

Appendix D

**Long Island University, Brooklyn Campus
BASW Program**

Three-Party Affiliation Agreement

Statement of understanding involving the Brooklyn Campus BASW Program,

(Student)

and _____

(Agency) (Field instructor)

EXPECTATIONS OF STUDENTS

I agree to:

1. Inform myself of and adhere to the policies and requirements of the BSW Program and field site in which I am placed.
2. Be committed to the welfare of clients while conducting myself in a professionally responsible manner.
3. Implement social work values and professional standards of behavior in accordance with the NASW Code of Ethics and the International Federation of Social Workers/ International Association of Schools of Social Work Ethics in Social Work Statement of Principles.
4. Participate fully and actively in my own learning by expressing my needs, evaluating my work and acknowledging my areas of strength as well as those areas in need of further attention, development and change.
5. I agree to the following responsibilities:
 - a. Arrange an initial interview with the assigned field site in order to meet Field Instructor, clarify agency location and purpose, starting date and hours, and understanding of the nature of the student role and assignments in the agency.
 - b. Keep confidential those interactions that I conduct, whether written or verbal, between the client, the agency and myself in accord with the spirit of the NASW Code of Ethics.
 - c. Complete assigned tasks on time and in accord with agency and school requirements.
 - d. Submit to my Field Instructor all process recordings as indicated (minimum two per month) as well as my Learning Contract. Raise specific learning needs, questions or dilemmas that I feel I need to confer on.
 - e. Notify my Field Instructor of lateness or absence at once and arrange to make up this time within two weeks.
 - f. Arrange for coverage of my clients during vacation periods and at the end of my placement.
 - g. Attend all meetings called by the director of field education, field liaison or field supervisor.
 - h. Inform Field Instructor and director of field education of any difficulty, personal or professional which affects my work time and/or performance
 - i. Engage fully in the evaluation process including the final evaluation
 - j. Behave professionally by adhering to the Code of Ethics, respecting others, being punctual and dependable, prioritizing responsibilities, and completing assignments on time.
 - k. Study the ways in which my values, attitudes, beliefs, emotions and past experiences affect my thinking, behavior and relationships.
 - l. Be willing to examine and change behavior when it interferes with working with clients and other collaborative professional relationships.

EXPECTATIONS OF FIELD SUPERVISORS AND AGENCY FIELD SITES

We, _____ and _____

(Agency)

(Field instructor)

The Agency and the Field Instructor agree to share in the purpose of Long Island University—Brooklyn Campus’s BASW Program by helping to prepare students with a basic competence for entry-level professional generalist social work practice. The agency/organization agrees to:

1. Consider referred students for acceptance without regard to race, ethnicity, religion, culture, gender, sexual orientation, or any other category.
2. Provide an experienced BSW- or MSW-level Field Instructor who has the time for and commitment to educating students for social work practice.
3. Assign at least one case by the second week of placement and increase the load at a pace that keeps the student challenged but not overwhelmed. Make assignments with educational value as the primary consideration; appropriate to the level and skill of the student and consistent with the LIU BASW Program.
4. Help the student actively engage in the learning process by encouraging her/him to identify her/his own needs and to reflect on her/his own work continuously.
5. Hold the student to accepted standards of professional behavior and notify the program immediately of any failure of the student to live up to the terms of this agreement.
6. Prepare for student’s arrival by designating work space and equipment, preparing case assignments and orientation to the agency and the community.
7. Provide a minimum of one hour of weekly of supervision at a regularly-scheduled, mutually-agreed-upon time.
8. Require a minimum of two process recordings per month to be used during supervisory conferences where appropriate.
9. Vary assignments to include clients from different cultural, social, and religious backgrounds and call for different helping roles (i.e., counseling, advocacy, brokerage, outreach, etc.). Where possible include work with individuals, groups, families, other organizations and communities.
10. Provide ongoing feedback to the student on her/his progress in specific areas of practice.
11. Complete a detailed written evaluation of the student at the end of each semester with the student as an active participant in the process. (Guidelines are provided by the BASW Program).
12. Include students in staff meetings, training sessions and other professional meetings, whenever possible.
13. Attend all Field Instructor’s meetings at the University, whenever possible.
14. Provide ongoing feedback to the BASW program regarding the administration of the field experience component.
15. Maintain contact with the BASW Fieldwork Coordinator.
16. Arrange contingency assignments, supervision, accommodations, etc. in the event of your absence.

Field Instructor Signature

Date

EXPECTATIONS OF LIU—BROOKLYN CAMPUS BASW PROGRAM

I, _____, the Director of BASW Field Education of the LIU—Brooklyn Campus Program agrees to:

The Field Education department and the BASW Program agree to:

1. Provide written guidelines to the Field Instructor regarding the philosophy, curriculum and requirements of the BASW Program.
2. Provide pre-placement orientation and ongoing training seminars for all Field Instructors.
3. Arrange for regular, planned exchange between the program and the agency by visiting field agencies regularly to monitor educational outcomes, student progress and any other issues as they may arise.
4. Provide support to students at the beginning and throughout the placement.
5. Respond to any problem or concern of either student or agency in a timely fashion.
6. Include input of Field Instructors in field curriculum development.
7. Provide an accompanying field seminar to complement and reinforce the field learning experience.
8. Provide written guidelines to the Field Instructor regarding the preparation of student evaluations.
9. Provide student and agency with a medium for evaluating the field experience and the BASW Program.

Director of BASW Field Education

Date