

# IMMACULATA UNIVERSITY

Sociology Department      Social Work Program

## Field Instruction Contract

The following guidelines are proposed in order that each person involved in the field instruction experience will have a clear understanding of her/his roles and responsibilities.

It is expected that the student will;

1. Attend her field placement from \_\_\_\_\_ through \_\_\_\_\_, from the hours of \_\_\_\_\_ to \_\_\_\_\_.

The student will observe the regular agency holidays.

2. Will follow agency personnel policy and procedures in regard to absences, tardiness, professional behavior, dress.

3. Assume in a professional manner those roles, tasks, and activities assigned by her field instructor.

4. Participate in a mutual evaluation process with her field instructor at the mid-point of the field experience, the week of \_\_\_\_\_, and at the end of the field experience, the week of \_\_\_\_\_.

It is expected that the field instructor will;

1. Provide the student with information about the agency system, its purpose, function, and organizational structure/and the role and function of the social worker in that setting.

2. Provide the student with information about the client population served.

3. Provide the student with a description of the roles, tasks and activities that the student will be expected to assume.

4. Provide the student with social work learning experiences and assignments

appropriate to the student's level of knowledge and skill.

5. Provide the student with at least one hour of individual supervision each week. It is hoped that this will be supplemented with such activities as staff meetings, team meetings, in-service training, and/or unit group supervision when appropriate.

6. Provide the student with ongoing feed-back about the student's field performance. There should be no surprises during the evaluation process.

7. Participate in a mutual evaluation of the student at mid and at the end of the field experience and provide a written report of the evaluation to the student and faculty instructor within ten days of the evaluation.

8. Recommend a final letter grade to be given to the student for the field experience.

It is expected that the faculty instructor will:

1. Be available to the student and the field instructor.

2. Contact the field instructor by telephone the week of after the student has been in the field for two weeks.

3. Will visit the field placement at least once during the semester, to be arranged with the student and field instructor, and when a visit is requested by either the field instructor or the student.

Date \_\_\_\_\_

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

Faculty Instructor \_\_\_\_\_

Student \_\_\_\_\_