

NORTHERN ARIZONA UNIVERSITY  
SOCIAL WORK PROGRAM

SOCIAL WORK FIELD PLACEMENT CONTRACT

STUDENT

Name:  
ID#:  
Address:

Phone:

FIELD INSTRUCTOR

Name:  
Agency:  
Address:

Phone:

NAU FACULTY FIELD LIAISON

Name:  
Address:

Phone:

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**Student Responsibilities**

Number of work hours per week \_\_\_\_\_ Number of credit hours being earned \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Work Schedule per week:

Mondays \_\_\_\_\_ Thursdays \_\_\_\_\_

Tuesdays \_\_\_\_\_ Fridays \_\_\_\_\_

Wednesdays \_\_\_\_\_ Saturdays \_\_\_\_\_

Holidays \_\_\_\_\_

Field Seminar Meeting Dates: \_\_\_\_\_

Due dates for: Agency Report \_\_\_\_\_ Journals \_\_\_\_\_

Process Recordings \_\_\_\_\_

Assessment \_\_\_\_\_

Student Self Evaluation \_\_\_\_\_

Student Evaluation of Field Placement \_\_\_\_\_

Student Evaluation of Field Education Program \_\_\_\_\_

Time Sheets \_\_\_\_\_

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**Field Instructor Responsibilities**

Orientation/training activities:

Instructional activities:

Due dates for:

**Evaluation of Student Learning in Field Placement**

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**Faculty Field Liaison Responsibilities**

Field visits:

Review journals, process recordings,  
assessment:

Basis for final grade:

Agency Report

Journals, process recordings, assessment

BSW Student Field Learning Evaluation

Student Self Evaluation

Midpoint \_\_\_\_\_

Final \_\_\_\_\_

**Educational Experiences and Assignments:**

What educational experiences and assignments are available to you as a social work student? You are expected to engage in learning activities that reflect engaging in planned change activities with individuals, families, small groups, and within the agency and the community, networking with community formal and informal resources, policy analysis and development, research, and evaluation. On a separate sheet of paper that is to be attached to this contract, identify and describe what your involvement will be in each of the categories listed.

- a. Direct Services with Individuals
- b. Direct Services with Families
- c. Working In and With Groups
- d. Community/Social Change Activities
- e. Networking with Community Formal and Informal Resources
- f. Program Planning, Development, and Evaluation
- g. Agency/Program Policy Analysis and Development
- h. Utilization of Field Instruction
- i. In-Service Training
- j. Literature Research and Review
- k. Evaluation of the Effectiveness of Your Interactions and Interventions with Client Systems, Agency Staff, and Community Professionals.
- l. Other

**Field Learning Outcome:**

On separate sheets of paper that are to be attached to this contract, use the format that follows to list your learning objectives which reflect the learning expected as outlined in the Field Learning Outcomes and the tasks and activities assigned to facilitate meeting the objectives listed. Also, at least one learning objective that reflects specific student and agency learning goals is required. Mechanisms for measuring progress in achieving the personalized learning outcome(s) is to be specified and included with the contract

Learning Outcome:

Tasks and activities:

Learning Outcome:

Tasks and activities:

**Release of Information/Open Communication Statement for Field Placement:**

Our signatures on this form indicates that we \_\_\_\_\_

\_\_\_\_\_ understand the need for, and grant our permission for open communication to occur between the student, the Field Instructor, , Task Instructor(s), and the Faculty Field Liaison/Field Education Coordinator. We understand that such communication will address the student's academic performance, her or his development of values, knowledge, and skills for generalist social work, and her or his progress in field placement including any difficulties s/he may experience while engaged in the learning process. We are aware that preparation for practice requires growth in and development of behavioral, cognitive, and affective capabilities as well as practice skills and ethical standards for practice. We understand that the informal and formal evaluation processes during field placement will address the student's progress in all of these areas.

**Termination of Contract:**

This contract may be terminated by any participant after providing the other participants with two (2) weeks written notice.

**Signatures:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Field Liaison

\_\_\_\_\_  
Date

Three (3) copies: 1 for the student, 1 for the Field Instructor, and the original to be submitted to the NAU Social Work Program Faculty Field Liaison no later than the fourth week of field placement.