

CARTHAGE COLLEGE SOCIAL WORK DEPARTMENT  
AGENCY AGREEMENT

The purpose of this agreement is to clarify the reciprocal roles and responsibilities among the Carthage Social Work Department, the Agency and Student. This document is reviewed, discussed, and signed before the student begins field work.

RESPONSIBILITIES OF THE CARTHAGE FIELD DIRECTOR

1. Match the professional interests and goals of the student with those of the agency.
2. Continue to evaluate the field agency-student match during the Social Work Practice III placement to determine the appropriateness of the field placement in the following term.
3. Ensure the agency the right to screen students referred for placement and to accept or reject students according to the demands of the agency program and the needs of its clients using Equal Employment Opportunity regulations in making decisions.
4. Provide all agency supervisors with the necessary documentation and direction to online resources.
5. Provide an orientation program for agency supervisors and an ongoing educational program for agency supervisors regarding ethical issues, social work curriculum, and current educational issues. Provide opportunities for evaluation of the field practicum and participation in curriculum development.
6. Withdraw the student from the field placement at any time during the field practicum, at the agency or student's request, if, following discussion among the student and the agency, problems have not been solved to the satisfaction of all parties concerned.
7. Submit a grade based on written evaluations, logs, reflection journals, consultation with Field Supervisor and Carthage BSW faculty and observation of the student.
8. Visit each field site 1-2 times during the 450 hour yearlong field placement. If only one in-person visit occurs, there will be at least one meeting by phone to ensure both a mid and end of year evaluation occurs with Field Director, Field Supervisor and student present.
9. Work with students and Field Supervisors to resolve any problems that arise during the Field Placement.

RESPONSIBILITIES OF THE AGENCY FIELD INSTRUCTOR

1. Provide the Carthage Field Director with necessary information about the placement and submit a resume of the individual responsible for supervision of students.
2. Prior to the student's arrival, arrange adequate working space and equipment necessary for the student to complete assigned tasks.
3. Arrange for the student's orientation to the agency, clients, social service system, and

community.

4. Provide the student one hour of regularly scheduled supervision each week and be available (or delegate other staff) at other times for consultation with the student as necessary.
5. Suggest reading materials to the student, which will facilitate a deeper understanding of the agency's programs. Consult with the student and Agency Director regarding Organizational Change/Macro Intervention Project.
6. Assign direct generalist social work experiences tailored to student's individual needs and abilities. The experiences should provide a variety of social work modes of intervention and include contact with diverse populations and oppressed persons. Ensure that student participates in enough activities at the agency to demonstrate competence in the nine social work competencies outlined in the Field Learning Contract.
7. Discuss the evaluation of the student on an ongoing basis. Both at midterm and end of semester, submit a written evaluation of the student's performance via the Field Learning Contract. Follow NASW Code of Ethics in supervision.
8. Take responsibility to communicate promptly with the student and the field instructor as problems appear in the internship. Will not allow student to make any home visit without an agency representative in attendance.
9. Attend Field Supervisors' trainings and meetings as scheduled.
10. Arrange for reimbursement to the student for any expenses incurred in the performance of agency assignments.
11. Refrain from assigning or permitting the student to transport agency clients in their own automobile unless the agency's liability insurance explicitly covers student or non-paid personnel who perform in the delivery of agency services, or unless the student can produce an insurance policy showing adequate coverage for client transportation.
12. Comply with Equal Employment Opportunity regulations in making decisions regarding Students.

### RESPONSIBILITIES OF THE SOCIAL WORK STUDENT

1. Request an interview and complete the Screening and Selection process with faculty committee to become a candidate for the Social Work Department. Discuss professional interests and goals with Field Director during junior year.
2. Conduct self in a manner consistent with professional social work values and follow through promptly with appointments for screening interviews at selected agencies.
3. Once the agency agreement has been completed, arrange a weekly schedule of field work cooperatively with the supervisor, adjusting the hours to allow for mutual needs. Students are permitted to work day, evening, and weekend hours. Because students are required to be in placement for 450 hours, students will usually spend 16 hours per week at the agency when completing a full year concurrent placement. In addition, students will complete a

macro intervention/organizational change project at their assigned field agency. The hours spent on the organizational change project may occur at the agency or in the community.

4. Take responsibility for reporting to work at the appointed times and notify the field supervisor at the agency promptly if a problem arises. A pattern of repeated irresponsible tardiness and/or absence may result in removal from placement. Observe the rules and policies that guide the agency programs and operations, including confidentiality issues, promptness, reliable and responsible general conduct and appropriate dress. Prepare agendas of questions and topics to discuss at regularly scheduled (weekly) supervision sessions.

5. Read literature assigned by Agency Field Instructor for further understanding of the agency programs. Other staff persons may provide supervision when the field supervisor is not available or when the field supervisor delegates task supervision to another staff Member.

6. The student is expected to maintain a log of hours submitted weekly for verification by Field Supervisor. Log is discussed and initialed by the agency supervisor and submitted to the Field Director at mid year (225 hours) and end of year (450 hours). The student will also maintain a Field Reflection Journal that is turned in bi-weekly to the Field Director. The Agency supervisor determines the level of performance in the nine social work competencies and shares this feedback with the student and completes the Learning Contract, where the student also self-reflects on performance.

Regarding the organizational change project, the student discusses topic(s) with the Agency Field Instructor and receives approval for topic by Agency Director.

I am signing this document to affirm that I have read and understand the expectations of the agency field supervisor, Carthage field director, and student. I further understand that a more detailed explanation of field policies is articulated in the Carthage Field Manual, which I agree to review and consult as needed.

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| Agency Field Instructor | Degree | Date |
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| Name of Agency | Address | City |
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| Field Director | Printed Name | Date |
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| Student | Printed Name | Date |
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| Agency Director | Printed Name | Date |
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