

# **Agreement Between Saint Mary's College Social Work Department and Field Agency**

\_\_\_\_\_ (Field agency)

Saint Mary's College (SMC) considers field instruction a vital part of the education of students in undergraduate social work and recognizes the importance of the contribution of the agencies and/or programs where these students are placed. To maintain the educational excellence desired by both parties in this joint program, it is advisable that a specific statement of the responsibilities of both parties be prepared for the benefit of both parties.

## Responsibilities of the College:

1. The college will provide the agencies with a field manual stating objectives, policies, and content of field instruction.
2. In cooperation with the agencies, the College faculty will assign the students to be placed in the agencies and/or programs.
3. The faculty will provide the agency with background information on the students(s).
4. The faculty will assist the agency in planning an educational program for the student and will be available for consultation whenever problems occur.
5. The faculty will plan with the field instructors the meetings scheduled for the educational development of the field instructors.
6. The faculty will have the responsibility for evaluating the over-all achievement of the student and will assign the grades. The grades will be based on the evaluation of the field instructors, the students' participation in the field experience seminar, and other reports or assignments the faculty require of the students.
7. The Social Work Department will verify malpractice insurance.

## Responsibilities of the Agency:

1. The agency will provide a field instructor, who has a Master's or Bachelor's degree in Social Work and/or who has sufficient knowledge and experience the College considers essential.
2. The agency will grant the field instructor necessary time to fulfill responsibilities to the student as defined in the field manual.
3. The field instructor will plan with the faculty of the College, a field experience suitable to the student's needs.
4. The field instructor will accept as objectives: increased knowledge of the profession of social work, expansion of the student's acceptance of social work attitudes and values, and development of skills required at the M.S.W. level of professional practice.
5. The field instructor will provide the student with the opportunity for an ongoing evaluation of her performance in the field of social work.
6. The field instructor will notify the College with written reports evaluating the student(s) at the end of each semester.

7. The field instructor will notify the College as soon as possible, as to the reasons why a student will not be able to complete the field experience or the reasons why the above agreement cannot be fulfilled.
8. Students are not permitted to transport clients.

The parties involved recognize the interdependence of their relationship in behalf of the students and the department. Each of the parties enters into this agreement with the intention of cooperating with the other in fulfilling the conditions of this agreement. Each of the parties agrees to promote the interests of the profession of social work, social work education, the client, and the community.

This agreement will be reviewed at regular intervals and can be modified at any time by mutual consent.

Effective dates of this agreement: on-going

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Authorized Agency Representative (Date signed)

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Signature of Field Practicum Coordinator,  
Saint Mary's College (Date signed)

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Vice President,  
Saint Mary's College (Date signed)

**Please mail completed form to: Saint Mary's College  
Social Work Department  
Box 100 Spes Unica  
Notre Dame, IN 46556**