

List, beginning with your first job, your work experiences and the dates of these.

Professional plans following graduation

What are your special interests?

In order of preference, list your top 3 agency choices for your placement experience. Refer to the Field Manual for examples and options.

1. _____
2. _____
3. _____

I understand that this information is also to be used for the convenience of supervisors in agencies selected for the placement experience. I give my permission for this information to be sent to any agency being considered as a placement for me. I have read the NASW code of ethics, Ohio licensing, CSWE Educational Policy Statement and know I must abide by them all, including, responsibility for any prior conduct that would prohibit my license eligibility.

Applicant signature _____ Date _____

Field Placement Extension

On a limited case by case basis students are permitted to extend their field placements beyond one semester due to external circumstances such as full time employment or familial caregiving responsibilities. All extensions must be approved by the college field coordinator, along with agreement from the agency field instructor(s). All parties involved must agree to the terms of the extension and hours completion date at the beginning of the semester. Revisions cannot be made to the original agreement without prior notification to all parties. Breaking the terms of the agreement may result in failing the practicum.

I, _____ (student), do hereby request an extension to the field placement beyond one semester due to _____

_____ (circumstance),

and agree to have all hours completed by _____ (date). Furthermore I agree to all specified requirements of this extension as follows: _____

_____.

(Such as must complete all SWK 488 Sr. Seminar mini-papers and case presentation with all other spring semester students in April...etc....)

Student Signature

Date

Agency Field Instructor

Date

College Field Coordinator

Date

FIELD AGENCY CONTRACT

This contract is between: _____ and DEFIANCE COLLEGE.
(Agency name)

This agreement is made on _____ between Defiance College, Defiance, Ohio,
(Date)

and the agency Field Instructor: _____
(Agency Field Instructor's name)

This agreement establishes a relationship between the Agency and school for the purpose of providing a field-based educational learning experience for the Social Work students of The Defiance College. This agreement may be broken by notice of either party, at any time, but in regard to professional consideration it is expected that both parties will keep the needs of the students uppermost in this decision. It is expected that if a student placement is in operation, it should be carried through the current semester unless there are extreme circumstances. The agency is expected to notify the college if it does not intend to participate in future field placements.

The Agency and College mutually agree to the following:

I. The Agency is:

1. To provide the student with the experiences that will meet the objectives for the student learning experience.
2. To follow equal employment standards with regard to discrimination to students with regard to race, ethnicity, religion, genetic information, national origin, color, immigration status, sex, gender identity or expression, sexual orientation, marital status, age, class, physical or mental ability, political belief, or veteran status.
3. To provide a supervisory person who has the expertise and experience to provide for the student's learning experience.
4. To be listed as an affiliate agency of the Social Work Program of The Defiance College.
5. To allow the Field Instructor appropriate time to carry out his/her responsibilities to the student.
6. To permit the Field Instructor to be involved in the field meetings and educational seminars.
7. To provide the student with an orientation to the agency including safety precautions.

II. The Defiance College Social Work Program is:

1. To provide a faculty liaison (Field Coordinator) between the student and agency Field Instructor.
2. To provide a field contract to give direction to the field-based learning.
3. To provide education for enhancing the agency Field Instructor's ability to work with undergraduate students in Social Work.
4. To provide a Field Manual that contains a complete description of the expectations and objectives of the Field Program.
5. To provide materials for an evaluation of students while they are in field placement and assume final responsibility for grading.
6. To secure the Agency's acceptance of a specific student and to provide the necessary information on that student to the Agency personnel.

I hereby agree to the above contractual conditions.

Defiance College Field Coordinator

Agency Field Instructor

Agency Director

STUDENT CONTRACT

EXPECTATIONS OF STUDENTS IN FIELD PLACEMENT

Once the student is placed at an agency, there are certain expectations that he/she must fulfill. This form describes those expectations and must be signed by the student and the college Field Coordinator. In signing this form, the student acknowledges that he/she has read the Student Handbook and the Field Manual and understands the following:

- ✓Criteria for Entering Field Placement
- ✓Grading Policy
- ✓Standards for Social Work Education
- ✓Reasons for Removal
- ✓Termination Policy
- ✓Grievance Procedures
- ✓The NASW Code of Ethics
- ✓Technology in Social Work Practice
- ✓Ohio State Licensing Laws

I agree to:

