FIELD INSTRUCTION AGREEMENT BETWEEN THE LEWIS-CLARK STATE COLLEGE B.S.W. PROGRAM AND AFFILIATED AGENCIES

I. Whereas the Social Work Program at LCSC and many community agencies recognize the value of field instruction in social work education, and whereas students register for and receive college credit for agency-supervised field education, therefore, this statement of understanding delineates areas of responsibility for both Lewis-Clark State College and the field practice agency.

_________________________________(agency) has been designated by the Social Work Program at Lewis-Clark State College as an approved field instruction setting.

This agreement becomes effective on _______________________.

(date)

II. The Social Work Program at LCSC agrees to:

1. Assure that students obtain liability insurance prior to the start of their field experience. Students in field instruction are not college employees, but are fulfilling specific requirements for the B.S.W. degree.

2. Provide copies of the Field Instruction Manual and other pertinent instructional materials to the agency.

3. Collaborate with agency personnel in the design of learning experiences that meet the purposes and objectives of field instruction.

4. Keep the agency and field instructors informed about the Program’s activities and plans affecting field education.

5. Assist the agency in developing appropriate placements for entry level, generalist-trained social work students.

6. Provide a faculty liaison to aid in the monitoring of student progress, as well as provide consultation and assistance to the agency.
   a. The liaison will meet with the field instructor at least twice each semester to monitor student progress.
   b. The liaison will provide oversight of the field instruction to ensure that learning objectives are met.
   c. The liaison will aid in the early identification of problems and help devise a plan for resolution as necessary.

7. Provide opportunities for agency/field instructor participation in Program committees/activities.
8. Inform students in field instruction of their responsibility to conform to agency standards regarding client/patient welfare.

9. The College and each student shall comply with applicable state, federal, and local laws regarding the confidentiality of client/patient information and records.

III. The Agency Agrees to:

1. Accept the policy of the Social Work Program that students are assigned in accordance with the provisions of the federal and state civil rights laws, and the agency will not discriminate on the basis of gender, race, age, religion, color, sexual orientation, or national origin.

2. Adhere to the purposes, policies, and procedures of the social work education program as presented in the Field Instruction Manual.

3. Accept and treat the student’s primary role as learner, and the field practicum assignment as an educational experience.

4. Provide the student with the resources necessary to carry out assigned educational and service tasks.

5. Provide qualified staff as field instructors in accordance with the Program’s policies.
   a. The field instructor will assume primary responsibility for the development and implementation of student learning activities.
   b. The field instructor will assist the student in the development of the learning contract.
   c. The field instructor will provide a minimum of one hour of individual supervision per week.
   d. The field instructor will notify the Program Liaison of any problems with the student.
   e. The field instructor will involve the student in ongoing evaluations of their performance, and recommend a grade to the Program Liaison at the end of each semester.

6. Assure that the field instructor has adequate time within the work schedule to meet the field instruction requirements.

7. Assure that the faculty liaison is advised of policy and service changes, and other developments which may affect student learning.

8. Provide the student with a comprehensive orientation to the agency, including agency standards regarding client welfare and confidentiality.
IV. This agreement shall be reviewed annually by June 30, and any amendments will become effective with the opening of fall semester. This Agreement may be terminated by either party upon six (6) months written notice. This Agreement may be amended at any time by mutual agreement expressed in writing, signed by both parties.

SIGNATURES:

___________________________________  ________________________________
Agency Director:                                      Date:  

___________________________________  ________________________________
Field Instructor:                                      Date:  

___________________________________  ________________________________
Task Supervisor: (if different from Field Instructor)    Date:  

___________________________________  ________________________________
Lewis-Clark State College Field Director:               Date:  

___________________________________  ________________________________
Lewis Clark State College Program Director:             Date:  