

**Non Employment Based Practicum – Placement Agreement**

**GRAMBLING STATE UNIVERSITY**

**College of Professional Studies**

**School of Social Work**

**FIELD PLACEMENT AGREEMENT**

The School of Social Work Program at Grambling State University enters into agreement with \_\_\_\_\_ (Field Placement Agency) to provide field experience for the University's social work students who are enrolled in the Field Instruction courses for the Master of Social Work and Bachelor of Social Work Programs.

**RESPONSIBILITIES OF THE UNIVERSITY**

- 1.1 Develop the curriculum program and policy guidelines for Social Work Field Instruction courses for  
the Master of Social Work and Bachelor of Social Work Programs.
- 1.2 Prepare students academically for entry-level generalist social work practice at the Bachelor's level and for direct practice social work at the Master's level.
- 1.3 Provide a University faculty field liaison to assist students in relating field agency experiences to social work content, while serving as a resource person to agency field instructors in conferences, seminars, etc.
- 1.4 Provide a field instruction seminar where students share information from placements with one another at the Bachelors of Social Work level.
- 1.5 Provide the agency with a schedule of the time frame for placement and objectives for the learning experiences being sought for students.
- 1.6. Provide for coordination of the field instruction education program between the field placement agency and the University.
- 1.7. Provide for Comprehensive General Liability Insurance coverage for students the duration of their placement.
- 1.8 Provide consultation and assistance to agency field instructor when needed, in dealing with matters of concern regarding the student and his/her field performance.
- 1.9 The University shall insure that a health program is available for its. As a minimum, said health program shall include annual routine laboratory tests, chest x-rays or TB test and a general physical examination. The University shall require its Social Work students and faculty field liaisons to be responsible for their own personal health care expenses. The University will be responsible for OSHA Blood Borne Pathogen Standard by providing proof of Hepatitis B

immunization or a signed waiver from each student and faculty field liaison who refuses to be immunized and post-exposure and follow-up are the responsibility of the University. In the event of accident or illness of a student or faculty member, the health care agency shall arrange immediate emergency care, but is not responsible for the cost involved, follow-up care, or hospitalization. The student's own health insurance is responsible for coverage of all health related expenses. The faculty field liaison's own health insurance is responsible for coverage of all health related expenses not covered under Workman's Compensation.

- 1.10 The University shall hold all patient/client information confidential.
- 1.11 Any written materials that the social work intern completes for a classroom assignment during their field practicum is turned in to faculty. Once the assignment is read and graded by the faculty, the material is placed in a confidential folder in the faculty office and at the end of the field instruction year, the material is placed in the field instruction office, (after a period of three (3) years, the material is shredded). The final evaluations and the mid-term evaluations are maintained in the student's department files for a period of 3 additional years. The field education student is instructed to change any identifying information regarding the client and client system. These additional measures are provided by the University in order to protect the confidentiality of the agency and the clients.
- 1.12 The University will provide orientation and training for agency personnel and will provide Field Instruction syllabi.

### **RESPONSIBILITIES OF THE AGENCY**

2.10 Assist in the student learning process in accordance with the mission of the Social Work Program

at Grambling State University.

2.2 Provide an orientation to the student of the agency's mission, policies, organizational structure, programs and function.

2.3 Educate the student as to the agency's role in the community and their collaborative efforts with other agencies in the community.

2.4 Familiarize the student with the agency's policies and procedures regarding clinical social work, case management, record keeping, intake and termination as it relates to the student's educational level.

2.5 Assign workloads and supervise the completion of client-related tasks and responsibilities according to the student's abilities and readiness for such tasks.

2.6 Allow the student to attend and/or participate in professional meetings, conferences, staffing, etc. where the student has the opportunity to identify with the social work profession as a professional practitioner.

2.7 Submit a field instruction mid-term and final field performance evaluation of the student to the Faculty Field Liaison on specified dates in the semester.

2.8 Notify the University faculty field liaison or the field instruction director of any continuing problems/difficulties and/or concerns regarding the student's ethics, work performance, commitment, etc.

2.9 Terminate in collaborative dialogue with the School, any student if his/her continued placement in the agency is not in the best interest of the client system, agency or the student.

**MUTUAL RESPONSIBILITIES**

3.1 Agency shall not be responsible for providing workman's compensation benefits or other employee benefits to any student or faculty member.

3.2 Neither the University nor the Agency will make monetary compensation to the other for the use of the facility.

3.3 This agreement may be modified and supplemented by mutual consent of both parties as circumstances demand.

3.4 The number of students eligible to participate in the field education program at the agency will be mutually determined by the University and the Agency.

This Done and Signed: \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
University/School

\_\_\_\_\_  
Agency Field Instruction Supervisor

\_\_\_\_\_  
Field Education Director

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Associate Dean, School of Social Work