1. Be punctual, reliable and show maturity where agency matters are concerned.
2. Notify agency Field Instructor if unable to be at the agency on any scheduled day. In case of absence from fieldwork, arrangements must be made with the Field Instructor to make up the missed time.
3. Meet with the Field Instructor for a minimum of one hour weekly.
4. Complete weekly conference record forms.
5. Wear appropriate attire
6. Abide by the NASW Code of Ethics and Defiance College Standards of Social Work Education
7. Complete all assigned tasks in a timely fashion
8. Share responsibility with agency Field Instructor in preparing the Learning Activities.
9. Discuss any difficulties with the field experience first with the agency Field Instructor, and, if necessary, with the college Field Coordinator.
10. Consult with agency Field Instructor prior to any use of case material in the classroom.
11. Be available and prepared for visits by the college Field Coordinator
12. Be prepared for meetings with agency Field Instructor.
13. Be responsible for transportation to and from the field agency.
14. Agree to complete required field placement hours.
15. Agree to share personal information that is relevant or affects their performance in the
16. Field Placement with the agency Field Instructor and college Field Coordinator.
17. Agree to a background check if required by the agency for placement.
18. Agree to update immunizations, submit to health tests, and obtain instruction on universal precautions for occupational pathogens, if required by the agency for placement.
19. Agree to abide by agency policy, NASW Code of Ethics and/or DC Standards of Social Work Education regarding appropriate use of technology.

Date _____

Student _____ College Field Coordinator _____

UNDERSTANDING GENERALIST PRACTICE FOR FIELD
Knowledge - Values - Cognitive and Affective Processes - Skills

Eclectic Knowledge Base

Theoretical Foundations (Systems Theories), HBSE, Policy, Practice, Research, Values

Critical Thinking

Client Empowerment, Strengths, Resiliency

Professional Values

NASW Code of Ethics, Self -Awareness, Ethical Dilemmas

Importance of Human Diversity

Human Rights Advocacy

Social, Economic and Environmental Justice

Social Work Levels of Intervention

Micro: Individuals

Mezzo: Families and Groups

Macro: Organizations and Communities

Planned Change Process

Engagement-Assessment-Planning-Implementation- Evaluation-Termination-Follow-Up

Professional Social Work Roles

Enabler-Mediator-Coordinator-Manager-Educator-Analyst-Broker-
Facilitator-Initiator-Negotiator-Mobilizer-Advocate

Research-Informed Practice

Agency Field Instructor's Initials: _____

Date: _____

Monthly Time Record – Field Placement

Student Name: _____

Time Period From _____ To _____

Month	Day	AM				PM				Hrs. direct supervision:		
		In	Out	In	Out	In	Out	In	Out	Total Daily Hrs.	by agency Instr.	other agency staff
	1											
	2											
	3											
	4											
	5											
	6											
	7											
	8											
	9											
	10											
	11											
	12											
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	22											
	23											
	24											
	25											
	26											
	27											
	28											
	29											
	30											
	31											

Total hrs. this month _____

I certify this time to be correct _____

Total hrs. to date _____

Student's Signature

I have reviewed this above time sheet and have found it to be accurate. _____

Agency Field Instructor Signature

STUDENT WEEKLY CONFERENCE SHEET

Student:

Beginning Date of Week:

GENERALIST PRACTICE LOG

Levels of Social Work Intervention

Experiences with Individuals:

Experiences with Families:

Experiences with Groups:

Experiences within the Organization:

Experiences within the Community:

Eclectic Knowledge Base

Examples of application of **theory** to practice:

Examples of **policy** that influenced practice:

Discussions of how available **research** informed practice:

Questions from practice that led to further **research**:

Examples of **evaluation** improving practice effectiveness:

Professional Values & Ethics

Application of **Social Work values**:

Application of **NASW Code of Ethics** (Code #s):

Examples of **ethical dilemmas**:

Discussions on **cultural competence**:

Discussions on **vulnerable populations**:

Discussions on advancing **social, economic, & environmental justice**:

Examples of **client empowerment, strengths, & resiliency**:

Planned Change Process

Participation with Engagement, Assessment, Planning, Implementation, Evaluation, Termination, and/or Follow-Up:

Professional Social Work Roles

Examples of **roles** utilized (enabler, educator, counselor, broker, case mgr., mediator, organizer, initiator, facilitator, advocate):

Oral and Written Communication Skills

Interviews conducted:

Documentation provided:

Ethical use of **technology**:

Consultation and Supervision

Example of Effective Use of Consultation/Supervision:

Critical Thinking

Demonstration of Critical Thinking Skills:

STUDENT WEEKLY JOURNAL

I was most satisfied with the following experience(s) this week:

I was least satisfied with the following experience(s) this week:

The most difficult aspect of field for me this week was:

I managed personal values and maintained professionalism this week when I:

I demonstrated empathy and other interpersonal skills this week by:

This week I realized the importance of diversity and difference in shaping life experiences when:

Based upon experiences of diversity and difference I need further training on:

Based upon experiences of diversity and difference I need to better manage personal biases and values regarding:

I demonstrated good practice behaviors in the following areas this week:

Based upon my performance this week I need further development in the following practice areas (engagement, assessment, planning, intervention, evaluation, termination):

Questions/Concerns I want to discuss with my agency field instructor this week:

Any other comments:

Student Initials:

Agency Field Instructor Initials:

