Agency Confirmation & Agreement of Distance Education MSW Field Placement
Revised January 2017

Distance Education MSW Specialized Practice Field Placement

Name of MSW Student: ________________________________

Placement time frame: Fall Semester and Spring Semester; Students follow the UNI Academic Calendar

In providing a field placement for the UNI student, the agency has agreed to the following:
1. All agency instructors supervising the student have viewed the Agency Instructor Orientation video found at www.uni.edu/csbs/socialwork under "Field Instruction".
2. Weekly or bi-weekly supervisory sessions with the student.
3. Allotment of time for the agency instructor to complete student assessments and participate in meetings regarding student progress and assessment.
4. A student is not assigned a workload as extensive or at the same level of professional independence as a staff professional. This is done to ensure the student ample time to learn and reflect on the new experiences encountered.
5. A student is not assigned agency work during the times scheduled for university classes, field placement seminars, or other educational activities required through field placement.
6. The agency provides a field setting that affirms and respects diversity and difference in staff, populations served and students completing their field experience.

The following expectations have been reviewed with the student:
- How differences or conflicts are to be handled.
- How variations in field placement time will be handled (for example, university breaks).
- The guidelines the student should follow in relating to other staff, administration, board members, other agencies, and the community in general.
- Personnel policies that apply to students.

Concurrent Placement for Trauma Informed Care Specialization Field Practice
MSW Specialization students are required to complete no less than 500 hours in field placement:
Fall Semester = 250 clock hours and Spring Semester = 250 clock hours

The student is accepted by the agency for field placement: ___ Yes ___ No
The student has been informed of the above decision regarding placement: ___ Yes ___ No
Beginning Date of Student Placement: _________________
Important notation to agency:
Students in field placement are entitled to all scheduled university breaks. Once the student begins the field placement, or at the interview time, please clearly define the time periods, including university classes and required educational events (e.g., field seminars taught by the university Faculty Liaison), when the student does not plan to be at the agency (e.g., university breaks, finals week, religious holidays, times agency is closed).

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Signature below means that the content of this form has been thoroughly reviewed. Signature further signifies agreement to meet the criteria listed in the Field Instruction Manual while providing the student a field placement experience.

Agency Name, Address and Phone

Agency Administrator or Staff Authorized to Approve Placement for Student Date

Agency Instructor of Student (Providing student’s supervision) Date

Agency Instructor E-mail address

Agency Instructor’s degree(s) and discipline of study {discipline examples: social work or psychology}:
MSW ___ or MA ___ Discipline: ____________________________
Ph.D. ___ Discipline: ____________________________
Ed.D. ___ Discipline: ____________________________ Education

UNI Director of Field Instruction Date

When completed, please make a copy of this form for your records and return the original to:
Jenny Becker, Director of Field Instruction
Mail: University of Northern Iowa Social Work Department
1227 West 27th Street, Sabin Hall 243
Cedar Falls, IA 50614
Scan: jennifer.becker@uni.edu
Fax: (319) 273-6976