

MSW Social Work Field Practicum Student Agreement
The University of North Carolina at Pembroke

This agreement is entered into by _____ (student) and The University of North Carolina at Pembroke (MSW Field Department) for purposes of Master of Social Work field practicum.

I have decided to complete my field practicum at _____. I understand that there may be dangers and hazards associated with my field practicum resulting in personal injuries, loss or health issues. I understand that no agent of the University of North Carolina at Pembroke can assume any liability for any issues incurred as a result of my field practicum activities.

I understand that during my practicum I will be required to abide by agency policies at all times since I will be representing the agency. I further understand that I will need to dress professionally at all times (avoid exposing cleavage, appropriate grooming, etc.).

I understand that all information pertaining to clients is considered to be confidential and must not be disclosed to anyone.

Additionally, as a student enrolled in field practicum, I agree to the following:

1. To act professionally and ethically. This includes adhering to the NASW Code of Ethics in addition to all policies and procedures of my field practicum agency.
2. To initiate and engage in academic and professional conduct through active participation in field seminar.
3. To meet with my MSW field supervisor a minimum of one hour weekly. I understand that this is a requirement of the MSW program (**failure to adhere to this requirement will result in failing the field seminar**).
4. To inform the field director and field supervisor immediately of any absences from my field practicum immediately. I understand that I will be required to submit the field absence form to the field director immediately.
5. To submit timesheets and objective sheets for my hours in field practicum and MSW supervision.
6. To adhere to all of the information addressed in the MSW field manual.
7. To adhere to attendance policies in my field practicum and field seminar.
8. To complete a criminal background check for purposes of field practicum education.

9. To adhere to all timeframes given by the field director for submitting requested paperwork.
10. To complete the required amount of clock hours in field practicum (**failure to complete the required hours will result in failing field education**).
11. To continue attending my field practicum through the semester even if I exceed the required number of hours.
12. To develop a schedule of dates and times that I will be in field and provide a copy signed by my field supervisors to the field director.
13. To adhere to the scheduled times and dates for my field practicum (**student should be in field on the same days and times each week**)
14. I understand that my field practicum is to be treated as my place of employment and I will be required to give notification of any absence from my practicum and notice of any time that I will be late.

I understand that UNCP will do the following:

1. Approve placement site and learning objectives.
2. Select and register students for placement using UNCP's best efforts to assure those selected for placement are prepared for the learning activity.
3. Award UNCP credit to students, when appropriate, at end of course.
4. Identify for the Agency the Faculty Coordinator who will be the primary contact.
5. Participate in planning and evaluation regarding learning activities.
6. Provide Agency with evaluation forms and deadlines for submission of forms.
7. Work with Agency and students to develop written schedules pursuant to which students will participate in the placement at the Agency, including any dates on which student is to report to Agency when classes are not in session.
8. Provide training to students in universal precautions regarding blood borne pathogens prior to assigning a student to the Agency.
9. Implement procedures to notify students of and encourage students' compliance with the following obligations:

- a. Attend orientation sessions regarding the learning activity.
- b. Comply with all applicable policies and procedures of Agency.
- c. Negotiate a written set of learning objectives with Agency and UNCP, which should be signed by the student, the Agency and the Faculty Coordinator at the beginning of the placement.
- d. Give prior notice of necessary absence to UNCP and Agency.
- e. Obtain and maintain professional liability insurance with minimum limits of \$1,000,000 Combined Single Limit Coverage.
- f. Maintain professional standards of confidentiality as required by Agency and the National Association of Social Workers Code of Ethics.
- g. Participate in all meetings associated with the learning activity.
- h. Provide personal transportation to and from the placement site

My field practicum setting will do the following:

1. Retain responsibility for the care of its clients and maintain administrative and professional supervision of students to the extent their presence and assignments affect the operation of the Agency and its care, direct and indirect, of patients and clients.
2. Provide opportunities for student observation and/or participation on Agency premises. Agency will provide the equipment and supplies it deems necessary or appropriate for the students' performance of any activities assigned by Agency.
3. Provide an environment that is compliant with all applicable laws and inform UNCP and students of hazardous or unusual conditions that may create unsafe conditions.
4. Provide for the orientation of both UNCP's faculty and participating students as to the facilities, philosophies, policies, regulations, and rules of the Agency, and provide copies of such policies and procedures to Faculty Coordinator and to students assigned to work at Agency
5. Establish and advise student of the dress code, confidentiality requirements, and professional demeanor standards that must be met while participating in the placement.

6. Provide to Faculty Coordinator a job description for student placements including specific requisite skills or abilities and any essential functions of the position.
7. Participate in planning and evaluation with students and UNCP faculty.
8. Identify the Agency personnel responsible for supervising students at Agency.
9. Provide on-site supervision and guidance to students during each learning activity.
10. Provide timely final evaluation of students as requested by UNCP.
11. Conduct exit interviews with students and discussion of Agency's final evaluation.
12. In accordance with the Agency's policies and procedures for exposure to non-employee health care workers, provide the student with access to initial counseling and treatment following any inadvertent HIV exposure that occurs while student is participating in the placement. The student will be advised to immediately report any such HIV exposure to his/her supervisor at Agency.
13. Agency will be responsible for providing appropriate personal protective equipment required, if any, to comply with OSHA Standards as such compliance relates to the performance of this Agreement.

MSW Student

Date

MSW Field Director

Date