

**PLYMOUTH STATE UNIVERSITY
SOCIAL WORK DEPARTMENT**

Field Education Agreement

Plymouth State University currently offers a Bachelor of Science in Social Work. Social Work majors are required to complete a block placement (one semester/450 hours) at a social service agency. This agreement outlines the mutual responsibilities of the Social Work Program at Plymouth State University, _____, the agency serving as a facility for the student practicum, and the student, _____. This agreement shall commence on _____ and terminate on _____. It is important to assure the completion of 450 hours of work by the student. In unique instances where a student must work past June 1, this agreement shall extend until September 1 of the year it is dated, unless terminated sooner. Either party may terminate this agreement with thirty (30) days written notice to the other party provided, however, any such termination or notification shall not prevent a student who is in the program from completing the major.

Responsibilities of the Plymouth State University Social Work Department

- 1) Provision of a faculty liaison;
- 2) Consultation with the agency prior to placement of any student in order to review the objectives and responsibilities involved in the practicum (detailed in Field Education Manual);
- 3) Monitoring the field learning experiences of the student (telephone discussions and agency visits, as needed);
- 4) Withdrawal of a student from the agency placement when circumstances indicate that the student or agency is unable to meet the conditions of the practicum; this will be done only after consultation with the student and field supervisor;
- 5) Arrangement for library privileges for field supervisors, if desired;
- 6) Adherence to the NASW Code of Ethics. (See Appendix A);
- 7) Provisions, through the University System of New Hampshire, for professional liability insurance coverage for each student to the limits of \$1,000,000 per occurrence and \$3,000,000 aggregate;
- 8) Non-discrimination in selection and/or placement of students and/or field supervisors. In accordance with federal and state laws and/or University policy, Plymouth State University does not discriminate on the basis of race, color, religion, national origin, sex, age, veteran's status, handicap or sexual preference.

- 9) Plymouth State University agrees to indemnify and hold harmless the provider/agency from and against any and all claims and suits relating to personal injury or property damage to the extent such personal injury or property damage rises out of the negligent acts or omissions of the University's students, faculty, staff or agents while in the course of their duties under this agreement. Notwithstanding the foregoing, neither party shall be liable hereunder with respect to any settlement of a claim or suit entered into without the other party's written consent.

Responsibilities of the Agency

- 1) Designation of one primary field supervisor for the student to be supervised and to coordinate the learning experience and be responsible for the final evaluation report and grade;
- 2) Provision of adequate release time for the field supervisor to offer supervision (individual conference) for at least **one hour** per week and for group conferences as needed;
- 3) Provision of office supplies, telephone facilities, and office arrangements and space to enable the student to function effectively;
- 4) Provision of orientation to the agency, case and group assignments, and field learning experiences;
- 5) Provision of worker safety training including policies, procedures, and protocol to the student immediately when they begin the practicum;
- 6) Requirement of student recordings and summaries (in compliance with agency record keeping policies);
- 7) Reimbursement for students' travel expenses, whenever possible, incurred in fulfilling duties at the agency;
- 8) Immediate communication with Plymouth State University faculty liaison and/or Director of Field Education regarding any concerns with the practicum;
- 9) Submission of contracts, reports, evaluations in proper form and content;
- 10) Final decision regarding the number of students it can accommodate for the practicum;
- 11) Participation in orientation and training opportunities for field supervision offered by the Social Work Department;
- 12) Adherence to the NASW Code of Ethics (see Appendix A);
- 13) Non-discrimination in selection and/or placement of students and/or field supervisors.
- 14) The agency agrees to indemnify and hold harmless Plymouth State University, its Trustees, officers, employees, students and agents from and against any and all claims and suits relating to personal injury or property damage to the extent such personal injury or property damage arises out of the negligent acts or omissions of the provider staff, the agency staff, employees or agents while in the course of their duties under this agreement. Notwithstanding the foregoing, neither party shall be liable hereunder with respect to any settlement of a claim or suit entered into without the other party's written consent.
- 15) The agency will make every reasonable effort to assure that no conflict of interest exists by screening students out of work with persons who are or are related to PSU faculty, staff and students.

Responsibilities of the Student

- 1) Follow the agency calendar unless other arrangements are planned in advance with the field supervisor and faculty liaison. Changes in the beginning and ending dates made only with

the consensus of the agency and school. Spring vacation week taken only with agreement of the agency supervisor;

- 2) Completion of all recording, documentation and reports required for Plymouth State University and the field supervisor;
- 3) Preparation for and participation in regular supervisory conferences with field supervisor;
- 4) Professional and ethical conduct, maintenance of confidentiality and adherence to NASW Code of Ethics (see Appendix A);
- 5) Health and/or automobile insurance and/or employee/trainee physical examination, if required by the agency;
- 6) Financial compensation during the placement is not provided unless otherwise arranged with the agency and Plymouth State University Social Work Department;
- 7) Travel to and from the practicum.
- 8) Students are required to make up time missed due to illness or unavoidable absence in excess of two days. These arrangements are made between the student, field supervisor and the Plymouth State University Field Director.
- 9) Students will inform their supervisor immediately if work is assigned which involves persons who are or are related to PSU faculty, staff and students in order to be removed from such work.

The Social Work Department at Plymouth State University considers field education to be an integral, vital part of the social work curriculum and recognizes the contributions of the agencies and field supervisors. In entering into this significant affiliation, the parties agree to the responsibilities and functions outlined above.

PSU Director of Field Education

Date

Agency Field Supervisor

Date

Student

Date

Vice President for Academic Affairs

Date

Vice President for Financial Affairs

Date