

**West Chester University  
Department of Social Work  
FIELD PRACTICUM AGREEMENT**

Statement of understanding involving West Chester University's Undergraduate Social Work Program, \_\_\_\_\_, and \_\_\_\_\_,  
Student Name Field Instructor

\_\_\_\_\_  
Practicum Site Name

**Expectations of Students**

agree to:

1. Inform myself on and adhere to the policies and procedures of the Undergraduate Department of Social Work and the agencies in which I intern. (See Field Manual and Agency Policy and Procedure Manuals)
2. Adhere to the NASW Code of Ethics and implement social work values and professional standards.
3. Adhere to the Undergraduate Social Work Department's Professional Behavior Standards.
4. Be committed to the welfare of clients, approaching this responsibility in a professional manner, including attending to my client's needs in the times of crisis.
5. Participate fully and actively in my own learning by expressing my learning needs, evaluating my work, acknowledging my areas of strength and identifying areas where I need to grow and change.
6. I agree to the following specific responsibilities:
  - a. Keep confidential those interactions, which I conduct or observe, whether written or verbal, between the client, the agency and myself in accord with the spirit of the NASW Code of Ethics.
  - b. Submit an agenda and other written materials (if requested) to my field instructor in advance of weekly supervision.
  - c. Inform my field instructor and faculty field liaison of any difficulty, personal or professional, which affects my work performance.
  - d. Complete assigned tasks on time and in accord with agency and school policy. Notify my field instructor in advance of discussing material from the field in the classroom.
  - e. Arrange coverage of my clients during vacation periods and at the end of placement.
  - f. Attend all meetings called by my field liaison, the Director of Field Practicum or the Chairperson of the Undergraduate Social Work Department.
  - g. Engage fully in the evaluation process including the final evaluation.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

We, \_\_\_\_\_ and \_\_\_\_\_ Agree to:  
Practicum Field Instructor

1. Share in the mission of West Chester University's Undergraduate Social Work Program (i.e. to prepare students with a basic competence for an entry level professional generalist social work practice by helping students become reflective, self-evaluating, knowledgeable, developing social workers).
2. Provide direct service responsibility by the second week of placement. Assignments should be made with educational value as the primary consideration.
3. Help the student engage in learning by helping him/her to express and specify his/her own learning needs and encourage the student to evaluate his/her own work continuously.
4. Hold the student to accepted standards of professional behavior and notify the program immediately of any failure of the student to live up to the terms of this agreement.
5. We agree to the following specific responsibilities:
  - a. Prepare for student's arrival by designating workspace and equipment, preparing case assignments, and orientation to the agency and the community.
  - b. Provide a minimum of one and a half hours of uninterrupted supervision at a regularly scheduled, mutually agreed upon time.
  - c. Hold students to submit an agenda for supervision in advance of the supervision time.
  - d. Vary assignments to include clients from different cultural, social and religious backgrounds and call for different helping roles, i.e. counseling, mediation, advocacy, and networking. Where possible, have assignments include work with individuals, groups, families, and communities.
  - e. Provide on-going feedback to the student on his/her progress in specific areas of practice.
  - f. Complete a detailed written evaluation at the middle and end of each semester (See the Undergraduate Social Work Program's Field Manual).
  - g. Include students in staff meetings, and other professional meetings whenever possible.
    - h. Attend the orientation and field instructor's meetings at the University.
  - i. Participate in the on-going evaluation of the content and design of the Undergraduate Social Work Program.
    - j. Maintain contact with faculty field liaison and Director of Field Practicum.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative of West Chester University's Undergraduate Social Work Program