

CARTHAGE COLLEGE SOCIAL WORK DEPARTMENT  
AGENCY AGREEMENT

The purpose of this agreement is to clarify the reciprocal roles and responsibilities among the Carthage Social Work Department, the Agency and Student. This document is reviewed, discussed, and signed before the student begins field work.

RESPONSIBILITIES OF THE DIRECTOR OF FIELD EDUCATION

1. Match the professional interests and goals of the student with those of the agency.
2. Continue to evaluate the field agency-student match during the Social Work Practice III placement to determine the appropriateness of the field placement in the following term.
3. Ensure the agency the right to screen students referred for placement and to accept or reject students according to the demands of the agency program and the needs of its clients.
4. Provide all agency supervisors with the necessary documentation and direction to online resources.
5. Provide an orientation program for new agency supervisors and an ongoing educational program for agency supervisors regarding ethical issues, social work curriculum, and current educational issues. Provide opportunities for evaluation of the field practicum and participation in curriculum development.
6. Withdraw the student from the field placement at any time during the field practicum, at the agency or student's request, if, following discussion among the student and the agency, problems have not been solved to the satisfaction of all parties concerned.
7. Submit a grade based on a written evaluation, logs and observation of the student.
8. Visit the traditional (BSW/MSW field instructor) agency once during the field placement (500 hrs.); visit the non-traditional (non-BSW/MSW field instructor) agency a minimum of two times during the field placement.

## RESPONSIBILITIES OF THE AGENCY FIELD INSTRUCTOR

1. Provide the Director of Field Education with a plan for the placement.
2. Prior to the student's arrival, arrange adequate working space and equipment necessary for the student to complete assigned tasks.
3. Arrange for the student's orientation to the agency, clients, social service system, and community.
4. Provide the student one hour of regularly scheduled supervision each week and be available at other times for consultation with the student as necessary.
5. Suggest reading materials to the student which will facilitate a deeper understanding of the agency's programs. Consult with the student regarding Research tasks for the Senior Ethics Paper.
6. Assign direct generalist social work experiences tailored to student's individual needs and abilities. The experiences should provide a variety of social work modes of intervention and include contact with diverse populations and oppressed persons.
7. Discuss the evaluation of the student at midterm and at final prior to visit with the Director of Field Education and submit a written evaluation of the student's performance.
8. Take responsibility to communicate promptly with the student and the field instructor as problems appear in the internship. Will not allow student to make any home visit without an agency representative in attendance.
9. Attend Field Supervisor's meetings.
10. Arrange for reimbursement to the student for any expenses incurred in the performance of agency assignments, including student's use of his/her own automobile.
11. Refrain from assigning or permitting the student to transport agency clients in their own automobile unless the agency's liability insurance explicitly covers student or non-paid personnel who perform in the delivery of agency services, or unless the student can produce an insurance policy showing adequate coverage for client transportation.
12. Comply with Equal Employment Opportunity regulations in making decisions regarding students.

**RESPONSIBILITIES OF THE SOCIAL WORK STUDENT**

1. Request an interview and complete the Screening and Selection process with faculty committee to become a candidate for the Social Work Department. Discuss professional interests and goals with the Director of Field Education during the junior year.
2. Conduct self consistent with professional social work values and follow through promptly with appointments for screening interviews at selected agencies.
3. Once the social work agreement forms are completed, arrange a weekly schedule of field work cooperatively with the supervisor, adjusting the hours to allow for mutual needs. Students are permitted to work day, evening, and weekend hours, but may not receive credit for night work (12 a.m.-6 a.m.). Since students are required to be in placement for 500 hours, students will usually spend 32 hours per week at the agency.
4. Take responsibility for reporting to work at the appointed times and notify the field supervisor at the agency promptly if a problem arises. A pattern of repeated irresponsible tardiness and/or absence may result in removal from placement. Observe the rules and policies that guide the agency programs and operations, including confidentiality issues, promptness, reliable and responsible general conduct and appropriate dress. Prepare agendas of questions and topics to discuss at regularly scheduled (weekly) sessions.
5. Read literature assigned by field supervisor for further understanding of the agency programs. Other staff persons may provide supervision when the field supervisor is not available or when the field supervisor delegates task supervision to another staff member.
6. The student is expected to keep digital log of hours and work on their site. Process recordings are also assigned. Supervisors review and initial both. Process recordings are submitted to the Director of Field Education.

At mid-term, student and field supervisor evaluate progress using the Internship Performance Plan. The same procedure is used at the completion of the 500 hours.

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I am signing this document to affirm that I have read and understand the expectations of the agency field supervisor, Director of Field Education, and student.

Agency Field Supervisor	Degree	Date
Name of Agency	Address	City
Director of Faculty Education	Printed Name	Date
Student	Printed Name	Date