



**Instructions:** This agreement form is to be completed by agency personnel and the student. It must be submitted to the Field/Practicum Administrator for approval (Note: The School has posted a deadline for completion). New field/practicum instructors are required to submit a resume in order to approve the placement.

Date:

**Student Information:**

Center: ☐ IC ☐ DM ☐ QC ☐ SC ☐ Online

Student Name (please print)

Student ID#

UI E-mail

Phone

Type of Placement:

Placement      BA Field Placement      MSW Foundation      MSW Advanced Placement

**Placement Information:**

Agency Name

Address

Agency Director

Field/Practicum Instructor

E-mail

Phone

SW Credentials

License #

Address (if outside agency)

Task Supervisor \_\_\_\_\_  
(Only needed if Instructor does not meet CSWE supervision requirements)

E-mail

Phone

**Acceptance of a student placement with this agency indicates the field/practicum instructor and/or task supervisor agrees to:**

- Provide a **minimum** one hour per week of supervision.
  - a) Supervision should be provided by a field/practicum instructor who has been awarded a BA in social work (for supervision of BA students) or MSW (for supervision of BA and MSW students) from a CSWE-accredited program with a minimum of two years post-degree practice experience.
  - b) The instructor should have either demonstrated competency in the area of practice being identified for the placement or have supervisory experience.

- Attend the Field/Practicum Orientation.
- Assist the student in development of the learning contract.
- Participate in scheduled student evaluations and submit student assessments in a timely manner.
- Discuss the following expectations with the student, including:
  - a) Completion of background check, if required
  - b) Completion of health screenings, drug screenings and immunizations, if required
  - c) Review COVID-19 precautions the agency has put in place to protect the safety and well-being of staff, students and community members receiving service
  - d) Completion of agency trainings, if required
  - e) Review the agency's policies, rules, regulations, safety protocols and standards of conduct pertaining to the student's placement
  - f) Discussion about how the student and field/practicum instructor wish to handle differences or conflicts
  - g) Review expectations regarding client transportation. Please note that the University of Iowa's liability policy does not cover transportation of clients. If the student will be driving the company vehicle, discuss with the student the insurance coverage the agency provides. If the student will be expected to transport clients in the student's own vehicle, the student will need to confirm that the student's personal car insurance will cover this.

**The University of Iowa School of Social Work agrees to provide a faculty liaison that will coordinate activities between the agency, student and School.**

Beginning Date

Ending Date

- BA Field Placements: 8-11 s.h.; 1 s.h. = 50 hours in placement (min. 400 hrs)
- MSW Foundation: 3 s.h.; 1 s.h. = 70 hours in placement (min. 210 hrs)
- MSW Advanced: 5-7 s.h per semester, max 12 s.h. per year; 1 s.h. = 70 hours (min. 700 hrs)

# of Semester Hours Registered

Total Number of Weeks

Hours per Week in Placement

Time periods when student does not plan to be at placement (include vacation):

Regular meeting times for field/practicum supervision will be provided on the following days/times:

### Statement of Diversity and Inclusion

At the School of Social Work, we seek to engage students in constructive, respective dialogue as personal values are challenged in the process of developing a professional social work identity. We encourage students to respectfully engage with others who are different from themselves in the classroom and the community, regardless of their personal values.

Therefore we expect the field/practicum instructors will join faculty and staff in this effort; and will:

- Encourage and welcome diversity in all aspects of campus and community life.
- Address social justice issues that affect human beings as a consequence of oppression, poverty, marginalization and alienation because of the intersection of multiple factors, including those identified by CSWE: class, color, culture, disability, ethnicity, gender identity and expression, immigration status, political ideology, race, sex, sexual orientation and religious, non-religious, or spiritual beliefs.
- Refrain from prejudicial language and discriminating behavior and challenge stereotypes when others speak in derogatory generalizations.
- Agree that hate speech or actions are not tolerated in the organization.
- Foster intercultural dialogues, examine individual biases, and critically analyze intersections of privilege and oppression.
- Expand students' understanding of cultural diversity by helping them explore other cultures through researching and participating in/supporting community events.
- Demonstrate empathy in a culturally sensitive manner, to listen, and work to solve problems peacefully.
- Create a community that is a safe environment for all.

**SIGNATURES:** Signature guarantees knowledge of above stated criteria to be met while providing a field or practicum placement for University of Iowa social work students. Additionally, signature indicates the student, field/practicum instructor and task supervisor (as needed) have discussed placement dates, hours and expectations.

Field/Practicum Instructor

Date

Task Supervisor (if needed)

Date

Student

Date

UISSW Field/Practicum Administrator

Date