

**Department of Social Work**

**Field Placement Agreement Form**

**Intern**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Level:** ( ) BSW ( ) MSW Foundation ( ) MSW Advanced

**Agency Field Instructor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position (Job Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agency Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Field Coordinator**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is acknowledged that at the conclusion of the placement interview, the Agency has the right to accept or reject the Intern based on their consideration of Agency circumstances and requirements. Upon the Agency’s acceptance of the Intern, the following stipulations are agreed to by all participants.

**Agreement Terms**:

Students are expected to complete a two-semester internship (420 hrs/BSW, 450 hrs/MSW Foundation, 500 hrs/MSW Advanced)

**Placement Schedule**:

Please note that field hours are to be completed within the academic semester. Any hours served outside of the academic semester require pre-approval from the Faculty Field Instructor. The following dates of placement and field hours are mutually agreed upon by all parties:

**Semester I**:

Dates of placement: From: Month/day\_\_\_\_\_\_\_ To: Month/day \_\_\_\_\_\_\_\_ Hours of placement:

Monday\_\_\_\_\_\_\_\_\_\_\_\_\_ Wednesday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Friday\_\_\_\_\_\_\_\_\_\_\_\_\_ Tuesday\_\_\_\_\_\_\_\_\_\_\_\_\_ Thursday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Saturday\_\_\_\_\_\_\_\_\_\_\_

**Semester II**:

Dates of placement: From: Month/day \_\_\_\_\_\_\_\_ To: Month/day \_\_\_\_\_\_\_\_\_\_\_ Hours of placement:

Monday\_\_\_\_\_\_\_\_\_\_\_\_\_ Wednesday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Friday\_\_\_\_\_\_\_\_\_\_\_\_\_ Tuesday\_\_\_\_\_\_\_\_\_\_\_\_\_ Thursday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Saturday\_\_\_\_\_\_\_\_\_\_\_

**School Breaks and Holidays:** Coverage for school breaks and holidays to be negotiated between the Agency Field Instructor, Faculty Field Instructor, and Intern. These must be approved by the Field Faculty Instructor in advance of time served.

**Other Agreements**

**Agency Field Instructor Responsibilities:**

The Agency Field Instructor will provide appropriate experiences and instruction to the Intern. The Agency Field Instructor also agrees to provide adequate resources to allow maximum learning for the Intern as per the roles and responsibilities identified and included in the UW Oshkosh Department of Social Work Field Manual.

**Social Work Program Responsibilities:**

Per the roles and responsibilities identified and included in the UW Oshkosh Department of Social Work Field Manual, the Social Work Program will essentially provide to the Intern and the Agency:

1. An online Field Manual to all Agency Field Instructors.
2. Orientation and training for the Agency Field Instructor(s).
3. A minimum of two visits per semester to the agency to ascertain the Intern’s progress.
4. Determination of the Intern’s final grade, based upon recommendations from the Agency Field Instructor, including the Intern’s self-evaluation.
5. The Faculty Field Coordinator will provide general consultation to all parties.
6. Provide memorandum of Agreement regarding professional liability.
7. Other (specify):

**Intern Responsibilities:**

Per the roles and responsibilities identified and included in the UW Oshkosh Department of Social Work Field Manual, the Intern shall:

1. Return the completed Placement Agreement Form to the Department of Social Work.
2. Accept primary responsibility for the development of the Student Learning Contract. 3. Demonstrate, at the time of the negotiation of this Placement Agreement, that (s)he possesses the requisite verbal, written and interpersonal skills.
3. Abide by agency policies, procedures and guidelines for professional decorum.
4. Adhere to the NASW Code of Ethics in all aspects of his/her professional practice.
5. Participate with the Agency Field Instructor and Faculty Field Instructor in the Intern’s evaluation.
6. Provide evidence of auto liability insurance, if required by the Agency.
7. Other (specify):

**The undersigned parties hereby agree to all stipulations of this Placement Agreement:**

Intern\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Field

Instructor/Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Field

Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return a copy to the Department of Social Work.