## **Appendix H** - Three party field contract

	L. I. U. Social Work Department: 3 Party Field Contract  Campus: Brooklyn C. W. Post		
Staten	ment of understanding involving		
	(Student name)		
Agenc	ry name Field Instructor		
	EXPECTATIONS OF STUDENTS		
I agree	e to:		
1.	Inform myself and adhere to policies and requirements of the Social Work Program and field site in which I am placed.		
2.	2. Be committed to the welfare of clients while conducting myself in a professionally responsible manner.		
3.	<ol> <li>Implement social work values and professional standards of behavior in accordance with the NASW Code of Ethics.</li> </ol>		
4.	4. Participate fully and actively in my own learning by expressing my needs, evaluating m 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. Attend all required field orientations at school field site.		

c) Complete assigned tasks on time and in accord with agency and school requirements.

b) Keep confidential those interactions which I conduct or whether written or verbal,

Ethics.

d) Submit to my field instructor a weekly log sheet as well as a listing of any specific learning needs, questions or dilemmas that I feel I need to confer on.

between the client, the agency and myself in accord with the spirit of the NASW Code of

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 field coordinator, field liaison or field site supervisor.
- h) Inform field instructor and field liaison 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.

Student Signature	Date

Expectations of Field Supervisors and Agency Field Sites						
\M\p	and					

Agency

agree to share in the purpose of L. I. U.'s Social Work Program by helping to prepare students with a basic competence of graduate level professional social work practice. The agency/organization agrees to:

Field Instructor

- 1) Consider referred students for acceptance without regard to race, ethnicity, religion, culture, gender or sexual orientation.
- 2) Provide an experienced MSW level field instructor that has completed the required Seminar in Field Instruction training, and is committed 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 place which keeps the student challenged but not overwhelmed. Assignments will be made with educational values as the primary consideration, appropriate to the level and skill of the student.
- 4) Help the student activity engage in the learning process by encouraging 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 to one and a half hours of supervision at a regularly scheduled, mutually agreed upon time.
- 8) Require at least two process recordings per week for first year MSW students and at least three process recordings per week for second year MSW students.
- 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 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. (Evaluation form to be
provided	by th	e SW Program.)

- 12) Include students in staff meetings, training sessions and other professional meetings whenever possible.
  - 13) Attend all field instructors' meetings at the University whenever possible.
- 14) Provide ongoing feedback to the Social Work program regarding the administration of the Field Experience component.
- 15) Maintain contact with the field liaison regarding student progress and performance.
- 16) Arrange contingency assignments, supervision, accommodations, etc. in the event of field supervisor's absence.

Field Instructor	Date