



PROPOSED CONTRACT FOR FIELD AT PLACE OF EMPLOYMENT PART I TO BE COMPLETED BY STUDENT

1. Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. When do you plan to begin the placement? Semester: \_\_\_\_\_ Year: \_\_\_\_\_

3. Type of placement (Please tick the boxes that apply to you):

- BSW/Generalist/Micro and Macro
Foundation MSW/Generalist/Micro and Macro
Advanced MSW (Please select your specialty below.)
Aging Children and Families Mental Health Health Services
Community and Administrative Practice

4. Place of Employment: \_\_\_\_\_

Date Employment Started: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Employment Supervisor: \_\_\_\_\_

Employment Supervisor Phone and E-mail: \_\_\_\_\_

Student's Current Title: \_\_\_\_\_

Current Work Responsibilities: \_\_\_\_\_

Number of hours per week employed? \_\_\_\_\_

5. New Department or Program Area: \_\_\_\_\_ Date to begin reassignment in agency: \_\_\_\_\_

6. Proposed Field Instructor: \_\_\_\_\_ Telephone: \_\_\_\_\_
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

7. Proposed educational objectives and learning activities to be achieved by student in the field placement position: \_\_\_\_\_

Signature of Student

Date



UNIVERSITY OF  
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PROPOSED CONTRACT FOR FIELD AT PLACE OF EMPLOYMENT PART II TO BE COMPLETED BY EMPLOYMENT SUPERVISOR

1. Describe how the agency is diverse enough to broaden the student's knowledge base and degree of expertise. How will the employer allow for new opportunities in the field placement which are significantly different in context from the employment position duties? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Is the agency affiliated with the School of Social Work? \_\_\_\_\_ Date of Affiliation: \_\_\_\_\_ How many students have been in a field placement in this agency? \_\_\_\_\_

3. Does the agency employ a full-time employee qualified under the school's policies to provide field instruction who is not the employment supervisor? \_\_\_\_\_

Name of potential field instructor with MSSW and at least three years of post-master degree experience: \_\_\_\_\_

Name of potential field instructor with BSW and at least two years of social work experience: \_\_\_\_\_

Has this person agreed to provide field instruction supervision? \_\_\_\_\_

4. Date of student's initial employment: \_\_\_\_\_

Date of student's reassignment of duties for field placement: \_\_\_\_\_

5. How much release time will be provided to the student for completion of field course requirements? \_\_\_\_\_

What will be the work schedule? \_\_\_\_\_

What will be the field schedule? \_\_\_\_\_

6. The employer pledges to make the field placement experience totally independent of the employment experience. The employer guarantees that the employment position will not take precedence over the field placement position in order to insure the student the fullest opportunity for new learning and skill development.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Employment Supervisor

Date



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**PROPOSED CONTRACT FOR FIELD AT PLACE OF EMPLOYMENT PART III  
TO BE COMPLETED BY THE FIELD INSTRUCTOR**

**Please attach a resume.**

1. Field Instructor Name: \_\_\_\_\_ Degree: \_

Field Instructor Phone and E-mail: \_

Years of experience: \_\_\_\_\_

Are you a full-time employee of the agency? \_\_\_\_\_

2. Describe the learning objectives and opportunities of the proposed field assignment and how they differ significantly from the student's current employment position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What will the schedule be for field clock hours? \_\_\_\_\_

Will you provide at least one hour per week of direct supervision? \_\_\_\_\_

4. All first time field instructors are required to attend training regarding field policies and procedures prior to supervising a student.

Are you willing to attend the orientation? \_\_\_\_\_

\_\_\_\_\_  
**Signature of proposed Field Instructor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Request Approved by**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**