**Defiance College Social Work Program
STUDENT APPRAISAL OF FIELD INSTRUCTORS**

Student's Name _____

Agency's Name: _____ Location: _____

Agency Field Instructor's Name _____

Circle if Junior or Senior Placement

INDICATE YOUR AGREEMENT OR DISAGREEMENT WITH THE FOLLOWING STATEMENTS BY PLACING THE NUMBER THAT BEST DESCRIBES YOUR POSITION AFTER THE STATEMENT. PLEASE USE THE FOLLOWING SCALE:

- | | |
|-------------------|----------------------|
| 1. Strongly agree | 3. Disagree |
| 2. Agree | 4. Strongly disagree |

1. I had confidence in the ability of my field instructor as a social worker. _____
2. My instructor assisted with the creation of my learning activities towards skill competencies. _____
3. I received adequate time in supervision with my agency field instructor to accomplish field objectives. _____
4. I received clear expectations and instructions. _____
5. I received constructive feedback regarding field performance. _____
6. My instructor was approachable to address questions or concerns arising from practice situations. _____
7. My instructor shared his/her professional experience in a manner which was of value to my development as a social worker. _____
8. My instructor was interested in my growth and development as a social worker. _____
9. My instructor consulted me when making decisions that affected my practicum. _____
10. My agency field instructor demonstrated respect to social work values and adherence to the NASW Code of Ethics. _____

This form is to be shared with the Agency Field Instructor as well as with the College Field Coordinator.

Agency Field Instructor Signature

Date

Defiance College Social Work Program
STUDENT'S EVALUATION OF FIELD PLACEMENT

Student's Name: _____

Agency: _____ Location: _____

Agency Field Instructor: _____

Circle if Junior or Senior Placement:

INDICATE YOUR AGREEMENT OR DISAGREEMENT WITH THE FOLLOWING STATEMENTS BY PLACING THE NUMBER THAT BEST DESCRIBES YOUR POSITION AFTER THE STATEMENT. PLEASE USE THE FOLLOWING SCALE:

- | | |
|-------------------|----------------------|
| 1. Strongly agree | 3. Disagree |
| 2. Agree | 4. Strongly disagree |

AGENCY FIELD PLACEMENT SITE

1. Provided a supportive environment for learning. _____
2. Provided opportunity to fulfill student learning activities towards core skill competencies. _____
3. Clearly defined expectations and assigned tasks. _____
4. Responded to questions/concerns in a timely manner. _____
5. Provided appropriate level of direct client contact. _____
6. Promoted social work values and adherence to the NASW Code of Ethics. _____

DC SOCIAL WORK FIELD COORDINATION

1. College field coordinator was available when needed. _____
2. Field coordinator responded to questions and/or concerns in a timely manner. _____
3. Coordinator was helpful in designing a professional learning experience. _____
4. Onsite visits or interactive technological sessions between student, agency field instructor, and college field coordinator adequately addressed field expectations, periodic progress, and questions/concerns. _____

Please answer the following questions:

Briefly describe your responsibilities at your field placement.

What were the strengths of your field placement?

What were the weaknesses of your field placement?

What have you learned from this field experience towards your growth and development within the social work profession?

Other comments?

Signature: _____ Date: _____

Defiance College Social Work Program
FIELD AGENCY EVALUATION OF PROGRAM AND FIELD COORDINATION

Agency's Name: _____ Location: _____

Agency Field Instructor's Name: _____

Circle if Junior or Senior Placement

INDICATE YOUR AGREEMENT OR DISAGREEMENT WITH THE FOLLOWING STATEMENTS BY PLACING THE NUMBER THAT BEST DESCRIBES YOUR POSITION AFTER THE STATEMENT. PLEASE USE THE FOLLOWING SCALE:

- | | |
|-------------------|----------------------|
| 1. Strongly agree | 3. Disagree |
| 2. Agree | 4. Strongly disagree |

- | | |
|--|-------|
| 1. Field expectations, classroom assignments, and criteria for evaluation were clearly defined. | _____ |
| 2. College field coordinator was available when needed and responded to questions and/or concerns in a timely manner. | _____ |
| 3. Problems identified were addressed in an appropriate manner. | _____ |
| 4. On site visitations or conferences by means of technology were beneficial in obtaining directions, support, and/or feedback towards meeting field objectives | _____ |
| 5. DC Social Work Program offered sufficient orientation and ongoing training opportunities regarding academic foundation, field expectations, criteria for evaluation, and/or current trends within the social work profession. | _____ |
| 6. Program and field coordinator demonstrated respect for social work values and adherence to the NASW Code of Ethics. | _____ |
| 7. In general I would rate the experience favorably. | _____ |

Comment:

Date: _____

Agency Field Instructor's Signature: _____

Reasons for Removal from Field Placement Form

Date: _____

Name of student _____

Name of Agency _____

Name of Supervisor _____

Date of removal _____

Please describe the specific behaviors that first lead you to be concerned.

Describe what was done to remedy these concerns.

Describe the reason for removal.

Student: _____

Agency Field Instructor _____

College Field Coordinator: _____

Date: _____