Assignments in the Field Course

- I am to write process recordings weekly and submit a total of five to six process recordings to the faculty field liaison over the course of the year.
- The kinds of practice assignments that the field instructor selects for me depends on my educational level.

Evaluation of Performance in the Field Course

- I will have one fall mid-semester oral evaluation conference and a written evaluation at the end of each semester.

Grading in the Field Course

- My field instruction course is graded Pass/Fail; I must receive a grade of Pass to continue to the next phase of the practicum or fulfill the requirements for my social work degree.
- My final grade in the field course of study is based on: 1) preparedness & engagement in supervision, 2) professionalism in the field course setting, 3) level of proficiency in achieving competence in social work practice for my level of educational development, 4) adherence to the NASW Code of Ethics, and 5) compliance with School and agency policies and procedures.
- My field instructor evaluates my performance together with the faculty field liaison; ultimately, the faculty field liaison assigns my grade for the field course.

Problem-Solving Issues that Arise in the Field Course

- If I experience difficulty or perceive there is a problem with my field course, I am to first speak with my field instructor **AND** then my faculty field liaison. If the problem remains unresolved (or my questions are not answered) I am to contact the Assistant Director of Field Education at my campus. If the matter is not satisfactorily resolved at the level of the Assistant Director, I can go to the Director of Field Education for appeal.

Termination from the Field Course

- If I am terminated (dismissed or asked to leave) from an agency, the Director of Field Education, with consultation from the Associate Dean, will make an educational assessment of the situation and determine whether I continue in the social work program.

Students name (print)

Signature

ID number

Date: / /